

 PASSENGER RAIL AGENCY OF SOUTH AFRICA
File Ref	BRIEFING SESSION FOR REQUEST FOR PROPOSAL FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE MANUFACTURING, SUPPLY, DELIVERY AND SERVICING OF INTERCITY COACHES				
Creation Date	2021-9-16		Last Edit Date	3/24/2025 11:05 AM	
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<b>REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE MANUFACTURING, SUPPLY, DELIVERY AND SERVICING OF INTERCITY COACHES</b>		RESPONSIBLE PERSON
<b>BID NUMBER: HO/CITYTOCITY/512/02/2025</b> <b>VENUE: 15<sup>TH</sup> FLOOR BOARDROOM, UMJANTSHI HOUSE, BRAAMFONTEIN</b> <b>DATE: 18 MARCH 2025</b> <b>TIME: 10H00AM</b>		
1.	<b>OPENING AND WELCOME</b> Ms. Zoliswa Yangairo opened the meeting and welcomed all present.	<b>ZY</b>
2.	<b>ATTENDANCE</b> <b>PRESENT</b> Ms. Zoliswa Yangairo (ZY) Mr. Modumo Maeco (MM) Mr. Justice Mugeru (JM) Mr. Petrus Visser (PV) Potential Bidders (see attached Attendance Register)  <b>2.1. ATTENDANCE REGISTER</b> Attendance Register was completed by all present.	<b>ALL</b>

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	<div>2.2. AGENDA</div> <div><div>1. Opening, Welcome and Introductions</div><div>2. Signing of Attendance Register</div><div>3. Supply Chain Management Presentation</div><div>4. Technical Presentation</div><div>5. Questions and Answers</div><div>6. Closure</div></div>									
4.	<div>Supply Chain Management Presentation</div> <div>4.1 De- Briefing on Tender Number – HO/CITYTOCITY/421/11/2024</div> <div><div><div><div></div><div>The meeting was informed that the project is a re- issue to the marker. The reasons for the re-advertisement of the tender were explained as follows:</div></div><div><div>✓</div><div>The tender was non-responsive.</div></div><div><div>✓</div><div>Bidders that tendered were disqualified on Technical Evaluation, they did not meet the 75% threshold.</div></div></div></div> <div>4.2. The Purpose of the RFP Document</div> <div><div><div></div><div>The purpose of crafting the request for proposal document was explained to the potential bidders.</div></div></div> <div>4.3. RFP Timelines</div> <div><div><div></div><div>The milestones dates were displayed and explained</div></div><table><tr><th>RFP PROCESS</th><th>MILESTONE DATES</th></tr><tr><td>RFP PROCESS</td><td>MILESTONE DATES</td></tr><tr><td>Bid issue date</td><td>12 March 2025</td></tr><tr><td>Compulsory Briefing Session for Bidders</td><td>18 March 2025 @ 10H00</td></tr></table></div>	RFP PROCESS	MILESTONE DATES	RFP PROCESS	MILESTONE DATES	Bid issue date	12 March 2025	Compulsory Briefing Session for Bidders	18 March 2025 @ 10H00	ZY
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Closing date for Questions	25 March 2025
Closing date for Responses	27 March 2025
Bid Closing Date	03 April 2025 @12h00


- It was noted that the advert period for this tender is 14 days due to the urgent need of the new buses.

#### 4.5. Evaluation and Scoring Methodology

- The evaluation process was explained.

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids may be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.
Detailed Evaluation of Technical	Not Applicable
Specific Goals	Evaluate Specific Goals
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Approval	Approval and notification of the final Bidder.

- Bidders were informed that RFP document and Annexures are available on the National Treasury e-tender portal for downloading.
- It was emphasized that the attendance register should be completed clearly to enable PRASA to communicate with bidders should it be necessary.

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#### 4.6. EVALUATION CRITERIA:

The evaluation criteria that will be used was displayed and explained.

EVALUATION CRITERIA	WEIGHTING
<b>Stage 1 – Compliance</b>	
Stage 1A	Mandatory Compliance
Stage 1B	Technical Other Mandatory Compliance
Stage 1C	Other Mandatory Compliance
<b>Stage 2</b>	
Price	90
Specific Goals	10
<b>TOTAL</b>	<b>100</b>


#### Evaluation Requirements

- All responses to the Stage 1 requirement evaluation criterion must be packed on Volume 1.


#### Mandatory Compliance Stage 1

The following points were emphasized:


- Bidder to complete the tender documents fully.
- The Signed Form D: Site Inspection / Pre-Tender Briefing Session Compulsory Certificate that will be issued on the compulsory site visit must be attached with Annexure 1 Appendices and must be completed and signed fully.
- The briefing session is compulsory therefore bidders who did not attend their bids will not be considered.
- Bidders must ensure that all requirements listed under mandatory requirements are submitted to avoid disqualification.

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<p><b>Technical Other Mandatory Requirements</b></p> <ul style="list-style-type: none"> <li>The item under Technical Other Mandatory Requirements were displayed and explained to the bidders.</li> <li>Bidders were informed that if one does not submit/meet the other mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, their bid proposal will be disqualified:</li> </ul> <p><b>Basic / Other Mandatory Requirements</b></p> <ul style="list-style-type: none"> <li>Bidders were informed that item listed on basic mandatory are essential and are needed to assist the evaluation process. Bidders were encouraged to submit the information but if they fail to submit, they will not be disqualified.</li> <li>On request by PRASA the information should be made available and submitted within 5 days.</li> </ul> <p><b>Stage 2 –Pricing and Specific Goals</b></p> <ul style="list-style-type: none"> <li>The meeting was informed that the preference points system for this tender is 90/10, 90 is for pricing and 10 is for specific goals.</li> <li>Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and provide proof of Specific Goals</li> <li>The specific goals were displayed and explained to the bidders.</li> <li>The supporting evidence to be provided by the tenderer for claiming the Specific Goals were explained as listed on the RFP document.</li> <li>Bidders who do not have the Specific Goals will not be disqualified but will not score points.</li> </ul>		
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	<p><b>4.7. Instructions for Completing the RFP</b></p> <ul style="list-style-type: none"> <li>All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the compliance response, the second envelop/box shall only have the financial response and Specific goals response.</li> <li>Bidders must ensure that they do not indicate any financial information in the first envelop/box.</li> </ul> <p>Bidders are required to package their response/Bid as follows:</p> <ul style="list-style-type: none"> <li><b>Volume 1 (Envelop 1/Package 1)</b> Part A: Mandatory Requirements Response</li> <li><b>Volume 2 (Envelop 2/ Package 2)</b> Part C: Financial Proposal and Specific Goals</li> <li>The envelopes must be marked outside, the Bid Number, Description and Name of the tendering company.</li> <li>The Submission/ Closing Register must be completed when submitting the Bid documents.</li> <li>If bidders are using courier companies, courier companies should be informed to complete the Submission/ Closing Register on behalf of the bidder and complete the name of the bidder, contact details of the bidder not of the courier company.</li> </ul> <p><b>4.8. CSD &amp; TAX</b></p> <ul style="list-style-type: none"> <li>Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) and must be TAX compliant when submitting a proposal to PRASA</li> </ul> <p><b>4.9. TENDER VALIDITY</b></p> <ul style="list-style-type: none"> <li>This RFP shall be valid for [180 days] working days calculated from date of closing of the RFP.</li> </ul>	
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5.	<b>Technical Presentation</b>  <b>The following points were illustrated and explained in detail:</b> <ul style="list-style-type: none"> <li>• The Preferred Solution</li> <li>• On Route – support</li> <li>• PRASA Training</li> <li>• Preferred Coach Specification and Support</li> </ul>	PV
6.	<b>QUESTIONS AND ANSWERS</b> <ul style="list-style-type: none"> <li>• For Q&amp;A Emails to be sent to zoliswa.yangairo@prasa.com using Annexure C Q&amp;A Tracker Clarification Forms by 25 March 2025.</li> </ul>	ALL
7	<b>CLOSURE</b> <ul style="list-style-type: none"> <li>• In closing ZY thanked everyone for attending the Briefing Session</li> </ul>	ZY

Date:	24/03/2025
Signed on Behalf of SCM	
Signed on Behalf of End-User Department	 Piet Visser