



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



**TENDER NO:
DOT/15/2025/CS**

APPOINTMENT OF A SERVICE PROVIDER TO REVIEW AND DESIGN THE DEPARTMENT OF TRANSPORT FIT-FOR-PURPOSE ORGANISATIONAL STRUCTURE ALIGNED TO THE STRATEGIC PLAN FOR A PERIOD OF EIGHTEEN (18) MONTHS.

**BRIEFING NOTES & RESPONSES TO ADDITIONAL QUESTIONS
BRIEFING SESSION: 17 FEBRUARY 2026**

SECTION A: INTRODUCTION

1. Introduction

These Briefing Notes are issued in terms of the Department of Transport's Briefing Session held on 17 February 2026 for the above-mentioned tender, 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.

2. Purpose of the Briefing Notes

The purpose of this Briefing Notes is to:

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

3. Schedule of Briefing Notes issued

Briefing Notes 1:

- a. Responses to bidder's queries up to 23 February 2026

4. 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.

BACKGROUND AND RATIONALE	
<p>The current organisational structure, last comprehensively reviewed in 2011, is no longer aligned with the expanded mandate, new legislation, and strategic direction for 2025–2030. Key drivers include NMOG changes, transfer of state-owned entities such as Transnet and SAA, and findings from the Organisational Functionality Assessment indicating misalignment, duplications, and weak oversight structures.</p>	
Scope of Work and Deliverables	
<ul style="list-style-type: none">- Inception Report including project plan, methodology, stakeholder mapping, and governance framework.- Situational Analysis conducted with DPSA.- Design of fit-for-purpose macro and micro-organisational structures with three scenario options.- Development of a Service Delivery Model.- Process mapping across five levels and development of SOPs.- Job description review and development.- Job evaluation using Compensate Evaluate system.- Work measurement exercise with scientific justification of post requirements.- Business Case / Management Services Report.- Change Management Strategy (collaboration with internal unit).- Communication Plan.- Costed organisational structure using DPSA costing model.- Stakeholder presentations.- Migration strategy including matching and placing.- Post-implementation support (3–6 months within the 18-month contract period).- Close-Out Report.	
Supply Chain Management Requirements	
<p>Mandatory documents include SBD forms and Annexures A & B. A strict two-envelope system applies (technical and financial). Late submissions will not be accepted. Preferential scoring applies for black women ownership and black designated group ownership. Updated Annexure D will be shared with bidders.</p> <p>It should be noted that this is a Non-Virtual Briefing Session as per the advert.</p>	
Clarifications Raised During Q&A	
<p>Post-implementation support forms part of the 18-month project duration.</p> <ul style="list-style-type: none">- Department staff complement is approximately 700.- Very few existing business processes are mapped; most work must start from scratch.- DoT uses Microsoft Visio for process mapping.- Estimated 300 job roles for job description review.- Work measurement must follow DPSA standards for scientific justification of posts.- Mandatory JE system: Compensate Evaluate.- Change management interventions will be delivered collaboratively with the internal CM unit.	

- Scope applies only to DoT branches, not external entities.
- At least one project team member must have a relevant professional registration (e.g., SABPP); team-level registration is acceptable.