

BRIEFING SESSION METRORAIL GAUTENG

18 AUGUST 2025

CHAIRPERSON: Sipho Mabasa
TEL: (011) 013 0125
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DATE: 18/08/2025 **TIME:** 11:00 AM (Monday)

VENUE: CORDELFOS SUBSTATION

REQUEST FOR QUOTATION (RFQ) FOR THE *REPAIR OF TRANSFORMER OIL LEAKS IN THE GAUTENG METRORAIL REGION ON “AS AND WHEN REQUIRED” BASIS FOR THE PERIOD OF 36 MONTHS*

RFQ Number: OIL LEAKS

Below are the briefing minutes and discussions held on 18 AUGUST 2025

1. OPENING AND WELCOME

1.1 OPENING AND WELCOME

The chairperson, Sipho Mabasa welcomed everyone at 11H00am and introduce the colleagues from PRASA.

Attendance:

- ❖ Gloria Mokgobi (SCM Department)
- ❖ Sipho Mabasa (Chairperson)
- ❖ Donald Padi (Electrical Department)
- ❖ Joel Kangala (Electrical Department))
- ❖ Lebo Nomasisi (Electrical Department)

2. PURPOSE OF THE RFQ

The chairperson clarified what is the purpose of the RFP as follows:

- 2.1 To set out the rules of participation in the bid process referred to in this RFP.
- 2.2 To disseminate information on the project contemplated in this RFP.
- 2.3 To give guidance to bidders on the preparation of their RFP bids.
- 2.4 To gather information from bidders that is verifiable and can be evaluated for the purposes of appointing a successful bidder.
- 2.5 To enable PRASA to select a successful bidder that is:
 - 2.5.1 Technically qualified and meet the empowerment criteria described in this RFP.
 - 2.5.2 Carry all the obligations of the Contract.

3. BID Timelines

- ❖ **Bid issue date** **08 August 2025**
- ❖ **Briefing Session** **18 August 2025 @11H00am**
- ❖ **Closing date** **25 August 2025@10:00am**

4. Communication channels / Queries and enquiries

4.1 Queries and enquires should be sent to:

Gloria.Mokgobi@prasa.com

5. Notice to bidders.

- ❖ Bidders are encouraged to visit the NT website 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.

6.1 This RFP 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.

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8. Delivery instruction

8.1 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,
6TH 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.

9. Instructions for completing the RFQ.

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

10. Evaluation criteria

STAGE 1: COMPLIANCE REQUIREMENTS	STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS	STAGE 3: PRICING AND SPECIFIC GOALS
Stage1A Mandatory Requirements Stage 1B Basic Compliance Technical Mandatory Requirements	Organizational Experience Delivery Technical Approach/ Methodology Delivery lead-time.	Price 80 or 90 SPECIFIC GOALS 20 or 10
Standard Bidding Documents must be completed and signed	Bids evaluated in terms of Functionality (Minimum threshold 80%)	Bids evaluated in terms of 80/20 or 90/10 preference system

11. Pricing and BOQ

- ❖ Bidder/s is/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.

12. SARS

- ❖ 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).
- ❖ 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.

13. Standing bidding documents and forms

- ❖ 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.

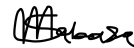
14. Question and answers under technical matters.

- ❖ Are the rates fixed? Answer: Yes, Rates are fixed for 3years.
- ❖ How to calculate the distance? Answer: The transformers are all over Gauteng (Gauteng South and Gauteng North) and any other costs related to the project's activities should be included in the preliminary and generals line item of the BOQ.
- ❖ Can the tender be advertised after 3 years? Answer: Yes, since this is an as and when.
- ❖ How many contactors are to be appointed? Answer: only one since this is an as and when project.

15. Matters to note.

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

The Chairperson adjourned the meeting at 12H00: Sipho Mabasa



COMPILE BY Gloria Mokgobi