



## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: [PARK-MAIN/01/2024]**

**REQUEST FOR QUOTATION (RFQ) FOR THE PARKING MANAGEMENT SYSTEM, BUS BILLING & MAINTENANCE OF BOTH SYSTEMS AT PRETORIA STATION FOR A PERIOD OF 18 MONTHS IN THE NORTHERN GAUTENG REGION.**

**COMPLUSORY BRIEFING SESSION:**

**DATE: 23 January 2024**

**TIME: 11H00**

**VENUE: PRASA CRES Building (Reception Area) at Pretoria Station**

**SECTION 1: SBD1****PART A INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

|             |  |               |                 |               |         |
|-------------|--|---------------|-----------------|---------------|---------|
| BID NUMBER: | PARK-MAIN/01/2024  | CLOSING DATE: | 26 January 2024 | CLOSING TIME: | 12:00PM |
| DESCRIPTION | <b>PARKING MANAGEMENT SYSTEM, BUS BILLING &amp; MAINTENANCE OF BOTH SYSTEMS AT PRETORIA STATION FOR A PERIOD OF 18 MONTHS IN THE NORTHERN GAUTENG REGION</b> |               |                 |               |         |

**BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

**546 PAUL KRUGER c/o SCHEIDING STREET****PRASA CRES BUILDING****PRETORIA STATION PRECINCT****PRETORIA****BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

|                  |  |  |  |
|------------------|--|--|--|
| CONTACT PERSON   | Thobeka Shabangu   |  |  |
| TELEPHONE NUMBER | 012 748 7571   |  |  |
| E-MAIL ADDRESS   | <a href="mailto:CresNGR.Quotation@prasa.com">CresNGR.Quotation@prasa.com</a> |  |  |

**SUPPLIER INFORMATION**

|                            |                 |            |        |   |
|----------------------------|-----------------|------------|--------|---|
| NAME OF BIDDER             |                 |            |        |   |
| POSTAL ADDRESS             |                 |            |        |   |
| STREET ADDRESS             |                 |            |        |   |
| TELEPHONE NUMBER           | CODE            |            | NUMBER |   |
| CELLPHONE NUMBER           |                 |            |        |   |
| FACSIMILE NUMBER           | CODE            |            | NUMBER |   |
| E-MAIL ADDRESS             |                 |            |        |   |
| VAT REGISTRATION NUMBER    |                 |            |        |   |
| SUPPLIER COMPLIANCE STATUS | TAX SYSTEM PIN: | COMPLIANCE | OR     | CENTRAL SUPPLIER DATABASE No: MAAA..... |

|   |  |  |  |
|---|--|--|--|
| 2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSURE PROOF] | 2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
|   |  |  |  |

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

 YES  NO

|  |  |
|--|--|
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

#### PART B: TERMS AND CONDITIONS FOR BIDDING

##### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. PRESCRIBED IN THE BID DOCUMENT.
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

##### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

## SECTION 2

### NOTICE TO BIDDERS

#### 1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above, and must be enclosed in a sealed envelope.

#### 2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

#### 3 BIDDERS COMPLAINTS PROCESS

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

- 3.1.1 Bid/Tender Description
- 3.1.2 Bid/Tender Reference Number
- 3.1.3 Closing date of Bid/Tender
- 3.1.4 Supplier Name;
- 3.1.5 Supplier Contact details
- 3.1.6 The detailed compliant

#### 4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

## **5 CHANGES TO QUOTATIONS**

Changes by the Respondent to its submission will not be considered after the closing date and time.

## **6 PRICING**

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

## **7 BINDING OFFER**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

## **8 DISCLAIMERS**

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

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue ;

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.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

## **9 LEGAL REVIEW**

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

## **10 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. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to

register on the CSD. 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/>.

## 11 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.

## 12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

| EVALUATION CRITERIA                | WEIGHTING                    |
|------------------------------------|------------------------------|
| Stage 1 – Compliance               |                              |
| Stage 1A                           | Mandatory Requirements       |
| Stage 1B                           | Other Mandatory Requirements |
| Stage 2- Technical                 |                              |
| Technical/Functionality            | Threshold of 60%             |
| Stage 3 - Price and Specific Goals |                              |
| Price                              | 80                           |
| Specific Goals                     | 20                           |
| <b>TOTAL</b>                       | <b>100</b>                   |

## 13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

## 14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However,

once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the award.).

## **15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL**

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the 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)), on CIDB website for construction related RFQ's. (*Where applicable*).

## **16 RETURNABLE DOCUMENTS**

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

### **15.1. Mandatory Returnable Documents**

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

## **SECTION 3**

### **1 EVALUATION CRITERIA:**

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

#### **Stage 1A – Mandatory Requirements**

If you do not submit/meet the following mandatory documents/requirements, 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 (includes ALL declarations)  |  |
| b)  | Price Schedule and Pricing form (Section 4)<br>To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule/BOQ and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive. |  |
| c)  | Joint Venture , Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable.   |  |

d)

Bidders must sign the Compulsory Briefing Session Attendance Register

## Stage 1B –Other Mandatory Requirements

If you do not submit/meet the following 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)  | Valid Letter of Good Standing: COID |  |
| b)  | Supply of valid SARS Pin            |  |
| c)  | CSD supplier registration number    |  |

## Stage 2- Technical/Functionality

### Scoring of Functionality:

The minimum threshold for Technical/functional criteria is **60%** and bidders who score below this minimum will not be considered for further evaluation in terms of price and B-BBEE

| CRITERIA   | WEIGHT      | SCORES |
|--|-------------|--------|
| Company Track record and experience                      | 35%         |        |
| Proposal including Project plan and Implementation Plan  | 35%         |        |
| Key Personnel  | 15%         |        |
| Level of Adequacy of the Risk Assessment and Safety Plan | 15%         |        |
| <b>Total</b>   | <b>100%</b> |        |

| Sub-Criteria            | Description  | Weightings |
|-------------------------|--|------------|
| Contractor's experience | <p><b>Bidding Companies that have provided similar types of services (i.e. Parking Management, Bus Billing and Parking Maintenance services)</b></p> <p>A minimum of five (5) successfully completed projects of similar nature for projects not older than ten (10) years. Below are documents that can be furnished:</p> | 35%        |

| Sub-Criteria                                | Description  | Weightings |
|---|--|------------|
|   | <ul style="list-style-type: none"> <li>- Attach an appointment letter from the client with company letterhead inclusive of the nature of the services rendered. The appointment letter should be accompanied by either a signed reference Letter(s) or signed Testimonial(s) indicating positive performance for past and/or active contracts not older than 10 years (from 2013 until 2023).</li> </ul>   |            |
|   | No submission or generic submission not applicable to the required services ( i.e., Parking Management, Bus Billing and Parking maintenance).  | 0          |
|   | Bidder submitted One (1) set i.e., signed Appointment letter accompanied by a signed Reference Letter or signed Testimonial for the required services (i.e., Parking Management, Bus Billing and Parking maintenance).   | 1          |
|   | Bidder submitted Two (2) sets of signed Appointment Letter(s) accompanied by Two (2) signed Reference Letters or Two (2) signed Testimonials for the required services (i.e., Parking Management, Bus Billing and Parking maintenance).  | 2          |
|   | Bidder submitted Three (3) sets of signed Appointment Letter(s) accompanied by Three (3) signed Reference Letters or Three (3) signed Testimonials for the required services (i.e. Parking Management, Bus Billing and Parking maintenance).   | 3          |
|   | Bidder submitted Four (4) sets of signed Appointment Letter(s) accompanied by Four (4) signed Reference Letters or Four (4) signed Testimonials for the required services (i.e., Parking Management, Bus Billing and Parking maintenance).   | 4          |
|   | Bidder submitted Five (5) sets of signed Appointment Letter(s) accompanied by Five (5) signed Reference Letters or Five (5) signed Testimonials for the required services (i.e., Parking Management, Bus Billing and Parking maintenance).   | 5          |
| <b>Proposal including Project plan (35)</b> | <p>The Bidder <b>must provide PRASA with the Proposal and Methodology Plan</b> that outlines how the parking operations will be managed daily to ensure the high level of customer satisfaction.</p> <p>The Methodology Plan of the project must show the following:</p> <ul style="list-style-type: none"> <li>- Staff Deployment Plan;</li> <li>- Estimated start and finish times;</li> <li>- Shift schedules;</li> <li>- Daily operational schedules;</li> </ul> | 35%        |

| Sub-Criteria | Description   | Weightings |
|--------------|---|------------|
|              | <ul style="list-style-type: none"> <li>- Peak Hour/season Plan</li> </ul>   |            |
|              | <p>No plan or a generic plan submitted or that is not related to the required services.</p>   | 0          |
|              | <p>Submitted Implementation Plan with one (1) of the following requirements:</p> <ul style="list-style-type: none"> <li>- Staff Deployment Plan;</li> <li>- Estimated start and finish times;</li> <li>- Shift schedules;</li> <li>- Daily operational schedules;</li> <li>- Peak Hour/season Plan</li> </ul>   | 1          |
|              | <p>Submitted Implementation Plan with Two (2) of the following requirements:</p> <ul style="list-style-type: none"> <li>- Staff Deployment Plan;</li> <li>- Estimated start and finish times;</li> <li>- Shift schedules;</li> <li>- Daily operational schedules;</li> <li>- Peak Hour/season Plan</li> </ul>   | 2          |
|              | <p>Submitted Implementation Plan with Three (3) of the following requirements:</p> <ul style="list-style-type: none"> <li>- Staff Deployment Plan;</li> <li>- Estimated start and finish times;</li> <li>- Shift schedules;</li> <li>- Daily operational schedules;</li> <li>- Peak Hour/season Plan</li> </ul> | 3          |
|              | <p>Submitted Implementation Plan with Four (4) of the following requirements:</p> <ul style="list-style-type: none"> <li>- Staff Deployment Plan;</li> <li>- Estimated start and finish times;</li> <li>- Shift schedules;</li> <li>- Daily operational schedules;</li> <li>- Peak Hour/season Plan</li> </ul>  | 4          |
|              | <p>Submitted Implementation Plan with all Five (5) of the following requirements:</p> <ul style="list-style-type: none"> <li>- Staff Deployment Plan;</li> <li>- Estimated start and finish times;</li> </ul>   | 5          |

| Sub-Criteria  | Description  |   |  | Weightings |
|---|--|---|--|------------|
|   | <ul style="list-style-type: none"> <li>- Shift schedules;</li> <li>- Daily operational schedules;</li> <li>- Peak Hour/season Plan</li> </ul>  |   |  |            |
| <b>Experience of Key Personnel</b>                              | The bidder is required to submit the Resumé/CV of key personnel of Parking Management who will carry out the Parking Duties.   |   |  | <b>15%</b> |
|   | No submission provided   | 0 |  |            |
|   | Bidder submitted One (1) CV of the personnel detailing one year of work experience as a parking attendant/parking marshal/parking operator.  | 1 |  |            |
|   | Bidder submitted Two (2) CV's of the personnel detailing two years' work experience as a parking attendant/parking marshal/parking operator for each personnel.  | 2 |  |            |
|   | Bidder submitted Three (3) CV's of the personnel detailing three years' experience as a parking attendant/parking marshal/parking operator for each personnel.   | 3 |  |            |
|   | Bidder submitted Four (4) CV's of the personnel detailing relevant experience as a parking attendant/parking marshal/parking operator for each personnel.  | 4 |  |            |
|   | Bidder submitted Five (5) CV's of the personnel detailing relevant experience as a parking attendant/parking marshal/parking operator for each personnel.  | 5 |  |            |
| <b>Level of Adequacy of the Risk Assessment and Safety Plan</b> | <p>The Bidder is required to submit a Safety Plan that is in accordance with the Occupational Health &amp; Safety Act of 1993 and comply with PRASA's Health &amp; Safety Requirements not limited to:</p> <ol style="list-style-type: none"> <li>1. Safe working procedures.</li> <li>2. Frequency of the safety meetings.</li> <li>3. PPE to be used by Parking Personnel.</li> <li>4. Risk Management Plan reflecting functional risk assessment matrix.</li> <li>5. Qualified Safety Officer in possession of a – SHE Representative Certificate and First Aid Certificate.</li> </ol> |   |  | <b>15%</b> |
|   | No submission  | 0 |  |            |

| Sub-Criteria | Description   |   |  | Weightings |
|--------------|---|---|--|------------|
|              | Bidder submitted only One (1) requirement             | 1 |  |            |
|              | Bidder submitted Two (2) of the requirements          | 2 |  |            |
|              | Bidder submitted Three (3) of the requirements        | 3 |  |            |
|              | Bidder submitted Four (4) of the requirements         | 4 |  |            |
|              | Bidder submitted Five (5) of the requirements or more | 5 |  |            |

## 2.1 Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders :

The maximum points for this tender are allocated as follows:

| DETAILS                                   | POINTS |
|---|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| TOTAL POINTS FOR PRICE AND SPECIFIC GOALS | 100    |

## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.****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 (80/20 system)<br>(To be completed by the organ of state) | ACCEPTABLE EVIDENCE- Required to claim points  | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|
| 51% Black Owned   | 4  | Original or Certified Copy of B-BBEE Certificate/Affidavit/ A consolidated JV BBBEE Certificate in the case of Joint Venture |  |
| 51% Black Women Owned                                       | 4  | Original or Certified Copy of B-BBEE Certificate/Affidavit/ A consolidated JV BBBEE Certificate in the case of Joint Venture |  |
| 51% Youth owned   | 4  | Original or Certified Copy of B-BBEE Certificate/Affidavit/ A consolidated JV BBBEE Certificate in the case of Joint Venture |  |
| 51% EME or QSE 51% Black Owned                              | 4  | Original or Certified Copy of B-BBEE Certificate/Affidavit/ A consolidated JV BBBEE Certificate in the case of Joint Venture |  |
| 51% Owned by black people with disability (PWD)             | 4  | Certified copy of ID Documents of the Owners and Doctor's note confirming the disability                                     |  |

## SECTION 4

### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule

Prices must be quoted in South African Rand, inclusive of all applicable taxes.

- 1 Price offer is firm and clearly indicate the basis thereof.
- 2 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 3 Cost breakdown must be indicated.
- 4 Price escalation basis and formula must be indicated.
- 5 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.
- 6 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.

- 7 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:
- 8 negotiate a market-related price with the Respondent scoring the highest points;;
- 9 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
- 10 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;
- 11 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We \_\_\_\_\_ (Insert Name of Bidding Entity) \_\_\_\_\_ of \_\_\_\_\_

(Full address) conducting business under the style or title of: \_\_\_\_\_

represented by: \_\_\_\_\_ in my capacity  
as:

\_\_\_\_\_, being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of R \_\_\_\_\_ (amount in numbers):

(amount in words)

**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

## SECTION 5

### PRASA GENERAL CONDITIONS OF PURCHASE

#### **General**

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

#### **Conditions**

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

#### **Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

#### **Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

## **Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

## **Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

## **Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

## **Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

## **Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

## **Assignment and sub-contracting**

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

## Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

## SECTION 6

SBD4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**SBD 6.1**

## **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**4.1 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | 80            |
| <b>SPECIFIC GOALS</b>                            | 20            |
| <b>Total points for Price and Specific Goals</b> | <b>100</b>    |

**4.2** Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

**4.3** The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## **5 DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## **6 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

### **3.2. POINTS AWARDED FOR PRICE**

#### **3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### **3.3. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

#### **3.3.1. POINTS AWARDED FOR PRICE**

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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.

**Table 1: Specific goals for the tender and points claimed are indicated per the table above.**

*(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.)***

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

#### 4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole property
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

## **SECTION 11**

### **SCOPE OF WORKS**

#### **PARKING MANAGEMENT SYSTEM, BUS BILLING PARKING MANAGEMENT SYSTEM & MAINTENANCE OF BOTH SYSTEMS AT PRETORIA STATION FOR A PERIOD OF 18 MONTHS IN THE NORTHERN GAUTENG REGION**

##### **1. Introduction**

Prasa Cres has transformed into a profitable and commercial enterprise. The sustained growth in the number of visitors at Pretoria Stations has created opportunities of commercialising the Prasa Parking System. This in turn has enhanced the financial performance of the business.

As part of enhancing the revenue, Prasa Cres NGR seeks to appoint a service provider for the management of the parking infrastructure, parking cash flow and parking operations at Pretoria Station for a period of 18 months. The successful service provider is to provide parking management expertise with seamless operations being its main objective. More importantly, provide users of parking facilities (parkers) with a sense of relief by alleviating any parking queries and issues.

The successful service provider is expected to render good customer service and value for money. This will be achieved by providing the required number of personnel to manage the parking precinct in its entirety. This is inclusive of the Pay-on-Entry (POE), the Bus Billing System, maintenance of the parking equipment and the overall commercial parking areas to contribute to the bottom-line profit of the region.

##### **2. Scope of Works**

Prasa Cres is seeking proposals from sufficiently qualified and experienced car park management operators to manage and maintain the parking operation and systems, inclusive of the following:

- maintenance of the parking equipment;
- Implementation and management of the bus/coach billing system at Pretoria Station; and
- The service provider will operate and manage the pay on entry system with a view to optimize revenue generation and collection while ensuring generation of revenue and efficient and effective access control to the facilities.

**Extent of scope of work: Pay on Entry System, Implementation and Management of the Bus/Coach Billing system and the Maintenance of the Parking System.**

The overall management and administration of the pay on entry system, bus billing system, maintenance of the parking system and overall commercial parking at Pretoria station encompassing the following components:

- 1. Management of the Pay on Entry Parking System,**
- 2. Implementation, Integration & Management of the Bus/Coach Billing Management System, and**
- 3. Management/Facilitation of the Maintenance of the Parking Equipment at Pretoria Station.**

The service provider will Operate, Manage, Maintain the existing pay on entry system. In addition, the service provider shall implement, install, manage and maintain the new Bus/Coach billing with a view to optimize revenue generation and collection while ensuring efficient and effective access control to the facilities.

**Extent of scope of work:**

**(1) Management of the Pay on Entry Parking System**

The management and administration of the pay on entry system and overall parking at Pretoria Station encompassing the following components:

- The parking operator must have a minimum of three years' experience in the management of the parking system;
- Administration and management of the safe keeping of parking revenue;
- Management and administration of the Cash-in-Transit process;
- Management & Traffic Control during peak time/periods;
- Administration, management and control of the two entry ticket booths, boom/exit gates, bus lane boom, and the entire parking precinct;
- Verification & administration of parking tickets;
- Provide and administer change in coin and paper form – capacity.

**Administration of the requirements to ensure the effective functioning of the system**

- Ensure that calls are logged and attended to directly with the Pay-on-Entry system Supplier for Repairs, Replacement and Installation of barrier arms and the replacement of Loops (Censors);
- Provide and administer change in coin and paper form – capacity;
- Provide and administer lost ticket transactions;
- Administration of receipts;
- Ability to interface with the existing staff access control system for the purpose of gate access; and
- Ability to handle tenant-based ticket validation via electronic means where applicable.

**Business continuity in the event of technical barriers:**

- Full functioning of on-line or off-line during technical challenges;
- Ability to raise or lower gates manually during emergencies or any unforeseen circumstances; and
- Compile and manage a business continuity management plan in case the system is down.

**Management, administration and sourcing of all parking related notices, including the following:**

- Price boards;
- Disclaimer notices; and
- Parkade signs.

**Onsite operational requirements:**

- Manage the parking facility and the system 16hrs starting from 05:00 – 21:00, seven days a week, including public holidays;
- Bank and ensure safe keeping of cash from pay point into the PRASA Cres Bank Account;
- Oversee, facilitate, and manage the operation of the pay on foot/entry parking system in accordance with the manufacturer's requirements;
- Ensure roads are free from obstruction;
- Have regular site inspections to ensure roads are free from people parking illegally and non-accredited taxi and shuttle operators;
- Ensure staff compliance;
- Monitor all parking areas and ensure no obstructions or trolleys in parking bays;
- To provide basic traffic control and management in all areas of the parking precinct; and
- Clamping of incorrectly parked vehicles.

**Full Management and Administration of the Cash-in-Transit (CIT) from the pay stations to the counting room; the Service Provider must:**

- Enter into a contract with the reputable Cash-in-transit company on behalf of the end user (PRASA Cres)
- Cash to be collected by the CIT from the Prasa Cres premises once a week (Mondays);
- Collected revenue to be deposited into the PRASA banking details on a weekly basis;
- Ensure that the revenue from all the pay stations is safely transported to the Cash-in-transit counting room and/or control room, under the supervision and management of a Supervisor;
- Where applicable, the cash to be escorted with a guard which will be provided by Prasa;
- Ensure that the cash float is sufficient at all times from the smooth operation of the parking system;

- Provide a weekly reconciliation of counting, verification and banking of all revenue and collection of float/change (from the bank); and
- The removal of cash from the pay stations cubicle will be the responsibility of the Parking Management Service Provider.

**Conduct reconciliations and reports:**

- The supervisor/operator must reconcile all transactions for the shift, complete all necessary reconciliation documentation and the service provider is accountable for any variances which may occur;
- All or any variances must be investigated, documented and available for auditing purposes. The service provider shall be responsible for all documentations, including float;
- Compile and submit weekly and monthly reports detailing revenue, incidents, equipment functionality etc.
- Daily revenue & change reconciliation;
- Any important issues and defaults to be brought to the Centre Management;
- Reconcile system reports against actuals;
- A monthly report is required detailing the parking revenue and transactional performance for the month with a month-on-month analysis. An example of a parking report is to be supplied by the service provider

**Equipment to base Management on:**

- Two commercial pay on entry stations and two exit stations;
- One entry and one exit for busses;
- One pass-by entry for busses;
- Staff and tenants parking management; and
- Management of Taxi metre entry and exit.

**Applicable to the Service Provider Staff**

- Uniformed and standard dressing code for personnel;
- All staff on site (outdoors) to have reflective jackets clearly identifying company name and job title;
- The Service Provider staff shall be subject to background checks, criminal record checks, vetting and may be required to obtain the necessary clearance certificates from the SAPS;
- Staff on-site induction should be conducted before posted in any position; and
- All staff to familiarise themselves with the layout of the station parking where they can provide accurate information to the public;
- Sufficient staff shall be available and provided for at any given time consisting of Ten (10) Parking Attendants and One (1) Supervisor.
- Provision of a qualified personnel who has a track record of working on the bus billing system.

The Service Provider will carry the risk of cash being collected from pay and cashier stations until same are deposited at the counting room and then banked; inclusive of all change collected from the bank for float replenishment.

A penalty system shall be enforced in the event of non-compliance, poor or non-performance relating to the contract terms and conditions. The penalties are as follows:

- If a worker is late or absent from the site without replacement from the employer, a penalty of R 20.00 per hour shall be imposed;
- If during inspection the workers are not found in proper identifiable uniform/PPE, a penalty of up to R200.00 per employee shall be imposed.

#### **Method of Operation:**

The Service Provider must address the following in detail:

- Staffing Plan;
- Organisational chart;
- CVs / résumés for the proposed staff;
- Plan showing number of employees and shifts to cover, operating hours including relief of staff during lunch breaks. **Relieving of staff must not impact on staff compliment on site;** and Personnel files to be kept for all staff on site; files to contain CV's and relevant certificates.

#### **(2). Implementation, Integration and Management of the Bus/Coach Billing Management System**

Specification for a fully integrated prepayment Bus/Coach Management System details the requirements of the system, as required at PRASA key stations.

The Contractor shall supply, install, maintain, operate and manage the Bus/Coach Management System to comply with the minimum requirements of the specification. The Bus/Coach Management System shall, inter alia, facilitate and manage the monitoring and recording of bus entries, duration of stay and the exit of busses at the boom gates. The scope shall further include but not limited to the following:

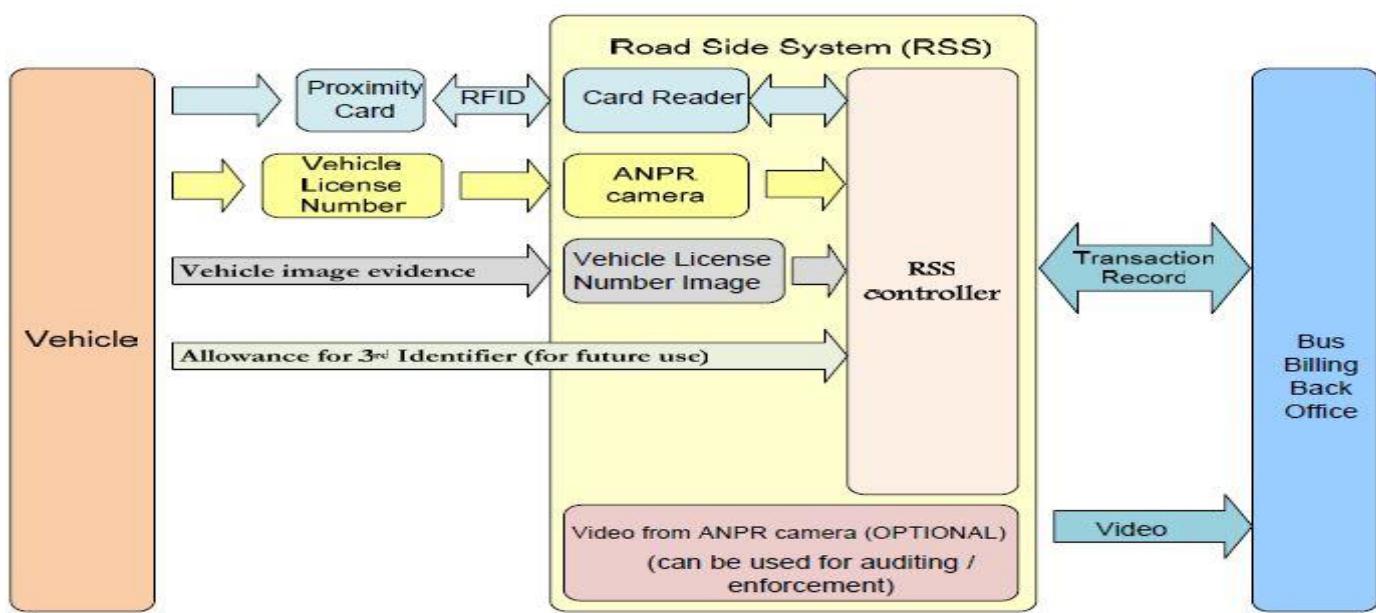
- Processing of bus entry transactions,
- Issuing of tax invoices and statements,
- Control, loading of credit and collection of revenue, and
- Record transactions and all other data elements and information on the systems for further processing, monitoring and evaluation.

## **2.1 Bus lane roadside equipment overview**

The main purpose of the roadside system/equipment (RSS) in the bus entry and exit lanes, shall be to accurately detect, validate and record all busses passing through an Entry or Exit Point at the bus station and to generate a Transaction Record for each bus detected.

The RSS will therefore be required to perform the following minimum functions in relation to each bus (summarised in Figure 1-2: Typical Lane Equipment Functions):

- a) Conduct a RFID (Radio Frequency Identification) transaction with any conforming interoperable proximity card which must be present in the Bus when entering, passing through or exiting the station. The RFID reader must be capable to read the proximity card at a distance of at least 3 meters.
- b) Capture and read the front Vehicle Licence Number (VLN) of the Bus using an Automatic Number Plate Recognition (ANPR) system that utilises optical character recognition (OCR) techniques;
- c) Match the RFID card with the VLN of the Bus to ensure that the RFID card is linked to the specific bus entering and exiting the station;
- d) Ensure that there are sufficient funds in Bus company's prepaid account to allow entry (pre-payment methodology to be followed)
- e) Allow entry /exit via spiked-boom barrier system if the validation process, as described above is successful;
- f) Validate busses to enter the bus depot site;
- g) Capture an Image of the vehicle VLN upon entry and exit which images must form part of the transaction record;
- h) Combine and frame the data and images collected in the entry and exit lanes into a Transaction Record for each bus and send it to the Back-Office System.



**FIGURE 1-2: TYPICAL RSS FUNCTIONS**

The RSS controller shall be required to transmit all the captured bus details, relevant image/s and transaction information (Transaction Record) to the Back-Office System in near real time, after the transaction has been processed. The RSS shall produce a single Transaction Record for each bus. Card reads and images shall be associated with the correct bus and the correct Bus Transaction Record.

## 2.2 Back-office system overview

The main purpose of the Back Office (BO) is to collect, validate and process all transaction Records received from the Bus Entry and Exit Lane Equipment.

The Back Office further serves as the master monitoring and system configuration manager. The Back-Office System shall be required, with both automatic and manual processing inputs, to:

- Fully automate routine and other bus management related operational processes, management controls and operational deliverables in a secure “tamper-proof” and auditable electronic environment;
- To guarantee valid and timeous system configuration and management of data being ported to the Bus Management System peripherals and Sub-Systems;
- Manage comprehensive audit control processes to guarantee data integrity and completeness.
- Facilitate a comprehensive and secure data communication network infrastructure with fallback redundancy, where required, in the event of primary communications channel failure/s;
- Provide electronic and automated facilities to manage live data, historic data and data archives. This shall include Bus Billing data storage, redundancy, back-up and Disaster Recovery solutions, including data communication recovery solutions.
- Allow manual resolution of Vehicle License Number Discrepancies (where applicable);
- Facilitate and manage the correct Parking Tariffs;

- h) Facilitate Customer Account management.

### 2.3 System functions

The system functions to be provided by the Back Office are summarised as follows:

- a) Registration of PRASA authorised bus companies on the system;
- b) Linking of PRASA authorised busses to the bus company profile;
- c) Allow for authorised sub-hires to be registered on the system– allow only one passage;
- d) Allowing multiple bus identification options to bus entries and exits
  - i. License number plate,
  - ii. RFID card or,
  - iii. Both Licence Number Plate and RFID proximity card.
- e) Allow for prepayment of invoices;
- f) Update prepayments to customer record in real-time;
- g) Generate a Transaction Record for each bus entering the station, including capturing and linking of video image of bus entering and exiting the station,
- h) Apply applicable tariff to the transaction including overstay fees;
- i) Provide functionality to send an SMS or email to User upon entry and exit of bus at the Station;
- j) Provide functionality to send an SMS or email to User when its Prepaid Balance on the reach a configurable minimum amount.
- k) Provide to Users Web-based access to their accounts with the following functionality:
  - i. View and print history
  - ii. Make top-ups via Credit Card, EFT or any other acceptable payment method;
- l) Stop vehicles from entering the Station if all conditions are not met:
  - i. Sufficient funds in accounts / prepayment made;
  - ii. Mismatch of registered identifiers (bus license plate and proximity card)
  - iii. Not registered on the system
- m) Generate a summarised Tax Invoice at the end of the month,
- n) Generate the following system reports,
  - i. Monthly Overview Dashboard
  - ii. Comprehensive Transaction Report indication date, entry and exit times, and standard and overstay amounts
  - iii. Detailed transactions statement including Opening Balance, Top-ups, entries and exits, debit and credit notes and sundry invoices
  - iv. Transaction Report per Bus Company
  - v. Transaction Report per Bus entering and exiting the station

- vi. Pre-Payment Received Report
  - i. Comprehensive Report
  - ii. Per Bus Company
- o) Printing of Reports
- p) Exporting of reports to Microsoft Excel, Word or PDF format

### **(3) Management/Facilitation of the Maintenance of the Parking Equipment at Pretoria Station.**

*The services provider shall cover the following Parking areas and equipment:*

- One Pay on Entry station;
- One Bus Entry Station,
- One Staff/tenants entry
- Three exit points

*Parking Networking and Fibres including the conception of its route/plan Sensors, loops and switches;*

- Maintaining exiting or malfunctioning parts and Replacement of such parts as and when needed
- Comprehensive maintenance of the Parking System
- As and When Repairs for the Parking Management System
- The Operator to identify faults and attend to them within 24hrs
- Parking Management Network, Software and Database Maintenance
- Monitor, Maintain, Service and Replace (when needed) any parking related equipment/system
- Provide warranty and guarantee for any replaced equipment or new equipment for a period, **not less than six (6) months** from the date of installation.

**A. SCHEDULE OF QUANTITIES AND RATES/PRICES**

Bidders are required to complete the below pricing schedule for the Parking Management services:

| <b>SCHEDULE OF QUANTITIES AND RATES/PRICES FOR THE PARKING MANAGEMENT</b> |   |                 |             |             |                     |
|---|---|-----------------|-------------|-------------|---------------------|
| <b>ITEM</b>   | <b>DESCRIPTION</b>                                    | <b>QUANTITY</b> | <b>UNIT</b> | <b>RATE</b> | <b>TOTAL AMOUNT</b> |
| 1.  | Management Fee (Inclusive of the Cash In Transit fee) | 1               | Monthly     |             |                     |
| 2.  | Labour Cost   | 10              | Monthly     |             |                     |
| 3.  | Supervisor  | 1               | Monthly     |             |                     |
| <b>Sub - Total</b>  |   |                 |             |             |                     |
| <b>Vat @ 15%</b>  |   |                 |             |             |                     |
| <b>TOTAL</b>  |   |                 |             |             |                     |

## B. SCHEDULE OF QUANTITIES AND RATES/PRICES

Bidders are required to complete the below pricing schedule for the Parking Maintenance Services:

| <b>"AS AND WHEN" REQUIRED REPAIRS AND MAINTENANCE OF THE PARKING MANAGEMENT SYSTEM</b> |  |                      |            |                        |  |  |
|--|--|----------------------|------------|------------------------|--|--|
| <b>Item</b>  | <b>Description</b>   | <b>Unit</b>          | <b>QTY</b> | <b>Rate (Excl VAT)</b> |  |  |
| a)   | The contractor is to indicate the percentage mark-up of material to be purchased. The quotation and invoices of such purchase is to be handed in to PRASA whenever claims are made.  | %                    | complete   | R                      |  |  |
| b)   | The contractor is to indicate the percentage mark-up of work to be subcontracted (specialised works) to third parties subject to PRASA approval and where applicable.  | %                    | complete   | R                      |  |  |
| c)   | The contractor to indicate his rate for work per hour to be conducted by the Technician during <b>normal working hours (07:00-17:00)</b> for the purpose of maintaining the parking system. This cost shall exclude material, which has previously been dealt with in this schedule. | Rate                 | 1hr        | R                      |  |  |
| d)   | The contractor is to indicate his rate per hour for work to be conducted by the Technician <b>after hours 17:00-07:00 (only if there is an urgent need)</b> for the purpose of emergency related maintenance of the parking system   | Rate                 | 1hr        | R                      |  |  |
| e)   | The contractor is to indicate his rate per hour for work to be conducted by the Technician during <b>public holidays (&amp; Sundays)</b> for the purpose of maintaining the parking system (when needed)   | Rate                 | 1hr        | R                      |  |  |
| f)   | The contractor is to indicate the call out fee rate which will be inclusive of the travel cost   | Rate<br>Per call-out |            | R                      |  |  |
|  | <b>Total (Excl. VAT):</b>  |                      |            |                        |  |  |
|  | <b>15% VAT:</b>  |                      |            |                        |  |  |
|  | <b>Total (Incl. VAT):</b>  |                      |            |                        |  |  |