

PASSENGER RAIL AGENCY OF SOUTH AFRICA

ADDENDUM – BRIEFING NOTE: 001-2026

BID NUMBER: (PRASA/NGR/002/09/2026)
REQUEST FOR PROPOSAL (RFP) FOR THE
APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING, HYGIENE
AND HORTICULTURAL SERVICES AT WOLMERTON DEPOTS IN THE NORTHERN
GAUTENG REGION (NGR) FOR A PERIOD OF THREE (3) YEARS

DATE OF ISSUE: 07 OCTOBER 2026

This addendum must be included and read as part of the original tender advertisement published on e-Tender website.

PLEASE NOTE THE BELOW AMMENDMENTS:

1. Annexure 3 appendices on page 4 indicated that the briefing session is compulsory while the advert and the RFP document stated a non-compulsory briefing session. It is confirmed that the briefing session was non-compulsory.
2. THE CLOSING DATE OF SUBMISSION IS EXTENDED FROM 20 OCTOBER 2026 TO 29 OCTOBER 2026 AT 12H00 MIDDAY.
3. The technical evaluation criteria from stage 2 on the RFP document page 75 to 80 is replaced with the following:

20. STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70% as per the standard Evaluation Criteria presented above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in the Table 27 below:

ITEM	CRITERIA	WEIGHT
1.	COMPANY'S TRACK RECORD	34
2.1.	COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 1	16
2.2.	COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 2	16
3.	FINANCIAL CAPABILITY – Operating Cash Flow Ratio	17
4.	FINANCIAL CAPABILITY- Cash Ratio	17
5.	TOTAL	100

Table 27: Technical Evaluation Criteria

20.1. Technical / Functionality Requirement

Scoring of Functionality:

The minimum threshold for Technical/functionality criteria is **70%** and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals.

Technical / Functionality will be evaluated against the following detailed requirements:

Criteria	Sub-Criteria	Score	Weight
1. COMPANY'S TRACK RECORD	Bidders should indicate the experience of previously completed and ongoing projects within the Cleaning or Cleaning and Hygiene or Cleaning and Horticultural/Gardening sector for the past 15 years (i.e. 2011 to date). Only completed projects AND/OR ongoing projects both with minimum duration of 09 months or above, with minimum monthly payments/value of R190,000.00 will	Bidder(s) will score: 5 points = if Bidder submitted Five (5) sets of signed Appointment Letters/Contracts/Purchase Orders accompanied by Five (5) signed Reference Letters or Five (5) signed Testimonials or Five (5) signed Completion Certificates for either one of the required services (i.e. Cleaning OR Cleaning and Hygiene OR Cleaning and	34%



	be accepted as previous experience. Evidence required: The bidders are to submit the following documents: • Provide Appointment Letter/Contract/Purchase Order for each project. AND • Corresponding Reference Letter or Testimonial or Completion certificate relating to the above appointment Letter/Contract/Purchase Order provided. The Reference Letter indicates the following: company name, contract number, contact person and their contact details (email and phone number) and confirmation that work was successfully completed. NB – Both documents shall indicate the contract description, contract value, and contract duration. And the information on both documents must correspond and be presented in a Company letterhead. NOTE – PRASA reserves the right to verify the legitimacy of the documents submitted by the bidder(s) to claim points. Bidders to ensure that they submit valid contactable details.	Horticulture/Gardening services) 4 points = if Bidder submitted Four (4) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by Four (4) signed Reference Letters or Four (4) signed Testimonials or Four (4) signed Completion Certificates for either one of the required services (i.e. Cleaning OR Cleaning and Hygiene OR Cleaning and Horticulture/Gardening services) 3 points = if Bidder submitted Three (3) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by Three (3) signed Reference Letters or Three (3) signed Testimonials or Three (3) signed Completion Certificates for either one of the required services (i.e. Cleaning OR Cleaning and Hygiene OR Cleaning and Horticulture/Gardening services) 2 points = if Bidder submitted	
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	Submissions without valid contact details would result in bidders losing points.	Two (2) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by Two (2) signed Reference Letters or Two (2) signed Testimonials or Two (2) signed Completion Certificates for either one of the required services (i.e. Cleaning OR Cleaning and Hygiene OR Cleaning and Horticulture/Gardening services) 1 point = if Bidder submitted One (1) set of signed Appointment letter/Contract/Purchase Order accompanied by a signed Reference Letter or signed Testimonial or signed Completion Certificate for either one of the required services (i.e. Cleaning OR Cleaning and Hygiene OR Cleaning and Horticulture/Gardening services) 0 point = Incomplete submission or No submission or not applicable to the project or the required services or invalid or irrelevant documents (i.e. Cleaning OR Cleaning and Hygiene OR Cleaning and	
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		Horticulture/Gardening services).	
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Table 28

Criteria	Sub-Criteria	Weight
2. COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISORS (Relevant Supervisory Experience of Key Personnel (Supervisors): - Cleaning OR - Combined Cleaning and Horticulture/Gardening OR - Combined Cleaning and Hygiene)	N.B – Not submitting two CV's and or qualifications and or submitting uncertified qualifications and or certification older than 6 months will be equivalent to incomplete submission; bidder(s) will be awarded zero (0) points. Minimum qualifications required are Matric Certificate/ NQF Level 4 or any other higher qualifications (Certified copies not older than six months) Bidders must provide comprehensive CVs that clearly outline work experience, qualifications, and contactable references.	32%
2.1. COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 1	5 points = Above Four (4) Years relevant experience. 4 points = Above Three (3) to four (4) years relevant experience. 3 points = Above Two (2) to Three (3) years relevant experience. 2 points = One (1) year to (2) years relevant experience.	16%

	1 point = Below One (1) year relevant experience.		
	0 point = Incomplete submission OR No submission OR uncontactable references OR irrelevant submission not applicable to the project or the required services		
2.2. COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 2	5 points = Above Four (4) Years relevant experience.	16%	
	4 points = Above Three (3) to four (4) years relevant experience.		
	3 points = Above Two (2) to Three (3) years relevant experience.		
	2 points = One (1) year to (2) years relevant experience.		
	1 point = Below One (1) year relevant experience.		
	0 point = Incomplete submission OR No submission OR uncontactable references OR irrelevant submission not applicable to the project or the required services		

Table 29

Criteria	Sub-Criteria	Score	Sub-Weight	Weight
3. FINANCIAL CAPABILITY The operating cash flow ratio measures a company's short-term liquidity. Use the formula below: Operating cash flow ratio = Net Cash flow from Operations/Current liabilities. Bidders should submit a complete set of latest financial statements for the company. For JVs or Consortium, only ONE member Company should submit one complete set of latest financial statement for consideration.	Latest year's set of financial statements: latest financial year period. Financials prepared and signed by an Independent Registered Accounting Professional and signed by the Company Director. Incomplete set of Financial Statements will not be considered. JVs or Consortium who submit more than ONE complete set of financial statements will result in points being averaged.	5 points = Operating Cash Flow Ratio $X > 1.5$ 4 points = Operating Cash Flows Ratio $1.0 > X \leq 1.5$ 3 points = Operating Cash Flow Ratio $0.5 > X \leq 1.0$ 2 points = Operating Cash Flow Ratio $0 > X \leq 0.5$ 1 point = Operating Cash Flow Ratio $X \leq 0$ 0 point = No Submission/ Financial Statement are not signed by Registered Professional Accountant and Director/ Incomplete Financial Statements/ Non-compliant Financial Statement.	17%	34%
4. FINANCIAL CAPABILITY The cash ratio measures a company's absolute ability to pay off its short-term debts using only its most direct, liquid assets.	Latest year's set of financial statements: latest financial year period. Financials prepared and signed by an Independent Registered Accounting Professional and	5 points = Cash Ratio $X > 1$ 4 points = Cash Ratio $0.5 > X \leq 1$ 3 points = Cash Ratio $0.3 > X \leq 0.5$ 2 points = Cash Ratio $0 > X \leq 0.3$		

Use the formula below: Cash ratio = cash and cash equivalents/Current liabilities. Bidders should submit a complete set of latest financial statements for the company. For JVs or Consortium, only ONE member Company should submit one complete set of latest financial statement for consideration.	signed by the Company Director. Incomplete set of Financial Statements will not be considered. JVs or Consortium who submit more than ONE complete set of financial statements will result in points being averaged.	1 point = Cash Ratio X ≤ 0 0 point = No Submission/ Financial Statement are not signed by Registered Professional Accountant and Director/ Incomplete Financial Statements/ Non-compliant Financial Statement	17 %	
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Table 30



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PASSENGER RAIL AGENCY
OF SOUTH AFRICA

COMPILED BY:

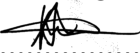
Signature:

Name: Johannes Mafologela

Designation: Acting Soft Services Manager

Date: 07 October 2026

RECOMMENDED/NOT RECOMMENDED:

Signature:

Name: Samukelisiwe Ntshingila

Designation: Bid Specification Chairperson

Date: 07/10/2026

APPROVED/NOT APPROVED:

Signature:

Name: Dlaweleni Joyce Lebeso

Designation: Facilities Manager (FM)

Date: 07 October 2026