

File Ref	REQUEST FOR PROPOSAL (RFP) APPOINTMENT OF SERVICE PROVIDER (S) TO OVERHAUL GEARBOXES, DIFFERENTIALS, INCLUSIVE OF DIFF, CENTRE PORTIONS AS WELL AS FRONT AXLES INCLUDING FLEX PLATE AND PROPELLOR SHAFTS FOR THE CITY-TO-CITY FLEET OF BUSES IN GAUTENG AND WESTERN CAPE.				
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1.	OPENING AND WELCOME Ms. Asanda Sidali opened the meeting and welcomed all present.	AS
2.	ATTENDANCE PRESENT Ms. Asanda Sidali (AS) Mr. Petrus Visser (PV) Potential Bidders (see attached online Attendance Register)	ALL

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	2.1. AGENDA 1. Opening, Welcome and Introductions 2. Who are we? 3. Supply Chain Management Presentation 4. Technical Presentation 5. Questions and Answers 6. Matters Arising 7. Closure							
3.	Who are we? The following points were explained to the potential bidders: • Mission and Vision of PRASA • PRASA structure and reporting • Primary and second Objectives of Prasa • The Strategic intent • Pillars for strategic execution • Execution of the rebuilding program	AS						
4.	Supply Chain Management Presentation Evaluation and Scoring Methodology • The evaluation process was explained. <table><tr><th>LEVEL</th><th>DESCRIPTION</th></tr><tr><td>Verify completeness</td><td>The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids may be disqualified.</td></tr><tr><td>Verify compliance</td><td>The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.</td></tr></table>	LEVEL	DESCRIPTION	Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids may be disqualified.	Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.	AS
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Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is 60%, any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.																								
Specific Goals	Evaluate Specific Goals – This session will serve as a guide as to what will be required when the Service Providers are quoting.																								
Price Evaluation	At this Stage there is no Price Evaluation, bidders are only guided as to what Preference Point System will be used when quotes are required.																								
Scoring	Scoring of Bids using the Evaluation Criteria.																								
Site Visit	Site Visit Evaluation will be conducted by PRASA Officials																								
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders																								
Approval	Approval and notification of the final Bidder.																								
Bidders were informed that RFP document and Annexures are available on the National Treasury e-tender portal for downloading.																									
EVALUATION CRITERIA: The evaluation criteria that will be used was displayed and explained.																									
<table border="1"> <thead> <tr> <th>EVALUATION CRITERIA</th><th>WEIGHTING</th></tr> </thead> <tbody> <tr> <td colspan="2">Stage 1 – Compliance</td></tr> <tr> <td>Stage 1A</td><td>Mandatory Requirements</td></tr> <tr> <td>Stage 1B</td><td>Other Mandatory Requirements</td></tr> <tr> <td colspan="2">Stage 2</td></tr> <tr> <td>Technical/Functional Requirements</td><td>Threshold of 60%</td></tr> <tr> <td colspan="2">Stage 3</td></tr> <tr> <td>Price</td><td>80</td></tr> <tr> <td>Specific Goals</td><td>20</td></tr> <tr> <td>TOTAL</td><td>100</td></tr> <tr> <td>Stage 4</td><td>Threshold is 100%. The bidder must meet all requirements</td></tr> <tr> <td>Site visit will be conducted by PRASA Officials</td><td></td></tr> </tbody> </table>		EVALUATION CRITERIA	WEIGHTING	Stage 1 – Compliance		Stage 1A	Mandatory Requirements	Stage 1B	Other Mandatory Requirements	Stage 2		Technical/Functional Requirements	Threshold of 60%	Stage 3		Price	80	Specific Goals	20	TOTAL	100	Stage 4	Threshold is 100%. The bidder must meet all requirements	Site visit will be conducted by PRASA Officials	
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Annexure C Evaluation Checklist will be used		
Evaluation Requirements - Mandatory Requirements, Other Mandatory Requirements must be packed in Envelop 1 - Only Bidders who comply with Stage 1 will be evaluated further - If you do not submit/meet the mandatory documents/requirements, your bid will be automatically disqualified. Mandatory Requirements Stage 1 A The following points were emphasized: - In case of a Joint Venture, Consortium Agreement or Partnering Agreement signed by all parties (If applicable). The agreement should indicate the leading bidder where applicable and a copy of the Joint Venture, Consortium Agreement or Partnering Agreement, (if applicable) must be submitted. Refer to Annexure G. - The supplier must subscribe to the RMI (Retail Motor Industry Organization) – valid proof of registration to be submitted. In case of JV, CA and Partnering Agreements all partners must submit proof of registration with RMI. The registration must be valid at the time of bid closure. Other Mandatory Requirements 1B - Completion of ALL RFP documentation (includes ALL declarations). - Bidder must provide municipality rates and taxes statement as proof of location of the workshop, to be located within 100km from Depot. Cape Town: PRASA City-City, 2 Mail Street, WP Park Epping Cape Town Pretoria: 23 Kgosi Mampuru Street, Tshwane Mail Center, Pretoria		

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	Johannesburg: Cnr Fuel & Harmony Street, Coronationville Johannesburg) If the bidder is submitting for both Gauteng and Cape Town two municipal rates must submitted PRASA will use Google maps to determine that the distance between the LDPT Bus Operations Depot and the Service Provider's workshop is not more than 100km - The bidder accepts the Standard Specifications for: - Transmission Overhaul – Schedule 1 - Differential Overhaul – Schedule 2 - Differential Centre Portion Overhaul – Schedule 3 - Front Axle Overhaul – Schedule 4 - Bidder to submit signed Schedule 1 to 4 - Supply of valid SARS Pin - CSD supplier registration number Bidders were informed that item listed on basic mandatory are essential and are needed to assist the evaluation process. Bidders were encouraged to submit the information but if they fail to submit, they will not be disqualified. On request by PRASA the information should be made available and submitted within 5 days.	
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CSD & TAX

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	The envelopes must be marked outside, the Bid Number, Description and Name of the tendering company. - The Submission/ Closing Register must be completed when submitting the Bid documents. - 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. Milestones Dates Bidders were informed to note the important dates below: - Bid Issue Date: 14 September 2026 - Non- Compulsory Briefing Session for Bidders: 28 September 2026 - Closing date for questions: 02 October 2026 - Closing date for responses: 07 October 2026 - Closing date for submission: 14 October 2026 @ 12H00pm	
5.	Technical Presentation PV made a presentation that covered the following aspects: LDPT Bus Operations require service providers for the overhaul of gearboxes, differentials including diff centre portions as well as front axles The prospective successful bidder(s) will be expected to overhaul gearboxes, differentials including diff centre portions as well as front axles, supply flex-plates and recondition propellor shafts, as and when required in Gauteng and/or Western Cape.	PV

					
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6.	- The successful bidder(s) must be able to provide a high-quality finished product in line with OEM specifications for Mercedes Benz 0500 and MAN HB4. - Adhere to all delivery dates and schedules as per prior arranged time frames and purchase orders. - Product warranty and workmanship to be provided. - All lubricants used must be OEM approved (14E grade). 1 Year unlimited kilometer warranty on all work done (parts as well as workmanship). - Offer after sales diagnostic and repair support, for units overhauled, of LDPT Bus Operations depot(s), during the warranty period, which was tendered for (Gauteng - Harmony and Pretoria and/or Cape Town Depot) is mandatory. - Be able to remove and refit gearbox, differential, centre portion as well as front axle and commission the bus. - All replaced parts and workmanship must be in accordance with the OEM specification and/or industry norms. - During the process of overhauling the gearbox the flex plates must be replaced, for differential as well as center portion, the service provider must overhaul the prop-shaft, such supplies and work must be included in the overhaul cost for each unit.	PV
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7.	QUESTIONS AND ANSWERS - Question: Are the Gearboxes manual or automatic - Answer: All of them are automatic - Questions and enquires can be forwarded to asanda.sidali@prasa.com using the Q& A Tracker Annexure: RFP Clarification that is on e-tender portal. - Bidders were encouraged to send their questions via email instead of calling. Consolidated Questions and Answers will be sent to bidders via email by 07 October 2026. MATTERS ARISING None	
8.	CLOSURE In closing AS and PV thanked everyone for attending the meeting.	AS

Date:	28 September 2026
Signed on Behalf of SCM	
Signed on Behalf of End-User Department	 Piet Visser