

BRIEFING SESSION METRORAIL GAUTENG

07 April 2025

CHAIRPERSON: Mr. Rodney Racheke

TEL: (011) 085 7062

Email: Rodney.Racheke@prasa.com

DATE: 07/04/2025

TIME: 10:00 AM (Monday)

VENUE: Shosholoza Meyl junction, 6TH Floor

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL (OHSE) AGENTS FOR THE ELECTRICAL AND PERWAY PROJECTS IN GAUTENG REGION ON AS AN WHEN BASIS OVER 24 MONTHS)

BID NUMBER: 57-03-2025 GAU(RSD)

Below are the briefing minutes and discussions held on 07 April 2025

1. OPENING AND WELCOME

The chairperson, Mr Rodney Racheke welcomed everyone at 10H00am and introduce the colleagues from PRASA.

Attendance:

Rodney Racheke (SCM Department)

Cry Monene (SCM Department)

Hermína Monama (End user)

2. PURPOSE OF THE RFQ

The chairperson clarified what is the purpose of the RFP as follows.

1. To set out the rules of participation in the bid process referred to in this RFQ.
2. To disseminate information on the project contemplated in this RFQ.
3. To give guidance to bidders on the preparation of their RFQ bids.
4. To gather information from bidders that is verifiable and can be evaluated for the purposes of appointing a successful bidder.
5. To enable PRASA to select a successful bidder that is:
 - a. a) technically qualified and meet the empowerment criteria described in this RFQ.
 - b. b) Carry all the obligations of the Contract.

3. BID TIMELINES

Bid issue date	20 March 2025
Briefing Session	07 April 2025 @10H00am
Closing date	30 April 2025 @12:00am

4. COMMUNICATION CHANNELS/ QUERIES AND ENQUIRIES

Queries and enquires should be sent to: Millicent.sethipe@prasa.com

5. NOTICE TO BIDDERS

Bidders are encouraged to visit the NT website and Prasa Website (advertised tenders) regularly as updates will be uploaded regularly.

Questions and Answers will be uploaded on E- tender and Prasa Website

6. HOW TO ACCESS THE TENDER DOCUMENT

This RFQ may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge and from the Prasa website at www.prasa.com.

7. DELIVERY INSTRUCTION

The Bid envelopes must be Hand delivered to PRASA BUILDING @ SHOSHOLOZA MEYL JUNCTION and must be addressed as follows:

**PASSENGER RAIL AGENCY OF SOUTH AFRICA
SHOSHOLOZA JUNCTION,
Ground Floor
CNR LEYDS AND SIMMONDS
BRAAMFONTEIN
JOHANNESBURG
2001**

Note: Bidders must ensure that they complete a submission register and are issued a receipt to confirm their submission.

8. INSTRUCTIONS FOR COMPLETING THE RFQ

All responses to the RFQ must be submitted in sealed envelopes and boxes.

9. Evaluation Criteria

STAGE 1: COMPLIANCE REQUIREMENTS	STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS	STAGE 3: PRICING AND SPECIFIC GOALS
Stage1A Mandatory Requirements Stage 1B Basic Compliance	Organizational Experience	Price = 80 Specific Goals = 20

Standard Bidding Documents must be completed and signed

Bids evaluated in terms of Functionality (Minimum threshold 60%)

Bids evaluated in terms of 80/20 or preference system

Technical / Functionality Requirements

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.

FUNCTIONAL EVALUATION CRITERIA

Details of the scoring methodology presented above are outlined in Table 4 below

Criteria	Weight	Scores
Organizational Experience (OHSE Agent services on construction works) Provide for each successfully completed project/s in the following sequence: -copy of appointment letter/s on a company letter head - Description of the project - Client name - Client contact (i.e. email and office number) -Project Start date, Project end date, extension of time where applicable - Contract value inclusive of VAT Furthermore, attach completion certificates or letter from the	40	Score will be based on successfully executed and completed OHSE Agent services on construction works. Provide completion certificates/letters or Referral letters 0: No information provided = 0 points 1: 1 project as OHSE agent services = 8points 2: 2 projects as OHSE agent services = 16points 3: 3 Projects as OHSE agents services = 24points 4: 4 Projects as OHSE Agent services = 32points 5: 5 or more Projects as OHSE Agents services = 40 points

client confirming successful completion of the project		
Criteria	Weight	Scores
<p>Experience of Key Staff (based on Submitted CV's): 2 (Two) PrCHSA</p> <ul style="list-style-type: none"> • Attach Certified proof of valid registration and qualifications. All qualifications to be SAQA certified. • Key staff to have valid registration with SACPCMP. • Attach Certified proof of valid registration and qualifications. Commissioner of Oath stamp to be 3 months or less of closing of this tender. All qualifications to be SAQA approved, 	25	<p>Score will be allocated on detailed submitted CVs of the two PrCHSA</p> <p>0. No information provided or inadequate information or average of post graduate experience of less than 3 years = 0 points</p> <p>1. Two (2) submitted CVs shows an average of 3 years post graduate experience as a PrCHSA on construction related projects = 5 points</p> <p>2: Two (2) submitted CVs shows an average of 4 years post graduate experience as a PrCHSA on construction related projects = 10 points</p> <p>3: Two (2) submitted CVs shows an average of 5years post graduate experience as a PrCHSA on construction related projects = 15 points</p> <p>4. Two (2) submitted CVs shows an average of 6 years post graduate experience as a PrCHSA on construction related projects = 20 points</p> <p>5. Two (2) submitted CVs shows an average of above 6years post graduate experience as a PrCHSO on construction related projects = 25 points</p>
<p>Experience of Key Staff (based on Submitted CV's): 5 (Five) PrCHSO Key staff to have valid registration with SACPCMP. Attach Certified proof of valid registration and qualifications. Commissioner of Oath stamp to be 3 months or less of closing of this tender. All qualifications to be SAQA approved,</p>	20	<p>Score will be allocated on detailed submitted CVs of the 5 (five) PrCHSOs,</p> <p>0. No information provided, or inadequate information or CVs shows an average of below 3 years post experience = 0 points</p> <p>1. Five submitted CVs shows an Average of 3 years post graduate experience as a PrCHSO on construction related projects = 4 points</p> <p>2: Five submitted CVs shows an average of 4 years post graduate experience as a PrCHSO on construction related projects = 8 points</p> <p>3: Five submitted CVs shows an average of 5years post graduate experience as a PrCHSO on construction related projects = 12 points</p> <p>4. Five submitted CVs shows an average of 6 years post graduate experience as a PrCHSO on construction related projects = 16 points</p> <p>5. Five submitted CVs shows an average of above 6years post graduate experience as a PrCHSO on construction related projects = 20 points</p>

Criteria	Weight	Scores
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<p>Experience of Key Staff (based on Submitted CV's): 1x Environmental Control Officer ECO to have a valid registration with SACNASP. Attach Certified proof of valid registration and qualifications. Commissioner of Oath stamp to be 3 months or less of closing of this tender. All qualifications to be SAQA approved,</p>	10	<p>Score will be allocated on detailed submitted CV of the ECO, 0.No information provided, or inadequate information or CV shows an average of below 3 years post experience = 0 points 1: CV shows 3 years post graduate experience as an ECO on construction related projects = 2 points 2: CV shows of above 3 years but less than or equal to 4 years post graduate experience as an ECO on construction related projects = 4 points 3: CV shows above 4 years but less than or equal to 5 graduate experiences as an ECO on construction related projects = 6 points 4: CV shows above 5 years but less than or equal to 6 post graduate experience as an ECO on construction related projects = 8 points 5: CV shows more than 6 years post graduate experience as an ECO on construction related projects = 10 points</p>
<p>Draft Construction Risk Assessment using the attached format to address the following project risks. -</p> <ol style="list-style-type: none"> 1. Access to site 2. Construction work permit 3. Environmental management 4. Incident Management 5. Working at heights 	5	<p>Score will be allocated based on the submitted Risk Assessment specific to construction project covering the listed (five) 5 project risks</p> <ol style="list-style-type: none"> 1. No submission or not using provided template= 0 points 2. Only 1 of the 5 items addressed with mitigations = 1points 3. 2 of 5 items addressed with mitigations = 2 points 4. 3 of 5 items addressed with mitigations = 3 points 5. 4 of 5 items addressed with mitigations = 4 points 6. All 5 items addressed with mitigations = 5 points

10. PRICING AND BOQ

Bidder/s are required to submit a responsive bid by completing all the prices for items on the BOQ.

Bid prices must be inclusive of all costs such as travel costs, transport costs, labour, Security, and another related cost.

All bid prices must be inclusive of VAT OF 15%. (All applicable taxes)

Failure to submit a signed pricing schedule will invalidate the bid and result in a bid being disqualified

11. SARS

11.1. VAT

It is mandatory for a business to register for VAT for the estimated value if the projects exceed R 1 000 000 (one million).

11.2. TAX COMPLIANCE

All bidders must be tax compliant at the time of award. In the case of JV/Partnership, all parties must be compliant at the time of award. If one party is not compliant the bid will be disqualified.

12. STANDARD BIDDING DOCUMENTS AND FORMS (SBD)

All Standard Bidding Documents and forms must be completed and submitted with the bid document. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a prohibition meaning that it cannot be justified under any grounds.

13. Clarity/Questions and Answer

Clarity/Questions	Answer:
There's an annexure saying the bidder must have certain amount upfront in the bank account to did for the tender	Yes, it's applicable 10% percent of contract value
Do you have total project value	No, we don't have total project value
Are you looking for one panel or two	One panel

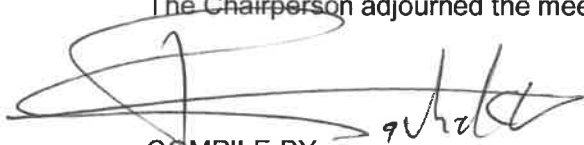
Bidders to clearly write their email address and contact details for communication purpose.

14. GENERAL

No matters were raised under general.

15. CLOSURE

The Chairperson adjourned the meeting at 12H40: Rodney Racheke



COMPILE BY
Rodney Racheke