



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: [GB- MAN/10/2026]

**REQUEST FOR QUOTATION (RFQ) FOR THE AS AND WHEN: MAINTENANCE AND REPAIRS
GENERAL BUILDING WORKS AT VARIOUS STATIONS, SITES, DEPOTS CONTRACT IN NGR FOR
A PERIOD OF 36 MONTHS**

SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	GB- MAN/10/2026	CLOSING DATE:	21 October 2026	CLOSING TIME:	12:00PM
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE AS AND WHEN: MAINTENANCE AND REPAIRS GENERAL BUILDING WORKS AT VARIOUS STATIONS, SITES, DEPOTS CONTRACT IN NGR FOR A PERIOD OF 36 MONTHS				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

546 PAUL KRUGER c/o SCHEIDING STREET

PRASA CRES BUILDING

PRETORIA STATION PRECINCT

PRETORIA

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Thulisile Shabangu
TELEPHONE NUMBER	012 748 7571
E-MAIL ADDRESS	CresNGR.Quotation@prasa.com

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE PRASA TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Bidder/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description;

3.1.2 Bid/Tender Reference Number;

- 3.1.3 Closing date of Bid/Tender;
- 3.1.4 Supplier Name;
- 3.1.5 Supplier Contact details; and
- 3.1.6 The detailed compliant.

4 LEGAL COMPLIANCE

The successful Bidder shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Bidder to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this RFQ shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

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

- Modify the RFQ's goods / service(s)/works and request Bidders to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein; and
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the bidder, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked bidder provided that he/she/it is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a bidder will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Bidders 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. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a bidder who has failed to register on the CSD. 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/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders. PRASA agrees that it shall only process the information disclosed by Bidders 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 Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider:

EVALUATION CRITERIA	WEIGHTING
Stage 1A: Mandatory Compliance Requirements	Mandatory Basic Compliance
Stage 1B: Non – Mandatory Compliance Requirements	Non – Mandatory Basic Compliance
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 60%
Stage 3	Price and Specific Goal
Price	80
Specific Goal	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful bidder(s)' bid will be deemed to remain valid until finalization of the award.).

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Bidders are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Bidders are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Bidder's disqualification. Bidders are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

Stage 1A – Mandatory Requirements

If you do not submit the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Full Completion of Price Schedule/BOQ To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule/BOQ and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	Signed Joint venture agreement/ Consortium agreement/ Trust Deed (If applicable) JV must indicate the lead partner as per the CIDB standard for uniformity in Engineering and construction works contracts August 2019 and Construction Industry Development Regulations	
c)	Active CIDB grading level of 3GB or Higher (JVs must achieve a combined 3GB CIDB grading or higher, through the CIDB JV calculator, (Bidders to ensure that their CIDB status is active on the system throughout the validity of the tender). (CRS numbers to be provided).	

Stage 1B –Other Mandatory Requirements

If you do not submit the following other-mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations)	
b)	Valid Letter of Good Standing (COIDA) issued by Department of labour / (RMA) / (FEM).	
c)	Supply of valid SARS Pin	
d)	CSD supplier registration number	

2.1 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 60% as per the standard Evaluation Criteria presented below. Bidders who score below this minimum requirement shall not be considered for further evaluation in Stage 3.

Scoring of Functionality:

The minimum threshold for the Technical/functionality criteria is **60%** and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals.

Details of the technical/functional requirements are presented in the table below:

ITEM	CRITERIA	WEIGHT
1	Track record and experience	35
2	Competency and experience of key personnel.	35
3	Proof of ownership or rental agreement List of vehicles suitable for the execution of the work	30
	TOTAL	100

Sub-Criteria	Description	Weightings	
Track record and experience	NOTE – PRASA reserves the right to verify the legitimacy of the documents submitted by the bidder(s) to claim points Bidders should indicate the experience of previous work done in General Building/ Construction/Civil field in the last 10 years. Only projects with a minimum value of R350 000.00 will be considered. Evidence required: The bidders are to submit the following documents: • Provide appointment letter/contract/purchase order for each project. • Provide a reference letter or Completion certificate relating to the appointment letter/contract/purchase order provided. The reference letter indicates the following: company name, contact person and confirmation that work was completed. NB: One of the documents provided must indicate value of the contract. Points will be awarded only if both documents are submitted.	35%	
	0 Point: No submission or irrelevant submission or incomplete submission or submitted only one of the required documents.		0
	1 Point: Successfully completed 1 project.		1
	2 Points: Successfully completed 2 projects.		2
	3 Points: Successfully completed 3 projects.		3

Sub-Criteria	Description			Weightings
	4 Points: Successfully completed 4 projects.	4		
	5 Points: Successfully completed 5 or more projects.	5		
Experience of Key Staff (assigned site personnel) in relation to the scope of work.	Bidders must submit CV's which clearly indicates the role of the Key staff required proof of qualified artisans (bricklayer/painter/carpenter/plumber/plaster) to carry out general building/ construction/ civil engineering related work. by submitting certified copies of valid Trade Certificates. Certification of the copies by a Commissioner of Oaths must not be older than six (6) months from the tender closing date. NB: Scores will be based on the number of Artisans and minimum of six months (6) relevant experience provided:			35%
	No submission or Irrelevant submission or incomplete submission	0		
	Submission of one (1) Certified Artisan with minimum of six months relevant experience including CV and qualifications attached with contactable references.	1		
	Submission of two (2) Certified Artisans with minimum of six months relevant experience including CV and qualifications attached with contactable references.	2		
	Submission of three (3) Certified Artisans with minimum of six months relevant experience including CV and qualifications attached with contactable references.	3		
	Submission of Four (4) Certified Artisans with minimum of six months relevant experience including CV and qualifications attached with contactable references.	4		
	Submission of five (5) or more Certified Artisans with minimum of six months years relevant experience including CV and qualifications attached with contactable references.	5		
The bidder to submit proof of ownership or	Bidder must submit proof of certified copies of vehicles (Bakkies/ light bakkie vehicles /light vehicles/trucks) they own or hired for the purpose of this project.			30%

Sub-Criteria	Description			Weightings
rental agreement /proof of intent letter to hire. list of vehicles suitable for the execution of the work. Suitable vehicles include “bakkie” or light duty pickup truck/light vehicles.	Attach proof of vehicles (Bakkies/ light bakkie vehicles/light vehicles/trucks) that you own or hired for this project. Note: Vehicle/s must be registered under the company/ director. In the case of letter of intent to hire, an agreement with a company letter head			
	No Proof provided or Irrelevant submission/ incomplete submission	0		
	Proof of 1 vehicle/truck owned or hired	1		
	Proof of 2 vehicles/trucks owned or hired	2		
	Proof of 3 vehicles/trucks owned or hired	3		
	Proof of 4 vehicles/trucks owned or hired	4		
		Proof of 5 or more vehicles/trucks owned or hired	5	
Total				100%

2.2 Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Ownership Level	Evidence required for specific goals
Black Owned	4	100% black owned	Certified Valid BBB-EE Certificate / Original or Certified Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners
	3	75% – 99% black owned	
	2	60% – 74% black owned	

	1	51% – 59% black owned	<i>For JVs/Trust Deed/Consortiums</i> :
	0	0 – 50% black owned	
Black Women Owned	4	100% black women owned	Certified Valid BBB-EE Certificate / Original or Certified Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners <i>For JVs/Trust Deed/Consortiums</i> :
	3	75% – 99% black women owned	
	2	60% – 74% black women owned	
	1	51% – 59% black women owned	
	0	0 – 50% black women owned	
Black Youth Owned	4	100% black youth	Certified Valid BBB-EE Certificate / Original or Certified Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners <i>For JVs/Trust Deed/Consortiums</i> :
	3	75% – 99% black youth	
	2	60% – 74% black youth	
	1	51% – 59% black youth	
	0	0 – 50% black youth	

			EE Certificate for JVs/Consortiums.
Black Persons Living with Disability Owned	4	100% owned by black person living with disabilities	Certified copy of ID Documents of the Owner and Doctors Note confirming the disability
	3	75% – 99% owned by black person living with disabilities	
	2	60% – 74% owned by black person living with disabilities	
	1	51 – 59% owned by black person living with disabilities	
	0	0 – 50% owned by black person living with disabilities or irrelevant submission/N o submission	
Black Companies operating in rural, underdeveloped, and local communities in: Garankuwa/Mabopane/Soshanguve/Winterveld/Itsosen	4	Bidders who provided the necessary proof of operational	Proof of residence – Municipality rates certificate/Eskom bill/Letter from councilor confirming

g/ Mamelodi/Cullinan/Nellmaphius/Atteridgeville/Lotus gardens/Saulsville/ Salvakop		address/ proof of residence	residential address not older than 3 months/Active Lease agreement signed by all parties. Lease agreement confirming the residential address accompanied by rental statement not older than three (3) months
	0	Bidders who DID NOT provide the necessary proof of operational address/ proof of residence	
TOTAL	20		

SPLITTING OF AWARDS

- 1.1 PRASA reserves the right to split the award of this bid to more than one service provider, provided that the nature of the services or goods or works to be provided are capable of being split to more than one service provider.

APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

- 1.2 PRASA may appoint a bidder other than the successful bidder under the following instances:
- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;
 - (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;
 - (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
 - (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.
- 1.3 PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.
- 1.4 Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

SECTION 4

PRICING AND DELIVERY SCHEDULE

Bidders are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable (delete if not applicable).
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 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.
- 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.
- 8 Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
 - 9 Negotiate a market-related price with the Bidder scoring the highest points;
 - 10 If that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points;
 - 11 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;
 - 12 If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of
Bidding _____ Entity) _____ of

_____ code

(Full address) conducting business under the style or title of:
_____ represented by:
_____ in my capacity as:

_____ being duly
authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices
quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract,
at a lumpsum, of _____ R

_____ (amount in
numbers);

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

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

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 Bidder's declaration regarding PEPs/PIPs

PRASA requires bidders to disclose if they have Politically Exposed Persons ("PEP")² or Prominent Influential Persons ("PIP")³ and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.⁴

² Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

³ As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

⁴ Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of the Exposure/Influence	Term of the office	Description of activities relating to Exposure/Influence

3.4 Declaration:

I/We the undersigned _____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

Signature

Date

Position

Name of bidder

4 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication

between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.2. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.3. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.3.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company

☐ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SECTION 11

SPECIFICATION:

1. Scope of Work

The purpose of this contract is to appoint a suitably qualified and experienced 3GB or higher contractor to provide planned, preventative, corrective, and emergency general building maintenance services at various Stations, Buildings, Offices, Rental Properties etc.

The appointed contractor will be responsible for maintaining general building infrastructure and associated systems to ensure the continuous, safe, and efficient operation of facilities. The work shall be undertaken in accordance with applicable industry standards, statutory requirements, health and safety regulations, and the Employer's maintenance procedures.

This contract will be executed on an **"as-and-when required" basis**, Maintenance tasks will be issued through work instructions, job cards, or callouts as operational needs arise. The contractor shall be required to respond to routine, planned, and emergency maintenance requirements within agreed response times throughout the duration of the contract.

The contract shall remain valid for a period of thirty-six (36) months. However, the contract may be terminated earlier in the event of underperformance, non-compliance, failure to meet contractual obligations, or delivery of substandard workmanship.

2. Definitions

2.1. Facilities Manager: A manager of PRASA- responsible for the building and infrastructure portfolio or any person authorized to act in that capacity.

2.2. Normal Working Hours: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulation is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.

2.3. The bidder should adhere to south African national minimum wage gazetted rate as per the department of employment and labour. Failure to adhere to the south African national minimum wage Gazetted rate will automatically lead to disqualification

2.4. Contractor: Successful tender who is appointed by PRASA- and will be responsible for carrying out the work as per this specification.

3. Maintenance References

3.1. All general building and civil works work will be in accordance with the following publications.

- SABS 0400 other applicable Code of Practices
- SANS10400
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations.

4. Maintenance

4.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors' book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

4.2. The Contractor shall produce and issue to PRASA- a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor.

Reports will highlight.

- the type of work or service done
- problems experienced.
- results of inspection
- faults found and their priority thereof.

Quotations for any corrective work required shall be submitted to PRASA and on the approval of such quotations the Contractor will correct or repair accordingly.

4.3. PRASA reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to PRASA- for consideration.

5. Contract Performance

5.1. The contractor will sign a service level agreement with PRASA. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA offices. Performance Items to be discussed will include but not limited to:

- the number of breakdowns for specific period
- the turnaround time to attend emergency callouts.
- planned vs. actual progress.

- submission of reports, invoices and other administration duties
- payment of invoices

5.2. Services Measure and Expectations

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

5.3. Completion of works, upon the completion of work the service Provider must submit the following:

- Signed job card by the Project Manager or leader (job completion form)
- Guarantee/ Warranty certificates to cover a free maintenance period.
- Material invoice
- Maintenance programs or plan for
- New installations for construction related items.
- Maintenance manuals, C.O.C and other related statutory / regulatory documentation
- After completion of the specified work order, the Service Provider shall submit a documentation via NGR Facilities Invoice (NGRFacilities.Invoice@prasa.com) within 10 working days failure on which will be classified as non-performance or unless otherwise stated.
- Proof of Work done - the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- Quality of Work and Workmanship - Works with poor workmanship will not be signed off and PRASA reserve the right to hold payments until satisfied with the quality of the work.
- Once work is completed by the contractor, the project manager shall verify the correctness of work. Should there be any defects after 7 days, an assessment will be done, and the contractor might be liable to rectify the defects at their own cost.

6. General Information

6.1. The contractor shall be or have in his employment qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided on request.

6.2. The Contractor must have the capacity to be able to work on more than one site at any given time.

6.3. Where day to day repairs is to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.

6.4. All material removed to be returned to PRASA unless otherwise stated.

- 6.5. The contractor shall supply all working tools, equipment, material, labour, and consumables, etc, necessary for undertaking and completion of the work to the satisfaction of the client.
- 6.6. The estimated quantities/hours/kilometres are only indicative; the actual could be more &/or less but should be within / not to exceed the overall contract price.
- 6.7. Accordingly, all bidders shall submit valid proof of residential address in the form of one or more of the following
- Municipal or ESKOM account/bill not older than three (3) months
 - Letter confirming residence issued by the relevant Councillor, Induna or Chief not older than three (3) months; and/or
 - Valid rental or lease agreement confirming the residential address accompanied by rental statement not older than three (3) months
- 6.8. Where a rental or lease agreement is submitted without the required rental statement, the rental or lease agreement will not be considered for purposes of verifying the bidder's municipal footprint and/or awarding the applicable preference points
- 6.9. All proof of residential address submitted shall be verifiable and must relate to the address being relied upon to demonstrate the bidder's footprint within or in proximity to the applicable station segment
- 6.10. The submitted residential address shall be assessed against the location of the applicable segment to determine the bidder's proximity and operational footprint

7. Safety and Provision of material

- 7.1. The contractor is responsible for supply of all material required to repair the faults as per job cards/work order.
- 7.2. All material used shall be of high standard (SABS approved)
- 7.3. Prasa Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.
- 7.4. All materials supplied and workmanship to meet the prescribed Statutory Requirements, including the Occupational Health and Safety Act of 1993.
- 7.5. **Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R7500.00 including VAT for year 1, R4500.00 including VAT for year 2 and R4500.00 including VAT for year 3 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contract claim the amount.**
- 7.6. **Contractor must provide medical certificates and all relevant document every year to update their file. Contractor must have a minimum of two teams readily available as and when requested.**
- NB:** The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by PRASA.

8. Quality of Work and Workmanship:

Works with poor workmanship will not be signed off and PRASA reserve the right to hold payments until satisfied with the quality of the works.

9. Non-Compliance:

- Safety – the contractor will always ensure that work is performed in accordance with all the prescribed legal prescripts.
- A fully complete and compliant safety file as per the attached safety check list shall be submitted to PRASA Risk Manager within 7 working days from the date of the acceptance without failure. Failure to adhere to specified timelines will result in termination of contract.
- NB: No work is to be done without approval of Safety File, signed contract by all parties and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager
- Response time – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed PRASA Facilities department hereby reserves the right to penalize the service provider a penalty fee of R 2000 per incident /site will be imposed and if this provision is continually violated the contract will be terminated.
- Proof of Work done> the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- Qualified personnel- It is a requirement that personnel performing/overseeing works issued to the contractor be qualified Artisans in specific Trade.
- The contractor must ensure that any bricklaying, carpentry, painting, plastering, or tiling work is performed by, or under the supervision of, a qualified artisan in that trade. If PRASA discovers that such work is being carried out without a qualified artisan present, a penalty of up to R1,000 per occurrence per site may be charged.
- If during inspection, the workers are not found in proper PPE (Personnel protective equipment) a penalty up to R 200 per employee per day will be imposed.
- If the service provider fails to submit quotation/invoice within the stipulated period as per item 5.3, it will be considered as non-performance.

10. Mandatory requirements

If you do not submit the following documents/information, your submission will be disqualified automatically.

- Valid CIDB grade 3GB or higher

11. Specialized Works

The Contractor shall be responsible for the execution, technical management, and quality control of non-standard engineering operations, including but not limited to:

- **Civil Engineering & Infrastructure:** Construction, alteration, and structural reinforcement of civil works, including major earthworks, reinforced concrete structures, drainage systems, structural integrity analysis and site stabilization.
- **Geotechnical & Core Drilling:** Execution of diamond core drilling, rotary drilling, and continuous sampling for geotechnical investigations, and subsurface mapping in accordance with relevant standards.
- **Ground Improvement & Grouting:** Implementation of specialized ground treatment solutions, such as pressure grouting, rock bolting, soil nailing, and chemical stabilization to ensure subsurface load-bearing capacity.
- **Specialist Utility & Trenchless Technology:** High-precision directional drilling, pipe bursting, and utility locating/mapping using ground-penetrating radar (GPR) where conventional excavation is restricted.
- And or any other specialized work that may be required to ensure execution of general building related works, this could be special skill or training

12. Specialised work procurement & quality assurance

For any **Specialized Works**, the Contractor shall adhere to the following procurement and quality control requirements:

- **Competitive Quotation Submission:** The Contractor shall procure and submit a minimum of three (3) itemized quotations from verified, reputable specialized industry suppliers possessing proven technical competence and relevant certifications.
- **Uncompromised Quality Standards:** Selection shall not be driven solely by lowest cost; the Contractor remains fully accountable for ensuring that selected suppliers meet all structural, performance, and material specifications without compromising execution quality or project standards.

13. Special Conditions

- Negotiations will be conducted with the when deemed necessary.
- The service provider shall provide the contacts number that is available for 7days a week / 24hours without failure.
- The service provider is expected to submit the quotation of work done within 10 working days after completion of work. The quotations and supporting documentation shall be submitted to this email address: (NGRfacilities.Invoice@prasa.com) unless otherwise stated.

13. Schedule of Rates

13.1. Material Price Schedule

			YEAR 1		YEAR 2		YEAR 3	
No	Description	Unit	Rate Excl VAT	Rate Incl VAT	Rate Excl VAT	Rate Incl VAT	Rate Excl VAT	Rate Incl VAT
1.1	Class 1 Solid Hard Wood Door, two panel 813 mm x 2032 mm	Each						
1.2	8 Panel Engineered Stiles Meranti door – 813×2032	Each						
1.3	Hardwood Back-to-Back solid meranti Door – 813×2032	Each						
1.4	Interior Door Hollow Core Plain Hardboard w762xh2032mm	Each						
1.5	Transformer door 915mmx 2135 mm BV heavy duty louvered Steel complete with frame	Each						
1.6	Level G3 bullet resistant glazed & natural anodized aluminum transaction window with 30mm deep stainless steel dish tray and speech transfer posts (interior applications only), overall size to details, glazed in 38mm thick clear glass for small window (existing counters) and 52mm for large window with 32mm post formed granite counter top. Bullet resistant glass details to suppliers specification	Each						

1.7	Class 3 Anti- Bandit door including a door frame 2095 mm x 930 mm, finished off with a 220mm x 220mm viewing glass panel and a steel plate to cover the entire outside covering	Each						
1.8	Level G3 bullet resistant Anti-bandit door, complete with 100 x 50 x 3mm gauge mild steel rectangular frame and 25 x 25 x 3mm MS angle rebates, overall size 930 x 2100mm high in powder coating and or galvanized cladding with peep hole, supplied with a 6 pin tumbler key system, mortice dead lock with an additional heavy duty magnetic lock and striker including key switch and surface mounted casing, 6 Amp power supply, push buttons and interlock system, heavy duty aluminum continuous hinge, aluminum slam bar with heavy duty door closer and D-style pull handles. Door to comply to SABS 1658-1996	Each						
1.9	Vandal Resistant flat back Urinal with integral fixing brackets and Chromium plated back inlet spreader	Each						
1.10	Lockset 4Lever Galvanized/Chrome	Each						

1.11	Roller Shutter door 4500mmx 3000mm Industrial Chain operated galvanized steel sheets / slats, with a profile of 105mm, interlocking sections 0.8mm thickness, complete with a canopy head plate, side guide, bottom rail, chain keep, stops, locking mechanism	Each							
------	--	------	--	--	--	--	--	--	--

1.12	Full height exterior turnstile with high volume access and high level of security. The turnstile must be a 3 arm 120degree single unit. The Rotor diameter to be 1200mm and arm thickness of 50mm diameter tube arms spaced 120mm apart. The system must be able to integrate with all access control and time and attendance systems, proximity reader, biometric and or push button readers. Electrically controlled bi-directional rotation (factory standard)and Mechanically controlled uni-directional rotation by means of key override and free rotation in the case of an emergency. The flat roof canopy to provide protection from the elements, Anti-climb protection and low energy light on underside of canopy. Finishes: 304 grade brushed stainless steel (Inland) and 316 grade brushed stainless steel (coastal). The turnstile must be with a bi-directional rotation System certification to comply with ISO 9001:2015 and must comply also to CE conformity. Unit to have a 10 year mechanical guarantee. The turnstile must be fitted with a gate for disabled persons.	Each						
------	---	------	--	--	--	--	--	--

1.13	Waist height interior turnstile with high volume access and medium level of security. The turnstile to have 3 arms with a diameter of 38mm stainless steel fixed tube arms. The system must be able to integrate with all access control and time and attendance systems, proximity reader, biometric and or push button readers. Electrically controlled bi-directional rotation (factory standard) and mechanically controlled uni-directional rotation by means of key override and free rotation in case of emergencies. Finish: 304 grade brushed stainless steel. The turnstile must be with a bi-directional rotation System certification to comply with ISO 9001:2015 and must comply also to CE conformity. Unit to have a 10 year mechanical guarantee.	Each						
1.14	50mm dia AISI Type 304 stainless steel Handrail and shall be buffed to an even satin finish. Stainless steel screws shall be used for fixing stainless steel, to comply with SANS regulations.	m						
1.15	50mm Dia galvanized handrail, to comply with SANS regulations	m						

1.16	Single door Burglars to fit the standard door and frame. The burglar to be manufactured by 25mmx 25mm square tube with the 1.1mm wall thickness and the space between the bars to be 100mm c/c as minimum. The rate is to include burglar frame and latch lock .	Each						
1.17	Double door Burglars to fit the standard double door and its frame. The burglar to be manufactured by 25mmx 25mm square tube with the 1.1mm wall thickness and the space between the bars to be 100mm c/c as minimum. The rate is to include burglar frame and latch lock .	Each						
1.18	Window Peg Stay Screw M6x12	Each						
1.19	Window Sliding Stay Screw M6X9,5mm	Each						
1.20	Window Sliding Stay Screw M6X6,0mm	Each						
1.21	Window Sliding Stay 270mm Brass	Each						
1.22	Window Handle Screw M8X19mm	Each						
1.23	Window Handle Nylon Bushes	Each						
1.24	Window Handle L/H Brass	Each						
1.25	Window Peg Stay 300mm Brass	Each						

1.26	Georgian obscure wired glass	/M ²						
1.27	Anti- vandal wall-hung ceramic Wash hand basin, with one semi-punched tap holes or similar vanity basins or equivalent	Each						
1.28	Branding 38x38	Each						
1.29	IBR (686mm Covering) Galvanized Roof Sheets with a thickness of 0,80mm	Each						
1.30	IBR (686mm Covering) Clear Polycarbonate Roof Sheets with a thickness of 0,80mm	Each						
1.31	Corrugated (762mm Covering) Galvanized Roof Sheets with a thickness of 0,80mm	Each						
1.32	Corrugated (762mm Covering) Clear Polycarbonate Roof Sheets with a thickness of 0,80mm	Each						
1.33	Steel Galvanized Facia Boards 225mmx 420mm	/Meter						
1.34	Aluminum seamless gutters 150mmx 140mm	/Meter						
1.35	Aluminum downpipes 100mmx 75mm	/Meter						
1.36	Fiber Cement Ceiling 4mm	/M ²						
1.37	Suspended Ceiling Tiles Micro Look 15mm	/M ²						

1.38	Ceiling plasterboards gypsum 6,4mm	/M ²						
1.39	Cornice gypsum 20mm x 76mm	/Meter						
1.40	Wall Tiles 600mm x 300mm Porcelain tiles high grip slip resistance rating color to match existing	/M ²						
1.41	Floor Tiles 600mm x 600mm Porcelain tiles high grip slip resistance rating color to match existing	/M ²						
1.42	Floor Tiles 300mm x 300mm Porcelain tiles high grip slip resistance rating color to match existing	/M ²						
1.43	Time metering valve with Bubbler spout to be recessed into wall above WHB	Each						
1.44	Bevel/Slant Bond Grey Paver brick 50mm	/M ²						
1.45	Bevel/Slant Bond Grey Paver brick 80mm	/M ²						
1.46	Interlocking Grey Paver Brick 60mm	/M ²						
1.47	Interlocking Grey Paver Brick 80mm	/M ²						

1.48	Tapered Kerbs125mmx300mmx90mm	/M						
1.49	Cement stock Brick 7MPa	/M ²						
1.50	Clay Stock Brick	/M ²						
1.51	Cement 32.5N bag of 50kg	Each						
1.52	Cement 42.5N bag of 50kg	Each						
1.53	River Sand	/M ³						
1.54	Plaster Sand	/M ³						
1.55	Building Sand	/M ³						
1.56	Building mix	/40kg						
1.57	Concrete mix	/40kg						
1.58	Plaster mix	/40kg						
1.59	Mix Crete concrete	/40kg						
1.60	Ceramic Wall and Floor Tile Adhesive	/20kg						
1.61	Porcelain Wall and Floor Tile Adhesive	/20kg						

1.62	Tile Grout Waterproof Dove Grey	/2kg						
1.63	Tile Grout Waterproof White	/2kg						
1.64	Reflective Road Marking Paint White	/5Litre						
1.65	Reflective Road Marking Paint Black	/5Litre						
1.66	Reflective Road Marking Paint Yellow	/5Litre						
1.67	Reflective Road Marking Paint Red	/5Litre						
1.68	Reflective Glass Beads	/kg						
1.69	Anti-vandal wall-hung ceramic back inlet toilet pans or equivalent	Each						
1.70	50mm x 10m yellow Reflective safety Tape	Each						
1.71	Yellow and Orange Hi-Visibility construction Barrier Netting 50m Roll	Each						
1.72	Barrier Tape Red & White 75mm 500M	Each						
1.73	LOCK NIGHT LATCH 92 X 67	Each						
1.74	LOCK MORTICE 2LEVER	Each						

1.75	WASHER VALVE 32MM	Each						
1.76	NAILS WIRE 100MM /KG	Each						
1.77	SCREWS DRYWALL 38 X 8MM	Each						
1.78	SCREWS DRYWALL 25 X 8MM	Each						
1.79	LOCK WARDEH 5LEVER DOUBLE THROW SECURITY 800MM X 50MM	Each						
1.80	LOCK SMALL ULTRA SECURITY 120MM X 85MM X 25MM	Each						
1.81	ANGLE IRON 25MMX25MMX3MMX6M	Each						
1.82	ROUND BAR 3.9MM 20EA	Each						
1.83	SHEETMETAL CHECKERPLATE 4.5MM 20	Each						
1.84	WHEELS FOR GATES NO.80, 10 PAIRS	Each						
1.85	wall recessed Push button flush mechanisms	Each						

1.86	BULLET GATE HINGES 100MM X 30MM WITH BALL AND GREASE NIPPLE	Each						
1.87	PVC Pressure Pipe 50 mm Class 16 per 6 Mt length	Each						
1.88	PVC Pressure Pipe 63 mm Class 16 per 6 Mt length	Each						
1.89	PVC Pressure Pipe 90 mm Class 16 per 6 Mt length	Each						
1.90	PVC Pressure Pipe 110 mm Class 16 per 6 Mt length	Each						
1.91	PVC Pressure Pipe 160 mm Class 16 per 6 Mt length	Each						
1.92	PVC Pressure Pipe 50 mm Class 16	/Meter						
1.93	PVC Pressure Pipe 75 mm Class 16	/Meter						
1.94	HDPE Pipe 25 mm Black Class 16 Code: HDPE-PE100-0025-160 Per Meter	Each						
1.95	HDPE Pipe 50 mm Black Class 16 Code: HDPE-PE100-0050-160 Per Meter	Each						
1.96	HDPE Pipe 110 mm Black Class 16 Code: HDPE-PE100-0110-160 Per Meter	Each						

1.97	HDPE Pipe 25 mm Black Class 16 Code: HDPE-PE100-0025-160 Per Roll	Each						
1.98	HDPE Pipe 50 mm Black Class 16 Code: HDPE-PE100-0050-160 Per Roll	Each						
1.99	HDPE Pipe 110 mm Black Class 16 Code: HDPE-PE100-0110-160 Per Roll	Each						
2.00	Pipe PVC Sewer SV 110 mm x 6 Mt length	Each						
2.01	Pipe PVC Sewer UG 110 mm x 6 Mt length	Each						
2.02	Pipe PVC Waste SV 50 mm x 5.5 Mt Length	Each						
2.03	Pipe PVC Sewer UG 110 mm x 6 Mt length	Each						
2.04	Pipe PVC Waste SV 50 mm x 5.5 Mt Length	Each						
2.05	Pipe PVC Sewer UG 110 mm x 6 Mt length	Each						
2.06	Pipe PVC Waste SV 50 mm x 5.5 Mt Length	Each						

13.1. Labour Pricing					NON- VAT VENDORS TO ONLY COMPLETE AMOUNT EXCLUDING VAT COLUMN			NON- VAT VENDORS TO ONLY COMPLETE AMOUNT EXCLUDING VAT COLUMN			NON- VAT VENDORS TO ONLY COMPLETE AMOUNT EXCLUDING VAT COLUMN		
					YEAR 1			YEAR 2			YEAR 3		
Item	Description		Unit	Estimate d Quantity	Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)
1	Provisional Sum (Material)	Material	Sum	Value	N/A	R 200 000.00	R 230 000.00	N/A	R 210 000.00	R 241 500	N/A	R 220 550	R 253 625.00
2	Provisional Sum (Specialised work)	Specialised work	Sum	Value	N/A	R 20 000.00	R 23 000.00	N/A	R 21 000.00	R 24 150.00	N/A	R 22 050.00	R 25 357.50
3	Percentage mark-up for materials (not listed on the BOQ)	Material (% x estimated quantity)	%	Value	-	R	R	-	R	R	-	R	R
4	Percentage mark-up for specialised work	Specialised work (% x estimated quantity)	%	Value	-	R	R	-	R	R	-	R	R
5	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Normal working hours (07:00 – 17:00) . This cost shall exclude material, which has previously been	Artisan	Rate /hour	2200 hours	R	R	R	R	R	R	R	R	R
6		General Worker	Rate /hour	4400 hours	R	R	R	R	R	R	R	R	R

	dealt with in this schedule.												
7	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during After working hours and Saturdays (17:00 – 07:00) . This cost shall exclude material, which has previously been dealt with in this schedule.	Artisan	Rate /hour	250 hours	R	R	R	R	R	R	R	R	R
8		General Worker	Rate /hour	500 hours	R	R	R	R	R	R	R	R	R
9	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Sunday and Public Holiday . This cost shall exclude material, which has previously been dealt with in this contract	Artisan	Rate /hour	100 hours	R	R	R	R	R	R	R	R	R
10		General Worker	Rate /hour	200 hours	R	R	R	R	R	R	R	R	R

11	Call-out rate (only when there is no fault found)		Sum	1	R	R	R	R	R	R	R	R	R
12	Travel cost		Rate / km	20 000 kilometres	R	R	R	R	R	R	R	R	R

13.1. Provision for Health and Safety File

Description	Unit	YEAR 1 (Including VAT, Amount)	YEAR 2 (Including VAT, Amount)	YEAR 3 (Including VAT, Amount)
13.2.1 Provisional Sum for Approval of Safety File as per Annexure 1	Sum	R 7 500.00	R 4 500.00	R 4 500.00

13. Safety file

ANNEXURE 1: Health Safety Requirements Template For Issuing of Site Access

CONTRACTOR SAFETY FILE CONTENTS LIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

This checklist was revised to cater for **COVID 19** requirements as per RSA Government Disaster Management Act as amended and its Regulations.

Human Coronaviruses are common throughout the world. There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans.

On 7 January 2020, 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the causative agent of 'Coronavirus Disease 2019' or COVID-19. The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market in China. Since then, the virus has spread to more than 100 countries, including South Africa.

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far, the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19.

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever.

The complete clinical picture with regard to COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying.

Name of the Contractor:

Project:

Safety File Assessor and Date:

SHE FILE CHECKLIST				
	Required by PRASA	CONTRACTOR	PRASA RESPONSE	COMMENTS
1	Project SHE Specification			
2	Scope of work			
3	Notification of construction			
4	Letter of good standing			
5	Employee list with next of kin required			
6	Org structure			

7	SHE Policy			
8	SHE Plan			
9	Risk assessment			
10	Tool register			
11	SHE induction			
12	Proof of medicals			
13	Appointments			
14	Tool inspections			
15	PPE matrix			
16	PPE Record			
17	Training records			
18	Method statement			
19	Safe work procedure			
20	Toolbox			
21	Equipment maintenance			
22	Chemical list			
23	MSDS			
24	Proof of training on MSDS			
25	Excavation plan			
26	Scaffolding plan			
27	Site Access certificated			
28	Fall Prevention Plan			

29	Demolition plan			
30	Explosives and blasting method statement			
31	Declaration of sub-contractor			

Note:

- Contents of the file to be overseen by the SHE Coordinator of the Department
- This document should be used as the standard guideline and all contractors should comply with this guideline
- It is the responsibility of the SHE Coordinator to ensure that all required documents are on file prior to approval.
- It is the responsibility of the Department that is overseeing the whole contract process to ensure that
 - A safety file is implemented at the site where the contractor works,
 - No contractor's duties are to commence without this file being approved.
 - The scope of work is discussed with the risk department. This is to ensure that all special details and requirements are addressed when compiling this file.
- The approved file will be kept at the appointed Metrorail supervisor over the contractor for the duration of the project.
- For record keeping after the end of project. The file must be filed with the IRM of the department.
- This file should be readily available at all times.

The contractor must implement a SHE working file where all records generated during the project will be filed. This file must be available at all times on site. The file will include, SHE Related records, Records of communication with the Client (Metrorail), toolbox talks, Inspections, risk assessments, etc

- The risk department, Metrorail management and or representatives has the right to
 - Request for the file at any given time
 - Inspect the contractor documents at any given time
 - Stop the work if he or she finds it necessary or is convinced that Safety, Health, and Environment is compromised. :