



BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION

CLOSING DATE	31 JULY 2024
CLOSING TIME	12:00
COMPULSORY SITE BRIEFING SESSION	<p>KOPANONG STATION (25°34'53"S 28°05'25"E), PRETORIA</p> <p>TIME: 10:00 AT KOPANONG STATION</p> <p>DATE: 11 JULY 2024</p>
BID DOCUMENTS DELIVERY ADDRESS	<p>PASSENGER RAIL AGENCY OF SOUTH AFRICA TENDER BOX LOCATED IN RECEPTION AREA OF PRASA CRES NGR OFFICES, DARK GREY BUILDING CORNER 546 PAUL KRUGER & SCHEIDING STREETS PRETORIA STATION PRECINCT 0001</p>
BIDDER NAME	<div>.....</div>

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BID NUMBER: CRES/NGR/001/07/2024	

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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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; Or split the award to multiple bidders

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- 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.


BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

SCHEDULE OF BID DOCUMENTS


SECTION NO

PAGE

SECTION 1 : NOTICE TO BIDDERS	
1	<u>INVITATION TO BID</u> 1ERROR! BOOKMARK NOT DEFINED.
2	<u>FORMAL BRIEFING</u> 14
4	<u>PROPOSAL SUBMISSION</u> 14
5	<u>DELIVERY INSTRUCTIONS FOR RFP</u> 15
6	<u>BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS</u> 15
7	<u>COMMUNICATION</u> 18
8	<u>CONFIDENTIALITY</u> 18
9	<u>INSTRUCTIONS FOR COMPLETING THE RFP</u> 19
10	<u>RFP TIMETABLE</u> 21
11	LEGAL COMPLIANCE 22
12	<u>NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE</u> 22
13	<u>TAX COMPLIANCE</u> 22
14	<u>PROTECTION OF PERSONAL DATA</u> 23
	<u>SECTION 2 : BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS</u> 24
1	<u>INTRODUCTION AND BACKGROUND</u> 24
2	<u>OVERVIEW</u> 24
3	<u>KEY OBJECTIVES OF THE RFP</u> 25
4	<u>SCOPE OF WORK</u> 25
5	<u>EVALUATION METHODOLOGY</u> 26
6	POST TENDER NEGOTIATIONS (IF APPLICABLE) 39
7	<u>BEST AND FINAL OFFER</u> 39
8	<u>FINAL CONTRACT AWARD</u> 39
9	<u>FAIRNESS AND TRANSPARENCY</u> 39


BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

<u>SECTION 3 : PRICING AND DELIVERY SCHEDULE</u>	40
<u>1 PRICING</u>	40
<u>2 DISCLOSURE OF PRICES QUOTED</u>	41
<u>3 PERFROMANCE AND BID BONDS (WHERE APPLICABLE)</u>	41
<u>4 OWNERSHIP OF DESIGN</u>	41
<u>5 SERVICE LEVELS</u>	41
<u>6 TOTAL COST OF OWNERSHIP AND CONTINUOUS IMPROVEMENT INITIATIVES</u>	42
<u>7 FINANCIAL STABILITY</u>	43
<u>8 VALIDITY OF RETURNABLE DOCUMENTS</u>	44
<u>9 CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS AND CONDITIONS</u>	45
<u>10. GENERAL CONDITIONS</u>	47
<u>11 CONDITIONS OF TENDER</u>	52

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	


LIST OF BID DOCUMENTS

INVITATION TO BID PART A	Form A
TERMS AND CONDITIONS FOR BIDDING PART B	Form B
TENDER FORM (PRICING SCHEDULE)	Form C
STATEMENT OF WORK SUCCESSFULLY CARRIED OUT BY BIDDER	Form E
SECURITY SCREENING FORM	Form F
ACKNOWLEDGEMENT	Form G
SBD 4 BIDDER'S DISCLOSURE	
SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	


1 LIST OF ANNEXURES TO THE RFP

DRAFT CONTRACT	Annexure 1
RFP CLARIFICATION FORM	Annexure 2
APPENDICES – LIST OF PRASA TENDER RETURNABLE FORMS	Annexure 3
BILL OF QUANTITIES/PRICING SCHEDULE	Annexure 4
SPK7_2 Sept 99_240701_132859	Annexure 5
PUBLIC ADDRESS SYSTEM SPECIFICATION	Annexure 6
PRASA CRES SAFETY FILE CHECKLIST	Annexure 7

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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


BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

3 INTERPRETATION

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

3.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;

- 3.1.1 any reference to one gender shall include the other gender;
- 3.1.2 words in the singular shall include the plural and vice versa;
- 3.1.3 any reference to natural persons shall include legal persons and vice versa;
- 3.1.4 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 3.1.5 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;
- 3.1.6 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;
- 3.1.7 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
- 3.1.8 this RFP shall be governed by and applied in accordance with South African law.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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:

4.1 “Accounting Authority” means the Board of PRASA;

4.1.1.1 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP.

4.1.1.2 “Bid” means the Bid to the RFP submitted by Bidders;

4.1.1.3 “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;

4.1.1.4 “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;

4.1.1.5 “Black Equity” means the voting equity held by Black People from time to time;

4.1.1.6 “Black People” has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended.

4.1.1.7 “Black Woman” means African, Coloured and Indian South Africa Female citizen;

4.1.1.8 “Briefing Note” means any correspondence to Bidders issued by the PRASA;

4.1.1.9 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa; “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;

4.1.1.10 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;


“Contractor” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.

4.1.1.11 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is 31 JULY 2024 at 12:00 Midday;

“Project” means this project for the **APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION**

“RFP” means the Request for Proposals issued by PRASA for this tender; and

4.1.1.12 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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**].

BID DESCRIPTION	APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION
BID ADVERT	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge. With effect from July 2024. The tender is also advertised on CIDB website and PRASA website
ISSUE DATE	02 JULY 2024
COMPULSORY SITE BRIEFING SESSION	KOPANONG STATION (25°34'53"S 28°05'25"E), PRETORIA TIME: 10:00 AT KOPANONG STATION DATE: 11 JULY 2024
CLOSING DATE OF TENDER (FINAL BID SUBMISSION)	31 JULY 2024 at 12:00 Midday Bidders must ensure that bids are delivered timeously to the correct address in the tender box. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	90 Working Days from Closing Date 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.
CLOSING DATE FOR QUESTIONS	19 JULY 2024 by 14:00
CLOSING DATE FOR RESPONSES TO QUESTIONS	23 JULY 2024 by 16:00
CONTACT PERSON	MS. KHUTHAZWA PIKE

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

2 FORMAL BRIEFING

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

A compulsory pre-proposal RFP briefing/site briefing will be conducted at **KOPANONG STATION, PRETORIA TIME: 10:00AT** on the **DATE: 11 JULY 2024**. [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. Bidders are required to pay for their own parking tickets.

2.1 *A Compulsory Briefing/Site Inspection Register must be signed by Bidder at site meeting so as to indicate proof of attendance.* Bidders must ensure that their Company Bidding Names also appear on the Compulsory Briefing Session Register.

2.2 Respondents failing to attend the compulsory RFP briefing will 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 on the **(23 JULY 2024 by 16:00)**

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 / Tender Office **Ms. Khuthazwa Pike**

RFP No: **CRES/NGR/001/07/2024**

Description of Bid **APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION**

Closing date and time: **31 JULY 2024 at 12:00 Midday**

Closing address **PRASA CRES – NGR, SUPPLY CHAIN MANAGEMENT TENDER OFFICE, DARK GREY BUILDING, CORNER 546 PAUL KRUGER & SCHEING STREETS, PRETORIA STATION PRECINCT, PRETORIA, 0001**

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

5 DELIVERY INSTRUCTION FOR RFP

Delivery of Bid

The Bid envelopes should be deposited in the PRASA tender box which is located at the Reception Area/Ground Floor of the PRASA CRES PRETORIA OFFICES (NGR) and should be addressed as follows:


**FOR ATTENTION: MS. KHUTHAZWA PIKE
PRASA CRES – NGR, SUPPLY CHAIN MANAGEMENT TENDER OFFICE,
DARK GREY BUILDING,
CORNER 546 PAUL KRUGER & SCHEIDING STREETS,
PRETORIA STATION PRECINCT,
PRETORIA,
0001**

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 PIKEK@PRASA.COM or NRG.TENDERENQUIRIES@PRASA.COM before **19 JULY 2024 by 14:00**, substantially in the form set out in **Annexure 2** 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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	


- 6.3 During and after the closing date of the RFP, a Respondent may only communicate in writing with the **MS. KHUTHAZWA PIKE**, at telephone number **012 748 7456**, email PIKEK@PRASA.COM or **MS. BONGIWE SITHEMBILE**, at telephone number **012 748 7562**, email NGR.TENDERENQUIRIES@PRASA.COM on any matter relating to its RFP Proposal.
- 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.

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:

- 6.6.1 Bid/Tender Description
- 6.6.2 Bid/Tender Reference Number
- 6.6.3 Closing date of Bid/Tender
- 6.6.4 Supplier Name;
- 6.6.5 Supplier Contact details
- 6.6.6 The detailed complaint

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

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.

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 (Envelope 1/Package 1)

- **Part A:** Mandatory Requirements Response
- **Part B:** Technical or Functional Response (response to scope of work)

Volume 2 (Envelope 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 envelope 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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- 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 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,

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	


alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

- 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	02 July 2024
Site Briefing Session for Bidders will be held at KOPANONG Station in Pretoria.	KOPANONG STATION (25°34'53"S 28°05'25"E), PRETORIA TIME: 10:00 AT KOPANONG STATION DATE: 11 JULY 2024
Closing date for Questions	19 July 2024 by 14:00
Closing date for Responses to Questions	23 July 24 by 16:00
Closing Date for Submission of final Bid	31 July 2024 at 12:00 Midday
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

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.

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).

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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 marked Annexure 3 must be completed and submitted as an essential returnable document by the closing date and time of the bid.

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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

SECTION 2

BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS

1. INTRODUCTION

PRASA intends to refurbish Kopanong station, this is one of the prioritized stations for resumption. This project is part of the recovery program already in implementation stage to bring back railway operations to the urban communities in the Northern Gauteng Region.

This document provides specification to enable PRASA to identify, select and appoint a suitable Turnkey Contractors with a CIDB grading/level 6GB or higher and proven experience in the construction of similar work to provide design and build the refurbishments of Kopanong.

2. BACKGROUND INFORMATION


2.1 STATUS QUO

The passenger railway services offered by PRASA at the subject corridors are not at par with the normal operations of passenger rail service. The railway infrastructure at these facilities have been rendered functionally obsolete due to the acts of vandalism that occurred over the past four years.

The outcome of this project is operational effectiveness through improved commuter experience, i.e., platforms, footbridge, and ancillary facilities for commuters and PRASA Rail Services personnel that will not only be dignified but also more operationally efficient. The station has deteriorated to a point where rehabilitation is required, and current maintenance intervention has failed to bring them to acceptable standards.

2.2 PROBLEM STATEMENT

- 2.2.1 PRASA is required to provide its commuters with stations that are clean, safe, universally accessible, and reliable
- 2.2.2 The train station to be refurbished are outdated and no longer adequately meets the needs of passengers and the surrounding community. Several issues and challenges have been identified that hinder the station's functionality and hinder the overall passenger experience. Therefore, a train station refurbishment project is required to address these problems and create a more efficient, accessible, and passenger-friendly transportation hub.
- 2.2.3 A comprehensive train station refurbishment projects are crucial to ensure a safe, efficient, and passenger-friendly transportation hub that caters to the needs of the community. The projects

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

will focus on improving infrastructure, enhancing passenger amenities, ensuring accessibility, implementing modern technology systems, improving connectivity, and enhancing safety and security measures

2.3 PICTORIALS



Station roof




Ablution facility



Station building.



Platform area

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

3. OBJECTIVE OF THE PROPOSED PROJECT

The objectives of the proposed project are outlined in detail from the following sections:

3.1 DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

Improve the service to commuters, as it provides a primary option as a means of transport especially to commuters travelling to and from local industries and retail facilities in the area. The distance travelled by commuters to currently functional stations which are further from commuter destinations will be reduced. The objective is to achieve a quick turnaround time in repairing these stations and rehabilitating damaged infrastructure.

3.2 PROJECT BENEFITS TO PRASA

PRASA Cres as a business shall realise the following significant benefits after the implementation of the project:

- 3.2.1 **Compliance to the regulator requirements:** The train stations will be operational and compliant to railway safety regulator (RSR) and other applicable laws.
- 3.2.2 **Increased revenue for the train station:** Customer service will start to receive fare income when train services resume in the station.

3.3 CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

Kopanong station is not operational. PRASA CRES has implemented procurement strategies that are attempting to fast-track construction procurement and project execution by appointing a turnkey contractor.


4. SCOPE OF WORKS AND AREAS OF FOCUS

4.1 SCOPE OF THE DESIRED SOLUTION


The high-level scope of work to be executed for this project shall entail, but not be limited to, the following activities:

KOPANONG

- 4.1.1 Refurbishment of ticket office (concrete roof, bullet proof windows and external doors, strongroom, external windows and doors to closed with roller shutters, built in petty safe and drop safe)
- 4.1.2 Construction of new facility for protection Services office including facility for cleaners (strongroom containing shelving for fire arm storage and boardroom)

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- 4.1.3 Refurbish existing ablutions facilities (All equipment fitted must be vandal proof)
- 4.1.4 Remove and dispose of dilapidated building materials, structures, equipment, and rubble, cleaning and make good (Disposals must be done at licensed dump sites)
- 4.1.5 Removal and disposal of asbestos to be as per Asbestos Regulation 2001 where applicable,
- 4.1.6 Resurface the platform and install tactiles, vandal proof manhole covers (poly concrete) and coping blocks
- 4.1.7 Refurbish parking spaces for staff and commuters (parking to include shelters chromedek), parking space to be secured
- 4.1.8 Design and construct universal access ablution facilities
- 4.1.9 Refurbish existing cash in transit(CIT) access road and parking area (parking area to be secured)
- 4.1.10 Refurbish informal traders stall areas
- 4.1.11 Design and construct retaining structure (design to include landscaping of the project area)
- 4.1.12 Redesign and construct universal access ramp
- 4.1.13 Design and construct new waste facility
- 4.1.14 Reinstate access control at station entrance
- 4.1.15 Provide Public Address (PA System) System
- 4.1.16 Design and construct new shelters and seating
- 4.1.17 Supply and install a galvanized welded mash fence with 2400mm x 3000mm including galvanized post, spikes and subsoil base concrete (Fencing to cover the parking area)
- 4.1.18 Vegetation control (removal of vegetation on platforms, including 20 metres beyond end of platform)
- 4.1.19 Install new water supply infrastructure inclusive of sewer and stormwater drainage, the newly installed system must be connected to municipality main supply
- 4.1.20 Install new LED lighting including galvanized 12m mid high mast swivel pole, and electrical supply, additional primary supply connection to 6.6/11kv and Installation of solar power system (Lighting to cover the entrance (25m apoll light) and parking area)
- 4.1.21 Platform and external lights illumination level must be 41 401 lm (lumen output) per light fitting
- 4.1.22 Reinstate access control at station entrance (The access control must cover the entire access area)
- 4.1.23 Provide new station signage (emergency, information, directional and disclaimer) and platform safety/EMU markings
- 4.1.24 Supply and install complete fire-fighting equipment and systems (including sprinkler, automated detecting system and installation of borehole with water purification)

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

4.1.25 Provide and install energy saving HVAC

4.1.26 Provide As-Built drawings and Emergency Evacuation plans

4.1.27 Carpentry (built in cabinet, ticket office counter, hydro boil, under counter drinking water purification, lockable stainless steel drawers with unique keys, storage etc)

4.1.28 Construction of vandal proof building for electrical kiosk


4.1.29 Provision of office furniture

- 6x Draughtman polyurethane chair with back support without wheels
- 2x 26L microwave
- 2x bar refrigerator 90-100L
- 2x Water dispenser (water cooler dispenser. Hot and cold with fridge – 320 x 1340 silver)
- 2x replacement filters
- 3x High back operators Chairs (Back: Black mesh, Seat: Weavers, Gas height adjustment, 5 star nylon base on castors and Nylon flexi arms)
- 4x boardroom tables (Work top finish: 22mm Walnut Deccon, Edging: Matching PVC flat, Leg frame: SQ 50mm steel, Pearl Aluminium and Length: 1600 Breadth: 800)
- 18x Boardroom chairs (Back: Black mesh, Seat: Weavers World Epic 7558 fabric and Black epoxy frame)
- 3x office desk, L shape with drawers (Work top finish: 22mm Walnut Deccon, Edging: Matching PVC flat, Storage carcasses: White Melawood, Storage fronts: Walnut Melawood, Leg frame: SQ 50mm steel, Pearl Aluminium and Corporate Connections plug set
- 3x Corporate Connections plug set Corporate (Corporate Connections plug set and cables)
- 4x Waste paper bins(Square punched waste paper bin Silver 420SI)

4.1 SPECIAL CONDITIONS

4.1.1 The contractor must provide full and continuous security for all portions of the works throughout the project area. The security personnel will be inducted and vetted by PRASA protection service.

4.1.2 The turnkey contractor shall submit a complete and compliant safety file for review and awarding of a site access permit within 10 working (days), upon acceptance of the appointment letter. Failure to acquire a site access permit within the 10 working (days) will

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

result in none compliance notice with an additional 4 days to comply, failure to comply within additional 4 days will result in contract termination.


4.2 PROJECT CONTEXT

The building design must be consistent with the following principles:

- Minimizing adverse impacts on the natural environment.
- Comprehensive Architectural and Engineering concepts including:
- Energy savings through day lighting, night-time setbacks, and monitoring of power consumption
- Natural ventilation and thermal comfort concepts.
- Addressing occupational hazards and environmental health concepts.
- Site development and building design that will be flexible and can accommodate changes in PRASA-CRES organization and composition, and technological change.

Design phase:


- Conducting a thorough assessment of the existing train station, identifying areas that require improvement or renovation.
- Developing a design concept and architectural plans for the refurbishment project.
- Architecture & Engineering Design Development Plans, Elevations and Sections.
- Designing the layout and configuration of the train station, including platforms, waiting areas, circulation spaces, and amenities.
- Incorporating accessibility features to ensure compliance with disability regulations and standards.
- Creating design proposals for the integration of commercial spaces, ticketing systems, information displays, and technology infrastructure.
- Considering sustainability measures and incorporating energy-efficient systems into the design.
- Geodetic Survey.
- Soil Foundation/Geotechnical Investigation.
- Detailed Furnishing Plans.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- Detailed Site/Civil Landscape Architectural Designs and Plans.
- Detailed Site and Building Engineering Designs and Plans.
- Station and building Security systems including CCTV, access control, walls and fences.
- Detailed Estimates, Bill of Quantities.
- Proposed Design and Construction Schedule.
- Occupational Health and Safety Program for the Construction Phase.

Construction phase:

- Renovating and/or expanding platforms to accommodate larger passenger capacity and improve passenger flow.
- Constructing new facilities, such as waiting areas, ticket counters, restrooms, retail spaces, and food and beverage outlets.
- Installing or upgrading elevators, escalators, ramps, and staircases to improve accessibility for all passengers.
- Implementing necessary utility connections, such as water supply, complete solar system with battery bank and electricity
- Conducting structural enhancements and repairs, as required, to ensure the safety and stability of the train station.
- Integrating advanced technology systems, including ticketing machines, information displays, CCTV cameras, and public address systems.
- Installing or upgrading surveillance systems, including CCTV cameras and monitoring equipment, to enhance security within the train station premises.
- Implementing emergency response measures, such as fire detection and suppression systems, emergency exits, and evacuation plans.
- Improving lighting and signage for better visibility and wayfinding, ensuring passenger safety and security.
- Creating seamless connections and integration with other modes of transportation, such as bus terminals and taxis where applicable.
- Designing and constructing intermodal transfer facilities, such as covered walkways, shuttle services, or bicycle parking areas, to facilitate convenient transfers between different modes of transport where applicable

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- Conducting thorough testing of all systems and equipment to ensure their functionality and performance.
- Conducting trial runs and simulations to identify and rectify any operational issues before the train station is fully operational.
- Providing training to station staff on the operation and maintenance of new systems and equipment.
- Preparing documentation, manuals, and as-built drawings for future reference and maintenance purposes.
- Handing over the refurbished train station to the relevant authorities or operators.

4.2.1 PROJECT IMPLEMENTATION APPROACH

The project will be implemented in a Project Management Methodology in line with a South African Council for Projects and Construction Management Professions (SACPCMP) guidelines led by a Project Manager/Employer representative and where all consultants will report and deliver services in line with their respective professional councils e.g, SACAP, ECSA, SACQSP, etc.

The required services are a stage-gate design process as follows:

- **Stage 1 – Inception,**
- **Stage 2 – Concept and Feasibility,**
- **Stage 3 – Design Development,**
- **Stage 4 – Tender Documentation and Procurement,**
- **Stage 5 – Construction Documentation and Construction Monitoring, and**
- **Stage 6 – Hand over and - Close-Out**


DESIGN PHASE

STAGE 1 - INCEPTION

Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing project brief, objectives, priorities, constraints, assumptions, and strategies in consultation with the client.

Scope of Services:

- Facilitate the development of a Clear Project Brief

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- Establish in conjunction with the client, consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended project.
- Manage the integration of the preliminary design to form the basis for the initial viability assessment of the project
- Prepare, co-ordinate and monitor a Project Initiation Programme
- Facilitate the preparation of the Preliminary Viability Assessment of the project.
- Facilitate client approval of all Stage 1 documentation

Project Management Deliverables:

- Project Brief
- Signed Consultant/Client Agreements
- Project Initiation Programme
- Record of all meetings
- Quality management plan
- Approval by Client to proceed to Stage 2

STAGE 2 – CONCEPT AND FEASIBILITY


Finalization of the project concept and feasibility.

Scope of Services:

- Communicate the project brief to the consultants and monitor the development of the Concept and Feasibility within the agreed brief
- Co-ordinate and integrate the income stream requirements of the client into the concept design and feasibility
- Agree the format and procedures for cost control and reporting by the cost consultants on the project.
- Manage and monitor the preparation of the project costing by other consultants.
- Prepare and co-ordinate an Indicative Project Documentation and Construction Programme
- Manage and integrate the concept and feasibility documentation for presentation to the client for approval
- Facilitate client approval of all Stage 2 documentation.

Project Management Deliverables:

- Signed Consultant/Client Agreements
- Indicative Project Documentation and Construction Programme.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- Develop quality control plan
- Quality management report
- Approval by Client to proceed to Stage 3

STAGE 3 – DESIGN DEVELOPMENT

Manage, co-ordinate and integrate the detail design development process within the project scope, time, cost and quality parameters.

Scope of Services:


- Establish and co-ordinate the formal and informal communication structure, processes and procedures for the design development of the project.
- Prepare, co-ordinate and agree a detailed Design and Documentation Programme, based on an updated Indicative Construction Programme, with all consultants.
- Manage, co-ordinate and integrate the design by the consultants in a sequence to suit the project design, documentation programme and quality requirements.
- Conduct and record the appropriate planning, co-ordination and management meetings.
- Facilitate any input from the design consultants required by Construction Manager on constructability.
- Manage and monitor the timeous submission by the design team of all plans and documentation to obtain the necessary statutory approvals.
- Establish responsibilities and monitor the information flow between the design team, including the cost consultants.
- Monitor the preparation by the cost consultants of cost estimates, budgets, and cost reports.

Project Management Deliverables:

- Signed Consultant/Client Agreements
- Detailed Design & Documentation Programme
- Updated Indicative Construction Programme
- Record of all meetings
- Assess and determine the need for licences and permits application
- Quality management report
- Approval by Client to proceed to Stage 4

STAGE 4 - DOCUMENTATION AND PROCUREMENT

This is the process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation, for effective and timeous execution of the project.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

Scope of Services:

- Select, recommend and agree the Procurement Strategy for sub-contractors and suppliers with the client and consultants.
- Prepare and agree the Project Procurement Programme.
- Facilitate and monitor the preparation of the site-specific Health and Safety Plan
- Agree the format and procedure for monitoring and control for construction works

Project Management Deliverables:

- Subcontractors and suppliers Procurement Strategy
- Project Procurement Programme
- Site specific Health and Safety Plan
- Quality management report
- Record of all meetings.

CONSTRUCTION PHASE:


In line with the Project management approach indicated in Design phases, the following stages and outcomes are applicable:

STAGE 5 – CONSTRUCTION

This stage refers to Management and administration of the construction contracts and processes, including the preparation and co-ordination of the necessary documentation to facilitate effective execution of the works. FIDIC silver book shall be preferred contract unless there are some changes.

Scope of Services:


- Assist on behalf of the client including the finalization of all agreements.
- Instruct the contractor on behalf of the client to appoint subcontractors.
- Receive, co-ordinate, review and obtain approval of all contract documentation provided by the contractor, subcontractors, and suppliers for compliance with all of the contract requirements.
- Monitor the ongoing projects insurance requirements.
- Facilitate the handover of the site to the contractor.
- Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.
- Regularly conduct and record the necessary site meetings
- Monitor, review and approve the preparation of the Contract Programme by the contractor.
- Regularly monitor the performance of the Contractor against the contractor programme.
- Review and adjudicate circumstances and entitlements that may arise from any changes required to the Contract Programme.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- Monitor the presentation of the contractor's Health and Safety Plan and approval thereof by the Health and Safety Consultant
- Monitor the auditing of the contractor's Health and Safety Plan by the Health and Safety Consultant
- Monitor the compliance by the contractors of the requirements of the Health and Safety Consultant and contractors.
- Monitor the production of the Health and Safety File by the Health and Safety Consultant and contractors.
- Establish the construction information distribution procedures.
- Agree and monitors the Construction Documentation Schedule for timeous delivery of required information to the contractors.
- Expedite, review and monitor the timeous issue of construction information to the contractors.
- Manage the review of all approval of all necessary shop details and product propriety information.
- Establish procedures for monitoring, controlling and agreeing all scope and cost variations.
- Agree the quality assurance procedures and monitor the implementation thereof by the consultants and contractors.
- Monitor, review, approve and certify monthly progress payments.
- Receive, review and adjudicate any contractual claims.
- Preparation of monthly cost reports by the cost consultants.
- Monitor long lead items and off- site production by the contractors and suppliers.
- Prepare monthly project reports including submission to the client.
- Manage, co- ordinate and monitor all necessary testing and commissioning by consultants and contractors.
- Prepare and issue the Practical Completion Lists and the Certificate of Practical Completion.
- Prepare the preparation and issue of the Works Completion List by the consultants to the contractors.
- Monitor the execution by the contractors of the defect items to achieve Works Completion
- Facilitate and co-ordinate adequate access with the occupant for the rectification of defects by the contractors.
- Co-ordinate the submission of any special project related monthly progress report

Projects Management Deliverables:

- Agreed Contract Programme

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- Adjudication and award of contractual claims
- Construction Documentation Schedule
- Monthly progress payment certificates
- Monthly project progress reports
- Record of all meetings
- Monthly OHS audit report
- Quality management report
- Certificates of Practical Completion.

STAGE 6 – CLOSE OUT


The process of managing and administering the project closeout, including preparation and co-ordination of the necessary documentation to facilitate the handover and effective operation of the project.

Scope of Services:

- Issue the Works Completion Certificate
- Manage, Co-ordinate and expedite the preparation by the design consultants of all as-built drawings and design documentation.
- Manage and expedite the procurement of all statutory compliance certificate and documentation.
- Manage the finalization of the health and Safety File for submission to the client.
- Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
- Manage, co-ordinate and expedite the preparation and agreement of the final account by the cost consultants with the relevant contractors.
- Co-ordinate, monitor and issue the Final Completion Defects list and Certificate of Final Completion
- Prepare and present Project Closeout Report in line with council special requirement.

Project Management Deliverables:

- Works Completion Certificate
- Certificate of Final Completion
- Record of lesson learnt
- Quality conformance report
- Record of all meetings
- Project closeout report
- A full infrastructure condition assessment report per discipline

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- Safety declaration per discipline signed by registered professional
- Maintenance plan
- Fire certificate of installation
- Specification, maintenance spare and operating manual
- Risk Assessment (stations)
- All technical drawings
- Electrical COC
- Quality management report
- Handover certificate for stations (risk, customer, security, facilities and PMU)


4.3 INSURANCE REQUIREMENTS FOR THE PROJECT

The successful bidder shall provide insurance as per the contract data

4.4 TARGETED AREA BY THIS PROJECT

The project will be implemented at Kopanong station in Gauteng North. The targeted areas are critical **improvement** aspects; which will ensure that the stations are in a suitable condition for resumption of services; and these entail:

- Station and platform lighting
- Availability of water
- Functional ablutions and sanitation services
- Functional ticket offices
- Safe platform surfaces with safety line markings
- Covered waiting shelters
- Protection Services and Security rooms
- Secure entrance gates
- Clear and reinstate station approach
- Vegetation control
- Legible station signage
- Fencing
- Improvement of the external appearance of all buildings on the station. (Cleaning of face brick, repairing damaged plaster, new paintwork etc.)
- Addition to employee facilities such as mess-rooms, security facilities, ticket offices, etc.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	
BID NUMBER: CRES/NGR/001/07/2024	

- Back-of-the-house facilities – cash collection, storage, all infrastructure etc.

4.5 EXTENT AND COVERAGE OF THE PROPOSED PROJECT

This project falls under National station improvement programme undertaken by PRASA Cres PMU division to address two critical aspects as follows:


I. FUNCTIONALITY

Functionality work packages will be first package to be delivered, within three (3) months, to ensure the station operate while the project is ongoing (works to be done in line with scope of work). This type of work relates to focussing on station facilities that qualifies the station fit to operate and covers:

Upon completion of basic functionality the following documentation must be submitted by the turnkey contractor (A full infrastructure condition assessment report per discipline, Safety declaration signed by registered professional and safety declaration per discipline). The contractor shall be responsible for maintenance and replacement of stolen/vandalised items of facilities during construction period.

Kopanong:

- Stations utilities connections (i.e. water and sewage), including installation of 6.6/11kv transformer
- Functioning Station buildings including roof covering for access area and access control
- Functioning electrical network (transformer, wiring of ticket office, kiosk and platform lighting)
- Functioning ticket offices (bullet proof windows and doors including safes) and Access control facilities
- Functioning air-conditioning system
- Safe platform surfaces including entrance (even surface and no tripping hazards) and markings
- Provide and install shelters with roof covering
- Provide and install manhole on platform area (All manhole opening to be closed)
- Functioning public and staff ablutions facilities
- Safe subway area
- Functioning fire safety installations (basic fire equipment's inclusive of fire equipment and horse rail)
- Adequate signage (indemnity, directional, identification, safety, emergency, information, iconography, prohibitive and disclaimer etc.)
- Fencing

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

II. IMPROVEMENT

This is an intense, time-consuming project which entails station improvement and also covers secondary mandate works such as;

- Additions to ablutions (where applicable)
- Reconfiguration of access from parking to station concourse then to platform (where applicable)
- Addition to employee facilities such as mess-rooms, security facilities, ticket sales, etc.(where applicable)
- Back-of-the-house facilities – cash collection, storage, etc.
- Improvement to the overall appearance of the station that includes lighting, security features, passenger information, staff facilities such as ticketing offices, passenger shelters, ablution facilities, paintwork to subways, electricity supply, bridges, fencing, retail/commercial, etc.
- Universal access installations
- Storm water drainage rehabilitation

4.6 MEASUREMENTS AND PAYMENT

Valuations and payment certificates to be issued monthly.

4.7 FORM OF CONTRACT

The conditions of contract will be based on the FIDIC Contract for EPC/Turnkey Projects, Silver book Agreement (SECOND EDITION, 2017) and related Contract Data.

4.8 OTHER RELATED PROJECTS


The following projects have been identified as related to this proposed project:

- The Platform Configuration Project (Horizontal and Vertical Alignment)
- Corridor fencing project

4.9 COMMUNITY LIAISON OFFICER (CLO)

The successful bidders will be required to appoint and work with Community Liaison Officers (CLO) as they implement the project. The CLO communicates and coordinates activities between an organization and the community. The contractor(s) will be required to enter into contractual agreement with the appointed community liaison officer (CLO). CLO must be appointed for each station.

- In case of community unrest and other community related stoppages for more three (3) days, A deduction at the rate equivalent to daily CLO rate per site shall be implemented.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

5 SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED

5.1 PROFESSIONAL TECHNICAL STAFF REQUIREMENTS

The appointed Turnkey Contractor will be required to provide qualified and experienced professional staff with the following key professional expertise:

The appointed Turnkey Contractor will be required to provide qualified and experienced professional staff with the following key professional expertise:

- Team Leader/Construction Manager with SACPCMP professional registration
- Quantity Surveyor with SACQSP professional registration
- Architect with SACAP professional registration
- Electrical Engineer/Technologist with ECSA professional registration
- Civil Engineer/Technologist with ECSA professional registration
- Structural Engineer/Technologist with ECSA professional registration
- Mechanical Engineer/Technologist with ECSA professional registration
- Health and Safety Manager with SACPCMP professional registration

Details of the minimum qualifications for the key professional staff listed above are outlined below. **These minimum requirements will be used for tender evaluation purposes. No duplication of Professional Technical Staff will be permitted, the scoring of the CV's of Key Persons will only consider one key staff per category.** The turnkey contractor is required to provide all services as listed above for the duration of the contract. The professional registration and qualification certificates submitted by the bidders should have been certified not more than six (6) months prior to the closing date.

5.1.1. TEAM LEADER/ CONSTRUCTION MANAGER


The desired minimum qualifications for this role are as follows:

- National Diploma/Advanced diploma (Building, Construction Management, Civil Engineering);
- Registration as a Professional Construction Project Manager (Pr. CPM) with the South African Council for the Project and Construction Management Professions (SACPCMP).

5.1.2. QUANTITY SURVEYOR

The desired minimum qualifications for this role are as follows:

- Bachelor Degree/ B-Tech/Advanced diploma in Quantity Surveyor;

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- The South African council for the Quantity Surveyor profession (SACQSP) registration as a Quantity Surveying Professional

5.1.3. ARCHITECTURAL SERVICES

The desired minimum qualifications for this role are as follows:

- B-Tech / Bachelor/Advanced diploma Degree in Architectural studies;
- The South African Council for the Architectural Profession (SACAP) registration as a Professional Architect (PrArch) or a Professional Senior Architectural Technologist (PSAT).

5.1.3 ELECTRICAL ENGINEER

The desired minimum qualifications for this role are as follows:

- BSc/B-Tech/Advanced diploma Degree in Electrical Engineering;
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng);

5.1.4 CIVIL ENGINEER

The desired minimum qualifications for this role are as follows:

- BSc/B-Tech/Advanced diploma Degree in Civil Engineering;
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng);

5.1.5 STRUCTURAL ENGINEER

The desired minimum qualifications for this role are as follows:

- BSc/B-Tech/Advanced diploma Degree in Civil Engineering;
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng);

5.1.6 MECHANICAL ENGINEER


The desired minimum qualifications for this role are as follows:

- BSc/B-Tech/Advanced Diploma degree in Mechanical Engineering;
- ECSA registration as a Professional Engineer (Pr Eng)/ Technologist (Pr Tech Eng);

5.1.7 HEALTH AND SAFETY MANAGER

The desired minimum qualifications for this role are as follows:

- BTech/ Bsc/Advanced diploma in Safety Management / environmental management/ environmental health or B. Com Operational Risk Management or National Diploma/ BSc / B-Tech (Building, Construction Management, Quantity Survey, Architectural , Civil, Electrical, Mechanical);
- Registration with the SACPCMP as professional construction health and safety officer as Construction Health and Safety Manager (Pr CHSM)
- A minimum of three (3) years or more as a construction Health and Safety Manager
- A portfolio of evidence

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa PASSENGER RAIL AGENCY OF SOUTH AFRICA
BID NUMBER: CRES/NGR/001/07/2024	

6 TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT

The design for this project shall meet the following technical capabilities & constraints, and other specified performance requirements:

- 6.1. PRASA - Norms, Guidelines and Standards (NGS) for Station Facilities (2015),
- 6.2. SANS 10400: The application of National Building Regulations
- 6.3. SANS 10400: Part S Facilities for Disabled Persons, Edition 3 (2011)
- 6.4. SANS 3000 -1:2009 Railway Safety Management
- 6.5. NHRA 1999 – National Heritage Resources Act, April 1999.
- 6.6. Safety Arrangements and Procedural Compliance with the Occupational Health and Safety Act (Act 85 of 1993),
- 6.7. PRASA - SPK7/1
- 6.8. PRASA - E4E
- 6.9. Applicable Regulations (Specification E4E); including any subsequent amendments, and related construction regulations, and guidelines.
- 6.10. SANS 10142-1 Wiring Code of Practice (Electrical Installation).
- 6.11. Occupational Health and Safety Act, 1993 Asbestos Regulations, 2001
- 6.12. Prasa safety file checklist

7 TIME FRAMES / PROGRAMS

7.1.1 Contract period: Seven (7) months

The planned time frames for the implementation of this proposed projects are highlighted above **(excluding annual builder's break)**. The bidders are to bid based on the shortest realistic time frame for the completion of this projects.


Bidders are requested to provide for basic functionality within 3 months

7. EVALUATION 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 will be disqualified.


BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

LEVEL	DESCRIPTION
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids will 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. 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.
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
Best and Final Offer	PRASA may go into the Best and Final Offer process in the instance where no bid meets the requirements of the RFP and/or the Bids are to close in terms of points awarded.
Approval	Approval and notification of the final Bidder.

7.1 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 4 below for the selection of the preferred bidder that shall render professional services and construction management work for the project.

EVALUATION CRITERIA	WEIGHTING
Stage 1a	Compliance
Mandatory Requirements	
Stage 1b	
Other Mandatory	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 70%
Stage 3	Price and Specific Goals
Price	80

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	
BID NUMBER: CRES/NGR/001/07/2024	

EVALUATION CRITERIA	WEIGHTING
Specific Goals	20
TOTAL	100

Table 4: Evaluation criteria for the selection of a potential bidder

The details of the stages outlined in Table 4 above are presented in following sections below.


7.1.1 STAGE 1: COMPLIANCE REQUIREMENTS

Bidders must comply with the following requirements and failure to comply will lead to immediate disqualification.

7.1.1.1 Stage 1- Mandatory Requirements

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

No.	Description of requirement	TICK
a)	Completion of ALL RFP documentation (includes ALL declarations, SBD documents/ forms)	
b)	Bidders must sign compulsory Briefing Session Attendance Register	
c)	Price schedule/bill of quantities and bid tender form C (Bidders must ensure that they only include these financial documents/information in second envelope volume 2)	
d)	Active CIDB grading level of 6-GB or Higher (JVs must achieve a combined 6-GB CIDB grading or higher, through the CIDB JV calculator, (Bidders to ensure that their CIDB status is active on the system throughout the validity of the tender). (CRS numbers to be provided)	
e)	If applicable: Signed Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement, should they be awarded.	
f)	<p>Proof of Compliance with qualification and registration requirements contained in Item 5.1. Proof of qualifications and proof of valid/active registration with appropriate professional bodies must be provided. The qualification certificates submitted by the bidders should have been certified not more than six (6) months prior to the closing date</p> <p>The recognition of foreign qualifications must be submitted with South African Qualification Authority (SAQA) certificate of evaluation</p> <p>The following professionals must be registered with Professional Bodies: -</p>	

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	
BID NUMBER: CRES/NGR/001/07/2024	

No.	Description of requirement	TICK
	<ol style="list-style-type: none"> 1. Team Leader/ Construction Project Manager with SACPCMP professional registration (Pr CPM) 2. Quantity Surveyor with SACQSP professional registration (Pr QS) 3. Architect with SACAP professional registration (Pr Arch/ PSAT) 4. Electrical Engineer/ Technologist with ECSA professional registration (Pr Eng)/ (Pr Tech Eng); 5. Civil Engineer/ Technologist with ECSA professional registration (Pr Eng)/ Pr Tech Eng); 6. Structural Engineer/ Technologist with ECSA professional registration (Pr Eng)/ Pr Tech Eng); 7. Mechanical Engineer/ Technologist with ECSA professional registration (Pr Eng)/ Pr Tech Eng); 8. Health and Safety Manager with SACPCMP professional registration (Pr CHSM) 	
g)	Bidders to fill and sign the closing /submission register on submission of tender documents.	

Table 5: Mandatory Requirements


7.1.1.2 STAGE 1b: OTHER MANDATORY REQUIREMENTS

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.

No.	Description of requirement	
a)	Letter of Good Standing: COID	
b)	Valid Tax Clearance Certificate / Valid SARS Pin	
c)	CSD supplier registration number / CSD Summary report	
d)	Company Registration Documents (Proof of Registration), Certificate of Incorporation or CK1.	
e)	Copies of Directors' ID documents	
f)	Proof of UIF registration	
g)	Proof of Bank Account	

Table 7: Other Mandatory Requirements

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

7.1.2 STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70% as per the standard Evaluation Criteria presented in Table 5 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 the 6 below.

ITEM	CRITERIA	WEIGHT
a)	Consulting completed projects and track record	30
b)	Project schedule (work plan)	20
c)	Contractor's completed projects and track record	30
d)	Contractor's Financial Capability	20
	TOTAL	100

Table 6: Technical Evaluation Criteria

7.1.2.1 Functional Evaluation Criteria


Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score [70] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid.

Details of the scoring methodology presented above are outlined below:


Functionality evaluation matrix & Criteria:

Details of the detailed scoring methodology are presented in the Table 7 below:


PROFESSIONAL TEAM			
CRITERIA	SUB-CRITERIA	SCORES	WEIGHT
A: CONSULTING EXPERIENCE/ TRACK RECORD Track Record of the consulting projects	Demonstrate experience for similar projects completed, whereby the bidder was appointed for construction professional services:	5 = Similar Project Experience consisting of any three (3) or more listed disciplines to the value R2 000 000,00 or more in professional fees	30
	Full points are allocated for track record of at least three (3) similar type and scale executed by bidder in the following disciplines:	4 = Similar Project Experience consisting of any three (3) or more listed disciplines	

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

	<ul style="list-style-type: none"> • Civil works (Geotechnical, Structural, Industrial and Commercial Infrastructure) • Electrical works (Electrical Building Services & Reticulation, Energy systems, Electronic Building Services, Transmission and Distribution and Industrial) • General Building/Quantity survey works (Offices, Parking and Mess and Ablution); • Mechanical works(Mechanical Building Services, Fire protection and Industrial); and • Architectural works (commercial buildings, residential, office parks). <p>Bidders to provide the following as proof:</p> <ul style="list-style-type: none"> • Signed Appointment letter/ contract/ purchase order and • Reference Letter (signed or stamped) or Practical Completion certificate relating to the appointment letter / contract / purchase order. <p>N.B One of the provided documents must indicate value of the contract. Points will be awarded only if both documents are submitted.</p>	<p><i>totalling between R1 500 000,00 and R1 999 999,99 professional fees</i></p> <p><i>3 = Similar Project Experience consisting of any three (3) or more listed disciplines totalling between R1 000 000,00 and R1 499 999,99 professional fees</i></p> <p><i>2 = Similar Project Experience consisting of any three (3) or more listed disciplines totalling between R800 000,00 and R 999 999,99 professional fees</i></p> <p><i>1 = Similar Project Experience consisting of any three (3) or more listed disciplines totalling less than R800 000,00 professional fees</i></p> <p><i>0= No Submission/ Irrelevant Information/ less than three (3) disciplines</i></p>	
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BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

BUILDING CONTRACTOR			
CRITERIA	SUB-CRITERIA	SCORES	WEIGHT
B: PROJECT SCHEDULE (WORK PLAN)	<p>Provide a project schedule in MS Project format that meets the clients timeline requirements and the schedule to cover the following key Milestones:</p> <ol style="list-style-type: none"> 1 Studies to be completed; 2 Design Development and construction Stage 1& 6) timelines including reviews; 3 Ordering of equipment/ materials; 4 Construction activities 5 Sequencing of activities in line with the scope (Critical path including basic functionality). 	<p><i>5 points = Project schedule that is aligned to the scope of work highlighting all 5 elements</i> <i>4 points = Project schedule that is aligned to the scope of work highlighting 4 elements</i> <i>3 points = Project schedule that is aligned to the scope of work highlighting 3 elements</i> <i>2 points = Project schedule that is aligned to the scope of work highlighting 2 element</i> <i>1 point = Project schedule that is aligned to the scope of work highlighting only 1 element</i> <i>0 Points= No Submission / Irrelevant information</i></p>	20
C: CONTRACTOR'S EXPERIENCE/ TRACK RECORD Track Record of the Contractor's construction projects.	<p>Demonstrate track record for construction projects of a similar type and scale executed and completed by bidder.</p> <p>Bidders to provide the following as proof:</p> <ol style="list-style-type: none"> 1. Letter of appointment / contract / purchase order for each project. <p style="text-align: center;">and</p> <ol style="list-style-type: none"> 2. Reference Letter (signed or stamped) or Practical Completion certificate relating to the appointment letter / contract / purchase order. 	<p><i>5 Points: Proof of completed project(s) to the value of R11 0 00 000 and above</i> <i>4 Points: Proof of completed project(s) totalling between R8,000,000 and up to R10,999,999,00</i> <i>3 Points: Proof of completed project(s) totalling between R6,000,000 and up to R7,999,999</i> <i>2 Points: Proof of completed project(s) totalling between R4,000,000 and up to R5,999,999</i></p>	30

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

	<p>N.B One of the provided documents must indicate value of the contract. Points will be awarded only if both documents are submitted</p>	<p><i>1 Point: completed project totalling below R4,000,000</i> <i>0 Points: No Submission / Irrelevant information</i></p>	
<p>D:FINANCIAL CAPACITY</p> <p>The operating cash flow ratio measures a company's short-term liquidity.</p> <p>Use the formula below:</p> <p>Operating cash flow ratio = Net Cash flow from operations/ Current liabilities</p> <p>Bidders should submit a complete set of recent financial statements for the company.(All partners for JV/Consortium to submit the statements)(Operating cash flow ratio will be averaged)</p>	<p>Demonstration of financial capability of the company</p> <p><i>Recent year's set of financial statements with comparative financials.</i></p> <p><i>Financials prepared and signed by an independent registered accounting professional and signed by the company director.</i></p> <p><i>Financial statements must include cashflow statement and balance sheet.</i></p> <p><i>Incomplete Financial Statements will not be considered</i> <i>All partners for JV/Consortium to submit the statements</i></p>	<p>5 points = Operating Cash Flows Ratio $X \geq 2.0$</p> <p>4 points = Operating Cash Flows Ratio $1.5 \geq X < 2.0$</p> <p>3 points = Operating Cash Flows Ratio $1.0 \geq X < 1.5$</p> <p>2 points = Operating Cash Flows Ratio $0.5 \geq X < 1.0$</p> <p>1 point = Operating Cash Flows Ratio $X < 0.5$</p> <p>0 points = No Submission/ Incomplete financial Statements</p>	<p>20</p>


Table 7: Detailed Scoring Methodology

Note: Bidders that fail to achieve the minimum overall qualifying score of 70% on functional/ technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation.

7.1.3 STAGE 3: PRICING AND Specific Goals

Bidders should provide their price proposal **using the Pricing schedule provided**, 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:

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

The maximum points for this tender are allocated as follows:

	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

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 7: Specific goals for the tender and points claimed are indicated per the table below.


(Note to organs of state: Where the 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.)

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION		 PASSENGER RAIL AGENCY OF SOUTH AFRICA
BID NUMBER: CRES/NGR/001/07/2024		

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Ownership Level	Evidence required for specific goals
Black Women Owned	5	100% black women	Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	4	75% – 99%% black women	
	3	60% – 74% black women	
	2	51 – 59% black women	
	0	0 – 50% black women	

Black Youth Owned	5	100% black youth	Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	4	75% – 99%% black youth	
	3	60% – 74% black youth	
	2	51 – 59% black youth	
	0	0 – 50% black youth	

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION		 PASSENGER RAIL AGENCY OF SOUTH AFRICA
BID NUMBER: CRES/NGR/001/07/2024		

People living or operating business in rural underdeveloped and local communities (Soshanguve)	10		Proof of residence - Municipality rates certificate/Eskom bill/Letter from councilor confirming residential address not older than 3 months/Lease agreement signed by all parties.
TOTAL	20		

8. VALIDITY PERIOD

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

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.

10. CONTRACT DURATION AND CONTRACT ADJUSTMENT

The planned time frame for the implementation of this proposed project is **7 Months** construction period.


There will be no price adjustments allowed, this will be a fixed price contract award.

11. 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).

12. 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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.

SECTION 3

PRICING AND DELIVERY SCHEDULE


Respondents are required to complete the Pricing Schedule/ BOQ Annexure 4 and Form C (Volume 2 /Envelope 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. 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.
- 1.6. 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.
- 1.7. 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:
 - 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.

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

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

National Treasury e-Tender Publication Portal, (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**


[Bidders are required to submit their Bid with a Bid Bond. The Bid Bond shall be 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(where applicable)]

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:
- Random checks on compliance with quality/quantity/specifications
 - On time delivery.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.

7 FINANCIAL STABILITY

Respondents are required to submit their latest financial statements prepared and signed off by a professional accountant for the past 2 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 _____

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____


2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.


SIGNED at _____ on this _____ day of _____ 20....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

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

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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 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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.

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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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 agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Bidding. 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 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

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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.
- 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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

11 CONDITIONS OF TENDER

General


Actions	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.
Interpretation	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.
Communication	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> .
PRASA's rights to accept or reject any tender	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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION		 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024		


Tenderer's obligations

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

- | | | |
|-----------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification. |
| Cost of tendering | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender. |
| Check documents | 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. |
| Copyright of documents | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 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. |
| Acknowledge receipt | 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. |
| Site visit and / or clarification meeting | 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. |
| Seek clarification | 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> . |

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION		 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024		

- | | | |
|--------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Insurance | 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. |
| Pricing the tender | 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. |
| Alterations to documents | 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. |
| Alternative tenders | 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. |
| Submitting a tender | 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. |
| NOTE: | 19 | Return the completed and signed <i>PRASA Tender Forms and SBD forms provided with the tender. <u>Failure to submit all the required documentation will lead to disqualification</u></i> |

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	


- 20 **Submit the tender as an original plus 1 copy (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.

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

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

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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| Closing time | <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> |
| Tender validity | <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> |
| Clarification of tender after submission | <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> |
| Submit bonds, policies etc. | <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> <p>31 Undertake to check the final draft of the contract provided by PRASA's <i>Representative</i> and sign the Form of Agreement all within the time required.</p> |

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- 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:

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| Respond to clarification | 1 | Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>tenderers</i> . |
| Issue Addenda | 2 | If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for clarification of queries</i> , Addenda that may amend, amplify, or add to the <i>tender documents</i> . If a <i>tenderer</i> applies for an extension to the <i>deadline for tender submission</i> , in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's <i>Representative</i> shall notify the extension to all <i>tenderers</i> . |
| Return late tenders | 3 | Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> 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 <i>tenderers</i> , 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 <i>tenderer</i> to influence the processing of tenders or contract award. |
| Disqualification | 6 | Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender. |
| Test for responsiveness | 7 | Determine before detailed evaluation, whether each tender properly received <ul style="list-style-type: none"> • meets the requirements of these Conditions of Tender, • has been properly signed, and |

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION	 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024	

- is responsive to the requirements of the *tender documents*.
- 8 Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the *tender documents* without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would
 - detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,
 - change PRASA's or the *tenderer's* risks and responsibilities under the contract, or
 - affect the competitive position of other *tenderers* presenting responsive tenders, if it were to be rectified.
- Non-responsive tenders** 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.
- Arithmetical errors** 11 Check responsive tenders for arithmetical errors, correcting them as follows:
 - Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
 - 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.
 - 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 *tenderer's* addition of prices, the total of the Prices, if any, will be corrected.
- 12 Reject a tender if the *tenderer* does not accept the corrected total of the Prices (if any).
- Evaluating the tender** 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.
- Clarification of a tender** 14 Obtain from a *tenderer* 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.

BID DESCRIPTION: REQUEST FOR PROPOSAL – APPOINTMENT OF A 6GB TURNKEY CONTRACTOR FOR THE REFURBISHMENT OF KOPANONG STATION IN THE NORTH GAUTENG REGION		 prasa <small>PASSENGER RAIL AGENCY OF SOUTH AFRICA</small>
BID NUMBER: CRES/NGR/001/07/2024		

Acceptance of tender	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> .
Notice to unsuccessful tenderers	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.
Prepare contract documents	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"> • Addenda issued during the tender period, • inclusion of some of the <i>tender returnables</i>, and • other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender).
Issue final contract	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.
Sign Form of Agreement	19	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.
Provide copies of the contracts	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.