



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: KZN/RAIL/2024/05/06/Q

REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF TICKET MATERIAL FOR A PERIOD OF 12 MONTHS AS AND WHEN REQUIRED FOR PRASA KZN REGION.

SECTION 1: SBD1

PART A INVITATION TO BID

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

BID NUMBER:	KZN/RAIL/2024/05/06/Q	CLOSING DATE:	10 JUNE 2024	CLOSING TIME:	12:00PM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF TICKET MATERIAL FOR A PERIOD OF 12 MONTHS AS AND WHEN REQUIRED FOR PRASA KZN REGION.				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE **BID BOX NO. 4** SITUATED AT (STREET ADDRESS):

**65 MASABALALA YENGWA AVENUE
DURBAN STATION
PRASA REGIONAL OFFICE FOYER AREA
HELPDESK
PRASA SCM
KWAZULU NATAL**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Qiniso Makaluza
TELEPHONE NUMBER	031 813 0376
E-MAIL ADDRESS	Qiniso.Makaluza@prasa.com

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

NB:

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

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

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

2 COMMUNICATION

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

3 BIDDERS COMPLAINTS PROCESS

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

- 3.1.1 Bid/Tender Description
- 3.1.2 Bid/Tender Reference Number
- 3.1.3 Closing date of Bid/Tender
- 3.1.4 Supplier Name
- 3.1.5 Supplier Contact details
- 3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

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

5 CHANGES TO QUOTATIONS

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

6 PRICING

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

7 BINDING OFFER

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

8 DISCLAIMERS

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

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

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

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

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

9 LEGAL REVIEW

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

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no

local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

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

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1- Mandatory Requirements	
Stage 2	
Price	80
Specific Goals	20
TOTAL	100
Stage 3– Compliance	
Stage 3- Other Mandatory Requirements	

13 ADMINISTRATIVE RESPONSIVENESS

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

14 VALIDITY PERIOD

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

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the

validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the award.),

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

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's.

16 RETURNABLE DOCUMENTS

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

16.1. Mandatory Returnable Documents

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

SECTION 3

1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1 – Mandatory Requirements

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

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

No.	Description of requirement	
a)	Section 1 - Invitation to Bid (SDB 1) <i>Must be completed & duly signed</i>	
b)	Section 6 - Declaration of Interest (SBD 4) <i>Must be completed & duly signed</i>	
c)	Section 4 - Pricing and Delivery Schedule <i>Must be completed & duly signed</i>	
d)	Section 9 - Bill of Quantities (BOQ) <i>Must be completed & duly signed</i>	
e)	<i>Bidders must quote on all items listed on Bill of Quantities</i>	
f)	The supplier must submit in writing (on a signed company letterhead) with this tender, acknowledging that: • The specifications of the items listed in the BOQ will be met. • Sample from the Bidder will be made available on request for testing purposes.	
g)	<i>Bidders to fill and sign the closing /submission register on submission of tender documents, failure to comply will result in a disqualification from the tender process.</i> <i>Must be completed & duly signed</i>	

Stage 2 – Price and Specific Goals

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

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3 POINTS AWARDED FOR SPECIFIC GOALS

3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
Entities with a B-BBEE contributor status of at least level 2	10		B-BBEE Certificate/Affidavit
51% Black Owned	10		CIPC Documents/B-BBEE Certificate/Affidavit
TOTAL	20		

Stage 3 –Other Mandatory Requirements

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

Only bidders who comply with stage 3 will be evaluated further.

No.	Description of requirement	
a)	Supply of valid SARS Pin	
b)	CSD supplier registration number	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:**

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

I / We _____ (Insert Name of Bidding Entity) _____ of

_____ code _____

(Full address) conducting business under the style or title of: _____
represented by: _____ in my capacity
as:

_____ being duly authorised,
hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of
R _____ (amount in numbers);

_____(amount in words) Incl. VAT.

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

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

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

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

Conditions

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

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

Price and payment

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

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

Delivery and documents

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

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

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

Title and risk

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

Rejection

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

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

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

Warranty

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

Indemnity

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

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

Assignment and sub-contracting

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

Governing law

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

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

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who

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

is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder,

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

- (a) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

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

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
Entities with a B-BBEE contributor status of at least level 2	10		B-BBEE Certificate/Affidavit
51 % Black Owned	10		CIPC Documents / B-BBEE Certificate/Affidavit
TOTAL	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a)disqualify the person from the tendering process;
- (b)recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c)cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d)recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e)forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SECTION 7

SPECIFICATION/SCOPE OF WORK

1. Introduction

Ticket material is utilized by Customer Services to issue travel tickets to Commuters which results in Income and Revenue Generation.

2. Objective of this RFQ

- This document calls for the timeous and continuous supply of material to PRASA Rail of high quality in accordance with the specifications to prevent disruption of Station operations and provided stations with a continuous, uninterrupted supply of Ticket material.

3. Scope of Work and Area of Focus

This specification sets out the requirements of Prasa Rail material, supplied in continuous rolls for use in ticket issuing machines.

The specification sets out the requirements for specific types of material.

Annexure

1. THERMAL RIBBONS

SINGLE TRANSFER THERMAL RIBBON PROPERTIES

Application type:	Single Transfer Thermal Ribbon
General:	Smear less and acceptable for printing as per specification No. SCPA-1
Receptor:	As per specification No. SCPA-1

1.1 Physical properties of ink:

Viscosity	50 to 3000 cps at 100 C
Melting point	65 to 85 C
Hardness (Penetration)	5 to 40
Printing speed	60 mm / s

1.2 Thermal Transfer Ribbon characteristics :

Colour	Black
Sensitivity	18 mj/mm2

1.3 Base Film:

Base film thickness	5,7 um	Test Method
		JIS C2318

1.4 Tensile strength:

		Test Method
Length	17 to 23 kb/mm	JIS C2318
Width	18 to 24 kb/mm	JIS C2314

1.5 Elongation:

		Test Method
Length	90 to 130 %	JIS C2318
Width	90 to 130 %	JIS C2318
Density	1,4 g/cubic cm	JIS C2318

1.6 Printing characteristics:

		Unit
Image density	Better than 1,4	Macbeth

1.7 Reliability of Printed Images:

Resistance to heat and rub force	Scannable after rubbed by corrugated cardboard. 100 back and forth rubs
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Loading for test	100 g/cm
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1.8 Resistance to:

Heat and rubbing force	As for test of reliability of printed images
Solvents when rubbed with cotton wool and solvents at room temperature	Must not dissolve when rubbed with alcohol or oil.

2. GENERAL REQUIREMENTS

2.1 Ribbons shall be equipped with leaders, as described below. Ribbon leaders are required to enable full usage of inked material.

2.2 Composition of leaders and trailers

Sky-blue leaders of 300mm in length must be secured to the ribbon.

No trailer must be used and the ribbon must be fixed directly onto the core

2.3 Securing of ribbon to leaders

Adhesives used to join the leaders and cores to the ribbons may not seep from joints. It may not cause layers to stick together or affect the operation in any way. Joints must be strong enough to withstand the forces applied in the operation.

The ribbon must display a clean cut on the edges. No jaggedness is allowed.

2.4 Force applied when rolling ribbon up

The material shall be wound evenly on the core and with sufficient tension, so as to prevent telescoping with normal handling.

PHYSICAL DIMENSIONS OF RIBBONS TO BE USED ON THE PRINTRONIX PRINTERS

2.5 Description of Ribbon Roll:

Roll diameter (max)	81 mm
Roll length (material)	550 m
Roll width	88 mm
Method of winding ribbon	Inked/Coated surface to outside of roll

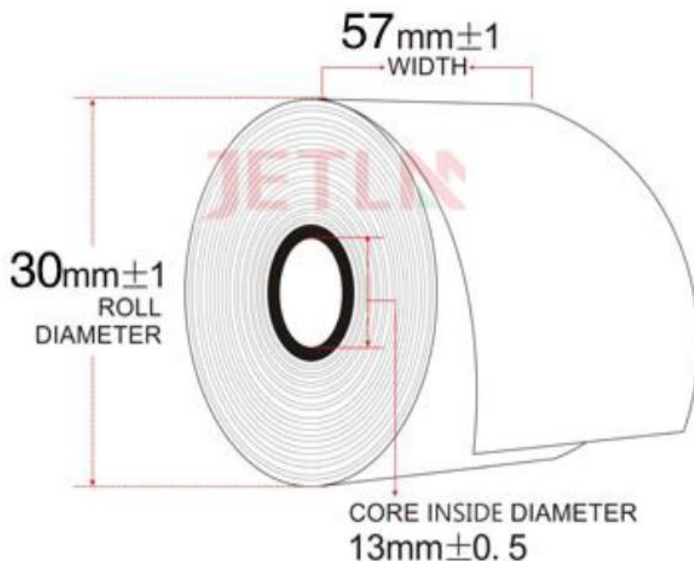
2.6 Description of Ribbon Core:

Core Length	88 mm
Inner diameter	25.4 mm
Outer diameter	31.4 mm

2.7 Description of Ribbon Take-Up Core:

Core Length	88 mm
Inner diameter	25.4 mm
Outer diameter	31.4 mm

3. POS THERMAL PAPER ROLL



The material shall be supplied in continuous rolls, without joints, splices or breaks, and wound onto a central circular core.

- ❖ Inner Diameter : ± 0.5 mm
- ❖ External Diameter : ± 0.5 mm
- ❖ Width : 57 mm + 0.1 mm; -0

3.1) The core of the Roll shall preferably be made of a synthetic material suitable for the purpose and shall not be deformed or collapse under the normal conditions of transport or storage.

3.2) The material shall be wound evenly on the core and with sufficient tension, as to prevent telescoping with normal handling.

3.3) The ticket material shall be wound to the inner core in the following direction:

The roll resting on a horizontal surface and viewed from the top. The tape shall be wound in a clockwise direction with the printing face facing outward or thermal coating on the outside of the roll. The security printing shall be orientated such that us read from the outer end of the material, when the outer end of the roll is held upwards.

3.4) The external diameter of a fully wound PITix roll shall be 30 mm $\pm$ 1 mm. Tenders are to state the length of material contained on a roll.

3.5) The width of the ticket shall be 57 mm $\pm$ 1 mm. the width to be measured by an optical method.

3.6) The colour is to be white unless otherwise specified.

3.7) Tenderers shall submit sufficient samples of the material offered to produce a minimum of 200 test tickets for evaluation purposes; this shall be provided free of charge. This is to test to verify if the material is compatible to our printers.

3.8) Conditions of Sale

The conditions of sale must be printed on the reverse side of the ticket. The following text is required:

"This ticket is issued by the Passenger Rail Agency of South Africa subject to the Conditions of Carriage and is not transferable.

Please report any fraudulent activity to the PRASA Fraud Hotline at toll free number 0800212679 or landline +27 31 5715787."

The notice will be printed such that a minimum clearance of 2 mm is maintained between the notice and the edge of the ticket.

3.9) **Thermal Material for PITix Rolls**

The ticket material supplied by Tenderer for use in the Portable Ticketing Device (PITix) on KZN Metrorail Region must (firm requirement) to the following specifications:

- Material : durable Thermal paper roll
- Thickness : 100mic Standard as per Tappi T- 4111
- Thermal Coating : shall meet or exceed ANSI 3.11 specification.
- Smoothness : Max. 75 Sheffield units
- Top Coating : the thermo- sensitive surface of the ticket stock must be top coated.
- Pre- print : tickets can be pre- printed on one or both sides.
- Ink for Thermo- sensitive side: Laser printer approved ink without Whiteners.
- Ink for Rear side : off ink

- ❖ Tenderers to state the meterage on each roll.

3.10) Ticket Roll Numbers :

Viewing a ticket from the printing face side of a ticket in the portrait orientation with the outer end pointing upwards, the regional name and roll numbering shall be printed at an angle of 90 °, on the right hand side of the ticket.

3.11) Security Features: BLUE Florescent Ink with Metrorail Logo

Viewing a ticket from the printing face side of a ticket in the portrait orientation, background security printing will be printed at an angle of 45°, from the lower left-hand to upper right-hand side

Security background printing will consist of the word “METRORAIL” printed in the official Metrorail font. The word will be repeated and spaced such that orientation of words between lines does not coincide.

4. ITix TICKET MATERIAL

PHYSICAL DIMENSIONS OF TICKET MATERIAL ON ROLLS FOR USE ON THE PRINTRONIX SL/T4M PRINTERS

The paper ticket material will be supplied in continuous rolls, without joints, splices or breaks, and wound onto a central circular core.

4.1. Core Dimensions

4.1.1 The inner core of the roll will have the following dimension:

- Inner diameter : 76 mm
- Core thickness : 5 mm
- External diameter : 86 mm
- Width : 86.5 mm;

4.1.2 The core of the roll will preferably be made of a cardboard material suitable for the purpose and will not be deformed or collapse under normal conditions of transport or storage.

4.1.3 The material must not be attached with sticky tape to the inner core.

4.2 ITix Roll Dimensions

4.2.1 The material will be wound evenly on the core and with sufficient tension, so as to prevent telescoping with normal handling.

4.2.2 The ticket material will be wound on to the inner core in the following direction:

- With the roll resting on a horizontal surface, and viewed from the top, the material will be wound in a clockwise direction with the conditions of transport facing to the inside (reverse side) and the printing surface facing outward.

4.2.3A black line of 3 mm must be printed across the width of the ticket material every 54mm.

4.2.4 The thickness of the ticket material will be 0,250 mm ± 0,025 mm. The thickness should be measured as per BS 3983 part 2 of 1982 (ISO 534 1980).

4.2.5 The mass of the material will be 220-g/m² ± 10 g/m².

4.2.6 Roll Dimensions

4.2.6.1 The external diameter of a fully wound roll will be 203 mm ± 1 mm.

4.2.6.2 The width of the ticket material roll must be 86.5mm.

4.2.6.3 The length of the material on a roll will be 100 meters.

Note: The width of the ticket will be 54 mm ± 0,4 mm

The length of ticket will be 86,5 mm ± 0,7 mm.

GENERAL DESCRIPTION of ITix TICKET MATERIAL

4.3 Construction

- 4.3.1 The ticket material may be either of a single or multiple layer construction. Where multiple layers are used, the layers will not separate under normal use.
- 4.3.2 The face and reverse side of the ticket will be suitable for accepting printed information.
- 4.3.3 Both sides of the ticket may be required to carry pre-printed information and/or background printing.
- 4.3.4 The material will be supplied in continuous rolls, without joints, splices or breaks and wound onto a central circular core.
- 4.3.5 The final acceptability of the material will be determined by the performance of the tickets in service.

4.4 Quality of Material

- 4.4.1 The base material will be free of holes, electrically, magnetically and thermally conductive particles, loose dust, loose powder, fuzz, residue chemicals and slime spots likely to damage or impede the operation of the printing machines or readers.
- 4.4.2 The base material will be free of joints, cracks, high spots, burrs, splinters, sharp edges and dents.
- 4.4.3 The base material will be free of any translucent areas or spots that could affect the operation of optical sensors.
- 4.4.4 The base material will be free of any wrinkles or creases.
- 4.4.5 The ticket materials will not cause injury either by contact, inhalation or ingestion.
- 4.4.6 The base material will be free of any other defect not listed above, which might detract from the magnetic printing, general performance or appearance of the final product.
- 4.4.7 The characteristics of the material should be such that dirt accumulation and wear of the machines should be restricted to a minimum; hence the material must be capable of being cleanly cut without forming dust or burring.
- 4.4.8 The material should be treated to prevent the generation of static sufficient to impair its serviceability.
- 4.4.9 The ticket material will be unaffected by magnetic fields, and will retain no detectable residual magnetism.
- 4.4.10 The quality of the material will be such so as to ensure uninterrupted operation of the ticket issuing device, and allow good quality print, using both thermal and impact type printers, but predominantly for thermal printing.

4.4.11 The printing on the ticket material must last for at least 5 weeks and should not fade.

5. *Quality Control*

Quality of ticket material is very important. The successful tenderer will be responsible for the quality of ticket material at all times.

6. *Printing Surface*

6.1 The entire face of the ticket is defined as the "printing surface" and will conform to the following requirements:

6.2 Resolution

The quality of the printing surface will provide adequate resolution of printed characters and graphics when using a thermal printing head with a line density of six dots per millimetre.

6.3 Absorbability

The printing surface will be sufficiently absorbent to ensure proper keying of the thermal transfer ink while remaining dimensionally stable within the specified humidity range.

The printed characters will not smear when wiped over by a felt pad one second after being printed by the machine, under service conditions.

6.4 Durability

It must not be possible to erase printed characters without damaging the surface of the ticket.

6.5 Security Background

A security background needs to be printed on the printing surface of ticket material. The purpose of the security background is to impede forging of tickets and to assist with the identification of forged material and tickets.

6.6 Quality of Security Background

Security background printing will not affect printing qualities of the ticket material. It will not affect the smoothness of the print face, nor affect the ability of material to accept printing. Simultaneously, security background printing may not affect the ticket issuing machine in any way.

6.7 Number of Security Background Colours

It is a requirement that security background colours be changed on a regular basis. Tenderers are to provide the option to provide security background in 6 different colours.

6.8 Colours Used for Security Background

Tenderers are required to suggest colours to be utilised in printing the security background. It must be difficult to make acceptable photocopies or electronic scanning of security background printing. Amongst others, tenderers should investigate using neon or metallic inks. Only one colour will be used at a time.

6.9 Description of Security Background Printing for Metrorail

Viewing a ticket from the printing face side of a ticket in the portrait orientation, background security printing will be printed at an angle of 45°, from the lower left-hand to upper right-hand side

Security background printing will consist of the word "METRORAIL" printed in the official Metrorail font. The word will be repeated and spaced

such that orientation of words between lines does not coincide. Full details will be furnished to the successful tenderer.

6.10 Printing the Metrorail Conditions of Sale on Reverse Side of Ticket

A statement referring to the general conditions of sale will be printed on the reverse side of a ticket.

6.10.1 Orientation of Printing

For the purpose of describing printing on the reverse side of ticket material, a ticket will be viewed in the landscape orientation.

6.10.2 Printing of Messages

Provision must be made to print short messages on the reverse side of tickets of which the following is an example:

6.10.3 Conditions of Sale

The conditions of sale must be printed on the reverse side of the ticket. The following text is required:

"Issued by the Passenger Rail Agency of South Africa subject to the conditions contained in its Metro Services Book which are obtainable on request".

The notice will be printed such that:

- ◆ A minimum clearance of 2 mm is maintained between the notice and the edge of the ticket.
- ◆ Regardless of the registration of the edge of the ticket with regards to the beginning of a notice, at least one complete notice will be displayed on any ticket.

6.10.4 Changes to Text

It is probable that Metrorail will require changes to the "conditions of sale" text from time to time. The changes will be negotiated with the successful tenderer. It is expected that when requests are reasonable, financial implications to Metrorail will be negligible.

6.11 Advertising Space

The reverse side of a ticket will be used for advertising. An advert of 35mm X 25mm will be printed on the reverse side of the ticket which will be discussed with the successful tenderer who must be able to print colour adverts.

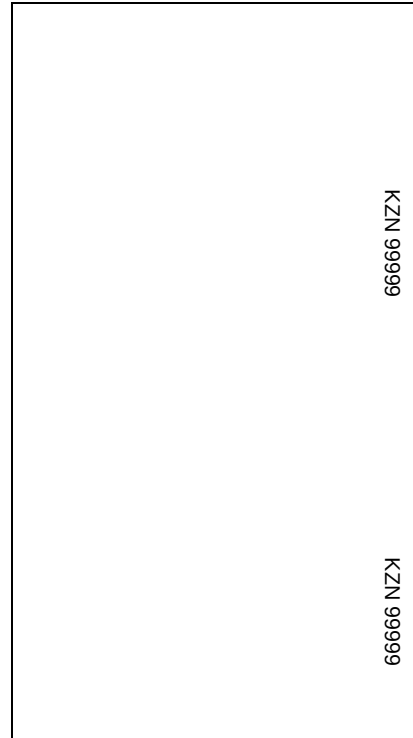
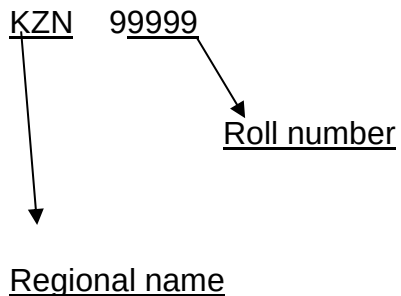
7. Regional Name and Numbering of Metrorail Ticket Material

Viewing a ticket from the printing face side of a ticket in the portrait orientation with the outer end pointing upwards, the regional name and roll numbering shall be printed at an angle of 90 °, on the right hand side of the ticket.

The printing of the regional name and roll numbers shall consist of alpha and numeric digits at a font size of 7 or 8 (letter size). Regardless of the registration of cutting position with regards to the beginning of a regional name and roll number, at least one complete regional name and roll number shall be displayed on any ticket. Full details will be furnished to the successful tenderer.

Example of Ticket Numbering

Breakdown of name and number to be used on ticket material:



END OF SPECIFICATION

8. PACKING, LABELLING AND SHIPPING OF MATERIAL

8.1. The successful tenderer will be entirely responsible to PRASA Rail for all the material until it is accepted by Metrorail, and an acceptance certificate is issued.

8.1.1 Material in Rolls

8.1.1.1 The Metrorail ITix rolls will be packed upright, with rolls laid flat and each roll individually shrink wrapped in moisture proof wrapping in quantities of three, in suitable corrugated cardboard containers.

8.1.1.2 The smaller rolls for the PTix's will be packed in corrugated cardboard containers in quantities prescribed in the annexure hereto. The individual rolls will be shrink- wrapped in moisture proof wrapping.

8.1.1.3 All ticket material will be packed so as to prevent damage in transit or storage.

8.2 Each cardboard carton will be permanently marked on at least two opposite sides with the following information:

- (i) Contents
- (ii) Material type and colour
- (iii) Batch number
- (iv) Order number
- (v) “For ITix” or “For PTix”

9. Sample:

Sample of the ticket material is available on request from KZN PRASA ICT Office for the tenderer to view.

Sample from the Bidder must be made available on request for testing purposes.

MANDATORY REQUIREMENTS FOR THE SUCCESSFUL BIDDER

The supplier must submit in writing (on a signed company letterhead) with this tender, acknowledging that:

- o The specifications of the items listed in the BOQ will be met.

PRICING AND SPECIFIC GOALS

The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Entities with a B-BBEE contributor status of at least level 2 - B-BBEE Certificate/Affidavit	10	
51% Black Owned - CIPC Documents/B-BBEE Certificate/Affidavit	10	
Total	20	

SECTION 9

BOQ/ PRICING SCHEDULE

Item No	DESCRIPTION	UNIT	QTY	RATE R	C	AMOUN T R	C
1	Thermal Ribbons	Each	1				
2	POS Thermal Paper Rolls	Each	1				
3	Zebra ITix rolls for Printronix Printers	Each	1				
SUB TOTAL							
VAT							
TOTAL							