

File Ref	REQUEST FOR PROPOSAL (RFP) APPOINTMENT OF SERVICE PROVIDER (S) FOR BUS FUMIGATION SERVICES AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS AT CAPE TOWN AND GAUTENG DEPOTS.				
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	REQUEST FOR PROPOSAL (RFP) APPOINTMENT OF SERVICE PROVIDER FOR BUS FUMIGATION SERVICES AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS AT CAPE TOWN AND GAUTENG DEPOTS. BID NUMBER: HO/CITYTOCITY/TECH/09/09/2026 VENUE: MS Teams DATE: 30 September 2026 TIME: 10h00	RESPONSIBLE PERSON
1.	OPENING AND WELCOME Ms. Asanda Sidali opened the meeting and welcomed all present.	AS
2.	ATTENDANCE PRESENT Ms. Asanda Sidali (AS) Mr. Petrus Visser (PV) Potential Bidders (see attached online Attendance Register) 2.1. AGENDA 1. Opening, Welcome and Introductions 2. Who are we? 3. Supply Chain Management Presentation 4. Technical Presentation 5. Questions and Answers 6. Matters Arising 7. Closure	ALL
3.	Who are we?	AS

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	The following points were explained to the potential bidders: • Mission and Vision of PRASA • PRASA structure and reporting • Primary and second Objectives of Prasa • The Strategic intent • Pillars for strategic execution • Execution of the rebuilding program																			
4.	Supply Chain Management Presentation Evaluation and Scoring Methodology • The evaluation process was explained. <table><tr><th>LEVEL</th><th>DESCRIPTION</th></tr><tr><td>Verify completeness</td><td>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.</td></tr><tr><td>Verify compliance</td><td>The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.</td></tr><tr><td>Detailed Evaluation of Technical</td><td>Not Applicable</td></tr><tr><td>Specific Goals</td><td>Evaluate Specific Goals – This session will serve as a guide as to what will be required when the Service Providers are quoting.</td></tr><tr><td>Price Evaluation</td><td>At this Stage there is no Price Evaluation, bidders are only guided as to what Preference Point System will be used when quotes are required.</td></tr><tr><td>Scoring</td><td>Scoring of Bids using the Evaluation Criteria.</td></tr><tr><td>Recommendation</td><td>Report formulation and recommendation of Preferred and Reserved Bidders</td></tr><tr><td>Approval</td><td>Approval and notification of the final Bidder.</td></tr></table>	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 – This session will serve as a guide as to what will be required when the Service Providers are quoting.	Price Evaluation	At this Stage there is no Price Evaluation, bidders are only guided as to what Preference Point System will be used when quotes are required.	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.	AS
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- Bidders were informed that RFP document and Annexures are available on the National Treasury e-tender portal for downloading.

EVALUATION CRITERIA:

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

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Compliance
Stage 1B	Technical Other Mandatory Compliance
Stage 1C	Other Mandatory Compliance
Stage 2	
Price	80
Specific Goals	20
TOTAL	100

Evaluation Requirements

- Mandatory Requirements, Other Mandatory Requirements must be packed in Envelop 1
- Only Bidders who comply with Stage 1 will be evaluated further
- If you do not submit/meet the mandatory documents/requirements, your bid will be automatically disqualified.

Mandatory Requirements Stage 1 A

The following points were emphasized:

- In case of a Joint Venture, Consortium Agreement or Partnering Agreement signed by all parties (If applicable). The agreement should indicate the leading bidder where applicable and a copy of the Joint Venture, Consortium Agreement or Partnering Agreement, (if applicable) must be submitted. Refer to Annexure F.

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	Technical Other Mandatory Compliance 1B - The Pest Control Operator (PCO) must be registered under Act No. 38 of 1947 via the Department of Agriculture, Land Reform and Rural Development (DALRRD), has completed the necessary training, passed the necessary examinations and presented their official Registration number. Bidder to submit proof of registered. - Reference Letters Requirements – The bidder must submit a minimum of two (2) contactable reference letters from previous clients for projects or contacts where the bidders successfully provided fumigation services. Each reference letter must: - Be issued on the client`s official letterhead.</li> <li>Clearly describe the fumigation services and scope of work performed.</li> <li>Include the name and designation/position of the client`s contact person. - Include valid email addresses and contact telephone numbers for verification purposes Note: PRASA reserves the right to verify any information provided in the reference letters. Failure to provide compliant reference letters may result in the bidder being deemed non-responsive. Other Mandatory Compliance 1C	
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No.	Description of requirement	YES/NO
a)	Completion of ALL RFP documentation (includes ALL declarations, ALL Standard Bidding Documents (SBD))	
b)	Letter of Good Standing: COID	
c)	Supply of valid SARS Pin	
d)	Company Registration Documents	
e)	CSD Supplier Registration Number	

Stage 2 – Pricing and Specific Goals

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

Instructions for Completing the RFP

- Bidders are required to package their response/Bid as follows:
- Volume 1 (Envelop 1/Package 1)
 - Part A: Mandatory Requirements Response
 - Part B: Other Mandatory Requirements Response

The envelopes must be marked outside, the Bid Number, Description and Name of the tendering company.

- The Submission/ Closing Register must be completed when submitting the Bid documents.
- 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.

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	Milestones Dates Bidders were informed to note the important dates below: • Bid Issue Date: 18 September 2026 • Non- Compulsory Briefing Session for Bidders: 30 September 2026 • Closing date for questions: 06 October 2026 • Closing date for responses: 09 October 2026 • Closing date for submission: 21 October 2026 @ 12H00pm	
5.	Technical Presentation PV made a presentation that covered the following aspects: LDPT Bus Operations runs a fleet 84 buses (17 MAN RR4 26.480 buses with IRIZAR i6 bodies, 38 Mercedes Benz 0500 buses with Marcopolo Andare and Paradiso bodies as well as 29 MAN HB4 buses with Lion Explorers bodies). City-to-City requires the appointment of a supplier for the fumigation of buses on pre-determined intervals. The manifestation of insect type creatures, such as cockroaches poses a health risk to the driver, technical personnel working on the buses as well as our valued customers and must subsequently be eliminated. The only way to eliminated insects effectively is to fumigate the bus on a regular basis, not on a 'as-and-when basis.	PV

					
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6.	Controlling insects is a moral obligation as it could spread diseases. Moral against the workforce, valued customers and the public alike living in the surrounding areas where our buses are parked and/or worked on. Failure to fumigate buses on a regular basis will result in the manifestation of insect type creatures such as cockroaches in the bus. City-to-City do not have a contracted supplier at present. ▪ Bus fumigation services for a period of three years ▪ An experienced supplier in bus fumigation services ▪ EXTENT AND COVERAGE OF THE PROPOSED PROJECT ▪ Cape Town Depot – 8 buses – on-site fumigation ▪ Harmony Depot – 39 buses – on-site fumigation ▪ Pretoria Depot – 38 buses – on-site fumigation FUMUGATION AREAS The passenger and luggage compartment that must be fumigated includes, but are not limited to: ▪ Passenger compartment itself and driver cabin; ▪ Battery box/container; ▪ Electrical and Electronic boxes; ▪ All other storages areas. FUMUGATION QUALITY The product (toxic properties), be it gaseous chemicals; and/or solid fumigation; and/or liquid fumigation used must be harmless when inhaling it, after the prescribed period when fumigated, but prevent the manifestation of unwanted insects for a period of one month. In other words, it must prevent insect manifestation between fumigations.	PV
7.		

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	FUMIGATION INTERVALS – Daily on Site. QUESTIONS AND ANSWERS ▪ Question: For companies who do not have employees are they still required to submit COID. ▪ Answer: Yes, they need to have the certificate for COID ▪ Questions and enquires can be forwarded to asanda.sidali@prasa.com using the Q& A Tracker Annexure: RFP Clarification that is on e-tender portal. ▪ Bidders were encouraged to send their questions via email instead of calling. Consolidated Questions and Answers will be sent to bidders via email by 09 October 2026. MATTERS ARISING None	
8.	CLOSURE • In closing AS and PV thanked everyone for attending the meeting.	AS

Date:	30 September 2026
Signed on Behalf of SCM	
Signed on Behalf of End-User Department	 Piet Visser