

DESCRIPTION: REQUEST FOR PROPOSAL FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MANUFACTURING, SUPPLY, DELIVERY AND SERVICING OF INTERCITY COACHES.

TENDER NUMBER: HO/CITY TO CITY/421/08/2024.

SUBJECT:	MINUTES OF THE COMPULSORY BRIEFING SESSION -	
DATE:	05 SEPTEMBER 2024. TIME 10H00	
MEMBERS ATTENDANCE	<p>1. <u>PRESENT:</u></p> <ul style="list-style-type: none"> • Prospective bidders • <u>PRASA SCM -CITY TO CITY TEAM</u> <ul style="list-style-type: none"> • Ms. Francis Maleka (FM) -SCM Manager • Mr. Paledi Legoabe (PL)-Operations • Mr. Tholang Mothabeng (TM) - Buyer • <u>PRASA - END USER – City to City.</u> <ul style="list-style-type: none"> • Mr. Piet Visser (PV) - Head Technical • <u>PRASA SCM team:</u> <ul style="list-style-type: none"> • Ms. Nancy Thomas (NT) - Sourcing Specialist • Ms. Dorothy Makgae (DM) - SCM Administrator 	All
Items:	Minutes	Responsible
1.	<p><u>Opening and Welcome</u></p> <p>The briefing session was officially opened by NT @ 10h00 and thanked everyone who attended the session.</p>	NT
2.	Presentation	

	<p>2.1. <u>PURPOSE OF THIS RFP:</u></p> <ul style="list-style-type: none"> • To set out the rules participation in the Bid process referred to this RFP • To disseminate information on the project contemplated in the RFP • To give guidance to Bidders on their RFP Bids • To gather information from Bidders that is verifiable and can be evaluated on the purpose of appointing a successful Bidder that is technically and financially qualified and meet the empowerment criteria described in this RFP • Has sufficient experience in similar work • Has commitment and resources to provide services required in this tender and • Carry all the obligations of the contract. <p>2.2. <u>MILESTONES DATES</u></p> <p>Bidders were informed to note the following important dates below:</p> <ul style="list-style-type: none"> • Bid Issue Date: 29 August 2024 • Closing date for questions: 12 September 2024 • Closing date for responses: 16 September 2024 • Closing date for submission: 30 September 2024 @ 12H00 <p>2.3. <u>EVALUATION AND SCORING METHODOLOGY</u></p> <p>The evaluation of the Bids by the evaluation committees will be conducted at various levels.</p> <p>The following levels will be applied in the evaluation.</p> <ul style="list-style-type: none"> • Verify completeness • Verify compliance • Detailed Evaluation of Technical –Bidders who fail to meet 75% threshold will be disqualified. • Price Evaluation • Specific Goals. • Recommendation • Best and Final Offer 	<p>NT</p>
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- Approval

2.4 EVALUATION PROCESS

The table below illustrate the evaluation process.

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1	Mandatory Compliance
	Technical Mandatory Compliance
	Basic / Other Mandatory Compliance
Stage 2	
Technical/Functional Requirements	Threshold of 75%
Stage 3	
Price	90
Specific Goals	10
TOTAL	100

2.4.1 STAGE 1A – Mandatory Requirements

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

The following points were emphasized:

- Bidder must complete compulsory briefing session. Bidders who fail to attend the compulsory briefing will be disqualified. Bidders must ensure that they sign a register and a form D
- Proof of Service Capacity (Representation in all South Africa Provinces) - Provide copies of the Rates and Taxes, lease agreements, and or title deeds to confirm workshops addresses for all nine provinces,
- Joint venture, Consortium agreement signed by all parties (if applicable) The agreement should indicate the leading bidder where applicable.

2.4.2 TECHNICAL MANDATORY COMPLIANCE

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

- 330kW Output minimum. Engine to be Euro 5 compliant - OEM approved specification sheet or OEM approved certificate
- The permitted front axle load capacity must not be less than 7 500kg - Provide OEM approved specification sheet or OEM approved certificate
- Bolt-On – Mechanical, Electrical and Roadside Assistance Maintenance Contract for 1.4 million kilometers or 6-years maintenance. Supply specification sheets for services and maintenance – Provide OEM approved specification sheet or OEM approved certificate / OEM approved service maintenance plan
- Bolt-On – Coach Body (Inclusive of Climate Control Unit) Maintenance Contract for 1.4 million kilometers or 6-years - Provide OEM approved specification sheet or OEM approved certificate / OEM approved service maintenance plan
- 17 Ton Trailer Towing Provision – Provide OEM approved specification
- Rear (bogy) Hydraulic Steering Axle – Provide OEM approved specification
- Brakes (ABS) – Disc Brakes, all round – Provide OEM approved specification
- Fuel Tank 700 Liter (Minimum) with Matched Add-Blue Capacity and Anti Syphoning Unit – Provide OEM approved specification
- Coach Body Accident Repair Facility – Provide OEM approved specification
- Body Structure – made from tubular galvanized coated steel – tubular steel polyurethane injected inside – Provide OEM approved specification
- Climate Control – Provide OEM approved specification
- Driver Sleeping Compartment • Underfloor Driver Sleeping Compartment – Sleeping compartment must be equipped with climate control and constant communication system with the driver.

	<ul style="list-style-type: none"> • Driver Cabin Locker – for driver belongings – Provide OEM approved specification • Assessor Driver and technical staff training – Provide proof of OEM training manual. • Minimum 60 Passenger Seating – semi reclining, cloth trimmed, seat belts, arm rests – Provide OEM approved specification • USB Charging – charging port for passenger each seat – Provide OEM approved specification • Parcel Shelves – with individual LED passenger reading lights – Provide OEM approved specification • Wi-Fi – fitment – Provide OEM approved specification • Front destination Display Board – digital – Provide OEM approved specification • Cruise Control – Provide OEM approved specification • Emergency Braking Assistance (EBA) – Provide OEM approved specification • Lane Guard Assistance and driver monitoring (LGS) – Provide OEM approved specification • Electronic Stability Program (ESP) – Provide OEM approved specification • Intelligent Transportation Systems - Part of Maintenance Contract – Provide OEM approved specification. <p>2.4.3 <u>OTHER MANDATORY REQUIREMENTS</u></p> <p>If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.</p> <ul style="list-style-type: none"> • Compile of all RFP documentation (including all declaration, all standard Bidding documents.) • Letter of good standing: (COID) • Supply its valid SARS Pin 	
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- Company registration documents
- Copies of directory ID documents
- CSD supplier registration number

2.4.4 STAGE 2 – TECHNICAL/FUNCTIONALITY REQUIREMENT

Qualifying bidders shall be evaluated on technical/functionality after meeting all compliance requirements outlined above. Bidders that fail to achieve the minimum overall qualifying score of 75% on functional/technical requirements will not be considered for further evaluation in stage 3.

Summary of the technical/functional requirements are presented in the table below.

ITEM	CRITERIA	WEIGHT
1	Approach and Methodology	40
2	Financial Capability	35
3	Company Experience for outright purchase	25
	TOTAL	100

2.5. TENDER VIDALITY

This RFP shall be for 180 days calculated from date of closing date of this RFP

2.6. B-BBEE REQUERIMENTS (10).

A bidder must submit a certificate of its B-BBEE status level contributor, a Bidde failing to submit prove of B-BBEE status level of contributor or is a non-compliant to B-BBEE may not be disqualified and it will score 0 out of 10 for B-BBEE.

2.7. JOINT VENTURE (B-BBEE REQUERIMENTS)

Note: failure to submit a valid and original of B-BBEE certificate for JV or

certified copy thereof of the closing date of this RFP will result in a score of zero being allocated of B-BBEE

2.8. INSTRUCTION FOR RESPONDING TO THE RFP

SUBMISSION OF RFP RESPONSES

Responses to RFP must be submitted to PRASA before 30 September 2024@ 12 :00, at the following address: PRASA Corporate Office.

UMJANTSHI HOUSE

30 WOLMARANS STREET

BRAAMFONTEIN, JOHANNESBURG

- Bidders are required to complete the tender closing register when submitting their bids.
- No Responses to RFP received by facsimile, telegram, telex, e-mail or other similar, format will be accepted as a validly submitted Response to RFP.
- A Response to RFP shall be late if it is received by PRASA at any time after the closing, date and time indicated in paragraph above.
- A late submission shall be clearly marked as late and shall not be admitted for, consideration by PRASA. Late submissions shall be returned unopened to the submitting party.
- All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response and Specific goals response. Bidders are required to package their response/Bid as follows:

Volume 1 (Envelop 1/Package 1)

- Part A: Compliance response and B-BBEE response
- Part B: Technical or Functional Response (Response to scope of work)

Volume 2 (Envelop 2/ Package 2)

PART C: FINANCIAL PROPOSAL

- Volume 2 Has to be submitted in a separate sealed envelope. Bidders must make their pricing offer in envelop 2/package 2, no pricing and pricing related information should be included in the Volume 1 envelop 1.

- Bidders must submit 1 original response, 1 copy and an electronic version which must be contained in CDs or Memory Cards clearly marked in the Bidders name.

2.9 STAGE 3: PRICING AND SPECIFIC GOALS - (To be submitted in envelope 2)

A maximum of 90 points is allocated for price on the following basis

Price: 90

Specific Goals: 10

Total Points for Price and Specific Goals :100

2.10. SPECIFIC GOALS

The Specific Goals Points in Terms of This Tender Number Of Points Allocated (90/10 System To Be Completed By The Organ Of State Number Of Points Claimed (90/10 System To Be Completed By The Tenderer) Supporting Evidence To Be Provided By The Tenderer.

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	NUMBER OF POINTS ALLOCATED (90/10 SYSTEM) (TO BE COMPLETED BY THE ORGAN OF STATE)	NUMBER OF POINTS CLAIMED . (90/10 SYSTEM) (TO BE COMPLETED BY THE TENDERER)	SUPPORTING EVIDENCE THE TENDERER
Entities with a B-BBEE contributor status level of at least level 2	10		BEE Certificate not limited to SANAS approved/ Affidavit (in case of JV, a consolidated scorecard will be accepted)
TOTAL	10		

2.11 TENDER FORMS /APPENDICES RETURNABLES

Bidders must ensure that tender forms are fully signed and all pages initialed:

LIST OF BIDS DOCUMENT.

- Invitation To Bid Part A Form A
- Terms And Conditions for Bidding Part B Form B
- Tender Form (Pricing Schedule) Form C
- Site Inspection Certificate /
Pre-Tender Briefing Session Form D
- Statement Of Work Successfully
Carried Out by Bidder Form E
- Security Screening Form Form F
- Acknowledgement Form G
- SBD 4 Bidder's Disclosure
- SBD 5 The National Industrial Participation Programme
- SBD 6.1 Preference Points Claim Form in Terms of The
Preferential Procurement Regulations 2022

2.12. COMMUNICATION:

- bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to Nancy Thomas by no later than 12 SEPTEMBER 2024, substantially in the form set out in Annexure C hereto.
- In the interest of fairness and transparency PRASA's response to such a query will be made available to all the other Respondents who have attended a compulsory briefing session. For this purpose, PRASA will communicate with Respondents using the contact details provided at the compulsory briefing session.
- After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, to Nancy.thomas@prasa.com on any matter relating to its RFP Proposal

2.13. DOCUMENTS ON ETENDER PORTAL:

The following documents were uploaded on e-Tender portal

- Contract Template Supply of Goods and Services.docx
- Annexure A - Appendices - Prasa Tender Returnable Forms.Pdf
- Annexure B2- Volume 2_Form C V1.Pdf
- 29082024-Master RFP-Manufacturing Supply Delivery and servicing Of Intercity Coaches.Pdf
- Annexure B1 - Inter City Coach - Pricing Schedule -Pdf
- Annexure C. Clarification Forms- Final.Xlsx

2.14. SPECIFICATION

The end -user presented the specification to bidders, and that the specification is straight forward. However, bidders are requested to send questions via email.

2.15. QUESTIONS AND ANSWERS

Question:

Bidder asked if they are going to do the maintenance for the buses:

Answer:

It was responded that the maintenance will be done at the supplier's premises.

• Question:

Bidders wanted to know who is going to do the inspections for the buses

Answer:

The it was responded that City to City will only do the Pre-tripping inspections at the depot.

2.16. CLOSURE

- Bidders were encouraged to send email when seeking clarification and they must also use the correct forms. All questions and answers will be shared with those who attended the briefing session.
- Bidders were also encouraged not to be late on the day of closing.



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	Arrangements can be made by submitting prior closing date. E.g. to submit Friday if the closing date is on Monday.				
	<ul style="list-style-type: none"> Bidders were also encouraged to complete submission register when submitting the final bid, and to provide details if they will be utilising courier companies. Bidders were also notified that, if there are changes or any clarifications regarding this tender, PRASA will issue a briefing note. 				
	3	Name	Date		11.09.2024
	Compiled by:	Nancy Thomas <i>Nancy Thomas</i>			
Approved by: Piet Visser					
	Name	Date	11 Sept 2024		
	<i>PV</i>				