



**prasa**

PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: SGR/EAST AREA-CORRIDOR 4 - CLEAN-HORT 18/10/2025**

**REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING, HYGIENE AND HORTICULTURE SERVICES AT VARIOUS STATIONS IN THE EAST AREA (CORRIDOR 4) FOR THE SOUTH GAUTENG REGION TO BE DONE OVER A PERIOD OF SIX (06) MONTHS.**

## SECTION 1: SBD1

### PART A INVITATION TO BID

#### YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

|             |                                                                                                                                                                                                                                                          |               |                        |               |                         |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------|---------------|-------------------------|
| BID NUMBER: | <b>SGR/EAST AREA-CORRIDOR 4 -<br/>CLEAN-HORT 18/10/2025</b>                                                                                                                                                                                              | CLOSING DATE: | <b>28 OCTOBER 2025</b> | CLOSING TIME: | <b>12:00<br/>MIDDAY</b> |
| DESCRIPTION | REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING, HYGIENE AND HORTICULTURE SERVICES AT VARIOUS STATIONS IN THE EAST AREA (CORRIDOR 4) FOR THE SOUTH GAUTENG REGION TO BE DONE OVER A PERIOD OF SIX (06) MONTHS. |               |                        |               |                         |

#### BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MUST BE HAND DELIVERED TO UMJANTSHI HOUSE, 30 WOLMARAANS, BRAAMFONTEIN, JOHANNESBURG ON OR BEFORE CLOSING DATE. PLEASE ENSURE YOU SIGN SUBMISSION REGISTER.

#### BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| CONTACT PERSON   | Max Mashabane                                                        |
| TELEPHONE NUMBER | 011 013 1463                                                         |
| E-MAIL ADDRESS   | <a href="mailto:Max.Mashabane@prasa.com">Max.Mashabane@prasa.com</a> |

#### SUPPLIER INFORMATION

|                                                                                                               |                                                                                    |                                                                                    |                                                                                                         |                                  |           |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------|-----------|
| NAME OF BIDDER                                                                                                |                                                                                    |                                                                                    |                                                                                                         |                                  |           |
| POSTAL ADDRESS                                                                                                |                                                                                    |                                                                                    |                                                                                                         |                                  |           |
| STREET ADDRESS                                                                                                |                                                                                    |                                                                                    |                                                                                                         |                                  |           |
| TELEPHONE NUMBER                                                                                              | CODE                                                                               |                                                                                    | NUMBER                                                                                                  |                                  |           |
| CELLPHONE NUMBER                                                                                              |                                                                                    |                                                                                    |                                                                                                         |                                  |           |
| FACSIMILE NUMBER                                                                                              | CODE                                                                               |                                                                                    | NUMBER                                                                                                  |                                  |           |
| E-MAIL ADDRESS                                                                                                |                                                                                    |                                                                                    |                                                                                                         |                                  |           |
| VAT REGISTRATION NUMBER                                                                                       |                                                                                    |                                                                                    |                                                                                                         |                                  |           |
| SUPPLIER COMPLIANCE STATUS                                                                                    | TAX COMPLIANCE<br>SYSTEM PIN:                                                      |                                                                                    | OR                                                                                                      | CENTRAL SUPPLIER<br>DATABASE No: | MAAA..... |
| 2.1 ARE YOU THE<br>ACCREDITED REPRESENTATIVE<br>IN SOUTH AFRICA FOR THE<br>GOODS /SERVICES /WORKS<br>OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | 2.2 ARE YOU A FOREIGN BASED<br>SUPPLIER FOR THE GOODS /SERVICES<br>/WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE<br>QUESTIONNAIRE BELOW] |                                  |           |

#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

|                                                                 |                                                          |
|-----------------------------------------------------------------|----------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## **PART B: TERMS AND CONDITIONS FOR BIDDING**

### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”



**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**NB:**

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

## SECTION 2

### NOTICE TO BIDDERS

#### 1. RESPONSES TO RFQ

Responses to this **SGR/EAST AREA-CORRIDOR 4 - CLEAN-HORT 18/10/2025** must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

#### 2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

#### 3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address ([SCM.Complaints@prasa.co.za](mailto:SCM.Complaints@prasa.co.za)) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name

3.1.5 Supplier Contact details

3.1.6 The detailed complaint

#### 4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

#### 5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

#### 6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

Request For Quotation SCM\_2023

## **7 BINDING OFFER**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

## **8 DISCLAIMERS**

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

## **9 LEGAL REVIEW**

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

## **10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

## **11 PROTECTION OF PERSONAL DATA**

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in

their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

## 12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

| EVALUATION CRITERIA               | WEIGHTING                       |
|-----------------------------------|---------------------------------|
| Stage 1 – Compliance              |                                 |
| Stage 1A                          | Mandatory Requirements          |
| Stage 1B                          | Other Mandatory Requirements    |
| Stage 2                           |                                 |
| Technical/Functional Requirements | Minimum Threshold of <b>70%</b> |
| Stage 3                           |                                 |
| Price                             | 80                              |
| Specific Goals                    | 20                              |
| <b>TOTAL</b>                      | <b>100</b>                      |

## 13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

## 14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.

## 15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal (*where applicable*) and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and

unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), on CIDB website for construction related RFQ's. (*where applicable*).

## 16 RETURNABLE DOCUMENTS

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

### 15.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

### SECTION 3

#### 1 EVALUATION CRITERIA:

##### STAGE 1A – MANDATORY REQUIREMENTS

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

| NO. | DESCRIPTION OF REQUIREMENT                                                                                                                                                                                                     | TICK (X) |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| a)  | Bidders to fill and sign the <b>CORRECT closing/ Submission register</b> on submission of RFQ documents, failure to comply will result into disqualification                                                                   |          |
| b)  | <b>Price Schedule / Pricing form</b> (Bidders must ensure documents are completed in full), failure to comply with section 4 will result into disqualification.                                                                |          |
| c)  | Completion of ALL RFQ documentation ( <b>includes ALL declarations and SBD documents/forms</b> )                                                                                                                               |          |
| d)  | Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties and clearly indicate the <b>LEAD CONTRACTOR</b> (if applicable) |          |

## STAGE 1B –NON- MANDATORY REQUIREMENTS

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

| NO. | DESCRIPTION OF REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                        | TICK (X) |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| a)  | Valid B-BBEE certificate from SANAS accredited rating agency (Original or Certified copy)/DTI / Companies and Intellectual Property Commission B-BBEE Certificate (Original or Certified copy) or Sworn Affidavit signed and stamped by the commissioner of Oath.<br><br><b>Note:</b> A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate. |          |
| b)  | <b>Company Registration Documents (Proof of Registration), Certificate of Incorporation or CK1.</b>                                                                                                                                                                                                                                                                                                                               |          |
| c)  | <b>Copies of Directors' ID documents;</b>                                                                                                                                                                                                                                                                                                                                                                                         |          |
| d)  | <b>Valid Tax Clearance Certificate and Valid Tax Pin letter (must be valid on closing date of submission of the proposal) issued by SARS.</b>                                                                                                                                                                                                                                                                                     |          |
| e)  | <b>CSD Summary report / CSD reference number</b>                                                                                                                                                                                                                                                                                                                                                                                  |          |
| f)  | <b>Proof of UIF registration: The UIF circular letter can be furnished as proof of UIF Compliance Certificate.</b>                                                                                                                                                                                                                                                                                                                |          |
| g)  | <b>Proof of Bank Account (i.e., cancelled cheque of Letter issued by the Bank)</b>                                                                                                                                                                                                                                                                                                                                                |          |
| h)  | <b>A Letter of Good Standing (COIDA)</b>                                                                                                                                                                                                                                                                                                                                                                                          |          |

## 2.1 STAGE 2

### TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is **70%** as per the standard Evaluation Criteria presented above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3 Price and Specific Goals

Details of the technical/functional requirements are presented in the table below:

| ITEM | CRITERIA                           | MAX SCORE  |
|------|------------------------------------|------------|
| 1    | Company's Experience               | 30         |
| 2    | Resources Availability             | 20         |
| 3    | Technical Approach and Methodology | 20         |
| 4    | Financial Capability               | 30         |
|      | <b>TOTAL</b>                       | <b>100</b> |

**Table 1: Technical Evaluation Criteria**

## 1. COMPANY'S EXPERIENCE

**Track Record of the Contractor on similar type of work (Cleaning service or Cleaning & Horticultural/Gardening service).**

Score will be based on successfully executed and completed cleaning service or Cleaning & Horticultural / Gardening service or Cleaning & Hygiene rendered over the **last 5 years (2020-2025)**. Only Contracts with a **minimum value of R 3 000 000** will be considered.

Evidence required:

The bidders are to submit the following documents:

- Provide appointment letter/Purchase Order/contract for each project.
- Provide a reference letter or Completion certificate relating to the appointment letter/Purchase Order/contract provided.

**Note:** Points will be awarded **ONLY** if **both** documents are submitted i.e. (LOA / Purchase Order/Contract doc **AND** Reference letter/ Completion certificate)

Both documents shall indicate the Contract description, Contract value and contract duration. And the information on both documents must correspond and be presented in a Company letterhead.

The reference letter shall further indicate the following: company name, contact person and confirmation that work was completed.

5 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined projects value between a range of **R 15 000 001 and above**.

4 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R 11 000 001 – R15 000 000**.

3 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R 8 000 001 – R11 000 000**.

2 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R 5 000 001 – R 8 000 000**.

1 Point: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R 3 000 000 – R5 000 000**.

0 Point: No submission or irrelevant submission

**30%**

## **2. RESOURCES AVAILABILITY**

The bidder to submit proof of ownership or rental agreement of a list of vehicles suitable for the execution of the work. Suitable vehicles include “bakkies” or light duty or heavy-duty pickup trucks.

- **For rental of vehicle a letter of intent on the letter head of the rental company or rental agreement will be enough.**
- **For ownership of vehicle only proof from Traffic Dept will be accepted.**

### **Proof Of Ownership of Vehicles**

- **For rental of vehicle a letter of intent on the letter head of the rental company or rental agreement will be enough.**
- **For ownership of vehicle only proof from Traffic Dept will be accepted.**

5 Points: Proof of ownership for four (4) vehicles  
 4 Points: Proof of ownership for three (3) vehicles  
 3 Points: Proof of ownership for two (2) vehicles and rental agreement  
 2 Points: Proof of ownership for one (1) vehicle and rental agreement  
 1 Point: Only proof of rental agreement provided, no proof of ownership  
 0 Point: No proof of ownership /rental agreement provided

**20%**

### 3. TECHNICAL APPROACH AND METHODOLOGY

**Proposed methodology should demonstrate thorough understanding of PRASA's objectives and required deliverables as outlined in the Scope of Work and meeting PRASA's requirements**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>Bidders will submit a methodology that is aligned to the scope of work highlighting, but not limited to the following elements:</p> <ul style="list-style-type: none"> <li>• <b>Cleaning Deployment Plan</b> in line with proposed Staff shift schedule, Bidder to demonstrate how the deployment will address incidents or absenteeism due to strikes/ sickness/ Leave time.</li> <li>• <b>Project Operational and Safety structure</b> (Safety officer, first aiders, Fire fighters, Flagmen) indicating positions of responsibilities.</li> <li>• Provide a plan of integrating recruitment of people within local communities</li> <li>• Risk assessment with risk mitigation measures associated with the project</li> <li>• PPE Matrix indicating operational areas and their applicable PPE as per the Project Scope of work</li> </ul> | <p>5 = if methodology is aligned to the scope of work highlighting Five (5) elements</p> <p>4 = if methodology is aligned to the scope of work highlighting Four (4) elements</p> <p>3 = if methodology is aligned to the scope of work highlighting three (3) elements</p> <p>2 = if methodology is aligned to the scope of work highlighting two (2) elements</p> <p>1 = if methodology is aligned to the scope of work highlighting one (1) element.</p> <p>0 points = <b>No Submission</b> or irrelevant information provided</p> | <p><b>20%</b></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|

#### 4. FINANCIAL CAPABILITY

##### Financial Capability of the Bidder (*Bidder to submit complete set of financial statements*)

|                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                      |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p><b>Financial Capability</b></p> <p>The operating cash flow ratio measures a company's short-term liquidity.</p> <p>Use the formula below:</p> <p>Operating cash flow ratio = Net Cash flow from operations/Current liabilities</p> <p>Bidders should submit a complete set of recent financial statements of the company</p> | <p>Demonstration of financial capability of the company.</p> <p><b><i>Recent year's set of financial statements: current and preceding financial years.</i></b></p> <p><b><i>Financials prepared and signed by an independent registered accounting professional and signed by the company director.</i></b></p> <p><b><i>Financial statements must include cashflow statement and balance sheet.</i></b></p> <p><b><i>Incomplete Financial Statements will not be considered</i></b></p> <p><b>Note:</b> In case of a trust, consortium or joint venture (including unincorporated consortia and joint ventures) a <b>LEAD CONTRACTOR</b> must submit the financial statements.</p> | <p>5 = Operating Cash Flows Ratio <math>X \geq 1.5</math></p> <p>4 = Operating Cash Flows Ratio <math>1 &gt; X &lt; 1.5</math></p> <p>3 = Operating Cash Flows Ratio <math>0.5 &gt; X &lt; 1</math></p> <p>2 = Operating Cash Flows Ratio <math>0 &gt; X &lt; 0.5</math></p> <p>1 = Operating Cash Flows Ratio <math>X &lt; 0</math></p> <p>0 = No Submission or Incomplete Financial Statement.</p> | <p><b>30%</b></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|

## 2.2 STAGE 3- PRICE AND SPECIFIC GOALS

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

| DETAILS                                          | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b> | <b>100</b> |

### FORMULA 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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 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:

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| B-BBEE Contributor Status of at least level 2               | 10                                                                                   |                                                                              |
| At least 51 % Black Owned                                   | 10                                                                                   |                                                                              |

**The following table must be used as a guide to determine acceptable evidence for Specific Goals:**

| SPECIFIC GOALS                                | ACCEPTABLE EVIDENCE                                                                 |
|-----------------------------------------------|-------------------------------------------------------------------------------------|
| B-BBEE Contributor Status of at least level 2 | BEE Certificate / Affidavit (in case of JV, a consolidate scorecard will be accept) |
| At least 51% Black Owned                      | CIPC Documents / B-BBEE Certificate/Affidavit                                       |

## SECTION 4

### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
  - 9 negotiate a market-related price with the Respondent scoring the highest points;
  - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
  - 11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
- 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We \_\_\_\_\_ (Insert Name of  
Bidding Entity) of \_\_\_\_\_

code \_\_\_\_\_

(Full address) conducting business under the style or title  
of: \_\_\_\_\_ represented by:

\_\_\_\_\_ in my capacity  
as: \_\_\_\_\_ being duly

authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices  
quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract,



at a lumpsum, of R \_\_\_\_\_ (amount in numbers); \_\_\_\_\_  
\_\_\_\_\_ (amount in words) Incl. VAT.

**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ..... working days from date of order. (To be completed by Service provider).

## SECTION 5

### PRASA GENERAL CONDITIONS OF PURCHASE

#### General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

#### Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

#### Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

#### Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On

dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

**Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

**Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

**Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

**Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements and fit for the purpose for which they are intended and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

**Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

**Assignment and sub-contracting**

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

## Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

### Special Conditions: Funding Contingency

1. Paragraph 8.4 of the PFMA SCM Instruction No. 3 of 2021/22 states that the Accounting Authority may not invite price quotations or bids if no or sufficient provision is made in the budget of the institution.
2. PRASA has, in terms of section 79 of the PFMA, obtained approval from National Treasury, for a departure from paragraph 8.4 of the PFMA SCM Instruction No. 3 of 2021/22.
3. PRASA is currently in the process of making provision and allocation of budget for the services required in this RFQ, which provision and/or budget allocation has not yet been completed at the time of the issuance of this RFQ.
4. PRASA will, however, ensure that provision and/or budget allocation is made prior to the award of business in this RFQ.
5. Accordingly, any award pursuant to this RFQ is strictly subject to PRASA, inter alia:
  - 5.1. securing the necessary funding allocation; and
  - 5.2. confirming that sufficient budget exists to meet the intended award.
6. PRASA undertakes to keep bidders reasonably informed of the progress and status of the funding allocation and budgeting process.
7. By submitting a bid, bidders expressly acknowledge and agree that PRASA reserves the right to cancel this RFQ at any stage prior to award, in the event that PRASA is unsuccessful in making sufficient provision and/or budget allocation for the required services.
8. PRASA shall not be liable for:
  - 8.1. any claim, loss, or damages of whatsoever nature arising from or in connection with a failure to source funding; or
  - 8.2. the non-award of tender due to a failure to source funding; and
  - 8.3. bidders waive any right to institute proceedings against PRASA in respect of the circumstances contemplated above.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Witness

1 \_\_\_\_\_

Name \_\_\_\_\_

Signature of Witness

2 \_\_\_\_\_

Name \_\_\_\_\_

Signature of Bidder's Authorised Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_"

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise

whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

#### 1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

#### 1.3 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and Specific Goals | 100    |

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

#### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.2. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:

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

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

| 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) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| B-BBEE Contributor Status of at least level 2               | 10                                                                                |                                                                           |
| 51 % Black Owned                                            | 10                                                                                |                                                                           |

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One-person business/sole propriety
  - ☐ Close corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....