

					 prasa cres CORPORATE REAL ESTATE SOLUTIONS
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

APPOINTMENT OF A CONTRACTOR FOR THE REFURBISHMENT, ALTERATIONS, AND ADDITIONS AT CORRIDOR 2A: KEMPTON PARK STATION IN THE SOUTH GAUTENG REGION VENUE: KEMPTON PARK TRAIN STATION DATE: 30 JANUARY 2023 TIME: 12H00PM			RESPONSIBLE PERSON
1.	OPENING AND WELCOME ZY opened the meeting and welcomed all present.	ZY	
2.	ATTENDANCE PRESENT Ms. Zoliswa Yangairo (ZY) SCM SGR Mr. Sibusiso Mthethwa (SM) SGR Projects Project Consultants Potential Bidders (see attached Attendance Register) 2.1. ATTENDANCE REGISTER Attendance Register was completed by all present. Form D: Site Inspection / Pre-Tender Briefing Session Compulsory signed by a Prasa representative.	ALL	

					 prasa cres CORPORATE REAL ESTATE SOLUTIONS
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

	2.2. AGENDA 1. Opening, welcome and introductions 2. Signing of Attendance Register 3. House Rules 4. Purpose of the RFP 5. Scope of Work 6. Instructions on Completing the Tender Documents 7. Instruction on Packaging of the Tender Documents 8. Evaluation Process i. Stage (1a) Pre- Qualification Requirements ii. Stage 1(b) Mandatory Requirement iii. Stage 1(c) Non- Mandatory iv. Stage 2 Technical Evaluation Functional Evaluation v. Stage 3 BBBEE and Price vi. CSD and Tax 9. Questions and Answers 10. Matters Arising 11. Closure	
3.	HOUSE RULES Potential bidders were informed that the briefing session is compulsory therefore bidder who did not attend their bids will not be considered. The attendance register should be completed clearly to enable PRASA to communicate with bidders should it be necessary. The RFP document is not available on site, and it is expected that bidders have downloaded the document from the National Treasury e-tender portal.	ZY
4.	PURPOSE OF THE RFP The following points were explained:	ZY

					 prasa cres CORPORATE REAL ESTATE SOLUTIONS
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

	The purpose of issuing the RFP is to invite construction companies with a CIDB grading/level 6GB or higher and proven experience in the construction of similar work for the above project. The bid document sets out the rules of participation in the bid process referred to in the RFP document. To give guidance to bidders on preparation of the 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 CRES to select a successful bidder that has the capacity to carry all the obligations of the Contract.	
5.	SCOPE OF WORK The refurbishment, alterations and additions to the station building and platforms. The scope of work was explained by the Consultants and Project Manager	SM
6.	INSTRUCTION OF COMPLETING THE RFQ The following points were emphasised • Bidder to complete the tender document fully • Annexure 1 Appendices Prasa Returnable (SBD forms including SBD 6.2) all SBD forms must be completed and signed • Form D: Site Inspection / Pre-Tender Briefing Session Compulsory must be attached with Annexure 1 Appendices and completed fully • Annexure C local content declaration. The items to be declared are listed on SBD 6.2 • COMMISSIONER OF OATH – Must be signed, stamped and not older than three months • Annexure 4 Volume 2 Form C- Pricing Schedule – Bidders should complete the BOQ fully	ZY
7.	INSTRUCTION ON PACKAGING OF THE TENDER DOCUMENTS The bidders were informed to pack their bids in this format:	ZY

					 prasa cres CORPORATE REAL ESTATE SOLUTIONS
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

8.	- Original & Copy Volume 1 (Envelope 1/Package 1) RFP Document Annexure 1 Prasa Returnable Documents (includes SBD6.2) Annexure C Local Content Declaration Technical or Functional Requirement Response - Original & Copy Volume 2 (Envelope 2/ Package 2) Annexure 4 Form C Financial Proposal BOQ for Kempton Park Station					
	EVALUATION PROCESS: Stage (1a) Pre- Qualification Requirements The pre-qualification requirements were explained to the meeting - Declaration document for local content and production SBD 6.2 must be completed and duly signed. Failure to do so will lead to disqualification - Annexure C – Local Content Declaration – Summary Schedule must be completed, duly signed and submitted by the tenderer at the closing date and time of the tender - Bidders must use the list of items that is on SBD 6.2 and insert it on Annexure C local content and declare. Stage 1(b) Mandatory Requirement The Table below was used to explain the requirements that are mandatory <table border="1"> <thead> <tr> <th>No.</th><th>Description of requirement</th><th>Tick (X)</th></tr> </thead> <tbody> <tr> <td>a)</td><td>Bidders to fill and sign the closing/ Submission register on submission of tender documents. Failure to comply will result into disqualification.</td><td></td></tr> </tbody> </table>		No.	Description of requirement	Tick (X)	a)
No.	Description of requirement	Tick (X)				
a)	Bidders to fill and sign the closing/ Submission register on submission of tender documents. Failure to comply will result into disqualification.					

ZY

					 prasa cres CORPORATE REAL ESTATE SOLUTIONS
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

	b)	Submission of a signed Briefing session Form D and signed briefing session attendance register. (Compulsory briefing session will be held on site).	
	c)	Price Schedule and Bid/Tender Form C (Bidders must ensure that they only include this financial documents / information in the second envelope	
	d)	Completion of ALL RFP documentation (includes ALL declarations, SBD documents/ forms and Commissioner of Oath signatures required)	
	e)	Active CIDB grading level of 6GB or Higher. Bidder to ensure that their CIDB status is active on the system throughout the validity of the tender Note: A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated CIDB grading Verification Certificate for every separate tender.	
	f)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties and clearly indicate the LEAD CONTRACTOR (if applicable)	
	- It was highlighted that Bidders should ensure that the documents are fully signed. Form D that will be sent via email must be completed by the bidder and attached with Annexure 1 Prasa Returnable documents - The Submission register must be completed when submitting the Bid documents.		

					
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

	- If bidders are using courier companies, courier companies should be informed to complete the register on behalf of the bidder and complete the name of the bidder, contact details of the bidder not of the courier company. Stage 1(c) Non- Mandatory - Bidders were informed that item listed on non- mandatory are essential and are needed to assist the evaluation process. Bidders were encouraged to submit the information but if they fail to submit, they will not be disqualified. - On request by PRASA the information should be available and submitted within 7 days failure to do will lead to disqualification. Stage 2 Technical / Functionality Evaluation <table border="1"> <thead> <tr> <th>ITEM</th><th>CRITERIA</th><th>WEIGHT</th></tr> </thead> <tbody> <tr> <td>1</td><td>Technical Approach and Methodology</td><td>15</td></tr> <tr> <td>2</td><td>Years of Experience of Key Personnel</td><td>30</td></tr> <tr> <td>3</td><td>Company's Experience</td><td>30</td></tr> <tr> <td>4</td><td>Financial Capability</td><td>25</td></tr> <tr> <td></td><td>TOTAL</td><td>100</td></tr> </tbody> </table> - The functionality requirements were explained in detail to the bidders - Bidders who fail to reach the minimum threshold of 70% will not be evaluated on the next stage. Stage 3 BBBEE and Price - Stage 3 is for price & BBBEE - Bidders will be awarded points based on the level of their BBBEE status in their BBBEE Certificate. The BBBEE is weighted at 20 points and price at 80 points	ITEM	CRITERIA	WEIGHT	1	Technical Approach and Methodology	15	2	Years of Experience of Key Personnel	30	3	Company's Experience	30	4	Financial Capability	25		TOTAL	100	ZY
ITEM	CRITERIA	WEIGHT																		
1	Technical Approach and Methodology	15																		
2	Years of Experience of Key Personnel	30																		
3	Company's Experience	30																		
4	Financial Capability	25																		
	TOTAL	100																		

					 prasa cres CORPORATE REAL ESTATE SOLUTIONS
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

9.	- Failure to submit a valid and original B-BBEE certificate or a certified copy thereof at the Closing Date of this RFP will result in a score of zero being allocated for B-BBEE. - Consolidated BBBEE certificate for JV must be submitted CSD & TAX - Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) and must be TAX compliant when submitting a proposal to PRASA.	
	QUESTIONS AND ANSWERS Question: Must bidders submit USBs for both Volume 1 and Volume 2? Answer: Yes, but if the bidder fails to submit a USB it not a disqualification. Questions and enquires can be forwarded to zoliswa.yangairo@prasa.com using Annexure 5: RFP Clarification Form. It was emphasized that bidders should send their questions via email instead of calling. Closing date for questions: 02 February 2023@14H00pm Closing date for responses: 07 February 2023@ 16H00pm Closing date for submission: 14 February 2023 @ 12H00pm Bidders were encouraged to frequently check e-tender portal using the Bid number, to check for Addendums that can be issued for this tender. The Briefing Session meeting minutes will be posted on e-tender portal. If Questions are received from bidders, they will be posted with the Answers on e-tender portal.	
10.	MATTERS ARISING Signed FORM D: SITE INSPECTION / PRE-TENDER BRIEFING SESSION (COMPULSORY) was issued to the bidders during the meeting, if the form has been	

					 prasa cres CORPORATE REAL ESTATE SOLUTIONS
File Ref	BRIEFING SESSION FOR REFURBISHMENT OF KEMPTON STATION				
Creation Date	2021-9-16		Last Edit Date	2/10/2023 9:30 AM	
Doc No. & Version	1	Author	Z. Yangairo	1 of 3	

	lost bidders can contact the SCM office but the name of the bidder should be on the attendance register.	
11.	CLOSURE In closing ZY thanked everyone for attending the meeting	ZY

Date:

30 January 2023