
 <b>prasa cres</b> <small>CORPORATE REAL ESTATE SOLUTIONS</small>	<b>REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF SERVICE PROVIDERS OF A GRADING OF 4GB OR HIGHER FOR THE REFURBISHMENT OF BOARDROOMS AT SHOSHOLOZA MEYL JUNCTION (GAUTENG SOUTH), NORTH GAUTENG REGIONAL OFFICE, KWAZULU NATAL REGIONAL OFFICE, WESTERN CAPE REGIONAL OFFICE AND EASTERN CAPE REGIONAL OFFICE FOR A PERIOD OF 3 MONTHS.</b>	 <b>prasa</b> <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
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### **ADDENDUM NO. 1**

**This document forms integral part of the tender document and therefore must be submitted with the RFP document.**

#### **9.1.1.1 STAGE 1A- MANDATORY REQUIREMENTS**

##### **OMISSION OF CRITERIA d and e**

**PRASA seeks to include the following criteria to Stage 1 A**

d)	<b>PRICE SCHEDULE/BOQ/SPECIFIC GOALS</b> Bidders should make their pricing offer in envelope 2/package 2.  Volume 2 shall be submitted in a separate sealed envelope.
e)	<i>Proof of a CIDB Grading level</i>  <i>4 GB or Higher -General Building.</i>

#### **THE APPLICABLE AMENDED STAGE 1A- MANDATORY COMPLIANCE REQUIREMENTS MATRIX**

##### **STAGE 1: COMPLIANCE REQUIREMENTS**



Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

##### **Stage 1A – Mandatory Requirements - (To be submitted in envelope 1)**

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

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

<b>No.</b>	<b>Description of requirement</b>	
a)	Completion of ALL RFP documentation (includes ALL)	
b)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (Trust Deed/ JV or consortium agreement signed by all parties (if applicable). NB: SBD4 must be completed by all partners of Consortium/JV.	

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No.	Description of requirement	
c)	Bidders must ensure to indicate which region they are bidding for and ensure they have a footprint within that region by means of providing a Municipal utility document/Affidavit with company details; failure will disqualify the bid document. The Bidder Must ensure to utilize the specification, scope, and price schedule specific to the Region they are bidding for.	
d)	<b>PRICE SCHEDULE/BOQ/SPECIFIC GOALS</b>  Bidders should make their pricing offer in envelope 2/package 2.  Volume 2 shall be submitted in a separate sealed envelope.	
e)	<i>Proof of a CIDB Grading level</i>  <i>4 GB or Higher -General Building.</i>	

#### 9.1.1.1 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 70% as per the standard Evaluation Criteria presented in 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 1 below.

ITEM	CRITERIA	WEIGHT
1	<b>Organisational Experience</b>	40
2	<b>Experience of key personnel</b>	25
3	<b>Financial Capability</b>	10
4	<b>Technical approach and methodology</b>	25
	<b>TOTAL</b>	<b>100</b>

Table 1: Technical Evaluation Criteria

#### 9.1.1.2 Functional Evaluation Criteria

	<b>REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF SERVICE PROVIDERS OF A GRADING OF 4GB OR HIGHER FOR THE REFURBISHMENT OF BOARDROOMS AT SHOSHOLOZA MEYL JUNCTION (GAUTENG SOUTH), NORTH GAUTENG REGIONAL OFFICE, KWAZULU NATAL REGIONAL OFFICE, WESTERN CAPE REGIONAL OFFICE AND EASTERN CAPE REGIONAL OFFICE FOR A PERIOD OF 3 MONTHS.</b>	
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Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score [70] 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:

## OMISSION OF CRITERIA 5- TECHNICAL APPROACH AND METHODOLOGY

### PRASA seeks to include the following technical criteria to Stage 2

<b>TECHNICAL APPROACH AND METHODOLOGY</b>  Proposed methodology should demonstrate thorough understanding of PRASA's objectives and required deliverables as outlined in the Scope of Work and meeting PRASA's requirements.	Detailed technical approach and methodology is provided that is aligned to the scope of work/ highlighting, but not limited, to the following elements: 1.Risk assessment/identification relating to working within the built environment in this project. 2.Risk mitigation measures associated with the project. 3.Project schedule which shows estimated start and finish dates 4.Detailed project schedule to clearly indicate how work is performed and how this can be achieved within the specified period.	5 - Detailed technical approach and methodology that is aligned to the scope of work highlighting all 5 elements or more  4 -Detailed technical approach and methodology that is aligned to the scope of work highlighting 4 elements  3 - Detailed technical approach and methodology that is aligned to the scope of work highlighting 3 elements  2 - Detailed technical approach and methodology that is aligned to the scope of work highlighting 2 elements  1 - Detailed technical approach and methodology that is aligned to the scope of work highlighting 1 element  0 -No Submission or irrelevant information provided	25%
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	<b>REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF SERVICE PROVIDERS OF A GRADING OF 4GB OR HIGHER FOR THE REFURBISHMENT OF BOARDROOMS AT SHOSHOLOZA MEYL JUNCTION (GAUTENG SOUTH), NORTH GAUTENG REGIONAL OFFICE, KWAZULU NATAL REGIONAL OFFICE, WESTERN CAPE REGIONAL OFFICE AND EASTERN CAPE REGIONAL OFFICE FOR A PERIOD OF 3 MONTHS.</b>	
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	5. List of Key Milestones that will be reached by the contractor in delivering the key required services and dates when this milestone will be achieved.		
<b>Total</b>			<b>100%</b>

## THE APPLICABLE AMENDED STAGE 2- TECHNICAL EVALUATION REQUIREMENTS MATRIX

### Functionality evaluation matrix & Criteria:

CRITERIA	SUB-CRITERIA	SCORING	WEIGHTING
<b>Organisational Experience</b>	<b>Track Record of the Contractor on similar type (General Building Work) and sizes (4GB or higher) of projects previously executed</b>		40%
	<p>Points shall be allocated for submitting evidence of the number of Projects completed within the past 7 years within the building industry (from 2017 to date). Only a project with a minimum value of <b>R2 000 000.00</b> will be considered.</p> <p>Documents to be submitted:</p> <ol style="list-style-type: none"> <li>Letter of Appointment (LOA) or Purchase Order or Contract agreement from the client and</li> </ol>	<p>5 points - 5 or more LOAs and reference letters/ Completion certificate relating to the appointment letter/contract provided.</p> <p>4 points - 4 LOAs and reference letters/ Completion certificate relating to the appointment letter/contract provided.</p> <p>3 points - 3 LOAs and reference letters/ Completion certificate relating to the appointment letter/contract provided.</p> <p>2 points - 2 LOAs and reference letters/ Completion certificate</p>	

	<b>REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF SERVICE PROVIDERS OF A GRADING OF 4GB OR HIGHER FOR THE REFURBISHMENT OF BOARDROOMS AT SHOSHOLOZA MEYL JUNCTION (GAUTENG SOUTH), NORTH GAUTENG REGIONAL OFFICE, KWAZULU NATAL REGIONAL OFFICE, WESTERN CAPE REGIONAL OFFICE AND EASTERN CAPE REGIONAL OFFICE FOR A PERIOD OF 3 MONTHS.</b>	
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	<p>2. Provide a reference letter or Completion certificate relating to the appointment letter/contract provided. The reference letter to indicate the following: company name, contact person and confirmation that work was completed.</p> <p>3. One of the provided documents must indicate value of the contract.</p> <p><i>(Both documents shall be on a company Letterhead and from the same company).</i></p> <p>Points will be awarded only if <b>both</b> documents are submitted.</p>	<p>relating to the appointment letter/contract provided.</p> <p>1 point - 1 LOA and reference letter/ Completion certificate relating to the appointment letter/contract provided.</p> <p>0 point - 0 No submission / Submission not relevant or incomplete</p>	
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#### YEARS OF EXPERIENCE OF KEY PERSONNEL

**Years of experience of key personnel to be directly responsible for implementation of this project. Please provide CV's which clearly indicates the role of the specialists required below with certified qualifications valid for a period of 6 months. Similar projects shall include building related projects, CV to Detail Similar projects.**

<p>Qualified Site Agent with a qualification in Civil Engineering or Construction Management or Similar Built Environment qualification (<i>Qualifications are National Diploma or B-Tech or Degree</i>)</p>	<p>5 points - Above Four (4) years' experience on similar projects</p> <p>4 points - Above Three (3) to Four (4) years' experience on similar projects</p> <p>3 points – Above Two (2) to Three (3) years' experience on similar projects</p> <p>2 points - One (1) to Two (2) years' experience on similar projects</p>	<p>10%</p>	
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	<p>1 point - Below One (1) years' experience</p> <p>0 points - No submission (0) or irrelevant submission.</p>		25%
General Foreman with minimum N2 or NQF Level 3 qualification in built environment qualification and experience in the Built Environment.	<p>5 points - Above Four (4) years' experience on similar projects</p> <p>4 points - Above Three (3) to Four (4) years' experience on similar projects</p> <p>3 points – Above Two (2) to Three (3) years' experience on similar projects</p> <p>2 points - One (1) to Two (2) years' experience on similar projects</p> <p>1 point - Below One (1) years' experience</p> <p>0 points - No submission (0) or irrelevant submission.</p>	10%	
Health and Safety Officer (Qualifications are National Diploma or B-Tech or Degree)	<p>5 points - Above Four (4) years, experience on similar projects</p> <p>4 points - Above Three (3) to Four (4) years' experience on similar projects</p> <p>3 points – Above Two (2) to Three (3) years' experience on similar projects</p> <p>2 points - One (1) to Two (2) years' experience on similar projects</p>	5%	



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	<p>1 point - Below One (1) years' experience</p> <p>0 points - No submission (0) or irrelevant submission.</p>		
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CRITERIA	SUB-CRITERIA	SCORING	WEIGHTING
<p><b>Financial Capability</b></p> <p><b>Financial Capacity: Operating cash flow</b></p> <p>The operating cash flow ratio measures a company's short-term liquidity.</p> <p>Formula:</p> <p>Operating Cash Flows Ratio = Cash Flows from</p>	<p>Bidder should submit a complete set of financial statements.</p> <p><b>(Latest completed financial statements prepared by a registered accountant to be used)</b></p>	<p>5 points - Operating Cash Flows Ratio <math>X &gt; 2</math></p> <p>4 points - Operating Cash Flows Ratio <math>1 \leq X \leq 2</math></p> <p>3 points - Operating Cash Flows Ratio <math>0.5 &gt; X &lt; 1</math></p> <p>2 points - Operating Cash Flows Ratio <math>0 &gt; X &lt; 0.5</math></p> <p>1 point - Operating Cash Flows Ratio <math>X &lt; 0</math></p>	<p>10%</p>

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Operations/Curent Liabilities.		0. point - No information provided or Incomplete or irrelevant Financial Statements submitted	
<b>TECHNICAL APPROACH AND METHODOLOGY</b>  Proposed methodology should demonstrate thorough understanding of PRASA's objectives and required deliverables as outlined in the Scope of Work and meeting PRASA's requirements.	Detailed technical approach and methodology is provided that is aligned to the scope of work/ highlighting, but not limited, to the following elements: 1.Risk assessment/identification relating to working within the built environment in this project.  2.Risk mitigation measures associated with the project.  3.Project schedule which shows estimated start and finish dates  4.Detailed project schedule to clearly indicate how work is performed and	5 - Detailed technical approach and methodology that is aligned to the scope of work highlighting all 5 elements or more  4 -Detailed technical approach and methodology that is aligned to the scope of work highlighting 4 elements  3 - Detailed technical approach and methodology that is aligned to the scope of work highlighting 3 elements  2 - Detailed technical approach and methodology that is aligned to the scope of work highlighting 2 elements  1 - Detailed technical approach and methodology that is aligned to the scope of work highlighting 1 element  0 -No Submission or irrelevant information provided	25%



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	<p>how this can be achieved within the specified period.</p> <p>5. List of Key Milestones that will be reached by the contractor in delivering the key required services and dates when this milestone will be achieved.</p>		
<b>Total</b>			<b>100%</b>

**Note: Bidders that fail to achieve the minimum overall qualifying score of 70% on functional/ technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation.**

**NB: BIDDERS SHALL EFFECTIVE IMMEDIATELY UTILIZE THE AMMENTED EVALUATION CRITERIA FAILURE MAY LED TO A DISQUALIFICATION.**



I/We declare that I/We have read the above-mentioned notice and that it is recommended by me/us. Signed at Umjantshi on this 08 March 2024.

PRASA'S REPRESENTATIVE: *BOIKETLO XOTONGO & LIVHUWANI TSHIKHUDO*

NB: THE AMENDED APPLICABLE BID NUMBER FOR THE NORTH GAUTENG TENDER IS: HO/NOR/GP/CAM/11/03/24

USAGE OF BRAND NAMES: PRASA SEEKS TO INFORM BIDDERS THAT AN EQUIVALENT OR SIMILAR PRODUCT/SERVICES WILL BE ACCEPTABLE

ALL BRIEFINGS AND SITE VISITS ARE NON COMPULSORY IN ALL RESPECTIVE REGIONS

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**ACKNOWLEDGEMENT RECEIPT OF THE BIDDER  
REQUEST TO INCLUDE CRITERIA D) AND E) ON STAGE 1  
AND TO INCLUDE CRITERIA 5) ON STAGE 2**

<b>For / on behalf of PRASA, the amendment ADDENDUM 1- is applicable to all listed Tenders in the respective regions.</b>	
<b>Request to include criteria d) and e) on Stage 1 Request to include criteria 5) on Stage 2</b>	
<b>Tender Number:</b>	<b>HO/NOR/GP/CAM/11/03/24. HO/SMJ/GP/CAM/12/03/24. HO/CPT/CAM/13/03/24. HO/ECR/CAM/14/03/24. HO/KZN/CAM/15/03/24.</b>
<b>Tender Scope:</b>	<b>APPOINTMENT OF SERVICE PROVIDER OF A GRADING OF 4GB OR HIGHER FOR THE REFURBISHMENT OF BOARDROOMS AT SHOSHOLOZA MEYL JUNCTION (GAUTENG SOUTH), NORTH GAUTENG REGIONAL OFFICE, KWAZULU NATAL REGIONAL OFFICE, WESTERN CAPE REGIONAL OFFICE AND EASTERN CAPE REGIONAL OFFICE FOR A PERIOD OF 3 MONTHS.</b>
<b>Issue Date:</b>	<b>08/03/2024</b>
<b>Closing Date for Submissions of Bids</b>	<b>28 MARCH 2024 @12H00 (MIDDAY)  30 WOLMARANS STREET UMJANSTSHI HOUSE BRAAMFONTEIN JOHANNESBURG</b>
<b>Contact person:</b>	<b><a href="mailto:Boiketlo.Xotongo@prasa.com">Boiketlo.Xotongo@prasa.com</a> for Shosholoza Meyl Junction and North Gauteng Tenders. <a href="mailto:Xitshembiso.Baloyi@prasa.com">Xitshembiso.Baloyi@prasa.com</a> for Western Cape Region /KwaZulu Natal and Eastern Cape Region.</b>

**Note: the addendum should form part of your submission.**

I/We declare that I/We have read the above-mentioned notice and that it is understood by me/us.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month) 2024.

TENDERER: BIDDING COMPANY NAME: \_\_\_\_\_