REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: 10372038
REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY AND DELIVERY OF ICT CONSUMABLES FOR PRASA WESTERN CAPE REGION

SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)					
BID NUMBER:	**10372038**	CLOSING DATE:	**13 August 2026**	CLOSING TIME:	**12H00**
DESCRIPTION	**REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY AND DELIVERY OF ICT CONSUMABLES FOR PRASA WESTERN CAPE REGION**				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*: **PRASA TENDER DROP OFF OFFICE** **3 OLD MARINE DRIVE** **CAPE TOWN**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	
CONTACT PERSON	**Tandokazi Nogqala**
TELEPHONE NUMBER	**021 818 7556**
E-MAIL ADDRESS	Tandokazi.Nogqala@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]

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

2 COMMUNICATION

Bidder/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 (Complaints@prasa.com) for lodging of complaints 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; and

3.1.6 The detailed compliant.

4 LEGAL COMPLIANCE

The successful Bidder 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 Bidder 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 RFQ 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)/works and request Bidders to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein; and
- 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 bidder, 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 bidder.

Should the preferred bidder 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 bidder provided that he/she/it is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a bidder 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

Bidders 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 bidder 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 Bidders. PRASA agrees that it shall only process the information disclosed by Bidders 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 Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders 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:

EVALUATION CRITERIA	WEIGHTING
Stage 1	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 1C	Documents required for Scoring
Stage 2	
Price	80
Specific Goals	20
TOTAL	**100**

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 Bidders 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 bidder(s)' bid will be deemed to remain valid until finalization of the of award.).

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

Bidders 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 Bidders *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. *(Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are two types of returnable documents as indicated below and Bidders 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 Bidder's disqualification. Bidders are therefore urged to ensure that all documents are returned with their Quotations.

17 Compulsory Briefing Session

Compulsory RFQ briefing session will be held on the **05th August 2026**, at **ICT Boardroom, No.3, Old Marine drive at 10:00** for a period of an hour.

The compulsory briefing session will start punctually at 10:00am.

SECTION 3

1. **Evaluation CRITERIA:**

Stage 1A – Mandatory Requirements

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

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

Mandatory Compliance Requirements		
No.	**Description of requirement**	
a)	**Price Schedule (Section 10)and Price in words (Section 4)** To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	

Stage 1B – Other Mandatory Requirements

If you do not meet the following Other-mandatory documents/requirements, at pre-award stage, PRASA may request the bidder to submit the information within three (3)working days. Should this information not be provided, your bid proposal will be disqualified.

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

No.	Description of requirement	
a)	Letter of Good Standing (COIDA)	
b)	Supply of valid SARS Pin	
c)	CSD supplier registration number	
d)	Completion of ALL RFQ documentation (includes ALL declarations)	
e)	Briefing Session Certificate of attendance (Section 8) need to be completed, signed and submitted with the RFQ. Bidders must also reflect on the Compulsory Briefing Session Attendance Register	
f)	Bidders to fill and sign the closing /submission register at **PRASA Tender drop office, 3 Old Marine Drive** on submission of the RFQdocument	
g)	Proof of Bank Account (i.e. letter issued by the bank)	
h)	Company Registration Documents, (Certificate of Incorporation)	
i)	Joint Venture/Consortium agreement/Trust Deed/Confirmation in writing of intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFQ process (if applicable) SIGNED BY ALL PARTIES	

j)	Provide proof of offices and **warehouse / material storage** in this region. Telephone Bill / Municipal Bill / Bank Account, each or all Noting the Address of the Offices / **warehouse / material storage** in the Specific Region. The Bid evaluation team may choose to visit the contractor's premises to ascertain that the bidder is indeed have offices/**warehouse** within the Western Cape Region.	
k)	The service provider must produce proof that they have previously **supplied and delivered the same material** in other companies (attach a minimum of two appointment letters)	

STAGE 1C - DOCUMENTS REQUIRED FOR SCORING

Documents required for Scoring - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion: -

Certified copy of ID Documents of the Owners
B-BBEE Certificate/Affidavit

STAGE 2: PRICING AND SPECIFIC GOALS

The following formula shall be used to allocate scores to the interested bidders.
The maximum points for this tender are 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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

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 either 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 either 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 both and 80/20 preference point system.

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

(Note to organs of state: 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)**
Entities with a B-BBEE contributor status of at least level 2	10	
EME 51% Black Owned	10	
TOTAL	20	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Bidders are required to complete the attached Pricing Schedule **Section 10 .**

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 schedule is completed in line with schedule if applicable (delete if not 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 provided and not utilize 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 Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:

9 Negotiate a market-related price with the Bidder scoring the highest points;

10 If that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points;

11 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;

12 If a market-related price is not agreed with the Bidder 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 billsof 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 Bidder awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Bidder and PRASA, therefore, the successful Bidder 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.

SECTION 6 **SBD4**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……………………………………………………………………………………

……………………………………………………………………………………

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**

[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.

2.3.1 If so, furnish particulars:
………………………………………………………………………………
………………………………………………………………………………

3 Bidder's declaration regarding PEPs/PIPs

PRASA requires bidders to disclose if they have Politically Exposed Persons ("PEP")[2] or Prominent Influential Persons ("PIP")[3] and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.[4]

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of the Exposure/Influence	**Term of the office**	**Description of activities relating to Exposure/Influence**

2 Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

3 As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

4 Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, ProminentInfluential Persons and Related Parties.

3.4 Declaration:

I/We the undersigned ____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

______________________________ ______________________________

Signature Date

______________________________ ______________________________

Position Name of bidder

4 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:

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

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

4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[5] will not be construed as collusive bidding.

4.4 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 theintention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

4.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

4.6 There have been no consultations, communications, agreements or arrangements made

[5] Joint venture or Consortium means an association of persons for the purpose of combining theirexpertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.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, 3 and 4 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

SECTION 7 **SBD 6.1**

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

This preference form must form part of all tenders invited. It contains general informationand 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

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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 (allapplicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (allapplicable taxes included).

1.2 To be completed by the organ of state

(*delete whichever is not applicable for this tender*).

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

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest 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.

To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.5 The organ of state reserves the right to require of a tenderer, either before a tender isadjudicated 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, andincludes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculatedat 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 ofincome-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 (ActNo. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest 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 goalsstated 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, whichstates that, if it is unclear whether the 80/20 or 90/10 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 either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tenderwill be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 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 both the90/10 and 80/20 preference point system.

Specific goals for the tender and points claimed are indicated per the tablebelow.

(Note to organs of state: Where either the 90/10 or 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 eachpreference 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	10	
EME 51% Black Owned	10	
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 asindicated 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 documentaryproof 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 anyof 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 sufferedas 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 *audialteram 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 8

CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING

Request number:	**10372038**
Request for Quotation:	**REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY AND DELIVERY OF ICT CONSUMABLES FOR PRASA WESTERN CAPE REGION**
Attendance	
This is to certify that ________________________________ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates. THUS DONE and SIGNED at ____ on this _______________day of ________________________ _______________________ _______________________ for / on behalf of PRASA Designation	
Acknowledgement	
This is to certify that the Bidder attended the above mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates	
THUS DONE and SIGNED at ____ on **this _________________day of ________________________** **DULY AUTHORISED SIGNATORY(IES) WITNESSES** **1. _________________________1. _______________________** **2. _________________________2. _______________________** **3. _________________________3. _______________________**	

SECTION 9

SCOPE OF WORK

1. INTRODUCTION

PRASA is committed to ensuring the continuous availability of operational equipment, consumables, and accessories required to support day-to-day business operations. To maintain service efficiency and minimize operational disruptions, the organization requires the procurement of specific printer components, networking accessories, consumables, and power protection devices. This RFQ seeks to appoint a supplier or multiple suppliers for the provision and delivery of the required items in accordance with the specifications outlined herein.

2. BACKGROUND INFORMATION

The organization relies on various information technology and printing equipment to support asset management, labeling, network connectivity, and general administrative operations. These systems play a critical role in ensuring accurate asset tracking, efficient communication, and uninterrupted service delivery. Several essential components and consumables have reached replacement levels due to normal wear and tear, equipment maintenance requirements, and ongoing operational use. To sustain current service levels and support business continuity, it has become necessary to replenish stock and replace faulty or ageing equipment and accessories.
The procurement of these items is intended to ensure that operational teams have access to reliable tools and equipment required to perform their duties effectively and without interruption.

a. STATUS QUO

Currently, the organization is experiencing shortages and aging equipment in key operational areas. Certain printer components, such as printheads and cutters for the Argox IX4-250 Pro printer, require replacement to maintain printing quality and productivity. Consumable items, including labeling tapes and batteries, are also reaching depletion levels and require replenishment. In addition, some users require replacement peripheral devices such as wireless mice to ensure continued productivity. Network troubleshooting and maintenance activities require specialized tools and accessories, including USB-to-Ethernet cables and Visual Fault Locator Fiber Lights, which are either unavailable in sufficient quantities or require replacement. Furthermore, power protection accessories such as surge protectors are required to safeguard equipment against electrical fluctuations and power-related damage.

prasa
PASSENGER RAIL AGENCY OF SOUTH AFRICA

b. PROBLEM STATEMENT

The lack of adequate replacement parts, consumables, and operational accessories presents a risk to business continuity and service delivery. Failure to procure these items may result in:

- Downtime of critical printing equipment.
- Delays in asset labelling and identification processes.
- Reduced staff productivity due to malfunctioning or unavailable peripherals.
- Increased difficulty in diagnosing and maintaining network infrastructure.
- Potential damage to equipment caused by power surges and electrical fluctuations.
- Interruption of operational activities due to depleted consumables and accessories.

To address these challenges, the organization intends to source the required items from qualified suppliers capable of providing quality products within the required delivery timelines.

3. OBJECTIVE OF THE PROPOSED PROJECT

The objective of this project is to procure and supply essential printing equipment components, peripherals, networking accessories, consumables, and power protection devices required to support the organization's daily operations.

The project aims to:

- Ensure continuous and efficient operation of the Argox IX4-250 Pro printers through the replacement of critical components such as printheads and cutters.
- Maintain uninterrupted asset labelling and tracking processes through the availability of compatible label tapes and printer accessories.
- Improve employee productivity by providing functional computer peripherals such as wireless mice.
- Support network installation, maintenance, and troubleshooting activities through the procurement of USB-to-Ethernet cables and Visual Fault Locator Fiber Lights.
- Protect electronic equipment against electrical surges by providing appropriate surge protection devices.
- Maintain adequate stock levels of operational consumables such as batteries and label tapes.
- Reduce equipment downtime and operational disruptions that may negatively impact service delivery.

4. CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

To address current operational requirements, the organization has implemented various measures, including:

- Continued use of existing Argox IX4-250 Pro printer components despite signs of wear and reduced performance.
- Redistribution and sharing of available peripherals and accessories among staff members where shortages exist.
- Utilization of remaining stock of consumable items such as label tapes and batteries.
- Temporary troubleshooting solutions using available networking tools and equipment.
- Basic electrical protection measures for critical equipment through existing power protection devices.
- Ad hoc procurement of replacement items when equipment failures occur.

While these measures have assisted in maintaining operations, they are no longer sustainable. Existing stocks are being depleted, some equipment components have reached the end of their useful life, and current resources are insufficient to meet operational demands. Consequently, A formal procurement process is required to secure the necessary items and ensure business continuity, operational efficiency, and improved service delivery.

5. LIST OF ITEMS

Item No.	Description
1	Printheads for Argox IX4-250 (and or similar) Printer
2	Argox IX4-250 Pro Printer Cutter (and or similar)
3	Wireless Mouse
4	Signal Cable USB-to-Ethernet Cable 1.5m USB-A (Male)
5	Visual Fault Locator Fiber Light
6	Brother Compatible TZe-S221 9mm Label Tape
7	Surge Protector 16A Kettle Plug
8	9V Battery
9	Laptop Cooling Pad 6-Fan Adjustable Stand – LCP156

6. Pictorial with Specification

(I). Printheads for Argox IX4-250 Printer

Specification

Feature	Specification
Resolution	203 dpi (8 dots/mm)
Part Number	ARG59-IX402-001 or 23-82424-013
Print Method	Direct Thermal & Thermal Transfer
Max Print Width	4.09 inches (104 mm)
Max Print Length	Up to 150 inches (3810 mm)
Print Speed	Up to 8 ips (inches per second)
Compatibility	Argox IX4-240 and IX4-250 series

(II). Argox IX4-250 Pro Printer Cutter

<u>Specification</u>

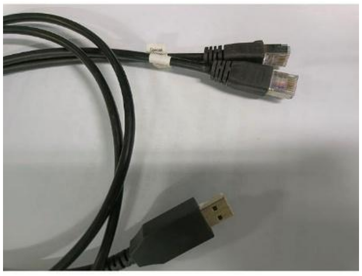
Cutter Type	Guillotine or Rotary
Function	Automatically cuts media after each label prints or after a designated batch is completed
Supported Media Width	Up to 4.48" (114 mm)

(III). Wireless Mouse

<u>Specification</u>

Connectivity	**2.4 GHz RF (via USB dongle)**
Sensor & DPI	**Dots Per Inch (DPI) dictates cursor speed**
Power	**Replaceable AA/AAA batteries**
Ergonomics & Weight	**Ranges from lightweight, potable travel designs (50g)**
Features	**Silent click switches and extra customizable grips**

(IV). Signal Cable USB-to-Ethernet Cable 1.5m USB-A (Male)



Specification

(V). Visual Fault Locator Fiber Light

Specification

Wavelength	650nm
Dynamic Distance	3Km MMF ,4Km SMF
Connector	1.25mm & 2.5mmUniversal Connectors
Operating Temperature	0°C to 40°C (32 °F to 104 °F)
Dimensions	157*52*37mm (6.2*2.0*1.3 inch)
Power Supply	2x AA Batteries
Output power	<1.3mW
Laser Safety Rating	Class II
Operation Mode	Pulsed (2-3GHz) and CW
Storage Temperature	-20°C to 60°C (-4 °F to 140 °F)
Weight (including batteries)	0.18kg
Battery Life	>80 hours

(VI). Brother Compatible TZe-S221 9mm Label Tape or similar

Specification

Dimensions	9mm width x 8m length (approx. 3/8" x 26.2').
colours	Black text on a white background
Adhesive Type	Strong/Extra Strength
Durability	Laminated for resistance to water, abrasions, chemicals, fading and extreme temperatures

(VII). Surge Protector 16A Kettle Plug

Specification

Interface	Surge Protected 3-Prong Plug, IEC Plug
Current	16A/250V
Max Power Support	Up to 3520W
Colour	Black/Green
Cable Length	

(VIII). 9V Battery

Specification

Normal Voltage	9V
Capacity	400-600 mhAh
Shelf Life	Up to 5 – 10 years
Best for	Wall clocks, Radios etc.

(IX). Laptop Cooling Pad 6-Fan Adjustable Stand – LCP156

Specification

Colour	Black
Material	Mesh
Item weight	650 Grams
Product dimensions	43L x 35.7W x 2.4H centimetres
Cooling method	Fan
Fan count	6
Speed	2500 RPM
Adjustment	5 adjustable height levels
USB Ports	2 (Power + Peripheral)
Laptop Support	Up to 15.6

7. DETAILS ON THE PREFERRED SOLUTION

The preferred solution is the appointment of a qualified and reliable supplier to provide and deliver the required equipment, replacement parts, consumables, and accessories that meet the organization's operational requirements and technical specifications.

The proposed solution should:

- Ensure compatibility of all supplied items with existing equipment and infrastructure.
- Provide high-quality products that comply with industry standards and manufacturer specifications.
- Minimize operational disruptions caused by equipment failure, shortages, or depleted consumables.
- Improve the reliability and performance of printing, labelling, networking, and general office opera tions.
- Reduce maintenance costs associated with faulty or worn-out equipment components.
- Ensure timely delivery of all items to maintain business continuity and operational efficiency.
- Include warranty and after-sales support where applicable.
- Provide cost-effective procurement that delivers value for money while meeting all technical and operational requirements.

The implementation of this solution will enhance operational productivity, improve equipment reliability, support network maintenance activities, and ensure the continued availability of critical consumables required for day-to-day business functions. Ultimately, the procurement of these items will contribute to uninterrupted service delivery and the efficient execution of organizational activities

PRICING SCHEDULE: SECTION 10

Item	Description	Quantity	Price per unit excl. VAT	Total
1.	Printheads and or similar for Argox Ix4-250	100		
2.	Argox ix4-250 pro printer Cutter and or similar	100		
3.	Wireless Mouse	50		
4.	Signal Cable USB-to-Ethernet Cable 1.5m USB-A(Male)	5		
5.	Visual Fault Locator Fiber Light	5		
6.	Brother Compatible TZe-S221 9mm and or similar	10		
7.	Surge protector 16A kettle plug	50		
8.	9 V Battery	12		
9	9.Laptop Cooling Pad 6-Fan Adjustable Stand – LCP156	20		
		TOTAL		
		VAT 15%		
		TOTAL INCL VAT		