



**prasa**  
PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: KZN/RAIL/03/2023/16/Q-1**

**REQUEST FOR QUOTATION (RFQ) FOR THE *REPAIR AND SUPPLY OF BES PANTOGRAPHS FOR MOTOR COACHES OVER A PERIOD OF 36 MONTHS FOR PRASA RAIL KZN***

## SECTION 1: SBD1

### PART A INVITATION TO BID

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

BID NUMBER:	KZN/RAIL/03/2023/16/Q-1	CLOSING DATE:	21 July 2023	CLOSING TIME:	12:00
DESCRIPTION	REPAIR AND SUPPLY BES PANTOGRAPHS FOR MOTOR COACHES OVER A PERIOD OF 36 MONTHS FOR PRASA RAIL KZN				

#### BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE [BID BOX NO. 05](#) SITUATED AT (STREET ADDRESS):

**65 MASABALALA YENGWA AVENUE**

**PRASA REGIONAL OFFICE FOYER AREA**

**HELPDESK**

**PRASA SCM**

**KWAZULU NATAL**

**BID SUBMISSION REGISTER MUST BE COMPLETED WHEN DROPPING OFF BIDS**

#### BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	RANI PADAYACHEE				
TELEPHONE NUMBER	0318130138				
E-MAIL ADDRESS	rani.padayachee@prasa.com				

#### 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 <b>THE GOODS /SERVICES /WORKS</b> 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](http://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.*

## **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 complaint

#### **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
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 2	
Technical/Functional Requirements	Threshold of 80%
Stage 3	
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 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:

### 15.1. 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

### 1 EVALUATION CRITERIA:

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

#### Stage 1A – Mandatory Requirements

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

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

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations)	
b)	Price Schedule / Pricing form	
c)	Contractors must quote on all items listed on the BOQ	
e)	Joint Venture , Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable. (Delete if not applicable)	
f)	Bidders to complete submission register when dropping off bids into the tender-box	

#### Stage 1B –Other Mandatory Requirements

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.

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

No.	Description of requirement	
a)	Supply of valid SARS Pin	
b)	CSD supplier registration number	

## 2.1 Stage 2

### Technical / Functionality Requirements

#### Scoring of Functionality:

The minimum threshold for the Technical/functionality criteria is **(80%)** and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals.

CRITERIA	INDICATOR	WEIGHT (%)	SCORES
CALIBRATION	<p>The Supplier Must Provide Calibration Certificates For</p> <ul style="list-style-type: none"> <li>•Vernier: 0- 150mm (Minimum)</li> <li>•Tape Measure: 3m (Minimum)</li> <li>•Torque Wrench 0-60nm (Minimum)</li> <li>•Pantograph Calibration Machine</li> </ul>	40	<ul style="list-style-type: none"> <li>• Four calibration certificates (Vernier, tape measure, torque wrench and calibration machine) = 5</li> <li>• Three calibration certificates = 4</li> <li>• Two calibration certificates = 3</li> <li>• One calibration certificate = 2</li> <li>• No calibration certificates =1</li> </ul>

CONTRACTOR EXPERIENCE	Relevant to Statement of work; Supply detailed Information of accumulated Projects in the last 5 years with traceable references in the form of purchase orders (PO) or contracts or signed invoices based on the thresholds listed in the scoring column.	30	<ul style="list-style-type: none"> <li>• Accumulated (contracts or PO or invoices) &gt; R1M = 5</li> <li>• Accumulated (contracts or PO or invoices) R500,000.00 to R999,999.99 = 4</li> <li>• Accumulated (contracts or PO or invoices) R100,000.00 to R499,999.99 = 3</li> <li>• Accumulated (contracts or PO or invoices) &lt; R100,000.00 = 2</li> <li>• No contracts or PO or invoices = 1</li> </ul>
CAPACITY: STAFF EXPERIENCE TO RELEVANT STATEMENT OF WORK	Bidders must provide CV and certified qualifications (not older than 3 months) of staff that will be undertaking the repairs, indicating relevant experience pertaining to the Statement of work and their qualification. The following qualifications are acceptable: Electrician/Electrical Fitter/Electronics Technician/Engineering Technician (light or heavy current)/Fitter.	30	<ul style="list-style-type: none"> <li>• Qualifications and CV with five years' experience and above = 5</li> <li>• Qualifications and CV with between three to four years' experience = 4</li> <li>• Qualifications and CV with between one to two years' experience = 3</li> <li>• Qualifications and CV under one year experience = 2</li> <li>• No Qualifications or CV or part thereof = 1</li> </ul>

## 2.2 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>

## FORMULAE 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:

#### 80/20

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

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.)***

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)
<b>B-BBEE</b> - BEE cert/Affidavit (in case of JV, a consolidate scorecard will be accepted)	4 points	
Black Women Owned-Certified Copy of ID Documents of the owners	4 points	
Black Youth Owned-Certified Copy of ID documents of owners	4 points	
EME OR QSE 51% Black owned- Audited Annual Financial/B-BBEE Cert/Affidavit	4 points	
51% Black Owned - CIPC Documents/B-BBEE Certificate/Affidavit	4 points	
TOTAL	20	

## SECTION 4

### 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.

## SECTION 5

**SBD4**

### 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.

Full Name	Identity Number	Name of State institution

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<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<sup>2</sup> 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

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

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

b) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **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>

1.5 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.

- 1.6 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. FORMULAE 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 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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 organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**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)
<b>B-BBEE</b> - BEE cert/Affidavit (in case of JV, a consolidate scorecard will be accepted)	4 points	
Black Women Owned-Certified Copy of ID Documents of the owners	4 points	
Black Youth Owned-Certified Copy of ID documents of owners	4 points	
EME OR QSE 51% Black owned- Audited Annual Financial/B-BBEE Cert/Affidavit	4 points	
51% Black Owned - CIPC Documents/B-BBEE Certificate/Affidavit	4 points	
TOTAL	20	

#### 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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

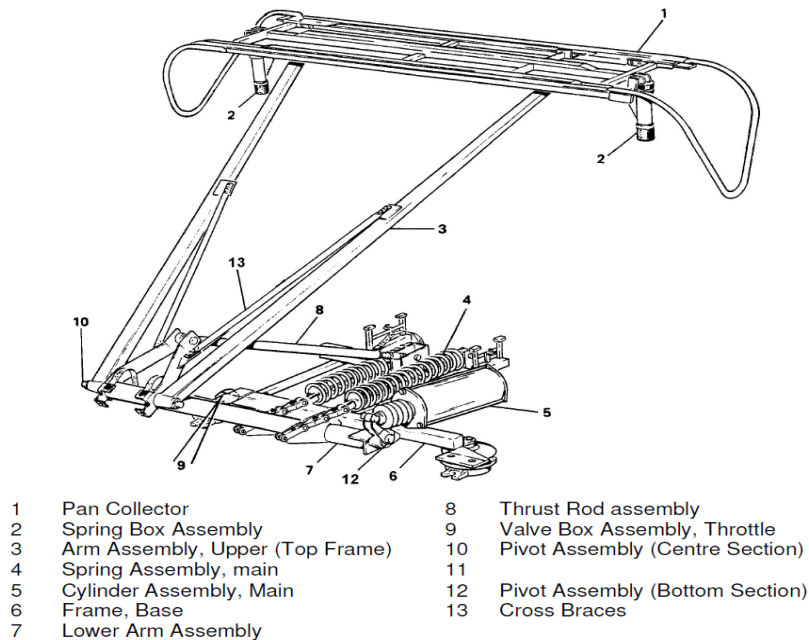
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## SECTION 6

### 1. Introduction

The purpose of this project is to Repair and supply BES Pantographs for Motor coaches over a period of 36 months.

### 2. Specifications of the Work or Products or Services Required



**Figure 1: Pantograph**

#### 2.1 Tools Required

The following tools are required in order to repair and set the pantograph:

- Vernier: 0-150 mm
- Tape measure: 3m minimum
- Flat/ring combination spanner: 2×6mm, 2×10mm, 2×13 mm, 1×15mm, 1×16 mm, 1×18 mm, 1×36 mm, 2×17 mm, 2×19 mm, 2×22mm, 2×24 mm, 2×30 mm
- Torque wrench: 0-60Nm
- Side cutter: 150 mm
- Screwdrivers flathead: 8×150 mm
- Socket set: 10mm, 13 mm, 24 mm, 30 mm
- Calibrated set of weights: 7.5 kg + 0.75 kg + grease weight & 1.54 kg for copper strips

- KM11, KM13 or a new model to check dynamic performance

## 2.2 Skills required

Any individual working on the BES pantograph must be a trade tested artisans, with one of the following trades:

- Electrical fitter
- Diesel electrical fitter
- An individual with holding a valid certificate of competency to work on pantographs, from Balance Engineering Supplies

## 2.3 Pantograph Operation

- The pantograph (figure 1) is normally raised against the contact wire, provides a path through the collector assembly via the shunt strap to the lower arm assembly from where the direct current supply is fed to the various control circuits of the train.
- When the pantograph is raised, the air from the throttle valve enters the forward chamber of the pantograph air cylinder. As the pressure in the forward chamber increases, the cylinder spring is depressed. The spring compression releases the lower arm by moving the piston rod backwards from the roller. As the air cylinder piston rod moves backwards, the primary springs on the pantograph are enabled to raise the pantograph lower and upper assemblies.
- The primary (main) spring pressure is adjusted to have a static force of 8.25 kg between the collector head and the contact wire .
- The pantograph is lowered by exhausting compressed air from the cylinder through the throttle valve.
- When the pantograph is lowered, the first stage of the throttle valve allows a sudden downwards motion. As a result of the difference in pressure between the two sides of the piston “O” ring, air is exhausted through the outer diameter of the plastic seat (spring adjusted). The second stage occurs when the pressure between two sides of the piston are equal. The spring in the throttle valve will press the rubber seat in and the pantograph will slow down as the air now must pass through a small orifice.

## 2.4 Base Frame

- Inspect that the base frame is not bent or damaged
- Damaged or bent base frames must be changed

## 2.5 Throttle Valve Assembly

### Operating pressure

Min: 350 kPa

Normal: 500-820 kPa

Maximum: 1000 kPa

### Time Settings

Raising: 6-8 seconds-Time to reach a height of 2300 mm, measured from the base of the pantograph.

Lowering: 5-8 seconds

- Test raising and lowering times of pantograph with a stopwatch
- If the pantograph does not raise or lower within the specified times, the throttle valve should be adjusted as described below or replaced with accordance to figure 1 below.

## **2.6 Air Cylinder**

- The air cylinder should not move at a pressure less than 355 kPa.
- The cylinder rod should travel the full distance when a pressure of 480 kPa is applied.
- The cylinder should be checked for leaks with a soap and water solution.
- If there are any leaks, the cylinder should be replaced

## **2.7 Lower Arm Section**

The pivot assembly must be dismantled. All worn: shunt straps, washers, bearings, bushes and oil seals must be replaced. The lower arm must not be bent.

## **2.8 Main Springs Assembly**

The entire main spring assembly, must be replaced for all pantographs going through the repair process

## **2.9 Linkages**

All linkages must be replaced as part of the repair process. The new linkages must be fitted with high lube vesconite bushes.

## **2.10 Thrust Rod**

The thrust rod must be replaced if bent. The thrust rod assembly must be dismantled. The listed items must be checked and replaced if worn, particularly the bearing and washers.

## **2.11 Upper Arm**

The upper arm assembly must not be bent or cracked. All shunt straps must be replaced.

## **2.12 Collector Pan/Head**

- The metal pan must not be cracked or bent. All copper contacts/straps must be changed out as part of the repair process.
- Inspect the end horns for any knocks or damages. Replace if knocked or damaged.

## **2.13 Spring box**

The spring box must be dismantled or assembled. Both the swivel and fixed type spring boxes must be replaced as part of the repair process. The stub axle and washer must also be replaced

## **2.14 Thrust rod**

The thrust rod length must be between 1365 mm and 1368 mm

### **2.15 Main springs**

Check that the main springs are equally adjusted. The measurement must be taken from the flat face on the bracket to the flat face on the spring bush.

### **2.16 Height Setting**

Raise the pantograph to its full height and confirm the measurement is 2655 mm. The base frame must be used as the zero-reference point.

### **2.17 Main spring tension**

Attach the 7.5 kg and 0.75 kg weights to the upper cross beam. The pantograph should drop approximately 300 mm and settle. If the pantograph drops less than 300 mm, the main spring tension is too high. If the pantograph drops more than 300 mm, the main spring tension is too low. For both instances, the spring tension must be adjusted accordingly. The pantograph must be returned to its maximum height before rechecking after each adjustment of the main springs.

### **2.18 Double check the main spring tension**

Return the pantograph to its maximum height. Attach the weights to the pantograph and release. The pantograph should drop by 300 mm and settle. Manually lower the pantograph by a further 50 mm and release. If the pantograph stays in this position, the main spring tension is correctly set. If the pantograph returns to the 300 mm level then the main spring tension is still marginally high.

### **2.19 Setting the link adjustment screws**

Starting at the +/- 350 mm level, gently lower the pantograph in stages of 100 mm, until the pantograph reaches the point where it tends to fall through. At this point, adjustment to screw must be set until it makes contact with the cam. This adjustment will prevent the tendency of the pantograph to “fall through”. Lock the adjustment to screw. Proceed by lowering the pantograph at 100 mm intervals. At each tendency to fall through, the next adjustment screw must be set. After the six screws have been set, the pantograph should be approximately 600 mm to 700 mm above the zero-reference point.

### **2.20 Checking the rise pattern**

Manually depress the upper arm assembly to a position approximately 200 mm above the rest position. Remove the 0.75 kg weight and release the upper arm assembly. The pantograph should rise to a height of 2655 mm. The upwards movement should be smooth and uninterrupted. If the upwards movement is not smooth, the adjustment screws should be checked.

### **2.21 Checking the fall pattern**

Hold the upper arm assembly in the fully raised position and attach 2 × 0.75 kg weights to the cross beam. Release the upper arm assembly. The pantograph should fall smoothly at a height of approximately 600 mm to 700 mm above the zero-reference point. At this point, the rate of drop will be slightly retarded. The pantograph will then settle to the fully lowered position. If the pantograph does not fall smoothly or fails to reach the fully lowered position, the adjustment screws should be checked.

## **2.22 Calibration**

After the repairs and testing have been concluded, the pantograph must undergo static force tests using a km11 or newer model calibration machine. The results must be submitted for every pantograph repaired.

### **3 Penalties:**

- Should the Contractor fail to deliver on the agreed date, a penalty of 1 percent per day will be charged on the total value of the Purchase order (PO) but shall not exceed 10 percent of the total value of the PO.
- Metrorail KZN reserves the right to test the product at any given time during the contract period for compliance. The Supplier will be held liable with costs for any deviations in the specifications which may have resulted in damages and downtime to Rolling Stock equipment. A meeting will be convened by both parties (Metrorail KZN and the Contractor) to discuss the outcome of the investigation and costs incurred were necessary.

### **4 Warranty**

- The repaired components must be supplied with a 6 months warranty from date of delivery.
- All warranty must be closed urgently in order to have the components available for use. This date will be determined between Rolling Stocks Technical supervisor and the awarded bidder in a Service level agreement.

### **5 Transport**

- The delivery and collection of the components will be at the cost of the Contractor. This cost must be factored into the final price of the component.
- While in transit to and from Rolling Stock KZN depot the supplier will be held liable/responsible for any loss or damages to the component.

### **6 Delivery**

- Four weeks from date of Purchase Order.
- Purchase orders will be issued on an as and when basis throughout the duration of the contract.

### **7 Compliance**

- Components that were refurbished and delivered which are found to be non-conforming will be returned to the supplier at their own transport cost. The contractor will be allowed 10 working days to correct the non-conformance and return the refurbish components to PRASA.
- Quality data pack for **each** unit must be supplied, stipulating

### **8 Time Frames / Programs**

#### Contract period

This contract will be over a period of three years or attaining a value of R4.5 million. The contract will terminate, either when the thirty-six months or the contract value is reached, whichever comes first

## 9 Contract price adjustment

- Prices will be fixed for the first twelve months of the contract.
- Price adjustments for the second and third year will be taken into cognisance, this may result in an increase or decrease in the unit price of the product. A meeting will be convened by both parties at the end of the first twelve months (Metrorail KZN and the Contractor) to determine the price adjustment. This adjustment will be verified/ confirmed by both parties before acceptance by means of a written notification.

## SECTION 7

### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:** .....

- 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 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)

## **BOQ/ PRICING SCHEDULE**

### **BILL OF QUANTITIES**

NO	ITEM DESCRIPTION	UOM	QTY	UNIT PRICE	
1	Strip, clean, mechanical checks and assessment	each	1		
2	Replacement kit (bolts, nuts, shunt straps and bearings)	kit	1		
3	Refurbish throttle valve assembly	each	1		
4	Refurbish thrust rod assembly	each	1		
5	Refurbish air cylinder assembly	each	1		
6	Refurbish main spring assembly	each	2		
7	Refurbish collector pan	each	1		
8	Refurbish spring box	each	2		
9	Refurbish upper arm assembly (top frame)	each	1		
10	Refurbish base frame	each	1		
11	Refurbish lower arm section	each	1		
12	Renew linkages	each	2		
13	Sandblast	each	1		
14	Paint	each	1		
15	Assemble, set and test	each	1		
16	Renew throttle valve assembly	each	1		

17	Renew thrust rod assembly	each	1		
18	Renew air cylinder assembly	each	1		
19	Renew main spring assembly	each	2		
20	Renew collector pan	each	1		
21	Renew spring box	each	2		
22	Renew upper arm assembly (top frame)	each	1		
23	Renew base frame	each	1		
24	Renew lower arm section	each	1		
25	Supply new Pantograph TYPE 2640	each	1		
SUB TOTAL					
VAT					
TOTAL					