	DESCRIPTION: REQUEST FOR PROPOSAL FOR APPOINTMENT OF PANEL OF INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR A PERIOD OF THREE (3 YEARS) **TENDER NUMBER: HO/INT -AUDIT /427/06/2026.**

SUBJECT:	**MINUTES OF THE COMPULSORY BRIEFING SESSION -**	
DATE:	**17 JULY 2026. TIME 10H00**	

MEMBERS ATTENDANCE	**1. <u>PRESENT:</u>**
	• Prospective bidders
	• **<u>PRASA - END USER –INTERNAL AUDITING</u>**
	  • Ms. Lusane Nkosi – Internal Audit
	  • Mr. Rapule Kgalaki – IT Audit
	  • Ms. Pitsi Maribana – Internal Audit
	• **<u>PRASA SCM team:</u>**
	  • Mr. Patrick Masumbuka (PM) - Sourcing Manager)
	  • Ms. Dorothy Makgae (DM) - SCM Administrator
		All

Items:	**Minutes**	**Responsible**
1.	**<u>Opening and Welcome</u>** The briefing session was officially opened by Patrick Masumbuka at 10h00 and thanked everyone who attended the session.	PM
2.	**Presentation**	

	2.1. <u>PURPOSE OF THIS RFP:</u> • To set out the rules participation in the Bid process referred to this RFP • To disseminate information on the project contemplated in the RFP • To give guidance to Bidders on their RFP Bids • To gather information from Bidders that is verifiable and can be evaluated on the purpose of appointing a successful Bidder that is technically and financially qualified and meet the empowerment criteria described inn this RFP • Has sufficient experience in similar work • Has commitment and resources to provide services required in this tender and • Carry all the obligations of the contract. **2.2. <u>MILESTONES DATES</u>** **Bidders were informed to note the following important dates below:** • Bid Issue Date: 03 July 2026 • Compulsory Briefing Session for Bidders: 17 July 2026 @ 10H00 • Closing date for questions: 03 August 2026 • Closing date for responses: 07 August 2026 • Closing date for submission: 13 August 2026 @ 12H00 **2.3. <u>EVALUATION AND SCORING METHODOLOGY</u>** **The evaluation of the Bids by the evaluation committees will be conducted at various levels.** **The following levels will be applied in the evaluation.** • Verify completeness • Verify compliance • Detailed Evaluation of Technical –Bidders who fail to meet 70% threshold will be disqualified. • Specific Goals • Price Evaluation • Scoring	PM

- Recommendation
- Approval

2.4 EVALUATION PROCESS

The table below illustrate the bidding Category/Categories

NO	CATEGORIES	DESCRIPTION	BIDDING CATEGORY (INDICTE WUTH X)
1.	Category A	Internal Audit Service	
2.	Category B	IT Audits	

The table below illustrate the evaluation process.

EVALUATION CRITERIA	WEIGHTING
Stage 1	**Compliance**
Stage 1	
Stage 1A - Mandatory Requirements	Technical Mandatory Compliance
Stage 1B – Other Mandatory Requirements	Basic / Other Mandatory Compliance
Stage 2	**Technical**/Functional
Technical/Functional Requirements	Threshold of 70%
Stage 3	**90/10 Preference points system**
Price	90
Specific Goals	10
TOTAL	**100**

2.4.1 STAGE 1A – Mandatory Requirements

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

The following points were emphasized:

- Briefing session Form D.

Bidder must also reflect on the compulsory briefing session attendance register.

- Signed Joint venture, Consortium agreement or partnering agreement (whichever is applicable)
- Copies of the professional registration and qualification certificates for all key personnel listed in stage 2 must be submitted with the Bid.
  The copies should be certified. If the required copies of professional registration and qualification certificate are not included with the bid, your bid will be disqualified.
  The recognition of foreign qualification not issued in English must be done in terms of the South African Qualification Authority (SAQA), bidders must obtain the SAQA certificate of evaluation (SCoE) for the foreign.
- A correction on page **37 of 76** in Table 1 which currently reads as follows:

Stage 1A - Mandatory Requirements	**Refer to section 9.1**

The Refer to section 9.1 must be replaced with section 10.4.1 as reflected below

Stage 1A - Mandatory Requirements	**Refer to section 10.4.1**

Page 46 under B2.2 reflected NQF 7 instead of NQF 8

Page 37 and 46 will be loaded on etender portal to replace the exact pages in the tender document. The pricing schedule without signatures will be loaded in excel format for ease of reference with two worksheet for Category A and B

2.4.2 <u>STAGE 1B - OTHER MANDATORY REQUIREMENTS</u>

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.

• Completion of ALL RFP documentation includes all declarations

• Proof of office locations, such as a Municipality Service account or Lease agreement.

• CSD supplier registration number (In case of a JV bidders are requested to submit CSD registration of the JV)

• Valid SARS Pin

2.4.3 FUNCTIONALITY EVALUATION FOR CATEGORY A – GENERAL INTERNAL AUDIT SERVICES

Table 4: Technical Evaluation Criteria

No.	CRITERIA	SUB - CRITERIA	SCALE
A1	**COMPANY EXPERIENCE** ***Demonstrated experience in providing services relevant to the selected category.*** *Please submit positive reference letters on the client's official letterhead, **indicating the date of appointment, period of service (within the last five years), the nature of the services rendered, and contact details for verification.*** *References may be for work performed as a service provider or sub service provider.*	**A1 Company Experience** 1. Five (5) Positive reference letters relevant to category A	5
		2. Four (4) Positive reference letters relevant to category A	4
		3. Three (3) Positive reference letters relevant to category A	3
		4. Two (2) Positive reference letters relevant to category A	2
		5. One (1) Positive reference letter relevant category A	1
		6. Zero (0) Positive reference letter relevant category A	0

A2.1	**Project Director/ Partner**: Must possess qualifications requirements on (A2.1) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **To earn full score, bidders must meet all**	**A2.1 Directors/ Partner qualifications** 1. Certified Internal Auditor (CIA) or Chartered Accountant (CA) or Certified Information Systems Auditor (CISA), and 2. Honours or Postgraduate qualification (NQF 8) in Internal Auditing, Accounting, Risk Management, and 3. Must be a member of IIA or SAICA or ISACA or IRMSA – in good standing with a valid membership certificate.	5

No.	CRITERIA	SUB - CRITERIA	SCALE
	three qualification requirements stipulated under section A2.1.	1. No Certified Internal Auditor (CIA) or Chartered Accountant (CA) or Certified Information Systems Auditor, or 2. No Honours or Postgraduate qualification (NQF 8) in Internal Auditing, Accounting, or 3. Not a member of IIA or SAICA or ISACA or IRMSA – in good standing with a valid membership certificate.	0
	Project Director/ Partner: Years of experience. (NB: Only personnel who have all the qualifications under **(A2.1)** will be scored in this category.) Bidders to submit a CV clearly indicating years of experience for points allocation.	1. Nine (9) or more years of **senior manager** experience	5
		2. Eight (8) years of senior manager experience.	4
		3. Seven (7) years of senior manager experience.	3
		4. Six (6) years of senior manager experience.	2
		5. Five (5) years of senior manager experience.	1
		6. Less than five (5) years of senior manager experience.	0

A2.2	**Senior Manager** Must possess qualifications requirements on (A2.2) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **To earn full score, bidders must meet all three qualification requirements stipulated under section A2.2.**	**A2. Senior Manager qualification** 1. Certified Internal Auditor (CIA), or Chartered Accountant (CA SA), and 2. Bachelor's degree (NQF 7) in Internal Auditing or Accounting, or Risk Management, and 3. Must be a member of IIA or SAICA or IRMSA or in good standing with a valid membership certificate	5
		1. Not a Certified Internal Auditor (CIA) or Chartered Accountant (CA SA), or 2. No bachelor's degree (NQF 7) in Internal Auditing or Accounting, or Risk Management, or 3. Not a member of IIA or IRMSA or SAICA – in good standing with a valid membership certificate.	0

No.	CRITERIA	SUB - CRITERIA	SCALE
	Senior Manager, Years of experience. (NB: Only personnel that has all the qualifications under **(A2.2)** will be scored in this category.) Bidders to submit a CV clearly indicating years of experience for points allocation.	1. Five (5) or more years' Senior Manager experience	5
		2. Four (4) years' Senior Manager experience	4
		3. Three (3) years' Senior Manager experience	3
		4. Two (2) years' Senior Manager experience	2
		5. One (1) year Senior Manager experience	1
		6. Less than one (1) year Senior Manager experience.	0

A2.3	**Manager:** Must possess qualifications requirements on (A2.3) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **To earn full score, bidders must meet both qualification requirements stipulated under section A2.3.**	**A2.3 Manager qualification** 1. NQF level 7 bachelor's degree in Internal Auditing or Accounting, or Risk Management, and 2. Must be a member of the Institute of Internal Auditors IIASA or IRMSA or SAICA – in good standing with a valid membership certificate.	5
		1. No NQF level 7 in Internal Auditing or Accounting, or 2. Not a member IIASA or IRMSA or SAICA – in good standing with a valid membership certificate.	0
	Manager: Years of experience (NB: Only personnel that has all the qualifications under **(A2.3)** will be scored in this category.)	1. Five (5) or m rs manager experience	5
		2. Four (4) years manager experience	4
		3. Three (3) years manager experience	3
		4. Two (2) years manager experience	2
		5. One (1) year's manager experience	1
		6. Zero (0) years of manager experience	0
A2.4.	**Internal Auditor member(s):** Must	**A2.4 Internal Auditor qualification**	5

No.	CRITERIA	SUB - CRITERIA	SCALE
	possess qualification requirement on (A2.4) *Certified copy of the qualifications and membership certificate, certified within three (3) months*	Degree/ National diploma (NQF level 6) qualification in Internal Audit or Accounting or Risk Management.	
		No Degree/ National diploma (NQF level 6) qualification in Internal Audit or Accounting or Risk Management.	0

	from the date of RFP publication.		
	Internal Auditor member(s): Years of experience (NB: Only personnel that has the qualifications under **(A2.4)** will be scored in this category.) Bidders to submit a CV clearly indicating years of experience for points allocation.	**1.** Five (5) or higher years of Internal Audit experience.	5
		2. Four (4) years of Internal Audit experience	4
		3. Three (3) years of Internal Audit experience	3
		4. Two (2) years of Internal Audit experience	2
		5. One (1) year of Internal Audit experience	1
		6. Zero (0) years of Internal Audit experience	0
A2.5	**Specialist – High Value Tenders or Probity officer:** Must possess qualification requirement on (A2.5) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.*	**A2.5 Specialist – High Value Tenders, or Probity reviews** NQF level 7 in Internal Auditing or Accounting or Supply Chain Management or LLB.	5
		No NQF level 7 in Internal Auditing or Accounting or Supply Chain Management or LLB.	0
	Specialist- High Value Tenders (Probity Officers): Years of experience. (NB: Only personnel that has all the qualifications under **(A2.5)** will be scored in this category.) Years of experience	1. Seven (7) or more years of auditing, including 3+ years' experience specialising in High Value Tenders (HVT Probity)	5
		2. Six (6) years of auditing, including 3+ years' experience specialising in High Value Tenders Probity	4
		3. Five (5) years of auditing experience, specialising in High Value Tenders Probity.	3

No.	CRITERIA	SUB - CRITERIA	SCALE
	specialising in HVT and Probity Reviews must be clearly stated in	4. Four (4) years of auditing experience specialising in High Value Tenders Probity	2

		the CV)	5. Three (3) years of auditing experience specialising in High Value Tenders Probity.	1
			6. Less than 3 years' Internal Audit experience specialising in High Value Tenders Probity	0
	A2.6	**Specialist – Capital Projects Assurance (Engineering/ Quantity Surveying/ Construction Management):**Must possess qualifications requirement on (A2.6) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.*	**A2.6 Specialist Capital Project Assurance qualifications** NQF level 6 or higher in Quantity Surveying or Construction Management or Engineering (Civil or Mechanical or Electrical).	5
			No NQF level 6 or higher in Quantity Surveying or Construction Management or Engineering (Civil or Mechanical or Electrical).	0
		Specialist – Capital Projects Assurance (Engineering/ Quantity Surveying/ Construction Management): Years of experience (NB: Only personnel that has the qualifications under **(A2.6)** will be scored in this category.)	1. Seven (7) or more years of Quantity Surveying or Project Management or Construction Management or Engineering (civil or mechanical or electrical) experience.	5
			2. Six (6) years of Quantity Surveying or Project Management or Construction Management or Engineering (civil or mechanical or electrical) experience.	4
			3. Five (5) years of Quantity Surveying or Project Management or Construction Management or Engineering (civil or mechanical or electrical) experience.	3
			4. Four (4) years of Quantity Surveying or Project Management or Construction Management or Engineering (civil or mechanical or electrical) experience.	2
	No.	**CRITERIA**	**SUB - CRITERIA**	**SCALE**
			5. Three (3) years of Quantity Surveying or Project Management or Construction Management or Engineering (civil or mechanical or electrical) experience.	1

		6. Less than 3 years of Quantity Surveying or Project Management or Construction Management or Engineering (civil or mechanical or electrical) experience.	0

I. Please provide a structure showing the resources that are proposed and their respective positions per bid category.

II. Please provide a resume for all the positions as per the provided PRASA CV Template detailing the required minimum experience and qualifications of the proposed resources in respect of each category the firm is bidding for.

III. Please provide copies of the certification confirming the qualifications and membership certificate from relevant institutions, certified within three (3) months from the date of RFP publication

NB: All foreign qualifications applicable to NQF requirements must be accompanied by a SAQA accreditation

FUNCTIONALITY EVALUATION FOR CATEGORY B – IT AUDIT

No.	CRITERIA	SUB - CRITERIA	SCALE
B1	**COMPANY EXPERIENCE** ***Demonstrated experience in providing services relevant to the selected category.*** *Please submit positive reference letters on the client's official letterhead, **indicating the date of appointment, period of service (within the last five years), the nature of the services rendered, and contact details for***	**B1 Company Experience**	5
		1. Five (5) Positive reference letters relevant to category B.	
		2. Four (4) Positive reference letters relevant to category B.	4
		3. Three (3) Positive reference letters relevant to category B	3
		4. Two (2) Positive reference letters relevant to category B.	2
		5. One (1) Positive reference letters relevant to category B.	1

	verification.	6. Zero (0) Positive reference letters relevant to category B	0

No.	CRITERIA	SUB - CRITERIA	SCALE
	References may be for work performed as a service provider or sub service provider.		
B2	**TEAM PROFESSIONAL QUALIFICATIONS AND EXPERIENCE IN ACCORDANCE WITH THE SELECTED CATEGORY**		
B2.1	**Project Director/ Partner**: Must possess qualifications requirements on (B2.1) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **(To earn full score, all three qualifications listed under (B2.1) must be met)**	**B2.1 Directors/Partner Qualifications** 1. Certified Internal Auditor (CIA) or Chartered Accountant CA (SA) or Certified Information Systems Auditor (CISA), and 2. Honours Degree Postgraduate qualification (NQF 8) in Internal Auditing, or Information Systems or Accounting or Risk Management, and 3. Must be a member of IIA or SAICA or ISACA or IRMSA – in good standing with a valid membership certificate.	5
		1. No Certified Internal Auditor (CIA) or Chartered Accountant CA (SA) or Certified Information Systems Auditor (CISA), or 2. No Honours Degree Postgraduate qualification (NQF 8) in Internal Auditing, or Information Systems or Accounting or Risk Management, or 3. Not a member of IIA or SAICA or ISACA or IRMSA – in good standing with a valid membership certificate.	0

	Project Director/ Partner: Years of experience (NB: Only personnel that has all the qualifications	1.	Nine (9) or more years of Senior Management experience in IT Audit/ Technology Assurance	5
		2.	Eight (8) years of Senior Management experience in IT Audit/Technology Assurance	4

No.	CRITERIA	SUB - CRITERIA		SCALE
	under **(B2.1)** will be scored in this category.) Bidders to submit a CV clearly indicating years of experience for points allocation.	3.	Seven (7) years of Senior Management experience in IT Audit/Technology Assurance.	3
		4.	Six (6) years of Senior Management experience in IT Audit/Technology Assurance.	2
		5.	Five (5) years of Senior Management experience in IT Audit/Technology Assurance.	1
		6.	Less than five (5) years of Senior Management experience.	0
B2.2	**Senior Manager**: Must possess qualifications requirements on (B2.2) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **(To earn full score, all three qualifications listed under (B2.2) must be met)**	**B2.2**	**Senior Manager Qualification**	5
		1.	Certified Information Systems Auditor (CISA), and	
		2.	Honours degree Postgraduate qualification (NQF 7) in Internal Auditing or IT Audit or Information Systems or Computer Science or Higher Diploma in Computer Audit, and	
		3.	Must be a member Information Systems Audit and Control Association (ISACA) or IIA SA, - in good standing with a valid membership certificate.	

		1. No Certified Information Systems Auditor (CISA), and 2. No Honours degree Postgraduate qualification (NQF 7) in Accounting, IT Audit, Information Systems. 3. Not a member of ISACA or IIA SA, - in good standing with a valid membership certificate.	0
	Senior Manager: Years of experience (NB: Only personnel that has all the qualifications under **(B2.2)** will be scored in this category.) Bidders to submit a CV clearly indicating years	1. Five (5) or more years of Senior Manager experience in IT Audit/IT Assurance	5
		2. Four (4) years of Senior Manager experience in IT Audit/IT Assurance	4
		3. Three (3) years of Senior Manager experience in IT Audit/IT Assurance	3

No.	CRITERIA	SUB - CRITERIA	SCALE
	of experience for points allocation.	4. Two (2) years of Senior Manager experience in IT Audit/IT Assurance	2
		5. One (1) year of Senior Manager experience in IT Audit/IT Assurance	1
		6. Less than one (1) year of Senior Manager experience in IT Audit/IT Assurance	0

B2.3	**IT Audit Manager:** Must possess qualifications requirements on (B2.3) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **(To earn full score, all three qualifications listed under (B2.3) must be met)**	**B2.3**	**Manager qualifications** 1. Certified Information Systems Auditor (CISA) or CISM or CRISC, and (NQF 7) Qualification: 2. Bachelor's Degree or B Tech in Information Technology or Computer Science or Internal Auditing Accounting with specialisation in Information Technology (IT) Audits, and 3. Must be a member of ISACA or IIA SA, - in good standing with a valid membership certificate.	5
			1. No Certified Information Systems Auditor (CISA), or 2. No (NQF 7) Qualification: bachelor's degree or B Tech in Information Technology or Computer Science or Internal Auditing Accounting with specialisation in Information Technology (IT) Audits, or 3. Not a member of ISACA or IIA SA, - in good standing with a valid membership certificate.	0
	IT Audit Manager: Years of experience. (NB: Only personnel that has all the qualifications under **(B2.3)** will be scored in this category.) Bidders to submit a CV clearly indicating years	1.	Five (5) or more years of Manager experience in IT Audit/IT Assurance	5
		2.	Four (4) years of managerial experience in IT Audit/ IT Assurance	4
		3.	Three (3) years of managerial experience in IT Audit/ IT Assurance	3

No.	CRITERIA	SUB - CRITERIA	SCALE
	of experience for points allocation.	4. Two (2) years of managerial experience in IT Audit/ IT Assurance	2

			5. One (1) year of managerial experience in IT Audit/ IT Assurance		1
			6. Less than one (1) year of Manager experience in IT Audit/IT Assurance.		0
	B2.4	**Specialist – Cyber Security audits and Technical Reviews:** Must possess qualifications requirements on (B2.4) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.*	**B2.4**	**Specialist for Cyber Security as and Technical Reviews qualifications** 1. Certified Information Security Manager (CISM) or CISSP or CEH or OSCP or CHFI, and 2. NQF 6 qualification or higher in Information Technology (IT) or in Computer Science or other relevant technology or Cyber security qualification.	5
		(To earn full score, both qualifications listed under (B2.4) must be met)	1. No Certified Information Security Manager (CISM), or CISSP, or CEH, or OSCP, or CHFI, or 2. No NQF 6 qualification or higher in Information Technology (IT) or in Computer Science or other relevant technology or Cyber security qualification.		0
		Specialist – Cyber Security audits and Technical Reviews, Years of experience. (NB: Only personnel that has all the qualifications under **(B2.4)** will be scored in this category.) Bidders to submit a CV clearly indicating years of experience for points allocation.	1. Seven (7) or higher years of Cyber Security specialist experience, including experience in Operational Technology		5
			2. Six (6) or more years of Cyber Security Specialist experience, including experience in Operational Technology		4
			3. Five (5) years of Cyber Security Specialist experience, including experience in Operational Technology		3
			4. Four (4) years of Cyber Security Specialist experience, including experience in Operational Technology		2

No.	CRITERIA	SUB - CRITERIA	SCALE
		5. Three (3) years of Cyber Security Specialist experience, including experience in Operational Technology	1
		6. Less than three (3) years of Cyber Security Specialist experience, including experience in Operational Technology.	0
B2.5	**Specialist – Data Analytics:** Must possess qualifications requirements on (B2.5) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **(To earn full score, both qualifications listed under (B2.5) must be met)**	**B2.5 Specialist for Data Analytics qualifications** 1. NQF 6 qualification or higher in Information Technology or Computer Auditing or Internal Auditing or Accounting with specialisations in Information Systems Audits or Computer Science, and 2. Certified Data Analyst (ACDA) or ACL Scripting Certified or Certified Arbutus Analytics Professional (CAAP)	5
		1. NQF 6 qualification or higher in Information Technology or Computer Auditing or Internal Auditing or Accounting with specialisations in Information Systems Audits or Computer Science, or 2. No Certified Data Analyst (ACDA) or ACL Scripting Certified or Certified Arbutus Analytics Professional (CAAP) .	0
	Specialist – Data Analytics: Years of experience. (NB: Only personnel that has all the qualifications under **(B2.5)** will be scored in this category.) Bidders to submit a CV clearly indicating years of experience for points allocation.	1. Seven (7) or more years' experience of Specialist – Data Analytics.	5
		2. Six (6) years' experience of Specialist – Data Analytics.	4
		3. Five (5) years' experience of Specialist – Data Analytics.	3
		4. Four (4) years' experience of Specialist – Data Analytics	2

		5.	Three (3) years' experience of Specialist – Data Analytics.	1
		6.	Less than years of Specialist – Data Analytics experience.	0
B2.6		**B2.6 IT Auditor**		5
No.	**CRITERIA**	**SUB - CRITERIA**		**SCALE**
	IT Auditor: Must possess qualifications requirements on (B2.6) *Certified copy of the qualifications and membership certificate, certified within three (3) months from the date of RFP publication.* **(To earn full score, both qualifications listed under (B2.6) must be met)**	1. 2.	NQF 6 qualification in Information Technology or Computer Auditing or Internal Auditing or Accounting with specialisations in Information Systems Audits, and Must be a member of (ISACA), - in good standing with a valid membership certificate.	
		1. 2.	No NQF 6 qualification in Information Technology or Computer Auditing or Internal Auditing or Accounting with specialisations in Information Systems Audits, or Not a member of (ISACA), - in good standing with a valid membership certificate.	0
	IT Auditor: Years of experience (NB: Only personnel that has all the qualifications under **(B2.6)** will be scored in this category.) Bidders to submit a CV clearly indicating years of experience for points allocation.	1.	Five (5) or more years' IT Auditor experience	5
		2.	Four (4) years of IT Auditor experience	4
		3.	Three (3) years of IT Auditor experience	3
		4.	Two (2) years of IT Auditor experience	2
		5.	One (1) year of IT Auditor experience	1
		6.	Zero (0) year of IT Auditor experience	0

I. Please provide a structure showing the resources that are proposed and their respective positions per bid category.

II. Please provide a resume as per the provided PRASA CV Template detailing the required minimum experience and qualifications of the proposed resources in respect of each category the firm is bidding for.

III. Please provide copies of the certification confirming the qualifications and membership certificate from relevant institutions, certified within three (3) months from the date of RFP publication.

NB: All foreign qualifications applicable to NQF requirements must be accompanied by a SAQA accreditation

2.4.4 STAGE 2 – TECHNICAL/ FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined. The minimum threshold for the technical/functionality requirements is 70% as per the standard Evaluation Criteria.

Bidders who score below this minimum requirement shall not be considered for further evaluation

Summary of the technical/functional requirements are presented in the table below for Category A:

ITEM	CRITERIA	WEIGHT
1	Company Experience	10
2	Project Director/Partner	25
3	Senior Manager	15
4	Manager	15
5	Internal Auditor	10
6	Specialist High Value Tenders, SCM, Contract Management	10
7	Specialist Capital Projects Assurance (Engineering Quality Surveying/Constriction Management)	15
	Total	100

Summary of the technical/functional requirements are presented in the table below for Category B:

TEM	CRITERIA	WEIGHT
1	Company Experience	10
2	Project Director/Partner	25
3	Senior Manager	15
4	Manager	15
5	Internal Auditor	15
6	Specialist High Value Tenders, SCM, Contract Management	15
7	Specialist Capital Projects Assurance (Engineering Quality Surveying/Constriction Management)	10
	Total	100

2.4.5. INSTRUCTION FOR RESPONDING TO THE RFP

SUBMISSION OF RFP RESPONSES

Responses to RFP must be submitted to PRASA before 13 August 2026@ 12 :00, at the following address: PRASA Corporate Office.

UMJANTSHI HOUSE

30 WOLMARANS STREET

BRAAMFONTEIN, JOHANNEBURG

- Bidders are required to complete the tender closing register when submitting their bids.
- A Response to RFP shall be late if it is received by PRASA at any time after the closing, date and time indicated in paragraph above.

	•A late submission shall be clearly marked as late and shall not be admitted for, consideration by PRASA. Late submissions shall be returned unopened to the submitting party. • All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response and Specific goals response. Bidders are required to package their response/Bid as follows: Volume 1 (Envelop 1/Package 1) • Part A: Compliance response and B-BBEE response • Part B: Technical or Functional Response (Response to scope of work) Volume 2 (Envelop 2/ Package 2) PART C: FINANCIAL PROPOSAL • Volume 2 Has to be submitted in a separate sealed envelope. Bidders must make their pricing offer in envelop 2/package 2, no pricing and pricing related information should be included in the Volume 1 envelop 1. • Bidders must submit 1 original and an electronic version which must be contained in CDs or Memory Cards clearly marked in the Bidders name. **2.4.6 <u>STAGE 3: PRICING AND SPECIFIC GOALS - (To be submitted in envelope 2)</u>** Bidders should provide their price proposal in envelop 2, which should include Form C (Financial offer) **2.4.7. <u>SPECIFIC GOALS</u>** It is unclear whether the 80/20 or 90/10 preference point system applies, either the 80/20 or 90/10 preference point system will apply and the lowest acceptable tender will be used to determine the applicable preference point system.	

SPECIFIC GOALS	POINTS
1 Black owned 51%	5
2 Entity with B-BBBEE status at level 2	5
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	

2.4.8. COMMUNICATION:

- bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to Patrick Masumbuka by no later than 03 AUGUST 2026.
- In the interest of fairness and transparency PRASA's response to such a query will be made available to all the other Respondents who have attended a compulsory briefing session. For this purpose, PRASA will communicate with Respondents using the contact details provided at the compulsory briefing session.
- After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, to Patrick.Masumbuka@prasa.com on any matter relating to its RFP Proposal

2.4.9. SPECIFICATION

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

2.4.10. QUESTIONS AND ANSWERS

Question:

How many companies will be appointed:

Answer:

Ten (10) companies for each category.

- **Question:**

	Why is the Annexure F uploaded to the e-Tender portal to be signed **Answer:** It was an error. The correct unsigned excel form with two categories i.e A and B will be uploaded on etender portal. • **Question:** Do pages 56 to 61 need to be signed when the tender is submitted, or only if the bidder is appointed? **Answer:** The forms must be signed and submitted as part of the bid document. • **Question:** In case a bidder loses a Form D form and submit a copy will they going to be disqualified? **Answer:** No • **Question:** What is the required number of resources for each role in the lower levels in the technical evaluation section: **Answer:** For the purpose of evaluation, resourcing will comprise one representative per staff level. Upon award, the required number of lower-level staff will be determined at project allocation, based on the scope of each engagement. • **Question:** What are the required submission copies for this tender: **Answer:** Original documents and electronic device. • **Question:** In terms of qualification if a bidder has one resource and doesn't have other membership will a bidder be disqualified: **Answer:** To meet the requirements a bidder should have qualifications and memberships outlined in respective functionality requirements.	

• **Question:**

If a bidder is appointed, is it guaranteed that they will have work within the period of three (3) years:

Answer:

The RFP has mentioned that tender is AS AND WHEN NEEDED FOR A PERIOD OF THREE (3 YEARS)

• **Question:**

What is the time that bidders should drop off the documents:

Answer:

During office hours before closing date, on closing date before 12:00.

• **Question:**

Are bidders required to sign with black pen only or they can sign electronical:

Answer:

Bidders are required to sign with a black pen.

2.6. CLOSURE

- Bidders were encouraged to send email when seeking clarification and they must also use the correct forms. All questions and answers will be shared with those who attended the briefing session.
- Bidders were also encouraged not to be late on the day of closing. Arrangements can be made by submitting prior closing date. E.g. to submit Friday if the closing date is on Monday.
- Bidders were also encouraged to complete submission register when submitting the final bid, and to provide details if they will be utilising courier companies.

3	Name		Date	Date 20 July 2026
Compiled by:	Patric Masumbuka			
Approved by:				
Name Lucille Nkosi				Date 20 July 2026