

BRIEFING SESSION MINUTES



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

RFP NUMBER: : KZN/CRES/07/2021/007/T

DESCRIPTION: APPOINTMENT OF PROFESSIONAL SERVICES CONSULTANTS FOR SOUTH COAST CORRIDOR – KELSO TO ISIPINGO STATION FOR A FIXED TERM OF 3 YEARS.

DATE: 20 AUGUST 2021: Time: 14:00 to 16:00

VENUE: VIRTUAL, TEAMS MEETING

NAME	SURNAME	EMAIL
Sduduziwe	Dlamini	Sduduziwe.Dlamini@prasa.com
Fortunate	Mseleku	Fortunate.Mseleku@prasa.com
Tusani	Luthuli	Tusani.Luthuli@prasa.com
Kolisa	Dingezweni	Kolisa.Dingezweni@prasa.com

1	OPENING AND WELCOME
	Ms S Dlamini opened the meeting as a chairperson promptly at 10:00 and asked for 15 minutes grace to give time for tenderers who have connectivity challenges to connect. She welcomed all the attendees.
2	AGENDA
	Ms S Dlamini provided an overview and the purpose of the briefing session and confirmed if bidders are in the right place by reading out the description of the RFP document
3.	INTRODUCTION
3.1	The chairperson introduced Prasa Team from Supply Chain Management which will present the commercial part of the tender and Project Management Unit which will present the scope of work, specification and price schedule. The Chairperson requested the attendees to ensure that they write their contact details which are, Name of the Company, Contact Details, Contact Person and email addresses on the chats in order for Prasa to have their list as attendance register. Tenderers were requested to raise their hands during the presentation if they want to ask questions and she will recognise them. She confirms that this is a compulsory briefing session that is on Ms Teams and requested tenderers to ensure that the certificates of attendance (Form D) is completed by the bidder and send it to Fortunate.Mseleku@prasa.com for Prasa representative to sign and send it back as this document must also be submitted along with their bid response on or before the closing date of the bid.

4.	MATTERS DISCUSSED Ms S Dlamini explained the sections of the RFP and emphasised that the attendees need to thoroughly read and understand each section on the RFP as they are all important. She advised that there are three folders on the website, one is the RFP document that need to be completed in full and signed, RFP Appendices (SBD form) which all must be fully completed, signed and submitted and RFP annexures of which annexure C (Price Schedule) and Form C (which will be attached too as addendum 2) must be completed signed and submitted on the second envelop. She further insisted on the importance of having Volume 1 and Volume 2 as explained in the RFP document. She advised the tenderers to make sure that declarations are completed, signed and stamped by commissioner of oaths where necessary. She requested bidders to take note of Consolidated B-BBEE certificate that is required to be submitted by joint ventures/consortium as per the implementation guide preferential procurement regulation of 2017. Tenderers were referred to Instructions for completing the RFP (CLAUSE 8) which talks about the two envelop system. First envelop shall have the technical, compliance and B-BBEE response and second envelop shall only have financial response which are Price schedule and Tender form C in this case. Prasa shall disqualify bidders who fail to adhere to this requirement. Bidders are required to submit I original document, a copy or electronic contained in memory stick or disc. There are planned dates on the RFP document that are subject to change depending on number of bid received, evaluation processes etc.
5.	COMMUNICATION
	If tenderers still have questions after this session, clarifications/queries prior to the closing of the request for proposal must be channeled through Siyasanga Nyweba using the RFP clarification form and email it to Siyasanga.Nyweba@prasa.com. Clarifications can be sent until the 25th of August 2021 at 11h00 and after the Closing date the contact person is Sduduziwe Dlamini via email Sduduziwe.Dlamini@prasa.com and her details are also on the document. She urged the tenderers to please comply with communication channels.
6	EVALUATION METHODOLOGY AND CRITERIA
	She explained the evaluation criteria to be used and went through different stages as follows
7	STAGE 1: MANDATORY COMPLIANCE
	The attendees were told that the compliance include mandatory and non-mandatory documents. The bidder who does not submit the following mandatory documents with the Proposal will be disqualified automatically: • Price Schedule and / Tender form (Bidders must ensure that they Only include these financial document/information in the second envelop (Tender Form C will be attached to the briefing minutes as an addendum as it was omitted to be included on the SBD forms by mistake) • All professionals to be registered with Professional Bodies: - Project Manager Pr CPM (SACPCMP) - Architect Pr Arch (SACAP) - Quantity Surveyor Pr QS (SACQSP) - Civil & Structural Engineer Pr Eng (ECSA)\ - Mechanical Engineer Pr Eng (ECSA) - Electrical Engineer/Electronic Engineer Pr Eng (ECSA) - Health & Safety Consultant (SACPCMP) Bidders to submit proof of professional registration as requested above, failure to submit will result into disqualification. • Completion of ALL RFP documentation (includes ALL declarations, SBD documents/ forms and Commissioner of Oath signatures required)

	• Submission of a signed Briefing session Form D and signed briefing session attendance register. (compulsory briefing session will be held on Microsoft Teams meetings) • Bidders to fill and sign the closing/ Submission register on submission of tender documents, failure to comply will result into disqualification • Joint Venture/Consortium Signed Joint Venture, Consortium Agreement or Partnering Agreement (where applicable)								
8.	Stage 1 B: Non - Mandatory Compliance Requirements The following documents are non-mandatory and where not submitted, PRASA may request all the documents and must be made available at the time of request within a stipulated period: • Company Registration Documents (Proof of Registration), Certificate of Incorporation or CK1. • Valid B-BBEE certificate from SANAS accredited rating agency (Original or Certified copy)/DTI / Companies and Intellectual Property Commission B-BBEE Certificate (Original or Certified copy) or Sworn Affidavit signed and stamped by the commissioner of Oath. • Valid Tax Clearance Certificate and Valid Tax Pin letter (must be valid on closing date of submission of the proposal) issued by SARS. • CSD Summary report / CSD reference number • Proof of Bank Account (i.e. cancelled cheque of Letter issued by the Bank) • Professional Service contract, Contract data, = Annexure A & B • Letter of Good Standing (i.e COIDA)								
9.	STAGE 2: TECHNICAL / FUNCTIONALITY EVALUATION The Chairperson explained the Technical /Functionality evaluation requirements The importance of ensuring that all supporting documents are submitted as requested was reiterated. Bidders will be disqualified should they fail to meet the minimum Technical / Functionality threshold of 70% or above She further mentioned that there is an error in the RFP document under PROFESSIONAL PERSONEL EXPERINCE (Individuals in the JV/Partnership/Company/Consortium) of 20% which should read as 30%. There was also an omitted number on Health and Safety and Civil/structural engineer scores which was score number 5. The test for the Technical/ Functional threshold will include the following: <table><tr><th>CRITERIA</th><th>SUB-CRITERIA</th><th>SCORING/ APPLICATION</th><th>WEIGHTING</th></tr><tr><td>A CONSULTING COMPANY/CONSORTIUM/PARTNER/JV EXPERIENCE</td><td> Previous experience for similar work (General Building or Civil Engineering Works) completed within the last 5 years. • Provide appointment letter/contract for each project. • Provide a reference letter relating to the appointment letter/contract. The reference letter to indicate the following: company name, contact </td><td> 5. Five (5) and above proof of similar projects 4. Four (4) proof of similar projects 3. Three (3) proof of similar project 2. One (1) - Two (2) proof of </td><td>30%</td></tr></table>	CRITERIA	SUB-CRITERIA	SCORING/ APPLICATION	WEIGHTING	A CONSULTING COMPANY/CONSORTIUM/PARTNER/JV EXPERIENCE	Previous experience for similar work (General Building or Civil Engineering Works) completed within the last 5 years. • Provide appointment letter/contract for each project. • Provide a reference letter relating to the appointment letter/contract. The reference letter to indicate the following: company name, contact	5. Five (5) and above proof of similar projects 4. Four (4) proof of similar projects 3. Three (3) proof of similar project 2. One (1) - Two (2) proof of	30%
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		person and confirmation that work was completed Both the appointment letter /Contract or reference letter should indicate value of contract. The works construction completed should be at least R 5 million and above Where the amounts stated in either the reference letter/contract/appointment letter differ then PRASA shall use the amount stated in the reference letter For JV/Consortium/Partnership companies, the R 5m of the project will be measured as sum total of the individual project values of JV/Consortium/Partnership/Comp any member	similar project 1. No submission (0) and unrelated Projects	
	B: PROFESSIONAL PERSONEL EXPERINCE (Individuals in the JV/Partnership/Compa ny/Consortium)	Previous experience for similar work (General Building or Civil Engineering Works) completed within the last 5 years (CV supported by certified professional registration for the lead designer/consultant per category, certified academic qualifications need to be submitted)	30%	
	CRITERIA	SCORES	SUB WEIGHTS	CRITERIA WEIGHT
	1. Project Manager (Pr CPM)	5. Above four (4) years' experience on similar projects 4. Above Three (3) years - Four (4) years' experience on similar projects 3. above Two (2) years - Three (3) years' experience on similar projects 2. One (1) – Two (2) years' experience on similar projects 1. No submission, unrelated Projects and no experience	5%	30%
	2. Architect (Pr Arch)	5.Above four (4) years' experience on similar projects 4. Above Three (3) years - Four (4) years' experience on similar projects 3. above Two (2) years - Three (3) years' experience on similar	5%	

		projects 2. One (1) – Two (2) years' experience on similar projects 1. No submission, unrelated Projects and no experience		
	3. Quantity Surveyor (Pr QS)	5.Above four (4) years' experience on similar projects 4. Above Three (3) years - Four (4) years' experience on similar projects 3. above Two (2) years - Three (3) years' experience on similar projects 2. One (1) – Two (2) years' experience on similar projects 1. No submission, unrelated Projects and no experience	4%	
	4. Health and Safety (SACPCMP registered)	5.Above four (4) years' experience on similar projects 4. Above Three (3) years - Four (4) years' experience on similar projects 3. above Two (2) years - Three (3) years' experience on similar projects 2. One (1) – Two (2) years' experience on similar projects 1. No submission, unrelated Projects and no experience	4%	
	5. Electrical Engineer (Pr Eng)	5.Above four (4) years' experience on similar projects 4. Above Three (3) years - Four (4) years' experience on similar projects 3. above Two (2) years - Three (3) years' experience on similar projects 2. One (1) – Two (2) years' experience on similar projects 1. No submission, unrelated Projects and no experience	4%	
	6. Mechanical Engineer (Pr Eng)	5.Above four (4) years' experience on similar projects 4. Above Three (3) years - Four (4) years' experience on similar projects 3. above Two (2) years - Three (3) years' experience on similar projects 2. One (1) – Two (2) years'	4%	

		experience on similar projects 1. No submission, unrelated Projects and no experience			
	7. Civil Engineer or Structural Engineer (Pr Eng)	5. Above four (4) years' experience on similar projects 4. Above Three (3) years - Four (4) years' experience on similar projects 3. above Two (2) years - Three (3) years' experience on similar projects 2. One (1) – Two (2) years' experience on similar projects 1. No submission, unrelated Projects and no experience	4%		
	C: TECHNICAL APPROACH AND METHODOLOGY Detailed technical approach and methodology is provided that is aligned to the scope of work/ highlighting the following elements: • risk/s and mitigation measures associated with the project • project schedule which shows estimated start and finish dates • major milestones • information on project execution, integration and redundancy for unforeseen delays or occurrences	A detailed plan for the project management, design, quality management and construction supervision and close out specific to the particular corridor	5 = Detailed technical approach and methodology that is aligned to the scope of work highlighting all 4 elements 4 = Detailed technical approach and methodology that is aligned to the scope of work highlighting 3 elements 3 = Detailed technical approach and methodology that is aligned to the scope of work highlighting 2 elements 2 = Detailed technical approach and methodology that is aligned to the scope of work highlighting 1 element 1 = No Submission or irrelevant information provided	20%	
	D: FINANCIAL CAPABILITY: The operating cash flow ratio measures a company's short term liquidity. Recent year's set of financial statements (not older than 3 years) prepared by an independent accounting	Demonstration of financial capability of the LEAD CONSULTANT in the consortium or the FIRM / COMPANY/Partnership/JV	5 = Operating Cash Flows Ratio $X \geq 1$ 4 = Operating Cash Flows Ratio $0.5 > X \geq 0.5$ 3 = Operating Cash Flows Ratio $0 > X < 0.5$ 2 = Operating Cash Flows Ratio $X < 0$ 1 = No Submission of financial Statement	20%	

	professional) Use the formula below: Operating cash flow ratio = Cash flow from operations/Current liabilities Bidders should submit a complete set of recent financial statements for the LEAD CONSULTANT / FIRM/ COMPANY			
		TOTAL WEIGHTING		100%
10	STAGE 5: PRICING AND B-BBEE EVALUATION			
	Bidders who got 70% and above on Technical/Functional evaluation will pass the Technical evaluation and proceed to the next stage of evaluation which is Price and preference. This bid will be evaluated in terms of the 80/20 principle. This means out of a score of 100; a maximum of 80 points will be allocated to the Price and a maximum of 20 points will be allocated to the Bidders preference based on their BBEE status. There will be post tender negotiations if need be.			
11	Scope of work			
	Ms K Dingezweni presented the scope of work He explained the scope, specification and price schedule PRASA intends activating passenger railway services within the subject corridor. This is part of the national Priority Corridor Recovery initiative of PRASA RAIL. Part of this initiative is to ensure that immovable railway infrastructure is in good working condition during the service reactivation process. This document serves a submission for request for proposal for the appointment of a multi-disciplinary team of consultants. On a three-year fixed term contract. The appointed contract will be expected to provide stage 1 up to stage 6 The identified projects cover National Station Improvement Programme (NSIP), National Station Upgrade Programme (NSUP) and Work Place Improvement Programme (WPIP). The tenderers are individually and randomly expected to familiarise themselves with the different stations and workplaces, as the subject stations and workplaces vary in characters, size, state of decay, and the general extent of rehabilitation/restorations. CONTRACTING STRATEGY The Consulting firm /Consortium/Partnership shall nominate a principal/lead consultant who is expected to assume the leadership / Principal Agent role of all the professional disciplines. The Lead Consultant shall undertake the duties of a principal agent of PRASA for the purposes of procurement and construction / execution of the works including but not limited to; Subject to PRASA			

approving any change of scope of works, price and any significant change.

- Overall administration of all sections of the professional services.
- Overall co-ordination, programming of design and financial control and construction monitoring of all the works included in these projects; and
- Processing certificates or recommendations for payment of Consultants and contractors executing the works.
- The Consortiums/Firm/Company/Partnership are to bid for the corridors and indicate which corridors they are bidding for.
- PRASA reserves the right not to award all the stations within the corridor and the tenderer, once appointed will proceed with the works according to schedules, sequence and times directed by and approved PRASA
- This tender for consulting work excludes stations and projects on the stations/precincts under other programmes in PRASA and is specific for work related to service resumptions under National Station Improvement Programme (NSIP) , National Station Upgrade Programme (NSUP) and Workplace improvement (WPIP) projects as specifically listed and preliminary construction estimates provided
- Each consortium/Consulting firm/Company will be awarded only one corridor per Prasa region for a period of 36 months. In the event whereby one bidder is recommended in more than one corridor, Negotiations will be conducted with the second (2nd) and third (3rd) highest scoring bidders when necessary in line with the limitation clause above
- The consortium thus shall provide a total fixed fee percentage and the contract payments will be based on the fixed percentage of the final actual construction cost.

Questions and Answers

Question: Is Sub-contracting arrangement allowed?

Answer: Sub-contracting is not a pre-qualification (a condition) for this tender. The understanding is that Prasa is requesting for a consulting firm or J/V or a consortium not a sub-contracting. However there is a provision on the mandatory returnable documents for the bidders who are intending to work together to submit confirmation in writing of their intension to work together signed by all parties should there be awarded a tender. Details of the intension should also be included on who is intending to do what and supporting documents for different disciplines should talk to that intension. If the bidders choose to sub-contract they

	should do so and ensure that proper documentation is attached with the bid and also it will depend on PRASA whether they award the sub-contracting or not but the bidder will not be disqualified. Question: If we choose to do a JV or consortium, should we have a consolidated BEE even if our levels are the same? Answer: Yes Consolidated BEE must be submitted in order for the bidder to gain score but remember it is not a disqualifying factor. Question: Where in the RFP does it state Sub-Consulting is not allowed? Clause 5.2 of the tender document (pages 17 and 18) makes mention of subcontracting. Answer: The RFP states as a general rule that, PRASA as an organ of state fully endorses Government's transformation and empowerment objectives and when contemplating subcontracting Respondents are requested to give preference to companies which are Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, EMEs and QSEs including any companies designated as B-BBEE Facilitators¹. As explained above Sub-contracting is not a pre-qualification for this tender. What is mandatory for this tenders is for the companies/disciplines who wish to work together to submit 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 clearly stating the percentage [%] split of business and the associated responsibilities of each party. Question: On the professional indemnity certificates for specialists. There are Co. Consultant and then there are specialists listed in the document. Do we have to list all the details of the specialist now and we also have to include date professional indemnity certificates? Answer: The specialized services may not necessarily be known at this stage of the project, so bidders will not be evaluated on their ability to name all specialist required. The bidders will be evaluated based on the key professional services listed in the evaluation criteria. For specialist services, there is a contingency amount of 2,5% to cover for these services, as and when, required during project execution. Question: Will the meeting be recorded and distributed afterwards? Answer: the meeting is recorded and minutes will be posted on e-tenders.
12	VALIDITY AND CLARIFICATION DEADLINE
	Prasa seeks a bid validity period of 90 days – the period within which Prasa must finalise the Process.
13	BID CLOSING DATE
	The closing date, time and place for submission is: Friday 08 September 2021 at 12:00 Addressed to: 65 MASABALALA YENGWA AVENUE PRASA REGIONAL OFFICE FOYER AREA HELPDESK PRASA SCM KWAZULU NATAL
14	REMARKS

	Contract Data (Annexure B) will be amended and attached on e-tenders together with Form C		
15	Closure @ 16:00		
	Ms Sduduziwe Dlamini Chairperson		DATE 23/08/2021
	<i>It is to be noted that these minutes may not have been compiled in strict accordance with the actual sequence of proceedings.</i>		