

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: 10344870/A**

**Re-Advert: REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND DELIVERY OF PITIX ROLLS, ITIX ROLLS, AND RIBBONS (PURCHASE AGREEMENT FOR 12 MONTHS) ON AN “AS WHEN REQUIRED BASIS” FOR METRORAIL GAUTENG REGION**

<b>Issue Date:</b>	<b>06 December 2023</b>
<b>Closing Date for Submissions of Bids</b>	<b>14 December 2023 @ 10h00 Cat</b>
<b>Contact person:</b>	<b>Mokgadi Ronald Rankweteke</b> <b>Tel: 011 085 7067</b> <b>Email: <a href="mailto:metrorailgptenders2@prasa.com">metrorailgptenders2@prasa.com</a> <u>and</u> <a href="mailto:mokgadi.rankweteke@prasa.com">mokgadi.rankweteke@prasa.com</a></b>

## SECTION 1

**SBD1**

### PART A INVITATION TO BID

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

BID NUMBER:	10344870/A	CLOSING DATE:	14 December 2023	CLOSING TIME	10:00 CAT
DESCRIPTION	<b>Re-Advert: REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND DELIVERY OF PITIX ROLLS, ITIX ROLLS, AND RIBBONS (PURCHASE AGREEMENT FOR 12 MONTHS) ON AN "AS WHEN REQUIRED BASIS" FOR METRORAIL GAUTENG REGION.</b>				
COMPULSORY BRIEFING DATE AND TIME	<b>N/A</b>				
COMPULSORY BRIEFING SITE	<b>N/A</b>				

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

BID RESPONSE DOCUMENTS MUST BE HAND DELIVERED AT THE SITUATED (STREET ADDRESS):

**PASSENGER RAIL AGENCY OF SOUTH AFRICA**  
**6<sup>TH</sup> FLOOR, SHOSHOLOZA JUNCTION**  
**CNR LEYDS AND SIMMONDS**  
**BRAAMFONTEIN**  
**JOHANNESBURG**

#### BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	<b>MOKGADI RONALD RANKWETEKE</b>
TELEPHONE NUMBER	<b>011 085 7067</b>
E-MAIL ADDRESS	<b>Mokgadi.rankweteke@prasa.com</b>

#### 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.....

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

#### QUESTIONNAIRE TO BIDDING ON FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>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.</b>	

#### 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 THE 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 references 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 to utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complaints 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 the information furnished by the Respondent, which after the 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 the National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of the 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. The business may not be

awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no locally 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 the 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 utilize 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 / Functionality Requirements	Threshold 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, and 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 **90 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 the finalization of the 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 the CIDB website for construction-related RFQs. (*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

### 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, you 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)	Document Completion and acknowledgement of all items on the BOQ.	
c)	Signed and completed compliance to specification Sheet.	
d)	Joint Venture, Consortium Agreement, or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable. (If applicable)	

#### 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)	Letter of Good Standing: COID.	
b)	Supply of valid SARS Pin	
c)	CSD supplier registration number	

#### Stage 2- Technical / Functionality Requirements

The minimum threshold for the Technical/functionality criteria is **80%**, and bidders who score below this minimum threshold will be disqualified.

Item	Criteria	Weight
1	Compliance to Technical Specification	50
2	<i>Similar works</i>	30
3	Capacity to deliver	20
	<b>TOTAL</b>	<b>100</b>

### Technical evaluation criteria:

Evaluation Area	Maximum points	Minimum points	Technical/Functional Criteria and Scoring
<b>Compliance to Technical specification</b>  <b>NB!! Provide Item-by-Item Technical Specification compliance confirmation letter signed by duly authorized persons of the bidding entity.</b>  <b>Submission of material data sheet and sampling.</b>	50	50	Compliance with Technical specification:  1: 100 % compliance = 50 points  2: Non-compliance and/or non-submission= 0 Points
<b><i>Similar works: Supply and delivery of portable interim ticket issuing device rolls (PITIX), Ticket issuing device ticket and ITIX thermal ribbons.</i></b>  <b><i>(NB!! Submit signed letter of reference or completion certificate from your previous clients or letter of declaration for new entrants on similar projects.)</i></b>	30	15	Score will be based on successfully completed similar projects in the supply and delivery of portable interim ticket issuing device rolls (PITIX), Ticket issuing device ticket rolls and ITIX thermal ribbons.  <b>Non-Submission = 0 point</b>  <b>1- 2 similar projects = 15 points</b>  <b>3- 4 similar projects = 20 points</b>  <b>5 and above similar projects = 30 points</b>

Evaluation Area	Maximum points	Minimum points	Technical/Functional Criteria and Scoring
<ul style="list-style-type: none"> <li>Capacity to deliver:</li> </ul> <p><b>NB: Provide a signed letter for confirmation of delivery lead time signed by duly authorized persons of the bidding entity</b></p>	20	15	<p>Score will be based on bidder's commitment to lead times or Capacity to Deliver:</p> <p><b>No Submission= 0 points</b></p> <p><b>Between 4-7 Days = 15 points</b></p> <p><b>Within 3 Days = 20 points</b></p>
<b>Total</b>	<b>100</b>	<b>80</b>	

**NB: Minimum threshold of 80% per evaluation criteria must be met for a bidder to be evaluated further.**

### 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 the 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 Regulations 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	Evidence	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)
Black Women owned	Certified copy of ID Documents of the Owners	4	
Black Youth owned	Certified copy of ID Documents of the Owners	4	
51% Black Owned	Audited Annual Financial/B - BBEE Certificate/ affidavit	4	
Owned by black persons with disabilities	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability	4	
Black people living in rural areas	Municipal/Eskom Bill or letter from Induna/Chief confirming residential address not older than 3 months	4	

## SECTION 4

### 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 indicates the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with a 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 utilize 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 the 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 authorized, 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 the date of order. (To be completed by the Service provider).

## SECTION 5

### 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 the 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 the 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 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 the order/contract.

Where items are to be delivered to 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 include 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 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 is 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, 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 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.

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 is 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 proprietors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of a State institution

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

<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.



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 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

## 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)

### 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 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 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:

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

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:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of the state: The or 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	Evidence	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)
Black Women owned	Certified copy of ID Documents of the Owners	4	
Black Youth owned	Certified copy of ID Documents of the Owners	4	
51% Black Owned	Audited Annual Financial/B - BBEE Certificate/ affidavit	4	
Owned by black persons with disabilities	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability	4	
Black people living in rural areas	Municipal/Eskom Bill or letter from Induna/Chief confirming residential address not older than 3 months	4	

## DECLARATION

### WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. I, the undersigned, who is duly authorized 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:** .....

.....

.....

.....

## SECTION 8

### CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING(N/A)

<b>Request number:</b>	<b>N/A</b>
<b>Request for Proposal:</b>	<b>N/A</b>

#### Attendance

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

THUS, DONE and SIGNED at \_\_\_\_\_ N/A \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

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

\_\_\_\_\_ 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 9

### SCOPE OF WORK FOR ITIX, PITIX AND RIBBONS

#### 1. SPECIFICATION OF ITIX ROLLS

#### 2. PICTORIALS



### **3. OBJECTIVE OF THE PROPOSED PROJECT**

#### **3.1 DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT**

- To have ticket material in order to issue train tickets and generate revenue.
- To procure ticket material on an As and When contract.
- To have a supplier approved for 3 years. (2021-2022, 2022-2023 and 2023-2024).

#### **3.2 PROJECT BENEFITS TO PRASA**

- To generate fare Revenue.

#### **3.3 CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM**

- We are currently using Request for quotation (RFQ) to acquire Ticket Material.

### **4. SCOPE OF WORK AND AREAS OF FOCUS**

#### **4.1 SCOPE OF THE DESIRED SOLUTION**

- Supplier to be appointed on an As and When basis for supply and delivery of Ticket Rolls (PITIX and ITIX) and ITIX ribbons for a period of 36 months in the Metrorail Gauteng Province.

#### **4.2 DETAILS ON THE PREFERRED SOLUTION**

- The preferred solution in addressing this challenge is by procuring a service provider for the supply and delivery of PITIX, ITIX Rolls and Ribbons for the Gauteng Province.

#### **4.3 TARGETED AREA BY THIS PROJECT**

- Metrorail Customer Services Gauteng

#### **4.4 EXTENT AND COVERAGE OF THE PROPOSED PROJECT**

- Metrorail Gauteng Province

#### **4.5 OTHER RELATED PROJECTS**

- No other related projects

### **5. SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED**

#### **5.1 SPECIFICATION OF THE SCOPE OF WORK**

##### **5.1.1 ITix TICKET MATERIAL**

##### **5.1.1.1 DIMENSION OF TICKET MATERIALS**

- Dimension of ticket material on roll for use on the PRINTRONIX SL/T4M printers.



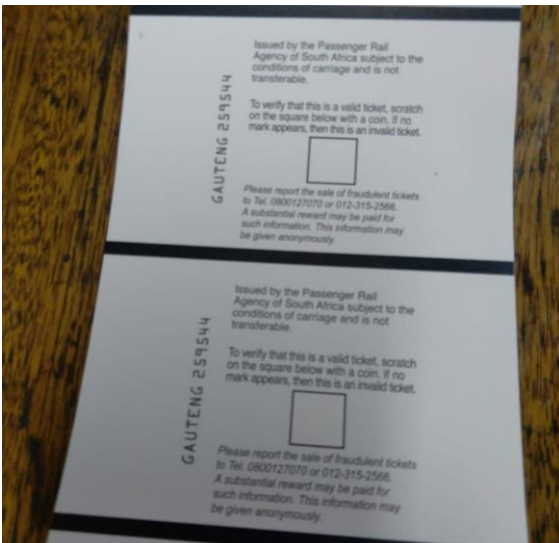
- The paper ticket material will be supplied in continuous roll, without joints, splice or breakes and wound onto a central circular core.

#### 5.1.1.2 CORE DIMENSIONS

- The inner core of the roll will have the following dimension:
  - Inner dimension :76mm
  - Core thickness :5mm
  - External diameter :86mm
  - Width :86.5mm
- The core of the roll will preferably be made of cardboard material suitable for the purpose and must not be deformed or collapse under normal condition of transport or storage
- The material must not be attached with sticky tape to the inner core, no attachment will be allowed between the core and paper.

#### 5.1.1.3 Ticket Material Roll Dimension

- The material will be wound evenly on the core and with sufficient tension, so as to prevent telescoping with normal handling.
- The ticket material will be wound on to the inner core in the following direction:
  - The roll resting on a horizontal surface, and viewed from the top, the material will be wound in a clockwise direction with the conditions of transport facing to the inside (reverse side) and the printing surface facing outward.
  - A black line of 3 mm must be printed across the width of the ticket material every 54mm.



- The thickness of the ticket material will be  $0,250\text{mm} \pm 0,025\text{mm}$ . The thickness should be measured as per BS3983 part 2 of 1982 (ISO 534 1980).
- The mass of the material will be  $-220\text{g/m} \pm 10 \text{ g/m}^2$ .

#### **5.1.1.4 Roll Dimensions**

- The external diameter of a fully wound roll will be 203mm  $\pm$ 1mm
- The length of the material on a roll will be 100 meters.
- The width of the ticket material roll must be 86.5mm

**Note:** the width of the ticket will be 54mm $\pm$ 0,4mm

- The length of ticket will be 86,5mm  $\pm$  0,7mm.

#### **5.1.1.5 GENERAL DESCRIPTION OF ITIX TICKET MATERIAL**

##### **5.1.1.5.1 Construction**

- The ticket may be either of a single or multiple layer construction and will comply with the specifications as prescribed in the Annexure D to E to this document. Where multiple layers are used, the layers will not separate under normal use.
- The face and reverse side of the ticket will be suitable for accepting printed information.
- Both sides of the ticket may be required to carry pre-printed information and\ or background printing.
- The material will be supplied in continuous roll, without joints, splices or breaks and wound onto a central circular core
- The final acceptability of the material will be determined by the performance of the tickets in service, subjected to sampling for quality purposes.

##### **5.1.1.5.2 Quality of Material**

- The base material will be free of holes, electrically, magnetically and thermally conductive particles, loose dust, loose power, fuzz, residue chemicals and slime spots likely to damage or impede the operation of the printing machines or readers.
- The base material will be free of joints, cracks, high spots, burrs, splinters, sharp edges and dents.
- The base material will be free of any other defects not listed above, which might detract from the magnetic printing, general performance or appearance of the final product.
- The base material will be free of any translucent areas or spots that could affect the operation of optical sensors.
- The material will be free of any wrinkles or creases.
- The ticket materials will not cause injury either by contract inhalation or ingestion.
- The characteristics of the material should be such that dirt accumulation and wear of the machines should be restricted to a minimum: hence the material must be capable of being cleanly cut without forming dust or burring.
- The material should be treated to prevent the generation of static electricity sufficient to impair its serviceability.

- The ticket material will be unaffected by magnetic fields and will retain no detectable residual magnetism.
- The quality of the material will be such so as to ensure uninterrupted operation of the ticket issuing device, and allow good quality print, using both thermal and impact type printers, but predominantly for thermal printing.
- The printing on the ticket material must last for at least 5 weeks and should not fade.

#### **5.1.1.5.3 Quality Control (applicable to all specifications of ticketing material).**

- Quality of ticket material is very important. The successful bidder will always be responsible for the quality of ticket material.
- The successful bidder should present material data sheet to prove compliance to the required specification.
- Consistency of ticket material presented during bidding should be sustained throughout contract duration.

#### **5.1.1.5.4 Printing Surface**

- The entire face of the ticket is defined as the “printing surface” and will conform to the following requirements.

#### **5.1.1.5.5 Resolution**

- The quality of the printing surface will provide adequate resolution of printed characters and graphics when using a thermal printing head with a line density of six dots per millimetre.

#### **5.1.1.5.6 Absorbability**

- The printing surface will be sufficiently absorbent to ensure proper keying of the thermal transfer ink while remaining dimensionally stable within the specified humidity range.
- The printed characters will not smear when wipe over by a felt pad one second after being printed by the machine, under service conditions.

#### **5.1.1.5.7 Durability**

- It must not be possible to erase printed characters without damaging the surface of the ticket.

#### **5.1.1.5.8 Security Background**

- A security background needs to be printed on the printing surface of ticket material. The purpose of the security background is impeded forging of tickets and to assist with the identification of forged material and tickets.

#### **5.1.1.5.9 Quality of Security Background**

- Security background printing will not affect printing qualities of the ticket material. It will not affect the ability of material to accept printing. Simultaneously, security background printing may not affect the ticket issuing machine in any way.

#### **5.1.1.5.10 Number of Security Background Colours**

- It is a requirement that security background colours be changed on a regular basis. Tenders are to provide the option to provide security background in 6 different colours.

#### 5.1.1.5.11 Colours Used for Security Background

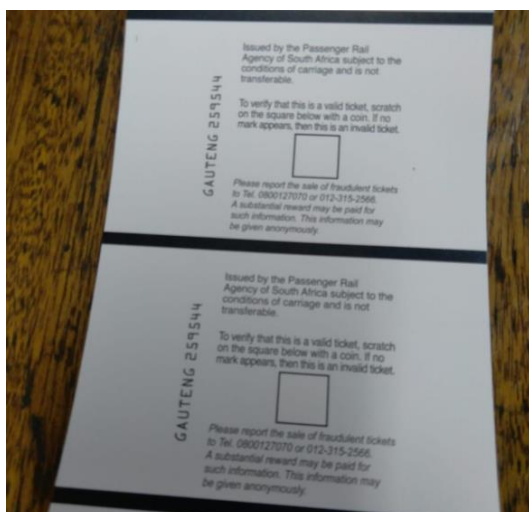
- Tenders are required to suggest colours to be utilised in printing the security background.
- It must be difficult to make acceptable photocopies or electronic scanning of security background printing.
- Amongst others, tenders should investigate using neon or metallic inks. Only one colour to be used at the time.

#### 5.1.1.5.12 Description of Security Background Printing for Metrorail

- Viewing a ticket from the printing face side of a ticket in the portrait orientation, background security printing will be printed at an angle of 45 degrees, from the lower-left hand to upper right-hand side.
- Security background printing will consist of the word METRORAIL printing in the official font.
- The word will be repeated and spaced such that orientation of words between lines does not coincide. Full details will be furnished to the successful tender.

#### 5.1.1.5.13 Printing the Metrorail Conditions of Sale on Reverse Side of Ticket

- A statement referring to the general conditions of the sale will be printed on the Reverse side of a ticket. Message to be supplied on order.



#### ➤ Orientation of Printing

For the purpose of describing printing on the reverse side of ticket material, a ticket will be viewed in the landscape orientation.

#### ➤ Printing of Messages

Provision must be made to print short messages on the reverse side tickets of which the following is an example:

#### 5.1.1.5.14 Condition of Sales

- The condition of sale must be printed on the reverse side of the ticket. The following text is required: "Issued by the Passenger Rail Agency of South Africa subject to the conditions contained in its Metro Services Book which are obtainable on request". The note will be printed such that:

- A minimum clearance of 2 mm is maintained between the notice and the edge of the ticket.
- Regardless of the registration of the edge of the ticket with regards to the beginning of a notice, at least one complete notice will be displayed on any ticket.

#### **5.1.1.5.15 Changes to Text**

- It is probable that Metrorail will require changes to the “Conditions of Sale” text from time to time. The changes will be negotiated with the successful bidder.
- It is expected when requests are reasonable, financial implications to Metrorail will be negligible.

#### **5.1.1.5.16 Advertising Space**

- The reverse side of the ticket will be used for advertising.
- An advert of 35m X 25mm will be printed on the reverse side of the ticket which will be discussed with the successful bidder who must be able to print colour adverts.

#### **5.1.1.5.17 Regional Name and Numbering of Metrorail Ticket Material**

- Viewing a ticket from the printing face side of a ticket in the portrait orientation with the outer end pointing upwards, the regional name and roll numbering shall be printed at an angle of 90 degrees, on the right-hand side of the ticket.
- The printing of the regional name and roll numbers shall consist of alpha and numeric digits at a font size of 7 or 8 (letter size).
- Regardless of the registration of cutting position with regards to the beginning of a regional name and roll number, at least one complete regional name and roll number shall be displayed on any ticket.
- The printing of the regional name and roll numbers shall consist of alpha and numeric digits at a font size of 7 or 8 (letter size).
- Full details will be furnished to the successful bidder.

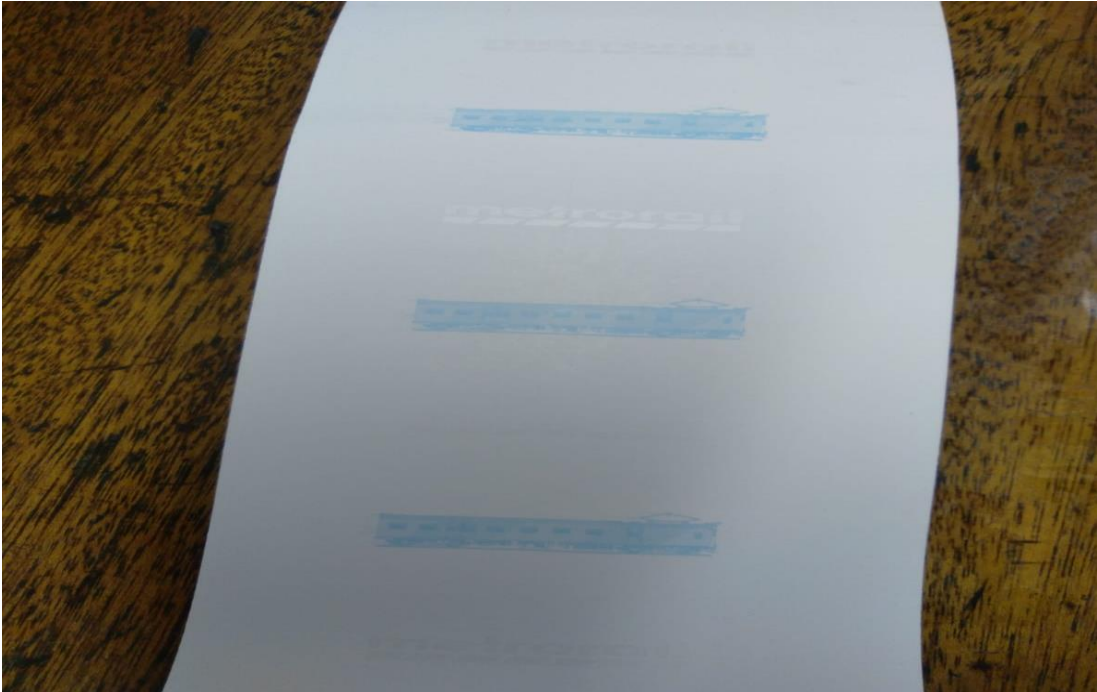
#### **5.1.1.5.18. Additional Security Features on Ticket Material**

- Bidders are requested to comment and quote separately on the following additional features per ITiX and PTiX rolls:
  - Fixed offset metallic inks;
  - Coin reactive inks;
  - Fixed Offset Fluorescent inks; and
  - Copy protection via Oyster Cover ink.

#### **5.1.1.5.19 PACKING AND LABELLING OF MATERIAL:**

- The supplier shall be entirely responsible to PRASA Rail for all the material until it is accepted by Metrorail and an acceptance certificate will be issued.
- ITiX rolls shall be packed upright with rolls laid flat and each roll individually shrink wrapped in moisture proof wrapping in quantities of 3 rolls in suitable corrugated cardboard containers.

- All ITIX rolls shall be packed as to prevent damage in transit or storage.
- Each cardboard carton shall be permanently marked on at least two opposite sides with the following information:
  - Contents
  - Quantity
  - Sequence numbering
  - Batch Number
  - Order Number
- All ITix rolls packed into a container shall be identical except roll number.



**End of specification for ITIX roll.**

## **SPECIFICATION FOR THERMAL TICKET MATERIAL FOR USE IN THE PORTABLE TICKETING DEVICES (PITIX ROLLS)**

### **5.1.2.1 GENERAL**

#### **5.1.2.2 INTRODUCTION**

- This document calls for the supply of thermal ticket material to Metrorail. The material will be used in Portable Ticketing Devices (PITiX) currently in service with Metrorail.

#### **5.1.2.3 SCOPE OF SPECIFICATION**

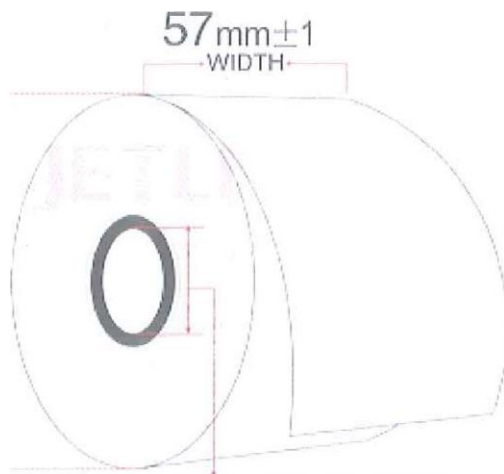
- This specification sets out the requirements of Metrorail for ticket material, supplied in continuous rolls, for use in the Portable Ticketing Devices (PITiX).



#### **5.1.2.4 MATERIAL IN ROLLS**

- The material shall be supplied in continuous rolls, without joints, splices or breaks, and wound onto a central circular core.
- The inner core of the roll shall have the following dimensions:

30mm+1  
ROLL  
DIAMETER



#### 5.1.2.5 CORE INSIDE DIAMETER

13mm±0,5

- Inner diameter: 13 mm ± 0,5 mm.
- External diameter: 16 mm ± 0,5mm.
- Width: 57 m ±0, 1 mm

- The core of the roll shall preferably be made of a synthetic material suitable for the purpose and shall not be deformed or collapse under normal conditions of transport or storage.
- The material shall be wound evenly on the core and with sufficient tension, so as to prevent telescoping with normal handling.
- The ticket material shall be wound to the inner core in the following direction:
- With the roll resting on a horizontal surface, and viewed from the top, the tape shall be wound in a clockwise direction with the printing face facing outward or thermal coating on outside of roll. The security printing shall be orientated such that is read from the outer end of the material, when the outer end of the roll is held upwards..
- The external diameter of a fully wound PITIX roll shall be 30 mm ± 0,1 mm.
- Bidders are to state the length of material contained on a roll.
- The width of the ticket shall be 57 mm ± 0,1 mm. The width to be measured by an optical method.
- Unless otherwise specified, the colour of the material is to be white

#### 5.1.2.6 THERMAL MATERIAL FOR PITIX ROLLS

- The ticket material supplied by the tenderer for use in the Portable Ticketing Devices (PITIX) on all the Metrorail regions must comply (firm requirement) to the following specifications:
  - Material Durable Thermal Paper Roll.
  - Thickness: 100mic Standard as per Tappi T-4111



- Thermal coating: Shall meet or exceed the ANSI 3. 11 specification
- Smoothness: Max. 75 Sheffield units
- Top coating: The thermo-sensitive surface of the ticket stock must be top coated
- Preprint: Tickets can be pre-printed on one, or both sides
- Ink for thermo-sensitive side: Laser printer approved ink without whiteners
- Ink for rear side: Offset ink

➤ Bidders to State the meterage on each roll.

#### **5.1.2.7 Quality Control (applicable to all specifications of ticketing material).**

- Quality of ticket material is very important. The successful bidder will always be responsible for the quality of ticket material.
- The successful bidder should present material data sheet to prove compliance to the required specification.
- Consistency of ticket material presented during bidding should be sustained throughout contract duration.

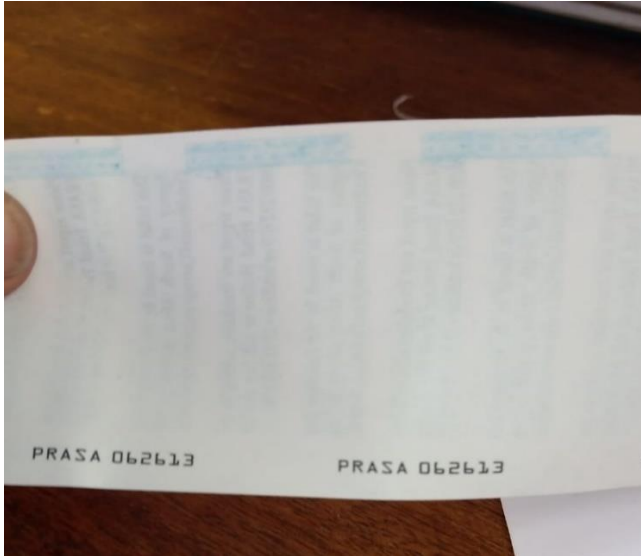
#### **5.1.2.8 PACKING AND LABELLING OF MATERIAL:**

- The supplier shall be entirely responsible to PRASA Rail for all the material until it is accepted by Metrorail and an acceptance certificate will be issued.
- PITIX rolls shall be packed upright with rolls laid flat and each roll individually shrink wrapped in moisture proof wrapping in quantities of hundred and forty-four in suitable corrugated cardboard containers.
- All PITIX rolls shall be packed as to prevent damage in transit or storage.
- Each cardboard carton shall be permanently marked on at least two opposite sides with the following information:
  - Contents
  - Quantity
  - Sequence numbering
  - Batch Number
  - Order Number

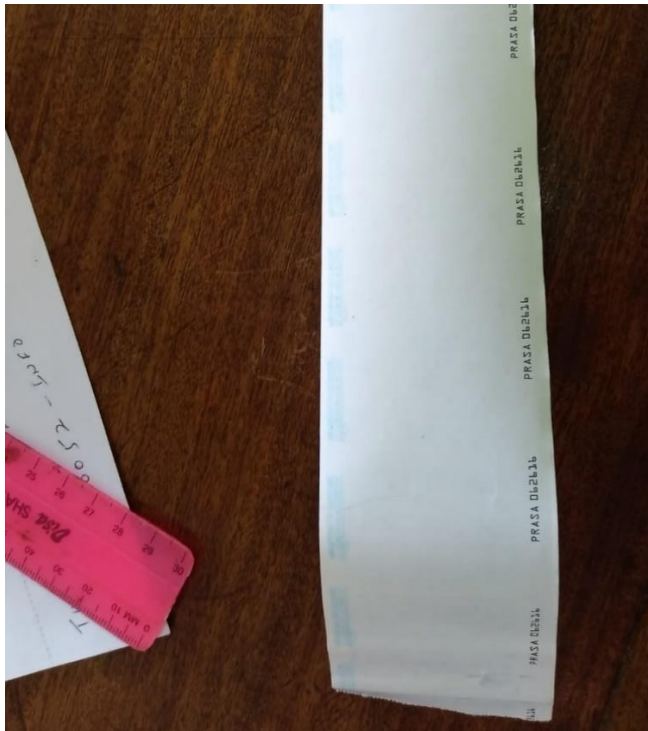
#### **5.1.2.9 All PITIX rolls packed into a container shall be identical except roll number.**

- Roll Must be Preprint
- Each roll must have the following information on it.
- On the front

- A unique number on the front of the roll (20mm long) (12 Digits long), the number must be continuing 18mm apart, each roll must have its own unique number.
- The numbers must run in sequence. The 1<sup>st</sup> number to be used will be given when the order is placed.

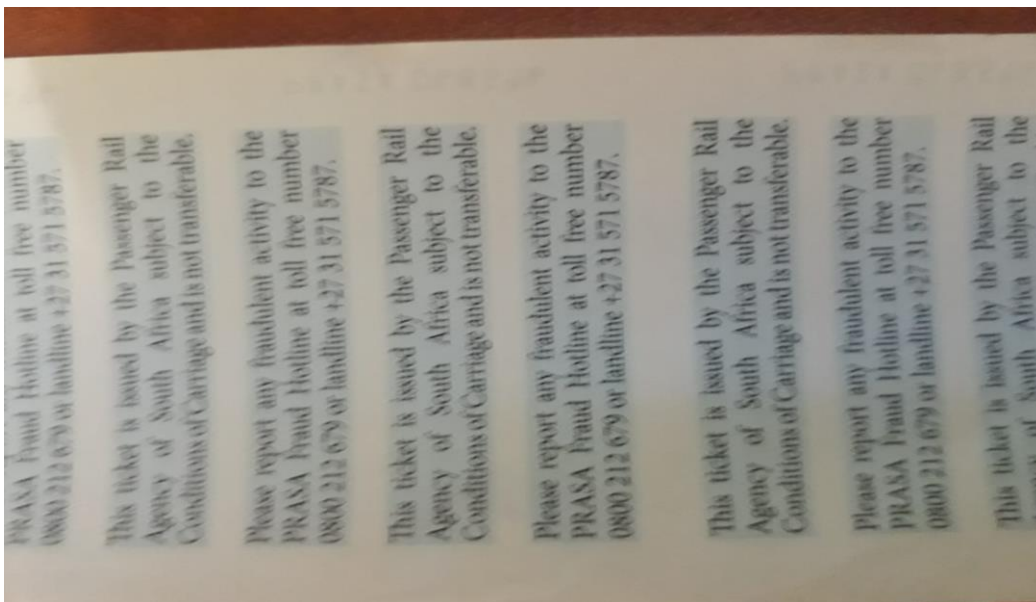


- On the roll



**Front of the Roll (Where ticket print)**

- With the roll resting on a horizontal surface, and viewed from the top,
  - The security printing shall be orientated such that is read from the outer end of the material, when the outer end of the roll is held upwards..
  - On the Right side the roll number (from side to top of the number (4.5mm) and on the left side an image of a train (from side to top of the train image (8mm).
  - Between Train and number must be a gap off 44mm
- **A Red line (5mm wide) for 500mm from end of roll the line must be in the middle of the roll.**
- **On the Back of the roll**
  - A message must be printed.
  - The message must be on the full length of the roll.
  - Each paragraph must be 8mm long.
  - Between each paragraph a 4mm gap.



- The message will be updated as and when needed before the order is placed to be printed.
- The current message to be on the back of the roll is:  
This ticket is issued by the Passenger Rail Agency of South Africa subject to the Conditions of Carriage and is not transferable.

Please report any fraudulent activity or Theft/Vandalism to the PRASA Joc 011 013 0052 Johannesburg 011 013 0055 Pretoria.  
Call Centre 0800 800 015.

### **End of the specification**

#### **5.1.3 TRANSFER) FOR TICKET ISSUING MACHINES.**

##### **5.1.3.1 SCOPE OF SPECIFICATION (RIBBONS)**

##### **5.1.3.2**

- The specification sets out the requirements of PRASA Rail for thermal transfer ribbons for use in ticket issuing machines. Ribbons must be supplied in continuous rolls on specified cores.

##### **5.1.3.2 RESPONSIBILITY OF SUCCESSFUL BIDDER**

- The successful bidder shall be completely responsible to PRASA Rail for the manufacture and supply of the material as specified herein;
- Successful bidder must guarantee that the material supplied will conform to this specification.
- Should delivered ribbons be found to deviate from this specification, such ribbons will be returned to the supplier, and any cost associated with the supply of such sub-standard ribbons will be for the successful bidder's account.
- It is expected of the successful bidder that a batch numbering system be implemented for quality control purposes.
- The successful bidder shall certify that ribbons provided will operate successfully in the intended equipment.

##### **5.1.3.3 Quality Control (applicable to all specifications of ticketing material).**

- Quality of ticket material is very important. The successful bidder will always be responsible for the quality of ticket material.
- The successful bidder should present material data sheet to prove compliance to the required specification.
- Consistency of ticket material presented during bidding should be sustained throughout contract duration.

##### **5.1.3.4 PACKING AND LABELLING OF MATERIAL**

- The supplier shall be entirely responsible to PRASA Rail for all the material until it is accepted by Metrorail, and an acceptance certificate will be issued.
- Ribbons shall be packed upright, with rolls laid flat and each roll individually shrink wrapped in moisture proof wrapping in quantities twenty-five, in suitable corrugated cardboard containers.
- All ribbons shall be packed as to prevent damage in transit or storage.

- Each cardboard carton shall be permanently marked on at least two opposite sides with the following information:
  - Contents/quantity
  - Ribbon type and colour
  - Batch number
  - Order number
- All ribbons packed into a container shall be identical.

#### 5.1.3.5 ENVIRONMENT

- The ribbons herein specified are to be stored and utilized in an environment which is uncontrolled. It is a firm requirement that the ribbons offered retain the specified properties and dimensions at all possible combination of the environment as stated below:
  - Ambient temperature : 0 C to 50 C
  - Relative humidity : 15% to 90 %  
: none condensing.
  - Altitude : 0-2000 meters above  
: sea level
  - Dust and vapours : Accumulate rapid
  - Air pollution : Heavily saline laden
  - : industrial fumes
- The ribbons offered shall be suitable for use at use at any site in the Republic
- Single Transfer of Thermal Ribbon Properties

Application type:	Single Transfer Thermal Ribbon
General:	Smear less and acceptable for printing as per specification No. SCPA-1
Receptor:	As per specification No. SCPA-1

- Physical properties of ink

Viscosity	50 to 3000 cps at 100 C
Melting point	65 to 85 C
Hardness (Penetration)	5 to 40
Printing speed	60 mm / s

- Thermal Transfer Ribbon characteristics:

Colour	Black
Sensitivity	18 mj/mm <sup>2</sup>

➤ Base Film:

		Test Method
Base film thickness	5,7um	JIS C2318

➤ Tensile strength:

		Test Method
Length	17 to 23 kb/mm	JIS C2318
Width	18 to 24 kb/mm	JIS C2314

➤ Elongation:

		Test Method
Length	90 to 130 %	JIS C2318
Width	90 to 130 %	JIS C2318
Density	1,4 g/cubic cm	JIS C2318

➤ Printing characteristics:

		Unit
Image density	Better than 1,4	Macbeth

➤ Reliability of Printed Image:

Resistance to heat and rub force	Scannable after rubbed by corrugated Cardboard. 100 back and forth rubs
----------------------------------	--

Loading for test	100 g/cm
------------------	----------

➤ Resistance to:

Head and rubbing force	As for test of reliability of images
Solvents when rubbed with cotton wool and solvents at room temperature	Must not dissolve when rubbed with alcohol or oil.

### 5.1.3.6 GENERAL REQUIREMENTS

#### 5.1.3.6.1 Leaders

- Ribbons shall be equipped with leaders, as described below. Ribbon leaders are required to enable full usage of inked material.
- Composition of leaders and trailers
  - Sky-blue leaders of 30mm in length must be secured to the ribbon.
- No trailer must be used, and the ribbon must be fixed directly onto the core.
- Security of ribbon to leaders
  - Adhesive used to join the leaders and cores to the ribbons may not seep from joints.
- It may not cause layers to stick together or affect the operation in any way.
- Joints must be strong enough to withstand the forces applied in the Operation.

**The ribbon must display a clean cut on the edges. No jagged-ness is allowed.**

#### **5.3.6.2 Force applied when rolling ribbon up**

- The material shall be wound evenly on the core and with sufficient tension, so as to prevent telescoping with normal handling.

#### **5.1.3.6.3 PHYSICAL DIMENSIONS OF RIBBONS TO BE ON THE PRINTRONIX PRINTERS**

- Description of Ribbon Roll:

Roll diameter (max)	81 mm
Roll length (material)	550 m
Roll width	88mm
Method of winding ribbon	Inked/Coated surface to outside of roll

#### **Note**

- The width of the ticket will be 54mm±0,4mm.
- The length of ticket will be 86,5mm±0,7 mm.
- A ribbon will print ±10 185 tickets.



**End of specification**

## **6. PENALTIES**

**6.1** If the Contractor fails to complete the Services within the time as stipulated in this Contract for completion of Services or a part or portion of Services, the Contractor shall be liable to the Employer for an amount calculated at 0.05% of the Contract Price per delayed Day per order, which shall be paid for every day which shall elapse between the time for due completion and completion of the relevant Services. However, the total amount due under this sub-clause shall not exceed the maximum of 10% of the Contract Price.

- 6.2** The imposition of such penalty shall not relieve the Contractor from its obligation to complete Services or from any of its obligations and liabilities under the Contract,
- 6.3** PRASA may set off or deduct from the fees due to the Contractor any penalty amounts due and owing by the Contractor in terms of clause 6.1.



## SECTION 10

### BOQ/ PRICING SCHEDULE

ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE		TOTAL AMOUNT	
				R	C	R	C
1.	ITIX ROLLS	Roll	1				
2.	PITIX ROLLS	Roll	1				
3.	PITIX ROLLS	Roll	1				
4.	RIBBONS	M	1				
TOTAL							
VAT 15%							
GRAND TOTAL							

## SECTION 11

### COMPLIANCE SPECIFICATION SHEET

**Re- Advert: REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND DELIVERY OF PITIX ROLLS, ITIX ROLLS, AND RIBBONS (PURCHASE AGREEMENT FOR 12 MONTHS) ON AN “AS WHEN REQUIRED BASIS” FOR METRORAIL GAUTENG REGION.**



**Name of the Bidder:** .....

**RFQ Number:** .....

1

#### SPECIFICATIONS OF THE WORK OR PRODUCTS OR SERVICES REQUIRED

No.	Specification Description	PRASA'S Evaluation Compliance Response: (Yes/No)
	<b>SUPPLY AND DELIVERY OF PITIX ROLLS, ITIX ROLLS, AND RIBBONS</b>	
1.1	ITIX ROLLS	
1.2	PITIX ROLLS	
1.3	PITIX ROLLS	
1.4	RIBBONS	

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2023

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

Signature \_\_\_\_\_