



## BRIEFING MINUTES

### NAME OF PROJECT

**PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES FOR THE FOLLOWING TENDERS IN THE NORTHERN GAUTENG REGION:**

### **1.CRES/NGR/004/05/2023 – MABOPANE STATION**

**TIME: 10:00 – 12:00am**

**DATE: 02<sup>nd</sup> August 2023**

<b>PROCEDURAL MATTERS</b>	
<b>1. OPENING AND WELCOME</b>	<b>CHAIRPERSON (Kuthazwa Pike)</b>
<b>2. EXPLANATION OF THE BIDDING PROCESS</b>	<b>SCM SPECIALIST (Kuthazwa Pike)</b> <b>SCM Observer (Max Mashabane)</b>
<b>3. EXPLANATION OF THE TERMS OF REFERENCE (Scope of work)</b>	
<b>4. EXPLANATION OF PENALTY CLAUSE</b>	<b>PROJECT MANAGER (Thabo Manaka)</b>
<b>5. ATTENDANCE REGISTER</b>	<b>SERVICES PROVIDERS</b>
<b>6. CLOSURE</b>	<b>CHAIRPERSON (Kuthazwa Pike)</b>

<b>1.</b>	<b>OPENING AND WELCOME</b> Chairperson
<b>3.</b>	<b>EXPLANATION OF THE BIDDING PROCESS</b>  <b>TENDER INVITATION &amp; DATA</b> <ul style="list-style-type: none"><li>▪ Tender Number: CRES/NGR/004/05/2023</li><li>▪ Tender Briefing Date: 02<sup>nd</sup> August 2023 (Wednesday)</li><li>▪ Tender Closing Date: 23<sup>rd</sup> August 2023 @ 12:00 Midday</li><li>▪ Tender Closing Venue: Prasa Cres, Corner 546 Paul Kruger &amp; Scheiding Streets, Pretoria</li><li>▪ Tender Contact Person: Kutazwa Pike at 012 748 7456 and Bongiwe Sithembile at 012 748 7570 or NGR.TenderEnquiries@prasa.com</li></ul> <b>LIST OF RETURNABLE DOCUMENTS AND SCHEDULE</b> <ul style="list-style-type: none"><li>• Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal).</li><li>• Completed and signed the compulsory Briefing session attendance register and/or Briefing session Form D.</li><li>• Certified Valid BBBEE Certificate / Sworn Affidavit</li></ul>



- Letter of Good Standing: COID
- Joint Venture or Consortium Agreement (whichever is applicable);
- Proof of CSD Supplier Registration Number
- Bidders to fill and sign Bid/Tender Form C (Bidders must ensure that they only include this financial documents / information in the second envelop.
- Pricing schedule must be completed fully and provide an additional price breakdown.

## **EVALUATION**

### **THREE STAGE EVALUATION:**

- First stage – Compliance to administrative requirements
- Second stage – Technicality/Functionality requirements.
- Third stage – Evaluation in terms of the 80 (pricing) / 20 Specific goals.

### **TWO WAY ENVELOPE SYSTEM**

- 1 Envelope (Volume 1: Entails Technical/Functionality, compliance / Tender forms, except Bid Form C & BBEE (Submit an original hard copy and a USB clearly marked – Bidder's Name, Company's address, Tender Description, and Tender number.
- 2 Envelope (Volume) 2: Entails only Financial Proposal which will be the Pricing Schedule and Form C, (Submit an original hard copy and a USB clearly marked – Bidder's name, Company's Address, Tender description, and Tender number.

### **TENDER VALIDITY**

- Bids will remain valid for 90 working days

### **CLARIFICATION OF TENDER INFORMATION**

For any clarifications, queries, questions, or comments regarding this tender project should be addressed to the tender contact person via email by 15 August 2023 at 14:00.

[NGR.TenderEnquiries@prasa.com](mailto:NGR.TenderEnquiries@prasa.com)

### **OPENING OF TENDERS**

There will be **NO** public tender opening

### **EXPLANATION OF SCOPE OF WORK/PROJECT SPECIFICATION**

The Project Manager unpacked the project specification, which is embedded on the tender document issued to Bidders.

### **EXPLANATION OF PENALTY CLAUSE**

Project Manager unpacked the penalty clause section, which is part and parcel of the bid document issued Bidders.



The following questions were asked by the Prospective Bidders:

QUESTIONS	ANSWERS
<p>In terms of the evaluation criteria, some clients do not issue an appointment letter but issue a Service level Agreement to be signed by the contractor and the Client, is it acceptable?</p>	<p>If the amount complies or correspond with the bidder's reference or completion, meaning that if there is a harmony between the SLA and the reference/completion certificate/testimonial on the client's letterhead</p>
<ul style="list-style-type: none"> <li>• How many consumables should be there in terms of quantities, more especially if you are dealing with public, for instance Toilet papers and the toilet paper machine holder, how many are you requiring?</li>   <li>• It was indicated that PPEs are also required, how do you want that to be provided, do you want the bidder to also indicate by means of a picture to show the kind of a PPE's their employees are going to wear.</li>   <li>• It was noted that 2 bidder's or companies' will be appointed for both stations, and one company will be appointed for each, how should one submit them, if the bidder is interested or decide to bid for all of them, are they required to submit the separate tender documents, for instance pricing schedules?</li>   <li>• Clarify if only it is a fully operational?</li> </ul>	<p>In terms of the consumables, there are no exact number of quantities specified for bidders, however, the staff complement, and commuter flow should give a guideline.</p> <p>On the evaluation criteria, there is points allocation concerning the PPE's the company employees should be wearing, there should be the listing of all PPE that the employees will be wearing throughout the duration of the Project on the bidding company's letterhead</p> <p>The bidding company that has interest in bidding for all corridors must submit separate pricing schedules/BOQs and Form C</p> <p>Yes, it is fully operational</p>
<p>With regards to safety, it was noted that a safety officer is required, do you need a safety officer on site at Mabopane station?</p>	<p>The bidding company should be able to provide their own safety officer for this matter, However PRASA only requires the supervisors and labourers.</p>
<p>In terms of the scope of work (SOW) the list of renovation and the work, which is currently been done on the Mabopane station, is there any variation in relation to the provided scope of work the successful bidder might come across, is the scope of work going to be reduced?</p>	<p>As such, under the contract, Prasa reserves the right to adjust its requirements, amend the scope of work and reduce the personnel required to fulfil the contract obligation.</p>



<p>In terms of the SHE services, Is the PRASA going to provide the SHE bins to be utilised, or should the bidders provide their own and if that is the case are they allowed to also quote for them?</p> <p>Some companies had broken down or split the services, for instance, Horticulture, Gardening whereby bidders are therefore expected to quote separate, whereas at this tender in question all services were combined, are the bidders required submit the separate documents with a separate pricing schedule in respect to the Tender submission?</p> <p>Furthermore, other companies do not issue SLA, but they might issue a letter of completion, is it also accepted for evaluation purposes?</p>	<p>It is PRASA responsibility to provide the SHE bins; the bidders are responsible for disposing</p> <p>It is one Project.</p> <p>PRASA do not accept the Purchase Order (PO) as a reference, but only accept a), Reference letter/completion Certificate and or Testimonials.</p>
<p>In terms of references if a bidder was doing a horticulture service for the past 3 years with the reference, are the bidder's allowed to also submit the same reference for a Hygiene or cleaning service as well?</p>	<p>Main project is cleaning and hygiene services, the horticultural/gardening services is the minimal and therefore will only be accepted if services rendered also included cleaning or hygiene services.</p>
<p>In terms of the waste certificate, if one has the certificate that serve from today till next year which is valid for, is going to be accepted?</p>	<p>The certificate which are expected for month to month is when you dispose this sanitary waste and you have been provided with a certificate, that is required as proof that you have disposed the waste for that month in line with the requirements/regulations that governs the waste management.</p>
<p>It was noted that there deep cleaning is required, are you referring to the bathroom?</p>	<p>Yes, a deep cleaning is required at the bathrooms, subways, platforms, and the facilities.</p>
<p>Is PRASA going to supply for a hygiene property?</p>	<p>Yes, it PRASA responsibility to provide one.</p>
<p>When is this Tender expected to commerce?</p>	<p>On the documents it was noted that it is the 1<sup>st</sup> of September 2023, however it depends if the process has been completed</p>
<p>In terms of the staff deployment, do you require it as is on the tender document or a bidder is allowed to change shifts?</p>	<p>PRASA requires the bidder's plan, how are the specific bidder will implement the plan.</p>
<p>In terms of financials, the requirement states that two (02) signatures are required, then what happens if the Director is the Accountant Officer at the same time?</p>	<p>A bidder is required to provide a dated sworn affidavit for date.</p>
<p>Is the SAMTRAC certificate will be accepted?</p>	<p>No, it is not going to be accepted.</p>



	<p>It is noted that two (02) contractors will be appointed for both Corridors stations, are the bidders allowed to quote or bid for one station and not all?</p>	<p>Yes, it is optional, a bidder is allowed to bid for 1 or both all corridors' stations, The successful contractors will be limited to a maximum of two appointments within different Corridor stations.</p>
<p><b>ATTENDANCE REGISTER</b></p> <p>The attendance register was circulated amongst the Bidders who attended the briefing session. It was also communicated to all the Bidders that they need to ensure they clearly write their company's information details on the attendance register, as it will be a disqualifying factor if they do not sign the attendance register. As the tender briefing session is compulsory.</p>		
<p>5.</p>	<p><b>CLOSURE</b></p>	
<p>The Chairperson thanked everyone for attending the meeting; wished the Bidders all the best and declared the meeting officially closed.</p>		

Compiled by: Max Mashabane

Date: 16 August 2023

Approved by: Thabo Manaka

Date: 16 August 2023