

REQUEST FOR PROPOSAL: APPOINTMENT OF A MULTI-DISCIPLINARY SERVICE PROVIDER TO RENDER ENGINEERING PROFESSIONAL SERVICES FOR THE UPGRADING OF BRAAMFONTEIN METRORAIL ROLLING STOCK DEPOT (STAGES 2 - 6) AND SHOSHOLOZA MEYL ROLLING STOCK DEPOT (STAGES 1 – 6)


TENDER NUMBER: HO/PT/DMP/ 211/07/2022



BID NUMBER: HO/PT/DMP/ 211/07/2022

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A MULTI-DISCIPLINARY SERVICE PROVIDER TO RENDER ENGINEERING PROFESSIONAL SERVICES FOR THE UPGRADING OF BRAAMFONTEIN METRORAIL ROLLING STOCK DEPOT (STAGES 2 - 6) AND SHOSHOLOZA MEYL ROLLING STOCK DEPOT (STAGES 1 – 6)

CLOSING DATE	31st August 2022
CLOSING TIME	12H00
BID DOCUMENTS DELIVERY ADDRESS	PASSENGER RAIL AGENCY OF SOUTH AFRICA UMJANTSHI HOUSE 30 WOLMARANS STREET, BRAAMFONTEIN IN JOHANNESBURG
BIDDER NAME
BID RETURN ADDRESS (BIDDING ENTITY RETURN ADDRESS)	Contact Number Company Name

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Disclaimer

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.


Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the “Confidential Information Provided”). The Confidential Information provided may be made available to Bidder’s subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be

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copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

PRASA is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that PRASA reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which PRASA may require which have not been submitted to PRASA.

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- Not necessarily accept the lowest priced Proposal or alternative bid;
- Not accept any response to the RFP or appoint a final bidder;
- Reject all proposals if it so decides;
- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Award a contract for only a portion of the proposed goods/ service/s/ works which are reflected in the scope of this RFP;
- Split the award of the contract between more than one Service Provider, should it at PRASA's discretion be more advantageous in terms of, amongst others, cost or development considerations;
- Make no award at all;
- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to PRASA to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.


All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Respondent on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

PRASA reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

PRASA will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

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1 LIST OF APPENDICES

INVITATION TO BID PART A – (SBD 1)	Form A
TERMS AND CONDITIONS FOR BIDDING PART B	Form B
TENDER FORM (PRICING SCHEDULE)- (Volume 2)	Form C
SITE INSPECTION / PRE-TENDER BRIEFING SESSION	Form D
STATEMENT OF WORK SUCCESSFULLY CARRIED OUT BY BIDDER	Form E
SECURITY SCREENING FORM (CSD)	Form F
ACKNOWLEDGEMENT	Form G
SBD 4 DECLARATION OF INTERESTS	
SBD 5 THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME	
SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017	
SBD 8 DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION	

2 LIST OF ANNEXURES

RFP Clarification Form	Annexure 1
PRASA Consultancy Agreement	Annexure 2.0
SPK7/1	Annexure 3
SHE Specification	Annexure 4

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3 ACRONYMS

BBBEE	Broad Based-Black Economic Empowerment
CIDB	Construction Industries Development Board
DTiC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System

4 INTERPRETATION


In this RFP, unless inconsistent with or otherwise indicated by the context –

- 4.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 4.2 any reference to one gender shall include the other gender;
- 4.3 words in the singular shall include the plural and vice versa;
- 4.4 any reference to natural persons shall include legal persons and vice versa;
- 4.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 4.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 4.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- 4.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 4.9 this RFP shall be governed by and applied in accordance with South African law.

5 DEFINITIONS

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 5.1 “Accounting Authority” means the Board of PRASA;
- 5.2 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP.
- 5.3 “Bid” means the Bid to the RFP submitted by Bidders;
- 5.4 “Bidders Briefing Session” means a non-compulsory briefing session to be held at the offices of PRASA, in order to brief the Bidders about this tender;
- 5.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 5.6 “Black Equity” means the voting equity held by Black People from time to time;
- 5.7 “Black People” means African, Coloured and Indian South African citizens, and “Black Person” means any such citizen ;
- 5.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 5.9 “Briefing Note” means any correspondence to Bidders issued by the PRASA;
- 5.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 5.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 5.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 5.13 “Consultant ” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.
- 5.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **31st August 2022 @ 12h00 at Umjantshi House, 30 Wolmarans Street, where the submission register should be sign-off by the bidder;**
- 5.15 “Project” means this project for a multi-disciplinary service provider to render engineering professional services for the upgrading of Braamfontein Metrorail Rolling Stock Depot (stages 2 - 6) and Shosholoza Meyl Rolling Stock Depot (stages 1 – 6)

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5.16 “RFP” means the Request for Proposals issued by PRASA for this bid; and

5.17 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications


SECTION 1

NOTICE TO BIDDERS

2 INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity, Bidder**].

BID DESCRIPTION	APPOINTMENT OF A MULTI-DISCIPLINARY SERVICE PROVIDER TO RENDER ENGINEERING PROFESSIONAL SERVICES FOR THE UPGRADING OF BRAAMFONTEIN METRORAIL ROLLING STOCK DEPOT (STAGES 2 - 6) AND SHOSHOLOZA MEYL ROLLING STOCK DEPOT (STAGES 1 – 6)
BID ADVERT	This RFP will be advertised on National Treasury’s e-Tender Publication Portal at www.etenders.gov.za with effect from 15 July 2022
ISSUE DATE	15 July 2022
COLLECTION DATE DEADLINE (if applicable)	Not Applicable
COMPULSORY BRIEFING SESSION	Friday, 22 July 2022 at 11h00
VENUE	Electric Running Shed Rolling Stock Depot, Braamfontein. 41a Carr Street, Johannesburg
CLOSING DATE	31st August 2022 @ 12h00 Bidders must ensure that bids are delivered timeously to the correct address.

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	As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	90 Business Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.
CLOSING DATE FOR QUESTIONS	1 st August 2022
CLOSING DATE FOR RESPONSES	05 August 2022
CONTACT PERSON	Agnes Sekhuthe – asekhuthe@prasa.com and copy Rosemary Moagi at rmoagi@prasa.com

Any additional information or clarification will be emailed to all Respondents, if necessary.

3 BRIEFING

A formal briefing session will be held at Electric Running Shed Rolling Stock Depot, Braamfontein. 41a Carr Street, Johannesburg on **22nd July 2022 at 11H00**.


The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

4 BRIEFING SESSION MINUTES AND NOTES

- 4.1 PRASA will issue briefing session minutes or notes within three working days from the date of the briefing session.
- 4.2 Bidders / Respondents are requested to promptly submit any clarifications on or before the deadline date stated.
- 4.3 Responses to clarifications / questions will be provided on or before the deadline date stated.

5 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses must be submitted to PRASA in a sealed envelope addressed as follows:

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Description of Bid **APPOINTMENT OF A CONSULTING COMPANY FOR THE UPGRADING AND MODERNISATION OF BRAAMFONTEIN ROLLING STOCK DEPOT AND YARD**

Closing date and time: **31st August 2022 at 12h00**

Closing address **[Refer to options in 6 below]**

6 DELIVERY INSTRUCTION FOR RFP

Delivery of Bid

The Bid envelopes/packages must be submitted at PRASA, **Umjantshi House, at 30 Wolmarans Street, Braamfontein – (There will be a tender proposal submission register which has to be completed by all the bidders submitting the tenders)**


There will be a tender proposal submission register which has to be completed by all the bidders depositing the tenders.

Extension of the above closing date and time will only be granted where PRASA deems such extension to be appropriate in its sole discretion and PRASA is able to timeously inform all Bidders of such amended closing date.

No Responses to RFP received by facsimile, telegram, telex, e-mail or other similar format will be accepted as a validly submitted Response to RFP.

7 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

As explained in more detail in the attached SBD 6.1 (BBBEE Preference Points Claim Form) in and as prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that PRASA will award “preference points” to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific codes (if applicable).

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Note: Failure to submit valid and original (or a certified copy of) proof of the Respondent’s compliance with the B-BBEE requirements stipulated in this RFP (the B-BBEE Preference Points Claim Form) at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

7.1 B-BBEE JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to PRASA.


Respondents are to note the requirements for B-BBEE compliance of JVs or consortiums as required by SBD 6.1 [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Note: Failure to submit a valid and original B-BBEE certificate for the JV or a certified copy thereof at the Closing Date of this RFP will result in a score of zero being allocated for B-BBEE.

7.2 SUBCONTRACTING

As an organ of state, PRASA fully endorses Government’s transformation and empowerment objectives and when contemplating subcontracting Respondents are requested to give preference to companies which are Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, EMEs and QSEs including any companies designated as B-BBEE Facilitators¹.

¹ The Minister of the Department of Trade and Industry has the power to designate certain Organs of State or Public Entities as B-BBEE Facilitators. For example, the South African National Military Veterans’ Association (SANMVA) has been designated as a B-BBEE Facilitator. As such they will be treated as having rights of ownership held 100% by Black People, 40% by Black Women and 20% by Black designated groups.

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Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement must include a subcontracting agreement.

Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated. Respondents are responsible for all due diligence on their subcontractors.

Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

In terms of SBD 6.1 of this RFP [the B-BBEE Preference Point Claim Form] Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s.

8 COMMUNICATION

- 8.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to asekhuthe@prasa.com and copy Rosemary Moagi at rmoagi@prasa.com before 1st August 2022, substantially in the form set out in Annexure 1 hereto.
- 8.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to all Respondents who have attended a non-compulsory briefing session, including those who could not attend briefing session. For this purpose, PRASA will communicate with

Respondents using the contact details provided at the non-compulsory briefing session and in accordance with this communication structure requirements.

- 8.3** After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, at telephone number [011 013 1594, email: asekhuthe@prasa.com on any matter relating to its RFP Proposal.
- 8.4** Respondents are to note that changes to its submission will not be considered after the closing date.
- 8.5** Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

9 CONFIDENTIALITY

- 9.1** PRASA shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to PRASA's business, written approval to divulge such information must be obtained from PRASA.
- 9.2** Respondents must clearly indicate whether any information submitted or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

10 INSTRUCTIONS FOR COMPLETING THE RFP

- 10.1** All responses to the RFP must be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical, compliance and BBBEE response and the second envelop/box shall only have the financial response. Bidders must ensure that they do not indicate any financial

information in the first envelop/box. PRASA may disqualify Bidders who fail to adhere to this requirement.

10.2 Bidders are required to package their response/Bid as follows to avoid disqualification:

Volume 1 (Envelope 1/Package 1)

Part A: Compliance Response and B-BBEE Response

Part B: Technical or Functional Response (response to scope of work)

Volume 2 (Envelope 2/ Package 2)

Part C: Financial Proposal

10.3 Volume 2 Has to be submitted in a separate sealed envelope. Bidders must make their pricing offer in envelop 2/package 2, no pricing and pricing related information should be included in the Volume 1 envelop 1.

10.4 Bidders must submit one (1) original response, one (1) copy and two (2) electronic versions which must be contained in CDs or Memory Cards clearly marked as **Volume 1** and **Volume 2** in the Bidders name.

10.5 Bidders must ensure that their response to the RFP is in accordance with the structure of this document.

10.6 Where Bidders are required to sign forms, they are required to do so using a black ink pen.


10.7 Any documents forming part of the original responses to RFP but which are not original in nature, must be certified as a true copy by a Commissioner of Oaths.

10.8 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP must be neatly and functionally bound, preferably according to their different sections.

10.9 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.

10.10 The responses to RFP formulation must be clear and concise and follow a clear methodology which responses to RFP must explain upfront in a concise Executive Summary and follow throughout the responses to RFP.

- 10.11** Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- 10.12** Information submitted as part of a responses to RFP must as far as possible, be ordered according to the order of the required information requested by PRASA. All pages must be consecutively numbered.
- 10.13** Responses to RFP must ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possibly use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 10.14** Response to RFP documents are to be submitted to the address specified in item 5 above, and Bidders must ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document
- 10.15** Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 10.16** Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.
- 10.17** Bidders are required to review the Contract. Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. It must be noted that the marked-up Contract will form part of the evaluation.

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11 RFP TIMETABLE

PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum.

RFP PROCESS	MILESTONE DATES
Bid issue date	15 July 2022
Briefing Session for Bidders at the]	22 July 2022 @ 11H00
Closing date for Questions	01 August 2022
Closing date for Responses	05 August 2022
Closing Date for Submission of final Bid	31st August 2022
Evaluation of Proposals (Bidders note that PRASA may call for Presentation of bidders offers at any stage of the evaluation process)	TBA
Appointment of the successful Bidder	TBA
Contract Negotiations	TBA
Signing of Contract	TBA
Contract Commencement	TBA

12 CONTRACT DURATION

Contract period:

The planned time frame for the implementation of this proposed project is 42 months with a programme that consists of activities for the company providing professional services including the construction work on site that shall be executed by appointed contractor/s.


The overall project duration is estimated to be 42 months (including procurement process for a consulting team). The construction phase of the project should be conducted in phases. The phases will be outlined during design stage.

The planned timeframe for the implementation of this proposed project is 42 months consisting of activities for the company providing professional services including the construction work on site that shall be executed by an appointed contractor. The timeframe can be broken up as follows:

12.1 Compiling all designs, technical specifications

and BOQ:

06 Months

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12.2 Appointment of a construction company:	06 Months
12.3 Construction work time frame	30 Months
Total	<u>42 Months</u>

13 LEGAL COMPLIANCE

Bidders must ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids shall, at the sole discretion of PRASA, be disqualified the Bidder. PRASA reserves the right to call a Bidder to provide additional documents which PRASA may require from a Bidder which have not been submitted to PRASA.

Respondents must ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids shall, at the sole discretion of PRASA, be disqualified.


The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

14 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>. Respondents are required to provide the following to PRASA in order to enable it to verify information on the CSD:

Supplier Number: _____

Unique registration reference number: _____.

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15 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to PRASA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in item 12 above and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database (CSD).

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

For this purpose, the attached SBD 1 marked FORM A and B must be completed and submitted as an essential returnable document by the closing date and time of the bid.

New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

Tax Compliance Status (TCS) Pin:_____.

16 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

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SECTION 2

1 BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS

1.1 INTRODUCTION

PRASA has embarked on a major rolling stock fleet renewal programme in order to replace all its existing metro trains over the next 20 years. The new technology and improved maintenance practices envisaged for the new rolling stock fleet will require new or refurbished maintenance depots and facilities.

The Wolmerton depot in Gauteng North has been refurbished and partly developed from 2015 to 2019 to create additional maintenance capacity for 20 new PRASA train sets. Phase 3 of development at Wolmerton is expected to commence in 2022 to cater for the full complement of 130 (6 car) new PRASA train sets.

Concept studies for Braamfontein Rolling Stock Depot, compiled by the company Gibb during 2012, indicated that (1 944 cars or 324 (6 x Car) new trainsets must be staged in the Gauteng South Region.

The local factory at Dunnottar has begun producing train sets for distribution to the rest of the PRASA regions. A total of 50 new train sets will be delivered to the Gauteng South region in the third quarter of 2024.

A decision was made by PRASA Management that both Metrorail and Shosholoza Meyl Rolling Stock Depots need to be upgraded simultaneously to ensure a seamless integration between the two rolling stock depots, and to obtain the same look and feel at the depots.

Please note: Two (2) construction companies will be appointed by PRASA to upgrade the Metrorail and Shosholoza Meyl Rolling Stock Depots simultaneously within a thirty (30) month construction period. This implies that the consulting company must manage both construction companies during this construction period. Both depots must still be operational during the construction period and no train delays will be allowed during the construction period.

Therefore, due to the magnitude and complexity of this project, management has decided that a Multi-Disciplinary Professional Team must be appointed for the upgrading of Braamfontein Rolling Stock

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Depot. In view of the above, this document serves as a bid specification for the appointment of a Multi-disciplinary Professional Team for standard Professional Services to design and manage the construction and delivery of Braamfontein Metrorail and Shosholoza Meyl Rolling Stock Depots over a period of forty-eight (48) months.

The appointed Engineering Professional Team is expected to offer services for the following Project Life Cycle stages:

1.1.1. Metrorail Rolling Stock Depot:

- 1.1.1.1** Stage 2 - Review concept report and drawings and amend where necessary to accommodate PRASA's latest requirements.
- 1.1.1.2** Stage 3 - Compile the preliminary/detailed design drawings, review available drawings and master plan where necessary
- 1.1.1.3** Stage 4 - Compile the tender documentation, Bill of quantities (BOQ) and technical specifications.
- 1.1.1.4** Stage 5 - Do construction monitoring and quality assurance.
- 1.1.1.5** Stage 6 - Compile a close-out report.

1.1.2. Shosholoza Meyl Rolling Stock Depot:

- 1.1.2.1** Stage 1 - Initiation stage – Compile a report with different proposed options available for implementation.
- 1.1.2.2** Stage 2 – Compile concept design drawings for the best option.
- 1.1.2.3** Stage 3 - Compile preliminary/detailed design drawings.
- 1.1.2.4** Stage 4 - Compile tender documentation, Bill of Quantities (BOQ) and technical specifications.
- 1.1.2.5** Stage 5 - Do construction monitoring and quality assurance.
- 1.1.2.6** Stage 6 - Compile a close-out report.

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1.1.3. The Multi-disciplinary Professional Team will consist of the following:

- 1.1.3.1 Project Manager/ Team Leader
- 1.1.3.2 Electrical Engineering (Buildings / Low voltage) services
- 1.1.3.3 Electrical (Overhead track equipment (OHTe)) / Heavy Voltage) services
- 1.1.3.4 Mechanical services (Both domestic services, lifting equipment and fire system)
- 1.1.3.5 Civil Structural services
- 1.1.3.6 Civil geotechnical and railway services
- 1.1.3.7 Civil roads and storm water services
- 1.1.3.8 Signalling services
- 1.1.3.9 Telecommunications / Information Communication Technology (ICT) services
- 1.1.3.10 Industrial Engineering services
- 1.1.3.11 Electronic services
- 1.1.3.12 Architectural services
- 1.1.3.13 Quantity surveying services
- 1.1.3.14 Town Planning services
- 1.1.3.15 Civil – Resident Engineer services
- 1.1.3.16 Environmental Assessment Practitioner
- 1.1.3.17 Safety, Health and Environmental Agent

Interns/Learnerships/Provision of training opportunities to be provided for the duration of the contract, i.e. Architectural, Construction Management, Quantity Surveying, Civil, Structural, Mechanical (Lifting and Domestic services), Electrical (low voltage/domestic), Electrical (OHTe/high voltage) and Perway. Eighty percent (80%) of the interns/learners/students should be from previously disadvantaged groups and at least 50% should be female. PRASA requires that the consultants hire 2 interns per discipline. The interns/trainees should be South African citizens, either qualified or requiring experiential training to fulfil their qualification requirements (e.g. P1, P2 or vacation work).

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NOTE: The Rail Safety Regulator (RSR) had no objections to the Braamfontein Depot design drawings that were submitted previously. The new detail design drawings will also be forwarded to the RSR for their assessment.

1.2 PROJECT BACKGROUND

- 1.2.1 PRASA has embarked on a major rolling stock fleet renewal programme in order to replace all its existing Metrorail trains over the next 20 years. The new technology and improved maintenance practices envisaged for the new rolling stock fleet will require new or refurbished maintenance depots and facilities.
- 1.2.2 Six (6) depots are to be modernized in the Depot Modernisation Programme. The depots identified for modernisation by the programme are Braamfontein, Wolmerton, Salt River, Paarden Eiland, Springfield and Durban Yard. The development is aimed at supporting the execution of the proposed Rolling Stock Fleet Renewal Programme. The renewal programme has attracted the need to provide the incoming trains with modern servicing facilities.
- 1.2.3 The prolonged underinvestment during the past three (3) decades has deteriorated the useful life of the rolling stock depots rendering them unreliable and insufficiently available for providing required services. In this regard, the six (6) depots are to be modernized in preparation to receive the new trains.
- 1.2.4 This Programme is expected to run parallel with the phasing out of the existing rolling stock and it is expected that a complete retirement of the current fleet will have been achieved by the year 2033. The level of investment will increase gradually as the new rolling stock is introduced into service. It is expected that some of the current stock may be retained owing to increased commuter demand after completion of the phase out period.
- 1.2.5 PRASA appointed a multi-disciplinary team of professionals to do studies and conceptual designs for Braamfontein Rolling Stock Depot. These studies identified that, from a train operational point of view, the Braamfontein is well positioned to conduct rolling stock maintenance and staging operations.
- 1.2.6 Please note that the concept designs (Project stage 2) for the upgrading of Braamfontein Rolling Stock Depot have been compiled and will be used as a basis for this project proposal. Furthermore, a number of studies have been conducted that include EIA, Topographical Survey, Waste Characterization, Traffic Impact Assessment, Services Detection and Heritage

Assessment. Designs were also done, so the masterplan of the site is available with supporting documents, but the final drawings were never completed.

- 1.2.7 Braamfontein Metrorail Rolling Stock Maintenance depot needs to be upgraded for the maintenance of the new trains and therefore tender documentation should be available six (6) months after appointment.
- 1.2.8 Please note that the Braamfontein Shosholozza Meyl Maintenance Depot needs also to be upgraded and tender documentation should also be available six (6) months after appointment. It is therefore imperative to appoint a suitable contractor via the procurement process to initiate the upgrading of the mentioned facilities.
- 1.2.9 When concept designs for the Braamfontein Metrorail Depot were completed, certain requirements of the new train supplier and certain details of the new trains were not available. These are now available and will be shared with the appointed consultant. The concept designs for the Metrorail depot facilities, therefore need slight amendments to cater for these additional requirements. Stage 1 & 2 need to be amended and priced.

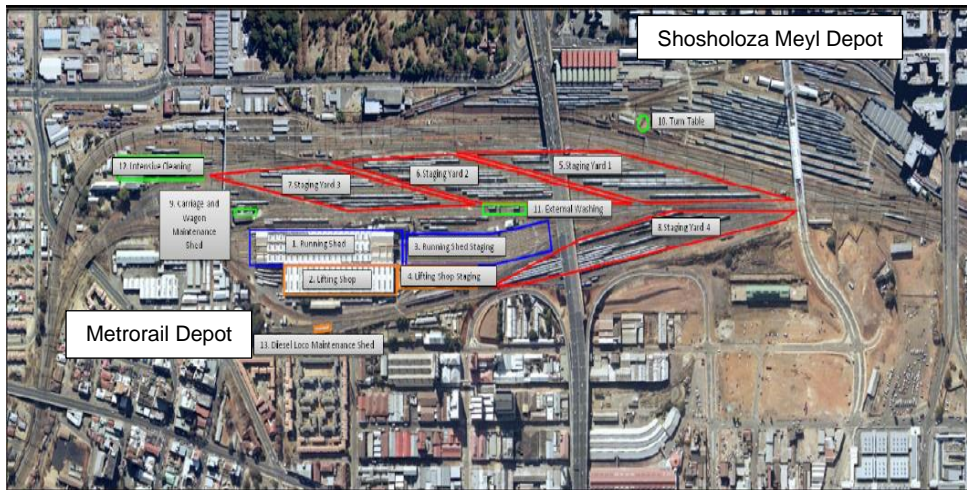


Figure 1: Existing layout of Braamfontein Depot

Key			
1	Running Shed	2	Lifting Shop
3	Running Shed Staging	4	Lifting Shop Staging
5	Staging Yard 1	6	Staging Yard 2
7	Staging Yard 3	8	Staging Yard 4
9	Carriage & Wagon Maintenance Shed	10	Turntable
11	External (Automated) Washing	12	Intensive Cleaning
13	Diesel Loco Maintenance Shed		

2 STATUS QUO

There are buildings currently being utilised and some are in a poor state, and the operations are therefore adversely affected. There are several matters of concern at these facilities, e.g. rusted steel structures, damaged roofs and walls, insufficient depot lighting, outdated water and fire extinguisher systems and a lack of back-up electrical supply.

There are various buildings that have been demolished in preparation for the depot upgrade. Those eight (8) buildings were identified as unnecessary and / in the way of planned upgrade. These buildings included:

- 2 x Covered Garage Parking
- 2 x Diesel Depot Offices
- Old Diesel Train Running Shed
- 3 x Vacant Buildings

2.1 PROBLEM STATEMENT

The current facilities at Braamfontein Metrorail Rolling Stock Depot are not suitable to accommodate the staging and maintenance of the new trains being purchased by PRASA. The configurations of the current facilities are not in line with the designs of the new trains. It is therefore necessary that the maintenance depot and staging yard be upgraded to enable the maintenance/staging of the new trains. The depot should be ready by the third quarter of 2024 to enable maintenance of new trains. The use of a phased construction approach is acceptable to meet this readiness date.

The facilities currently utilised by Shosholoza Meyl Rolling Stock Depot are in a poor state, and the operations are therefore adversely affected. There are several matters of concern at these facilities, e.g. rusted steel structures, damaged roofs and walls, insufficient depot lighting, outdated water and fire extinguisher systems and a lack of back-up electrical supply.

2.2 PICTORIALS

A proposed masterplan for Braamfontein Depot was previously developed and could still be used:

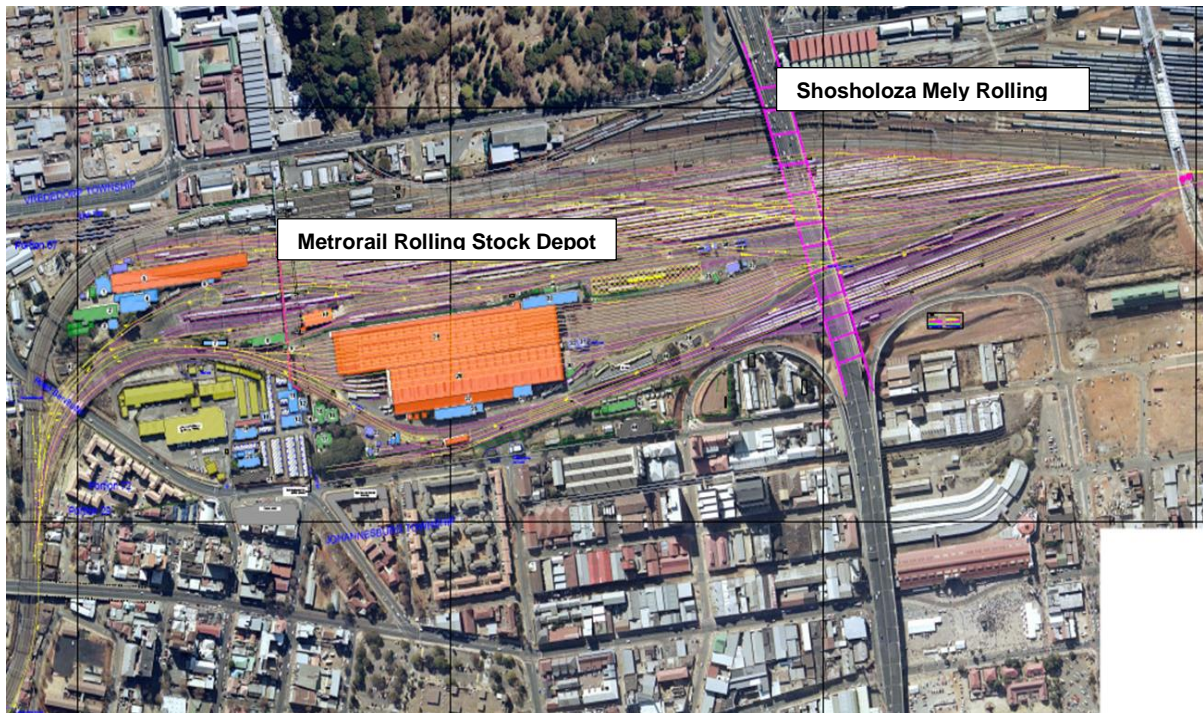


Figure 2: Layout reflecting Braamfontein Depot overview



Figure 3: Braamfontein Metrorail Depot lifting shed



Figure 4: Braamfontein Metrorail Depot maintenance sheds

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Figure 5: Braamfontein Metrorail Yard



Figure 6: Shosholozza Meyl train workshop



Figure 7: Shosholoza Meyl train workshop



Figure 8: Shosholoza Meyl admin building

3 OBJECTIVE OF THE PROPOSED PROJECT

The objectives to upgrade both Metrorail and Shosholoza Meyl facilities are as follows:

- To modernise the rolling stock depots asset base with the installation of latest technology;
- To ensure reliable and stable maintenance work to coaches that guarantee the safe movement of trains;
- To improved compliance with the Railway Safety Regulator Act, 2002 (Act No. 16 of 2002) and Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); as per the latest amendments.

The benefits outlined above are in line with approved PRASA Corporate Plan for MTEF 2021 to 2022.

3.1 DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

The desired outcomes of the proposed project are as follows:

Braamfontein Metrorail Rolling Stock Maintenance Depot:

- The Braamfontein Metrorail Rolling Stock Depot should also be designed to accommodate Depot Facilities Agreement (DFA) requirements from the company GIBELA for the delivery and maintenance requirements for the new trains.

- Provide running and lifting shed facilities for old and new rolling stock to address lost capacity at Braamfontein during construction and post construction.
- Upgrade and refurbish existing rolling stock maintenance sheds and administration buildings.
- Upgrade and refurbish existing buildings belonging to the Perway Department within the Braamfontein Rolling Stock precinct.
- Provide staging yard for both new and old rolling stock. As per the concept report, the rolling stock requirement for 2034 is 1,944 cars, which includes new corridors i.e. 324 six car trainsets. The basic train module consists of 6 car train sets, with a driver cab at each end. Two modules can be coupled to form a 12-car train set. The maximum length of a 12-car train set is 275m.


Braamfontein Shosholoza Meyl Rolling Stock Maintenance Depot:

- Upgrade and refurbish existing maintenance sheds and administration buildings.
- Build new facilities where necessary in order for the depot and staging yard to accommodate twelve (12) Shosholoza Meyl train sets on a daily basis.

3.2 PROJECT BENEFITS FOR PRASA

PRASA as a business should obtain the following significant benefits after the implementation of the project:

- 3.1.1 Provision of the facilities required to sustain the reliability and availability of the new and old Metrorail fleet and Shosholoza Meyl fleet.
- 3.1.2 Operational effectiveness.
- 3.1.3 Reduction of maintenance turnaround times.
- 3.1.4 Modernisation of infrastructure.
- 3.1.5 Reduction of yard safety incidents through the roll out of yard signalling.
- 3.1.6 Anticipation of, and response to the changing and dynamic needs of PRASA's railway passengers and stakeholders, and transport trends.
- 3.1.7 The up skilling of the PRASA maintenance personnel who will be trained to use state of the art rolling stock maintenance equipment.
- 3.1.8 Improved compliance with the National Railway Safety Regulator Act, 2002 (Act No. 16 of 2002) and Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); as per the latest amendments.

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The benefits outlined above are in line with approved PRASA Corporate Plan for MTEF).

3.3 CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

The problems identified from a concept design report that was produced by the engineering consultants for the Metrorail Maintenance Depot shall only be addressed by phasing out the obsolete technology together with an enhanced upgraded system design. Hence, no current alternative mechanisms are in place to address the problem.

4 SCOPE OF WORK

4.1 SCOPE OF THE DESIRED SOLUTION


The scope of work for this project shall entail the following activities

4.1.1 PRE-CONSTRUCTION STAGE

The upgrade of Braamfontein Metrorail and Shosholoza Meyl Rolling Stock Depot facilities is aimed at addressing the bigger integrated objective for the maintenance and staging of rolling stock train sets. The depot needs to be upgraded to ensure that it will be able to accommodate train requirements for the next 50 years and beyond in a cost and time effective manner.


The appointed professional team shall perform the following activities during the stage:

- 4.1.1.1 Note that the concept designs (Project stage 2) for the upgrading of Braamfontein Metrorail Rolling Stock Depot have been compiled and will be used as a basis for this project proposal. There are no concept design drawings available for the upgrading of the Shosholoza Meyl depot facilities.
- 4.1.1.2 Some Metrorail Depot design work has been conducted such that the Masterplan for the depot is available; other drawings are available which may need professional review as well. The available drawings should be used as far as it is practical to do so.
- 4.1.1.3 Review the Metrorail Depot concept design report and determine requirements in the rolling stock sheds and train staging facilities in Braamfontein Rolling Stock Depot to accommodate

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the train maintenance and staging requirements for the 162 train sets. Revise the report in line with latest available information.

- 4.1.1.4 Issue a detailed report with the different proposed options available for implementation. A solution should be recommended with clear reasons and implications. The report must also include an asset condition assessment of all existing assets that could be re-used in the new proposed designs
- 4.1.1.5 Prepare preliminary technical designs (drawings and reports) based on the recommended solution and submit to PRASA end user teams including Engineering, Operations, CRES (Facilities Management), Maintenance, Infrastructure, Security and ICT for perusal, input and approval (Limited as built drawings are available and will be made available to the successful tenderer); this exercise should be informed by latest available information from PRASA, Train Supplier, latest available technology and operational efficiencies
- 4.1.1.6 Prepare detailed technical designs (drawings and reports) for final review and approval by PRASA end user teams including Engineering, Operations, CRES (Facilities Management), Maintenance, Infrastructure, Security and ICT
- 4.1.1.7 Make recommendations about work packages, work that can be sub-contracted to provide the 30% sub-contracting requirement and the type of contracts that could be used as well contract amendments to suit PRASA's capacity
- 4.1.1.8 Prepare technical specifications, bills of quantities, tender documents for the appointment of contractors to implement the scope of works for Braamfontein Metrorail and Shosholoza Meyl Depot Upgrades.
- 4.1.1.9 Submit all design drawings to the relevant authorities (including RSR) for approval;
- 4.1.1.10 Provide support during tender process by addressing all queries that could arise from the bidders
- 4.1.1.11 Provide support during the bid evaluation of the contractors in accordance with PRASA procurement policy and guidelines
- 4.1.1.12 Provide operational readiness plan for the implementation of the facility. (This will include support requirements for all new equipment facilities and systems, people preparedness for operations and maintenance and integration of all new technology into PRASA business environment. Additionally, plans to be put in place that will ensure there is no disruptions to the current operations during construction)
- 4.1.1.13 Provide simulated capacity analysis for the designs to indicate what capacity would be created at end state (This will include staging yards, maintenances facilities and buildings)

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4.1.1.14 It is to be noted that various studies and surveys have already been conducted. Review and study all available studies and reports and where required conduct further studies. Available reports and surveys include:

- 4.1.1.14.1 Topographical Survey
- 4.1.1.14.2 Environmental Impact Assessment
- 4.1.1.14.3 Waste Characterisation
- 4.1.1.14.4 Heritage approval
- 4.1.1.14.5 Geotechnical Survey
- 4.1.1.14.6 Traffic Impact Assessment
- 4.1.1.14.7 Services Detection

4.1.1.15 Provision of training opportunities to be provided for the duration of the contract, two (2) learners per discipline.

4.1.1.16 Make provision for other specialist services that will be required to deliver the proposed solution in compliance with any regulatory and SANS/NBR requirements.

4.1.1.17 Obtain all town planning approvals required for the recommended solutions to be implemented;

4.1.1.18 Should notarial ties be required, the appointed team should prepare all documentation required in conjunction with PRASA teams and submit to the relevant authorities for approval and finalisation.


4.1.1.19 Prepare a separate quality assurance and testing and commissioning plan clearly stating pass/no pass criteria for all construction works and equipment installation and commissioning.

4.1.1.20 The automatic fire detection and water fire sprinkler system design drawings must be submitted to the Automatic Sprinkler Inspection Bureau (ASIB) for approval.

4.1.2 CONSTRUCTION STAGE

The appointed professional team shall perform the following activities during the stage:

- 4.1.2.1 Provide project management, technical support and address all design related queries during the implementation of stages 5 and 6 of the normal engineering services in accordance to ECSA guideline for Professional Engineering Services and additional services as determined by PRASA;
- 4.1.2.2 Provide full-time construction monitoring services for the project (Level 3 - Full-time construction monitoring);

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- 4.1.2.3 Provide quality assurance process for the project (all relevant test reports and pass/fail measurements to be provided);
- 4.1.2.4 Provide periodic cash flow forecasts;
- 4.1.2.5 Provide regular project reports to PRASA at agreed intervals
- 4.1.2.6 Provide construction documentation;
- 4.1.2.7 Adjudicate proposed variations and make recommendations to PRASA during the construction phase of the project; (It must be noted that variations as a result of omissions during design and tender documentation by the consultant will not be entertained)
- 4.1.2.8 Provide financial control reports;
- 4.1.2.9 Conduct valuation for the payment of invoices;
- 4.1.2.10 Conduct practical completion and defects list;
- 4.1.2.11 Provide various certificates of compliance.
- 4.1.2.12 Facilitate technical meetings and stakeholder meetings
- 4.1.2.13 Facilitate document management and archiving

4.1.3 CLOSE OUT STAGE

The appointed professional team shall perform the following activities during the close out stage:

- 4.1.3.1 Manage and approve relevant payment valuations and completion certificates;
- 4.1.3.2 Inspect and verify the rectification of the identified defects on site;
- 4.1.3.3 Ensure that the maintenance manuals and guarantees are issued for the installed assets;
- 4.1.3.4 Prepare and submit as-built drawings (in DWG/CAD and pdf formats, 3 hard and 3 soft copies) including project documentation;
- 4.1.3.5 Provide all handover and warranty documentation including but not limited to compliance certificates, operations and maintenance manuals (manuals to be in English and editable), training manuals, guarantees and warranties and spares holding requirements;
- 4.1.3.6 Provide certificated training for operators of all equipment installed (wheel lathe, lifting jacks, bogie turntables, fire protection and suppression systems, forklifts, quad bikes, security systems, signalling/yard automation, OHTE equipment, transformers, PA systems, ICT hardware and systems, etc.)
- 4.1.3.7 Conclude the final accounts;
- 4.1.3.8 Prepare and submit a close out report to PRASA.
- 4.1.3.9 Perform inspection after defects liability period and manage rectification of defects identified


4.1.4 THE UPGRADING AND MODERNISATION OF THE BRAAMFONTEIN METRORAIL AND SHOSHOLOZA MEYL ROLLING STOCK MAINTENANCE DEPOT FACILITIES ARE LISTED IN THE FOLLOWING SUB-SECTIONS:

Phased implementation of work should be adopted to ensure continued maintenance activities and operations of the depot. Measures should be in place to minimise disruptions during construction.

4.1.4.1 BRAAMFONTEIN METRORAIL ROLLING STOCK DEPOT FACILITIES

Sufficient capacity will be required in the maintenance shed to facilitate the maintenance of new and old fleets. The list below indicates the works required to achieve this objective:

- 4.1.4.1.1 Providing 3-level (door, roof and under-carriage) train access configuration in the running shed
- 4.1.4.1.2 Providing a mix of fixed platforms and mobile platforms in the running shed
- 4.1.4.1.3 Making provision of forklift access on all the lines in the running shed
- 4.1.4.1.4 Providing shore supply, lifelines and handrails in the sheds in each workstation
- 4.1.4.1.5 Installing lighting with the required lux levels to accommodate day and night shift working
- 4.1.4.1.6 Install consolidated compressed air system
- 4.1.4.1.7 Extension of the roof height to improve clearance for working on train roofs.
- 4.1.4.1.8 Refurbishment of all other workspaces within the running shed.
- 4.1.4.1.9 Refurbishing of lifting shed to a complete and modern lifting shop.
- 4.1.4.1.10 Lengthen lifting roads to accommodate two lifting stations per line
- 4.1.4.1.11 Refurbish overhead cranes and guiderails to lift components up to 10 tons in the lifting shop
- 4.1.4.1.12 Install bogie turntables on the lifting lines
- 4.1.4.1.13 Construct a new bogie drop pit
- 4.1.4.1.14 Installing synchronised lifting jacks on two workstations for new fleet that can lift a six-car train module
- 4.1.4.1.15 Add an additional line for heavy maintenance work
- 4.1.4.1.16 Make provision for a bogie storage line within the lifting shed
- 4.1.4.1.17 Install monorail hoists in the Running Shed (Capacity to be finalised at concept Review Stage)
- 4.1.4.1.18 Install off-set catenary wire in the running shed or retractable catenary

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- 4.1.4.1.19 Replace roof sheeting and associated gutters and storm water systems
- 4.1.4.1.20 Relocate Compressor room / canteen to allow for another line to be installed
- 4.1.4.1.21 Vehicle / coach turntable (for old fleet only)
- 4.1.4.1.22 Road 4 to be extended and converted to a lifting road equipped with synchronised lifting jacks.
- 4.1.4.1.23 Relocate facilities including: Compressor room and reservoir cage, brake cylinder repair room, mess room / tuck shop, wheel repair section, rectifier, electrical substation, filter washroom, gear cases cleaning complete with grease bath that feeds to the effluent plant.

4.1.4.2 BRAAMFONTEIN SHOSHOLOZA MEYL ROLLING STOCK DEPOT FACILITIES

Upgrading of the four (4) incoming rail lines used for the Shosholoza Meyl train post-trip trip examination area that involves the following:

- 4.1.4.2.1 Upgrading of the inspection pit area, 64kpa vacuum supply, compressed air supply, 110 VDC shore supply, 220/380 VAC shore supply, rolling stock cleaning facilities, decanting of septic tanks and the supply of re-watering system.
- 4.1.4.2.2 Upgrading of the **Pre-Trip Examination six (6) outgoing rail lines** that involves the upgrading of the walkways, inspection pit areas, 64kpa vacuum supply, compressed air supply, 110 VDC shore supply and 220/380 VAC shore supply.

Please note: All ten (10) rail lines must be under one roof structure. Four (4) incoming rail lines and six (6) outgoing rail lines.

- 4.1.4.2.3 Upgrading of the scheduled maintenance workshop sheds (Sheds A, B and C)
- 4.1.4.2.4 The construction of a new shed for scheduled maintenance of train sets (coaches only)
- 4.1.4.2.5 Upgrading of the existing shed and rail lines for scheduled maintenance of locomotives (Diesel and Electrical) and Power cars.
- 4.1.4.2.6 Upgrading of the existing reliability workshop that involves the upgrading of the following equipment: Inspection Pit, 2x 35 ton/5 ton overhead crane, forklift access, hydraulic drop-pit with jacks, compressed air, 64kpa vacuum and under floor wheel lathe.
- 4.1.4.2.7 Upgrading of the existing defect repair shop that involves the following: 220/380 VAC Shore Supply, Elevated walkway, Compressed Air supply, overhead traction line, 64kpa vacuum supply and oil water separator and effluent tank.

- 4.1.4.2.8 Upgrading of the existing component test and repair shop that involves the following: the valve room, switch room, electronic room, brake cylinder room, welding room and high-pot test bay.

4.1.4.3 BRAAMFONTEIN METRORAIL AND SHOSHOLOZA MEYL INFRASTRUCTURE

The upgrade of the existing Braamfontein train-staging infrastructure provides an opportunity to improve the site layout, modernise technology, and improve operational functionality and integration with the mainline operations.

The upgrading of the Braamfontein train-staging infrastructure will include making provision for:

- 4.1.4.3.1 Re-modelling the existing Metrorail staging yard to provide staging for 56 (not absolute) new generation trains (37 berths for 12-car trains and 19 berths for 6-car modules).
- 4.1.4.3.2 Re-modelling the length of the staging lines to be 300m for 12-car trains and 150m for 6-car modules.
- 4.1.4.3.3 Providing new railway lines for reversing of trains at the eastern and western extremities of the depot site.
- 4.1.4.3.4 The latest technology must be used in all designs.
- 4.1.4.3.5 All designs must also lead to less maintenance.
- 4.1.4.3.6 Upgrade/refurbish all existing depot buildings and facilities. (Including the Perway buildings and facilities inside the Braamfontein Depot precinct)
- 4.1.4.3.7 Upgrade existing staging yards.
- 4.1.4.3.8 Upgrading existing perway infrastructure to accommodate modern rolling stock technology
- 4.1.4.3.9 The entire staging yard will be signalled to allow for centralised train control for train operations within the depot area
- 4.1.4.3.10 New rail electrical infrastructure including OHTE and Sub-station will be installed.
- 4.1.4.3.11 Parking and upgrading of entrance road and security access
- 4.1.4.3.12 Lines for specialised services like, under-floor wheel lathe, facility for clearing train toilets, external train wash, intensive train cleaning.

4.1.4.4 BRAAMFONTEIN METRORAIL AND SHOSHOLOZA MEYL ROLLING STOCK SUPPORT EQUIPMENT


The upgrade of the existing Braamfontein Rolling Stock facility provides an opportunity to improve the site layout, modernise technology, and improve operational functionality and integration with the mainline operations. The upgrading of the Braamfontein facilities will include:

- 4.1.4.4.1 Provision of Underfloor Wheel lathe
- 4.1.4.4.2 Provision of a paint booth
- 4.1.4.4.3 Provision of Coach turn table
- 4.1.4.4.4 Upgrading of ICT infrastructure (including Wi-Fi)
- 4.1.4.4.5 Upgrading of PABX system
- 4.1.4.4.6 Provision of Exterior Train Washing Plant
- 4.1.4.4.7 Provision of rail entrance watchtowers
- 4.1.4.4.8 Provision of Automated Vehicle Inspection System for Metrorail trains

4.1.4.5 BRAAMFONTEIN METRORAIL AND SHOSHOLOZA MEYL YARD SUPPORTING FACILITIES

Various specialised equipment requires supporting facilities to optimise and also to ensure an effective maintenance of the fleet.

- 4.1.4.5.1 Provision of a line and shed for underfloor double wheel lathe facility
- 4.1.4.5.2 Provision of a line and shed for Automatic Vehicle Inspection facility
- 4.1.4.5.3 Component workshops / Warehouse – refurbish and extend /construction of a new component maintenance workshop and related work areas.
- 4.1.4.5.4 Waste area - construction of new waste area for all waste types
- 4.1.4.5.5 Intensive train cleaning facility - refurbish and extend or construction of a new intensive train cleaning facility
- 4.1.4.5.6 Depot staff facilities (change rooms) – upgrade
- 4.1.4.5.7 Provision of personnel parking facilities
- 4.1.4.5.8 Provision of material store facilities
- 4.1.4.5.9 Coach cleaning staff facilities - build new
- 4.1.4.5.10 Rolling Stock Management Administration buildings - refurbishment required
- 4.1.4.5.11 Build a Train Operations and Depot Operations Control Centre (DOCC) - build new

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- 4.1.4.5.12 Relocate train external washing facility if layout not optimal as per simulation
- 4.1.4.5.13 Train on-board toilet clearing - construction of a new controlled emission toilet clearing and tanking facility.
- 4.1.4.5.14 Upgrade security facilities
- 4.1.4.5.15 Parking facilities integrated with security facilities
- 4.1.4.5.16 Change of entrance road and access control at the depot main entrance
- 4.1.4.5.17 A new bridge may be required at the Dolly Rathebe Street (road-over-rail bridge)

4.2 DETAILS ON THE PREFERRED SOLUTION

The preferred solution shall be the appointment of a company with a Multi-disciplinary Professional Team that will execute thorough engineering work and advise PRASA on the suitable designs for the upgrading of Braamfontein Depots. Following this route shall ensure a proper engineering solution that will be cost effective, appropriate for PRASA environment and thus increase chances of optimising the capital spent on the depot.

4.3 TARGETED AREA BY THIS PROJECT


Braamfontein Metrorail and Shosholoza Meyl Rolling Stock running sheds, lifting and running sheds staging facilities, lifting shops, coach turntable, reverse rail line, test track, staging yards, external train washing facilities, administrative buildings and car parking facilities.

4.4 EXTENT AND COVERAGE OF THE PROPOSED PROJECT

The project will cover the following areas at the Braamfontein Metrorail and Shosholoza Meyl depots:

- 4.4.1 Maintenance facilities.
- 4.4.2 Train staging yards.
- 4.4.3 Administrative facilities.
- 4.4.4 Reticulation of services for the entire site
- 4.4.5 Road access and entrances
- 4.4.6 ICT Infrastructure, Hardware, Software and systems

4.5 OTHER RELATED PROJECTS

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The following projects have been identified as related to this proposed project:

- 4.5.1 Rolling Stock Fleet Renewal Programme
- 4.5.2 PRASA CRES Workplace Improvement Projects (WIP) at both Metrorail and Shosholoza Meyl depots
- 4.5.3 Gauteng Re-Signalling Project
- 4.5.4 Depot Fencing and security Project
- 4.5.5 ISAMS Project
- 4.5.6 Substation refurbishment at Braamfontein
- 4.5.7 Johannesburg A Substation Project
- 4.5.8 Procurement of the Diesel Locomotives for Shosholoza Meyl.


4.6 TO BE PROVIDED BY THE CONSULTANT

- 4.6.1 All PPE for staff as required by PRASA (reflective vest to have space for identification or with name of company embossed). Under no circumstances must RED reflective vest be used.
- 4.6.2 All other requirements and consumables that the consultants will require for the delivery of the scope of works of his appointment.

4.7 PROFESSIONAL TECHNICAL STAFF REQUIREMENTS

The Professional Team will be required to provide a qualified professional team and experienced professional staff with the following key expertise and registered with the indicated professional bodies or equivalent:

- 4.7.1 Project Manager/ Team Leader with ECSA and SACPCMP;
- 4.7.2 Electrical Engineer/ Technologist (Overhead track equipment OHTE experience) with ECSA;
- 4.7.3 Electrical Engineer/ Technologist (Buildings / Low voltage experience) with ECSA;
- 4.7.4 Mechanical Engineer / Technologist (domestic services, lifting equipment and fire services experience) with ECSA;
- 4.7.5 Civil Engineer / Technologist (Civil Structural experience) with ECSA;
- 4.7.6 Civil Engineer / Technologist (Civil geotechnical and railway; experience) with ECSA;
- 4.7.7 Civil Engineer / Technologist (Civil roads and storm water experience) with ECSA;

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- 4.7.8 Electronic Engineer/ Technologist (Signalling experience) with ECSA;
- 4.7.9 Electronic Engineer/ Technologist (Telecommunications / Information Communication experience ICT) with ECSA;
- 4.7.10 Industrial Engineer / Technologist (Simulation and planning experience) with ECSA;
- 4.7.11 Electronic Engineer/ Technologist (CCTV and electronic systems experience) with ECSA;
- 4.7.12 B-Tech / Bachelor's degree in Architecture (Architectural experience) with the South African Council for the Architectural Profession (SACAP) registration as a Professional Architect (PrArch) or a Professional Senior Architectural Technologist (PSAT)
- 4.7.13 Bachelor's degree/ B-Tech in Quantity Surveyor (Quantity Surveying experience) with SACQSP registration as a Quantity Surveying Professional;
- 4.7.14 Bachelor's degree (B-Tech / BSC) Town Planner (Town planning services experience)
- 4.7.15 Resident Civil Engineer / Technologist (Civil and project management experience) with ECSA and (Pr. CPM) or Project Management Professional (PMP) Certification;
- 4.7.16 Safety, Health and Environmental Agent with SACPCMP;
- 4.7.17 Environmental Assessment Practitioner (EAP) with South African Council of Natural Scientist Profession;
- 4.7.18 Provision Interns/Learnerships/Provision of training opportunities to be provided for the duration of the project design and construction period. (Forty-two (42) months)
 - 4.7.18.1 Eighty percent (80%) of the interns/learners/graduates should be from previously disadvantaged groups and at least 50% should be female.
 - 4.7.18.2 The following disciplines will be trained: (Civil engineering, Electrical Engineering, Architect, Mechanical engineering, quantity surveying)
 - 4.7.18.3 The consultant should take all relevant/required insurance for each graduate.
 - 4.7.18.4 The graduates will be based at the consultant office for the duration of the contract.
 - 4.7.18.5 The consultant must provide all working tools of trade for the graduates
 - 4.7.18.6 The students will be responsible for their own transport, accommodation and food.
 - 4.7.18.7 The consultant must produce a training plan for each graduate.
 - 4.7.18.8 The consultant will be required to submit a quarterly status update report on the training programme.

Details of the minimum qualifications for the key professional staff listed above are outlined below. These minimum requirements will be used for tender evaluation purposes. **No duplication of Professional Technical Staff will be permitted, the scoring of the CV's of Key Persons will only**

consider one key staff per category. The appointed Owner's Engineer team is required to provide all services as listed above for the duration of the contract. The professional registration and qualification certificates submitted by the bidders should have been certified not more than three (3) months prior to the closing date.

IMPORTANT: No duplication of Professional Technical Staff will be permitted, the scoring of the CV's of Key Persons will only consider one key staff per category

4.8 MINIMUM QUALIFICATIONS REQUIRED

4.8.1 PROJECT MANAGER / TEAM LEADER

The desired minimum qualifications for the Project Manager / Team Leader are as follows:

- BSc/B-Tech Degree in Civil Engineering;
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng);
- Ten (10) years and more post-graduation experience in the Built Environment field of study with a minimum of five (5) years relevant Project Management experience in similar project disciplines in the Built Environment; and
- Registration as a Professional Construction Project Manager (Pr. CPM) with the South African Council for the Project and Construction Management Professions (SACPCMP) with a minimum of five (5) years relevant post-certification practical experience.

4.8.2 ELECTRICAL ENGINEER (BUILDINGS / LOW VOLTAGE SUPPLY)

The desired minimum qualifications for the Electrical Engineer are as follows:

- BSc/B-Tech Degree in Electrical Engineering. – (Light current)
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in buildings / low voltage design experience including Construction Management, with 5 years post professional registration.

4.8.3 ELECTRICAL ENGINEER (OHE/ HEAVY VOLTAGE)

The desired minimum qualifications for the Electrical Engineer are as follows:

- BSc/B-Tech Degree in Electrical Engineering. – (Heavy current)
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in Substation and Transmission Line design experience including Construction Management, with 5 years post professional registration.

4.8.4 MECHANICAL ENGINEER (BOTH DOMESTIC SERVICES, LIFTING EQUIPMENT AND FIRE SYSTEMS)

The desired minimum qualifications for the Mechanical Engineer are as follows:

- BSc/B-Tech Degree in Mechanical Engineering.
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in mechanical design experience including Construction Management, with 5 years post professional registration.

4.8.5 CIVIL ENGINEER (CIVIL AND STRUCTURAL)

The desired minimum qualifications for the Civil and Structural Engineer/s are as follows:

- BSc/B-Tech Degree in Civil Engineering.
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in civil, structural and industrial/office building design including Construction Management experience, with 5 years post professional registration.

4.8.6 CIVIL ENGINEER (GEOTECHNICAL AND PERMANENT WAY)

The desired minimum qualifications for the Civil Engineer (Geotechnical and Perway) are as follows:

- BSc/B-Tech Degree in Civil Engineering.
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)

- Ten (10) years and more post graduate experience in geotechnical and permanent way design including construction management experience, with 5 years post professional registration.

4.8.7 CIVIL ENGINEER (ROADS AND STORM WATER)

The desired minimum qualifications for the Civil Engineer (Roads and storm water) are as follows:

- BSc/B-Tech Degree in Civil Engineering.
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in civil roads and storm water design including construction management experience, with 5 years post professional registration.

4.8.8 CIVIL - RESIDENT ENGINEER

The desired minimum qualifications for the Resident Engineer are as follows:

- BSc. Degree / B-Tech Degree in Civil Engineering;
- ECSA registration as a Professional Engineer/Technologist;
- 10 years and more post-graduate experience;
- 8 years experience in Project Management;
- South African Council for the Project and Construction Management Professions (SACPCMP) professional registration certification (Pr. CPM) or Project Management Professional (PMP) Certification;
- 10 years and more leadership experience of multi-disciplinary teams on similar or related projects.

4.8.9 ELECTRONIC ENGINEER (SIGNALLING EXPERIENCE)

The desired minimum qualifications for the Signal Engineer are as follows:

- BSc/B-Tech Degree in Electrical/Electronic Engineering (specialising in rail signalling).
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in rail signalling design and Implementation Management experience, with 5 years post professional registration.

4.8.10 ELECTRONIC ENGINEER (TELECOMMUNICATION AND ICT EXPERIENCE)

The desired minimum qualifications for the Telecommunication/ICT Engineer/s are as follows:

- BSc/B-Tech Degree in Electrical/Electronic Engineering (specialising in Telecommunications and ICT).
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in Telecommunications and ICT Design and implementation experience, with 5 years post professional registration.

4.8.11 ELECTRONIC ENGINEER

The desired minimum qualifications for the Electronic Engineer are as follows:

- BSc/B-Tech Degree in Electrical/Electronic Engineering
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in planning and implementing electronic systems and CCTV and Monitoring systems in production environments, with 5 years post professional registration.

4.8.12 INDUSTRIAL ENGINEER

The desired minimum qualifications for the Industrial Engineer are as follows:

- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng)
- Ten (10) years and more post graduate experience in compiling of simulations, planning and implementing production environment layouts experience, with 5 years post professional registration.

4.8.13 ARCHITECTURAL SERVICES

The desired minimum qualifications for the Architect are as follows:

- B-Tech / Bachelor's degree in architectural studies.
- The South African Council for the Architectural Profession (SACAP) registration as a Professional Architect (PrArch) or a Professional Senior Architectural Technologist (PSAT)

- Ten (10) years and more post graduate experience in Architectural Design and Construction Management experience, with 5 years post professional registration.

4.8.14 QUANTITY SURVEYOR

The desired minimum qualifications for the Quantity Surveyor are as follows:

- Bachelor's degree/ B-Tech in Quantity Surveyor;
- SACQSP registration as a Quantity Surveying Professional;
- Ten (10) years and more post graduate experience in planning and monitoring construction projects, with 5 years post professional registration.

4.8.15 TOWN PLANNING SERVICES MANAGER

The desired minimum qualifications for the Town Planning Manager are as follows:

- Bachelor's degree (B-Tech, BSC) in Town Planning
- Ten (10) years and more post graduate experience as a Town Planning Manager in similar or related projects, with 5 years post professional registration.
- Professional registration with the South Africa Council for Planners (SACPLAN).

4.9.16 CONSTRUCTION HEALTH AND SAFETY AGENT (PrCHSA)

The desired minimum qualifications for the Agent/ are as outlined below:

- B Tech in Safety Management;
- 10 years and more post-graduation related experience;
- South African Council for the Project and Construction Management Professions (SACPCMP) Registration.

4.9.17 ENVIRONMENTAL ASSESSMENT PRACTITIONER (EAP)

The desired minimum qualifications for the Environmental Practitioner are as outlined below:


- B Tech/BSc in Environmental Science Management or a related discipline,
- Registered with South African Council of Natural Scientist Profession

- 10 years or more post-graduation related work experience in environmental Assessment (applications for Environmental Authorisation (EA), Water Use Licence (WULA), Basic Assessment Reports (BAR) and or any other specialist studies) Environment Management Programme (EMPr.).


4.10 TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT

The design for this project shall meet technical capabilities & performance requirements for all specifications and standards approved and adopted by PRASA. Each discipline is to ensure that the latest specifications are used in completing designs and in construction works. A detailed list of the technical specifications is as follows (not limited to):

- 4.10.1 SANS 3000 - Railway Safety Management;
- 4.10.2 SANS 0400 - Application of the National Building Regulations;
- 4.10.3 SANS 10142-1 - Code of Practice for the Wiring of Premises – Part 1;
- 4.10.4 SANS 1200A - Standardised Specification for Civil Engineering Construction, Section A: General;
- 4.10.5 SANS 2100C - Standardised Specification for Civil Engineering Construction, Section C: Site Clearance;
- 4.10.6 SANS 2100D - Standardised Specification for Civil Engineering Construction, Section D: Earthworks;
- 4.10.7 BBB.8205 - High Voltage Supply Transformers in Accordance with IEC 60076 and BS 171;
- 4.10.8 BBC.0198 - Requirements for the Supply of Cables;
- 4.10.9 BBB.1616 - 450 Volt Gas Arrester Type Spark Gap for Traction Supplies;
- 4.10.10 CEE.0023 - Specification for the Installation of Cables;
- 4.10.11 CEE.0088 - Specification for the Installation of Electrical Equipment in Indoor Substation;
- 4.10.12 CEE.0045 - Painting of Steel Components of Electrical Equipment;
- 4.10.13 CEE.0224 - Drawings, Catalogues, Instruction Manuals and Spares Lists for Electrical Equipment Supplied under Contract;
- 4.10.14 CEE-T-T6E-006 - Specification for 3 kV DC Electrification Overhead Track Equipment;
- 4.10.15 CEE.0128 - Maintenance of 3 kV DC Electrification;
- 4.10.16 CEE.0183 - Specification for Hot Dip Galvanising and Painting of Electrification Steelwork;
- 4.10.17 CEE.0200 - 11 kV, Outdoor, Three Phase, Air Break Isolating Switch;

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- 4.10.18 CEE.0017 - Provision of Foundations for Electrification Masts;
- 4.10.19 CEE-PA-0019 - Symbols for Electrical Installations;
- 4.10.20 SPK7/1 - Specification for Works On, Over, Under, or Adjacent to Railway Lines and Near High Voltage Equipment;
- 4.10.21 E4E - Safety Arrangements and Procedural Compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) including applicable regulations;
- 4.10.22 CEE-GL-018 Version 2 – Inspection and handing over of Electrical Equipment;
- 4.10.23 CEE-GI-065 Version 3 – Procedure for Energizing / De-energising of High Voltage Electrical Equipment;
- 4.10.24 D224EB – Standard Specification for the cabling of High Voltage Substation;
- 4.10.25 BBB0937 Version 4 - Requirements for outdoor post type current transformers for traction and distribution substations;
- 4.10.26 CEE.0045 Version 2002/1 - Painting of steel components of electrical equipment;
- 4.10.27 CEE.0183 Version 2 - Hot dip galvanizing and painting of electrification steelwork;
- 4.10.28 D220EB - General standard specifications applicable to high voltage substations;
- 4.10.29 NRS 029 - Current transformers;
- 4.10.30 NRS 030 - Voltage transformers;
- 4.10.31 IEC 61545 - Connecting devices - Devices for the connection of aluminium conductors in clamping units of any material and copper conductors in aluminium bodied clamping units;
- 4.10.32 SANS 32 – Version Internal and/or external protective coatings for steel tubes - Specification for hot dip galvanized coatings applied in automatic plants;
- 4.10.33 SANS 475 - Luminaires for interior lighting, streetlighting and floodlighting - Performance requirements;
- 4.10.34 SANS 1019 - Standard voltages, currents and insulation levels for electricity supply;
- 4.10.35 SANS 1186-1 - Symbolic safety signs – Part 1: Standard signs and general requirements;
- 4.10.36 SANS 1195 – Busbars;
- 4.10.37 SANS 10139 - Fire detection and alarm systems for buildings – System design, installation and servicing;
- 4.10.38 SANS 10114 – Interior lighting;
- 4.10.39 SANS 10142 - The wiring of premises (all Parts);
- 4.10.40 SANS 10162 - The structural use of steel;
- 4.10.41 SANS 10199 - The design and installation of earth electrodes;
- 4.10.42 SANS 10225 – The design and construction of lighting masts;

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- 4.10.43 SANS 10280 - Overhead power lines for conditions prevailing in South Africa;
- 4.10.44 SANS 10280-1 - Overhead power lines for conditions prevailing in South Africa – Part 1: Safety;
- 4.10.45 SANS 10389 – Exterior lighting;
- 4.10.46 SANS 61347-2 – Lamp controlgear requirements;
- 4.10.47 SANS 50025 - Hot rolled products of structural steels;
- 4.10.48 SANS 51706 - Aluminium and aluminium alloys - Castings - Chemical composition and mechanical properties;
- 4.10.49 SANS / IEC 60044-1 - Instrument transformers – Part 1: Current transformers;
- 4.10.50 SANS / IEC 60044-2 - Instrument transformers – Part 2: Voltage transformers
- 4.10.51 SANS / IEC 60137 - Insulated bushings for alternating voltages above 1 000 V
- 4.10.52 SANS / IEC 60273 - Characteristics of indoor and outdoor post insulators for systems with nominal voltages greater than 1 000 V;
- 4.10.53 SANS / IEC 60383 - Insulators for overhead lines with a nominal voltage above 1000 V;
- 4.10.54 SANS / IEC 60720 - Characteristics of line post insulators;
- 4.10.55 SANS / IEC 60815 - Selection and dimensioning of high-voltage insulators intended for use in polluted conditions (all Parts);
- 4.10.56 SANS / IEC 62271-1 - High-voltage switchgear and control gear – Part 1: Common specifications;
- 4.10.57 SANS / IEC 62271-100 - High-voltage switchgear and control gear – Part 101: Alternating current circuit breakers;
- 4.10.58 SANS / IEC 62271-1:102 - High-voltage switchgear and control gear – Part 102: Alternating current disconnectors and earthing switches;
- 4.10.59 SANS / IEC 62271-1:103 - High-voltage switchgear and control gear – Part 103: Switches for rated voltages above 1 kV up to and including 52 kV;
- 4.10.60 SANS / IEC 62273 - Characteristics of indoor and outdoor post insulators for systems with nominal voltages greater than 1 000 V;
- 4.10.61 SANS / IEEE 725 / 80 - IEEE guide for safety in AC substation grounding;
- 4.10.62 SANS 474 – South African Code of Practice for Electricity Metering.
- 4.10.63 Perway Design / Construction Standards
- 4.10.64 Station Norms, Guidelines and Standards
- 4.10.65 ISO 3443 – Tolerances for building construction
- 4.10.66 Signalling Standards / Specifications


5. EVALUATION METHODOLOGY

The evaluation of Bids will be based on the information contained in Bids received in RFP and, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness and full accountability will at all times be paramount.

5.1 EVALUATION AND SCORING METHODOLOGY

The evaluation of the Bids by the evaluation committees will be conducted at various levels. The following levels will be applied in the evaluation:

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids will be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is [80%], any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and B-BBEE.
B-BBEE	Evaluate B-BBEE
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders

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LEVEL	DESCRIPTION
Best and Final Offer	PRASA may go into the Best and Final Offer process in the instance where no bid meets the requirements of the RFP and/or the Bids are to close in terms of points awarded.
Approval	Approval and notification of the final Bidder.

Table 5.1: Levels that will be applied in the evaluation


5.2 EVALUATION CRITERIA

Interested bidders for this project shall be evaluated in terms of their business credentials, financial standing, empowerment, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table 5.2 below for the selection of the preferred bidder that shall render professional services and construction management work for the project.

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Compliance	
Stage 1B – Technical Mandatory Compliance	
Stage 1C – Basic Compliance	
Stage 2 - Technical Mandatory Requirements	Technical/Functionality
Technical/Functional Requirements	Threshold of 80%
Stage 3	Price and BBEE
Price	90
BBEE	10
TOTAL	100

Table 5.2: Evaluation criteria for the selection of a potential bidder

The details of the stages outlined in Table 5.2 above are presented in following sections below.

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5.2.1 STAGE 1: COMPLIANCE REQUIREMENTS

Bidders must comply with the following requirements and failure to comply will lead to immediate disqualification.

5.2.1.1 Stage 1A- Mandatory Requirements

If you do not submit the following documents your Proposal will be disqualified automatically:

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations and Commissioner of Oath signatures required and forms required for NIPP requirements)	
b)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable)	
c)	The National Industrial Participation Programme Form (SBD5) must be completed and duly signed.	
d)	In compliance with the Preferential Procurement Regulation requirement of subcontracting 30% of the Works, PRASA requires a Memorandum/da Of Understanding from the Bidders to reflect the names of companies that it intends subcontracting to, the nature of the works to be subcontracted and contract % that will be subcontracted to the respective companies and the terms and conditions of the relationship between the Bidder and subcontracting companies.	


Table 5.3: Mandatory Requirements

NB: The report containing the list of potential sub-contractors has been drawn and maybe accessed through the following link: www.csd.gov.za using the project number for this bid and relevant Professionals / Services are as follows:

Required Professionals / Services

1. Project Manager/ Team Leader
2. Electrical Engineering (Buildings / Low voltage) services
3. Electrical Overhead track equipment (OHTE)) / Heavy Voltage services
4. Mechanical services (Both domestic services, lifting equipment and fire system)
5. Civil structural services
6. Civil geotechnical and railway services
7. Civil roads and storm water services
8. Civil – Resident Engineer services
9. Signalling services
10. Telecommunications / Information Communication Technology (ICT) services
11. Industrial Engineering services
12. Electronic services
13. Architectural services
14. Quantity surveying services
15. Town Planning services
16. Environmental Assessment Practitioner
17. Safety, Health and Environmental Agent

“Should bidders identify sub-contractors that meet the requirements as set in above who are not registered in any of the commodity categories listed above and/or are not registered on the CSD, bidders must ensure that these sub-contractors are registered in one of the listed commodity categories and registered on the CSD prior to the closing date and time. Bidders who do not meet this requirement will be disqualified and will not be evaluated further”.


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5.2.1.2 Stage 1B – Technical Mandatory Requirements

Details of the technical/functional requirements are presented in the Table 5.4 below.

No.	Description of requirement	
a)	<p>Proof of Compliance with qualification and registration requirements contained in Item 4.8 of this RFP. Proof of qualifications and proof of registration with appropriate professional bodies must be provided. The professional registration and qualification certificates submitted by the bidders should have been certified not more than three (3) months prior to the closing date.</p> <p>DO NOT DUPLICATE RESOURCES-NO RESOURCE SHALL BE ALLOCATED TO MORE THAN ONE DISCIPLINE</p> <p>The recognition of foreign qualifications not issued in English must be done in terms of the South African Qualification Authority (SAQA).</p> <p>The statutory bodies in South Africa are as follows:</p> <ol style="list-style-type: none"> 1. The Engineering Council of South Africa (ECSA) is the statutory body for engineering profession in South Africa; and 2. The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by Section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000); 3. The South African Council for the Architectural Profession (SACAP) is a professional organisation for the architectural community in South Africa; 4. The South African Council for the Quantity Survey Profession (SACQSP) Act 2000 (Act No.49 of 2000); 5. The South Africa Council for Planners (SACPLAN) is a statutory council responsible for regulating the planning profession in terms of the Planning Profession Act, 36 of 2002; 6. South African Council of Natural Scientist Profession 	

Table 5.4: Technical Mandatory Requirements

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5.2.1.3 Stage 1C – Basic Compliance Requirements

If you do not submit the following **basic compliance** documents and should an award be made, these basic compliance documents must be made available within seven (7) days, failing of which the award will be recalled.

No.	Description of requirement	
a)	Letter of Good Standing: COID specific to the project	
b)	Supply SARS Pin	
c)	Company registration documents	
d)	Certified Copies of Directors' ID documents not older than three (3) months from closing date	
e)	CSD supplier registration number	


Table 5.5: Basic Compliance Requirements

5.2.2 STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 80% as per the standard Evaluation Criteria presented in Table 2 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in the Table 5.6 below.

ITEM	CRITERIA	WEIGHT
1	Track Record of Tenderer on similar type and sizes (or more) of projects previously executed – Professionals Services	20
2	Organogram and Experience of key staff – Professionals Services	25
3	Project Methodology	15
4	Concept Design	15
5	Project Schedule	15

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ITEM	CRITERIA	WEIGHT
6	Health and Safety	10
	TOTAL	100

Table 5.6: Technical Evaluation Criteria

5.2.2.1 Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score [80] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid.

Details of the scoring methodology presented above are outlined below:

Functionality evaluation matrix & Criteria:

Details of the detailed scoring methodology are presented in table 5.7 below.

Multi-Disciplinary Design Team Evaluation			
CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
Track Record of Tenderer on similar type and sizes (or more) of projects previously executed – Professionals Services	Organisational Experience Similar projects are: 1. Civil engineering (industrial structures) 2. General Building projects (offices) 3. Railway infrastructure (Perway projects OHTE electrical projects and signaling)	Score will be based on the similar successfully completed / similar designed projects over the last ten years from the presented details in the tender document): (Attach referral letters from clients indicating the value and the type of work performed): 0. Not submitted information/ no response;	20%

Multi-Disciplinary Design Team Evaluation			
CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
	<p>4. Mechanical works (wheel lathe/fire detection systems/ train wash plant/synchronised lifting jacks)</p> <p>5. Electrical works (substations and domestic supply)</p> <p>1. (Letter of Award on a letterhead of the client, signed and dated by an official from the client.</p> <p>2. The Certificate of Completion on a letterhead of the client, signed and dated by an official from the client.</p>	<p>1. Unrelated references of projects provided without certificate of completion;</p> <p>2. Project experience of similar type consisting of four (4) disciplines;</p> <p>3. Project experience of similar type consisting of all five (5) listed disciplines totalling less than R 100 million (R100m) with certificate of completion;</p> <p>4. Project experience of similar type consisting of all five (5) listed disciplines totalling between R100m and R200m with certificate of completion; and</p> <p>5. Project experience of similar type consisting of all five (5) listed disciplines more than R200m with certificate of completion.</p>	
Engineers and Project Managers' Experience of Key	In these sections the number of years of experience of key	0: No Information (CV's not attached)	25%

Multi-Disciplinary Design Team Evaluation			
CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
<p>Personnel (based on Submitted CVs)</p> <ol style="list-style-type: none"> 1. Project Manager/ Team Leader 2. Electrical Engineering (Buildings / Low voltage) services 3. Electrical Overhead track equipment (OHE) / Heavy Voltage services 4. Mechanical services (Both domestic services, lifting equipment and fire system) 5. Civil structural services 6. Civil geotechnical and railway services 7. Civil roads and storm water services 8. Civil – Resident Engineer services 9. Signalling services 10. Telecommunications / Information Communication Technology (ICT) services 11. Industrial Engineering services 12. Electronic services 13. Architectural services 14. Quantity surveying services 	<p>professional team members is now evaluated.</p> <p>IMPORTANT: No duplication of Professional Technical Staff will be permitted, the scoring of the CV's of Key Persons will only consider one key staff per category</p>	<ol style="list-style-type: none"> 1. Only thirteen (13) or less of the seventeen (17) listed key team members have more than 10-years related experience on submitted CV's; 2. Only fourteen (14) of the seventeen (17) listed key staff team members have more than 10-years related experience; 3. Only fifteen (15) of the seventeen (17) listed key staff team members have more than 10- years related experience; 4. Only sixteen (16) of the seventeen (17) listed key staff team members have more than 10- years related experience; 5. All seventeen (17) listed key staff team members 	

Multi-Disciplinary Design Team Evaluation

CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
15. Town Planning services 16. Environmental Assessment Practitioner 17. Safety, Health and Environmental Agent		have more than 10- years related experience;	
Concept Design	<p>Concept site Master Plan and brief report covering the following areas for both the Metrorail and Shosholoza Meyl depots</p> <ol style="list-style-type: none"> Existing buildings. New proposed maintenance / lifting sheds with approximate measurements. Proposed location of external train wash plant with approximate measurements. Location of new offices and mess & ablution buildings with approximate measurements. 	<p>0: No Information</p> <p>1: Unrelated / Irrelevant information provided</p> <p>2: Only concept master plan or brief report submitted or both covering seven (7) or less of the areas listed</p> <p>3: Concept site master plan and brief report submitted covering eight (8) of areas listed</p> <p>4: Concept site master plan and brief report submitted covering nine (9) of areas listed</p> <p>5: Concept site master plan and brief report</p>	15%

Multi-Disciplinary Design Team Evaluation			
CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
	5. Location of new warehouse/s with approximate measurements 6. Location of new vehicle parking's with approximate measurements 7. Proposed security buildings with approximate measurements 8. Proposed access roads and walkways. 9. Proposed track layouts (existing and new staging yards included). 10. Rail entrance watchtowers with approximate measurement.	submitted covering all ten (10) areas listed.	
Approach and Methodology	Provide detailed technical approach / methodology that is aligned to the scope of work/ highlighting the risk/s and mitigation measures associated	0: No Information 1: Unrelated / Irrelevant information provided 2: Provided a generic technical approach project methodology	15%


Multi-Disciplinary Design Team Evaluation

CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
	<p>with working within the Rail environment.</p> <p><i>The technical approach and methodology must demonstrate the understanding of the project scope of work in accordance with the following Stages:</i></p> <ul style="list-style-type: none"> ➤ Stage 1 - Inception ➤ Stage 2 - Concept and Viability (also termed Preliminary Design) ➤ Stage 3 - Design Development (also termed Detail Design) ➤ Stage 4 - Documentation and Procurement ➤ Stage 5 - Contract Administration and Inspection Stage 6 - Close- Out 	<p>that is not aligned to scope</p> <p>3: Provided a detailed technical approach and methodology that is aligned to the scope of work</p> <p>4: Provided a detailed technical approach and methodology that is aligned to the scope of work/ highlighting the risk/s of the work and mitigation measures.</p> <p>5: Provided a detailed technical approach and methodology that is aligned to the scope of work highlighting the risks and mitigation measures associated with working within the Rail Environment showing how quality will be monitored.</p>	

Multi-Disciplinary Design Team Evaluation			
CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
Project Schedule	<p>Provide a project schedule in MS Project or similar format that meets the client's timeline requirements and the schedule to cover the following key Milestones:</p> <ul style="list-style-type: none"> - Studies to be completed - Design timelines including reviews - Submission to Municipality and obtain Approval of Site Development Plan and Building Plans - Site establishment - Works commencement - Ordering of equipment/materials - Equipment installations - Works completion - Snag close out - Practical completion – Phase 1 	<p>0: No Information</p> <p>1: Unrelated / Irrelevant information provided</p> <p>2: Schedule with 6 - 8 of the 13 listed key milestones on required format</p> <p>3: Schedule with 9 - 10 of the 13 listed key milestones on required format</p> <p>4: Schedule with 11 - 12 of the 13 listed key milestones on required format</p> <p>5: Schedule with all key milestones (13) on required format clearly indicating sequencing of activities and commitment to practical and final works completion.</p>	15%

Multi-Disciplinary Design Team Evaluation			
CRITERIA	SUB-CRITERIA	SCORING	MAXIMUM POINTS
	<ul style="list-style-type: none"> - Practical completion – Phase 2 - Provision of close out documentation - Final Works Completion <p>The overall schedule should clearly indicate sequencing of activities with clear understanding of scope.</p>		
Health and Safety	<ol style="list-style-type: none"> 1. Provide a project specific and comprehensive baseline risk assessment aligned to scope and the Rail environment. 2. Provide Risk Mitigation plan to address identified Risks. 3. Provide a Safety Plan based on PRASA's Health and Safety specification. 	<p>0: No Information 3: Only 1 of the 3 items submitted 4: Only 2 of the 3 items submitted 5: All required information</p> <p>"Kindly note that you are required to submit a comprehensive safety file for approval on appointment as the preferred bidder."</p>	10%
TOTAL			100%

Table 5.7: Detailed scoring methodology

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Note: Bidders that fail to achieve the minimum overall qualifying score of 80% on functional/ technical requirements will not be considered for further Price and BEE evaluation.

5.2.3 STAGE 3: PRICING AND B-BBEE

The following formula, stipulated in the approved PRASA Conditions of Contract, shall be used by the Bid Evaluation Committee to score interested bidders on pricing:

$$P_s = 90 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

Where:

P_s = Points scored for the price of tender under consideration;


P_t = Rand value of the tender under consideration;

P_{\min} = Rand value of the lowest acceptable tender.

The minimum qualifying criteria for pricing are 90 points as per the standard Evaluation Criteria presented in Table 5.2 above.

The B-BBEE component of the evaluation process is weighted at 10 points in Table 5.5 of the standard Evaluation Criteria outlined above. Bidders will be awarded points based on the level of the B-BBEE status presented in the B-BBEE Certificate issued by an approved agency certified by SANAS. Details of the allocation of points by the Evaluation Committee are presented in Table 5.8 below.

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (90/10 SYSTEM) ABOVE R50 MILLION
1	10
2	9
3	6
4	5
5	4
6	3
7	2

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B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (90/10 SYSTEM) ABOVE R50 MILLION
8	1
Non-Compliant Contributor	0

Table 5.8: BBEE Evaluation Criteria

5.2.4 PREFERENTIAL PROCUREMENT REGULATIONS


The Preferential Procurement Regulations, issued by the Minister of Finance in 2017, were revised to align with certain changes to the Broad-Based Black Economic Empowerment (B-BBEE) legislation. They encourage procurement from Small Enterprises, particularly through sub-contracting if a tender is set above the R30 million threshold.

If it is feasible to subcontract for a contract above R30 million, an organ of state must apply subcontracting to advance designated groups.

In compliance with the new regulation, this project will require that a minimum of 30% be subcontracted to one of the following types of enterprises:

- an EME or QSE which is at least 51% owned by black people;
- an EME or QSE which is at least 51% owned by black people who are youth;
- an EME or QSE which is at least 51% owned by black people who are women;
- an EME or QSE which is at least 51% owned by black people with disabilities;
- an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- a cooperative which is at least 51% owned by black people; or
- an EME or QSE which is at least 51% owned by black people who are military veterans.

Before contracting with the successful Bidder, PRASA will insist on being provided with copies of formal signed subcontracting agreements that make up the legislated 30% of the contract value. The subcontractors shall be registered on the National Treasury Central Supplier Database (CSD). All agreements to state that PRASA will not be held responsible or liable should the successful Bidder breach contract with the subcontracted companies.

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5.2.5 VALIDITY PERIOD

This RFP shall be valid for [90 days] calculated from Bid closing date.

5.2.6 B-BBEE REQUIREMENTS

A Bidder must submit proof of its B-BBEE status level contributor, a Bidder failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified and will score 0 points out of 10 for B-BBEE.

5.2.7 THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

5.2.7.1 National Industrial Participation Programme (NIPP) Requirements:

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme. Bidders are therefore required to complete SBD 5 to give effect to the above. Bidders who do not complete this form will be automatically disqualified.

6. POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 90/10.

7. BEST AND FINAL OFFER

PRASA reserves the right to embark on the Best and Final Offer (BAFO) Process where:

- a) None of the proposals meet the RFP requirements;
- b) None of the responses to RFP are affordable and demonstrate value for money; and
- c) There is no clear preferred Response to this RFP.

Upon the decision by PRASA to embark on a BAFO process it shall notify the response to RFP.

8. FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the B-BBEE Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

9. FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

SECTION 3

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the Pricing Schedule/ BOQ **Form C:** (Volume 2 /Envelop 2) and submit in the separate packaging.


1 PRICING

- 1.1 Prices must be quoted in South African Rand, inclusive of VAT.
- 1.2 Price offer is firm and clearly indicate the basis thereof.
- 1.3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 1.4 Cost breakdown must be indicated.
- 1.5 Price escalation basis and formula must be indicated.

- 1.6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 1.7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
- 1.8.1 negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
 - 1.8.2 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
 - 1.8.3 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.
 - 1.8.4 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFP.
 - 1.8.5 The professional costs quoted should be in compliance with the latest version of the ECSA Guideline Scope of Services and Tariff of Fees for Registered Persons, where applicable.
 - 1.8.6 The appointment of an Occupational Health, Safety & Environmental (OHSE) Consultant is going to be executed by Owners engineer and it will be in line with the time frames for this project. An independent PRASA OHSE Consultant is required and therefore a separate appointment will be made.
 - 1.8.7 There will be no price adjustments for escalation allowed. This will be a fixed price consulting award.
 - 1.8.8 Where variations may become applicable, the contractor must demonstrate market related rates and full breakdowns of all costs that will be incurred and time extensions required must be priced.

2 DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on award of business, PRASA is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents inter alia on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016.

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3 PROFESSIONAL INDEMNITY

Insure himself, Principals, Associates, Specialist Contractors and staff and provide proof thereof that Works in the PRASA environment are included, thereby indemnifying the PRASA against all claims arising from consequential work performed by him in this environment.

4 OWNERSHIP OF DESIGN

The plans and designs (pdf and dwg. formats) developed and to be provided to PRASA shall at all times remain the property of PRASA.

5 SERVICE LEVELS

5.1 An experienced national account representative(s) is required to work with PRASA's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

5.2 PRASA will have quarterly reviews with the Service provider's account representative on an on-going basis.

5.3 PRASA reserves the right to request that any member of the Service provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.

5.4 The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:

5.5 Random checks on compliance with quality/quantity/specifications

5.6 On time delivery.

5.7 The Service provider must provide a telephone number for customer service calls.

5.8 Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

5.9 Acceptance of Service Levels:

YES	
-----	--

6 TOTAL COST OF OWNERSHIP AND CONTINUOUS IMPROVEMENT INITIATIVES

6.1 PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).

6.2 Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will **reduce the overall cost of transportation services and related logistics provided by PRASA's operating divisions within South Africa to the ultimate benefit of all end-users.**

7 FINANCIAL STABILITY

Respondents are required to submit their latest financial statements prepared and signed off by a professional accountant for the past three years with their Proposal in order to enable PRASA to establish financial stability.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES


1 Name _____

2 Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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8 VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 Name _____

2 Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

9 CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. PRASA's General Bid Conditions*

2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20....

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SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES


1 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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10 GENERAL CONDITIONS

10.1 Alternative Bids

Not applicable to this bid.

10.2 Prasa's Tender Forms

Bidders must sign and complete the PRASA's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

10.3 Precedent

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

10.4 Response to RFP-Confidentiality

Response to RFPs must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;


- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;
- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:
 - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
 - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
 - iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

10.5 Response to the RFP – RFP Disqualification

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of

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misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

10.6 Corruption, Gifts and Payments

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.


In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

10.7 Insurance

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by PRASA may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

PRASA, as the Employer/Principle, can take out the following insurances:

- Contract Works – insured at full value of the contract including free issue material (for the period of the contract followed by the defects liability period)
- SASRIA
- Removal of Lateral Support – if there is lateral support risk exposure
- Third Party Liability
- Additional Professional Indemnity cover if required by the PRASA Insurers
- Marine cover – should there marine risks exposures

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10.8 No Contact Policy

Bidders may only contact **Agnes Sekhuthe** at (011) 013 1594 or email asekhuthe@PRASA.com and copy **Rosemary Moagi** email rmoagi@PRASA.com of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

10.9 Conflict of Interest

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

10.10 Collusion and Corruption

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998). . The Bidders represents that the Bidder has not, directly or indirectly, entered

into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Bidding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of such any agreement, arrangement or understanding or any such like.; or

- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

10.11 Consortium Changes

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within 10 (TEN) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -
 - Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or

- ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
- iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.

10.12 Costs of Response to the RFP Submission

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.


To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

10.13 Response to the RFP Warranty

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

10.14 Subcontracting as a Condition of Bid for Procurement Above R30 Million (Regulation 9)

- 10.14.1 “The regulation states that if feasible to contract above R 30 million, an organ of state must apply subcontracting to advance designated groups”.
- 10.14.2 The term “feasible” is used in recognition of the fact that it may not always be possible to subcontract in all Bids due to the nature of some Bids. (For instance, it may not be possible to sub-contract one piece of machinery that is above R 30 million)
- 10.14.3 Institutions must therefore identify procurement opportunities for designated groups where - compulsory sub-contracting must be applied to all contracts/ projects above R30 million.

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- 10.14.4 The responsibility to determine whether it is feasible or not rests with the institution preparing the Bid. Institutions must ensure participation of EMEs and QSEs in contracts or projects and not just dismiss this provision on the basis that it is not feasible without providing facts and objective analysis to substantiate their decision.
- 10.14.5 Notwithstanding the minimum 30% non-compulsory sub-contracting provision, institutions may identify procurement opportunities for participation of designated groups in contracts or projects below R30 million.
- 10.14.6 Bids must be advertised with a condition that Bidders who fail to comply with this requirement would be disqualified.
- 10.14.7 Institutions must conduct market or industry research to identify level of transformation in the sector or commodity, role players and their B-BBEE status level and availability of EMEs or QSEs who may be eligible for subcontracting.
- 10.14.8 The Central Supplier Database (CSD) has been upgraded to allow bidders/ contractors/ suppliers access to CSD for identification of potential sub-contractors from the pool of EMEs or QSEs to advance designated groups.
- 10.14.9 In the case of construction and built environment sectors, nothing prevents bidders/contractors/suppliers to select sub-contractors from the CIDB database who are registered on the CSD for the purpose of compliance with the minimum 30% non-compulsory sub-contracting provisions.
- 10.14.10 Bidders or contractors must submit proof of subcontracting arrangement between the main Bidder and the subcontractor. Proof of subcontracting arrangement may include a subcontracting agreement between main Bidder and the subcontractor.
- 10.14.11 The responsibility for inclusion of non-compulsory subcontracting clause in the Bid rests with the institution.
- 10.14.12 The responsibility to sub-contract with competent and capable subcontractors rests with the main contractor/ supplier.
- 10.14.13 The contract will be concluded between the main contractor and the institution, therefore, the main contractor and not the sub-contractor would be held liable for performance in terms of its contractual obligations.
- 10.14.14 Main contractors/ suppliers are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where primary contractor subcontracts with a subsidiary this must be declared in Bid documents.

- 10.14.15 Bids that do not meet subcontracting requirements are considered as being not acceptable Bids and must be disqualified and may not be considered for further evaluation or award.
- 10.14.16 The report containing the list of potential subcontractors may be drawn by accessing the following link: www.csd.gov.za
- 10.14.17 The Central Supplier Database (CSD) was enhanced to enable to search for suppliers based on the criteria as per Preferential Procurement Regulations, 2017.
- 10.14.18 In compliance with the new regulation, this project will require that a minimum of 30% be subcontracted to one of the following types of enterprises:
- a) *an EME or QSE*
 - b) *an EME or QSE which is at least 51% owned by black people;*
 - c) *an EME or QSE which is at least 51% owned by black people who are youth;*
 - d) *an EME or QSE which is at least 51% owned by black people who are women;*
 - e) *an EME or QSE which is at least 51% owned by black people with disabilities;*
 - f) *an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;*
 - g) *a cooperative which is at least 51% owned by black people;*
 - h) *an EME or QSE which is at least 51% owned by black people who are military veterans; or*
 - i) *more than one of the categories referred to in paragraphs (a) to (h).*
- 10.14.19 Before contracting with the successful Bidder, PRASA will insist on being provided with copies of formal signed subcontracting agreements that make up the legislated 30% of the contract value. All agreements to state that PRASA will not be held responsible or liable should the successful Bidder breach contract with the subcontracted companies.

11 CONDITIONS OF TENDER

General

- | | | |
|------------------------------------|---|--|
| Actions | 1 | PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective. |
| Interpretation | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract. |
| | 3 | Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender. |
| | 4 | The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender. |
| Communication | 5 | Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> . |
| PRASA's rights to accept or | 6 | PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA |

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reject any tender or PRASA's *Representative* will not accept or incur any liability to a *tenderer* for such cancellation and rejection, but will give reasons for the action. PRASA reserves the right to accept the whole or any part of any tender.

- 7 After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

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| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification. |
| Cost of tendering | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender. |
| Check documents | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing. |
| Copyright of documents | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, |

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and other publication which are not attached but which are incorporated into the *tender documents* by reference.

Acknowledge receipt 6 Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation.

7 Acknowledge receipt of Addenda / Tender Briefing Notes to the *tender documents*, which PRASA's *Representative* may issue, and if necessary apply for an extension to the *deadline for tender submission*, in order to take the Addenda into account.


Site visit and / or clarification meeting 8 Attend a site visit and/or clarification meeting at which *tenderers* may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, *i-* tender website and CIDB website.

Seek clarification 9 Request clarification of the *tender documents*, if necessary, by notifying PRASA's *Representative* earlier than the *closing time for clarification of queries*.


Insurance 10 Be informed of the risk that needs to be covered by insurance policy. The *tenderer* is advised to seek qualified advice regarding insurance.

Pricing the tender 11 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful *tenderer*. Such duties, taxes and levies are those applicable 14 days prior to the *deadline for tender submission*.

12 Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices.

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| | 13 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> . |
| | 14 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected <i>conditions of contract</i> may provide for part payment in other currencies. |
| Alterations to documents | 15 | Not make any alterations or an addition to the tender documents, except to comply with instructions issued by PRASA's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| Alternative tenders | 16 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>tenderer</i> proposes. (N/A for this tender) |
| | 17 | Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA.
(N/A for this tender) |
| Submitting a tender | 18 | Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification. |

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- NOTE:**
- 19 **Return the completed and signed *PRASA Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification***
 - 20 **Submit the tender as an original plus 1 copy and two electronic version which must be contained in CDs or Memory Cards clearly marked as Volume 1 and Volume 2 in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**
 - 21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.
 - 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the *tenderer's* name and contact address**. Where the tender is based on a two envelop system tenderers must further indicate in the package whether the document is **envelope / box 1 or 2**.
 - 23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package must be marked "CONFIDENTIAL"
 - 24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:


PRASA prefers not to receive tenders by post, and takes no responsibility for delays in the postal system or in transit within or between PRASA offices.

PRASA prefers not to receive tenders by fax, PRASA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

PRASA employees are not permitted to deposit a tender into the PRASA tender box on behalf of a tenderer, except those lodged by post or courier.


Closing time	25	Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the <i>deadline for tender submission</i> . Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.
	26	Accept that, if PRASA extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.
Tender validity	27	Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i> .
	28	Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to

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the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.

Clarification of tender after submission	29	Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by PRASA's <i>Representative</i> with the concurrence of the <i>tenderer</i> , shall be binding upon the <i>tenderer</i>
Submit bonds, policies etc.	30	If instructed by PRASA's <i>Representative</i> (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>tenderer</i> in terms of the <i>conditions of contract</i> .
	31	Undertake to check the final draft of the contract provided by PRASA's <i>Representative</i> , and sign the Form of Agreement all within the time required.
	32	Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent must be submitted with the tender.
Fulfil BEE requirements	33	Comply with PRASA's requirements regarding BBBEE Suppliers.


PRASA'S UNDERTAKINGS

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PRASA, and PRASA's *Representative*, shall:

Respond to clarification	1	Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>tenderers</i> .
Issue Addenda	2	If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for clarification of queries</i> , Addenda that may amend, amplify, or add to the <i>tender documents</i> . If a <i>tenderer</i> applies for an extension to the <i>deadline for tender submission</i> , in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's <i>Representative</i> shall notify the extension to all <i>tenderers</i> .
Return late tenders	3	Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.
Non-disclosure	4	Not disclose to <i>tenderers</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.
Grounds for rejection	5	Consider rejecting a tender if there is any effort by a <i>tenderer</i> to influence the processing of tenders or contract award.
Disqualification	6	Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.

Test for responsiveness	7	Determine before detailed evaluation, whether each tender properly received <ul style="list-style-type: none"> meets the requirements of these Conditions of Tender, has been properly signed, and is responsive to the requirements of the <i>tender documents</i>.
	8	Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would <ul style="list-style-type: none"> detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.
Non-responsive tenders	10	Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
Arithmetical errors	11	Check responsive tenders for arithmetical errors, correcting them as follows: <ul style="list-style-type: none"> Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.

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		<ul style="list-style-type: none"> Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>tenderer's</i> addition of prices, the total of the Prices, if any, will be corrected.
	12	Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any).
Evaluating the tender	13	Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price will be disclosed only to the relevant PRASA tender committee and will not be disclosed to <i>tenderers</i> or any other person.
Clarification of a tender	14	Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	15	Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> .
Notice to unsuccessful tenderers	16	After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures.
Prepare contract documents	17	<p>Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of</p> <ul style="list-style-type: none"> Addenda issued during the tender period, inclusion of some of the <i>tender returnables</i>, and

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- other revisions agreed between PRASA and the successful *tenderer*, before the issue of PRASA's notice of acceptance (of the tender).

Issue final contract	18	Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of PRASA's notice of acceptance.
Sign Form of Agreement	19	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request.
Provide copies of the contracts	20	Provide to the successful <i>tenderer</i> the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender.