



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



***TENDER NO:
DOT/08/2026/COO***

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF: SHORT - TERM VEHICLE RENTALS, CHAUFFER DRIVE AND BUS SERVICES FOR OFFICIAL FUNERALS AND STATE EVENTS FOR A PERIOD OF 60 MONTHS

**BRIEFING NOTES AND RESPONSES TO ADDITIONAL QUESTIONS
DURING THE COMPULSORY BRIEFING SESSION: 08 SEPTEMBER
2026**

SECTION A: INTRODUCTION

(a) Introduction

These Briefing Notes are issued in terms of the Department of Transport's Non-Compulsory Briefing Session held on 08 September 2026 for the above-mentioned tender, and subsequent questions received from bidders after the briefing session as the formal step in a procurement process and is subject to all the terms and conditions contained in the TOR.

Unless otherwise expressly stated, or the context otherwise requires, words and expressions defined in the TOR shall bear the same meanings in these Briefing Notes as those ascribed to them in the TOR.

(b) Purpose of the Briefing Notes

The purpose of this Briefing Notes is to:

- a. Provide bidders responses to their questions during the compulsory briefing session

(c) Schedule of Briefing Notes issued

Briefing Notes 1:

- a. Responses to bidder's queries up to 17 September 2026.

Disclaimer

Note that all responses are provided in good faith and without prejudice to the Department. The Department however reserves the right to review any or all of the responses depending on actual proposal submissions received.

Questions / Comments for Clarification	Reference	Responses
Proof of ownership of vehicles: How many vehicle ownership certificates must be submitted, as the RFP does not specify the required number of vehicles?	RFP/TOR/SCC Reference	The RFP does not prescribe a specific number of vehicles. Bidders should indicate the vehicles they own and should also provide arrangements with other service providers/subcontractors, supported by appropriate letters of undertaking where applicable.
List of drivers: How many drivers must be listed, as the RFP only requires a “list of drivers” without specifying a number?	TOR – Response Vehicles	No specific number of drivers is prescribed. Bidders must demonstrate that they have sufficient drivers and appropriate arrangements with subcontractors or other service providers to meet the requirements of the RFP.
R15 million financial guarantee: Must bidders provide an actual financial guarantee confirming access to R15 million funding, or would a letter confirming access to funding be acceptable?	TOR, Table 3: Mandatory Requirements, Item 6	Following the briefing session and further consideration of the question raised regarding the R15 million financial guarantee, the requirement under Table 3: Mandatory Requirements, Item 6 – Financial Considerations will be amended as follows: “The bidder must submit either a letter from a financial institution or a bank guarantee confirming that the bidder has access to funding of at least R15 million. The financial

Questions / Comments for Clarification	Reference	Responses
		institution issuing the letter or guarantee must be registered with the Financial Sector Conduct Authority (FSCA)." The proposed amendment will clarify the type of supporting documentation that will be accepted as proof of the bidder's access to the required funding.
Service categories: May bidders select only the service categories applicable to their organisation, or must they bid for all categories?	SCC – Financial Guarantee, Clause [X]	No. The requirement is for one service provider to provide all the services specified in the RFP.
Penalties for non-delivery: Will penalties apply only where the number of vehicles has been confirmed? For example, if 10 vehicles are requested but only 3 are confirmed, and 2 are subsequently delivered, would a penalty apply?	RFP, Section 9.5 / Page 45	Penalties relate to the failure to provide the agreed/confirmed number of vehicles. Where vehicles have been confirmed and the service provider fails to provide the agreed vehicles, the applicable penalties may apply. Like-for-like vehicle substitutions may be considered where permitted by the requirements.
Corrigendum and updated bid documents: Where a corrigendum and/or updated bid documents have been uploaded on the eTender portal, which version should	RFP, Section 4 – Two-Envelope	Bidders must use the latest version of the bid documents uploaded on the eTender portal . The corrigendum does not have to be signed and returned unless specifically

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bidders use? Must the corrigendum be signed and submitted with the bid?	Submission Requirement	stated otherwise. The earlier document was replaced by the updated version.
Page 29 – declaration: The declaration requires the full name of the person signing the tender, but the space provided is too small. Will an editable version or amended document be provided?	RFP/TOR/SCC Reference	An editable/soft-copy version of the document is available on the e-tender portal
Preference points: Page 45 appears to provide for 10 preference points, which would indicate a 90/10 preference point system, while the document refers to 80/20 . Which system applies?	TOR – Response Vehicles	The Department confirmed that the applicable preference point system for this procurement is 90/10. The total preference points reflected in the TOR amount to 10 points, which confirms that the reference to 80/20 in the heading of the table is an error. The reference to 80/20 should therefore be disregarded. A formal clarification/correction confirming the applicable 90/10 preference point system will be issued through the eTender portal.
Initialling of the SCC: The SCC requires bidders to initial the document. Should bidders initial the latest updated SCC or the	TOR – Driver Requirements	Bidders must use and initial the latest version of the SCC uploaded on the eTender portal . The previous version was

Questions / Comments for Clarification	Reference	Responses
original version from the initial advertisement?		removed when the updated document was uploaded.
Two-envelope system: Should the financial proposal contain only the original hard copy, with no financial information on the USB? Should the technical proposal consist of one original and four soft copies?	SCC – Financial Guarantee, Clause [X]	Yes. The financial proposal must be submitted in the original hard-copy format and must not be included on the USB . The technical proposal is to be submitted as required, including the specified original and soft copies. Inclusion of the financial proposal on the USB would result in disqualification .
With reference to Annexure B, please provide a detailed explanation of what does the admin fee entail/ what the admin fee includes.	Pricing, Annexure B	The administration fee shall constitute the Contractor's fee for the administrative services associated with arranging, coordinating, managing, processing, and reconciling third-party vehicle rental services on behalf of the State. The administration fee shall include the Contractor's internal administrative costs associated with reservations, documentation, invoice processing, payment processing, coordination with the third-party rental provider, record-keeping, profit and

Questions / Comments for Clarification	Reference	Responses
		funding costs and related administrative activities. The administration fee shall be calculated as [X%] of the actual third-party vehicle rental cost and shall be separately identified on the Contractor's invoice.
On page 24 of the RFP under Technical Requirements, items 4 and 6 are specified, but item 5 appears to be missing. Is there an omitted requirement that should be included under number 5?	TOR, page 24	There is no omitted requirement. The absence of item number 5 is a numbering error in the document. Bidders are advised that there is no additional technical requirement intended under item 5. The requirements as reflected under items 4 and 6, together with the rest of the Technical Requirements section, remain unchanged and should be responded to accordingly.
From page 65 of the RFP, the document references the Service Level Agreement. Are bidders expected to submit mark-ups of the agreement at this stage, or will this be	SLA	Please refer to Clause 11.1 of the Special Conditions of contract. The Special Conditions of Contract set out the required services and specified service levels. The service levels stipulated herein

Questions / Comments for Clarification	Reference	Responses
addressed in discussions with potential bidder		are non-negotiable, and the Department will therefore not enter into a separate Service Level Agreement.