

BRIEFING SESSION METRORAIL GAUTENG

02 December 2024

CHAIRPERSON: Mr. Siphosiso Mabasa

TEL: (011) 013 0125

Email: siphosiso.mabasa@prasa.com

DATE: 02/12/2024

TIME: 11:00 AM (Monday)

VENUE: CAPITAL PARK DEPOT

**ANNUAL INSPECTION OF LIFTING EQUIPMENTS FOR GAUTENG REGION ELECTRICAL DEPOTS ON
AS AND WHEN BASIS FOR A PERIOD OF 36 MONTHS**

RFQ Number:10350842

Below are the briefing minutes and discussions held on 03 December 2024

1. OPENING AND WELCOME

1.1 OPENING AND WELCOME

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

Attendance:
Gloria Mokgobi (SCM Department)
Sipho Mabasa (End User)

2. PURPOSE OF THE RFQ

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

-  To set out the rules of participation in the bid process referred to in this RFP.
-  To disseminate information on the project contemplated in this RFP.
-  To give guidance to bidders on the preparation of their RFP bids.
-  To gather information from bidders that is verifiable and can be evaluated for the purposes of appointing a successful bidder.

-  To enable PRASA to select a successful bidder that is:
 -  a) technically qualified and meet the empowerment criteria described in this RFP.
 -  b) Carry all the obligations of the Contract.

3. BID Timelines

 Bid issue date	26 November 2024
 Briefing Session	02 December 2024 @11H00am
 Closing date	10 December 2024@10:00am

4. Communication channels / Queries and enquiries

-  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.

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

 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. Instruction for completing the RFQ.

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	Organizational Experience Delivery Technical	Price 80 or 90 SPECIFIC GOALS 20 or10

Technical Mandatory Requirements	Approach/ Methodology Delivery lead-time.	
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.

- Should we quote for quarterly or once off? Answer: This is an annual inspection all the equipment should be tested.
- Must we submit different safety file since there is different sites? Answer: No, one safety file will be required.
- Where is induction going to take place? It will take place in any of PRASA depots.
- Must we quote for the Scaffoldings so that we can have access to the cranes? Answer: PRASA to verify if there are any cranes since the BOQ does not have scaffoldings and come back to bidders via emails.
- The BOQ will not change, bidders to quote accordingly email was sent to bidders.

15. Matters to note.

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

The Chairperson adjourned the meeting at 12H30: Sipho Mabasa


05/12/2024

COMPILE BY Gloria Mokgobi