



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER:KZN/RAIL/2023/12/05/Q

**REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF SERVICE PROVIDERS FOR THE
SUPPLY AND INSTALLATION OF SUBSTATION EQUIPMENT**



SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	KZN/RAIL/2023/12/05/Q	CLOSING DATE:	30 January 2024	CLOSING TIME:	12:00PM
DESCRIPTION	REQUEST FOR QUOTATION APPOINTMENT OF SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF SUBSTATION EQUIPMENT				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX NO.4 SITUATED AT (STREET ADDRESS):

**65 MASABALALA YENGWA AVENUE
PRASA REGIONAL OFFICE FOYER AREA
HELPDESK
PRASA SCM
KWAZULU NATAL**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Qiniso Makaluza
TELEPHONE NUMBER	031 813 0376
E-MAIL ADDRESS	Qiniso.Makaluza@prasa.com

SUPPLIER INFORMATION

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

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**

1.3. **PRESCRIBED IN THE BID DOCUMENT.**

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*
- *A Compulsory briefing session will be held on the **17 January 2024 at 10h00 am** at the following venue **PASSENGER RAIL AGENCY OF SOUTH AFRICA KZN, 65 MASABALALA YENGWA AVENUE, GREYVILLE, DURBAN STATION,**. We shall proceed to one of the sites where prospective bidders will be shown physically items that needs to be tendered for.*
- **CIDB GRADING 4EP OR Higher**

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

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

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

2 COMMUNICATION

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

3 BIDDERS COMPLAINTS PROCESS

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

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

4 LEGAL COMPLIANCE

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

5 CHANGES TO QUOTATIONS

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

6 PRICING

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

7 BINDING OFFER

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

8 DISCLAIMERS

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

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

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

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

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

9 LEGAL REVIEW

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

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no

local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1- Mandatory Requirements	
Stage 2	
Functionality Criteria	
Stage 3	
Price	80
Specific Goals	20
TOTAL	100
Stage 4– Compliance	
Stage 4- Other Mandatory Requirements	

13 ADMINISTRATIVE RESPONSIVENESS

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

14 VALIDITY PERIOD

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

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

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

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

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's.

16 RETURNABLE DOCUMENTS

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

16.1. Mandatory Returnable Documents

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

SECTION 3

1 EVALUATION CRITERIA:

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

Stage 1 – Mandatory Requirements

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

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

No.	Description of requirement	
a)	Section 1 - Invitation to Bid (SDB 1) <i>Must be completed & duly signed</i>	
b)	Section 6 - Declaration of Interest (SDB 4) <i>Must be completed & duly signed</i>	
c)	Section 4 - Pricing and Delivery Schedule <i>Must be completed & duly signed</i>	
d)	Section 9 - Bill of Quantities (BOQ) <i>Must be completed & duly signed</i>	
e)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties should they be awarded business by PRASA through this RFP process (if applicable) <i>Must be completed & duly signed</i>	
f)	Briefing Session Form D. Bidders must also reflect on the Compulsory Briefing Session Attendance Register.	
g)	Bidder/Service provider shall be at a CIDB grading of 4EP or higher. <i>Only those tenderers who are registered with CIDB or are capable of being so prior to the evaluation of submission, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 4EP class of construction work who are eligible to have their tenders evaluated.</i>	

h)	Bidders to fill and sign the closing /submission register on submission of tender documents, failure to comply will result in a disqualification from the tender process. <i>Must be completed & duly signed</i>	
i)	Bidders must quote on all items listed on Bill of Quantities	

2.1 Stage 2 – Technical Functionality

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.

CRITERIA	SCORES	WEIGHT
<p>1. Organizational Experience</p> <p>Provide referral letters or completion certificates with the project description, client name and contact details</p>	<p>Company / Entity's Track Record of completed similar projects (Installation of 3kv dc Substation Equipment) .</p> <p>5 completed projects or more = 5 points 4 completed projects = 4 points 3 completed projects = 3 points 2 completed projects = 2 points 1 completed projects = 1 points 0 completed project = 0 points</p>	30%
<p>2. Experience of key personnel.</p> <ul style="list-style-type: none"> • Project Manager • Electrical Installation Supervisor • Technician/ Electrician <p>All 3 key personnel will be evaluated as a team</p>	<p>Submit a detailed CV and required certified certificates to highlight the experience of key staff in relation to the scope of work (Installation of 3kv dc Substation equipment) and managing the project.</p> <ul style="list-style-type: none"> • 5 years' experience and above of skilled personnel in the installation of Substation equipment = 5 points. • 4 years' experience of skilled personnel in the installation of Substation equipment = 4 points. • 3 years' experience of skilled personnel in the installation of Substation equipment = 3 points. 	50%

	<ul style="list-style-type: none"> • 2 years' experience of skilled personnel in the installation of Substation equipment = 2 points. • 1 year experience of skilled personnel in the installation of Substation equipment = 1 point. • No information provided/incomplete submission/less than 1 year experience = 0 points 	
<p>Project Approach and Methodology</p> <p>(N.B. The project methodology must be in line with the scope of work and must include the following elements:</p> <ul style="list-style-type: none"> • Identification of risks and mitigation measures • Work breakdown of activities • Quality assurance • Transportation • Scaffolding • Plant and equipment • Temporary structural supports • barricading and securing of work 	<p>Scores will be allocated as follows:</p> <ul style="list-style-type: none"> • No information provided = 0 points • 3 or less elements of the method statement = 1 point • 4 elements of the method statement = 2 points • 5 elements of the method statement = 3 points • 6 elements of the method statement = 4 points • 7 or more elements of the method statement = 5 points 	<p>20%</p>
	<p>Total</p>	<p>100</p>

Table 1: Technical Evaluation Criteria

Stage 3 – Price and Specific Goals

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

The maximum points for this tender are allocated as follows:

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

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3 POINTS AWARDED FOR SPECIFIC GOALS

3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
Black Women owned	4		Certified copy of ID Documents of the Owners
Black Youth owned	4		Certified copy of ID Documents of the Owners
51 % Black Owned	8		CIPC Documents / B-BBEE Certificate/Affidavit
Owned by people in the rural areas	2		Municipal/ESKOM bill or letter from Induna/chief confirming residential address not older than 3 months
Owned by black persons with disabilities	2		Certified copy of ID Documents of the Owners and Doctor's note confirming the disability

Table 7: Specific goals for the tender and points claimed are indicated per the table above

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Stage 4 –Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 4 will be evaluated further.

No.	Description of requirement	
a)	Supply of valid SARS Pin	
b)	CSD supplier registration number	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
- 9 Negotiate a market-related price with the Respondent scoring the highest points;
- 10 If that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
- 11 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;
- 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of Bidding Entity) _____ of

_____ code _____

(Full address) conducting business under the style or title of: _____
represented by: _____ in my capacity as:

_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of

R _____ (amount in numbers);

_____ (amount in words) Incl. VAT.

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

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

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

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

Conditions

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

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

Price and payment

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

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

Delivery and documents

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

Where items are to be delivered the Supplier:

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

Containers / packing material

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

Title and risk

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

Rejection

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

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

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

Warranty

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

Indemnity

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

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

Assignment and sub-contracting

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

Governing law

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who

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

is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder,

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

directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

- (a) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

Table 1: 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.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
Black Women owned	4		Certified copy of ID Documents of the Owners
Black Youth owned	4		Certified copy of ID Documents of the Owners
51 % Black Owned	8		CIPC Documents / B-BBEE Certificate/Affidavit
Owned by people in the rural areas	2		Municipal/ESKOM bill or letter from Induna/chief confirming residential address not older than 3 months
Owned by black persons with disabilities	2		Certified copy of ID Documents of the Owners and Doctor's note confirming the disability

Table 7: Specific goals for the tender and points claimed are indicated per the table above

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SECTION 7

CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ SITE BRIEFING

Request number:	KZN/RAIL/2023/12/05/Q
Request for Quotations:	APPOINTMENT OF A SERVICE PROVIDERS FOR THE SUPPLY AND INSTALLATION OF SUBSTATION EQUIPMENT

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at _____ on this _____ day of _____

_____ Designation
for / on behalf of PRASA

Acknowledgement

This is to certify that the Bidder attended the above mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____
on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES)	WITNESSES
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

SECTION 8

SPECIFICATION/SCOPE OF WORK

1. PURPOSE OF THE PROJECT

The purpose of this project is to Supply and Install substation equipment as per attached BOQ.

2. PROJECT DURATION

Prasa KZN requires that the Works be completed within **Four (4) months** which period shall include any statutory and builder's holidays falling within this period. The project period will commence from the date of written notification of acceptance of tender. Lead-time has been built into the period specified.

3. GENERAL

- 3.1. The Contractor's general obligations under the contract comprises the provision at his own expense of all labour, plant, tools, equipment, material, transport, consumable stores, services, samples whether of a temporary or permanent nature, required for the supply, delivery, and installation of equipment for the completion of the works.
- 3.2. Any other work arising out of incidents from the work done on site shall be the responsibility of the contractor.
- 3.3. PRASA reserves the right to inspect and/or test any material or equipment delivered.
- 3.4. Completion of work shall be subjected to the approval of the Regional Electrical Engineer.
- 3.5. All equipment shall be visually inspected for damages during delivery. Any damages shall be reported immediately to the designated representative, who will issue the necessary instructions.

4. ADDITIONAL WORKS

Any additional work not authorized by the Project Manager, even if proven necessary for the successful completion of the project will be on the tenderer's own account.

5. DESCRIPTION OF WORK

The contractor shall perform the following tasks:

- 5.1. Dismantle existing equipment (Pinetown rectifier and cables, Umlazi PCB and Reunion PCB) and place in Durban Electrical Depot
- 5.2. Supply and install Rectifier.
- 5.3. Supply and install busbars.
- 5.4. Supply and install control cables from rectifier to control panel.
- 5.5. Supply and install Primary Circuit breakers onto existing structures.
- 5.6. Testing and commissioning of installed equipment

6. SPECIFICATIONS

The contractor shall adhere but is not limited to the following:

- 6.1. Electrical Equipment Installation Requirements for 3KV Substation- BBB5452
- 6.2. Earthing Arrangement for Traction Substations-BBB3620
- 6.3. All cabling and wiring shall be installed, terminated, and connected in accordance with specifications CEE 0023 and clause 34 of BBB 5452
- 6.4. The Contractor shall design, supply, and install 6MW AC to DC rectifier to supply DC power to the overhead track equipment via the 3kV DC busbar and HSCBs. Comply with specifications BBB 5452 and BBB 0496
- 6.5. The contractor shall supply and install SF6 Primary Circuit Breaker in accordance with specifications BBB1267 Version 6 and BBB2721 Version 10
- 6.6. The Contractor shall be responsible to conduct functional tests on all equipment and circuitry to prove the proper installation and functioning thereof.
- 6.7. Commissioning will include the energising of equipment in the substation.
- 6.8. The contractor will be responsible for all the costs associated decommissioning, disposal, and transportation of the components to Durban Electrical Depot.

7. MINIMUM QUALIFICATION

A bidder shall have minimum staff complement as listed below with the appropriate qualification.

a. Project Manager

- A minimum of BSc or B-Tech Electrical Engineering Degree

b. Electrical Installation Supervisor

- A minimum of National Diploma in Electrical Engineering

c. Electrical Technician/Electrician

- A minimum of National Certificate level(N3) in Electrical Engineering with a trade test certificate

d. Construction Health and Safety Officer

- A minimum of a Certificate in Safety, Health, Environment, Risk and Quality (SHERQ);

8. SAFETY MEASURES AND CONTROL

- 8.1. All work in the contract should comply with Occupational Safety Act of 1993 (Act No85 of 1993). A safety file shall be submitted and approved by regional Electrical Engineer / Project Manager & Risk department before the bidder start the work.
- 8.2. It is the requirement of this contract that the contractor should provide PRASA with a detailed safety plan prior to being issued with a site access certificate, in accordance with the latest version of the OHS Act and the SPK7 and SHE specification.
- 8.3. On site work shall not commence unless the contractor's responsible person has acknowledged the conditions contained in the electrical work permit by way of signing the work permit form.
- 8.4. The contractor shall not proceed with work before having properly informed and warned all his staff of potential dangers of adjacent live equipment pointed out to him by the Prasa electrical officer who issues and control the work permit

- 8.5. A high degree of safety is required and anything which in the opinion of the technical officer endangers the public, Prasa employees or the Contractor's own employees will be brought to the attention of the Contractor for immediate rectification.
- 8.6. All labourers employed by the contractor are to be equipped with all necessary personal protective equipment.
- 8.7. Every employee whilst working on or near to the railway track shall wear approved high visibility reflective clothing.
- 8.8. The contractor shall be liable for any injury or damage of whatsoever nature caused directly or indirectly as result of his operation.

9. SECURITY

The contractor shall make provision for their own security on site to monitor staff and equipment until project is handed over back to PRASA and the cost to that effect must be included in the supplier's rates. The security will undergo induction.

10. PENALTIES

- 10.1. The Contractor shall be charged a penalty of R 10 000.00 (ten thousand Rand) if found on site without valid site access certificate.
- 10.2. The contractor will be charged a penalty of 0.3% of the contract price per day delayed after the project duration has expired but not exceeding 10% of the contract value.
- 10.3. The contractor will be charged a penalty of R10 000.00(ten thousand Rand) for working without occupation.

11. GUARANTEE

- 11.1. All equipment and material supplied by the Contractor shall be subject to a guarantee for a period of one year against faulty.
- 11.2. The guarantee period shall commence the day the project is handed over to and accepted by the PRASA staff.
- 11.3. Should any failure arise due to bad workmanship and/or faulty materials during the guarantee period, the contractor shall replace or repair the equipment within 7 days of the notification.
- 11.4. Should the Contractor fail to comply with the requirements stipulated above, PRASA shall be entitled to undertake the necessary repair work or effect replacement of defective apparatus or material, and the Contractor shall reimburse PRASA the total cost of such repair or replacement, including the labour costs incurred in replacing defective material.

12. CIDB GRADING

CIDB grading for this project is 4 EP or higher.

13. CLEARING OF SITE

- 13.1. All rubble which is left over as a direct result of work performed by the contractor shall be removed from site and disposed by the contractor at an approved site and provide proof.
- 13.2. Any material such as steel, cables from Prasa should be returned to Durban Electrical Depot.

14. HANDOVER

Handover will occur when all the installed equipment has been commissioned and energized to the satisfaction of the Project Manager/Project Coordinator/ Technical Manager, in accordance with the details as set out in the handing over documentation of PRASA.

15. SITE MEETING

All contractors are required to attend a site meeting. The contractors must provide their own transport and safety clothing (safety boots and visibility)

SECTION 9

BOQ/ PRICING SCHEDULE

ITEM NO	DESCRIPTION	Unit	QTY	RATE	TOTAL AMOUNT
1	Dismantle and transport the existing equipment from Pinetown, Umlazi and Reunion substations to Durban Electrical Depot.	sum	1		
2	PINETOWN SUBSTATION				
2.1	Supply and install a 6MW AC to DC Rectifier complete with control panel and instruments, a diode monitoring panel with displays, cooling fans, fan failure, attenuation circuit and associated equipment. The rectifier shall be of the 12-pulse configuration type	each	1		
2.2	Supply and install the rectifier control panel	each	1		
2.3	Supply & install six 6.6kV rated busbars complete with bolts, nuts and washers necessary to mount busbars from wall bushings to the rectifier	sum	1		
2.4	Supply & install two 6.6kV rated busbars complete with bolts, nuts and washers necessary to mount busbars from the rectifier to the reactor coil	sum	1		
3	UMLAZI SUBSTATION				
3.1	Supply and install 88kV SF6 Gas Primary circuit breaker.	each	1		
4	REUNION SUBSTATION				
4.1	Supply and install 88KV SF6 Gas Primary circuit breaker.	each	1		
5	Preliminary and General	sum	1		
6	Testing and Commission installed equipment	sum	1		
				SUBTOTAL	
				VAT (15%)	
				GRAND TOTAL	