

**BID NUMBER: CRES/NGR/55/02/2021**

**REQUEST FOR PROPOSAL (RFP) FOR SUPPLY, INSTALL  
AND COMMISSION STANDBY GENERATORS AT  
PRETORIA NORTH AND WOLMERTON DEPOTS IN THE  
NORTHERN GAUTENG REGION (NGR)**

<b>CLOSING DATE</b>	<b>21 September 2021</b>
<b>CLOSING TIME</b>	<b>12.:00 Midday</b>
<b>BID DOCUMENTS DELIVERY ADDRESS</b>	<b>PASSENGER RAIL AGENCY OF SOUTH AFRICA PRASA CRES – NGR, SUPPLY CHAIN MANAGEMENT TENDER OFFICE, DARK GREY BUILDING, CORNER 546 PAUL KRUGER &amp; SCHEIDING STREETS, PRETORIA STATION PRECINCT, PRETORIA, 0001</b>
<b>BIDDER NAME</b>	.....
<b>BID RETURN ADDRESS</b>	<b>PRASA CRES – NGR, SUPPLY CHAIN MANAGEMENT TENDER OFFICE, DARK GREY BUILDING, CORNER 546 PAUL KRUGER &amp; SCHEIDING STREETS, PRETORIA STATION PRECINCT, PRETORIA, 0001</b>

## **Disclaimer**

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the "Confidential Information Provided"). The Confidential Information provided may be made available to Bidder's subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

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

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which PRASA may require which have not been submitted to PRASA.
- Not necessarily accept the lowest priced Proposal or alternative bid;
- Not accept any response to the RFP or appoint a final bidder;
- Reject all proposals if so decides;
- Withdraw the RFP on good cause shown;

- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Award a contract for only a portion of the proposed goods/ service/s/ works which are reflected in the scope of this RFP;
- Split the award of the contract between more than one Service Provider, should it at PRASA's discretion be more advantageous in terms of, amongst others, cost or development considerations;
- Make no award at all;
- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to PRASA to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.

All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

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 and/or place the Respondent on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

REQUEST FOR PROPOSAL (RFP): APPOINTMENT OF A 5EB OR 5EP OR HIGHER CONTRACTOR FOR SUPPLY, INSTALL AND COMMISSION STANDBY GENERATORS AT PRETORIA NORTH AND WOLMERTON DEPOTS IN THE NORTHERN GAUTENG REGION (NGR)



**CRES/NGR/55/02/2021**

PRASA reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

PRASA will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

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## 2 ACRONYMS

BBBEE	Broad Based-Black Economic Empowerment
CIDB	Construction Industries Development Board
DTiC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System

### **3 INTERPRETATION**

In this RFP, unless inconsistent with or otherwise indicated by the context –

- 4.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 4.2 any reference to one gender shall include the other gender;
- 4.3 words in the singular shall include the plural and vice versa;
- 4.4 any reference to natural persons shall include legal persons and vice versa;
- 4.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 4.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 4.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- 4.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 4.9 this RFP shall be governed by and applied in accordance with South African law.

#### **4 DEFINITIONS**

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 5.1 “Accounting Authority” means the Board of PRASA;
- 5.2 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP.
- 5.3 “Bid” means the Bid to the RFP submitted by Bidders;
- 5.4 “Bidders Briefing Session” means the compulsory briefing session to be held at the offices of PRASA, in order to brief the Bidders about this tender;
- 5.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 5.6 “Black Equity” means the voting equity held by Black People from time to time;
- 5.7 “Black People” means African, Coloured and Indian South African citizens, and “Black Person” means any such citizen;
- 5.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 5.9 “Briefing Note” means any correspondence to Bidders issued by the PRASA;
- 5.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 5.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 5.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 5.13 “Contractor” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.
- 5.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **21 September 2021;**
- 5.15 “Project means that this project is for the **Supply, Install and Commission Standby Generators at Pretoria North and Wolmerton Depots in the Northern Gauteng Region (NGR)**
- 5.16 “RFP” means the Request for Proposals issued by PRASA for this tender; and
- 5.17 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications.

**SECTION 1**  
**NOTICE TO BIDDERS**

**1 INVITATION TO BID**

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity**, **Bidder**].

<b>BID DESCRIPTION</b>	<b>SUPPLY, INSTALL AND COMMISSION STANDBY GENERATORS AT PRETORIA NORTH AND WOLMERTON DEPOTS</b>
<b>BID ADVERT</b>	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge. With effect from 23 August 2021.....
<b>ISSUE DATE</b>	<b>20 August 2021</b>
<b>NON - COMPULSORY BRIEFING SESSION</b>	NO BRIEFING SESSION WILL BE HELD
<b>CLOSING DATE</b>	<b>21 September 2021</b> Bidders must ensure that bids are delivered timeously to the correct address.  As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
<b>VALIDITY PERIOD</b>	<b>90 Business Days from Closing Date</b> Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.
<b>CLOSING DATE FOR QUESTIONS</b>	<b>15 September 2021 @ 14:00</b>
<b>CLOSING DATE FOR RESPONSES</b>	<b>17 September 2021 @ 16:00</b>
<b>CONTACT PERSON</b>	<b>MS. KHUTHAZWA PIKE</b>

Any additional information or clarification will be emailed to all Respondents, if necessary.

## 2 FORMAL BRIEFING

A formal briefing session will not be held but should Respondents have specific queries they should email these to the PRASA employee(s) indicated in paragraph 7 [Communication] below:

## 3 BRIEFING SESSION MINUTES AND NOTES (NOT APPLICABLE FOR THIS RFP)

- 3.1 Clarifications will be issued to all Respondents to this RFP utilizing the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.
- 3.2 Bidders / Respondents are requested to promptly confirm receipt of any clarifications sent to them.
- 3.3 Bidders / Respondents must ensure responses to the clarifications are received on or before the deadline date stated.

## 4 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses must be submitted to PRASA in a sealed envelope addressed as follows:

**ATTENTION: KHUTHAZWA PIKE, PRASA CRES – NGR, SUPPLY CHAIN MANAGEMENT TENDER OFFICE, DARK GREY BUILDING, CORNER 546 PAUL KRUGER & SCHEIDING STREETS, PRETORIA STATION PRECINCT, PRETORIA, 0001**

**RFP No: CRES/NGR/55/02/2021.....**

**Description of Bid: APPOINTMENT OF A 5EB OR 5EP FOR SUPPLY, INSTALLATION AND COMMISSION STANDBY GENERATORS AT PRETORIA NORTH AND WOLMERTON DEPOTS IN THE NORTHERN GAUTENG REGION**

**Closing date and time: 21 SEPTEMBER 2021 at 12:00 Midday**

**Closing address: [Refer to options in paragraph 5 below]**

## 5 DELIVERY INSTRUCTION FOR RFP

### Delivery of Bid

The Bid envelopes must be deposited in the PRASA tender box which is located at the main entrance of the PRASA CRES NGR OFFICES and must be addressed as follows:

**ATTENTION: KHUTHAZWA PIKE, PRASA CRES – NGR, SUPPLY CHAIN MANAGEMENT TENDER OFFICE, DARK GREY BUILDING, CORNER 546 PAUL KRUGER & SCHEIDING STREETS, PRETORIA STATION PRECINCT, PRETORIA, 0001**

**NB: BIDDERS ARE URGED TO COME INSIDE THE RECEPTION AREA OF PRASA CRES NGR OFFICES TO SIGN THE TENDER SUBMISSION REGISTER WHEN DEPOSITING THEIR BID PROPOSALS INTO THE TENDER BOX.**

## **6 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS**

As explained in more detail in the attached SBD 6.1 (BBBEE Preference Points Claim Form) in and as prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that PRASA will award “preference points” to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific codes )if applicable).

**Note: Failure to submit valid and original (or a certified copy of) proof of the Respondent’s compliance with the B-BBEE requirements stipulated in this RFP (the B-BBEE Preference Points Claim Form) at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.**

### **6.1 B-BBEE Joint Ventures or Consortiums**

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to PRASA.

Respondents are to note the requirements for B-BBEE compliance of JVs or consortiums as required by SBD 6.1 [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

**Note: Failure to submit a valid, original and consolidated B-BBEE certificate for the JV or a certified copy thereof at the Closing Date of this RFP will result in a score of zero being allocated for B-BBEE.**

## **7 COMMUNICATION**

- 7.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to [\[PIKEK@PRASA.COM\]](mailto:PIKEK@PRASA.COM) & [NGR.TENDERENQUIRIES@PRASA.COM](mailto:NGR.TENDERENQUIRIES@PRASA.COM) Ms. **Khuthazwa Pike and or Ms. Bongiwe Sithembile** before 14:00 on 15 September 2021, substantially in the form set out in Annexure 2 hereto.
- 7.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to the other Respondents who have attended a compulsory (or)/ a non-compulsory briefing session. For this purpose PRASA will communicate with Respondents using the contact details provided at the compulsory (or)/ a non-compulsory briefing session.
- 7.3 After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, at, email [PIKEK@PRASA.COM](mailto:PIKEK@PRASA.COM) & [NGR.TENDERENQUIRIES@PRASA.COM](mailto:NGR.TENDERENQUIRIES@PRASA.COM) on any matter relating to its RFP Proposal.
- 7.4 Respondents are to note that changes to its submission will not be considered after the closing date.
- 7.5 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

## **8 CONFIDENTIALITY**

- 8.1 PRASA shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly



related to PRASA's business, written approval to divulge such information must be obtained from PRASA.

8.2 Respondents must clearly indicate whether any information submitted or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

## **9 INSTRUCTIONS FOR COMPLETING THE RFP**

9.1 All responses to the RFP must be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical, compliance and BBBEE response and the second envelop/box shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelop/box. PRASA may disqualify Bidders who fail to adhere to this requirement.

9.2 Bidders are required to package their response/Bid as follows to avoid disqualification:

### **Original hard copy & Memory Stick of Volume 1 (Envelope 1/Package 1)**

- **Part A:** Compliance Response and B-BBEE Response
- **Part B:** Technical or Functional Response (response to scope of work)

### **Original hard copy & Memory Stick of Volume 2 (Envelope 2/ Package 2)**

- **Part C:** Financial Proposal

**Volume 2** Has to be submitted in a separate sealed envelope. Bidders must make their pricing offer in envelope 2/package 2, no pricing and pricing related information should be included in the Volume 1 envelope 1. ***Bidders who fail to meet this requirement will be automatically disqualified.***

9.3 Bidders must submit 1 original response hard copy, and an electronic version which must be contained in Memory Cards clearly marked in the Bidders name.

9.4 Bidders must ensure that their response to the RFP is in accordance with the structure of this document.

9.5 Where Bidders are required to sign forms they are required to do so using a black ink pen.

- 9.6 Any documents forming part of the original responses to RFP but which are not original in nature, must be certified as a true copy by a Commissioner of Oaths.
- 9.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP must be neatly and functionally bound, preferably according to their different sections.
- 9.8 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.
- 9.9 The responses to RFP formulation must be clear and concise and follow a clear methodology which responses to RFP must explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 9.10 Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- 9.11 Information submitted as part of a responses to RFP must as far as possible, be ordered according to the order of the required information requested by PRASA. All pages must be consecutively numbered.
- 9.12 Responses to RFP must ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 9.13 Response to RFP documents are to be submitted to the address specified in [paragraph 5](#) above, and Bidders must ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.

- 9.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 9.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.
- 9.16 Bidders are required to review the Contract. Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. **It must be noted that the marked - up Contract will form part of the evaluation.**

## 10 RFP TIMETABLE

PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum.

RFP PROCESS	MILESTONE DATES
Bid issue date	20 August 2021
Non – Compulsory Site Inspection for Bidders	N/A
Closing date for Questions	15 September 2021 @14:00
Closing date for Responses	17 September 2021 @16:00
Closing Date for Submission of final Bids	21 September 2021
Evaluation of Proposals (Bidders note that PRASA may call for Presentation of bidders offers at any stage of the evaluation process)	27 September 2021
Appointment of the successful Bidder	18 October 2021
Signing of Contract	8 November 2021

PRASA may at its sole discretion amend any of the milestone dates indicated in the table above. Bidders will be informed of any amendments to the timeline through the issue of briefing notes.

## 11 LEGAL COMPLIANCE

Bidders must ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids shall, at the sole discretion of PRASA, be disqualified the Bidder. PRASA reserves the right to call a Bidder to provide additional documents which PRASA may require from a Bidder which have not been submitted to PRASA.

Respondents must ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids shall, at the sole discretion of PRASA, be disqualified.

The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

## 12 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. 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>. Respondents are required to provide the following to PRASA in order to enable it to verify information on the CSD:

**Supplier Number:** \_\_\_\_\_ **Unique registration reference number:** \_\_\_\_\_.

## 13 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to PRASA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 12 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database (CSD).

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

**For this purpose, the attached SBD 1 marked Annexure..... must be completed and submitted as an essential returnable document by the closing date and time of the bid.**

#### New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

**Tax Compliance Status (TCS) Pin:**\_\_\_\_\_.

## 14 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.

## **SECTION 2**

### **BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS**

#### **1. INTRODUCTION**

#### **2.**

Prasa-Cres Facilities Management intends to install standby generators at Pretoria North and Wolmerton Depot. These facilities require 100% back up power because their operations are core to the business

- a) **Pretoria North** > this property has a Metrorail train station with ticket sales operations, a regional train control centre (CTC), a Facilities Depot and Overhead Track maintenance crew depot. There are commercial tenants operating on the property as well

- b) **Wolmerton Depot** > this facility accommodates train maintenance crew operations (Rolling Stock), train building operations (Gibela), train wash facility, train shunting yard and the clinic

The objective is to ensure that operations at these facilities are not disrupted by power outages that occur due to either load shedding or equipment failure. The operations at these sites are critical to the organisation and disruptions results in major loss of revenue.

It is therefore important that these properties be provided with standby generators that will ensure continuous electrical supply for continuous operations. This submission seeks approval of the specification to be used to procure standby generators.

### **3. BACKGROUND INFORMATION**

#### **a. STATUS QUO**

This is the current status of standby power requirements at the properties

- a) **Pretoria North** > currently have a standby generator to back up regional train control centre(CTC) only. The unit is an old installation and often require repairs, an upgrade is required.
- b) **Wolmerton Depot** > currently this property does not have a standby generator. During load shedding operations are halted resulting in loss of productivity. During pro-longed equipment breakdown Prasa-Cres would hire a generator and the size required to run Wolmerton operations have 2days lead time which means 2days loss of productivity.

#### **b. PROBLEM STATEMENT**

All operational and commercial activities at Pretoria North and Wolmerton depot are critical and require 100% standby generator back-up. Partial back-up or no back-up is no longer acceptable. Electrical supply disruptions cost the organisation loss in productivity and loss in revenue when there is load shedding or equipment failure. Hiring standby generators have lead times and the size of generators to be hired are extremely costly

***c. PICTORIALS***







#### **4. OBJECTIVE OF THE PROPOSED PROJECT**

The objectives of the proposed project are outlined in detail from the following sections:

##### **a. DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT**

The objective of the project is to ensure that operations at Pretoria North and Wolmerton depot have standby generator back-up. The operations at these facilities should not be disrupted by power outages that occur due to either load shedding or equipment failure.

These properties will be provided with standby generators that will ensure continuous electrical supply for continuous operations, the end result is continuous revenue generation and productivity.

##### **b. PROJECT BENEFITS TO PRASA**

Installing standby generators at Pretoria North and Wolmerton Depot will be beneficial to Prasa in the following ways

- Continuous station ticket sales operations resulting in continuous revenue generation
- Continuous commercial activities resulting continuous revenue generation
- Continuous electrical supply at maintenance and office facilities result in continuous productivity

- Continuous electrical and lighting provision on platforms ensure health, safety and security compliance of the facility

**c. CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM**

Pretoria North currently have standby generators for partial back-up train control office (CTC) operations. Other operations at these facilities and all operations at Wolmerton Depot do not have standby generator back-up.

Hiring of standby generators or allowing operations to halt are the mechanism in use against the issues of power outages.

**5. SCOPE OF WORK AND AREAS OF FOCUS**

**a. SCOPE OF THE DESIRED SOLUTION**

The scope of work for this project shall entail the following activities:

- Supply, install and commission standby generators at Pretoria North and Wolmerton Depots

**b. DETAILS ON THE PREFERRED SOLUTION**

The project is the Supply, Installation and Commissioning of standby by generators;

- 800KVA Standby Generator at Pretoria North
- 800KVA Standby Generator at Wolmerton Train Ops
- 2MVA Standby Generator at Wolmerton Rolling Stock

Generators will be installed on the concrete plinth to maintain clearance with ground surface. A soundproof canopy will enclose the generator to ensure noise reduction to the surrounding when the generator is in operation.

Each installation will be provided with Automatic Transfer Switching unit capable of detecting primary supply power outage and automatically switch on the generator, the unit will also have the capability to detect when power come back and automatically switch off the generator. This project offers a comprehensive standby and back-up power supply to properties.

**c. TARGETED AREA BY THIS PROJECT**

The installation of standby generators will be at

- Pretoria North
- Wolmerton Depot

**d. EXTENT AND COVERAGE OF THE PROPOSED PROJECT**

The project only covers supply, install and commission standby generators at

- Pretoria North
- Wolmerton Depot

**e. OTHER RELATED PROJECTS**

None

**6. SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED**

**Specification:**

**Supply, Install and Commissioning Diesel Generators at Wolmerton and Pretoria North CTC Depot**

## Contents

1. Scope
2. Definitions
3. Installation References
4. General Information
5. Bill of Quantity

### **1. Scope Of Work**

- 1.1. The scope of work entails Supply, Install and Commissioning three Diesel Generators per specified items in the Bill of Quantities. The location of installation it's at Wolmerton and Pretoria North CTC Depot.
- 1.2. The contractor shall submit all tests pertaining to the installation and will issue a Certificate Of Completion for the installation.

### **2. Definitions**

- 2.1 *PRASA-CRES*: One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.
- 2.2 *Facilities Manager*: A manager of PRASA-CRES responsible of building and infrastructure portfolio or any person authorised to act in that capacity.
- 2.3 *Normal Working Hours*: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.
- 2.4 *Contractor*: Successful tender who is appointed by PRASA-CRES and will be responsible to carry out the works as per this specification.

### **3. Installation References**

- 3.1. All electrical work will be in accordance with the following publications:

- SABS 0142, SABS 1152 and SABS 0147 Code Of Practices
- E7/1 or E7/2, E4E specifications
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations

#### 4. General Information

- 4.1. The contract shall be registered with the ECB as laid down in the Electrical Installation Regulations of the Occupational Health and Safety Act 85/1993, clause 5.
- 4.2. The electrical contractor shall be or have in his employment an accredited person. Proof must be supplied of the above requirements
- 4.3. The Contractor must have the capacity to be able to work on more than one site at any given time.
- 4.4. All material removed to be returned to PRASA-CRES unless otherwise stated.
- 4.5. All material used shall be of high standard (SABS approved)
- 4.6. Compliance certificates to be issued on completion of all new work done at no cost to PRASA-CRES. Compliance certificates required for existing installations to be priced out at the prescribed set rate.

#### 5. Special Conditions

- 5.1. A work program shall be submitted to the Project Manager within 5 days from the date of the acceptance of the tender and shall match the duration stated in the specification
- 5.2. A fully complete and compliant safety file as per the attached safety check list shall be submitted to the Project Manager within 5 days from the date of the acceptance without failure.
- 5.3. No work will commence without an approval of fully complete and compliant safety file
- 5.4. The duration of the project shall be 6weeks and the contractor is expected to commence work within 7 days upon receipt of the appointment letter.
- 5.5. Failure to adhere to specified timelines will result in termination of appointment.

#### 6. Bill Of Quantities

#	DESCRIPTION	Unit	Qty	Local Content	Rate (Excl Vat)	Total
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**CRES/NGR/55/02/2021**

				<b>Threshold</b>		
<b>1.0</b>	<b>Pretoria North CTC</b>					
1.1	<p>Supply, Install and Commissioning 800KVA Canopy Diesel Generator Plant Complete with the following specification.</p> <p><b>1.Engine</b></p> <p>Design                    4 cycle, 12 cylinder diesel, turbo charged, charge air cooled</p> <p>Bore                        159 mm</p> <p>Stroke                     159 mm</p> <p>Displacement            38 L</p> <p>Cylinder block          Cast iron</p> <p>Battery capacity        2 parallel strings of 2 x 12V, 125A/hr</p> <p>Battery charging alternator            35A</p> <p>Starting voltage        24V negative ground</p> <p>Fuel system              Direct inject, electric fuel control (EFC) governor</p> <p>Fuel filter                Dual spin on paper element fuel filters</p> <p>Air cleaner type        Dry replaceable element with restriction indicator</p> <p>Lube oil filter type(s)    Spin on full flow filter</p> <p>Standard cooling system    50 °C ambient radiator</p> <p><b>2.Alternator</b></p> <p>Design                    Brushless, 4 pole, revolving field</p> <p>Stator                     2/3 pitch</p> <p>Rotor                     Single bearing, flexible disc</p>	Ea	1	N/A	R	R

**CRES/NGR/55/02/2021**

	<p>Insulation system Class H</p> <p>Standard temperature rise Prime 125 °C temp rise @ 40 °C ambient</p> <p>Standby 163 °C temp rise @ 27 °C ambient</p> <p>Exciter type Permanent Magnet Generator (PMG)</p> <p>Phase rotation A (U), B (V), C (W)</p> <p>Alternator cooling Direct drive centrifugal blower fan</p> <p>AC waveform total harmonic distortion (THDV) No load &lt;1.5%; Non-distorting balanced linear load &lt;5.0%</p> <p>Telephone influence factor (TIF) &lt; 50% per NEMA MG1-22.43</p> <p>Telephone harmonic factor (THF) &lt;2%</p> <p><b>3.Voltages</b></p> <ul style="list-style-type: none"> <li>• 50 Hz line</li> <li>• 230V – L/N</li> <li>• 400V – L/L</li> </ul> <p><b>4.Fuel Capacity</b></p> <ul style="list-style-type: none"> <li>• 1500L</li> </ul> <p><b>5.Canopy</b></p> <ul style="list-style-type: none"> <li>• Ventilation parts are designed with modular principles</li> <li>• Weather resistant and lined with sound reducing foam</li> <li>• All metal canopy parts are painted by powder paint</li> <li>• Panel window</li> <li>• Lockable doors on each side</li> <li>• Easy maintenance and operation</li> <li>• Easy lifting and moving</li> <li>• Insulated engine exhaust system</li> <li>• Exterior emergency stop push button</li> </ul> <p><b>6.Automatic Change over switch</b></p>					
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**CRES/NGR/55/02/2021**

	<ul style="list-style-type: none"> <li>Amps: 1600A</li> <li>Volts/phase: 400V/3Phase(4pole)</li> <li>Dimension: 1520 x 820 x 800 mm</li> </ul>					
1.2	<p>Construct a concrete base to mount 800KVA Canopy Diesel Generator specified on 1.2 with the spec below</p> <ul style="list-style-type: none"> <li>The base to be at least 300mm deep</li> <li>The base to clear top of ground by 50mm</li> <li>Provision for cable entry: 2 x 110mm flexible sleeves</li> </ul>	Sum	1	N/A	R	R
1.3	Provision for Excavate, backfill, compact a cable trench of 500mm (Depth) x 300mm (Width)	Metre	60	N/A	R	R
1.4	Supply and Install 150mm <sup>2</sup> 4-core armoured copper cable with accessories	Metre	100	90 of electrical cable	R	R
1.5	Supply and Install 95mm <sup>2</sup> insulated earth cable	Metre	100	90 of electrical cable	R	R
1.6	<b>Pretoria North CTC Total (Excl. VAT):</b>					R
<b>2.0</b>	<b>Wolmerton Train Ops</b>					
2.1	<p>Supply, Install and Commissioning 800KVA Canopy Diesel Generator Plant Complete with the following specification.</p> <p><b>1.Engine</b></p> <p>Design                    4 cycle, 12 cylinder diesel, turbo charged, charge air cooled</p> <p>Bore                        159 mm</p> <p>Stroke                     159 mm</p> <p>Displacement          38 L</p> <p>Cylinder block         Cast iron</p> <p>Battery capacity        2 parallel strings of 2 x 12V, 125A/hr</p> <p>Battery charging alternator        35A</p>	Ea	1	N/A	R	R



**CRES/NGR/55/02/2021**

Starting voltage	24V negative ground					
Fuel system	Direct inject, electric fuel control (EFC) governor					
Fuel filter	Dual spin on paper element fuel filters					
Air cleaner type	Dry replaceable element with restriction indicator					
Lube oil filter type(s)	Spin on full flow filter					
Standard cooling system	50 °C ambient radiator					
<b>2.Alternator</b>						
Design	Brushless, 4 pole, revolving field					
Stator	2/3 pitch					
Rotor	Single bearing, flexible disc					
Insulation system	Class H					
Standard temperature rise	Prime 125 °C temp rise @ 40 °C ambient Standby 163 °C temp rise @ 27 °C ambient					
Exciter type	Permanent Magnet Generator (PMG)					
Phase rotation	A (U), B (V), C (W)					
Alternator cooling	Direct drive centrifugal blower fan					
AC waveform total harmonic distortion (THDV)	No load <1.5%; Non-distorting balanced linear load <5.0%					
Telephone influence factor (TIF)	< 50% per NEMA MG1-22.43					
Telephone harmonic factor (THF)	<2%					

	<p><b>3.Voltages</b></p> <ul style="list-style-type: none"> <li>• 50 Hz line</li> <li>• 230V – L/N</li> <li>• 400V – L/L</li> </ul> <p><b>4.Fuel Capacity</b></p> <ul style="list-style-type: none"> <li>• 1500L</li> </ul> <p><b>5.Canopy</b></p> <ul style="list-style-type: none"> <li>• Ventilation parts are designed with modular principles</li> <li>• Weather resistant and lined with sound reducing foam</li> <li>• All metal canopy parts are painted by powder paint</li> <li>• Panel window</li> <li>• Lockable doors on each side</li> <li>• Easy maintenance and operation</li> <li>• Easy lifting and moving</li> <li>• Insulated engine exhaust system</li> <li>• Exterior emergency stop push button</li> </ul> <p><b>6.Automatic Change over switch</b></p> <ul style="list-style-type: none"> <li>• Amps: 1600A</li> <li>• Volts/phase: 400V/3Phase(4pole)</li> <li>• Dimension: 1520 x 820 x 800 mm</li> </ul>					
2.2	<p>Construct a concrete base to mount 800KVA Canopy Diesel Generator specified on 1.2 with the spec below</p> <ul style="list-style-type: none"> <li>• The base to be at least 300mm deep</li> <li>• The base to clear top of ground by 50mm</li> <li>• Provision for cable entry: 2 x 110mm flexible sleeves</li> </ul>	Sum	1	N/A	R	R
2.3	<p>Provision for Excavate, backfill, compact a cable trench of 500mm (Depth) x 300mm (Width)</p>	Metre	60	N/A	R	R
2.4	<p>Supply and Install 185mm<sup>2</sup> 4-core armoured copper cable with accessories</p>	Metre	100	90 of electrical cable	R	R

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2.5	Supply and Install 95mm <sup>2</sup> insulated earth cable	Metre	100	90 of electrical cable	R	R
2.6	<b>Wolmerton Train Ops Total (Excl. VAT):</b>					R
<b>3.0</b>	<b>Wolmerton Rolling Stock</b>					
3.1	Supply, Install and Commissioning 2MVA Canopy Diesel Generator Plant Complete with the following specification.  <b>1.Engine</b> Design           4 cycle, V, turbo charged and low temperature after-cooled  Bore               170 Stroke            190 Displacement   77.6 L (4735 in3) Cylinder block   Cast iron, 18 cylinder Battery capacity   1400 A Battery charging alternator   55 amps Starting voltage   24-volt, negative ground Fuel system       Direct injection: number 2 diesel fuel, fuel filter, automatic electric fuel shutoff Fuel filter         Triple element, 10 micron filtration, spin on fuel filter	Ea	1	N/A	R	R

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	with water separator					
Air cleaner type	Dry replaceable element					
Lube oil filter type(s)	Four spin-on, combination full flow and bypass filters					
Cooling system	104 °F (40 °C) ambient					
<b>2.Alternator</b>						
Design	Brushless, 4 pole, drip proof, revolving field					
Stator	2/3 pitch					
Rotor	2 bearing, flexible coupling					
Insulation system	Class H on low and medium voltage, Class F on high voltage					
Standard temperature rise	150 °C standby					
Exciter type	PMG (Permanent magnet generator)					
Phase rotation	A (U), B (V), C (W)					
Alternator cooling	Direct drive centrifugal blower fan					
AC waveform total harmonic distortion	No load < 1.5%. Non distorting balanced linear load < 3%					

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	<p>Telephone &lt; 50 per NEMA MG1-influence 22.43 factor (TIF)</p> <p>Telephone &lt; 2% harmonic factor (THF)</p> <p><b>3.Voltages</b></p> <ul style="list-style-type: none"> <li>• 50 Hz line</li> <li>• 230V – L/N</li> <li>• 400V – L/L</li> </ul> <p><b>4.Fuel Capacity</b></p> <ul style="list-style-type: none"> <li>• 2200L</li> </ul> <p><b>5.Canopy</b></p> <ul style="list-style-type: none"> <li>• Ventilation parts are designed with modular principles</li> <li>• Weather resistant and lined with sound reducing foam</li> <li>• All metal canopy parts are painted by powder paint</li> <li>• Panel window</li> <li>• Lockable doors on each side</li> <li>• Easy maintenance and operation</li> <li>• Easy lifting and moving</li> <li>• Insulated engine exhaust system</li> <li>• Exterior emergency stop push button</li> </ul> <p><b>6Automatic Change over switch</b></p> <ul style="list-style-type: none"> <li>• Amps: 2500A</li> <li>• Volts/phase: 400V/3Phase(4pole)</li> <li>• Dimension: 1520 x 820 x 800 mm</li> </ul>					
3.2	<p>Construct a concrete base to mount 2MVA Canopy Diesel Generator with the specification below</p> <ul style="list-style-type: none"> <li>• The base to be at least 300mm deep</li> <li>• The base to clear top of ground by 50mm</li> <li>• Provision for cable entry: 2 x 110mm flexible sleeves</li> </ul>	Sum	1	N/A	R	R

**CRES/NGR/55/02/2021**

3.3	Provision for Excavate, backfill, compact a cable trench of 500mm (Depth) x 300mm (Width) on a pave/tarred area. Cost also include re-pave/re-tar	Metre	60	N/A	R	R
3.4	Provision for Excavate, backfill, compact a cable trench of 500mm (Depth) x 300mm (Width) on a natural ground area.	Metre	300	N/A	R	R
3.5	Carefully Core drill and take note of any existing servitudes of which if damaged will be at a cost of the contractor, a 160mm diameter x 30meters in length x 1.2 meters in depth hole at an horizontal angle. As a preparation for laying of a 110mm diameter sleeve <b>NB: Please take note that the hole will be drilled under the railway</b>	sum	1	N/A	R	R
3.6	Supply and Install 185mm <sup>2</sup> 4-core armoured copper cable with accessories	Metre	80	90 of electrical cable	R	R
3.7	Supply and Install 120mm <sup>2</sup> 4-core armoured copper cable with accessories	Metre	360	90 of electrical cable	R	R
3.8	Supply and Install 95mm <sup>2</sup> insulated earth cable	Metre	440	90 of electrical cable	R	R
3.9	Provisional cost associated with compiling a Safety File as per the requirements of Annexure 1: <b>Health Safety Requirements Template For Issuing of Site Access</b>	Sum	Sum	N/A	R 6000.00	R 6000.00
3.10	Cost associated with providing a compulsory JBCC minor works contract (Copy of contract data and copy of agreement) 5.2 March 2018	Sum	Sum	N/A	R 1000.00	R 1000.00
3.11	<b>Wolmerton Rolling Stock Total (Excl. VAT):</b>					
	<b>Pretoria North CTC Total + Wolmerton Train Ops Total + Wolmerton Rolling Stock Total:</b>					
	<b>15% VAT:</b>					
	<b>Total (Incl. Vat):</b>					
	<b>5%Contingencies:</b>					
	<b>Total Including Total Contingencies:</b>					

**ANNEXURE 1: Health Safety Requirements Template for Issuing of Site Access**

**SAFETY CHECK LIST**

### **CONTRACTOR SAFETY FILE CONTENTS LIST**

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

This checklist was revised to cater for **COVID 19** requirements as per RSA Government Disaster Management Act as amended and its Regulations.

Human Coronaviruses are common throughout the world. There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans.

On 7 January 2020, 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the causative agent of 'Coronavirus Disease 2019' or COVID-19. The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market in China. Since then, the virus has spread to more than 100 countries, including South Africa.

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far, the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19.

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever.

The complete clinical picture with regard to COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying.

**Name of the Contractor:**

**Project:**

**Safety File Assessor and Date:**

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit if the total project value is more than R45 Million		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
	(If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports or Work Permits for foreign Nationals (Employee register); Home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts  (Very critical issue for contact tracing)		
6	Approved Organizational Structure		
7	Approved S/HE Policy		
8	Approved COVID 19 Policy / Declaration		
9	Approved S/HE Plan		
10	Risk Assessments for the projects as per project scope approved by the Risk Assessor and they should cover COVID 19 related risk and mitigation measures.		
11	Proof of medical fitness of employees who will be working on the project and they should be from the Occupational Health Practitioner not a General Practitioner.  <ul style="list-style-type: none"> <li>• Protocols for dealing with COVID 19 positive cases.</li> </ul>		



#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
	<ul style="list-style-type: none"> <li>• Screening of Contractors employees including sub-contractor</li> <li>• The type of thermometer that will be utilised and its calibration status.</li> </ul>		
12	<p>Statutory Appointments including competency certificates and CVs e.g. COVID 19 Compliance Officer; First Aider and etc</p> <p>(Signed by the appointer and accepted by appointee's include CV's and competency certificates)</p>		
13	Tool inspections Checklists and Register		
14	PPE Matrix and Records include COVID 19 PPE Requirements and list of the PPE to be provided.		
15	<p>Safe Working Procedures or Method Statements Including COVID-19 control measures. A list of the documents required here is identified as a minimum</p> <ul style="list-style-type: none"> <li>- Waste management protocol on how COVID 19 related waste will be managed.</li> <li>- Incident reporting procedure.</li> <li>- Emergency procedure.</li> <li>- COVID 19 case handling.</li> </ul>		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
16	Tool -box Talks Templates to include COVID -19 information for awareness purposes. Include induction material covering COVID -19		
17	Equipment Maintenance (Calibrations, Safe Working load certificates and Decontamination or Sanitation Records etc) if applicable		
18	Chemicals substances list; MSDSs for chemicals to be used (14 point format) including Proof of training on MSDS if applicable.		
19	Excavation plan (when applicable)		
20	Scaffolding plan (when applicable)		
21	Declaration of Sub-contractors (when applicable)		
22	Proof of Third - Party Liability Cover		
	<b>Conclusion / Statement of Compliance</b>		

## 17. Contract Period

The contract duration period for the **Supply, Install and Commission of Standby Generators at Pretoria North and Wolmerton Depots** shall be for a period of three (3) Months.

## 18. EVALUATION METHODOLOGY

The evaluation of Bids will be based on the information contained in Bids received in RFP and, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness and full accountability will at all times be paramount.

### 18.1. EVALUATION AND SCORING METHODOLOGY

The evaluation of the Bids by the evaluation committees will be conducted at various levels. The following levels will be applied in the evaluation:

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids will be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. <b>The minimum threshold for technical evaluation is [70%], any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and B-BBEE.</b>
B-BBEE	Evaluate B-BBEE
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Best and Final Offer	PRASA may go into the Best and Final Offer process in the instance where no bid meets the requirements of the RFP and/or the Bids are too close in terms of points awarded.
Approval	Approval and notification of the final Bidder.

### 18.2. EVALUATION CRITERIA

Interested bidders for this project shall be evaluated in terms of their business credentials, financial standing, empowerment, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table 1 for the selection of the preferred bidder that

shall execute cleaning services work for the project. The evaluation will be done in three stages, which are as follows:

EVALUATION CRITERIA	WEIGHTING
Stage 1A: Pre – Qualification Requirements	Mandatory Compliance
Stage 1B: Mandatory Compliance Requirements	Mandatory Basic Compliance
Stage 1C: Non – Mandatory Compliance Requirements	Non – Mandatory Basic Compliance
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 70%
Stage 3	Price and BBBEE
Price	80
BBBEE	20
<b>TOTAL</b>	<b>100</b>

## Mandatory Requirements

### Stage 1 A: Pre-Qualification Requirements

Pre-Qualification Criteria – Bidders who fail to meet the below mandatory requirements will be automatically disqualified:

NO.	DESCRIPTION OF REQUIREMENT	TICK (X)
a)	<p>Local Content on Designated Products (Electrical Cables 90%)  <b>NB: REFER TO ATTACHED SBD 6.2 LOCAL CONTENT ITEM LIST.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Local Content Declaration Certificate SBD 6.2 to be completed; signed and submitted.</b></li> <li>➤ <b>Local Content Annexure C, to be completed, signed and submitted.</b></li> </ul>	

**If a supplier / bidder does not submit the following documents the Proposal will be disqualified automatically:**

No.	Description of requirement
	<b>Mandatory returnable document</b>

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations, ALL Standard Bidding Documents (SBD) and Commissioner of Oath signatures required)	
b)	Registered 5EB/EP at least or above and must be active on CIDB as a Construction Company (JV s must provide a joint CIDB grading certificates)	
c)	Letter of Good Standing: Compensation for Occupational Injuries & Diseases Act (COIDA)	
d)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process (if applicable)	
<b>Non-mandatory Returnable Documents (Bidders may be required to submit the following documents within a stipulated time)</b>		
a)	Company Registration Documents	
b)	CSD Supplier Registration Number <i>(should a bidder not be registered on CSD, the Bidder will be afforded 14 days after the closing date to register accordingly)</i>	
c)	Proof of Bank Account Details (i.e. Letter issued by the Bank)	
d)	Valid Tax Pin letter (must be valid on closing date of submission of the proposal) issued by SARS.	

7.2.2 STAGE 2 - Technical / Functionality Requirements

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70%. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3.

Summary of the technical/functional requirements are presented in the table 7.2 below.

Criteria	Scores	Weight
	1 = Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent	
	<p>The contractor must submit proof of projects successfully completed within the past 15yrs. These must be projects that are similar in scope and value.</p> <ul style="list-style-type: none"> <li>• Attach <b>Letters of Appointment and respective Completion Certificates</b> of similar projects completed in the past 15yrs as <b>Proof</b>. Contract values must clearly be indicated in documentation provided.</li> </ul>	
<b>Organisational Experience</b>	<p>5 = Proof of successfully completed 4 or more Project with the combined value <math>\geq</math> R9 000 000.00</p> <p>4 = Proof of successfully completed 3 Project with the combined value <math>\geq</math> R6 500 000.00</p> <p>3 = Proof of successfully completed 2 Project with the combined value <math>\geq</math> R4 500 000.00</p> <p>2 = Proof of successfully completed 1 Project with the combined value <math>\geq</math> R2 500 000.00</p> <p>1 = No Proof of provided</p>	<b>30%</b>
	<p>The experience of the key personnel will be evaluated as follows with relevant qualification and experience:</p> <ol style="list-style-type: none"> <li><b>Professional Electrical Engineer with B Degree</b></li> <li><b>Electrician with Trade Test</b></li> </ol> <p>Bidders to submit proof of experience of key personnel by providing detailed CV and certified copies of qualifications.</p>	

Criteria	Scores 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent	Weight
<p><b>Experience Of Key Staff</b></p>	<p><b>a) <u>Professional Electrical Engineer</u></b></p> <p>5 = Professional Electrical Engineer with four years' experience or more. Proof in a form CVs, qualifications certifications and experience as specified.</p> <p>4 = Professional Electrical Engineer with three years' experience Proof in a form CVs, qualifications certifications and experience as specified.</p> <p>3= Professional Electrical Engineer with two years' experience Proof in a form CVs, qualifications certifications and experience as specified.</p> <p>2 = Professional Electrical Engineer with one year experience. Proof in a form CVs, qualifications certifications and experience as specified.</p> <p>1 = No Proof provided</p>	<p><b>15%</b></p>
	<p><b>b) <u>Electrician with Trade Test</u></b></p> <p>5 = Qualified Electrician with four years' experience or more. Proof in a form CVs, qualifications certifications and experience as specified.</p> <p>4 = Qualified Electrician with three years' experience. Proof in a form CVs, qualifications certifications and experience as specified.</p> <p>3= Qualified Electrician with two years' experience. Proof in a form CVs, qualifications certifications and experience as specified.</p> <p>2 = Qualified Electrician with one year experience. Proof in a form CVs, qualifications certifications and experience as specified.</p>	

Criteria	Scores 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent	Weight
	1 = No Proof provided	
	<p><b>Financial Capability: Cash-flow</b> Operating cash flow ratio measures a company's short-term liquidity. Formula: Operating Cash Flows Ratio = Cash Flows from Operations/Current Liabilities <b>(Submit Latest financial statement signed off by professional Accountant)</b></p>	
<b>Financial Capability</b>	<p>5 = Operating cash flow ratio <math>x &gt; 1</math></p> <p>4 = Operating cash flow ratio <math>0.5 \leq x \leq 1</math></p> <p>3 = Operating cash flow ratio <math>x &lt; 0.5</math></p> <p>2 = Operating cash flow ratio <math>x &lt; 0</math></p> <p>1 = No Submission of Financial Statement or not signed off by professional accountant.</p>	<b>20%</b>
<b>Health and Safety</b>	<p>The bidder to submit a the following documentation in line with PRASA Health and Safety File Requirements Template:</p> <ul style="list-style-type: none"> <li>i. Project Specific Structure with Safety Appointments clearly indicated.</li> <li>ii. List of employees to work on the project, certified copies(not older than 3months) of their identity documents or work permits for foreign nationals, contact numbers, residential address and name of next of kins with contacts</li> <li>iii. Valid Medical Certificates of Artisan/s and Assistant Labourers to work in the project. Medical</li> </ul>	<b>20%</b>



Criteria	Scores 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent	Weight
	<p>Certificates must be from a contactable Occupational Health Practitioner completed on Annexure 3.</p> <p>iv. Recent PPE issue records of employees to work on the project(Not older than 12Months)</p> <p>v. Project Specific Risk Assessment</p>	
	<p>5 = Bidder submitted Five (5) of the specified items and more</p> <p>4 = Bidder submitted Four (4) of the items as specified are submitted</p> <p>3 = Bidder submitted Three (3) of the items as specified are submitted</p> <p>2 = Bidder submitted two (2) of the items as specified are submitted</p> <p>1 = No submission or Bidder submitted only one (1) requirement</p>	

**Table 1.** Technical Evaluation Criteria

**STAGE 3: PRICING AND B-BBEE**

The following formula, stipulated in the approved PRASA conditions of contract, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders on pricing:

$$P_s = 80 \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

P<sub>s</sub> = Points scored for the price of tender under consideration;

P<sub>t</sub> = Rand value of the tender under consideration;

$P_{min}$  = Rand value of the lowest acceptable tender.

The minimum qualifying criteria for pricing is 70 points as per the standard Evaluation Criteria presented in Table 1.

The BBBEE component of the evaluation process is weighted at 20 points in Table 1 of the standard Evaluation Criteria outlined above. Bidders will be awarded points based on the level of their BBBEE status in their BBBEE Certificate issued by an approved agency certified by SANAS. Details of the allocation of points by the Evaluation Committee are presented in Table 2

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (80/20 SYSTEM) BELOW R 50 MILLION
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

**Table 2:** BBBEE Evaluation Criteria

## 19. VALIDITY PERIOD

This RFP shall be valid for *[90 days]* calculated from Bid closing date.

## 20. B-BBEE REQUIREMENTS

A Bidder must submit proof of its B-BBEE status level contributor, a Bidder failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified but will score 0 points out of 20 for B-BBEE.

## 21. LOCAL CONTENT - NATIONAL TREASURY STIPULATED MINIMUM THRESHOLDS FOR LOCAL PRODUCTION

### 21.1. LOCAL CONTENT

- Bids will be subject to local content requirements in terms of Regulation 8(1) of the Preferential Procurement Regulations, 2017.
- Only locally produced or manufactured goods with a stipulated minimum threshold as stated in the table below for local production and content will be considered. Bidders who do not meet the stipulated minimum threshold will be automatically disqualified and not be considered further for evaluation.
- Bidders may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- The exchange rate to be used for the calculation of local content (local content and local production are used interchangeably) must be the exchange rate published by the SARB on the date of the advertisement of the tender.
- The Declaration Certificate for Local Content (SBD 6.2) must be completed and duly signed. **Bidders who do not complete this form will be automatically disqualified.**
- **For further guidance with the above requirements, bidders may refer to DTI website, [www.theDTI.gov.za](http://www.theDTI.gov.za) and National Treasury Designated Sectors Instruction Number 15 of 2016/2017.**

## 21.2. EXEMPTION REQUESTS

If the quantity of the components to be used for this work as listed in figure 14.1 cannot wholly be sourced from South African based manufacturers, bidders should obtain written exemption from the **dti** to supply the remaining portion of the components at a lower content threshold. The **dti**, in consultation with the procuring organ of state, will grant exemption on a case-by-case basis and will consider the following:

- a) Required volumes in the particular tender;
- b) Available collective SA industry manufacturing capacity at that time;
- c) Delivery times;
- d) Availability of input material and components;
- e) Security of supply and emergencies;
- f) Materials of construction;
- g) Technical considerations including operating conditions;
- h) Localization plans aimed at establishing and / or increasing local manufacturing capacity through ramping-up of capital investments in the initial phase ; and
- i) warranties and guarantees.

Replacement of components on the existing infrastructure in order to honour the

### 21.3. THE PROCESS TO BE FOLLOWED IN REQUESTING EXEMPTIONS

The following tender information must be provided on the bidder's letterhead when requesting an exemption request to the DTI:

- a) Procuring entity;
- b) Tender description;
- c) Bid reference number;
- d) Closing date of bid;
- e) Detailed specifications of items for which the exemption is requested for (kindly attach specifications);
- f) Products / inputs / components to be imported;
- g) Reasons for the request; and
- h) Supporting letters from local bidders' suppliers and manufacturers.

The turnaround time for processing of exemption requests is **10 working days** from the date of receipt.

## 22. THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### 22.1. National Industrial Participation Programme (NIPP) requirements:

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

Bidders are therefore required to complete SBD 5 to give effect to the above. **Bidders who do not complete this form will be automatically disqualified.**

### **23. POST TENDER NEGOTIATION (IF APPLICABLE)**

PRASA reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should PRASA conduct post tender negotiations, Respondents will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 80/20.

### **24. BEST AND FINAL OFFER**

PRASA reserves the right to embark on the Best and Final Offer (BAFO) Process where:

- a) None of the proposals meet the RFP requirements;
- b) None of the responses to RFP are affordable and demonstrate value for money; and
- c) There is no clear preferred Response to this RFP.

Upon the decision by PRASA to embark on a BAFO process it shall notify the response to RFP.

### **25. FINAL CONTRACT AWARD**

PRASA will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the B-BBEE Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

### **26. FAIRNESS AND TRANSPARENCY**

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA. The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

## **SECTION 3**

### **PRICING AND DELIVERY SCHEDULE**

Respondents are required to complete the Pricing Schedule/ BOQ **Annexure: 10** (Volume 2 /Envelope 2)

#### **1 PRICING**

- 1.1. Prices must be quoted in South African Rand, inclusive of VAT.
- 1.2. Price offer is firm and clearly indicate the basis thereof.
- 1.3. Pricing Bill of Quantity is completed in line with schedule if applicable.
- 1.4. Cost breakdown must be indicated.
- 1.5. Price escalation basis and formula must be indicated.
- 1.6. 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.
- 1.7. 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.
- 1.8. 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:
  - 1.8.1. negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - 1.8.2. if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
  - 1.8.3. 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 or cancel the RFP.
  - 1.8.4. If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFP.
  - 1.8.5. If an error was made when the price was hand written – Bidders can make alterations or changes thereto and ensure that they sign next to the amended price.

#### **2 DISCLOSURE OF PRICES QUOTED**

Respondents are to note that, on award of business, PRASA is required to publish the tendered 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)), as required per National Treasury Instruction Note 01 of 2015/2016.

### 3 SERVICE LEVELS

- An experienced national account representative(s) is required to work with PRASA's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- PRASA will have quarterly reviews with the Service provider's account representative on an on-going basis.
- PRASA reserves the right to request that any member of the Service provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.
- The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:
  - a) Random checks on compliance with quality/quantity/specifications
  - b) On time delivery.
- The Service provider must provide a telephone number for customer service calls.
- Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

**Acceptance of Service Levels:**

<b>YES</b>	
------------	--

### 1. TOTAL COST OF OWNERSHIP (TCO)

\*PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).

\*Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by PRASA's operating divisions within South Africa to the ultimate benefit of all end-users.

## 2. FINANCIAL STABILITY

Respondents are required to submit their latest financial statements prepared and signed off by a professional accountant for the past Two (2) years with their Proposal in order to enable PRASA to establish financial stability.

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

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_



**3. VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Respondent.

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

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

#### **4. CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS**

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. PRASA's General Bid Conditions\*

2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

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

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

REQUEST FOR PROPOSAL (RFP): APPOINTMENT OF A 5EB OR 5EP OR HIGHER CONTRACTOR FOR SUPPLY, INSTALL AND COMMISSION STANDBY GENERATORS AT PRETORIA NORTH AND WOLMERTON DEPOTS IN THE NORTHERN GAUTENG REGION (NGR)



**CRES/NGR/55/02/2021**

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

## **5. GENERAL CONDITIONS**

### **10.1 ALTERNATIVE BIDS**

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that PRASA may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

### **10.2 PRASA'S TENDER FORMS**

Bidders must sign and complete the PRASA's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

### **10.3 PRECEDENT**

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes (if it was scheduled) shall take precedence.

### **10.4 RESPONSE TO RFP-CONFIDENTIALITY**

Response to RFPs must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other

Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;

- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:
  - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
  - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
  - iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

#### **10.5 RESPONSE TO THE RFP – RFP DISQUALIFICATION**

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

#### **10.6 CORRUPTION, GIFTS AND PAYMENTS**

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to

RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

### **10.7 INSURANCE**

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by PRASA may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

### **10.8 NO CONTACT POLICY**

Bidders may only contact the bid administrator of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

### **10.9 CONFLICT OF INTEREST**

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

### **10.10 COLLUSION AND CORRUPTION**

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to

this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).

The Bidders represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Bidding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of such any agreement, arrangement or understanding or any such like.; or

- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

#### **10.11 CONSORTIUM CHANGES**

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within 10 (TEN) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -
  - i. Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or

- ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
- iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.

#### **10.12 COSTS OF RESPONSE TO THE RFP SUBMISSION**

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

#### **10.13 RESPONSE TO THE RFP WARRANTY**

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.



## 6. CONDITIONS OF TENDER

### General

- |                                                      |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actions</b>                                       | 1 | PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective.                                                                                                                                                                                                                                 |
| <b>Interpretation</b>                                | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract.                                                                                                                                                                                  |
|                                                      | 3 | Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender.                                                                                                                                                                                                                                |
|                                                      | 4 | The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender.                                                                                                                                                                                                                                                                                                               |
| <b>Communication</b>                                 | 5 | Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> .                                                                                                                                  |
| <b>PRASA's rights to accept or reject any tender</b> | 6 | PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA or PRASA's <i>Representative</i> will not accept or incur any liability to a <i>tenderer</i> for such cancellation and rejection but will give reasons for the action. PRASA reserves the right to accept the whole or any part of any tender. |
|                                                      | 7 | After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.                                                                                                                                                                                                                       |

## Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

- |                                                           |   |                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility</b>                                        | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification.                                                                                                                                                                                                                          |
| <b>Cost of tendering</b>                                  | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender.                                                                                                                                                                                                             |
| <b>Check documents</b>                                    | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing.                                                                                                                                                                             |
| <b>Copyright of documents</b>                             | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation.                                                                                                                                                                                                      |
| <b>Standardised specifications and other publications</b> | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference.                                                                                                         |
| <b>Acknowledge receipt</b>                                | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation.                                                                                                                                                                     |
|                                                           | 7 | Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which PRASA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account.                                                                    |
| <b>Site visit and / or clarification meeting</b>          | 8 | Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, <i>i-tender</i> website and CIDB website. |
| <b>Seek clarification</b>                                 | 9 | Request clarification of the <i>tender documents</i> , if necessary, by notifying PRASA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .                                                                                                                                                         |

- |                                 |    |                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Insurance</b>                | 10 | Be informed of the risk that needs to be covered by insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance.                                                                                                                                                                                                                      |
| <b>Pricing the tender</b>       | 11 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> .                                                                                |
|                                 | 12 | Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices.                                                                                                                                                                                                                                                              |
|                                 | 13 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .                                                                                                                                                                                                    |
|                                 | 14 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected <i>conditions of contract</i> may provide for part payment in other currencies.                                                                                                                               |
| <b>Alterations to documents</b> | 15 | Not make any alterations or an addition to the tender documents, except to comply with instructions issued by PRASA's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| <b>Alternative tenders</b>      | 16 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>tenderer</i> proposes.    |
|                                 | 17 | Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA.                                                                                                                                                                                                                              |
| <b>Submitting a tender</b>      | 18 | Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification.                                                                                                                                                                        |

- NOTE:
- 19 **Return the completed and signed *PRASA Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification***
  - 20 **Submit the tender as an original and an electronic version which must be contained in a USB/Memory Stick clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**
  - 21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.
  - 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the *tenderer's name and contact address***. Where the tender is based on a two envelop system tenderers must further indicate in the package whether the document is **envelope / box 1 or 2**.
  - 23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package must be marked "CONFIDENTIAL"
  - 24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

PRASA prefers not to receive tenders by post and takes no responsibility for delays in the postal system or in transit within or between PRASA offices.

PRASA prefers not to receive tenders by fax, PRASA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

PRASA employees are not permitted to deposit a tender into the PRASA tender box on behalf of a tenderer, except those lodged by post or courier.

- |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Closing time</b>                             | <p>25 Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the <i>deadline for tender submission</i>. Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.</p> <p>26 Accept that, if PRASA extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.</p>                                                               |
| <b>Tender validity</b>                          | <p>27 Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i>.</p> <p>28 Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.</p>                                                                                                                                                               |
| <b>Clarification of tender after submission</b> | <p>29 Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by PRASA's <i>Representative</i> with the concurrence of the <i>tenderer</i>, shall be binding upon the <i>tenderer</i></p> |
| <b>Submit bonds, policies etc.</b>              | <p>30 If instructed by PRASA's <i>Representative</i> (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>tenderer</i> in terms of the <i>conditions of contract</i>.</p>                                                                                                                                                                                                                                                                                                                                                    |

- 31 Undertake to check the final draft of the contract provided by PRASA's *Representative* and sign the Form of Agreement all within the time required.
- 32 Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent must be submitted with the tender.
- Fulfil BEE requirements** 33 Comply with PRASA's requirements regarding BBBEE Suppliers.

## PRASA'S UNDERTAKINGS

PRASA, and PRASA's *Representative*, shall:

- Respond to clarification** 1 Respond to a request for clarification received earlier than the *closing time for clarification of queries*. The response is notified to all *tenderers*.
- Issue Addenda** 2 If necessary, issue to each *tenderer* from time to time during the period from the date of the Letter of Invitation until the *closing time for clarification of queries*, Addenda that may amend, amplify, or add to the *tender documents*. If a *tenderer* applies for an extension to the *deadline for tender submission*, in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's *Representative* shall notify the extension to all *tenderers*.
- Return late tenders** 3 Return tenders received after the *deadline for tender submission* unopened to the *tenderer* submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.
- Non-disclosure** 4 Not disclose to *tenderers*, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.
- Grounds for rejection** 5 Consider rejecting a tender if there is any effort by a *tenderer* to influence the processing of tenders or contract award.
- Disqualification** 6 Instantly disqualify a *tenderer* (and his tender) if it is established that the *tenderer* offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.

<b>Test for responsiveness</b>	<p>7 Determine before detailed evaluation, whether each tender properly received</p> <ul style="list-style-type: none"> <li>• meets the requirements of these Conditions of Tender,</li> <li>• has been properly signed, and</li> <li>• is responsive to the requirements of the <i>tender documents</i>.</li> </ul> <p>8 Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would</p> <ul style="list-style-type: none"> <li>• detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,</li> <li>• change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or</li> <li>• affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.</li> </ul>
<b>Non-responsive tenders</b>	<p>10 Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p>
<b>Arithmetical errors</b>	<p>11 Check responsive tenders for arithmetical errors, correcting them as follows:</p> <ul style="list-style-type: none"> <li>• Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.</li> <li>• If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.</li> <li>• Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>tenderer's</i> addition of prices, the total of the Prices, if any, will be corrected.</li> </ul> <p>12 Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any).</p>
<b>Evaluating the tender</b>	<p>13 Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price</p>

will be disclosed only to the relevant PRASA tender committee and will not be disclosed to *tenderers* or any other person.

<b>Clarification of a tender</b>	14	Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
<b>Acceptance of tender</b>	15	Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> .
<b>Notice to unsuccessful tenderers</b>	16	After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures.
<b>Prepare contract documents</b>	17	Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of <ul style="list-style-type: none"> <li>• Addenda issued during the tender period,</li> <li>• inclusion of some of the <i>tender returnables</i>, and</li> <li>• other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender).</li> </ul>
<b>Issue final contract</b>	18	Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of PRASA's notice of acceptance.
<b>Sign Form of Agreement</b>	19	<b>Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request.</b>
<b>Provide copies of the contracts</b>	20	Provide to the successful <i>tenderer</i> the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender.