

# BRIEFING SESSION METRORAIL GAUTENG

**21 SEPTEMBER 2026**

**CHAIRPERSON: MPHO DUBE**

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**DATE:** 21/09/2026

**TIME:** 10H00 (Tuesday)

**VENUE:** Shosholoza Meyl Junction, 6th Floor

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF  
SMALL PLANT MACHINERY IN THE METRORAIL GAUTENG REGION ON AN “AS  
AND WHEN REQUIRED BASIS” FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**RFP NUMBER:65/08/2026-GAU-PERWAY**

**Below are the briefing minutes and discussions held on 18 September 2026**

**Directors**  
Acting Chairperson N. Nokwe-Macamo,  
Adv. S. Sethene, Adv. M. Motlogelwa,  
L. Joel, N. Makaepea, M. Mukhuba, DK. Mohuba,  
S. Luthuli, TN. Mpye

**Group CEO**  
H. Emeran

**Company Secretary**  
L. Mthayise

# 1. OPENING AND WELCOME

## 1.1 Opening and Welcome

The Chairperson, Mpho Dube, welcomed everyone at 10H00 and introduced the PRASA officials.

### Attendance

- Mpho Dube (SCM Department)
- Makgwale Tshehla (SCM Department)
- Fhatuwani Sathura (End User)

## 2. PURPOSE OF THE RFP

The Chairperson clarified the purpose of the RFP as follows:

- To set out the rules of participation in the bid process referred to in this RFP.
- To disseminate information on the project contemplated in this RFP.
- To provide guidance to bidders on the preparation of their RFP submissions.
- To gather information from bidders that is verifiable and can be evaluated for the purpose of appointing a successful bidder.

To enable PRASA to select a successful bidder who:

- a) Is technically qualified and meets the empowerment criteria described in this RFP.
- b) Is capable of carrying all the obligations of the Contract.

## 3. BID TIMELINES

- Bid Issue Date: 11 September 2026
- Briefing Session: 21 September 2026 at 10H00
- Closing Date for Questions: 26 September 2026 at 16H00
- Closing Date for Responses: 30 September 2026 at 16H00
- Closing Date: 15 October 2026 at 12H00

## 4. COMMUNICATION CHANNELS / QUERIES AND ENQUIRIES

Queries and enquiries should be sent to:  
**[makgwale.tshehla@prasa.com](mailto:makgwale.tshehla@prasa.com)**

### Directors

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## 5. NOTICE TO BIDDERS

- Bidders are encouraged to visit the National Treasury eTender Portal and the PRASA website regularly, as updates may be uploaded from time to time.
- Questions and Answers will be uploaded to the eTender Portal and the PRASA website.

## 6. HOW TO ACCESS THE TENDER DOCUMENT

This RFP may be downloaded directly from the National Treasury eTender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) free of charge and from the PRASA website at [www.prasa.com](http://www.prasa.com).

## 7. DELIVERY INSTRUCTIONS

The bid envelopes must be hand-delivered to the PRASA Building at Shosholozza Meyl Junction and addressed as follows:

**PASSENGER RAIL AGENCY OF SOUTH AFRICA**  
Ground Floor  
Shosholozza Meyl Junction  
Cnr Leyds and Simmonds Street  
Braamfontein  
Johannesburg  
2001

**Note:** Bidders must ensure that they complete the submission register and obtain a receipt as proof of submission.

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## 8. INSTRUCTIONS FOR COMPLETING THE RFP

All responses to the RFP must be submitted in sealed envelopes and boxes.

## 9. EVALUATION CRITERIA

### Stage 1: Compliance Requirements

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## Stage 1A: Mandatory Requirements

- Completed Form C (Pricing Schedule)
- Completed BOQ/Pricing
- Proof of Attendance of the Compulsory Briefing Session (Form D)

## Stage 1B: Basic Compliance

- Letter of Good Standing (COID)
- Valid SARS Pin
- CSD Registration Number
- Completion of all tender documentation and annexures
- Joint Venture / Consortium Agreement (where applicable)

## Stage 2: Technical / Functionality Requirements

### Organisational Experience (100 Points)

Track record on similar projects previously executed with a minimum value of **Five Hundred Thousand Rand (R500 000.00)** involving:

- Supply and delivery of plant and machinery
- Tools
- Equipment

Bidders are required to submit both appointment letters and completion letters from clients on the client's official letterhead, signed and dated by an authorised representative of the client, indicating:

- Project description
- Client name
- Client contact details (email and telephone number)
- Project start date
- Project end date
- Extension of time, where applicable
- Contract value inclusive of VAT

### Functionality Scoring

| Similar Completed Projects  | Points |
|-----------------------------|--------|
| No response / non-compliant | 0      |
| One (1) project             | 20     |
| Two (2) projects            | 40     |
| Three (3) projects          | 60     |
| Four (4) projects           | 80     |
| Five (5) projects           | 100    |

Total: 100 Points

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**Minimum Functionality Threshold: 80%**

Bidders scoring below the minimum functionality threshold will not be considered for further evaluation in terms of Price and Specific Goals.

**Stage 3: Pricing and Specific Goals**

- Price: 80 Points
- Specific Goals: 20 Points
- Total: 100 Points

Bids will be evaluated in terms of the **80/20 Preference Point System**.

## 10. PRICING AND BOQ

- Bidders are required to submit a responsive bid by completing all prices contained in the BOQ.
- Bid prices must include all associated costs such as travel, transport, labour, security, and other related costs.
- All bid prices must be inclusive of VAT at 15% and any other applicable taxes.
- Failure to submit a signed pricing schedule will invalidate the bid and result in disqualification.

## 11. SARS REQUIREMENTS

### 11.1 VAT

It is mandatory for a business to register for VAT where the estimated value of the project exceeds **R1 000 000 (One Million Rand)**.

### 11.2 Tax Compliance

- All bidders must be tax compliant at the time of award.
- In the case of a Joint Venture (JV) or Partnership, all parties must be tax compliant at the time of award.
- If one party is not compliant, the bid may be disqualified.

## 12. STANDARD BIDDING DOCUMENTS AND FORMS (SBD)

- All Standard Bidding Documents and forms must be completed and submitted with the bid document.

- Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits collusive bidding (bid rigging) between parties in a horizontal relationship.

## 13. CLARIFICATIONS / QUESTIONS AND ANSWERS

### Technical Evaluation Criteria under Organizational Experience

**Question:** Do you consider submissions for current projects?

**Answer:** No. Only completed projects supported by completion letters will be considered.

**Question:** What is the minimum value for similar previously executed projects?

**Answer:** A minimum value of **Five Hundred Thousand Rand (R500 000.00)**.

**Question:** The technical requirements stipulate a minimum threshold of R5 million, whereas the functionality criteria indicate a minimum threshold of R500 000.

**Answer:** The minimum threshold for functionality is **R500 000.00**. An erratum and revised documents will be issued and uploaded onto the eTender Portal.

## 14. GENERAL

No matters were raised under General.

Bidders must clearly provide their email addresses and contact details for communication purposes.

## 15. CLOSURE

The Chairperson adjourned the meeting at 11H45.

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Mpho Dube  
**Chairperson**

**COMPILED BY:**

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Makgwale Tshehla

**END USER:**

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Fhatuwani Sathura