

# **BRIEFING SESSION METRORAIL GAUTENG**

**27 MAY 2025**

**CHAIRPERSON:** Dr. John Saveca  
**TEL:** (011) 013 0125  
**Email:** John.Saveca@prasa.com

---

**DATE:** 27/05/2025      **TIME:** 11:00 AM (Tuesday)

**VENUE:** COR DELFOS SUBSTATION

**REQUEST FOR QUOTATION (RFQ) SUPPLY, DELIVERY & INSTALLATION OF SUBSTATION IN THE GAUTENG METRORAIL REGION.**

**RFQ Number:10360297**

**Below are the briefing minutes and discussions held on 27 May 2025**

## 1. OPENING AND WELCOME

### 1.1 OPENING AND WELCOME

The chairperson, Dr. John Saveca welcomed everyone at 11H00am and introduce the colleagues from PRASA.

<b>Attendance:</b>
 Gloria Mokgobi (SCM Department)
 John Saveca (End User)

## 2. PURPOSE OF THE RFQ

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

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

## 3. BID Timelines

 Bid issue date	<b>22 May 2025</b>
 Briefing Session	<b>27 May 2025 @11H00am</b>
 Closing date	<b>30 May 2025 @10:00am</b>

## 4. Communication channels / Queries and enquiries

-  Queries and enquires should be sent to:

[Gloria.Mokgobi@prasa.com](mailto:Gloria.Mokgobi@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 RFP may be downloaded directly from National Treasury’s e-Tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) free of charge and from the Prasa website at [www.prasa.com](http://www.prasa.com).

**7. How to access the tender document.**

This RFP may be downloaded directly from National Treasury’s e-Tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) free of charge and from the Prasa website at [www.prasa.com](http://www.prasa.com).

**8. 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,  
6TH 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.**

**9. Instruction for completing the RFQ.**

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

**10. Evaluation criteria**

<p><b>STAGE 1: COMPLIANCE REQUIREMENTS</b></p>	<p><b>STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS</b></p>	<p><b>STAGE 3: PRICING AND SPECIFIC GOALS</b></p>
--	---	---

<b>Stage1A Mandatory Requirements</b> <b>Stage 1B Basic Compliance</b> <b>Technical Mandatory Requirements</b>	<b>Organizational Experience</b> <b>Delivery</b> <b>Technical Approach/ Methodology</b> <b>Delivery lead-time.</b>	<b>Price</b> <b>80 or 90</b> <b>SPECIFIC GOALS</b> <b>20 or10</b>
<b>Standard Bidding Documents must be completed and signed</b>	<b>Bids evaluated in terms of Functionality (Minimum threshold 80%)</b>	<b>Bids evaluated in terms of 80/20 or 90/10 preference system</b>

## 11. Pricing and BOQ

- ✚ Bidder/s is/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.

## 12. SARS

- ✚ 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).
- ✚ 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.

## 13. Standing bidding documents and forms

- ✚ 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.**

#### **14. Question and answers under technical matters.**

- Does the board have a standard size? Answer: Yes.
- Can safety files be submitted with the RFQ? Answer: No, only the winning bidder will have to submit it before Service delivery.
- Are all the signs on the wall? Answer: No, only the name signs of the substation are on the wall.
- Can PRASA provide bidders with the artwork?. Yes, the artwork, logo and PRASA colors will be provided with.
- What is the size of the board? The thickness is 1.6mm.
- What is the size of the board on the gate? The size is 1x1mm.
- Are we allowed to take pictures? Yes.
- Item no 8 on the BOQ must also be replaced. No track switch must only be resprayed.

#### **15. Matters to note.**

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

**The Chairperson adjourned the meeting at 12H00: Dr.John Saveca**



**COMPILE BY Gloria Mokgobi**