




File Ref	<b>REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, MANUFACTURE, DELIVERY, OFF-LOAD, INSTALLATION, TEST AND COMMISSIONING, TRAINING AND MAINTENANCE OF THREE (3) ROLLING STOCK MOBILE WHEEL LATHE MACHINE FOR PRASA NEW TRAINS</b>				
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1.	<p><b>OPENING AND WELCOME</b></p> <p>Ms. M Makomene opened the meeting and welcomed all present.</p>	MM
2.	<p><b>ATTENDANCE PRESENT</b></p> <p>Ms. Mathapelo Makomene (MM)</p> <p>Mr. Bafana Nhlapo (BN)</p> <p>Mr. Mgcineni Mokoena (MM)</p> <p>Ms. Dorothy Makgae (DM)</p> <p>Potential Bidders (see attached Attendance Register)</p> <p><b>2.1. ATTENDANCE REGISTER</b></p> <p>Attendance Register was completed by all present.</p>	ALL

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	<b>2.2. AGENDA</b> <ol style="list-style-type: none"> <li>1. Opening, Welcome and Introductions</li> <li>2. Signing of Attendance Register</li> <li>3. Supply Chain Management Presentation</li> <li>4. Technical Presentation</li> <li>5. Questions and Answers</li> <li>6. Matters Arising</li> <li>7. Closure</li> </ol>	
3.	<b>Supply Chain Management Presentation</b> <b>Contact Details</b> Bidders were requested to use the following contact details for any communication related to this tender: <b>Ms. Mathapelo Makomene</b> <b>Email address:</b> <a href="mailto:mathapelo.makomene@prasa.com">mathapelo.makomene@prasa.com</a> Bidders were also requested to populate queries in annexure 2 – RFP Clarification Form. <b>Evaluation and Methodology Summary</b> <ul style="list-style-type: none"> <li>• The evaluation summary was explained.</li> </ul>	AS

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EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 70%
Stage 3	Price and Specific Goals
Price	80/90
Specific Goals	20/10
<b>TOTAL</b>	<b>100</b>

- Bidders were informed that RFP document and Annexures are available on the National Treasury e-tender portal for downloading.
- It was emphasized that the attendance register should be completed clearly to enable PRASA to communicate with bidders.

### Evaluation Requirements

- Mandatory Requirements and Technical Mandatory Requirements must be packed in Envelop 1
- Only Bidders who comply with Stage 1A will be evaluated further
- If you do not submit/meet the mandatory documents/requirements, your bid will be automatically disqualified.

### Mandatory Requirements Stage 1

The following points were emphasized:

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	<ul style="list-style-type: none"> <li>• Bidders must fully complete and submit the Briefing Session Form D that is signed by a PRASA official and must reflect on the Compulsory Briefing Session Attendance Register.</li> <li>• In case of a Joint Venture, bidders must submit a signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable).</li> <li>• Bidders must submit copies of the Professional registration and Qualification certificates for all Key Personnel listed in Section 5 must be submitted with the Bid. The copies do not have to be certified. If the required copies of Professional registration and Qualification certificates are not included with the Bid, your Bid will be immediately disqualified.</li> </ul> <p>The recognition of foreign Qualifications 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 qualifications evaluated. If the Qualification has been awarded in other language/s, Bidders should provide translation in English.</p> <ol style="list-style-type: none"> <li>1. Project Manager with Engineering Degree or Project Management Qualification (minimum NQF 7 level);</li> <li>2. Mechanical Engineer with BSc/BEng/BTech Degree Qualification in Mechanical Engineering (minimum NQF 7 level) and Engineering Council of South Africa (Pr Eng/Pr Tech with ECSA) or Professional Registration in the Country where the Engineer is practising;</li> <li>3. Electrical Engineer with BSc/BEng/BTech Degree Qualification in Electrical Engineering (minimum NQF 7 level) and Engineering Council of South Africa (Pr Eng/Pr Tech with ECSA) or Professional Registration</li> </ol>	
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	<p>in the Country where the Engineer is practising;</p> <p>4. Quality Manager / Engineer with Quality Management Degree Qualification or Engineering (BSc/BEng/BTech Degree) Qualification (minimum NQF 7 level).</p> <ul style="list-style-type: none"> <li>Bidders must download and print all Annexures attached on e-tender portal</li> </ul> <p><b>Other Mandatory Requirements</b></p> <ul style="list-style-type: none"> <li>Bidders were informed that if they do not submit/meet the following other mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, the bid proposal will be disqualified</li> </ul> <table border="1" data-bbox="293 1192 1243 1667"> <thead> <tr> <th>No.</th><th>Description of requirement</th><th></th></tr> </thead> <tbody> <tr> <td>a)</td><td>Completion of ALL RFP documentation including all declarations</td><td></td></tr> <tr> <td>b)</td><td>Compliance to the User Requirement Specification (URS) attached as Annexure A. The Bidders must initialize all pages (confirming acknowledgement and compliance to the URS), complete and sign Annexure A and submit their Supplier's / Original Equipment Manufacturers (OEM's) Product Data Sheet.</td><td></td></tr> <tr> <td>c)</td><td>Letter of Good Standing: COID</td><td></td></tr> <tr> <td>d)</td><td>Supply valid SARS Pin</td><td></td></tr> <tr> <td>e)</td><td>CSD supplier registration number (In case of a JV bidders are requested to submit CSD registration of the JV)</td><td></td></tr> </tbody> </table> <p><b>Stage 2 – Technical / Functionality Requirements</b></p>	No.	Description of requirement		a)	Completion of ALL RFP documentation including all declarations		b)	Compliance to the User Requirement Specification (URS) attached as Annexure A. The Bidders must initialize all pages (confirming acknowledgement and compliance to the URS), complete and sign Annexure A and submit their Supplier's / Original Equipment Manufacturers (OEM's) Product Data Sheet.		c)	Letter of Good Standing: COID		d)	Supply valid SARS Pin		e)	CSD supplier registration number (In case of a JV bidders are requested to submit CSD registration of the JV)		
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ITEM	CRITERIA	WEIGHT
1	Track Record of Bidder on similar type of projects previously completed successfully.	40
2	Experience of Key Personnel (based on Submitted CVs).	20
3	Detailed Technical Approach and Methodology clearly identifying all required activities to deliver the requested scope of work.	10
4	Detailed Programme/Project Schedule clearly identifying all required activities to deliver the requested scope of work.	10
5	Detailed Quality Management Plan/System clearly stating all the Quality management processes and procedures that the Service provider will follow in delivering the scope of work to PRASA.	10
6	Financial Capability Evaluation based on the submitted previous Annual Financial Statement.	10
	<b>TOTAL</b>	<b>100</b>
<ul style="list-style-type: none"> <li>• Response to Stage 2 must be submitted on Volume 1.</li> <li>• Bidders who score a minimum of 70% will further be evaluated on the last stage of evaluation, price and specific goals.</li> <li>• The criteria were displayed, and bidders were encouraged to score themselves before submitting to ensure that they meet the 70% minimum threshold</li> </ul> <p><b>Stage 3 – Pricing and Specific Goals</b></p> <ul style="list-style-type: none"> <li>• Bidders were requested to submit their price proposal in envelope 2, which should include Form C (Financial Offer) and also provide proof of Specific Goals.</li> <li>• Points for price are 80/90 and points for specific goals are 20/10.</li> </ul>		


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	<ul style="list-style-type: none"> <li>Bidders were advised that 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.</li> </ul> <p><b>Instructions for Completing the RFP</b></p> <ul style="list-style-type: none"> <li>Bidders are required to package their response/Bid as follows: <ul style="list-style-type: none"> <li>Volume 1 (Envelop 1/Package 1) <ul style="list-style-type: none"> <li>Part A: Mandatory Requirements Response</li> <li>Part B: Technical or Functional Response</li> </ul> </li> </ul> </li> <li>The envelopes must be marked outside, the Bid Number, Description and Name of the tendering company.</li> <li>The Submission/ Closing Register must be completed when submitting the Bid documents.</li> <li>If bidders are using courier companies, courier companies should be informed to complete the Submission/ Closing Register on behalf of the bidder and complete the name of the bidder, contact details of the bidder not of the courier company.</li> </ul> <p><b>Milestones Dates</b></p> <p>Bidders were informed to note the important dates below:</p> <ul style="list-style-type: none"> <li>Bid Issue Date: 03 March 2025</li> <li>Compulsory Briefing Session for Bidders: 07 March 2025</li> <li>Closing date for questions: 12 March 2025</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Closing date for responses: 14 January 2025</li> <li>• Closing date for submission: 25 March 2025 @ 12H00pm</li> <li>• Bid Evaluation: April 2025</li> <li>• Bid Adjudication: May 2025</li> <li>• Award and contracting: May 2025</li> <li>• Project Implementation to Completion and Hand-Over inclusive of 12 months Maintenance: June 2026 to June 2027</li> </ul>	
5.	<p>Technical Presentation</p> <p>BN made a presentation that covered the following aspects:</p> <ul style="list-style-type: none"> <li>• PRASA's Rolling Stock Fleet Renewal Programme has delivered over 140 EMU trainsets to date. This new Rolling Stock fleet requires new or refurbished maintenance depots and modern servicing facilities.</li> <li>• The long-term solution is to modernise and upgrade PRASA's Rolling Stock maintenance depots through a Depot Modernisation Programme (DMP). The mobile wheel lathe with synchronised vehicle lifting jacks is part of the medium-term intervention solution to address the much-needed safety maintenance intervention for the EMU's wheels</li> </ul> <p>The scope of work for this project shall entail the following activities:</p> <ul style="list-style-type: none"> <li>• Design</li> <li>• Manufacture</li> <li>• Deliver and Off-Load the Mobile wheel lathe machine at the depot and place it into the workshop where the re-profiling will be conducted</li> </ul>	BN




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6.	<ul style="list-style-type: none"> <li>• Assemble, Test and Commissioning the machine</li> <li>• 12 Months Maintenance program</li> <li>• Training of Maintenance Personnel</li> <li>• Hand-over to PRASA</li> </ul> <p>Targeted Areas by this Project will be Braamfontein, Durban Yard and Paarden Eiland Rolling Stock Maintenance Depots</p> <p>The payment plan was explained to the bidders and the percentage payout attached to each phase of the project.</p> <p><b>QUESTIONS AND ANSWERS</b></p> <p>Questions and enquires can be forwarded to <a href="mailto:mathapelo.makomene@prasa.com">mathapelo.makomene@prasa.com</a> using the Q&amp; A Tracker Annexure: RFP Clarification that is on e-tender portal.</p> <ul style="list-style-type: none"> <li>• Bidders were encouraged to send their questions via email instead of calling.</li> </ul> <p>Consolidated Questions and Answers will be sent to bidders via email by 14 March 2025.</p> <p><b>MATTERS ARISING</b></p> <p>None</p>	BN
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7.	<b>CLOSURE</b> <ul style="list-style-type: none"> <li>In closing MM and BN thanked everyone for attending the meeting.</li> </ul>	<b>MM</b>
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<b>Date:</b>	14/03/2024
<b>Signed on Behalf of SCM</b>	
<b>Signed on Behalf of End-User Department</b>	