



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



***TENDER NO:
DOT/09/2026/CS***

APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE PROFESSIONAL CLEANING SERVICES
TO THE DEPARTMENT OF TRANSPORT FOR A PERIOD OF THREE (3) YEARS

**BRIEFING NOTES AND RESPONSES TO ADDITIONAL QUESTIONS
DURING THE COMPULSORY BRIEFING SESSION: 09 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 09 September 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.

(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 09 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
The bidder asked whether the soft copies of the documents provided by the Department may be completed electronically by typing on a computer and then printed and signed, or whether all documents are required to be completed by hand.	RFP Bid Pack – Soft-copy editable documents/forms.	The Department clarified that the soft-copy documents may be completed electronically on a PC. However, documents such as the TOR and Rules of Bidding, which require initiation/signing, must be printed and signed/initialled as applicable.
The bidder requested clarity on the two-envelope system, specifically which documents should be placed in each envelope and whether the technical and financial proposals must be separated.	RFP – Two-Envelope Submission System / Bid Submission Requirements.	The Department confirmed that it uses a two-envelope system: Envelope 1 – Technical Proposal and Envelope 2 – Financial Proposal. Financial information must not be included in the technical proposal. The two envelopes must be placed together in an outer package/envelope. The Department further clarified that inclusion of financial information in the technical proposal would result in outright disqualification.
The bidder sought clarity on the envelope cover/template supplied by the Department. The bidder wanted to confirm whether the separate technical and financial envelopes should be placed together and whether the provided template should be placed on the outer package.	RFP Bid Pack – Envelope Cover / Envelope Template.	The Department clarified that the supplied template should be completed electronically, printed, cut into the relevant sections and attached to the respective envelopes. The portion marked Envelope 1 must identify the technical proposal, while the portion marked Envelope 2 must identify the financial

Questions / Comments for Clarification	Reference	Responses
		proposal. Each envelope must be clearly marked as either the technical or financial proposal.
The bidder asked whether the USB should contain only the technical proposal, with the financial proposal remaining physically sealed in the financial envelope.	RFP – USB / Electronic Submission Requirements and Two-Envelope System.	The Department confirmed 100% that the USB must contain only the technical information/documents. No financial information may be included on the USB. Financial information must remain properly sealed in Envelope 2 (Financial Proposal). The Department expressly stated that including financial information on the USB would constitute an automatic disqualification.