

BID DESCRIPTION:

TENDER BRIEFING MINUTES - THREE (3) ROLLING STOCK MOBILE WHEEL LATHE MACHINES AND EIGHTY-FOUR (84) SYNCHRONISED LIFTING JACKS FOR PRASA NEW TRAINS – HO/PGC/RS/518/07/2026 & HO/PGC/RS/519/07/2026



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PASSENGER RAIL AGENCY
OF SOUTH AFRICA

BRIEFING MINUTES

BID DESCRIPTION:

TENDER BRIEFING MINUTES - ROLLING STOCK MOBILE WHEEL LATHE MACHINES AND EIGHTY-FOUR (84) LIFTING JACKS FOR PRASA NEW TRAINS.

BID NO: HO/PGC/RS/518/07/2026 and HO/PGC/RS/519/07/2026

DATE: 19th August 2026

TIME: 10:00 am

VENUE: UMJANTSHI HOUSE, AUDITORIUM

**30 WOLMARANS STREET
BRAAMFONTEIN**

PROCEDURAL MATTERS

1. OPENING AND WELCOME
2. ATTENDANCE REGISTER
3. OPENING AND PURPOSE OF THE BRIEFING
4. TECHNICAL REQUIREMENTS
5. SUPPLY CHAIN MANAGEMENT
6. CLOSURE

**PROJECT MANAGER
SOURCING SPECIALIST
PROJECT MANAGER
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SOURCING SPECIALIST**

1.	OPENING AND WELCOME Chairperson: B. Nhlapo
2.	ATTENDANCE REGISTER The tender briefing attendance register was circulated for the service providers to write the name of the company, telephone number, email address, contact person and signature. Service Providers who did not fill the attendance register will not be taken into consideration that they did not attend the compulsory briefing session and will result in a bid being disqualified.
3.	OPENING AND PURPOSE OF THE BRIEFING The briefing session was held to provide prospective bidders with an overview of the requirements for the procurement of: - Mobile wheel lathe equipment; and - Rolling stock mobile synchronized vehicle lifting jacks. The equipment forms part of the maintenance requirements for the organisation's new EMU trains. The briefing covered the project background, scope of work, technical requirements, evaluation criteria, payment milestones, timelines, tender submission requirements and questions raised by prospective bidders.



4.	PROJECT BACKGROUND The organization is currently receiving new EMU/“Blue Train” units. More than 300 EMUs have already been delivered, creating an immediate requirement for suitable wheel maintenance and lifting equipment. The existing depots are ageing and are not fully equipped to support the maintenance requirements of the new trains. The Depot Modernization Programme (DMP) is intended to provide the long-term solution through the modernization and installation of appropriate maintenance equipment. The procurement of the mobile wheel lathe and synchronized lifting jacks is therefore intended as an interim/short- to medium-term intervention while the longer-term depot modernization programme is being implemented.
5. 5.1	MOBILE WHEEL LATHE The appointed service provider will be responsible for: • Design of the mobile wheel lathe; • Manufacture; • Delivery; • Off-loading; • Installation/assembly; • Testing; • Commissioning; • Training of maintenance personnel; and • Provision of maintenance support. The equipment will be used for wheel reprofiling/maintenance on the new EMU trains. The mobile equipment must be capable of operating in conjunction with the lifting equipment to allow the train set to be lifted and the wheels to be serviced.
5.2	EQUIPMENT AND LOCATION Three machines are required for the identified depots: 1. Braamfontein; 2. Durban Yard; and 3. Salt River, Western Cape. The equipment is required urgently due to the growing maintenance requirements of the EMU fleet.



5.3	MAINTENANCE AND TRAINING The requirement was discussed in relation to the maintenance period. The specification was reviewed following an earlier unsuccessful procurement process, and the requirement was increased to three years of maintenance support (with an option to extend by 24 months at the sole discretion of PRASA). The service provider will also be required to train maintenance personnel so that the organisation can progressively build internal capability to operate and maintain the equipment. The intention is that, by the end of the maintenance period, the organisation's personnel should have sufficient knowledge and capability to operate and maintain the machines.
6. 6.1	SYNCHRONISED LIFTING JACKS SCOPE OF WORK The second part of the briefing covered the procurement of 84 rolling stock mobile synchronized vehicle lifting jacks. The appointed contractor will be required to: • Design; • Manufacture; • Deliver; • Off-load; • Install/assemble; • Test; • Commission; and • Train maintenance personnel. The equipment will support maintenance activities including bogie change-outs, traction motor-related maintenance and, importantly, lifting of train sets to facilitate wheel cutting/reprofiling amongst others.
6.2	QUANTITY OF LIFTING JACKS The requirement for 84 lifting jacks was explained as follows: • 24 lifting jacks are required to lift one complete train set; • Three regional/depot requirements account for 72 jacks; • An additional 12 jacks are required, representing 4 jacks as a set for each region; • Total requirement: 84 lifting jacks.



7.	TECHNICAL REQUIREMENTS AND EVALUATION The technical evaluation will consider the bidder's ability and capacity to successfully execute the project. Key areas identified include: • Relevant track record and experience; • Delivery lead time; • Qualifications of key personnel; • Professional registration; • Project approach and methodology; • Quality management system/quality plan; • Financial capability; • Compliance with the User Requirement Specification (URS); • Product data sheets; and • Functionality of the proposed equipment. The technical functionality threshold is 70%. Bidders failing to achieve the minimum threshold will not proceed further in the evaluation process. Key Personnel The required discipline includes, among others: • Project Manager; • Mechanical Engineer; • Electrical Engineer; and • Quality Manager. Where engineers are sourced from outside South Africa, their qualifications and professional registration must be appropriately recognised in South Africa.
7.1	URS AND PRODUCT DATA Bidders are required to carefully review and comply with the URS. The bidder must: • Initialize/endorse the URS as required; • Confirm commitment to the specified requirements; • Submit relevant product data sheets; • Clearly identify the equipment being proposed; and • Provide the information required under the relevant technical evaluation sections. It was clarified that the URS is included as an annexure to the tender documentation and should be referred to as Annexure D, rather than Annexure A.

**8. PAYMENT MILESTONE**

The following milestone payment structure was presented:

Milestone	Payment
Design approval	10%
Factory Acceptance Test (FAT)	20%
Delivery to site	40%
Site Acceptance Test (SAT)	20%
Retention	10% Balance/retention component

The payment structure was presented as the standard project arrangement, with the draft contract available for bidder review and comment.

For the mobile wheel lathe, maintenance payments will be handled separately over the applicable three-year maintenance period, with payments made monthly in accordance with the contract.

9. FACTORY ACCEPTANCE TESTING (FAT)

It was explained that the bidder must make provision in its pricing for the participation of **five engineers** during FAT.

The bidder must therefore include the associated costs for:

- Flights;
- Accommodation;
- Travel;
- Local transportation; and
- Related expenses.

The purpose is to ensure that the organisation's representatives can witness and verify the equipment before delivery.

A question was raised regarding whether all machines must be inspected separately if they are not ready for FAT at the same time.

Response/Clarification

It was indicated that, where multiple machines are being manufactured and the first machine is ready, the organisation would normally prioritise the first machine for FAT. Subsequent machines may be treated as substantially similar, although if all machines are ready at the same time, they may also be inspected.



10.	MANUFACTURING FACILITY / SITE VERIFICATION A question was raised regarding site visits and verification of the bidder's manufacturing facilities. It was clarified that shortlisted bidders will be subject to verification, including visits to the relevant manufacturing facilities. Where practical, bidders may also facilitate visits to existing client installations where similar equipment is operational. This would assist the evaluation team in verifying the equipment's performance in an operational environment.
11.	SITE VISITS TO DEPOTS A request was made for prospective bidders to visit the relevant depot/site locations to obtain a better understanding of the working environment and site conditions. The project team indicated that arrangements would be made with the relevant depot personnel and that further communication would be issued regarding access arrangements. It was further noted that bidders attending site visits would be required to comply with the applicable safety requirements and wear the prescribed personal protective equipment (PPE).
12.	BIDDERS QUESTIONS AND CLARIFICATIONS
12.1	MANUAL OVERRIDE OF LIFTING JACKS A bidder queried the requirement relating to the manual override of the lifting jacks, particularly how the system would operate in the event of a power failure. The bidder questioned how the manual override would work and whether individual jacks would need to be manually operated. Response The project team indicated that the issue required further technical consultation and requested that the bidder submit the question formally in writing. The project team would consult the relevant technical experts and provide an official response. Status: Formal written clarification required.



12.2	COLOUR SPECIFICATION OF LIFTING JACKS A bidder asked whether the specified colour of the lifting jacks was flexible. Response The project team indicated that a colour specification/code is included in the tender documentation. Alternative colour proposals may be submitted in writing for consideration; however, any deviation would require consultation with the end users before a formal response can be provided. Status: Bidder to submit any proposed deviation formally.
12.3	FAT INSPECTION OF MULTIPLE MACHINES A question was raised regarding whether engineers would be required to attend FAT for every machine where multiple machines are manufactured. Response The project team advised that the normal approach would be to inspect the first completed machine. Where subsequent machines are identical/similar, the first FAT may serve as the primary verification. If multiple machines are ready simultaneously, additional inspection may be considered.
12.4	TRAVEL CLASS FOR FAT ENGINEERS A question was raised regarding the travel class applicable to engineers travelling internationally for FAT. The project team acknowledged that the matter should be clarified formally to ensure that all bidders price the requirement on the same basis and to maintain fairness in the procurement process. Status: Formal clarification to be issued to bidders.
12.5	MANUFACTURING PLANT AND EXISTING CLIENT VISIT A bidder questioned whether a visit to an existing customer operating similar equipment could be incorporated into the verification process. Response The project team confirmed that manufacturing plant verification would be required for shortlisted bidders. Where practical, an existing client installation may also be visited to observe similar equipment in operation



13.	SUPPLY CHAIN MANAGEMENT / BID SUBMISSION REQUIREMENTS The SCM team emphasised that bidders must comply strictly with the administrative and submission requirements. The tender submission must be divided into two clearly separated parcels/volumes : Volume 1 – Compliance and Technical Proposal This must contain the required administrative, compliance and technical information. Volume 2 – Commercial and Pricing Proposal This must contain the financial/commercial submission and pricing. The separation is necessary to ensure that pricing is not considered before completion of the applicable technical/compliance evaluation stages.
14.	MANDATORY DOCUMENTATION Bidders were reminded to submit all required supporting documentation, including applicable: • Certified identification documents; • Ownership documentation; • Professional qualifications and registrations; • Letter of Good Standing; • Valid SARS PIN; • Supplier registration information; • Product data sheets; and • Other mandatory documents specified in the tender/RFP. Failure to submit required documentation may affect the bidder's compliance and/or functionality score.
15.	TENDER QUESTIONS AND CLOSING DATE INFORMATION The following key dates were confirmed by SCM: • Closing date for bidder questions: 25 August 2026 • Planned response date from the organisation: 28 August 2026 • Final tender submission closing date: 9 September 2026 at 12:00 Bidders were encouraged to submit their bids well before the deadline, preferably the day before or early on the closing day, due to potential delays at the head office and tender submission point.



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16.	TENDER SUBMISSION REGISTER Bidders were reminded that a tender proposal submission register will be maintained. Where a courier is used, the courier must ensure that the required register is signed. It was specifically emphasised that if the bidder's name does not appear in the submission register, the proposal may not be accepted/opened.
17.	PROJECT TIMELINES The envisaged project programme was discussed as follows: • Tender advertised: August 2026; • Compulsory briefing: 19 August 2026; • Bidder questions: up to 25 August 2026; • Responses: 28 August 2026; • Tender closing: 9 September 2026 at 12:00; • Evaluation and internal approval: thereafter; • Anticipated award: approximately October 2026; • Contract negotiations: November 2026; • Anticipated implementation: from November 2026; • Indicative delivery period: approximately 12 months, with earlier delivery preferred; • Indicative three-year maintenance period: October 2027 – September 2030. Bidders were cautioned that the delivery period stated in their bid constitutes a commitment. Any unrealistic commitment that subsequently results in non-delivery may lead to contractual penalties.
18.	KEY RISKS / POINTS REQUIRING ATTENTION The following matters were highlighted as particularly important for bidders: 1. Strict compliance with the tender submission format is required. 2. The technical proposal and pricing proposal must be submitted separately. 3. The 70% minimum technical functionality threshold must be achieved. 4. The URS must be carefully reviewed and completed as required. 5. Bidders must provide sufficient evidence of experience, technical capability and suitably qualified personnel. 6. The quoted delivery lead time must be realistic because it will form part of the evaluation and contractual commitment. 7. FAT-related travel and associated costs must be adequately considered in the bidder's pricing. 8. Site/manufacturing facility verification may be undertaken. 9. Outstanding technical questions must be submitted formally within the prescribed period. Bidders must comply with site safety and PPE requirements during site visits.



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19.	CLOSURE
	Bidders must comply with site safety and PPE requirements during site visits The Project and SCM teams confirmed that the key technical, commercial and administrative matters had been presented. Prospective bidders were encouraged to submit any outstanding questions formally through the prescribed channel before the 25 August 2026 deadline. The briefing session was subsequently closed, with bidders reminded to comply fully with the tender requirements and submission deadline of 9 September 2026 at 12:00. The Sourcing Specialist thanked everyone for attending the meeting and declared the meeting officially closed.

Signed as a true record

SCM Official

28 August 2026

Date

Technical Project Manager
Bafana Nhlapo

28 August 2026

Date