

BRIEFING MINUTES- HO/INTERSITE/58/09/2026			
Tender No.:	HO/INTERSITE/60/09/2026		
Description:	REQUEST FOR QUOTATION (RFQ) FOR APPOINTMENT OF ONE (1) SERVICE PROVIDER FOR THE PROCUREMENT OF FIRE PROTECTION SYSTEM AND FIRE EQUIPMENTS REPAIRS AND MAINTENANCE SERVICES AT UMJANTSHI HOUSE FOR A PERIOD OF 36 MONTHS ON AS AND WHEN REQUIRED BASIS		
Briefing Date:	29 September 2026 10:00	RFQ Close	12 October 2026 @ 12:00
Author	XITSEMBISO BALOYI (XB)		

ITEM NO.	DESCRIPTION	
1.	OPENING AND WELCOME Ms Xitshembiso Baloyi introduced Prasa team to the bidders. The attendees were requested to ensure that they register their company details on the chart as this will serve as an attendance register legibly and to further ascertain that the correct contact details are recorded on the chart.	
2.	AGENDA Ms Baloyi from SCM section provided an overview of the purpose of the briefing session and confirmed if bidders are in the right place.	
3.	Clarifications/queries prior to the closing of the RFQ must be channelled through Xitshembiso Baloyi: Xitshembiso.Baloyi@prasa.com	
4.	EVALUATION AND METHODOLOGY CRITERIA Ms Xitshembiso advised that the RFQ will be evaluated in 3 different stages	

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5.	STAGE ONE: COMPLIANCE REQUIREMENTS The attendees were told that the compliance include mandatory and Other-mandatory documents. The bidder who does not submit the following mandatory documents with the request for quotation will be disqualified automatically: a) Active CIDB grading level of CIDB 3SF or higher b) Bidders should be registered with the SAQCC c) Bidders were advised to fill and sign the correct closing/submission register on submission of tender documents. Failure to do so will lead to an automatic disqualification. There are non-mandatory documents listed on the RFQ that needs to be completed and submitted. Ms Xitshembiso explained in detail all 3 stages of the RFQ emphasising mainly mandatory requirements. emphasised that the attendees need to thoroughly read and understand each section on the RFQ as they are all important and make sure that declarations are signed and completed	
6.	EVALUATION CRITERIA	WEIGHT
A	COMPANY/FIRM/ CONSORTIUM/PARTNERSHIP EXPERIENCE	35%

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B	PROFESSIONAL KEY PERSONEL (Individuals in the Company/Firm/Consortium/ Partnership)	40%
C	TECHNICAL APPROACH AND METHODOLOGY	25%
	TOTAL	100%
	STAGE TWO: TECHNICAL EVALUATION Ms Zenande Somhlahlo from Facilities Department took the bidders through the scope of work and technical evaluation. It was explained to the bidders that the Minimum threshold for the Technical/ Functionality criteria is (70%) and bidders who score below this minimum will not be considered for further evaluation in terms price and Specific Goals.	
7.	STAGE THREE: PRICING AND SPECIFIC GOALS 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 Specific goals which were explained in detail.	
8.	Questions and Answers Question 1 – if the Technician doesn't have N3 Certificate will they be accepted? Answer 1 – if the Technician doesn't meet the minimum requirements of N3 they will not get points for 10%	

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	Question 2 – will the Service provider repair the Sprinkler system if encounter problems? Answer 2 – if there are any issues that are picked up during servicing that will need repairs and the materials required are not listed on the BOQ ,then markup percentage will be applicable, in reference to the quotation from the Supplier who will be supplying that specific material. Question 3 – do we submit Draft Contract Answer 3 – Yes, you are required to submit the Draft Contract when you return tender documents	
9.	BID CLOSING DATE the closing date, time and place for submission is 12 October 2026 @12h00 Addressed to: UMJANTSHI HOUSE 30 WOLMARANS STREET BRAAMFONTEIN JOHANNESBURG Bidders must make sure that they sign the correct submission register on submission of tender documents.	

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10.	CLOSURE		
	Chairpersons closed the meeting and thanked every member for coming.		
	Ms Xitshembiso Baloyi SCM Buyer	Signature:	Date: 08 October 2026
	Ms Zenande Somhlahlo End User	Signature: 	Date: 09 October 2026