



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

www.prasa.com

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BRIEFING SESSION OF METRORAIL GAUTENG

23 February 2024

CHAIRPERSON: Anthony Mabunda

TEL: (011) 013 0110

Electronic mail: Anthony.Mabunda@prasa.com

DATE: 23 February 2024

TIME: 10:00 AM (Thursday)

VENUE: 7th floor Boardroom

**SUPPLY AND DELIVERY OF UNIFORM FOR CUSTOMER SERVICES.
SUPPLY AND DELIVERY OF BELTS & SHOES FOR CUSTOMER
SERVICES.**

RFQ NUMBER: 10347707

RFQ NUMBER: 10347708

Below are the briefing minutes and discussions held on 23 February 2024

OPENING AND WELCOME

1.1 OPENING AND WELCOME

The chairperson, Mr. Mabunda welcomed everyone at 10H00 and introduced the colleagues from PRASA.

Attendance
Dineo Motsitsi

Directors

(Chairperson) N. Nokwe-Macamo, Adv. S. Sethene,
L. Joel, G. Maluleke, M. Mukhuba, TN. Mpye,
Dr. R. Kgoroodira, Prof. J. Havenga,
H. Ralinala, BJ. Nobunga

Group CEO

H. Emeran

Company Secretary

L. Mthayise

Shadigolo Mokgatle

Benjamin Mangwani

Pieter Steyn

1. BID TIMELINES

- **Bid issue date** **21 February 2024**
- **Briefing Session** **23 February 2024 @ 10H00**
- **Closing date** **01 March 2024@10H00**
- **Communication Channels/ Queries and Inquiries**

Queries and enquires should be sent to:

Anthony.Mabunda@prasa.com and Metrorailgptenders2@prasa.com

Notice to Bidders

- The advert is on e-tender (RFQ documents to be downloaded on e-tenders)
- This RFQ may be downloaded directly from the National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge and from the Prasa website at www.prasa.com.
- Bidders are encouraged to visit the NT website and Prasa Website (advertised tenders) regularly as updates will be uploaded regularly.
- Questions and Answers will be uploaded on E- tender and Prasa Website

2. 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,

6TH Ground FLOOR



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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.

3. MANDATORY REQUIREMENTS DISCUSSION

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1A – Mandatory Requirements

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

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations)	
b)	Document Completion and acknowledgment of all items on the BOQ.	
c)	Signed and completed compliance to specification Sheet	
d)	Joint Venture, Consortium Agreement, or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable. (If applicable)	

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4. Stage 2- Technical / Functionality Requirements

CRITERIA	WEIGHT	SCORES
<p>Organizational Experience</p> <p>(N.B. Provide for each successfully completed project/s in the following sequence: Copy of an appointment letter/s (on company letterhead), description of the project/ Purchase order, Client name, Client. Contact (i.e., email and office number), Project start date, project end date, extension of time where applicable, and contract value inclusive of VAT.</p> <p>Furthermore, attach a completion certificate signed by the client or a letter from the client confirming the successful completion of the project.)</p>	100	<p>The score will be based on successfully executed and completed similar projects in the Supply, and Delivery of stick-on aluminum assets tags in the Gauteng Region.</p> <p>1: Zero (0) Similar Projects/non-submission/incomplete submission= 0</p> <p>2: 1 Similar project = 20 points</p> <p>3: 2 Similar projects = 40 points</p> <p>4: 3 Similar projects= 60 points</p> <p>5: 4 Similar projects = 80 points</p> <p>6: 5 and above Similar projects=100 points</p> <p>N.B. A minimum of 60% is to be attained on this criterion for a bidder to be evaluated further on the next criteria.</p>

NOTE: The average minimum points of 60% are to be attained in the evaluation criteria stated above for a bidder to be evaluated in the next stage.

5. SCOPE OF WORKS

The end-user presents the scope of work on uniforms, belts, and shoes.

- The end user has covered the whole technical/ functionality in the scope of work.
- The Bidders must adhere that they are not allowed to send a copy of a copy for specific goals.
- All the samples of uniforms have been displayed.
- The End user has explained to the bidders that the belt sample was not available, however, they can follow the specifications given in the specifications document.



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6. QUESTION AND ANSWERS

- **QS-clarity** on the completion letter as some of the letters don't have a stamp=
Answer we must adhere to what the company wants based on the technical / functionality requirements.
- **QS- specific goal** regarding black people living in rural areas is the affidavit allowed if the owner is living with the parent's house for proof of address **Answer** the affidavit is not allowed.

The Chairperson adjourned the meeting at 12H05

COMPILE BY

2024/02/28


ANTHONY MABUNDA

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