



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

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Contact Number: 012 337 1061

NO	QUESTIONS	ANSWERS
	Bidders requested clarification of section 1,3,5 & 6 of the UIF presentation: How to compile their proposals in the format specified in Table 2. The reason bidders required clarity was because of the repetition of required documents listed on the presentation.	It was stated that on page 11, table 2, of the advertised specification, it clearly stipulates how proposals should be compiled. The presentation reflected an error in this regard.
	Bidders wanted clarity with regards to the reference letters. Does it have to be: • exactly for the same scope of work? • Only for cleaning services? • What if it was only a once-off-deep cleaning service? • What if it was a three (3) year contract? Would all the above suffice as part of the reference letter pack?	Bidders were requested to refer to page 42. All reference letters must be relevant to the deep cleaning and hygiene services, either in the public or private sector. References must indicate that the bidder has indeed rendered such a service to an institution. Reference letters must not be older than seven years from the date of closure of the bid. Reference letters must also be on the client's official letterhead and be signed by a duly authorized person. Reference letters must also reflect the quality of services rendered by the bidder and the value of the contract must be indicated. All reference letters must speak to the deep cleaning and hygiene services as the bidder's capability around this aspect must be evaluated.

NO	QUESTIONS	ANSWERS
	Are the quantities for the ABSA Building also provided in the specification?	Bidders were requested to refer to page 27 of the specification. 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. This is because a sizeable 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
	Evaluation criteria under delivery capacity: 1. Bidders requested clarity on the total staff complement that will provide the required services outlined in this bid, 2. Must CVs be attached with all CVs to form years of experience in brackets minimum of 1 staff per each of the nine floors in quiet. For me, it is 2 statements. Firstly, you said the total compliment. Now you're	The 94 W F Nkomo Building the has nine (9) floors. On each of the floors, you have ablution facilities. Based on the assessment that was done, the UIF is confident that each cleaner can be allocated per floor to conduct the deep cleaning services. The expectation is therefore that bidders include nine (9) cleaners. All nine (9) cleaners CV's must be produced to confirm the number of years of experience. The Fund set a minimum of one (1) cleaner per each of the nine (9) floors. Quotes from bidders should be around this number. Bidders were reminded that this service is only rendered

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	coming back in brackets, you say one per each of the nine floors. I'm confused there?	once a month. The expectation is that when you submit your proposal these nine (9) cleaners must have CV's. Their CVs must also confirm the number of years of experience. The site manager must at least have five (5) years of supervisory experience. A CV for the site manager must also be attached. What is critically important is that any claim of experience needs to be supported by a CV.
	The experience of the company: Is there any ware in the specification where the experience of the company is required for the purposes of evaluation?	The capacity of the company is going to be tested in various ways. For example, the action plan that needs to be provided by the bidders will show that the company has experience in this specific field. The reference letters will also provide additional information. The reference letters must be specific in terms of the quality of service that was rendered by your company in other institutions. The project plan will serve as a 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 it must clearly outline the three-year implementation

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		strategy that will be followed including the required time frames as outlining the scheme and monitoring and control of the staff.
	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's 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
	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.
	Page 47 pricing schedule does not cater for cleaning.	Deep Cleaning Services costing and pricing are provided for in the pricing schedule on page 47

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	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 thirty (36) months?	Dispenser size: Approximate Size: Height: 360mm, Depth: 65mm, Width: 140mm. This is supply and installation on rental basis.
0.	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 a full submission in the proposal responding to the requirements of the sub-criteria, the tick box (yes/no) is for the UIF not for the Bidders.
1.	Are bidders required to complete Table 5 on page 14 of the tender document?	No.
2.	Is a Generic Enterprise eligible to bid for this tender, as Table 5 refers specifically to EME/QSE entities?	Yes.

