



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE DEEP CLEANING AND HYGIENE SERVICES TO THE UNEMPLOYMENT INSURANCE FUND FOR A PERIOD OF THIRTY-SIX MONTHS (36) MONTHS

TENDER NUMBER: UIF2/26/27
DATE ISSUED: 05 June 2026
CLOSING DATE AND TIME: 29 June 2026 at 11h00
BID VALIDITY PERIOD: 120 Calendar days

TENDER BOX ADDRESS: Unemployment Insurance Fund
Absa Towers Building
Ground Floor
230 Lillian Ngoyi Street
Pretoria
0002

TENDER BRIEFING SESSION: 12 June 2026
Contact Person: Tshupetso Selole
Email Address: Tshupetso.Selole@labour.gov.za
Contact Number: 012 337 1061

NO	QUESTIONS	ANSWERS
1.	Bidders wanted clarification on section 1,3,5 & 6 and our presentation regarding how to compile their proposals in the format as specified in Table 2. Bidders wanted clarity because on our presentation there were repetition of required documents?	On page 11 of the advertised specification, it is very clear on how it should be compiled. So on the presentation, we made the mistake. Apologies on that, refer to page 11 table 2 of the specification, this is how you would have your documents in order.
2.	Bidders wanted clarity with regards to the reference letters. Do reference letters have to specifically be for the same scope of work, or maybe if it was just for cleaning, maybe it was a once-off deep cleaning services, maybe it was in a three (3) year contract. Would those also suffice as part of the reference letter pack?	Refer to page 42 of the tender document. We have stated that all reference letters provided must be relevant to the deep cleaning and hygiene services, either public or private sector. So that is what is important. We understand that some of the bidders are well experienced in execution of your general cleaning services, but your hygiene services is a specialized services within the cleaning industry. Your references must indicate that you have indeed rendered such a service to their institution. The reference letters must not be older than seven years from the date of closure of the bid. They must also be on the client's official letterhead and be signed by the duly authorized person. And the reference letters must also reflect the quality of services rendered by the bidder and the value of the contract must be indicated. We need a reference letter to speak to the deep cleaning and hygiene services because we need to test your capability around this particular aspect.
3.	On the price proposals, I do not see the ABSA Building quantities?	Refer to page 27, The prospective bidders are required to compile their bids inclusive of pricing strictly in alignment with the building information applicable to the 94 WF Nkomo Building, and this is because a significant portion of the period of the contract will be executed at 94 Nkomo Building. The Absa Towers Building information is provided on page 32 in detail to enable the prospective bidders to have a foresight of the current immediate requirements of the Deep Cleaning and Hygiene Services scope that will be required in the interim at Absa Towers Building
4.	On the evaluation criteria page 38 under delivery capacity. The first point you are saying list with total staff complement. I want us to underscore total staff	94 WF Nkomo Building has nine (9) floors. So, in each of the floors, you have the ablution facilities. Now, based on the assessment that we have done as the UIF, we are confident that each one cleaner can be

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	complement that will provide the required services outlined in this bid Is attached with all CVs to form years of experience in brackets minimum of one (1) staff per each of the nine (9) floors required. For me, it is two statements. Firstly, you said the total compliment. Now you're coming back in brackets, you say one per each of the nine (9) floors?	allocated per floor to conduct the deep cleaning and so on and so forth. Now, the expectation is that your lease will contain nine (9) cleaners and all these nine (9) cleaners CVs must be produced to confirm the number of years of experience. we set minimum of one (1) staff per each of the nine floors. That is the assessment that we have done as the UIF. And even when you quote for the service, we are expecting that to quote us around this. But however, as and when the contract is implemented or executed, you might maybe as the company come to a conclusion that says maybe you need to beef up your staff. But remember, this service is only rendered once a month. It is not a day-to-day service. It is only done once a month. So now you might maybe want to add from your end, but if you want to add from your end just to make sure that you push on the work and that you deliver quality work. But you must know that as the UIF will only, your quotation can only be limited to nine (9) cleaners. The expectation is that when you submit your proposal what needs to reflect these nine (9) cleaners is their CVs needs to be reflected, their CVs must also confirm the number of years of experience. When you go to the site manager as well there, you see that we said the site manager must at least have five (5) years of supervisory experience and that their CVs must also be attached. The supervisory experience, we have also highlighted that we need two (2) years of supervisory experience and then that the CVs must be attached there. What is critically important is that any claim of experience needs to be supported by a CV.
5.	Based on the experience of the company, Is there anywhere in the document where you are speaking or require the experience of the company, and you measure it in terms of evaluation?	The capacity of the company is going to be tested in various means. For an example, the action plan that needs to be provided by your company will show that the company has experience in this field and so on. The reference letters also will tell us. The reference letter must be specific in terms of the quality of service that was rendered by your company in other institutions and so on. The project plan will serve as a

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		means of testing as to whether you have got an understanding of this type of service that is required. When you look at the action plan, we said that the action plan must clearly outline the three-year implementation strategy and that will be followed including the required time frames as outlining the scheme, the monitoring and control of the staff and so on.
6.	Do we draft one quotation for one building which is Nkomo building or for both buildings?	Refer to page 27, The prospective bidders are required to compile their bids inclusive of pricing strictly in alignment with the building information applicable to the 94 WF Nkomo Building, and this is because a significant portion of the period of the contract will be executed at 94 Nkomo Building. The Absa Towers Building information is provided on page 32 in detail to enable the prospective bidders to have a foresight of the current immediate requirements of the Deep Cleaning and Hygiene Services scope that will be required in the interim at Absa Towers Building
7.	Page 38 talks about 9 x cleaners, 1 x supervisor and 1 x site manager is this correct as it looks like a TOR for the cleaning and pest control?	Yes, the staff compliment required for Deep Cleaning and Hygiene services is correct, and this must not be confused with other tenders
8.	Page 47 pricing schedule does it not cater for cleaning?	Deep Cleaning Services costing and pricing is provided for in the pricing schedule on page 47
9.	Are bidders required to supply the hygiene dispensers? If so, kindly provide the required specifications and sizes for the following: • Automatic hand sanitizer dispenser • Seat sanitizer dispenser • If the hygiene dispensers are to be supplied, please confirm whether this is a once-off supply or a rental for the full contract period of 36 months?	Dispenser size: Approximate Size: Height: 360mm, Depth: 65mm, Width: 140mm. This is supply and installation on rental basis.

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10.	Pages 38–42 (Annexure B): Kindly confirm whether bidders are required to complete the "Yes" and "No" responses in this section?	Page 38-42, requires the Bidder to make full submission in the proposal responding to the requirements of the sub-criteria, the tick box (yes/no) is for the UIF not a Bidder.
11.	Are bidders required to complete Table 5 on page 14 of the tender document?	No.
12.	Is a Generic Enterprise eligible to bid for this tender, as Table 5 refers specifically to EME/QSE entities?	Yes.