

BRIEFING SESSION METRORAIL GAUTENG

13 AUGUST 2025

CHAIRPERSON: Mr. Cry Monene

TEL: (011) 013 0110

Email: cry.monene@prasa.com

DATE: 13/08/2025

TIME: 11:00 AM (Wednesday)

VENUE: 6TH FLOOR BOARDROOM (SHOSHOLOZA JUNCTION)

REQUEST FOR QUOTATION (RFQ) FOR THE REHABILITATION OF SERVICE ROADS IN THE GAUTENG REGION ON “AS AND WHEN REQUIRED” FOR A PERIOD OF 12 MONTHS.
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RFQ Number: 10362920

Below are the briefing minutes and discussions held on 13 August 2025

1. OPENING AND WELCOME

The chairperson, Mr Cry Monene welcomed everyone at 11H00am and introduce the colleagues from PRASA.

Attendance:

Mpho Dube (SCM Department)
Elvinah Vukeya (SCM Department)
Khuthadzo Tshikhudo (SCM Department)
Joan Mothibi (End user)
Madimetja Lebelo (End user)

2. PURPOSE OF THE RFQ

The chairperson clarified what is the purpose of the RFQ as follows.

1. To set out the rules of participation in the bid process referred to in this RFQ.
2. To disseminate information on the project contemplated in this RFQ.
3. To give guidance to bidders on the preparation of their RFQ bids.
4. To gather information from bidders that is verifiable and can be evaluated for the purposes of appointing a successful bidder.
5. To enable PRASA to select a successful bidder that is:
 - a. a technically qualified and meet the empowerment criteria described in this RFQ.
 - b. b) Carry all the obligations of the Contract.

3. BID TIMELINES

Bid issue date	05 August 2025
Briefing Session	13 August 2025 @11H00am
Closing date	20 August 2025@10:00am

4. COMMUNICATION CHANNELS/ QUERIES AND ENQUIERS

Queries and enquires should be sent cry.monene@prasa.com

5. NOTICE TO BIDDERS

Bidders are encouraged to visit the e-tender and Prasa Website (advertised tenders) regularly as updates will be uploaded regularly.

Questions and Answers will be uploaded on E- tender and Prasa Website

6. HOW TO ACCESS THE TENDER DOCUMENT

This RFQ may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge and from the Prasa website at www.prasa.com.

7. DELIVERY INSTRUCTION

The Bid envelopes must be Hand delivered to PRASA BUILDING @ SHOSHOLOZA MEYL JUNCTION and must be addressed as follows:

**PASSENGER RAIL AGENCY OF SOUTH AFRICA
SHOSHOLOZA JUNCTION,
Ground FLOOR
CNR LEYDS AND SIMMONDS
BRAAMFONTEIN
JOHANNESBURG
2001**

Note: Bidders must ensure that they complete a submission register and are issued a receipt to confirm their submission.

8. INSTRUCTIONS FOR COMPLETING THE RFQ

All responses to the RFQ must be submitted in sealed envelopes and boxes.

9. Evaluation Criteria

STAGE 1: COMPLIANCE REQUIREMENTS	STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS	STAGE 3: PRICING AND SPECIFIC GOALS
Stage1A Mandatory Requirements Stage 1B Basic Compliance	Organizational Experience	Price = 80 Specific Goals = 20
Standard Bidding Documents must be completed and signed	Bids evaluated in terms of Functionality (Minimum threshold 80%)	Bids evaluated in terms of 80/20 or preference system

Technical / Functionality Requirements

Scoring of Functionality:

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

Technical Evaluation Criteria

Evaluation Area	Weight	Technical/Functional Criteria and Scoring
Organizational Experience <i>(N.B. Provide for each successfully completed project/s in the following sequence; Copy of an appointment letter/s (on a company letterhead), 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.</i>	40	Score will be based on successfully completed similar projects in roads rehabilitation of which details are provided. 0: No submission/Non-compliance = 0 points 1 : 0 to 1 similar project = 8 points 2 : 2 similar projects = 16 points 3 : 3 similar projects = 24 points 4 : 4 similar projects = 32 points 5 : 5 and more similar projects = 40 points

Furthermore, attach completion certificates signed by client indicating the value and type of work performed or letter with on a company letter head indicating that they are new on the field.		
Experience of key personnel (based on CVs submitted) - Project Engineer (B-Tech or BSC Degree in Civil Engineering) - Engineering Technician (National Diploma or B-Tech Civil Engineering) (N.B. 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 either than English, please provide translation in English) Evaluation will be done on all two (2) personnel and maximum points shall be obtained on all two (2). N.B. Each must have a minimum of 3 years	40	Score will be allocated as follows: 0: No submission/Non-compliance = 0 points 1: Listed key staff members have minimum 1 but less than 2 years' related experience = 8 points 2: Listed key staff members have 2 but less than 3 years' related experience = 16 points 3: Listed key staff members have 3 but less than 4 years' related experience = 24 points 4: Listed key staff members have 4 but less than 5 years' related experience = 32 points 5: Listed key staff members have 5 years' related experience and above = 40 points
Project Program (Work plan) (N.B. Provide project schedule in MS projects that meets the client's timeline requirements and the schedule to cover the following key Milestones: - Site Establishment - Actual construction activities. - Practical completion - Final works completion - Maximum project duration of twelve (12) Months	20	Score will be allocated for MS Project Schedule provided 0: No information provided 1: Inadequate/ unrelated project schedule provided = 4 points 2: Project schedule provided but no detailed activities indicated = 8 points 3: Project schedule provided with activities indicated on the program aligned with the preferred duration of the project = 12 points 4: Project schedule provided with activities indicated on the program aligned with preferred duration of the project, showing the sequence of activities (i.e., Baseline and critical path) = 16 points 5: Project schedule provided with activities indicated on the program aligned with the preferred duration of the project, showing the sequence of activities (i.e., Baseline and critical path), clear understanding of the scope of work and site challenges addressed = 20 points

Total	100	

10. PRICING AND BOQ

Bidder/s are required to submit a responsive bid by completing all the prices for items on the BOQ. Bid prices must be inclusive of all costs such as travel costs, transport costs, labour, Security, and another related cost.

All bid prices must be inclusive of VAT OF 15%. (All applicable taxes)

Failure to submit a signed pricing schedule will invalidate the bid and result in a bid being disqualified

11. SARS

11.1. VAT

It is mandatory for a business to register for VAT for the estimated value if the projects exceed R 1 000 000 (one million).

11.2. TAX COMPLIANCE

All bidders must be tax compliant at the time of award. In the case of JV/Partnership, all parties must be compliant at the time of award. If one party is not compliant the bid will be disqualified.

12. STANDARD BIDDING DOCUMENTS AND FORMS (SBD)

All Standard Bidding Documents and forms must be completed and submitted with the bid document. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a prohibition meaning that it cannot be justified under any grounds.

13. Clarity/Questions and Answer

Clarity/Questions	Answer:
Drainage and water storm is regarded as similar works?	No

Bidders to clearly write their email address and contact details for communication purpose.

14. GENERAL

No matters were raised under general.

15. CLOSURE

The Chairperson adjourned the meeting at 12H30: Monene Cry

COMPILE BY
Cry Monene