



**prasa**

PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: KZN/PRASA/2026/07/03/Q**

**REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A CONTRACTOR FOR REPLACEMENT OF AIR CIRCUIT BREAKERS (ACBs) AT THE LV SUBSTATION AT DURBAN STATION, PRASA.**



**SECTION 1: SBD1**

**PART A INVITATION TO BID**

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

BID NUMBER:	<b>KZN/PRASA/2026/07/03/Q</b>	CLOSING DATE:	06 AUGUST 2026	CLOSING TIME:	12:00
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DESCRIPTION	<b>REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A CONTRACTOR FOR REPLACEMENT OF AIR CIRCUIT BREAKERS (ACBs) AT THE LV SUBSTATION AT DURBAN STATION, PRASA.</b>
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**BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:**

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

PRASA OFFICES

65 MASABALALA YENGWA AVENUE  
GREYVILLE  
4001

DURBAN STATION

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	
TELEPHONE NUMBER	
E-MAIL ADDRESS	

**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.....

<p>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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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 THE ORGAN OF STATE 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 NVALID.**

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.***
- ***PRASA is not obliged to award this bid.***
- ***PRASA is not obligated to award to one supplier.***
- ***PRASA reserves the right to use its discretion to award multiple suppliers where possible.***
- ***Compulsory briefing session will be held on the 17 July 2026 @ 10h00 at the following venue PASSENGER RAIL AGENCY OF SOUTH AFRICA, 65 MASABALALA YENGWA AVENUE, GREYVILLE, DURBAN STATION, SHOSHOLOZA MEYL WAITING AREA. We shall proceed to one of the sites where prospective bidders will be shown physically items that need to be tendered for.***
- ***Please note that no latecomers will be allowed to enter the venue after the compulsory briefing has started at the time specified above.***

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

#### **2 COMMUNICATION**

Respondent/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 (SCM.Complaints@prasa.co.za) for lodging of complains 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

3.1.6 The detailed compliant

#### **4 LEGAL COMPLIANCE**

The successful Respondent 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 Respondent 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 Request 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) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- 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 Respondent, 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 Respondent.

Should the preferred 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 Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

## **9 LEGAL REVIEW**

Proposed contractual terms and conditions submitted by a Respondent 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**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. 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 respondent 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 Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in

their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

## 12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
<b>Stage 1</b>	
Returnable documents	Disqualifying Returnable Documents
<b>Stage 2</b>	
Technical/Functional Requirements	Minimum Threshold of 90%
<b>Stage 3</b>	
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100</b>

## 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 Respondents 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 respondent(s)' bid will be deemed to remain valid until finalization of the of award.

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

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal (*where applicable*) 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 Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://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 Respondents 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 Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

## SECTION 3

### EVALUATION CRITERIA:

#### 3.1 Stage 1 – Returnable documents

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

No.	Description of requirement	
a.	Briefing Session Form D and Bidders must also reflect on the Compulsory Briefing Session Attendance Register.	
b.	Bidders to fill and sign a closing / submission register, failing which the bidder must provide proof that the document was submitted on time.	
c.	A minimum of one (1), Master Installation electrician registered with the Department of Labour. <ul style="list-style-type: none"> <li>i. Wireman's Licence for 3 Phase (red card issued by the department of labour).</li> </ul>	
d.	A minimum of two (2), Electrical Trade Tested electricians. <ul style="list-style-type: none"> <li>i. Electrical Trade Tested electricians</li> </ul>	
e.	Completion of all BOQ line items.	

*Table 1: Mandatory returnable documents*

#### 3.2 Technical/Functional Requirements

The minimum threshold for the technical/functionality requirements is 90% as per the standard Evaluation Criteria presented in Table 2 below. 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 on the table below.

ITEM	CRITERIA	WEIGHT
a)	Contractor's experience in the replacement of Masterpacts.	45
b)	Master Installation Electrician.	15
c)	Trade tested electrician	20
d)	Financial capabilities	20

*Table 2: Evaluation criteria.*

#### Functional Evaluation Criteria

Details of the detailed scoring methodology are presented on the table below:

CRITERIA	SUB-CRITERIA	SCORES	WEIGHT
<b>A: CONTRACTOR'S EXPERIENCE IN CONSTRUCTION PROJECTS.</b>	Bidders should indicate the experience of previous work done Evidence required: The bidders are to submit the following documents for work done on LV substations: <ul style="list-style-type: none"> <li>Provide reference letters of new or replacement work done in the past two years. The Masterpacts (ACBs) must have a minimum current rating of 630Amps and above.</li> </ul> <b>Each reference letter will be verified by PRASA only on the most suitable service provider/s</b>	<b>45 Points</b> = Provide proof of three (3) reference letters. <b>30 Points</b> = Provide proof of two (2) reference letters. <b>15 Points</b> = Provide proof of one (1) reference letter.  <b>0 Points</b> = No Submission/ Irrelevant Information.	<b>45</b>
<b>TECHNICAL PERSONEL EXPERINCE</b> (Individuals in the Company) Minimum Requirements	<b>Previous experience in the electrical engineering field (CV, academic qualifications and Identity document are to be submitted).</b>		
<b>B: MASTER INSTALLATION ELECTRICIAN</b>	Service Provider must submit CVs for master installation electrician with years of experience post qualification.	<b>15 Points</b> = For one (1) master installation electrician with five (5) years and above experience post qualification. <b>10 Points</b> = For one (1) master installation electrician with 3 to 4 years experience post qualification. <b>05 Points</b> = For one (1) master installation electrician with less than 3 years of experience post qualification. <b>0 Points</b> = No Submission / Irrelevant Information.	<b>15</b>
<b>C: TRADE TESTED ELECTRICIAN</b>	Service Provider must submit CVs for electrician with a trade test with years of experience post qualification.	<b>20 Points</b> = For two (2) trade tested electricians with five (5) years and above experience post qualification.  <b>10 Points</b> = For two (2) trade tested electricians with one or both electricians have 3 to 4 years of experience post qualification. <b>05 Points</b> = For two (2) trade tested electricians with one or both electricians having less than 3 years of experience post qualification.  <b>0 Points</b> = No Submission / Irrelevant Information.	<b>20</b>
<b>D: FINANCIAL CAPABILITIES</b>	<b>Audited Financial Statements</b>		

CRITERIA	SUB-CRITERIA	SCORES	WEIGHT
<b>FINANCIAL STATEMENTS</b>	Bidders must submit signed and audited Annual Financial Statements (AFS) for the past two years (or since date of establishment if the company is less than two years old). The AFS must be accompanied by an Audit report from an independent, registered auditor.	<b>20 Points</b> = For submission of the annual financial statements for the past two years. <b>0 Points</b> = No Submission / Irrelevant Information.	<b>20</b>
<b>TOTAL</b>			<b>100</b>

### 3.2 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
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

#### FORMULA 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:

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

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.)**

**Table 1: Specific goals**

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)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
B-BBEE contributor status of at least level 1 or 2	5		BEE certificate/affidavit (in case of JV, only consolidate BEE certificate will be accepted)
Black Women Owned	5		Certified copy of ID documents of the owners
Black Youth Owned	5		Certified copy of ID documents of the owners
Black People living in rural areas	5		Municipal /ESKOM bill or letter from induna/chief confirming residential address not older than 3 months
<b>TOTAL</b>	<b>20</b>		

**Stage 4 Non-Mandatory Documents**

No.	Description of requirement
a.	Completion of ALL RFQ documentation (including ALL declarations, SBD documents/forms and signatures were required)
b.	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFQ process (if applicable)
c.	Supply of valid SARS Pin
d.	CIDB Grading 3EB
e.	CSD supplier registration number

**NB:** The most Responsive bidder/s with incomplete returnable documents will be requested to resubmit completed documents within the time frame stipulated by PRASA before recommendation for award, failure which will result in automatic disqualification.

## SECTION 4

### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule

- 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.
- 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 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
  - 9 negotiate a market-related price with the Respondent scoring the highest points;
  - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
  - 11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
- 12 If a market-related price is not agreed with the Respondent 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).

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

## **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.

## **Special Conditions: Funding Contingency**

1. Paragraph 8.4 of the PFMA SCM Instruction No. 3 of 2021/22 states that the Accounting Authority may not invite price quotations or bids if no or sufficient provision is made in the budget of the institution.
2. PRASA has, in terms of section 79 of the PFMA, obtained approval from National Treasury, for a departure from paragraph 8.4 of the PFMA SCM Instruction No. 3 of 2021/22.
3. PRASA is currently in the process of making provision and allocation of budget for the services required in this RFQ, which provision and/or budget allocation has not yet been completed at the time of the issuance of this RFQ.
4. PRASA will, however, ensure that provision and/or budget allocation is made prior to the award of business in this RFQ.
5. Accordingly, any award pursuant to this RFQ is strictly subject to PRASA, inter alia:
  - 5.1. securing the necessary funding allocation; and
  - 5.2. confirming that sufficient budget exists to meet the intended award.
6. PRASA undertakes to keep bidders reasonably informed of the progress and status of the funding allocation and budgeting process.
7. By submitting a bid, bidders expressly acknowledge and agree that PRASA reserves the right to cancel this RFQ at any stage prior to award, in the event that PRASA is unsuccessful in making sufficient provision and/or budget allocation for the required services.
8. PRASA shall not be liable for:
  - 8.1. any claim, loss, or damages of whatsoever nature arising from or in connection with a failure to source funding; or
  - 8.2. the non-award of tender due to a failure to source funding; and
  - 8.3. bidders waive any right to institute proceedings against PRASA in respect of the circumstances contemplated above.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of Witness

1 \_\_\_\_\_

Name \_\_\_\_\_

Signature of Witness

2 \_\_\_\_\_

Name \_\_\_\_\_

Signature of Bidder's Authorised Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_”

**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 interest<sup>1</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

<sup>1</sup> 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 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 consortium 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 and 3 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.

**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

#### 1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

#### 1.3 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

1.4 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.

1.5 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. FORMULA 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 is allocated for price on the following basis:

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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:

**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)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
B-BBEE contributor status of at least level 1 or 2	5		BEE certificate/affidavit (in case of JV, only consolidate BEE certificate will be accepted)
Black Women Owned	5		Certified copy of ID documents of the owners
Black Youth Owned	5		Certified copy of ID documents of the owners
Black People living in rural areas	5		Municipal /ESKOM bill or letter from induna/chief confirming residential address not older than 3 months
<b>TOTAL</b>	<b>20</b>		

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

**SECTION 7****FORM D - CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING**

<b>RFQ Number:</b>	<b>KZN/PRASA/2026/07/03/Q</b>
<b>Request for Quotation:</b>	<b>THE APPOINTMENT OF A CONTRACTOR FOR REPLACEMENT OF AIR CIRCUIT BREAKERS (ACBs) AT THE LV SUBSTATION AT DURBAN STATION, PRASA.</b>

**Attendance**

This is to certify that \_\_\_\_\_ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
for / on behalf of PRASA

SCM OFFICIAL  
Designation

**Acknowledgement**

**This is to certify that the Bidder attended the above mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates**

THUS DONE and SIGNED at \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_

**DULY AUTHORISED SIGNATORY(IES) WITNESSES**

- |          |          |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

## SECTION 8

### SPECIFICATION/SCOPE OF WORK

Due to the nature of this work and the disruptions it will cause to the clients and tenants of Durban station, this work will only be done only after 10PM at night from Friday to Sunday (weekend) nights. The contractors are advised to consider the hours of work when quoting.

#### **Replacement of All Air Circuit Breakers and Key Interlocking System**

##### **Masterpact Series**

##### **1. Scope of Work**

The contractor shall **decommission, supply, install, test, and commission** new **Electric Air Circuit Breakers (ACBs)** to replace **all existing obsolete ACBs** within the LV switchboard, including:

- Transformer incomers (L1, L3, L5, L7) and Tx1 and Tx2 at concourse.
- Bus couplers (L2, L4, L6) and bus coupler at concourse.
- Complete **mechanical key interlocking systems**

The objective is to restore **safe, compliant, and reliable operation**, eliminate obsolete equipment, and ensure full compliance with current standards.

##### **2. Existing Installation Overview**

- LV switchboard with multiple transformer incomers and bus sections.
- Existing ACBs are obsolete, unsupported, and show operational faults (notably Bus Coupler L6) at Parcels LV substation.
- Mechanical trapped-key interlocking system is installed between incomers and bus couplers.
- System prevents transformer paralleling and enforces correct switching sequences.

##### **3. ACB Requirements**

###### **3.1 Approved Product**

All ACBs shall be **Electric Masterpact MTZ series**, draw-out type.

No other make shall be accepted unless formally approved in writing.

###### **3.2 General ACB Characteristics**

- Draw-out construction with test, disconnected, and connected positions
- Front-accessible racking mechanism
- Mechanical ON/OFF indication
- Spring-charged closing mechanism
- Mechanical and electrical anti-pumping protection
- Mechanical interlocking for key-lock integration

### 3.3 Electrical Ratings

Application	Minimum Rating
Incomer ACBs	As per existing (typically 2500 A and 3200 A)
Bus Coupler ACBs	3200 A
Voltage	400 V AC
Frequency	50 Hz
Short-circuit breaking capacity	≥ 50 kA @ 400 V
Utilisation category	Category B

Final ratings shall be confirmed during site verification.

## 4. Protection & Control

### 4.1 Trip Units

Each ACB shall be fitted with a **Micrologic X electronic trip unit**, minimum functionality:

- Long-time (L)
- Short-time (S)
- Instantaneous (I)
- Adjustable protection settings
- Event and fault indication

Earth fault protection shall be provided where required by the existing scheme.

### 4.2 Metering & Communication (Optional but Recommended)

- Current, voltage, power and energy metering via Micrologic X
- Modbus / Ethernet communication ready for future SCADA integration

## 5. Key Interlocking System

### 5.1 Interlocking Philosophy

A **mechanical trapped-key interlocking system** shall be supplied and installed to enforce the following:

- No paralleling of transformer incomers
- Bus couplers (L2, L4, L6) cannot be closed when associated incomers are closed
- Incomers cannot be closed while their associated bus coupler is closed
- Interlocking shall be mechanical and fail-safe

### 5.2 Approved Interlocking Manufacturers

Key interlocks shall be fully compatible with Masterpact MTZ breakers and supplied by:

- Castell Interlocks
- Kirk Key Interlock
- Fortress Interlocks

### 5.3 Scope of Key Interlocking

- All incomer ACBs
- All bus coupler ACBs
- Key exchange boxes (KB system)
- New keys uniquely coded and labelled
- Existing interlocking logic to be replicated unless otherwise approved

No reuse of worn or obsolete key components shall be permitted.

### 6. Mechanical & Cubicle Modifications

- a) Existing ACB compartments shall be reused where possible
- b) Any modifications to:
  - Cradles
  - Busbar connections
  - Cable terminations
  - Door cut-outs must be **engineer-approved prior to implementation**
- c) All live parts shall be fully shrouded and insulated
- d) Switchboard IP rating shall not be reduced.

### 7. Testing & Commissioning

The contractor shall perform the following:

#### 7.1 Factory Acceptance

- ACB functional testing
- Trip unit configuration verification

#### 7.2 Site Acceptance Tests

- a) Mechanical open/close testing
- b) Racking in/out verification
- c) Protection setting injection tests
- d) Interlocking sequence verification for all combinations:
  - Incomer ↔ Bus Coupler
  - Bus Coupler ↔ Bus Coupler
- e) Insulation resistance tests
- f) Functional demonstration to Client

### 8. Documentation & Handover

The contractor shall provide:

- Electric datasheets
- Final protection settings report

- Updated single-line diagrams
- Updated key interlocking schematics
- Operation & maintenance manuals
- Warranty (minimum 12 months)
- Training session for operational staff

## 9. Standards & Compliance

All equipment and workmanship shall comply with:

- **IEC 60947-2**
- **SANS 60947**
- **SANS 10142**
- Occupational Health and Safety Act (South Africa)

## 10. Safety & Quality Requirements

- Permit-to-work and lock-out / tag-out procedures are mandatory.
- No defeating, bypassing, or duplication of keys allowed.
- All work to be performed by qualified and authorised personnel.
- As-built drawings to reflect final installation.

## 11. Acceptance Criteria

The project shall be accepted only when:

- All ACBs operate correctly under normal and fault conditions
- All key interlocking functions as intended
- No unsafe operating sequence is possible
- Documentation is completed and approved
- Site acceptance testing is successfully completed

## 12. Recommended ACB Configuration (Typical)

Position	Recommended Model
2500 A Incomers	Masterpact MTZ2-25
3200 A Incomers / Bus Couplers	Masterpact MTZ2-32
2000 A Incomers	Masterpact MTZ2-20
Trip Unit	Micrologic X (LSI / LSIG)
Interlocks	Castell / Kirk / Fortress (mechanical)

### **13. Services**

The Contractor shall take all reasonable precautions to protect existing services during his activities on the site, and any known service damaged as result of the Contractor's operations, shall be repaired and reinstated by the Contractor or the Authority concerned, all at the expense of the Contractor and to the satisfaction of the Technical Officer. If a known service is damaged, the technical officer must be notified immediately and all work on site must stop until the extent of the damage is quantified.

### **14. Clearing of site**

The Contractor shall clear the site. The contractor is to ensure that each site on which he works is cleared of all waste on completion of the day's work. The waste must be disposed of at a registered dumping site and a certificate from the dumping site must submitted. Final payment will not be made unless all waste is removed from site and the site is clean.

## SECTION 8

### BOQ

The service provider shall price all line items in the BOQ.

Item	Description	Quantity	Unit Price	Net Price
1.	Safety file (shall include the personnel that the bidders used as per the evaluation criteria above, any changes shall be provided in writing and must be approved by PRASA).	1		
2.	Decommissioning and removal of the existing Merlin Gerin Master Pacts ACBs, together with their mounting racks and prepare for the new replacement ACBs, Masterkit rear connection.	10		
3.	Busbar interface adaptation for the new drawout ACBs and new rack installation.	10		
4.	Supply and delivery of new compatible; as per the specification, Electric Air Circuit Breakers (ACBs), two bus couplers and two main incomers, 3200A, 3-pole, 400V, drawout.	4		
5.	Supply and delivery of new compatible; as per the specification, Electric Air Circuit Breakers (ACBs), one bus coupler and two main incomers 2500A, 3-pole, 400V, drawout.	3		
6.	Supply and delivery of new compatible; as per the specification, Electric Air Circuit Breakers (ACBs), one bus coupler and two main incomers, 2000A, 3-pole, 400V, drawout.	3		
7.	Supply, deliver and install mechanical key interlocking between the multiple ACBs, one with Keybox, to ensure safe operation and prevent paralleling of transformers.	2		
8.	Installation, testing, and commissioning of new compatible; as per the specification, Electric Air Circuit Breakers (ACBs), two bus couplers and two main incomers, 3200A, 3-pole, 400V, drawout.	4		
9.	Installation, testing, and commissioning of new compatible; as per the specification, Electric Air Circuit Breakers (ACBs), one bus coupler and two main incomers 2500A, 3-pole, 400V, drawout.	3		
10.	Installation, testing, and commissioning of new compatible; as per the specification, Electric Air Circuit Breakers (ACBs), one bus coupler and two main incomers, 2000A, 3-pole, 400V, drawout.	3		
11.	Issuing of test certificates (Offsite and onsite testing) and COCs after completion of work.	2		
			<b>Sub-Total</b>	
			<b>VAT @ 15%</b>	
			<b>Total</b>	

## APPENDIX A

### SWITCHING PHILOSOPHY FOR THE PARCELS LV ROOM.

#### LV Switchboard – Masterpact MTZ ACBs

##### A1. Purpose

This switching philosophy defines the **safe operating sequences** for transformer incomers and bus couplers fitted with **Masterpact MTZ air circuit breakers** and **mechanical trapped-key interlocking**.

The philosophy ensures:

- No paralleling of transformers
- Controlled load transfer
- Safe isolation for maintenance
- Fail-safe operation independent of control power

##### A2. Switchboard Configuration

Designation	Description
L1	Incomer – Transformer 1
L3	Incomer – Transformer 2
L5	Incomer – Transformer 3
L7	Incomer – Transformer 4
L2	Bus Coupler
L4	Bus Coupler
L6	Bus Coupler

Each incomer feeds its own bus section. Bus couplers allow temporary load transfer between adjacent sections.

##### A3. General Operating Rules

1. **Only one transformer may feed a bus section at any time.**
2. **Bus couplers shall not be closed when both adjacent incomers are closed.**
3. **Incomers shall not be closed when the associated bus coupler is closed.**
4. Switching shall only be carried out by **authorised personnel**.
5. Mechanical key interlocking shall **never be bypassed**.
6. If a key cannot be released, the operating condition is unsafe.

##### A4. Normal Operating Condition

- All incomer ACBs (L1, L3, L5, L7): **CLOSED**
- All bus coupler ACBs (L2, L4, L6): **OPEN**
- All keys trapped in respective breakers

##### A5. Load Transfer Using a Bus Coupler (Typical Sequence)

**Example: Load transfer via Bus Coupler L6**

## Initial State

- L5 (TX3): CLOSED
- L7 (TX4): CLOSED
- L6: OPEN

## Step-by-Step

1. Open **Incomer L5**
  - L5 key is released
2. Insert L5 key into key exchange box
  - Releases L6 key
3. Insert L6 key into **Bus Coupler L6**
4. Close **Bus Coupler L6**
  - Load transfers from TX4 to TX3 section
  - L6 key is trapped
5. L5 cannot be closed while L6 is closed

## A6. Restoring Normal Supply

1. Open **Bus Coupler L6**
  - L6 key released
2. Insert L6 key into key exchange box
  - Releases L5 key
3. Insert L5 key into **Incomer L5**
4. Close **Incomer L5**
5. Bus sections restored to independent operation.

## A7. Maintenance Isolation Philosophy

- Open the incomer supplying the section.
- Verify bus coupler(s) are OPEN.
- Keys removed and retained by maintenance personnel.
- Apply lock-out/tag-out procedures.
- Verify absence of voltage before work.

## A8. Emergency Operation

- In emergency conditions, switching shall still follow the key interlock sequence.
- No emergency conditions permit bypassing mechanical interlocks.
- Any abnormal operation shall be reported and investigated.

## APPENDIX B

### COMMISSIONING CHECKLIST

#### Masterpact MTZ ACBs & Key Interlocking

##### B1. Pre-Commissioning Checks

- Approved drawings and specifications available
- ACB ratings match design requirements
- Busbar ratings and fault levels confirmed
- All ACBs correctly labelled (L1, L3, L5, L7, L2, L4, L6)
- Key numbers and tags match interlocking drawings

##### B2. Mechanical Checks

- ACBs correctly installed in cradles
- Racking mechanism operates smoothly
- Test / Disconnected / Connected positions verified
- Shutters operate correctly
- Mechanical ON/OFF indicators functional
- Spring charging motor operates correctly

##### B3. Electrical Checks

- Control wiring terminated and labelled
- Auxiliary contacts tested
- Closing and opening coils functional
- Anti-pumping verified
- Insulation resistance tests completed and recorded

##### B4. Protection & Trip Unit Checks

- Correct Micrologic X trip units installed
- Protection settings configured as per approved study
- Long-time (L) function tested
- Short-time (S) function tested
- Instantaneous (I) function tested
- Earth fault (if applicable) tested
- Trip indications reset correctly

### **B5. Key Interlocking Functional Tests**

- Incomer cannot close when associated bus coupler is closed
- Bus coupler cannot close when both incomers are closed
- Correct key release upon opening incomer
- Correct key trapping upon closing ACB
- Key exchange box functions correctly
- Full switching sequence demonstrated for:
  - L2
  - L4
  - L6

### **B6. Operational Tests**

- Normal operating condition verified
- Load transfer tested on each bus coupler
- Restoration to normal supply tested
- No unintended paralleling possible

### **B7. Documentation & Handover**

- As-built drawings submitted
- Updated single-line diagrams issued
- Updated key interlocking diagrams issued
- Test results submitted
- O&M manuals handed over
- Operator training completed

### **B8. Final Acceptance**

- All defects rectified
- Client/Engineer witness tests completed
- System accepted for service

**Commissioning Technician:** \_\_\_\_\_

**Client Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_