

BRIEFING SESSION MINUTES



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

RFQ NUMBER: DBN/OPS (BAC) 006

DESCRIPTION: THE APPOINTMENT OF A PANEL OF CONTRACTORS FOR THE PROVISION OF GENERAL BUILDING MINOR MAINTENANCE SERVICES ON AN AS AND WHEN BASIS FOR A PERIOD OF 36 MONTHS IN THE KWAZULU - NATAL REGION.

DATE: 19 AUGUST 2026

TIME: 10:00AM

VENUE: PRASA SHOSHOLOZA MEYL

NAME	SURNAME	EMAIL
Mzuzu	Mhlongo	Mzuzu.Mhlongo@prasa.com
Nkosinathi	Dube	Nkosinathi.Dube@prasa.com
Siphehile	Miya	Siphehile.Miya@prasa.com
Tobela	Lolwane	Tobela.Lolwane@prasa.com
Nomusa	Nyawose	Nomusa.Nyawose@prasa.com
Makhiseni	Sishi	Makhiseni.Sishi@prasa.com

PLEASE SEE ATTACHED DISTRIBUTION LIST AND ATTENDANCE REGISTER

1	OPENING AND WELCOME
	Mr. Mzuzu Mhlongo opened the meeting and welcomed all the attendees at 10:15 due to the time allowed for the attendees to complete the filling of the compulsory briefing register.
2	AGENDA AND OVERVIEW
	Mr. Mzuzu Mhlongo 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 RFQ documents. He also clarified to the audience that the briefing was for the projects for an THE APPOINTMENT OF A PANEL OF CONTRACTORS FOR THE PROVISION OF GENERAL BUILDING MINOR MAINTENANCE SERVICES ON AN AS AND WHEN BASIS FOR A PERIOD OF 36 MONTHS IN THE KWAZULU - NATAL REGION. Mr. Mzuzu Mhlongo pleaded with all the bidders to be thorough in compiling their documentation and ensure they reach Prasa KZN regional office tender boxes before the closing date and time and ensure that they fill and sign the submission register. Those bidders that send courier services for the submission of the bidding documents must inform them to not leave without filling the registers because it critical to identify that the document was submitted on time.

	Mr. Mzuzu Mhlongo also emphasised that bidders need to ensure that they make declarations as required by the RFP document and failure to declare information as required by the RFP document can be interpreted as deliberate misinformation. Those bidders who decide to bid as Joint Venture were informed to ensure they provide an agreement signed by both parties and stakes for each partner. Unincorporated JV also need to submit declaration and all the necessary documentation for each partner. Bidders were also advised that JV should not be a subcontracting or fronting kind of arrangement because it can be identified. Mr. Mzuzu Mhlongo carried on with a detailed information of the briefing session.
q	INTRODUCTION
3.1	Mr. Mhlongo introduced herself and the Team from Supply Chain Management which will present the compliance part of the tender, as well as Facilities Management Unit team which will present the scope of work, specification, and price schedule. The attendees were once again reminded to ensure that they fill the attendance register including, name of the company, contact details, contact person and email addresses in order for PRASA to ascertain their attendance of the compulsory briefing.
4.	MATTERS DISCUSSED
	<u>4.1 Administration.</u> • Compulsory briefing session. • Compulsory briefing register should be signed its compulsory or will be disqualified by PRASA. SCM noted to bidders that should sign and receive Form D for this briefing cause failure to do so will results disqualification. • After the briefing there were nor site visits to be done together with the Projects Manager. • Form Attendance site inspection certificate will be issued after the briefing session meeting. • Form Attendance site inspection certificate will be issued for one company to one person, not more than one form to an individual. • Mr. Mzuzu Mhlongo emphasised on the closing time, and the only watch used is the PRASA watch at reception area. He stated that there is no reason to close before time. Late submissions will be not be accepted or will be marked as late submission and will get disqualified. • Enquiries may be sent to Mr. Siphesihle Miya through email. • Mr. Mzuzu Mhlongo alerted the bidders to make note of the addendum's (change of closing dates) other information related to these projects will be uploaded on e-tenders, its importance every change noted be addressed by the bidder. <u>4.2 EVALUATION</u> • Evaluation method was explained in a lengthy fashion and in details. • Mr. Mzuzu Mhlongo explained the importance of completing "All" forms or sections of the of the RFP document. • She advised that the bidders should submit all the required returnable documentation on the closing date despite the provision that you can be requested to submit incomplete returnable documents. • Mr. Mzuzu Mhlongo reiterated the importance filling the key registers (compulsory attendance register on the day of the briefing and the closing / submission register upon the submission of documents) that bidders need to ensure they fill and sign, as well as the Site inspection certificate that was to be collected after completing the briefing minutes. • It was highlighted that these projects require contractors who have a CIDB grading of 2GB or Higher for both projects and those service providers who are not 2GB yet but have applied can submit the proof of application. <u>4.5 SPECIFIC GOALS AND PRICES</u>

	- To be included with the financial offer and will be evaluated upon issuing the RFQ/Task Order - The preference points that will be utilized to calculate the highest scorer at the time of awarding a Task Order (TO) / Purchase Order (PO). - CSD/CIPC will be used to verify for claimed points by bidders. - Pro-rata will be used on calculating points owned including JV/Consortium/Trustee etc. - The proof of evidence should correspond to your CIPS/CSD. If not in an agreement with the other, then no points will be awarded. 4.6 General - The floor was opened for questions and answers. - Question: The bidder requested for information whether if they submitted purchase order that adds up to R500k will that be there be scored under company experience? - Answer: Response was 'No' orders should R500k exactly as per functionality requirements. - Question: Bidder requested clarity of why did requested 2gb or higher grading while most bidders have not yet done and work above R500k and bidder which have that capability are 3gb or higher. - Response: Mr. Miya responded by saying that the cannot respond regarding systems of CIDB as they regulate advertisements.
5.	COMMUNICATION
	- Bidder were than requested by Mr. Mhlongo and Mr. Miya informed bidders that to pay attention to communications from PRASA and regular review E-tenders. - If tenderers still have questions after this session, clarifications/queries prior to the closing of the request for proposal must be channelled through Mr. Siphesihle Miya /Siphesihle.Miya@prasa.com - Bidders were urged them to please comply with communication channels.
6	EVALUATION METHODOLOGY AND CRITERIA
	Mr. Mzuzu Mhlongo and Mr. Siphesihle Miya explained the evaluation criteria to be used and went through different stages as follows.
7	STAGE 1: MANDATORY COMPLIANCE

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1 – RETURNABLE DOCUMENTS - (To be submitted in envelope 1)

Bidders must comply with the following requirements and failure to comply will lead to immediate disqualification.

No.	Description of requirement	
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	a)	Proof of CIDB grading of 2GB or higher. Only those tenderers who are registered with CIDB or are capable of being so prior to the evaluation of submission, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 2GB class of construction work who are eligible to have their tenders evaluated. Tenderers who are capable of being registered for 2GB or higher, shall submit with their bid, a proof of application to CIDB. <i>(PRASA shall verify the active status on CIDB)</i>	
	b)	Bidders to fill and sign a closing register; failing which the bidder must provide proof that the document was submitted on time.	
	c)	Briefing Session Form D. Bidders must also reflect on the Compulsory Briefing Session Attendance Register.	

9. STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS - (To be submitted in envelope 1)

Interested bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for technical/functionality requirements is **70%** as per the standard Evaluation Criteria presented in Table 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 Table below

ITEM	CRITERIA	WEIGHT
a)	Contractor's experience in general building maintenance works	50
b)	Technical personnel experience.	50

Table 1: Technical Evaluation Criteria

FUNCTIONAL EVALUATION CRITERIA

Details of the scoring methodology presented above are outlined in Table 4 below

FUNCTIONALITY CRITERIA	TYPE OF EVIDENCE REQUIRED	MAXIMUM POINTS	WEIGHT
A: CONTRACTOR'S EXPERIENCE IN GENERAL BUILDING MAINTENANCE WORKS	Bidders should indicate the experience of previous work done in general building maintenance works Evidence required: The bidders are to submit the following documents: • Provide appointment letter or contract or purchase order for each project and • Provide a reference letter or completion certificate relating to the appointment letter or purchase order or contract. One of the documents must indicate the value of the works. <i>Note: No points will be awarded to bidders who fail to submit either a letter of appointment or contract or purchase order that is accompanied by either a reference letter or completion certificate.</i>	50 Points – Provide proof of completed three (3) projects each with a minimum value of R 500 000.00 33.33 Points – Provide proof of completed two (2) projects each with a minimum value of R 500 000.00 16.67 Point - Provide proof of completed one (1) project each with a minimum value of R 500 000.00 0 Points - No Submission/ Irrelevant Information.	50

B: TECHNICAL PERSONEL EXPERINCE (Individuals in the Company) Minimum Requirements	Previous experience in construction industry works (CV, academic qualifications and Identity document)			
	Site Supervisor	Service Provider must submit 1 CV for 1 Site Supervisor with a trade test certificate in any construction industry works.	50 Points - Three (3) years’ experience in construction industry works on similar projects.	50
			33.33 Points - Two (2) years’ experience in construction industry works on similar projects.	
			16.67 Points - One (1) years’ experience in construction industry works on similar projects.	
			0 Points - No submission (0) and unrelated projects.	
TOTAL			100	

NOTE: BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM OVERALL QUALIFYING SCORE OF 70% ON FUNCTIONAL/ TECHNICAL REQUIREMENTS WILL NOT BE CONSIDERED FOR FURTHER PRICE AND SPECIFIC GOALS (STAGE 4) EVALUATION.

Stage 3: Returnable documents

NB: The most Responsive bidder/s with incomplete returnable documents will be requested to resubmit completed documents within the time frame stipulated by PRASA before recommendation for award, failure which will result in automatic disqualification.

No.	Description of requirement	
a)	Completion of ALL RFP documentation, ALL declarations, ALL Standard Bidding Documents. Above must be completed & duly signed where applicable	
b)	Joint Venture / Consortium agreement / Trust Deed/ 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 (if applicable) Must be completed & duly signed	
c)	Letter of Good Standing (i.e., COIDA) (Department of Labour or any other recognized institutions)	
d)	Valid Tax Status Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin.	
e)	CSD report / CSD reference number	

PRICING AND SPECIFIC GOALS

- To be included with the financial offer and will be evaluated upon issuing the RFQ/Task Order.)
- The preference points that will be utilized to calculate the highest scorer at the time of awarding a Task Order (TO) / Purchase Order (PO) will be as follows:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

SCM Submission: Specification / Scope of Work

POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
Black Women Owned	10		Certified copy of the identity document of the owner/s
Black Youth Owned	5		Certified copy of the identity document of the owner/s
Black person with Disabilities	5		Certified copy of ID Documents of the Owners and Doctors Note confirming the disability.
TOTAL	20		

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

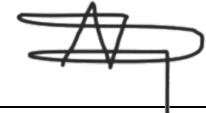
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

10 Scope of work

Nomusa Nyawose (Project Manager)

Questions and Answers

N/A

11	BID CLOSING DATE		
	The closing date, time and place for submission is: 11 September 2026 @ 12:00PM Addressed to: 65 MASABALALA YENGWA AVENUE PRASA REGIONAL OFFICE FOYER AREA HELPDESK PRASA SCM KWAZULU NATAL		
12	REMARKS Mr. Mzuzu Mhlongo once again urged with the contractor to submit their tender documents on time to avoid late submission because no tender documents will be accepted or evaluated if they reach Prasa KZN Regional office after		
15	Meeting was adjourned around @ 12:00 by Mr. Mzuzu Mhlongo and Mr. Siphesihle Miya.		
	Mr. Mzuzu Mhlongo (SCM)	SIGN: 	DATE: 08.09.2026
	Ms. Nomusa Nyawose Project Manager	SIGN: 	DATE: 08.09.2026
	It is to be noted that these minutes may not have been compiled in strict accordance with the actual sequence of proceedings.		