

THE APPOINTMENT OF CONSULTING COMPANY TO IMPLEMENT CONDITIONS AS STATED IN WATER USE LICENCE WUL 03/A23A/356	 prasa PASSENGER RAIL AGENCY OF SOUTH AFRICA
RFQ NUMBER: 10340986	



ANNEXURE 2

REQUEST FOR QUOTATIONS (RFQ) SPECIFICATION

PROJECT NAME: GAUTENG NORTH REGION: THE APPOINTMENT OF CONSULTING COMPANY TO IMPLEMENT CONDITIONS AS STATED IN WATER USE LICENCE WUL 03/A23A/356

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1. Introduction

- 1.1. This document serves to present PRASA's requirements for the appointment of an consulting company that shall implement conditions as stated in the water use licence WUL 03/A23A/356.
- 1.2. The purpose of this RFQ is to solicit bids from bidders who can execute the scope for works as stipulated in the following document. Bidders are requested to express their interest in bidding for the works as described below.

2. Background

- 2.1. The Greenview capacity enhancement project entails the doubling of the railway line from Eerste Fabrieke to Greenview Station, the construction of a new Station at Greenview, the upgrading of Mamelodi Gardens and Pienaarspoort Station as well as the elimination of the level crossing at Pienaarspoort Station plus the construction of infrastructure changes required at Pienaarspoort Station. For this reason, the work has been divided into different work packages. However, for the purposes of this RFQ, focus will be made to Greenview Station and Doubling of the railway line from Eerste Fabrieke to Greenview Station.
- 2.2. Greenview Station is in Phomolong extension 6, Mamelodi, which is a residential area located in the eastern part of the City of Tshwane, north of the existing Pretoria-Pienaarspoort railway corridor. Rapid urbanisation in the Tshwane Metropolitan area has resulted in the fast development of the Mamelodi residential township towards the east and north-east of Mahube Valley. This residential development includes both formal and informal settlements.
- 2.3. Construction of Greenview Station commenced in October 2012 and the practical completion was reached in June 2015. However due to matters beyond PRASA's control

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the snag list was not completed. To date there is still no electricity and water connected to the station and therefore the station has not been completed and is not operational.

- 2.4. Doubling of the railway line between Eerste Fabrieke and Greenview Station commenced in March 2011 and was completed in November 2015.

3. Problem Statement

- 3.1. Prior to the Doubling of the railway line between Eerste Fabrieke Station and Greenview Station, the Department of Water and Sanitation issued PRASA with Water Use Licence (WUL): 03/A23A/356.

- 3.2. The water use licence was issued for the following water uses as defined in Section 21 of the National Water Act, Act 36 of 1998 (NWA):

- ✓ Section 21(c)- Impeding or diverting the flow of water in a watercourse.
- ✓ Section 21 (i)- Altering the bed, banks, course, or characteristics of a watercourse.

- 3.3. According to the letter received from Department of Water and Sanitation, Annexure 1, the water uses were exercised for the following activity:

Doubling of the railway line between Eerste Fabrieke and Greenview Station that took place on Portion 17 of Farm Hartherly JR in Mamelodi. The water use had an impact on the Pienaars River.

- 3.4. When the water use licence was issued to PRASA it came with several conditions namely:

- ✓ **Condition 11:** The licence shall conduct an annual internal audit on compliance with the conditions of the licence. A report on the audit shall be submitted to the Regional Head with one (1) month of finalisation of the audit.

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- ✓ **Condition 12:** The licence must appoint an independent external auditor to conduct an annual compliance with the conditions of this licence. The first audit must be conducted within there (3) months of the date of this licence is issued and a report on the audit shall be submitted to the Provincial Head withing one (1) month of finalising the report.

4. Scope of Works

- 4.1. Conduct a detailed audit on compliance with the conditions of the licence.
- 4.2. Prepare a report based on the findings of the detailed audit on compliance and submit to PRASA for comments and approval.
- 4.3. Once PRASA comments are incorporated into the report, submit final report to the Department of Water and Sanitation (DWS) Regional Head with all the supporting documentation by end of March 2023.
- 4.4. Attend to all the comments received from the DWS.
- 4.5. Once DWS has approved the report, prepare an appraisal report, and submit to PRASA.
- 4.6. Conduct annual audits on compliance with the conditions of the WUL license for the next three (3) years and submit to the Regional Head for comments.
 - 4.6.1. The winning bidder must carry out two audits per year so that any tasks that need to be attended to can be done prior to the final report being submitted to the DWS for that year. The audits must be 6months apart.
- 4.7. Carry out water quality tests and include the results as annexures in the audit report(s) submitted to the DWS.
- 4.8. Compile the report to surrender the existing (WUL): 03/A23A/356 and obtain approval thereof from the DWS.
- 4.9. Prepare the close out report for submission to PRASA and DWS.

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5. Technical Expertise Requirements

5.1. The appointed Consulting Company will be required to provide qualified and experienced professional staff with the following key professional expertise:

- Environmental Consulting Officer (ECO)

Details of the minimum qualifications for the professional staff listed above are outlined below.

5.1.1. Environmental Consulting Officer (ECO)

The desired minimum qualifications for the ECO are as follows:

- BSc. or B-Tech. Degree in Environmental Studies;
- Professional Body registration with South African Council for Natural Scientific Professions SACNASP;
- More than 3 years Post Graduate experience.

6. Additional Responsibilities of the ECO

6.1. The appointed ECO shall also fulfil the following additional responsibilities:

- To provide own transportation to and from site; and
- To provide own security on site when the audits are taking place.

7. Contract Duration

7.1 Due to the urgency of the project, the final audit report needs to be submitted to the Department of Water & Sanitation according to the timelines detailed on the program below. However for the next 3 years, 2 annual audits will need to be conducted as per the conditions of WUL 03/A23A/356 and reports will have to be submitted to the Department of Water and Sanitation.

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7.2. The duration for the contract is **three (3) years**.

Activity	Timelines
Conduct a detailed audit on compliance with the conditions of the license.	To be completed within a week after service provider appointment is done
Carry out water quality tests and include the results in the audit report(s)	
Prepare a report based on the findings of the detailed audit on compliance and submit to PRASA for comments and approval	Report to be submitted to PRASA four (4) weeks after the appointment of ECO service provider
Submit final report with all the supporting documentation to the Department of Water and Sanitation Regional Head	Report to be submitted to Department of Water and Sanitation one (1) week after PRASA comments on the report
Attend to all the comments received from the Department of Water and Sanitation	Within two (2) weeks of receiving the comments
Once Department of Water and Sanitation has approved the report, prepare a close-out report and submit to PRASA	Within a week of receiving the approval of the report by Department of Water and Sanitation
Conduct 2 annual audits on compliance with the conditions of the licence for the next three (3) years and submit to the Regional Head for comments	Two (2) audits must be conducted twice a year, six (6) months apart preferably in March and October
Compile the report to surrender the existing (WUL): 03/A23A/356 and obtain approval thereof from the DWS.	

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Prepare the close out report for submission to PRASA and DWS	
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Program:

8. Evaluation Criteria for Responses

- 8.1. Interested bidders for this project shall be evaluated in terms of their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in figure 9.1 for the selection of the preferred bidder that shall render professional services for the project.

Evaluation Process	
Stage 1	
Compliance	Administrative Responsiveness
	Substantive responsiveness (mandatory)
Stage 2	
Technical/Functional Criteria	Testing of capacity – meet minimum threshold of 80%
Stage 3	
Price and Specific Goals	
Price	80
Specific Goals	20
TOTAL	100

Figure 9.1: Evaluation criteria for the selection of a potential bidder

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9.1.1 Stage 1 - Administrative and Substantive Responsiveness

Only Respondents who satisfy the following Pre-Qualification Criteria will be considered for next stage of the evaluation:

No.	Description of requirement	
a)	Submission of a signed Briefing session Form D and signed briefing session attendance register	
b)	Professional Body Registration, CV's and Qualifications of key staff (refer to section 5 of the specification for more information)	
c)	Organisational Experience	

Figure 9.2: Returnable documents for pre-qualification

If you do not submit the following mandatory documents your Proposal/Quote will be disqualified automatically:

No.	Description of requirement	
a)	Price Schedule / Pricing form	
b)	Completion of ALL RFQ declarations, SBD forms and Commissioner of Oaths form	

Figure 9.3: Mandatory requirements

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The following documents are non-mandatory and where not submitted, PRASA may request the documents and must be made available at the time of request:

No.	Description of requirement	
a)	Company Registration Documents	
b)	Copies of Directors' ID documents;	
c)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin	
d)	CSD report / CSD reference number	
e)	Letter of Good Standing: Compensation for Occupational Injuries & Diseases Act (COIDA)	

Figure 9.4: Other returnable documents

9.1.2. Stage 2 - Technical / Functionality Requirements

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 80%. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3.

Summary of the technical/functional requirements is presented in the figure 9.5.

Item	Criteria	Weight
1	Organisational Experience	30
2	Qualifications of Key Staff	35
3	Experience of Key Personnel (based on Submitted CV's)	35

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Item	Criteria	Weight
	TOTAL	100

Figure 9.5: Technical Evaluation Criteria

Details of the scoring methodology presented above are outlined in figure 9.6:

Criteria	Weight	Scores
Organisational Experience <i>(NB: Provide information for successfully completed similar project/s in the following sequence; Copy of an appointment letter/s, Description of the project, Client Name, Client Contact (i.e. email and office number), Project start date, Project end date, extension of time where applicable, Contract Value inclusive of VAT and CPA.</i> <i>Furthermore, attach completion certificate signed by the client or letter from the client confirming successful completion of the project.)</i>	30	Score will be based on the successfully managed projects from obtaining the Water Use Licence to implementation of the conditions provided in it over the last ten years: 0: No information provided 1: Unrelated list of project/s provided; 2: One project completed; 3: Two projects completed; 4: Three projects completed; 5: Four or more projects completed.
Qualifications and Professional registration of ECO <i>(NB: provide copies of original qualifications and certificates of professional bodies. The copies must be certified by commissioner of oath. The date on the stamp shall be three months or less old before the closing date of the tender. If the qualification has been awarded in other language than English please provide translation in English. Resources will be evaluated individually.</i>	35	Score will be based on the technical qualifications of the Environmental Consulting Officer (ECO) 0: No information provided 1. Unrelated technical qualification provided; 2. Technical qualification of the ECO is provided but there is no professional registration 3. Technical qualification of the ECO is provided and ECO has professional body registration with SACNASP as a candidate

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Criteria	Weight	Scores
		4. Technical qualification of the ECO is provided and ECO has certificated professional body registration with SACNASP 5. Technical qualification of the ECO is provided and ECO has professional body registration with SACNASP as a professional
Experience of ECO (based on Submitted CVs	35	Score will be allocated based on the experience of ECO 0: No experience is provided 1: 2 years and below; 2: 3 to 4 years; 3: 5 to 6 years; 4: 7 to 10 years; 5: More than 10 years.

Figure 9.6: Detailed scoring methodology

9.1.3 Stage 3 - Pricing and Specific Goals

The Bid Evaluation Committee shall use the following formula to score potential bidders on pricing.

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

Where:

P_s = Points scored for the price of tender under consideration.

P_t = Rand value of the tender under consideration; and

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$P_{\min}$ = Rand value of the lowest acceptable tender.

The minimum qualifying criteria for pricing are 80 points as per the standard Evaluation Criteria presented in *Error! Reference source not found.* above.

The maximum points for this RFQ are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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POINTS AWARDED FOR SPECIFIC GOALS

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:

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 or 90/10 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.

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
B-BBEE Level 2	4		BBBEE Certificate issued by an approved agency certified by SANAS
Black Women owned	4		Certified copies of ID Documents of the Owners
Owned by black persons with disabilities	4		Certified copies of ID Documents of the Owners and Doctor's note confirming the disability
Black Youth owned	4		Certified copy of ID Documents of the Owners
Owned by people in the rural areas	4		Municipal/ESKOM bill or letter from Induna/chief confirming residential address not older than 3 months
TOTAL	20		

Figure 8.7: Specific goals for the tender and points claimed are indicated per the table above.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. Pricing

- 9.1. The pricing schedule is attached as Annexure 1.
- 9.2. The consulting company shall add any other additional services or resources that will be required in the pricing schedule.
- 9.3. The price provided by the consulting company in the pricing schedule shall be fixed and will not be subject to adjustment.

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- 9.4. The disbursement will be capped as per bidder's pricing which must cater for six (6) visits per site audit and six (6) visits to Department of Water and Sanitation
- 9.5. Costs for comebacks from authorities and additional meetings required regarding deliverables will only catered for in their pricing