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Guidelines to HRASA Members in submitting proposals for Lend-Lease or Disposal/Sale of heritage assets as per Memorandum dated 02.10.2013 and 08.10.2013

This serves as a guideline to the criteria for HRASA members on which each proposal will be evaluated and scored. Please provide as much information as possible clearly defining and stating with good reason and proof. Simple incomplete proposals without substantial supporting information/proof shall forfeit your proposal of interest in Lend-Lease or Disposal/Sale of heritage assets.

There are two main sections to the evaluations of proposals, namely **Mandatory Criteria** and **Essential Criteria**. The mandatory section is self-explanatory meaning: if these mandatory criteria (as set out below) are not met the proposal shall be declined immediately. If the mandatory criteria has been clearly demonstrated the HRASA member proposal will go to the next round of scoring applying the essentials. Each essential criterion will be scored according to the standard (as set out below).

Mandatory Criteria

Failure to supply substantial proof shall immediately disqualify your request.

1. Clear proof of valid HRASA membership.
2. Clear proof of valid Railway Safety Regulator Permit (HRASA members proposing for operating Lend-Lease or Disposal/Sale of heritage assets).
3. Clear proof of all valid access agreements with railway network companies, such as Transnet, PRASA or other entities. (HRASA members proposing for Lend-Lease or Disposal/Sale)
4. Clear proof of a valid property lease agreement.
5. An inventory of **all** current assets. Provide an inventory of **all** assets currently in your care at your premises. Whether it be used or not. Whether it is privately-owned or not. For each asset please indicate the identification number, current condition, operational status and owner (TF for Transnet Foundation, etc).
6. Latest Audited Financial Statements.
7. Copy of valid PAIA document, which includes list of elected office bearers/directors.

Essential Criteria

1. **Track Record of HRASA member (The track record will be used to judge the capability of the HRASA member requesting Lend-Lease or Disposal/Sale of additional assets)**

- a. **List of valid members in your association/organisation/operation.**

Valid Members (5%)	Scoring
Less than 20	0
Greater than 20 less than 40	3
Greater than 40	5

- b. **List of active skilled members in your association/organisation/operation. Elaborate on each member's skills and volunteer time input.**

Active Skilled members (10%)	Scoring
None or one	0
Greater than 2 less than 6	3
Greater than 6 with substantial time input	5

c. **List of qualified drivers in your association/organisation/operation.**

Qualified Drivers (5%)	Scoring
No qualified Drivers	0
Less than or equal to 3	3
More than or equal to 4	5

d. **List of qualified firemen in your association/organisation/operation.**

Qualified Fireman (5%)	Scoring
No qualified Fireman	0
Less than or equal to 3	3
More than or equal to 4	5

e. **Quantify your operations in terms of how many trips per month, YQ costs, how many passengers, how many staff operating train, destinations, etc.**

Quantified Operations (15%)	Scoring
No operations	0
Few operations	3
Substantial proof of operations	5

f. **Quantify restoration projects to current heritage assets, what was done, over how long, how many man hours, spares procured, services procured, etc.**

Quantified restoration (15%)	Scoring
No recent restorations	0
Some restorations	3
Substantial restoration projects	5

g. **Safety and risk plan of your premises.**

Safety and risk plan (15%)	Scoring
No safety or risk plan	0
Adequate safety and risk plan	3
Comprehensive safety and risk plan	5

2. **Application per heritage asset**

a. **Clearly state details (as per the lists supplied) of the asset required for Lend-Lease or Disposal/Sale.**

b. **Clearly state your intentions (usage plan) with the heritage asset. Please provide substantial reasoning as to why you require the heritage asset for Lend-Lease or Disposal/Sale. Your track record will play an extremely important role to indicate your capability and ability to take on such an asset.**

Intentions (20%)	Scoring
No substantial reasoning	0
Substantial reasoning	3
Substantial reasoning with extra initiative NBI track record	5

c. **If rolling stock, spares or machinery heritage assets; Clearly state where this asset shall be kept, under roof or in the open, bearing in mind existing assets** i.e.

Storage (10%)	Scoring
No adequate space for storage	0
Adequate space not undercover and secure	3
Adequate space under cover and secure	5

The required documents as stipulated in the two sections must be submitted to HRASA electronically by email to bod@hrasa.co.za or by e-Fax to 086 685 8251 or by registered post to PO Box 28519 Sunridge Park 6008.

DEADLINES FOR RECEIPT BY HRASA

Mandatory Criteria : 31 October 2013

Essential Criteria : 05 November 2013

Issued by: HRASA Board of Directors 2012-13

Date: 18 October 2013