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PASSENGER RAIL AGENCY
OF SOUTH AFRICA

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BRIEFING SESSION METRORAIL GAUTENG

31 OCTOBER 2024

CHAIRPERSON: Mr. MOREETSI SERIRI

TEL: (011) 085 7066

Email: seriri.moreetsi@prasa.com

DATE: 31/10/2025

TIME: 11:00 AM (Friday)

VENUE: RANDFONTEIN STATION

REQUEST FOR QUOTATION (RFQ) FOR THE REPAIR OF HIGH MAST LIGHTS AT RANDFONTEIN TRAIN STATION AND YARD IN THE GAUTENG METRORAIL REGION ON ONCE OFF PERIOD

RFQ Number: 10364914

Below are the briefing minutes and discussions held on 31 OCTOBER 2025

1. OPENING AND WELCOME

The chairperson, Mr Moreetsi Seriri welcomed everyone at 11H00am and introduce the colleagues from PRASA.

Attendance:

Moreetsi Seriri (SCM Department)
Sabelo Chiya (Electrical Department)
Pacious Maila (Risk Department)

2. PURPOSE OF THE RFQ

The chairperson clarified what is the purpose of the RFQ as follows.

1. To set out the rules of participation in the bid process referred to in this RFQ.
2. To disseminate information on the project contemplated in this RFQ.
3. To give guidance to bidders on the preparation of their RFQ bids.
4. To gather information from bidders that is verifiable and can be evaluated for the purposes of appointing a successful bidder.
5. To enable PRASA to select a successful bidder that is:
 - a. a) technically qualified and meet the empowerment criteria described in this RFQ.
 - b. b) Carry all the obligations of the Contract.

3. BID TIMELINES

Bid issue date	24 OCTOBER 2025
Briefing Session	15 OCTOBER 2025 @11H00am
Closing date	07 NOVEMBER 2025@10:00am

4. COMMUNICATION CHANNELS/ QUERIES AND ENQUIERS

Queries and enquires should be sent to Gloria.Mokgobi@prasa.com

5. NOTICE TO BIDDERS

Bidders are encouraged to visit the e-tender and Prasa Website (advertised tenders) regularly as updates will be uploaded regularly.

Questions and Answers will be uploaded on E- tender and Prasa Website

6. HOW TO ACCESS THE TENDER DOCUMENT

This RFQ may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge and from the Prasa website at www.prasa.com.

7. DELIVERY INSTRUCTION

The Bid envelopes must be Hand delivered to PRASA BUILDING @ SHOSHOLOZA MEYL JUNCTION and must be addressed as follows:

**PASSENGER RAIL AGENCY OF SOUTH AFRICA
SHOSHOLOZA JUNCTION,
Ground FLOOR
CNR LEYDS AND SIMMONDS
BRAAMFONTEIN
JOHANNESBURG
2001**

Note: Bidders must ensure that they complete a submission register and are issued a receipt to confirm their submission.

8. INSTRUCTIONS FOR COMPLETING THE RFQ

All responses to the RFQ must be submitted in sealed envelopes and boxes.

9. Evaluation Criteria

STAGE 1: COMPLIANCE REQUIREMENTS	STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS	STAGE 3: PRICING AND SPECIFIC GOALS
Stage 1A Mandatory Requirements Stage 1B Basic Compliance	Organizational Experience	Price = 80 Specific Goals = 20
Standard Bidding Documents must be completed and signed	Bids evaluated in terms of Functionality (Minimum threshold 60%)	Bids evaluated in terms of 80/20 or preference system

Technical / Functionality Requirements

Scoring of Functionality:

The minimum threshold for the Technical/functionality criteria is **(60%)** and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals.

CRITERIA	WEIGHT	SCORES
Organizational Experience (N.B. Provide for each successfully completed project/s in the following sequence: Copy of an appointment letter/s(on a company letterhead), description of the project, Client name, Client. Contact (i.e., email and office number), Project start date, project end date, extension of time where applicable, contract value inclusive of VAT. Furthermore, attach completion certificate signed by client or letter from the client confirming successful completion of the project.)	40	Score will be based on successfully executed and completed similar projects in the Supply and installation of mast lightings 1: Zero (0) Similar Projects/non-submission/incomplete submission= 0 2: 1 Similar project = 8 points 3: 2 Similar projects =16 points 4: 3 Similar projects= 24 points 5: 4 Similar projects = 32 points 6: 5 and above Similar projects=40 points
Qualifications and Technical Experience (based on Submitted CVs) of Key Staff - Team leader / project director - Site supervisor (N.B. Provide copies of original qualifications and certificates of professional bodies. The copies must be certified by commissioner of oath. The date on the stamp shall be three		Detailed CVs of the team members who will be used in completing the works. Years of experience should be related to cable jointing and terminations. No information provided/incomplete submission = 0 points 1: Average < 5 years of experience of Key Staff = 8 points 2: Average > = 5 up to 8 years of experience of Key Staff = 16 points

months or less old, before the closing date of the tender. Please provide SAQA accredited qualification. (team leader / project director qualification shall be Electrical qualification) (Site supervisor qualification shall be a trade test certificate) Evaluation will be done on all 2 personnel and maximum points shall be obtained on all 2.	40	3: Average > 8 up to 10 years of experience of Key Staff = 24 points 4: Average > = 10 up to 15 years of experience of Key Staff = 32 points 5: Average > = 15 years of experience of Key Staff = 40 points
Project program (Work plan) Provide project schedule in MS projects or MS excel that meets the client's timeline requirements and the schedule to cover the following key Milestones: • Project duration within the targeted duration of 3 months. • Resource allocation • Critical Path clearly highlighted • Activities showing safety measures to be taken, activities included. The overall schedule should clearly indicate sequencing of activities with clear	20	Score will be allocated for MS Project or MS excel Schedule provided. No information provided = 0 points. 1: Project schedule provided with relevant activities and 1 of the indicated elements addressed = 4. 2: Project schedule provided with relevant activities and 2 of the indicated elements addressed = 8. 3. Project schedule provided with relevant activities and 3 of the indicated elements addressed = 12. 5. Project schedule provided with relevant activities and all the indicated elements addressed = 20

10. PRICING AND BOQ

Bidder/s are required to submit a responsive bid by completing all the prices for items on the BOQ.

Bid prices must be inclusive of all costs such as travel costs, transport costs, labour, Security, and another related cost.

All bid prices must 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

11. SARS

11.1. VAT

It is mandatory for a business to register for VAT for the estimated value if the projects exceed R 1 000 000 (one million).

11.2. TAX COMPLIANCE

All bidders must be tax compliant at the time of award. In the case of 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 DOCUMENTS AND FORMS (SBD)

All Standard Bidding Documents and forms must be completed and submitted with the bid document.

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.

13. Clarity/Questions and Answer

Clarity/Questions	Answer:
Item no.4 on the BOQ requires Aluminium or Copper cables?	Aluminium
For Earthing do we use Copper or Steel?	Steel
Is it Installation or Repairs only?	Both installation and repairs
Geo-tech issue	Soil must be used to fill

Bidders to clearly write their email address and contact details for communication purpose.

14. GENERAL

Item number 7 on the BOQ must be 4 Masts instead of 3, and Item number 9 must be 4 quantities instead of 3

Specification to be uploaded eg CEE 0018 & 0023

15. CLOSURE

The Chairperson adjourned the meeting at 12H30: Moreetsi Seriri

COMPILE BY
Moreetsi Seriri