

## BRIEFING SESSION MINUTES



**prasa**  
PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

**RFQ NUMBER: ECR/01/02/2025**

**DESCRIPTION: THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF 02 MONTHS AT MARISKA STUDENT ACCOMMODATION IN GQEBERHA:**

**DATE: 07 February 2025 Time: 10:00**


**VENUE: Mariska Student Accommodation – Port Elizabeth station**

### DISTRIBUTION AND ATTENDANCE

NAME	SURNAME	COMPANY / OD	EMAIL
Luleka	Luleka	Prasa	<a href="mailto:luleka.mtyala@prasa.com">luleka.mtyala@prasa.com</a>
Qaqamba	Sitobo	Prasa	<a href="mailto:qaqamba.sitobo@prasa.com">qaqamba.sitobo@prasa.com</a>
Abongile	Kongo	Prasa	<a href="mailto:abongile.kongo@prasa.com">abongile.kongo@prasa.com</a>
Sindiswa	Mali	Prasa	<a href="mailto:sindiswa.mali@prasa.com">sindiswa.mali@prasa.com</a>

1.	<b>OPENING AND WELCOME</b>
	Ms. L Mtyala opened the meeting as a chairperson promptly at 10:00.
2.	<b>AGENDA</b>
	Mis L Mtyala provided an overview of the purpose of the briefing session and confirmed if bidders are in the right place.
3.	<b>INTRODUCTION</b>
	Ms L Mtyala requested bidders to ensure that they sign the attendance register legibly and to further ascertain that the correct contact details are recorded on the register.
4.	<b>MATTERS DISCUSSED</b>
5.	<b>COMMUNICATION</b>
	Clarifications/queries prior to the closing of the RFQ must be channeled through Luleka Mtyala via email: <a href="mailto:luleka.mtyala@prasa.com">luleka.mtyala@prasa.com</a> .
	<b>LULEKA MTYALA SHOULD NOT BE CONTACTED AFTER THE CLOSING DATE.</b>
6.	<b>RESPONCES TO RFQ</b>
	<ol style="list-style-type: none"><li>1. All responses to the RFQ must be submitted in <b>one sealed envelope</b> in this order<ul style="list-style-type: none"><li>• Fully completed RFQ</li><li>• Compliance documents listed on page 9</li><li>• Documents required for technical evaluation are on page 10 to 11</li><li>• Documents required for scoring specific goals on page 10</li><li>• Section 4 pricing and delivery schedule on page 13 to be fully completed</li></ul></li></ol>

7.	EVALUATION METHODOLOGY AND CRITERIA							
	Ms Mtyala informed bidders that RFQ will be evaluated 3 in different stages							
7.1	STAGE ONE: COMPLIANCE REQUIREMENTS							
	<p>The bidders were notified that the compliance include mandatory and other -mandatory documents.</p> <p><b>Stage 1A</b> <b>The bidder who does not submit the following mandatory documents with the proposal will be disqualified automatically:</b></p> <p>a) Price Schedule and Pricing and delivery form (Section 4) must be completed in full</p> <p>To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.</p> <p>b) Bidders to fill and sign the submission register at reception at SCM Offices on submission of tender documents</p> <p>c) Attendance Certificate of Compulsory Briefing or proof of attendance of briefing session (Signing of attendance register)</p> <p><b>Stage 1B –Other Mandatory Requirements</b></p> <p>If the bidder does not submit the following basic compliance documents and should an award, be made, these basic compliance documents must be made available within seven (7) days of request from PRASA, failing of which the award will be recalled.</p> <p>a) Company Registration documents</p> <p>b) Copies of Directors ID documents</p> <p>c) Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued pin</p> <p>d) Completion of ALL RFQ documentation (includes ALL declarations)</p> <p>e) CSD supplier registration number</p> <p>f) Proof of Bank Account (i.e., cancelled cheque or letter issued by the bank</p> <p>g) Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties. (If applicable)</p> <p><b>Stage 1C: Documents required for Scoring</b> - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion.:</p> <p>a) Audited Annual financial/ B-BBEE Certificate/Affidavit</p> <p>b) CIPC Documents / B-BBEE certificate / Affidavit</p> <p>Ms Mtyala 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 that includes form D (Compulsory briefing certificate). She further emphasized that the attendees must take heed of the annexures as guided by the RFQ</p>							
7.2	STAGE TWO: TECHNICAL EVALUATION							
	<p>Ms Mtyala mentioned the minimum threshold for the Technical/functionality criteria is (50%) and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals</p> <table><tr><th>ITEM</th><th>CRITERIA</th><th>WEIGHT</th></tr><tr><td>1.1</td><td>Organisational experience of contractor. Track record of tenderer on similar  type of work Experience and of similar value or more.</td><td>50</td></tr></table>		ITEM	CRITERIA	WEIGHT	1.1	Organisational experience of contractor. Track record of tenderer on similar  type of work Experience and of similar value or more.	50
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	1.2	Years of experience of key personnel to be directly responsible for implementation of this project.	50	
	TOTAL	100		
7.3.	STAGE THREE: PRICING AND SPECIFIC GOALS			
	The RFQ 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			
	Ms Mtyala explained specification goals below			
	The specific goals allocated points in terms of this tender	Acceptable Evidence/Proof required	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)
	EME 51% Black Owned	Audited Annual financial/ B-BBEE Certificate/Affidavit	10	
	51% Black Owned	CIPC documents/ BBEE Certificate /Affidavit)	10	
	Total		20	
8.	SCOPE OF WORK			
	Ms Sitobo explained the Pricing structure and specification and indicated the duration of the contract which is 2 months.			
9.	QUESTIONS & ANSWERS			
	First question: Bidder wanted to know if machines mentioned on page 38 are the ones to be used to clean Mariska			
	Response: Ms Sitobo indicated that the list of machinery listed is only a guide			
	Second question: The other bidder asked how many cleaners needed to clean Mariska.			
	Response: All the information for cleaning Marika is on the document the number of cleaner			
12.	VALIDITY AND CLARIFICATION DEADLINE			
	Prasa seeks a bid validity period of 60 days – the period within which Prasa must finalise the process.			
13.	BID CLOSING DATE			
	The closing date, time and place for submission is: 12:00PM on 14 February 2025.			
	Addressed to: PRASA Cres No 8 Station Road East London station East London at Prasa offices Bidders must make sure that they sign the submission register which will be placed at Prasa at the reception desk and thereafter drop the document in the tender box.			
15.				
	Ms Luleka Mtyala SCM Supply Chain Manager		DATE 07.02.2025	
	It is to be noted that these minutes may not have been compiled in strict accordance with the actual sequence of proceedings.			