



MINUTES

APPOINTMENT OF CONTRACTOR FOR THE SUPPLY AND DELIVERY OF CONCRETE SLEEPERS, FASTNINGS, WELDING MATERIAL, BALLAST, AND LUBRICATORS IN THE GERMISTON – KWESINE LINE ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 12 MONTHS.

BID NUMBER: 07/05/2023/GAU-(PER)

1. OPENING AND WELCOME

The chairperson (Mr. Derrick Nkanyana) opened the meeting, welcome all present and introduce the team from PRASA as follows:

- Mr. Godfrey Phasha (SCM)
- Mr. Andrew Molwantwa (SCM)
- Ms. Zonke Ntshangase (SCM)
- Mr. Carlton Thulo (Metrorail Gauteng Perway)
- Ms. Joan Mothibi (Metrorail Gauteng Perway)
- Mr. Madimetja Lebelo (Metrorail Gauteng Perway)

2. PURPOSE OF THE RFP

The Chairperson clarified and listed 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 bid.
- ❖ 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

Bidders were requested to adhere to the timelines stipulated on Section 1 (Notice to Bidders) of the RFP document.

4. COMMUNICATION CHANNELS / QUERIES AND ENQUIRIES

Queries and enquiries should be sent to the following e-mail address:

mokgadi.rankweteke@prasa.com and
metrorialgptenders2@prasa.com

“NB” – Bidders are encouraged to visit National Treasury’s website regularly as updates will be uploaded regularly, furthermore questions and answers will also be uploaded.



5. HOW TO ACCESS THE TENDER DOCUMENT

Bid documents may be downloaded directly from National Treasury's portal at www.etenders.gov.za

6. DELIVERY INSTRUCTION

Bid documents envelopes/box must be hand delivered to Shosholoza Meyl Junction and must be addressed as follows:

**THE SECRETARIAT / TENDER OFFICE
METRORAIL ADJUDICATION COMMITTEE
PASSENGER RAIL AGENCY OF SOUTH AFRICA
SHOSHOLOZA MEYL JUNCTION
6TH FLOOR
CNR LEYDS AN SIMMONS
BRAAMFONTEIN, JOHANNESBURG**

Note: bidders to make sure that they complete a submission register and are issued with a receipt to confirm their submission.

7. INSTRUCTION FOR COMPLETING THE RFP

All responses to the RFP must be submitted in two sealed envelopes/boxes as follows:

- **Volume 1 (Envelope1/Package 1 and Electronic copy)**
 - ❖ **Part A:** Mandatory Requirements Response
 - ❖ **Part B:** Technical or Functional Response (response to Scope of Work (SOW)).
- **Volume 2 (Envelope 2 / Package 2 and Electronic Copy)**
 - ❖ **Part C:** Financial Proposal and Specific Goals.

Bidders should ensure that volume 2 (financial proposal) is submitted in a separate envelop and not mixed with volume 1. Bidders who disclose their pricing and financial proposal in volume 1 may be disqualified.

8. SCOPE OF WORK (SOW)

Ms. Joan Mothibi (Gauteng Metrorail Perway) was afforded an opportunity to present the technical requirements of the Project.

Ms. Joan Mothibi took the committee through the Scope of Work and detail Specification (Annexure 3). She also covered Section 2 of the bid document and elaborated more on the Technical Evaluation requirements as well as the BOQ.

The successful bidder(s) is/are expected to render the required services within the duration of the contract.



9. EVALUATION CRITERIA (SECTION 2)

The Chairperson (Mr. Derrick Nkanyana) explained that the bidder's submission will be evaluated in three stages during the evaluation process. Furthermore, he summarised the evaluation criteria as follows:

STAGE 1: COMPLIANCE REQUIREMENTS	STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS	STAGE 3: PRICING AND SPECIFIC GOALS
Stage 1A- Mandatory Requirements Stage 1B Basic Compliance Mandatory Requirements	Organizational Experience Delivery Technical Approach/ Methodology Delivery lead-time.	Price 80 or 90 Spe cifi c Go als 20 or 10
LPC. 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

10. PRICING AND BOQ

The following was highlighted by the chairperson:

- Bidder(s) is/are required to submit responsive bid by completing all prices for items on the BOQ
- Bid prices should be inclusive of all cost such as travelling cost, transport cost, labour and security related costs.
- All bid prices should 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.

In closing bidders were reminded not to include their pricing or any of their financial proposal in volume 1.

11. SARS

- VAT – It is mandatory for a business to register for VAT as the estimated value of these projects exceed R1 000 000 (one million).
- TAX COMPLIANCE – all bidders must be tax compliant at the time of award. In case of a JV/Partnership, all parties must be compliant at the time of award. If one party is not compliant the bid will be disqualified.

12. STANDARD BIDDING DOCUMENT AND FORMS

All Standard Bidding Documents and Forms must be completed and submitted with the bid document. Incomplete tender document or forms may lead to bidders being disqualified.

13. CERTIFICATE OF INDEPENDENT DETERMINATION

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. ISSUES OF THE DAY

The chairman brought to the attention of the bidders in attendance that there have been changes on the advert on e-tender that required them (bidders) to attend to. That the previously attached annexures 3 (Scope of work) and 4 (Specification compliance sheet) have been replaced by new annexures named annexure 3 addendum and annexure 4 addendum respectively. The erratum has also been attached on e-tender explaining and clarifying such changes. Therefore it was imperative for bidders to visit the advert on e-tender to view and make use of the the new annexures since the old ones mentioned herein are no longer applicable.

15. GENERAL QUESTION AND ANSWER

The following questions were raised and clarified during the briefing session:

Question(s)		From	Answer/Clarification
1.	The 10% performance bond, is it required since this is a supply and delivery project?	Bidder	10% performance bond is not applicable for this project, Ms. Joan Mothibi from Perway Department said.
2.	Can the BOQ be split, or it be allowed that bidders only quote on	Bidder	No, the tender document mandates that bidders quote on all the items listed in the BOQ, the chairman said.



	items they can supply, due to contractors having different types of specialties?		
3.	Regarding experience or previous work being done, does supply and delivery mean supply and delivery of any material or anything in the past?	Bidder	No, in the technical and functionality requirement for this project regarding that, experience mean similar work done in the past or supply and delivery of similar materials in the past.
4.	The project requires a certificate of completion, and it is only supply and delivery. Why do you require a certificate of completion when only a delivery note is provided for contractors and not a certificate of completion?	Bidder	Delivery note will also be accepted as long as it indicates or states that the delivered goods were satisfactory to the customer.

16. CLOSING

Briefing session adjourned at 11h45

APPROVED BY CHAIRPERSON
DERRICK NKANYANA