

**BID DESCRIPTION:** SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN




**BID NUMBER:** DBN/CAP(BAC)029

**BID NUMBER: *DBN/CAP(BAC)029***

**REQUEST FOR PROPOSAL (RFP) FOR THE  
SUPPLY, INSTALLATION AND COMMISSIONING OF  
WINKLESPRUIT 3KV TRACTION AND 6.6KV  
DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA  
RAIL KZN**

|                                       |  |
|---------------------------------------|--|
| <b>CLOSING DATE</b>                   | 23 June 2023   |
| <b>CLOSING TIME</b>                   | 12:00  |
| <b>BRIEFING SESSION</b>               | COMPULSORY   |
|                                       | DATE:31 May 2023   |
|                                       | TIME:10H00   |
| <b>BID DOCUMENTS DELIVERY ADDRESS</b> | PASSENGER RAIL AGENCY OF SOUTH AFRICA<br>65 MASABALALA YENGWA AVENUE<br>GREYVILLE<br>DURBAN STATION<br>ROOF LEVEL ENTRANCE |
| <b>BIDDER NAME</b>                    | .....  |

|  |  |
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| <b>BID DESCRIPTION:</b> SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN |  <b>prasa</b><br><small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small> |
| <b>BID NUMBER:</b> DBN/CAP(BAC)029   |  |

**Disclaimer**

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.


Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the “Confidential Information Provided”). The Confidential Information provided may be made available to Bidder’s subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

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These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).


All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

PRASA is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that PRASA reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which PRASA may require which have not been submitted to PRASA.
- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Make no award at all;

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- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to PRASA to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.


All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Respondent on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.


PRASA reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

PRASA will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

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## LIST OF BID DOCUMENTS

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## 1 LIST OF ANNEXURES TO THE RFP

Draft Contract

Annexure 2

RFP CLARIFICATION FORM

Annexure 3


**BID DESCRIPTION:** SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN



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## 2 ACRONYMS


|       |  |
|-------|--|
| BBBEE | Broad Based-Black Economic Empowerment   |
| CIDB  | Construction Industries Development Board  |
| DTiC  | The Department of Trade and Industry and Competition                                   |
| PPPFA | Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time) |
| PFMA  | Public Finance Management Act No.1 of 1999 (as amended from time to time)              |
| PRASA | Passenger Rail Agency of South Africa  |
| RFP   | Request for Proposal   |
| SANAS | South African National Accreditation System  |

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### 3 INTERPRETATION

In this RFP, unless inconsistent with or otherwise indicated by the context –


- 4.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 4.2 any reference to one gender shall include the other gender;
- 4.3 words in the singular shall include the plural and vice versa;
- 4.4 any reference to natural persons shall include legal persons and vice versa;
- 4.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 4.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 4.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- 4.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 4.9 this RFP shall be governed by and applied in accordance with South African law.

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#### 4 DEFINITIONS

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 5.1 “Accounting Authority” means the Board of PRASA;
- 5.2 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP.
- 5.3 “Bid” means the Bid to the RFP submitted by Bidders;
- 5.4 “Bidders Briefing Session” means the compulsory briefing session to be held at the offices of PRASA, in order to brief the Bidders about this tender;
- 5.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 5.6 “Black Equity” means the voting equity held by Black People from time to time;
- 5.7 “Black People” has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended .
- 5.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 5.9 “Briefing Note” means any correspondence to Bidders issued by the PRASA;
- 5.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 5.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 5.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 5.13 “Contractor” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.
- 5.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **23 June @12H00**
- 5.15 “Project” means this project for the SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN
- 5.16 “RFP” means the Request for Proposals issued by PRASA for this tender; and
- 5.17 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications.

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## SECTION 1


### NOTICE TO BIDDERS

#### 1 INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity, Bidder**].

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| <b>BID ADVERT</b>                                | This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge. With effect from 19 May 2023  |
| <b>ISSUE DATE</b>                                | <b>19 May 2023</b>   |
| <b>COLLECTION DATE DEADLINE (not applicable)</b> |  |
| <b>BRIEFING SESSION</b>                          | <b>COMPULSORY</b><br><b>31 May 2023</b>  |
| <b>CLOSING DATE</b>                              | <b>23 May 2023@12H00</b><br>Bidders must ensure that bids are delivered timeously to the correct address.<br><br>As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.                         |
| <b>VALIDITY PERIOD</b>                           | <b>90 Working Days from Closing Date</b><br>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. |
| <b>CLOSING DATE FOR QUESTIONS</b>                | <b>19 June 2023@16H00</b>  |
| <b>CLOSING DATE FOR RESPONSES</b>                | <b>21 June 2023@16H00</b>  |
| <b>CONTACT PERSON</b>                            | <b>Rani Padayachee-rani.padayachee@prasa.com</b>   |

Any additional information or clarification will be emailed to all Respondents, if necessary.

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## 2 FORMAL BRIEFING

A compulsory/non-compulsory pre-proposal RFP briefing will be conducted at PRASA RAIL KZN, 65 Masabalala Yengwa Avenue, Greyville, Durban Station on the 31 May 2023 @10H00. [Respondents to provide own transportation and accommodation]. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

2.1 *A Certificate of Attendance in the form set out in Form D must be completed and submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFP briefing. Bidders must also appear on the Compulsory Briefing session Register.*

2.2 Respondents failing to attend the compulsory RFP briefing may be disqualified.

## 3 BRIEFING SESSION MINUTES AND NOTES

3.1 PRASA will issue briefing session minutes or notes together with the response to the clarification questions

3.2 Clarifications will be issued to all Respondents to this RFP utilizing the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.


3.3 Bidders / Respondents are requested to promptly confirm receipt of any clarifications sent to them.

3.4 Bidders / Respondents must ensure responses to the clarifications are received on or before the deadline date stated.

## 4 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses should be submitted to PRASA in a sealed envelope addressed as follows:

|                        |  |
|------------------------|--|
| The Secretariat        |  |
| RFP No:                | <u>DBN/CAP(BAC)029</u>   |
| Description of Bid     | SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN |
| Closing date and time: | <u>23 June 2023 @12H00</u>   |
| Closing address        | PRASA RAIL KZN, 65 Masabalala Yengwa Avenue, Greyville, Durban Station, Roof Level Entrance  |

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## 5 DELIVERY INSTRUCTION FOR RFP

### Delivery of Bid

The Bid envelopes should be deposited in the PRASA tender box which is located at the main entrance of the PRASA HOUSE and should be addressed as follows:


THE SECRETARIAT  
PRASA RAIL KZN  
65 MASABALALA YENGWA AVENUE  
GREYVILLE  
DURBAN STATION

### 5.1 B-BBEE Joint Ventures or Consortiums

Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, should state their intention to do so in their RFP submission. Such Respondents should also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners should submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process. This written confirmation should clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to PRASA.

## 6 COMMUNICATION

- 6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to [rani.padayachee@prasa.com](mailto:rani.padayachee@prasa.com) before or on 19 June 2023 @16H00, substantially in the form set out in Annexure 3 hereto.
- 6.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to the other Respondents who have attended a compulsory and a non-compulsory briefing session. For this purpose PRASA will communicate with Respondents using the contact details provided at the compulsory and a non-compulsory briefing session.
- 6.3 After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, at telephone number 031 8130138, email [rani.padayachee@prasa.com](mailto:rani.padayachee@prasa.com) on any matter relating to its RFP Proposal.

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6.4 Respondents are to note that changes to its submission will not be considered after the closing date.

6.5 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

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6.6 Bidders are advised utilize this email address (**SCM.Complaints@prasa.co.za**) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

7.6.1 Bid/Tender Description

7.6.2 Bid/Tender Reference Number

7.6.3 Closing date of Bid/Tender

7.6.4 Supplier Name;

7.6.5 Supplier Contact details

7.6.6 The detailed compliant

## 7 CONFIDENTIALITY

7.1 PRASA shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services , which is either directly or indirectly related to PRASA's business, written approval to divulge such information should be obtained from PRASA.

7.2 Respondents must clearly indicate whether any information submitted or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

**BID DESCRIPTION:** SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN



**BID NUMBER: DBN/CAP(BAC)029**

## 8 INSTRUCTIONS FOR COMPLETING THE RFP

8.1 All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response and BBBEE response.

8.2 Bidders are required to package their response/Bid as follows:

### **Volume 1 (Envelop 1/Package 1)**

- **Part A:** Mandatory Requirements Response

**Part B:** Technical or Functional Response (response to scope of work)

### **Volume 2 (Envelop 2/ Package 2)**

- **Part C:** Financial Proposal and Specific Goals

**Volume 2** should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package 2.

8.3 Bidders must submit 1 original response and may submit copies and an electronic version which must be contained in a Memory Card/External hard drive etc clearly marked in the Bidders name. PRASA reserves the right to consider information provided in all formats irrespective the format i.e original/copy/electronic.

8.4 Bidders should ensure that their response to the RFP is in accordance with the structure of this document.

8.5 Where Bidders are required to sign forms they are required to do so using preferably black ink pen.

8.6 Any documents forming part of the original responses to RFP but which are not original in nature, should be certified as a true copy by a Commissioner of Oaths.

8.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP should be neatly and functionally bound, preferably according to their different sections.

8.8 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must


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form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.

- 8.9 The responses to RFP formulation should be clear and concise and follow a clear methodology which responses to RFP should explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 8.10 Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- 8.11 Information submitted as part of a responses to RFP should as far as possible, be orderly according to the order of the required information requested by PRASA. All pages should be consecutively numbered.
- 8.12 Responses to RFP should ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 8.13 Response to RFP documents are to be submitted to the address specified in [this RFP](#), and Bidders should ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.
- 8.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 8.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

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8.16 Bidders are required to review the Contract. Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. **It must be noted that the marked up Contract will form part of contract negotiations processes with the preferred bidder.**

## 9 RFP TIMETABLE


PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum.

| RFP PROCESS  | MILESTONE DATES    |
|--|--------------------|
| Bid issue date   | 19 May 2023        |
| Briefing Session for Bidders   | 31 May 2023@10H00  |
| Closing date for Questions   | 19 June 2023@16H00 |
| Closing date for Responses   | 21 June 2023@16H00 |
| Closing Date for Submission of final Bid   | 23 June 2023@12H00 |
| Evaluation of Proposals (Bidders note that PRASA may call for Presentation of bidders offers at any stage of the evaluation process) | TBA                |
| Appointment of the successful Bidder   | TBA                |
| Contract Negotiations  | TBA                |
| Signing of Contract  | TBA                |
| Contract Commencement  | TBA                |

PRASA may at its sole discretion amend any of the milestone dates indicated in the table above. Bidders will be informed of any amendments to the timeline through the issue of briefing notes.

## 10 LEGAL COMPLIANCE

Bidders should ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids may, at the sole discretion of PRASA, be disqualified . PRASA reserves the right to call a Bidder to provide additional documents which may have not been submitted.

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The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

## 11 NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury’s Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>. Respondents are required to provide the following to PRASA in order to enable it to verify information on the CSD:

**Supplier Number:** \_\_\_\_\_ **Unique registration reference number:** \_\_\_\_\_.

## 12 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to PRASA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 12 and the National Treasury shall verify the Respondent’s tax compliance status through the Central Supplier Database (CSD).

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

**For this purpose, the attached SBD 1 must be completed and submitted as an essential returnable document by the closing date and time of the bid.**

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#### New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

**Tax Compliance Status (TCS) Pin:**\_\_\_\_\_.

### 13 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

## SECTION 2

### BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS

#### 1 INTRODUCTION AND BACKGROUND


Passenger Rail Agency of South Africa (“PRASA”) has identified the need to appoint a service provider for SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN

##### OVERVIEW

The region has been experiencing enormous ongoing theft and vandalism of the electrical equipment. This has made the Electrical department unable to supply power for the movement of trains to Winklespruit

PRASA seeks to benefit from this partnership in the following ways: SUPPLY, INSTALLATION AND COMMISSIONING OF WINKLESPRUIT 3KV TRACTION AND 6.6KV DISTRIBUTION SUBSTATION EQUIPMENT FOR PRASA RAIL KZN

- 1.1 PRASA must receive reduced cost of acquisition and improved service benefits resulting from the Service Provider’s economies of scale and streamlined service processes.
- 1.2 PRASA must achieve appropriate availability that meets user needs while reducing costs for both PRASA and the chosen Service Provider(s).
- 1.3 PRASA must receive proactive improvements from the Service Provider with respect to provision of Services and related processes.
- 1.4 PRASA’s overall competitive advantage must be strengthened by the chosen Service Provider’s leading edge technology and service delivery systems.
- 1.5 PRASA end users must be able to rely on the chosen Service Provider’s personnel for service enquiries, recommendations and substitutions.
- 1.6 PRASA must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

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## 2 KEY OBJECTIVES OF THE RFP

This RFP has been prepared for the following purposes:

- 2.1 TO SET OUT THE RULES OF PARTICIPATION IN THE BID PROCESS REFERRED TO IN THIS RFP.
- 2.2 TO DISSEMINATE INFORMATION ON THE PROJECT CONTEMPLATED IN THIS RFP.
- 2.3 TO GIVE GUIDANCE TO BIDDERS ON THE PREPARATION OF THEIR RFP BIDS.
- 2.4 TO GATHER INFORMATION FROM BIDDERS THAT IS VERIFIABLE AND CAN BE EVALUATED FOR THE PURPOSES OF APPOINTING A SUCCESSFUL BIDDER.
- 2.5 TO ENABLE PRASA TO SELECT A SUCCESSFUL BIDDER THAT IS:
  - a) technically qualified and meet the empowerment criteria described in this RFP;
  - b) Carry all the obligations of the Contract.

## 3 SCOPE OF WORK

### 4 SCOPE OF THE DESIRED SOLUTION

The following are the expectations from the sites. The contractor shall:

- 4.1.1 Dismantle the existing equipment and deliver to Durban Electrical Depot.
- 4.1.2 Refurbish the substation building this includes painting of the walls and repairing/rebuilding the roof. Electrical lighting and distribution (including wall plugs) shall be refurbished, and a compliance certificate (COC) issued.
- 4.1.3 Supply, install, test and commission the indoor and outdoor equipment (main transformers, High speed circuit breakers, Rectifiers, panels, etc.). All electrical connections and wiring shall be configured to operate with the existing equipment.
- 4.1.4 Supply and installation of safe doors, windows shall be protected by steel mesh.


### 4.2 DETAILS ON THE PREFERRED SOLUTION

The preferred solution is to appoint a contractor to carry out all the works in the scope of works and ensure full functioning of equipment installed in substations.

### 4.3 TARGETED AREA BY THIS PROJECT

The focus areas are:

- Winklespruit 3kV Substation
- Winklespruit 6.6kV Substation

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#### 4.4 EXTENT AND COVERAGE OF THE PROPOSED PROJECT

The project will cover Winklespruit substation in KZN Region.

#### 4.5 OTHER RELATED PROJECTS

Other related projects are Supply and installation of OHTE and SUBSTATIONS Equipment on Durban- Umlazi and Durban – KwaMashu corridor.

### 5. SPECIFICATION OF THE WORK, PRODUCTS AND SERVICES REQUIRED

#### 5.1. Health, Safety and Environment

5.1.1. All work in this contract shall comply with the Occupational Safety Act, 1993 (Act No: 85 of 1993, National Environmental management 107 of 1997 Act and construction regulation 2014). These items shall all be included in the tendered rates. A copy of the act as well as an approved safety file shall be kept on site for the duration of the project.

5.1.2. The contractor shall be responsible for the safety of personnel on site; a detailed safety plan shall therefore be submitted with the tender offer for evaluation. The following shall also form part of the safety plan:

5.1.2.1. Transportation of equipment and personnel.

5.1.2.2. Transportation, storage, and handling of hazardous equipment


5.1.2.3. The site access certificate shall only be issued (to the successful bidder) after the evaluation and approval of the safety file.

5.1.2.4. The safety file will be approved only after all the requirements on the checklist are.

5.1.2.5. The Contractor shall comply with all applicable legislation and PRASA's safety requirements adopted from time to time and instructed by the Project Manager / Technical Officer. Such compliance shall be entirely at the contractor's cost and shall be deemed to have been allowed for in the rates and prices in the contract.

5.1.2.6. The Contractor shall report all incidents in writing to the Project Manager / Technical Officer. Any incident resulting in the death of or injury to any person on the works shall be reported within 15 minutes of its occurrence and any other incident shall be reported within 12 hours of its occurrence.

5.1.2.7. The Contractor shall make necessary arrangements for sanitation, water and electricity at these relevant sites during the installation of the equipment.

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## 5.2. Quality Assurance

5.2.1. Contractors shall submit descriptive literature consisting of detailed technical specifications, constructional details, and principal dimensions, together with clear illustrations of the equipment offered.

5.2.2. Contractors shall submit equipment type test certificates for equipment to be supplied in this contract. These shall be in English.

5.2.3. The Project Manager shall be notified timeously for inspection of equipment before it is delivered to site.

5.2.4. Testing and Commissioning schedules shall be provided for all equipment provided under this contract.

5.2.5. The quality control plan shall be submitted and approved by PRASA's project manager.

## 5.3. Care of the Works

5.3.1. From the date on which the site is handed over to the contractor to the date of the issue of a certificate of completion, the Contractor shall take full responsibility for the care of the employer's assets on site, materials on site intended for incorporation into the works.

## 5.4. Overall Staffing and Key Professional staff

The engineering contractor shall provide qualified and experienced professional staff for the following positions.

5.4.1. Project/Construction Manager

5.4.2. Electrical Installation Supervisor

5.4.3. Civil Construction Supervisor

5.4.4. Electrician

5.4.5. Occupational Health and Safety Officer

5.4.6. Optical transport network technician

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## 5.5. Desired Qualification of Key Professional Staff

5.5.1. A bidder shall have a minimum staff complement as listed below with the appropriate qualification. The staff will be evaluated in table 6 below.

### a. Project Manager

- BSc or B-Tech Electrical Engineering Degree – Heavy Current
- Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer or Technologist

### b. Construction Manager

- National Diploma in Electrical Engineering (Heavy Current);
- Registered with SACPCMP as a Professional Construction Manager.

### c. Civil Construction Supervisor

- National Diploma in Civil Engineering. Or
- National Level Certificate(N3) in Civil Engineering with a trade test certificate

### d. Electrical Installation Supervisor

- National Diploma in Electrical Engineering
- Or
- National Certificate level(N3) in Electrical Engineering with a trade test certificate

### e. Electrical Technician/Electrician

- National Diploma in Electrical Engineering
- Or
- National Certificate level(N3) in Electrical Engineering with a trade test certificate

### f. Construction Health and Safety Officer

- National Diploma in Safety, Health, Environment, Risk and Quality (SHERQ);
- Certificate in Safety, Health, Environment, Risk and Quality (SHERQ);

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### **g.Optical transport network technician**

OTN Systems Certified on installations and commissioning of OTN systems

#### **5.6. To be provided by the contractor.**

Site books (each in triplicate) to record:


- 5.6.1. All incidents as well as the progress of work during the occupation.
- 5.6.2. All instructions pertaining to the technical details of the work being performed at that time.
- 5.6.3. Upon appointment, the contractor shall supply machinery, equipment, material, labour and consumables, etc. necessary for the undertaking and completion of the works to satisfaction of the client.
- 5.6.4. The client will require conformance documentation for each item of material procured by the contractor for installation used in this contract.
- 5.6.5. Any damage caused to the property of PRASA will be for the contractor's account.
- 5.6.6. The contractor shall verify the position of all services and all other obstacles and existing works on site before commencement of works. Where any underground services are shown on the drawings, the contractor shall have the equipment available on site for as long as is necessary to detect and locate such services and, if so ordered, he or she shall excavate by hand to expose such services in areas and in a manner and at a time agreed upon with the technical officer.
- 5.6.7. Protection of cables- Before any excavations take place near identified service cables, the contractor shall contact the technical officer.
- 5.6.8. The contractor shall advise the technical officer at least 7 days in advance of the actual date on which to excavate near any cable. The contractor shall not use mechanical equipment to excavate within 3m of the estimated position of identified cable and shall, if necessary, expose the cable by means of hand excavation carried out under proper supervision.

#### **5.7. General**

- 5.7.1. Should any claim arise due to damage caused by any action of work by the Contractor to property of PRASA and his employees or any other person/s, the Contractor shall be held liable to settle such claims at his own cost.
- 5.7.2. The contractor shall provide transport, equipment, tools, consumables, supervision, protection, and labour necessary to successfully complete the contract.

#### **Safety**

- 5.7.3. The Contractor shall comply with requirements of safety legislations and regulations in all respects.
- 5.7.4. All drivers shall be in possession of valid driver's licenses and Public Drivers Permits (PDP) where applicable. Crane operators will be required to have a valid Crane Operator's certificate. All vehicles shall be roadworthy.

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5.7.5. The Contractor shall be responsible for all protective clothing and –equipment for his employees. All employees required to climb structures shall be issued with suitable harnesses.

5.7.6. The contractor shall be responsible for security of personnel and material onsite as well as during transit.

5.7.7. An effective safety procedure to be followed by all personnel on any work site in the case of approaching rail traffic shall be compiled by the Contractor and implemented before any work commences. This procedure shall be updated whenever the need arises, and any changes shall be communicated to all employees on a works site before work proceeds.

5.7.8. It is the requirement of this contract that the contractor should provide PRASA with a detailed safety plan prior to being issued with a site access certificate, in accordance with the latest version of the OHS Act and the SPK7 and SHE specification.

5.7.9. All works on site must comply with the following acts:

5.7.9.1. Occupational Safety Act, 1993 (Act No: 85 of 1993)

5.7.9.2. Electrical Safety instruction (BBF 3690, Version 2) .

5.7.9.3. National Environmental Management Act 107 of 1997

5.7.9.4. Construction regulation 2014

## **5.8. Measurements and payments**

5.8.1. Claims for payment will be made for delivered material and completed work only.


5.8.2. Any rejected and incomplete work will not be paid for.

5.8.3. All rates in the schedule of quantities must be made per unit as requested and should be an all-inclusive rate.

5.8.4. The rate quoted by the Contractor (s) and accepted by PRASA must hold well till the completion of the work and shall not be subject to any escalation due to increase in the local market rates for materials & labour. No claim on this account whatsoever shall be entertained at any stage including the extended period.

## **5.9. Bonds**

5.9.1. The Preferred Bidder shall provide PRASA with a performance bond which shall be 10% of the value of the entire Project price offered by the Preferred Bidder and it shall be issued within 30 days of receipt of notice of appointment as Preferred Bidder. The Performance Bond shall be valid for the Contract period. The format of the Performance Bond is attached as Annexure 3.

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## 5.10. Guarantee


- 5.10.1. All work undertaken by the Contractor shall be subject to a guarantee for a period of one year against faulty and/or inferior workmanship and material.
- 5.10.2. The guarantee period shall commence the day the installation is formally handed over to and accepted by the Project Manager.
- 5.10.3. The Contractor shall undertake to repair all faults or defects due to bad workmanship and/or faulty materials during the guarantee period.
- 5.10.4. Any defects that may become apparent during the guarantees period shall be rectified to the satisfaction of and free of cost to the Client.
- 5.10.5. Should the Contractor fail to comply with the requirements stipulated above, Prasa shall be entitled to undertake the necessary repair work or effect replacement of defective apparatus or material, and the Contractor shall reimburse Prasa the total cost of such repair or replacement, including the labour costs incurred in replacing defective material.

## 5.11. Payment certificate

- 5.11.1. On or after the assessment date, the Supervisor and the Contractor will together assess the quantities of the progress on each item in the Bill of Quantities and complete the Progress Assessment Detail form, where after the Progress Assessment Certificate will be issued.
- 5.11.2. The Contractor shall then submit a VAT invoice and attach the above Progress Certificate for payment by PRASA.
- 5.11.3. Contractor to provide PRASA with the necessary details regarding banking details to enable PRASA to make electronic payments.

## 5.12. Pricing the works

- 5.12.1. The contractor is required to provide firm prices/ rates for material and labour for the duration of the contract.
- 5.12.2. The contractor shall make provision for the costs (direct or otherwise) associated with works on, over or adjacent to railway lines. The Contractor is advised to study the requirements of the SPK 7/1 and ensure that all works can be completed in accordance with these requirements.
- 5.12.3. The contract offer shall be based on the rates as indicated in the bill of quantities.

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### 5.13. Penalties

- 5.13.1. If the Contractor fails to complete the Services within the time stipulated in this Contract for completion of Services or a part or portion of Services, the Contractor shall be liable to the Prasa for an amount calculated at 0.3% of the Contract Price per delayed Day per order, which shall be paid for every Day which shall elapse between the time for due completion and completion of the relevant Services. However, the total amount due under this sub-clause shall not exceed the maximum of 10% of the Contract Price.
- 5.13.2. The contractor will be charged a penalty of R10 000.00 for working without valid Site Access Certificate or working without official work occupation.
- 5.13.3. The contractor will be charged a penalty of R 80.00 per minute per train that was delayed.
- 5.13.4. The contractor will be charged a penalty of R 1 500.00 per train that was cancelled.

### 5.14. Commissioning tests and completion

- 5.14.1. Designated PRASA personnel, in conjunction with the Contractor, shall carry out the final commissioning test. The Contractor shall carry out any remedial work, if necessary.

### 5.15. Handing over

- 5.15.1. The handovers shall be for each portion of the work when the Electrical System is tested and commissioned to the satisfaction of the Technical Manager, in accordance with the details as set out in the handing over documentation of PRASA.

### 5.16. Termination of a contract

PRASA Electrical reserves the right to cancel the contract at any time during the contract period in the case of the contractor not performing according to the requirements of the agreement.

### 5.17. Compulsory Site Meeting

All contractors shall attend a site meeting and must provide their own safety clothing (**safety boots and visibility vest**) and transport.


## 6. TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT

### - 6.1 AC Disconnects

- 6.1.1. The contractor shall dismantle and remove existing AC disconnects and steelwork, the contractor shall transport all released material to Durban Electrical Depot.
- 6.1.2. The contractor shall supply and install the support steelwork in accordance with specification BBB5452 and clause 8.0 of specification BBB7842 and all other sundry items required for the proper support thereof.
- 6.1.3. The contractor shall supply and install a set of AC disconnects combined with earth switches for the secondary disconnects in accordance with the specification BBB7842.
- 6.1.4. The contractor's price for the AC disconnects shall include the supply and installation of all steelworks required for the proper mounting of the equipment.
- 6.1.5. The contractor shall supply, and erect concrete foundations and any other works required for the proper completion of the foundations, the foundations shall be allowed sufficient time to cure before mounting the equipment. These shall be as referred to in specification BBB5452.
- 6.1.6. The contractor shall complete and return Annexure 2 of specification BBB7842.
- 6.1.7. The rated voltages of each site shall comply with the Eskom nominal voltages.
- 6.1.8. The contractor shall supply and install bus bars from the AC disconnects to the PCB.
- 6.1.9. The disconnecting switches shall have auxiliary contacts for interlocking with primary circuit breaker as per specification BBB7842 clause 7.11.

### 6.2. Primary Circuit breakers

- 6.2.1. The contractor shall dismantle and remove from site the existing old primary circuit breakers (PCB), foundations and steelwork, the contractor shall transport all released material to Durban Electrical Depot
- 6.2.2. The contractor shall drain oil from the old oil circuit breaker into storage drums (provided by the contractor) and disposed of in accordance with the environmental legislations.
- 6.2.3. The contractor shall supply and erect concrete foundations suitable for mounting the PCB offered, the foundations shall be allowed sufficient time for curing before mounting equipment.
- 6.2.4. The contractor shall supply and install support steel work and all other sundry items required for the proper support of the offered breaker.

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6.2.5. The contractor shall supply and install a 3 phase (SF6) Gas Filled Circuit Breaker complete with operating mechanisms and all material and equipment for proper mounting and connection to the existing infrastructure. The circuit breakers shall be supplied and installed in accordance with the requirements of specifications BBB1267 Version 6.

6.2.6. The contractor shall supply and install (including connection) of the control and power cables, earthing and any other item necessary for the full functionality of the equipment. The operation of the circuit breaker shall be in accordance and interfaced with specification BBB2721 Version 10 attached.

6.2.7. The Circuit Breaker shall be of ratings specified in the data sheet of specification BBB1267.

6.2.8. The contractor shall supply and install aluminium bus bars from the PCB to The CT's.

6.2.9. The rates quoted for the supply and installation of this equipment shall be deemed to have catered for all requirements to supply and install, including design (if any).

### 6.3. Metal Oxide Surge Arrestors

6.3.1. The contractor shall supply and install Metal oxide surge arrestors as per clause 10 of BBB5452 and specification BBB0845.

6.3.2. The contractor shall cater for the supply and erection of new structures and foundations to mount this equipment. The structures shall be connected to the rest of the substation earth as per applicable specifications. The surge arrestors shall be connected between each phase of the high voltage supply and substation main earth electrode/earth mat.

### 6.4. Current Transformers (CT's)

6.4.1. The main CTs shall be free standing and shall be mounted on foundations and steelwork (supplied and installed by the contractor) as per clauses 39 and 40 of BBB5452.

6.4.2. The main current transformers shall be supplied and installed according to specification BBB0937. (A set of three CT's shall be supplied and installed)

6.4.3. The CT's shall be the two-core type providing for metering and protection.


6.4.4. The contractor shall supply and install an Earth Leakage current transformer (this shall be supplied as per clause 17 of specification BBB5452. The drawings referred to in this specification are applicable for connecting the transformer to the earth mat).

## 6.5. Main Transformers

6.5.1. The contractor shall:

- 6.5.1.1. Decommission the existing transformers and transport them to Durban Electrical Depot.
- 6.5.1.2. Drain the oil and dispose of it in line with the environmental legislation regulating such oil (PCB contaminated oil shall be handled as per legislative requirement including the disposal thereof).
- 6.5.1.3. Clean oil contamination in the plinth before placing the new transformers.
- 6.5.1.4. Replace contaminated soil and stone around the plinth. The contractor shall excavate up to a depth of 2m and up to 1m from the edge of the plinth.
- 6.5.1.5. Supply and install transformer bund walls.
- 6.5.1.6. Supply and install new **6 MVA** traction transformers in accordance with specification BBB5019, all electrical and mechanical connections. Droppers shall be made of aluminium and of suitable size (Based on the electrical properties of the transformer supplied).
- 6.5.1.7. Contractor shall ensure that they provide transformer manufacturers with the correct requirements and with the correct information regarding the requirements for each transformer. The contractor shall be responsible for ensuring that the transformer supplied is in accordance with specification **BBB5019 Version 5** attached.
- 6.5.1.8. In some of the sites, main transformers are located inside the building (indoor type). This shall be considered when designing the cooling system of the individual units.
- 6.5.1.9. Connections shall be designed such that there will not be excessive forces exerted on the bushings should there be shock induced.
- 6.5.1.10. The transformers shall be filled with virgin oil as per clause 9.0 of specification BBB5019.
- 6.5.1.11. The transformer designs shall be submitted to the Project Manager for approval prior to manufacture. Hard copies shall be supplied in this regard.
- 6.5.1.12. The contractor shall arrange with the Project Manager for FAT to ensure the correct functioning of the transformer (compliance with the specification). This shall be witnessed by the client's representative.
- 6.5.1.13. Final commissioning tests that shall be conducted on site shall include the following:
  - a. Insulation test
  - b. Ratio test
  - c. The insulation oil test

- d. The Contractor shall make provision for the supply and installation of any small steel parts, bolts, and nuts (stainless steel) as required for the proper and complete connection of the equipment supplied under this contract.
- e. The transformer main tanks and their associated conservator tanks shall be painted grey and white respectively and in accordance with Transnet freight rail specifications CEE.0045.
- f. The transformer tank top cover shall be welded.
- g. The transformer shall have a tertiary winding as per specification BBB5019 clause 7.1.8. The tertiary winding shall be rated no less than 100kVA.
- h. Bushings and suitable studs (as per clause 7.9.3 of BBB5019) shall be provided for the connection of the auxiliary transformer.
- i. The transformer shall be equipped with the following protection features:
- j. Core
- k. Winding Temperature
- l. Oil Temperature
- m. Buchholz
- n. Pressure relief
- o. The Primary terminals shall constitute bushings on top of the transformer suitable for connection to an overhead line. This shall have suitable clamps to be able to accommodate a 95mm<sup>2</sup> Cu flex.
- p. The transformer shall have a neutral bushing.
- q. Two earthing points shall be provided on the transformer tank with M12 studs.
- r. The transformer tap shall have 5 settings with the following configuration.
- s. Taps range: -5%, -2.5%, 0%, +2.5% and +5% of nominal voltage.
- t. The Eskom nominal voltage (22/44kV/88kV) shall be applicable at the 0% setting.
- u. All insulators and electrical components shall be covered when spraying and or painting equipment indicated in the schedule of quantities.
- v. The Contractor shall provide the oil filtering equipment, oil storage container and an adequate three-phase power plant.
- w. The Contractor shall fill the transformer with virgin mineral insulating oil after the placement of the transformer and connection of all accessories (fins, insulators, etc.). This shall be performed under vacuum conditions.
- x. The Contractor shall filter the oil when filling the transformer.
- y. The oil shall comply with the requirements specified in SABS 555 edition 4 of 2002.
- z. The Contractor shall perform oil tests for all the transformers upon energizing as well as 48 hours after the completion of the works. The oil samples shall be taken from the top and bottom of the main tank of the transformer.

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aa. Notwithstanding what is stated in clause 13,2 of specification BBB 5019, the transformer shall be guaranteed for a period of 24 months from date of commissioning.

bb. The transformer and the tank shall be properly earthed in accordance with the Code of Practice for earthing CEE-.0177.86. The earth conductors shall be connected to the substation’s AC earth-mat.

## 6.6. Auxiliary Transformer

6.6.1. The contractor shall supply and install an auxiliary transformer as per specification BBB5452 clause 15. The rating of the auxiliary transformer shall be 100kVA, 2.5kV/400V, 3 phase, 50 H

## 6.7. Tele-control

6.7.1. The contractor shall Supply and install a tele-control system (Transnet Sys500 with PRASA modifications – 2 x RS232 serial input)

6.7.2. The system shall comprise of the following:

6.7.2.1. Meanwell 110V – 24V DC – DC converter installed inside

6.7.2.2. Logic Rack with the following cards:

6.7.2.2.1. 1 X PSU card

6.7.2.2.2. 2 X DO cards

6.7.2.2.3. 3 X DI cards

6.7.2.2.4. 1 X LMCU Digital card

6.7.2.2.5. 3 x Pulse Rail Cards


6.7.2.2.6. 12 x Latch Rail Cards

6.7.2.2.7. 48 x Digital input Rail Cards

6.7.2.2.8. 10 X IO Cables 40cm long

6.7.2.2.9. 3 X RS232 cable

6.7.2.2.10. 3 X Common negative return cable

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6.7.3. The contractor shall ensure that the tele-control is fully functional before commissioning can be done.

## 6.8. AC/DC distribution and PCB control panels

6.8.1. The contractor shall remove existing AC/DC distribution panel and transport all the released material to Prasa facility at Durban Depo.

6.8.2. The contractor shall supply, install, and commission a new AC/DC distribution panel in accordance with specifications BBB5452 and BBB2721.

6.8.3. The contractor shall supply and install new interlocking (complete) in accordance to specification BBB5452 clause 31.

6.8.4. The contractor shall supply a panel that has gland plates situated at least 300mm above ground, no use of spacers will be allowed.

6.8.5. The DC earth leakage relays shall be mounted on the side of the distribution panel inside polycarbonate boxes (not Perspex).

6.8.6. The tripping of the overload relay shall be via a slave relay which shall be provided by the contractor.


6.8.7. Notwithstanding what is stated in specification BBB2721, the contractor shall supply a relay in accordance with the addendum (Addendum to specification BBB2721 paragraph 8.8. **The relay supplied shall be connected to measure and store energy consumption/ events history (up to 90 days) for each unit.**

6.8.7.1. All cabling shall be PVC wire armoured.

6.8.7.2. The contractor shall supply and install all control cables for the full functioning of the panel.

6.8.7.3. The contractor is responsible for the supply and installation of cables between the panels and the Buchholtz relay, CT's, disconnects etc.

6.8.7.4. The contractor shall test and pre commission the new panels in accordance to specification BBB2721.

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## 6.9. Indoor and outdoor earthing

6.9.1. The contractor shall supply and install all indoor earthing as per specification BBB5452 and drawings **CEE-TBD-0007 and BBB3620**. Specification **BBB2721** is applicable for the supply and installation of the DC earth leakage relay.

6.9.2. The contractor shall check and repair outdoor earthing, earth measurements need to be conducted to determine the extent of intervention required. The contractors will quote on the wholesale replacement of the earthing system.

6.9.3. New earth leakage relays (DC and AC) shall be supplied and installed.

6.9.4. New AC earth leakage current transformer shall be supplied and installed in accordance with specification BBB5452 clause 17.0

6.9.5. All metal structures (existing and new) shall be connected to earth as per specification BBB5452 clause 30 and all specifications and drawings referred to.

6.9.6. The contractor shall renew all insulation between all existing structures and foundations, all new structures shall be adequately insulated as per specification BBB5452.

6.9.7. All cabling for protection and earthing shall be supplied and installed by the contractor.

## 6.10. Batteries and Battery chargers

6.10.1. The contractor shall supply and install gel type batteries and the battery charger equipment as per specification BBB5452 clauses 23 and 24 and specification BBB2502.

6.10.2. The capacity of the battery supplied shall be 200AH for Traction Substations and Ties. The charger shall be fully capable of charging the battery bank supplied.

6.10.3. The contractor shall supply and install all cabling required for the full functioning of the batteries and battery charger.


6.10.4. The battery bank supplied shall have a service life of 20-25 years; this shall be backed up with technical documentation.

### 6.11. 3kV DC High speed circuit breaker (HSCB)

- 6.11.1. The contractor shall supply and install 3 kV HSCB's in accordance with specification BBB5452 and CEE.099.
- 6.11.2. The contractor shall supply and install modular cells and breaker trucks in accordance with specification CEE.0027 and specification BBB5452 clause 26.
- 6.11.3. The contractor shall supply, install, and commission the Electronic Control Relay (ECR) and accessories for each HSCB.
- 6.11.4. The breaker shall be Prasa approved; the Contractor shall complete the appendix of specification CEE 0099 for evaluation.
- 6.11.5. The Circuit breakers shall be fully capable of bi-directional tripping. It shall sense and trip on over and fault current in both forward and reverse directions.
- 6.11.6. Each breaker shall have the **indirect tripping** facility installed.
- 6.11.7. The circuit breakers shall employ a closing coil that also serves as a holding coil once the breaker is closed. Current through coil shall be reduced by a current limiting resistor (this resistor shall be supplied with the breaker).
- 6.11.8. Where Secheron or similar HSCB's are offered, an insulated cover plate shall be installed over the yoke of the trip mechanism to prevent dust and debris from the arc chute to settle in the air gap between the yoke and the moving core that could prevent the trip mechanism from opening the breaker under fault conditions.
- 6.11.9. The arc chutes shall be constructed from ceramic material to provide a low maintenance arc chute.
- 6.11.10. The design of the arc chute and its release mechanism shall be such that it can be removed and refitted by one person. For this purpose, an arc chute lifting lever and slide to release the arc chute for removal shall be supplied and installed.
- 6.11.11. Contractors shall indicate clause by clause compliance with the technical specifications listed here.
- 6.11.12. The contractor shall supply and install new 800mm<sup>2</sup> Aluminum feeder cable rated 6.6kV between the HSCB's and the Track Switch structures.

### 6.12. Indoor cabling, bus bars, chequer plates and associated equipment

- 6.12.1. The contractor shall supply and install cabling, bus bars, chequer plates and all other associated works in accordance with specification BBB5452 clause 33.0 and all its sub-clauses.

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6.12.2. Suitable wall bushings shall be supplied as per specification BBB5452 clause 33.

### 6.13. Outdoor cabling, Bus bars and connection

6.13.1. The contractor shall supply and install all outdoor cabling, bus bars, connections and all other associated works in accordance with specification BBB5452 clause 34.0 and all its sub-clauses.

### 6.14. Substation negative return cables

6.14.1. The contractor shall supply and install negative return cables and all other associated works in accordance with specification BBB5452 clause 36.1 and all its sub-clauses.

6.14.2. The contractor shall install rail negative return and all other associated works in accordance with specification BBB5452 clause 36.2 and all its sub-clauses.

6.14.3. The contractor shall supply and install negative feeder monitoring system and all other associated works in accordance with specification BBB5452 clause 36.3 and all its sub-clauses.

### 6.15. 3kV DC positive feeder cables

6.15.1. The contractor shall supply and install 800mm<sup>2</sup> single core aluminium cable between the structures and the HSCB.

6.15.2. The contractor shall supply and install all insulation, accessories and terminations required for the correct mounting and connection of cables to this structure including the requirements for the prevention of corrosion of the structure.

6.15.3. Cleats shall be used to mount the cable to the structures.

6.15.4. The cables shall be aerial feeder


### 6.16. Foundations and Support steel structure

6.16.1. The contractor shall be responsible for the supply and casting of all foundations in the substation in accordance with specification BBB5452 clause 39.0 and all its sub-clauses.

6.16.2. The contractor shall be responsible for the supply and installation of all steel structures in accordance with specification BBB5452 clause 40.0 and all its sub-clauses.

## 6.17. Safe doors

- 6.17.1. The contractor shall supply and install steel safe doors and frames to entrances at the substation.
- 6.17.2. Existing doors shall be dismantled, removed from site and transported to Durban Electrical Depot.
- 6.17.3. Upon demolition of existing doors, new safe doors shall be installed on the same day before the work team leaves the site in order not to leave the site exposed.
- 6.17.4. The safe doors shall be constructed of steel with the outer plate having a thickness of at least 6mm.
- 6.17.5. All doors (single and double) shall allow opening from inside with the main door allowing opening from outside as well.
- 6.17.6. Double doors need to have slits for ventilation purposes (these openings should be from the centre to the bottom end of the doors), these shall be fitted with air filters to prevent dust. The slits shall be cut out from the sliding door panel and not bolted/ riveted.
- 6.17.7. The door frame shall be constructed of angle iron (70 x70 X 6) mm.
- 6.17.8. The door frame shall be secured to the wall by means of at least 6 (six) grip plugs.
- 6.17.9. The slots for the locking pins shall align automatically with the locking pins from the safe door when the door is closed.
- 6.17.10. All key operated locks shall be of the high security type (seven levers).
- 6.17.11. Anti-tamper facilities shall be provided for each lock installed; the design shall be subject to Project Manager's approval.
- 6.17.12. Each door shall have 8 locking bolts (4 fixed and 4 moveable).
- 6.17.13. The locking mechanism shall be freely moveable and protected from dust.
- 6.17.14. Tenderers shall provide literature for equipment to be supplied for evaluation purposes.
- 6.17.15. The contractor shall supply 4 sets of keys for each door; the keys shall be unique on all doors.

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6.17.16. A sample shall be supplied for the main double door.

### **6.18. Weed killing and crusher stones**

6.18.1. The contractor shall apply weed killing and all other associated works in accordance with specification BBB5452 clause 43.0 and all its sub-clauses.

6.18.2. The contractor shall supply and install crusher stones and all other associated works in accordance with specification BBB5452 clause 43.0 and all its sub-clauses.

### **6.19. Substation Building**

6.19.1. The contractor shall supply and install new roof for the substations (IBR galvanised sheets 2mm thick) with ventilation and gutters (industrial aluminium) all associated works. The roof shall be painted in accordance to specification BBB5452.

6.19.2. The contractor shall renovate the substation building (cleaning and painting of walls as , sealing of leaks, replacement of gutters etc.). The flaking paint shall be scraped off before applying the primer and the final coats. In some of the sites some building work (bricks and mortar) may be required.

6.19.3. The contractor shall replace all broken glass with similar on all the buildings.

6.19.4. The contractor shall refurbish and paint the battery room including the plumbing.

6.19.5. The contractor shall refurbish the floors.

6.19.6. The contractor shall supply and install indoor power and lighting including DC lights that are connected to the substation batteries.

6.19.7. The contractor shall supply and install at least three roof mounted louvres (Wheelie Birds).


6.19.8. The contractor shall seal all cable entry points and ducts to prevent vermin.

6.19.9. The contractor shall supply and install substation High Voltage Signs as per specification BBB5452 both in and outside of the building.

### **6.20. Distribution, lighting of substation building and 400V auxiliary supplies**

6.20.1. The contractor shall supply and install all light fittings, plugs, conduits, distribution boards, switches, cables and isolation transformer in accordance with specification BBB5452 clause 45 and all its sub-clauses.

6.20.2. The battery room building shall be fitted with energy saving lighting as well as a plug.

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6.20.3. The contractor shall supply and install security lighting for each side of the main building in line with specification BBB5452.

## 6.21. 50KVA isolation Transformers

6.21.1. The contractor shall supply and install isolation transformer in accordance to specification BBB5453 clauses 45.5.4 and 45.5.5.

## 6.22. Medium Voltage Switchgear

6.22.1. The indoor, medium voltage metal enclosed switchgear shall be in accordance with Specification No. BBB4182.

6.22.2. All panels shall be labelled with the 'designation' as requested by the technical team on each site.

6.22.3. All circuit breakers/ switchgear shall be rated 12kV, 3 phase, 50Hz.

6.22.4. The rated continuous current shall not be less than 800A.

6.22.5. The incomer/ bus bar panel shall be rated 1250A.

6.22.6. The rated short circuit breaking current shall not be less than 20kA.

6.22.7. The short time withstand current rating for the medium voltage equipment supplied shall not be less than 20kA for 3s.

6.22.8. A minimum clearance of 800mm shall be maintained at the rear of the newly installed panel. The front shall have sufficient space for the breakers to be racked out and withdrawn with ease.

## 6.23. Switching Devices

6.23.1. Switching devices shall follow Clause 9.0 of Specification no. BBB4182.

6.23.2. The circuit breaker and its control panel shall be supplied from the same supplier/manufacturer.

6.23.3. The switchgear shall be issued with a corresponding remote pendant (chicken switch).

## 6.24. Medium Voltage Protection

6.24.1. The protection system and relays shall follow Clause 11.0 of Specification No. BBB4182.

6.24.2. The protection required per panel shall be as specified below and comply with the requirements of specification BBB4182:

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### **6.25. HV Transmission Line**

The relay shall provide the following:

- 6.25.1. Overcurrent Protection.
- 6.25.2. Earth Fault Protection.
- 6.25.3. Sensitive Earth Fault Protection.
- 6.25.4. Auto-reclosing.

### **6.26. HV Cable**

The relay shall provide the following:

- 6.26.1. Overcurrent protection
- 6.26.2. Earth fault protection

### **6.27. Transformer ( $\geq 500\text{KVA}$ )**

The relay shall provide the following:

- 6.27.1. Buchholz protection
- 6.27.2. Oil and winding over-temperature protection.
- 6.27.3. Primary overcurrent and Earth fault protection

### **6.28. Transformer ( $\leq 500\text{KVA}$ )**


- 6.28.1. The contractor shall supply and install an on-load isolator.

### **6.29. Busbars (with bus sectionalizer)**

- 6.29.1. Frame leakage (zone) protection.
- 6.29.2. Frame leakage protection, with current transformer ratio of 100/5 (class 10P)
- 6.29.3. Reverse power protection, inter-tripping and phase failure protection or monitoring

### **6.30. Indication Instruments**

- 6.30.1. Indicating instruments shall follow Clause 12.0 of Specification No. BBB4182 Version 3.
- 6.30.2. An Ammeter shall be supplied and installed in the panel. The current in all three phases shall be readable.

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6.30.3. A Voltmeter shall be supplied and installed.

### 6.31. Energy meters

6.31.1. All protection relays supplied under this contract shall be capable of energy metering and shall be wired as such.

### 6.32. Current and Voltage Transformers (CT and VT).

6.32.1. Current and voltage transformers shall follow Clauses 14.0 and 15.0 of Specification No. BBB4182 Version 3.

6.32.2. The current transformer ratios shall be determined by the contractor and approved by the Project manager.

6.32.3. The Contractor shall provide a 10 A rated test winding on protection CT's.

6.32.4. Voltage transformers shall be installed on the cable side.

6.32.5. All current transformers shall be suitable for use in both 6.6 and 11kV circuits.

6.32.6. Dual ratio voltage transformers (6.6/11kV) are required for VT's. VT's shall have a secondary output of 110V.

6.32.7. A VT selection relay shall be provided where more than one VT is installed in a substation.

### 6.33. Cabling and Wiring


6.33.1. All cabling and wiring shall be in accordance with specification BBC0198 Version 1, CEE0023 and SANS 10142-1.

6.33.2. The quotation for the transformer cable shall include the necessary termination on both sides.

6.33.3. No joining of cables will be allowed. The Contractor shall provide cables that are long enough for the application. Joining of cables will only be done in exceptional cases on approval by the contract supervisor.

6.33.4. All cables shall terminate in compression type glands. These glands shall be fitted with neoprene shrouds.

6.33.5. All dissimilar metal connections (Cu to Al) shall be made using bi-metallic clamps that are specifically designed and manufactured to make that connection (ad hoc fabricated clamps are not acceptable).

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6.33.6. All copper connections to steel (galvanized) shall be tinned.

### 6.34. Earthing

6.34.1. Earthing of the substation shall be done in accordance with drawing no. CEE-PA-23. A 95 mm<sup>2</sup> Cu cable shall however be used instead of a 10 mm<sup>2</sup> as indicated on the drawing.

6.34.2. Tenderers are encouraged to propose alternatives; however, the main offer shall be for the provision of copper. A separate offer may be submitted for this.

6.34.3. A new meter box and earth spike shall be installed at the substation.

6.34.4. The earth resistance reading of the earth spike shall be less than 5 ohms. Tenderers shall make provision in their offers for installing trench earthing to achieve the required earth reading, where required.

6.34.5. Tenderers shall provide for trenching and earthing. The cable route will be pointed out by the depot.

### 6.35. LV Control Panel

6.35.1. The contractor shall supply and install low voltage control panel with the components as in accordance with specification no. CEE. 0082.90

6.35.2. The control panel must be painted orange with the practice recommended in SABS 064. 1979 and as specified in Spoornet's specification CEE.0045.90.

### 6.36. Batteries and Chargers

6.36.1. The contractor shall supply and install sealed batteries and battery charger units in accordance with specification CEE 0085.

6.36.2. The supply voltage for all control circuits shall be 110V. (12V each cell)

6.36.3. The capacity of the battery shall be no less than 200AH.

6.36.4. A 10A charger (minimum) shall be supplied under this contract.

6.36.5. The contractor shall be responsible for all connections required for the interfacing of equipment supplied under this contract with the existing.

### 6.37. Indoor and Outdoor distribution Transformer

The contractor shall:


- 6.37.1. Supply and install a new outdoor distribution transformer in accordance to specification BBB 8205. The nominal voltage ranges from 22, 44 and 88kV, with the secondary voltage being 11/6,6kV. Droppers shall be made of aluminium and of suitable size (based on the electrical properties of the transformer supplied).
- 6.37.2. Supply flexible connections that will not exert excessive forces on the bushings should there be shock induced.
- 6.37.3. Conduct preliminary tests to ensure the correct functioning of the transformer and of all protection.
- 6.37.4. Be present to witness the final commissioning tests.
- 6.37.5. Make provision for the replacement of any small steel parts, bolts, and nuts (stainless steel) as required for the proper and complete connection of the equipment supplied under this contract.
- 6.37.6. The transformers main tanks and their associated conservator tanks shall be painted grey and white respectively and in accordance with Transnet freight rail specifications CEE.0045.
- 6.37.7. The transformer tank shall be welded.
- 6.37.8. The gasket shall be Type 72 with the thickness of 10 mm for the top gasket and oil fins, and 6mm for the rest of the attachment brackets.
- 6.37.9. The transformer shall be equipped with the following protection features:
  - 6.37.9.1. Core
  - 6.37.9.2. Winding Temperature
  - 6.37.9.3. Oil Temperature
  - 6.37.9.4. Buchholz
  - 6.37.9.5. Pressure relief

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- 6.37.10. The Primary terminals shall constitute bushings on top of the transformer suitable for connection to an overhead line. This shall have suitable clamps to be able to accommodate a 95mm<sup>2</sup> Cu flex.
- 6.37.11. Two earthing points shall be provided on the transformer tank with M12 studs.
- 6.37.12. The transformer tap shall have 5 settings with the following configuration.
- 6.37.13. Taps range: -5%, -2.5%, 0%, +2.5% and +5% of nominal voltage.
- 6.37.14. The nominal voltage for indoor local transformer(11/6,6kV) shall be applicable at the 0% setting.
- 6.37.15. The nominal voltage for outdoor intake transformer (22, 44 or 88kV) shall be applicable at 0% setting.
- 6.37.16. All insulators and electrical components shall be covered when spraying and or painting equipment indicated in the schedule of quantities.
- 6.37.17. The Contractor shall provide the oil filtering equipment, oil storage container and an adequate three-phase power plant.
- 6.37.18. The Contractor shall fill the transformer with virgin mineral insulating oil after the completion of work. This shall be performed under vacuum conditions.
- 6.37.19. The Contractor shall filter the oil when filling the transformer.
- 6.37.20. The oil shall comply with the requirements specified in SABS 555 edition 4 of 2002.
- 6.37.21. The Contractor shall perform oil tests for all the transformers upon energizing as well as 48 hours after the completion of the works. The oil samples shall be taken from the top and bottom of the main tank of the transformer.
- 6.37.22. The Contractor shall perform oil purification of the transformer oil in accordance with Transnet freight rail specification CEE.0229 of 1995.
- 6.37.23. The purified oil shall comply with the requirements specified in SABS 555 edition 4 of 2002.
- 6.37.24. The Contractor shall provide the following test parameters no later than 48 hours after energizing the transformer:
- 6.37.24.1. Moisture Content
- 6.37.24.2. Acid Content
- 6.37.24.3. Dielectric Strength Test

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6.37.24.4. Dissolved Gas Analysis

6.37.24.5. Sludge Test

6.37.24.6. Chlorine Test

6.37.24.7. PCB Test (performed only if the Chlorine test is positive).

6.37.24.8. Furanic Test.

6.37.25. The Contractor shall provide containers for sampling and labels for the information to be supplied with the sample. The labels shall make provision for the following information:

6.37.25.1. District / Depot

6.37.25.2. Location (of substation)

6.37.25.3. Date of sample

6.37.25.4. Sampled by: (name)

6.37.25.5. Unit Duty (Traction/ Auxiliary Transformers)

6.37.25.6. Unit Make

6.37.25.7. Unit Serial Number

6.37.25.8. Unit Voltage (kV)

6.37.25.9. Unit Capacity (MVA)

6.37.25.10. Sampling Point

6.37.25.11. Temperature Gauge reading

6.37.25.12. Contract Number

6.37.25.13. The transformer shall be guaranteed for a period of 24 months from date of commissioning.


### 6.38. **Aerial bundle conductor (Low voltage)**

The contractor shall:

6.38.1. Supply and install 35mm<sup>2</sup> 600/1000V aluminium aerial bundle conductor. The cable shall be a 3 core hard drawn stranded compacted aluminium conductors.

### 6.39. **Painting**

The contractor shall paint indoor equipment, indoor and outdoor equipment, metal screens and barriers in accordance with specification BBB5452 clause 44 and all its sub-clauses.

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#### 6.40. Cooling and Ventilation

Where specified, a 3-phase cooling fan shall be supplied and installed in the substation building as per the specification BBB5452. The required filters, louvres, and guards shall be provided and installed.

#### 6.41. Drawings and Manuals

6.41.1. The contractor shall supply drawings and manuals in line with the requirements of specification BBB0041.

6.41.2. The format of the electronic version shall be agreed to between the contractor and the client.

6.41.3. The contractor shall supply manuals and as built/ wired drawings for the following:

- 6.41.3.1. Primary Circuit Breaker
- 6.41.3.2. Transformer
- 6.41.3.3. Rectifier
- 6.41.3.4. AC/ DC Distribution Panel
- 6.41.3.5. AC Control Panel
- 6.41.3.6. Track breakers
- 6.41.3.7. Positive isolator
- 6.41.3.8. Switchgear Panels
- 6.41.3.9. Battery Charge

#### 6.42. List of Transnet/ PRASA specifications that form part of this scope of work.

- A. BBB 5452: Transnet Freight Rails Requirements for the Installation of Electrical Equipment at 3kV DC Traction Substations.
- B. CEE.0023: Laying of cables.
- C. CEE.0045: Painting of steel components of electrical equipment.
- D. CEE.0224: Drawings, catalogues, instruction manuals and spares lists for electrical equipment supplied under contract.
- E. CEE-TBD-0007: 3kV DC earthing arrangement system for traction substations.
- F. BBB 0496: 3kV rectifier for traction substations (addendum included is also applicable)

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- G. BBB 0845: Requirements for metal oxide surge arresters in accordance with SANS 60099-4.
- H. BBB0937: Requirements for outdoor post type current transformers for traction and distribution substations
- I. BBB 1267: Specification for Outdoor High Voltage Alternating Current Circuit Breaker in Accordance with SANS 62271-100.
- J. BBB 1616: 450 Volt gas arrester spark gap for traction power supplies.
- K. BBB 2502: Requirements for battery chargers for 3KV DC traction system (addendum included is also applicable)
- L. BBB 2721: AC primary circuit breaker control panel and AC/DC distribution panel for 3kV traction substation. (Addendum to specification BBB2721 paragraph 8.8 is also applicable)
- M. BBB 3005: 3kV DC under voltage relay manufacturing specification.
- N. BBB 3139: Wave filter capacitors for 3kV DC traction substations.
- O. BBB 3162: Wave filter inductors for 3 kV DC traction substations.
- P. BBB 3620: 3kV DC earthing arrangement system for High Voltage outdoor yards.
- Q. BBB3890: Requirements for 1.8 milli henry DC reactor for 3kV DC traction substation.
- R. BBB 4724: Requirements for positive isolator for 3kV traction substation
- S. BBB 7842 Outdoor, High Voltage, Alternating Current Disconnects combined with earthing switch.
- T. BBC 0198: Requirements for the supply of cables.
- U. BBB 5019: Requirements for traction transformers for 3kV traction substations in accordance with BS171 and IEC 60076-1.


#### **List of South African National Standards that form part of this scope of work**

- A. SANS 121: Hot dip galvanized coatings for fabricated iron or steel articles. Specifications and test methods.
- B. SANS 156: Moulded-case Circuit Breakers.
- C. SANS 780: Distribution Transformers.

- D. SANS 1019: Standard voltages, currents, and insulation levels for electricity supply.
- E. SANS 1091: National Colour Standard.
- F. SANS 1222: Enclosures for Electrical Equipment.
- G. SANS 1339: Cross-Linked Polyethylene (XLPE) - Insulated Electric cables for rated voltages (3,8/6,6kV to 19/33kV)
- H. SANS 1431: Weldable structural steels.
- I. SANS 1507: Electric cables with extruded solid dielectric insulation for fixed installations. (300/500V to 1900/3,300V) Part 1
- J. SANS 10142-1: The wiring of premises. Part 1
- K. SANS 60044-1: Instrument Transformers Part 1. Current Transformers.

## **7. Construction Related Security**

- 7.1. All security companies used by the Contractor shall be PSIRA registered with a valid letter of good standing.
- 7.2. Security personnel shall all be PSIRA registered with a clear criminal record and no criminal pending cases.
- 7.3. The security to be provided by the contractor shall be responsible for safeguarding both the appointed contractor's and PRASA's assets on site until the site is handed over to PRASA. A list of all functioning equipment that do not form part of this scope of work will be shared with the successful bidder and shall be signed off by both the successful bidder and PRASA's representative.
- 7.4. The contractor shall be sole responsible of the site (including all the equipment within the boundary limit) from the time the site is handed over to the contractor, until such time the contractor hands over the site back to PRASA.
- 7.5. The boundary limits for each substation will include all assets in the substation until the switching structure. The equipment associated with the switching structure is also included in the boundary limits.
- 7.6. The contractor shall provide on-site security for personnel and material stock and should ensure that patrols are in place at the site handed over to the contractor until the completed work is handed over to PRASA. No claims of material or losses must be lodged with the client for stolen goods during the construction before the completed work is handed over to PRASA.

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7.7. Furthermore, it is the contractor’s responsibility to ensure that valuable metal i.e. copper is adequately protected while in transit to and from site.

7.8. The contractor shall make sure that all material removed from site is quantified, counted, logged in the site diary and that it is co-signed by a PRASA representative on site before it is removed from site.

7.9. Scrap metal removed from the section shall be adequately protected until it is delivered to PRASA’s stores.

7.10. PRASA reserves the right to conduct ad-hoc inspections to ensure Compliance.

7.11. Any lost, damaged or stolen material by the successful bidder in accordance to clauses 7.1 to 7.10 above shall be liable to PRASA.

**8. Pricing Schedule**


Bidders to note that the schedule of quantity shall be completed in full (all rows to be completed). Pricing shall either be a zero, or an amount provided and shall not be left blank. A blank row will lead to the bid being non-responsive and disqualified.

A provision for Preliminaries and Generals (P’s and G’s) has been in the bill of quantities to aid the successful bidder with the initial costs of setting up site office/ camp, security and other costs associated with the contract. The payment of the P’s and Gs shall be as follows:

- An initial sum of 10% of the total quoted shall be paid when the client’s representative is satisfied that the site office has been set up, security in place and the safety file approved.
- The rest of the amount shall be assessed as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the total of prices.

**9. CIDB GRADING**

7EP or Higher

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## 5 EVALUATION METHODOLOGY

The evaluation of Bids will be based on the information contained in Bids received in RFP and, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness and full accountability will at all times be paramount.


### 5.1 EVALUATION AND SCORING METHODOLOGY

The evaluation of the Bids by the evaluation committees will be conducted at various levels. The following levels will be applied in the evaluation:

| 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.   |
| 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. <b>The minimum threshold for technical evaluation is 70% , any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.</b> |
| Specific Goals                   | Evaluate Specific Goals   |
| Price Evaluation                 | Bidders will be evaluated on price offered.   |
| Scoring                          | Scoring of Bids using the Evaluation Criteria.  |
| Recommendation                   | Report formulation and recommendation of Preferred and Reserved Bidders   |
| Approval                         | Approval and notification of the final Bidder.  |

### 5.2 EVALUATION CRITERIA

Interested bidders for this project shall be evaluated in terms of their business credentials, financial standing, empowerment, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table 1 for the selection of the preferred bidder that shall execute construction work for the project.

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

Details of the stages outlined in table 1 above are presented in the following sections.

## 6 STAGE 1: COMPLIANCE REQUIREMENTS

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

### Stage 1A – Mandatory Requirements - (To be submitted in envelope 1)

If you do not submit/meet the following mandatory documents/requirements, your bid 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 (including all declarations).   |  |
| b)  | Briefing Session Form D. Bidders must also reflect on the Compulsory Briefing Session Attendance Register   |  |
| c)  | Signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable)  |  |
| d)  | Minimum contractor grading of CIDB 7EP or higher (to be verified on the CIDB website)   |  |
| e)  | <p>Overall staffing and key professional staff must submit certified copies of qualifications and professional registration certificates as illustrated below:</p> <p><b>1. Project Manager</b></p> <ul style="list-style-type: none"> <li>BSc or B-Tech Electrical Engineering Degree (Heavy Current) certificate</li> </ul> |  |

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| No. | Description of requirement  |  |
|-----|---|--|
|     | <ul style="list-style-type: none"> <li>• Engineering Council of South Africa (ECSA) Professional Engineer or Technologist registration certificate</li> </ul> <p><b>2. Construction Manager</b></p> <ul style="list-style-type: none"> <li>• National Diploma in Electrical Engineering (Heavy Current) certificate</li> </ul> <p><b>3. Civil Construction Supervisor</b></p> <ul style="list-style-type: none"> <li>• National Diploma Certificate in Civil Engineering. Or</li> <li>• National Level Certificate(N3) in Civil Engineering with a trade test certificate</li> </ul> <p><b>4. Electrical Installation Supervisor</b></p> <ul style="list-style-type: none"> <li>• National Certificate level(N3) in Electrical Engineering (Heavy current) certificate or a valid A Brown Certificate</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• National Diploma certificate in Electrical Engineering</li> </ul> <p><b>5. Electrical Technician/Electrician</b></p> <ul style="list-style-type: none"> <li>• National Diploma certificate in Electrical Engineering</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• National Certificate level(N3) in Electrical Engineering with a trade test certificate</li> </ul> <p><b>6. Construction Health and Safety Officer</b></p> <ul style="list-style-type: none"> <li>• National Diploma Certificate or Certificate in Safety, Health, Environment, Risk and Quality (SHERQ);</li> </ul> <p><b>7. Optical transport network technician</b></p> <p>OTN Systems Technician Certificate on installations and commissioning of OTN systems</p> |  |

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**Stage 1B – Other Mandatory Requirements - (To be submitted in envelope 1)**

If you 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, your bid proposal will be disqualified.

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

| No. | Description of requirement       |  |
|-----|----------------------------------|--|
| a)  | Letter of Good Standing: COID    |  |
| b)  | Supply of valid SARS Pin         |  |
| e)  | CSD supplier registration number |  |


**STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS - (To be submitted in envelope 1)**

Interested bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for technical/functionality requirements is 70% as per the standard Evaluation Criteria presented in Table above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical / functional requirements are presented in Table below

| Item | Criteria                                       | Weight |
|------|--|--------|
| 1    | Organizational Experience                      | 30     |
| 2    | Qualifications and Experience of key personnel | 50     |
| 3    | Project program (Work plan)                    | 10     |
| 4    | Project Approach and Methodology               | 10     |
|      | TOTAL  | 100    |

Technical Evaluation Criteria

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**FUNCTIONAL EVALUATION CRITERIA**

Details of the scoring methodology presented above are outlined in Table 4 below

| <b>CRITERIA</b>                    | <b>INDICATOR</b>   | <b>WEIGHT (%)</b> | <b>SCORES</b>   |
|------------------------------------|--|-------------------|---|
| <b>Organizational Experience</b>   | <p>N.B. Provide the following for each successfully completed project/s:</p> <p>Copy of an appointment letter on a company letterhead, showing a description of the project, Client name, Client contact (i.e., email and office number) and the contract value inclusive of VAT.</p> <p>Completion certificate or referral letter signed by client confirming successful completion of the project.</p> | 30%               | <p>Score will be based on successfully executed and completed similar projects in the installation of 3 kV DC traction substations in the last fifteen (15) years from the presented details in the tender document.</p> <ul style="list-style-type: none"> <li>• Zero (0) Similar Projects/non-submission/incomplete submission = <b>0 points</b></li> <li>• 1 Similar project = <b>1 point</b></li> <li>• 2 Similar projects = <b>2 points</b></li> <li>• 3 Similar projects = <b>3 points</b></li> <li>• 4 Similar projects = <b>4 points</b></li> <li>• 5 and above similar projects = <b>5 points</b></li> </ul> |
| <b>Experience of key personnel</b> | <p>Project Manager</p> <p>Electrical Installation Supervisor</p> <p>Technician/ Electrician</p> <p>All 3 key personnel will be evaluated as a team</p>   | 50%               | <p>Detailed CVs of the team members who will be used in completing the works. Years of experience should be related to 3 kV DC traction substations installation.</p> <ul style="list-style-type: none"> <li>• No information provided/less than 4</li> </ul>   |

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|---|--|-------------------|--|
|   |  |                   | <p>years' experience on key staff = <b>0 points</b></p> <ul style="list-style-type: none"> <li>• All three key staff have 4 years' experience = <b>1 point</b></li> <li>• All three key staff have above 4 years and equal to 5 years' experience = <b>2 points</b></li> <li>• All three key staff have above 5 years and equal to 6 years' experience = <b>3 points</b></li> <li>• All three key staff have above 6 years and equal to 7 years' experience = <b>4 points</b></li> </ul> <p>All three key staff have above 7 years' experience = <b>5 points</b></p> |
| <p><b>Project program (Work plan)</b></p> | <p>(N.B. Provide project schedule in MS projects that meets the client's timeline requirements and the schedule to cover the following key Milestones:</p> <ul style="list-style-type: none"> <li>• Completion of safety file</li> <li>• Site Establishment</li> <li>• Procurement of</li> </ul> | <p><b>10%</b></p> | <p>Score will be allocated for MS Project Schedule provided.</p> <ul style="list-style-type: none"> <li>• No information provided = <b>0 points</b></li> <li>• Inadequate/ unrelated project schedule provided = <b>1 point</b></li> <li>• Project schedule provided but no detailed activities indicated = <b>2 points</b></li> <li>• Project schedule provided with activities indicated on the program aligned with the preferred duration of the project = <b>3 points</b></li> </ul>  |

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|  |  |                   |  |
|--|--|-------------------|--|
|  | <p>material and all services</p> <ul style="list-style-type: none"> <li>• Actual construction activities.</li> <li>• Final works completion</li> <li>• Maximum project</li> </ul> <p>Duration of seven (7) Months</p> <p>The overall schedule should clearly indicate sequencing of activities with clear understanding of scope.</p>          |                   | <ul style="list-style-type: none"> <li>• 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) = <b>4 points</b></li> <li>• 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 = <b>5 points</b></li> </ul> |
| <p><b>Project Approach and Methodology</b></p> | <p>(N.B. The project methodology must be in line with the scope of work and must include the following elements:</p> <ul style="list-style-type: none"> <li>• Identification of risks and mitigation measures</li> <li>• Work breakdown of activities</li> <li>• Quality assurance</li> <li>• Transportation</li> <li>• Scaffolding</li> </ul> | <p><b>10%</b></p> | <p><b>Score will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• No information provided = <b>0 points</b></li> <li>• 3 or less elements of the method statement = <b>1 point</b></li> <li>• 4 elements of the method statement = <b>2 points</b></li> <li>• 5 elements of the method statement = <b>3 points</b></li> <li>• 6 elements of the method statement = <b>4 points</b></li> <li>• 7 or more elements of the method statement = <b>5 points</b></li> </ul>   |

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|              |  |            |  |
|--------------|--|------------|--|
|              | <ul style="list-style-type: none"> <li>• Plant and equipment</li> <li>• Temporary structural supports</li> <li>• barricading and securing of work,</li> </ul><br>Accommodation of traffic. |            |  |
| <b>TOTAL</b> |  | <b>100</b> |  |

**STAGE 3: PRICING AND SPECIFIC GOALS - (To be submitted in envelope 2)**

Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and also provide proof of Specific Goals.


The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders :

The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | 90            |
| <b>SPECIFIC GOALS</b>                            | 10            |
| <b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b> | <b>100</b>    |

**FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**POINTS AWARDED FOR PRICE**

|  |   |
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**THE 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 90 points is allocated for price on the following basis:

**90/10**

$$PS = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration


Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**POINTS AWARDED FOR SPECIFIC GOALS**

- 3.1. 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:
- 3.2. 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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**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| The specific goals allocated points in terms of this tender     | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) |
|---|--|--|
| Black Women owned- Certified copy of ID Documents of the Owners | 3  |  |
| Black Youth owned- Certified copy of ID Documents of the Owners | 3  |  |
| 51 % Black Owned- CIPC Documents / B-BBEE Certificate/Affidavit | 4  |  |
| <b>TOTAL</b>  | <b>10</b>  |  |


## 7 VALIDITY PERIOD

This RFP shall be valid for [90 working days] calculated from Bid closing date.

## 8 THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME-(N/A)

### 8.1 National Industrial Participation Programme (NIPP) requirements:

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the

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Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

Bidders are therefore required to complete SBD 5 to give effect to the above.

## 9 POST TENDER NEGOTIATION (IF APPLICABLE)


PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 80/20 / 90/10.

## 10 FINAL CONTRACT AWARD

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the B-BBEE Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

## 11 FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

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### SECTION 3

#### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the Pricing Schedule/ BOQ **Annexure: 5** and Form C (Volume 2 /Envelop 2 )

#### 1 PRICING

- 1.1. Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 1.2. Price offer is firm and clearly indicate the basis thereof.
- 1.3. Pricing Bill of Quantity is completed in line with schedule if applicable.
- 1.4. Cost breakdown must be indicated.
- 1.5. Price escalation basis and formula must be indicated.
- 1.6. To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 1.7. Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.8. Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
  - 1.8.1. negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - 1.8.2. if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
  - 1.8.3. if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.
  - 1.8.4. If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFP.

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## 2 DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on award of business, PRASA is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents inter alia on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)) , [the other medium used to advertise the bid i.e CIDB](#) as required per National Treasury Instruction Note 09 of 2022/2023.

## 3 PERFORMANCE AND BID BONDS (WHERE APPLICABLE)

3.1. The preferred Bidder shall where applicable provide PRASA with a performance bond which shall be 10% of the value of the entire Project price offered and it shall be issued with 30 days of receipt of notice of appointment. The Performance Bond shall be valid for the Contract period. The format of the Performance Bond is attached as **Annexure 4**


*[Bidders are required to submit their Bid with a Bid Bond. The Bid Bond shall due and payable if a bidder decides not to continue with the RFP process after submission of its Bid. The format of the Bid Bond is attached as Annexure 4*

## 4 OWNERSHIP OF DESIGN

4.1. *The plans and design developed and to be provided by PRASA shall at all times remain the property of PRASA.]*

## 5 SERVICE LEVELS

- 5.1. An experienced national account representative(s) is required to work with PRASA's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 5.2. PRASA will have quarterly reviews with the Service provider's account representative on an on-going basis.
- 5.3. PRASA reserves the right to request that any member of the Service provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.
- 5.4. The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:
- a) Random checks on compliance with quality/quantity/specifications
  - b) On time delivery.

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- 5.5. The Service provider must provide a telephone number for customer service calls.
- 5.6. Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

**Acceptance of Service Levels:**

|     |  |
|-----|--|
| YES |  |
|-----|--|

**6 TOTAL COST OF OWNERSHIP (TCO)**

- 6.1. PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- 6.2. Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by PRASA's operating divisions within South Africa to the ultimate benefit of all end-users.

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**BID NUMBER: DBN/CAP(BAC)029**

## 7 FINANCIAL STABILITY

Respondents are required to submit their latest financial statements prepared and signed off by a professional accountant for the past ..... years with their Proposal in order to enable PRASA to establish financial stability.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_


Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

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**8 VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Respondent.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

|                               |                             |
|-------------------------------|-----------------------------|
| <b>SIGNATURE OF WITNESSES</b> | <b>ADDRESS OF WITNESSES</b> |
|-------------------------------|-----------------------------|

|         |       |
|---------|-------|
| 1 _____ | _____ |
|---------|-------|

|            |       |
|------------|-------|
| Name _____ | _____ |
|------------|-------|


|         |       |
|---------|-------|
| 2 _____ | _____ |
|---------|-------|

|            |       |
|------------|-------|
| Name _____ | _____ |
|------------|-------|

**SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

|  |  |
|--|--|
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**9 CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS**


By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

- |  |
|--|
| 1. PRASA's General Bid Conditions*   |
| 2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA |

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

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SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES


1 \_\_\_\_\_

Name \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

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## 10 GENERAL CONDITIONS

### 10.1 ALTERNATIVE BIDS

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that PRASA may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

### 10.2 PRASA'S TENDER FORMS

Bidders must sign and complete the PRASA's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

### 10.3 PRECEDENT


In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

### 10.4 RESPONSE TO RFP-CONFIDENTIALITY

Response to RFPs must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other

|  |   |
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Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;

- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:
  - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
  - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
  - iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

#### **10.5 RESPONSE TO THE RFP – RFP DISQUALIFICATION**


Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

#### **10.6 CORRUPTION, GIFTS AND PAYMENTS**

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

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### 10.7 INSURANCE

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by PRASA may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

### 10.8 NO CONTACT POLICY

Bidders may only contact the bid administrator of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.


### 10.9 CONFLICT OF INTEREST

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

### 10.10 COLLUSION AND CORRUPTION

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or
  - Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).
- . The Bidders represents that the Bidder has not, directly or indirectly, entered into any

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agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Biding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Biding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of such any agreement, arrangement or understanding or any such like.; or

- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

**10.11 CONSORTIUM CHANGES**

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within 10 (TEN) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -
  - i. Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or
  - ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.

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- iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.


**10.12 COSTS OF RESPONSE TO THE RFP SUBMISSION**

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

**10.13 RESPONSE TO THE RFP WARRANTY**


Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

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## 11 CONDITIONS OF TENDER

### General


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| <b>Actions</b>                                       | 1 PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective.  |
| <b>Interpretation</b>                                | 2 Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract.   |
|  | 3 Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender.   |
|  | 4 The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender.  |
| <b>Communication</b>                                 | 5 Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> .   |
| <b>PRASA's rights to accept or reject any tender</b> | 6 PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA or PRASA's <i>Representative</i> will not accept or incur any liability to a <i>tenderer</i> for such cancellation and rejection, but will give reasons for the action. PRASA reserves the right to accept the whole or any part of any tender. |
|  | 7 After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.  |

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## Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

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| <b>Eligibility</b>  | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification.  |
| <b>Cost of tendering</b>                                  | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender.   |
| <b>Check documents</b>                                    | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing.   |
| <b>Copyright of documents</b>                             | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation.  |
| <b>Standardised specifications and other publications</b> | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference.   |
| <b>Acknowledge receipt</b>                                | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation.   |
|   | 7 | Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which PRASA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account.  |
| <b>Site visit and / or clarification meeting</b>          | 8 | Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, <i>i-tender</i> website and CIDB website. |
| <b>Seek clarification</b>                                 | 9 | Request clarification of the <i>tender documents</i> , if necessary, by notifying PRASA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .   |

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| <b>Insurance</b>                | 10 | Be informed of the risk that needs to be covered by insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance.  |
| <b>Pricing the tender</b>       | 11 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> .  |
|                                 | 12 | Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices.  |
|                                 | 13 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .  |
|                                 | 14 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected <i>conditions of contract</i> may provide for part payment in other currencies.   |
| <b>Alterations to documents</b> | 15 | Not make any alterations or an addition to the tender documents, except to comply with instructions issued by PRASA's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| <b>Alternative tenders</b>      | 16 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>tenderer</i> proposes.    |
|                                 | 17 | Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA.  |
| <b>Submitting a tender</b>      | 18 | Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification.  |


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- NOTE:
- 19 **Return the completed and signed *PRASA Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification***
  - 20 **Submit the tender as an original plus 1 copy and an electronic version which should be contained in Memory Cards clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**
  - 21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.
  - 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the tenderer's name and contact address**. Where the tender is based on a two envelop system tenderers should further indicate in the package whether the document is **envelope / box 1 or 2**.
  - 23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package should be marked "CONFIDENTIAL"
  - 24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

PRASA prefers not to receive tenders by post, and takes no responsibility for delays in the postal system or in transit within or between PRASA offices.


PRASA prefers not to receive tenders by fax, PRASA takes no responsibility for difficulties in transmission caused by line or equipment faults.

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Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

PRASA employees are not permitted to deposit a tender into the PRASA tender box on behalf of a tenderer, except those lodged by post or courier.

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| <b>Closing time</b>                             | <p>25 Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the <i>deadline for tender submission</i>. Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.</p> <p>26 Accept that, if PRASA extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.</p>   |
| <b>Tender validity</b>                          | <p>27 Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i>.</p> <p>28 Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.</p>   |
| <b>Clarification of tender after submission</b> | <p>29 Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by PRASA's <i>Representative</i> with the concurrence of the <i>tenderer</i>, shall be binding upon the <i>tenderer</i></p> |
| <b>Submit bonds, policies etc.</b>              | <p>30 If instructed by PRASA's <i>Representative</i> (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>tenderer</i> in terms of the <i>conditions of contract</i>.</p>  |

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- 31 Undertake to check the final draft of the contract provided by PRASA's *Representative*, and sign the Form of Agreement all within the time required.
  - 32 Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent should be submitted with the tender.
- Fulfil BEE requirements
- 33 Comply with PRASA's requirements regarding BBBEE Suppliers.

### PRASA'S UNDERTAKINGS

PRASA, and PRASA's *Representative*, shall:

- Respond to clarification**

1 Respond to a request for clarification received earlier than the *closing time for clarification of queries*. The response is notified to all *tenderers*.
- Issue Addenda**

2 If necessary, issue to each *tenderer* from time to time during the period from the date of the Letter of Invitation until the *closing time for clarification of queries*, Addenda that may amend, amplify, or add to the *tender documents*. If a *tenderer* applies for an extension to the *deadline for tender submission*, in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's *Representative* shall notify the extension to all *tenderers*.
- Return late tenders**

3 Return tenders received after the *deadline for tender submission* unopened to the *tenderer* submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.
- Non-disclosure**

4 Not disclose to *tenderers*, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.
- Grounds for rejection**

5 Consider rejecting a tender if there is any effort by a *tenderer* to influence the processing of tenders or contract award.
- Disqualification**

6 Instantly disqualify a *tenderer* (and his tender) if it is established that the *tenderer* offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.

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| <b>Test for responsiveness</b> | 7  | Determine before detailed evaluation, whether each tender properly received <ul style="list-style-type: none"><li>• meets the requirements of these Conditions of Tender,</li><li>• has been properly signed, and</li><li>• is responsive to the requirements of the <i>tender documents</i>.</li></ul>   |
|                                | 8  | Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would <ul style="list-style-type: none"><li>• detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,</li><li>• change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or</li><li>• affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.</li></ul>   |
| <b>Non-responsive tenders</b>  | 10 | Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.   |
| <b>Arithmetical errors</b>     | 11 | Check responsive tenders for arithmetical errors, correcting them as follows: <ul style="list-style-type: none"><li>• Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.</li><li>• If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.</li><li>• Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>tenderer's</i> addition of prices, the total of the Prices, if any, will be corrected.</li></ul> |
|                                | 12 | Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any).  |
| <b>Evaluating the tender</b>   | 13 | Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price   |

will be disclosed only to the relevant PRASA tender committee and will not be disclosed to *tenderers* or any other person.

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| <b>Clarification of a tender</b>        | 14 | Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.   |
| <b>Acceptance of tender</b>             | 15 | Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> .   |
| <b>Notice to unsuccessful tenderers</b> | 16 | After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures.  |
| <b>Prepare contract documents</b>       | 17 | Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of <ul style="list-style-type: none"> <li>• Addenda issued during the tender period,</li> <li>• inclusion of some of the <i>tender returnables</i>, and</li> <li>• other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender).</li> </ul> |
| <b>Issue final contract</b>             | 18 | Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of PRASA's notice of acceptance.  |
| <b>Sign Form of Agreement</b>           | 19 | <b>Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request.</b>  |
| <b>Provide copies of the contracts</b>  | 20 | Provide to the successful <i>tenderer</i> the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender.   |