



BRIEFING SESSION MINUTES

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DATE/TIME: 07 November 2023 @ 11H00

VENUE: Shosholoza Meyl Junction's 6th Floor Boardroom

BID DESCRIPTION: PERWAY CLUSTER PROJECTS FOR DEMOLITION, REHABILITATION AND REPAIR OF VARIOUS FOOTBRIDGES IN THE GAUTENG METRORAIL REGION.

BID NUMBERS: 30/10/2023/GAU-(PER), 31/10/2023/GAU-(PER), 32/10/2023/GAU-(PER), 33/10/2023/GAU-(PER), 34-10-2023-GAU-(PER), 35/10/2023/GAU-(PER), 36/10/2023/GAU-(PER), 37/10/2023/GAU-(PER), 38/10/2023/GAU-(PER), 39/10/2023/GAU-(PER).

1. OPENING AND WELCOME

The chairperson, Mr Derrick Nkanyana opened the meeting, thanking and welcoming all potential bidders in attendance and introduced the team from PRASA as follows:

- Ms. Tebogo Sethibe (SCM)
- Mr. Leepo Sebolai (PERWAY)
- Mr. Anthony Tshatsinde (PERWAY)

He then proceeded to discuss the rest of the points in line below.

2. PURPOSE OF THE RFP

The Chairperson clarified and listed the purpose of the RFP as follows:

- ❖ To set out the rules of participation in the bid process referred to in the RFP.
- ❖ To disseminate information on the project contemplated in the RFP.
- ❖ To give guidance to bidders on the preparation of their RFP bid.
- ❖ To gather information from bidders that is verifiable and can be evaluated for the purposes of appointing a successful bidder.
- ❖ To enable PRASA to select a successful bidder that is,
 - a) Technically qualified and meet the empowerment criteria described in the RFP.
 - b) Carry all the obligations of the contract.

3. BID TIMELINES

Bidders were requested by the chairperson to adhere to the timelines stipulated on Section 1 (Notice to Bidders) of the RFP document.

4. COMMUNICATION CHANNELS / QUERIES AND ENQUIRIES

Queries and enquiries should be sent to the following e-mail address:

derrick.nkanyana@prasa.com and
metrorailgptenders2@prasa.com



“NB” – Bidders are encouraged to visit National Treasury’s website (E-tender) regularly as updates will be uploaded regularly, furthermore questions and answers will also be uploaded.

5. HOW TO ACCESS THE TENDER DOCUMENT

Bid documents may be downloaded directly from National Treasury’s portal at www.etenders.gov.za

6. DELIVERY INSTRUCTION

Bid documents envelopes/box must be hand delivered to Shosholoza Meyl Junction and must be addressed as follows:

**THE SECRETARIAT / TENDER OFFICE
METRORAIL ADJUDICATION COMMITTEE
PASSENGER RAIL AGENCY OF SOUTH AFRICA
SHOSHOLOZA MEYL JUNCTION
6TH FLOOR
CNR LEYDS AN SIMMONS
BRAAMFONTEIN, JOHANNESBURG**

Note: bidders to make sure that they complete a submission register and are issued with a receipt to confirm their submission.

7. INSTRUCTION FOR COMPLETING THE RFP

All responses to the RFP must be submitted in two sealed envelopes/boxes as follows:

- **Volume 1 (Envelope 1/Package 1 and an electronic copy)**
 - ❖ **Part A:** Mandatory Requirements Response
 - ❖ **Part B:** Technical or Functional Response (response to Scope of Work).
- **Volume 2 (Envelope 2 / Package 2 and an electronic Copy)**
 - ❖ **Part C:** Financial Proposal and Specific Goals.

Bidders should ensure that volume 2 (financial proposal) is submitted in a separate sealed envelop and not mixed with volume 1. Bidders who disclose their pricing and financial proposal in volume 1 will be disqualified.

8. SCOPE OF WORK (SOW)

Mr. Leepo Sebolai was afforded an opportunity to present this point (SCOPE OF WORK (SOW)), outlining the technical requirements of the Projects.

Mr. Leepo Sebolai took the committee through the Scope of Work and detail Specification (Annexure 3). He also covered Section 2 of the bid document and elaborated more on the Technical Evaluation requirements.

He projected the pictures of the bridges to be worked on, and informed the bidders in attendance that some of the bridges involve some electrical works, therefore bidders must have knowledge of such type of works and be familiar with PRASA’s requirements and rules of engagement when



working under such conditions. Bidders to also familiarize themselves with working on heights since some of the bridge works will involve such type of works.

Mr Leepo Sebolai also brought to the attention of the bidders in attendance that PRASA will be running trains during their occupation. Therefore, bidders must take into consideration that fact, as well as the fact that pedestrians will be making use of the bridges being worked on. A room must be made for those pedestrians to use the facilities in a safe manner.

The successful bidder(s) is/are expected to render the required services within the duration of the contract.

9. EVALUATION CRITERIA (SECTION 2)

The Chairperson (Mr Nkanyana) explained that the bidder's submission will be evaluated in three stages during the evaluation process. Furthermore, summarised the evaluation criteria as follows:

STAGE 1: COMPLIANCE REQUIREMENTS	STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS	STAGE 3: PRICING AND SPECIFIC GOALS
Stage 1A- Mandatory Requirements Stage 1B – Other Mandatory Requirements	Organisational Experience Key Personnel Experience Project Approach and Methodology	Price 80 Specific goals 20
	Bids evaluated in terms of Functionality. (Minimum threshold 80%)	Bids evaluated in terms of 80/20 preference system

10. PRICING AND BOQ

The following was highlighted by the chairperson:

- Bidder(s) is/are required to submit responsive bid by completing all prices for items on the BOQ.
- Bid prices should be inclusive of all cost such as travelling cost, transport cost, labour, and security related costs.
- All bid prices should be inclusive of VAT of 15% (all applicable taxes)

Failure to submit a signed pricing schedule will invalidate the bid and result in a bid being disqualified.



In closing, before the chairperson explained the below points 13 (SARS), 12 (STANDARD BIDDING DOCUMENT AND FORMS) and 13 (CERTIFICATE OF INDEPENDENT DETERMINATION), He reminded the bidders not to include/expose their pricing or any of their financial proposal in volume 1.

11. SARS

- VAT – It is mandatory for a business to register for VAT as the estimated value of these projects exceed R1 000 000 (one million).
- TAX COMPLIANCE – all bidders must be tax compliant at the time of award. In case of a JV/Partnership, all parties must be compliant at the time of award. If one party is not compliant the bid will be disqualified.

12. STANDARD BIDDING DOCUMENT AND FORMS

All Standard Bidding Documents and Forms must be completed and submitted with the bid document. Incomplete tender document or forms may lead to bidders being disqualified.

13. CERTIFICATE OF INDEPENDENT DETERMINATION

Section 4(1)(b) (iii) of the Competition Act No 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding or bid rigging), Collusive bidding is a prohibition meaning that it cannot be justified under any grounds.

14. ISSUES OF THE DAY

The chairperson (Mr Nkanyana) informed the bidders in attendance that Form C of cluster 5 project, tender 34-10-2023-GAU-(PER) have not been uploaded yet on e-tender due to some work being done on it, and it will be uploaded the next day, 08/11/2023. Some bidders raised a concern that they are not able to open some of the uploaded annexure zip files for downloading on e-tender, and the chairperson assured the bidders that he will upload the annexures for each tender individually by the morning of the next day, 08/11/2023.

15. GENERAL QUESTION AND ANSWER

The following questions were raised and clarified during the briefing session:

Question(s)	Answer/Clarification
1. Must annexure 1 (draft contract) be returned with the bid submission?	Chairperson: Returning annexure 1 with the submission is not necessary since it is done at a contract stage, however other annexures that need to be completed such as annexure 5 (Compliance to Specification Sheet) must be returned as part of the bid submission.
2. Does volume 2 also need an electronic copy as part of submission?	Chairperson: Yes, an electronic copy of the original volume 2 as well as that of volume 1 must be submitted separately. Meaning two (2) separate electronic copies (USBs) for volume 1 and volume 2 must be submitted. Volume 2 must not at any



	circumstance mix with volume 1 even in electronic copies.
3. Who provide security for night work?	Leepo: The contractor must secure their equipment, PRASA security will be secure PRASA equipment.
4. Are these projects a design and construct?	Leepo: No
5. How do we know which bridges need drawings and which ones that do not?	Leepo: We, as the end-user will get the drawings for those clusters that do require drawings and send to the chairperson to attach/upload onto the related clusters on e-tender by the 09/11/2023.

16. CLOSING

The briefing session adjourned by the chairperson @ 14:45

APPROVED BY CHAIRPERSON