



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



**TENDER NO:
DOT/07/2025/ITP**

**TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
THE DEVELOPMENT OF A COMPREHENSIVE TRAVEL DEMAND MANAGEMENT (TDM)
STRATEGY FOR THE DEPARTMENT OF TRANSPORT FOR A PERIOD OF TWO YEARS**

**BRIEFING NOTES & RESPONSES TO ADDITIONAL QUESTIONS
BRIEFING SESSION: 13 AUGUST 2026**

SECTION A: INTRODUCTION

1. Introduction

These Briefing Notes are issued in terms of the Department of Transport's Briefing Session held on 13 August 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 20 August 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.

1.1 Deliverable 5: "Finalize Strategy with Implementation Plan"

Your interpretation appears consistent with the stated objective of the assignment. The Terms of Reference (ToR) states that the purpose is to develop a **National Travel Demand Management Strategy with implementation plan** not a policy that will serve as a national guiding framework to promote sustainable, efficient, and inclusive transport systems by managing and influencing travel demand patterns across South Africa.

1.2 Deliverable 5: "Submit to Cabinet"

The successful bidder will be required to provide technical support to the Department during the Cabinet review and approval process, including revisions arising from Cabinet comments. The Department remains responsible for the Cabinet submission and approval process. Bidders should assume that all deliverables and associated support services are to be completed within the two-year contract period. Should Cabinet processes extend beyond the contract period for reasons beyond the Service Provider's control, any requirement for continued support will be considered by the Department separately and dealt with in accordance with applicable contractual and procurement requirements.

1.3 Public Comments After Gazetting

The successful bidder will be required to provide technical input and consequential amendments as well as full analysis, consolidation and incorporation of public comments.

1.4 SEIAS and Cost Benefit Analysis

The successful bidder will be required to provide technical inputs and support including reports and supporting documentation, address comments received from Department Monitoring and Evaluation and incorporate all required amendments.

1.5 Delays and Extensions at No Additional Cost

The Department confirms that bidders should take cognisance of the provisions of the published Terms of Reference as issued. The clause relating to the accommodation of delays or extensions to timelines due to unforeseen circumstances without additional cost remains applicable as stated in the ToR.

Bidders are therefore required to price and plan their proposals accordingly, considering the risks associated with the execution of the assignment and the possibility of timeline adjustments arising from unforeseen circumstances.

1.6 Pricing Schedule Reference to "B3"

Yes, it's B2

1.7 Applicability of "B1"

Not applicable.

1.8 Deliverable 3 Stakeholder Workshops and One-On-One Sessions

The stakeholder workshop and one-on-one session activities reflected in Annexure B2 are intended as specific activities required as part of the assignment and not merely as an illustrative template. The successful bidder will be expected to develop and implement an appropriate stakeholder engagement programme (number of engagements) aligned with the project objectives.

2. Project Programme and Timelines

2.1 Two-Year Appointment

The Department confirms that the appointment period for the assignment is two (2) years, as stipulated in the Terms of Reference. **Please refer to section 1.5 above, paragraph 2** for further details.

2.2 Revision Cycles

It is not possible to determine the exact number of review and revision cycles upfront, as these are dependent on comments and requirements arising from internal reviews, stakeholder consultations, statutory processes, and approval structures. Bidders should make provision for reasonable review and revision cycles required to finalise each deliverable. The Service Provider will be expected to address comments and undertake all necessary revisions and consequential amendments to achieve approval of the deliverables.

3. Stakeholder Engagement

3.1 Existing Stakeholder Databases

The Department may, where available and relevant provide access to existing stakeholder information and contact databases from relevant national transport studies, strategies and programmes available to the successful bidder. Bidders should, however, make provision for undertaking their own stakeholder

identification, verification and mapping exercise during the inception phase to ensure that the stakeholder database is current, comprehensive and appropriate for the objectives of the project.

3.2 Project Steering Committee

The Project Steering Committee (PSC) will be established and chaired by the Department. The Service Provider will be expected to provide support to the Committee through attendance at meetings, preparation of presentations, provision of technical inputs, recording of discussions and actions, and responding to matters arising from PSC deliberations.

3.3 Political-Level Engagement

Engagements with political office-bearers will primarily be coordinated and convened by the Departments. The successful bidder will be expected to support the Department by, preparing briefing materials, presentations, agendas and discussion documents, and providing technical input.

3.4 Website and Publication Requirements

No project website or webpage is currently envisaged under the assignment.

3.5 Regional and International Engagement

The intention of the ToR is to ensure that the service provider undertakes a comprehensive review and benchmarking of relevant regional and international TDM practices, policies, frameworks, and implementation models. The key requirement is that the final benchmarking analysis is based on credible, relevant, and verifiable regional and international best practices and demonstrates their applicability to the South African context. Bidders may, at their discretion and where they consider it beneficial to the assignment, engage with such organisations or stakeholders.

3.6 Number of Engagements

The ToR does not prescribe minimum numbers of national, provincial, municipal, sector stakeholder, or Steering Committee engagements.

Bidders are expected to propose an appropriate stakeholder engagement plan, including the number and type of engagements required to achieve the project objectives and deliverables, and to make provision for these in their methodology and pricing.

3.7 Meeting Platforms

The successful bidder must be able to accommodate and facilitate stakeholder engagement sessions through physical, virtual, and hybrid platforms, where appropriate.

3.8 Mobilisation and Venue Costs

The Department will be responsible for securing venues for stakeholder engagement sessions and will provide reasonable support in facilitating access to relevant stakeholders. However, bidders must include in their proposals and pricing all costs associated with the planning, coordination, facilitation, and administration of stakeholder engagement activities required for the successful delivery of the assignment. In addition, bidders are required to budget for and cover all their own travel and related expenses, as these costs will not be borne by the Department.

3.9 Steering Committee and Technical Meetings

Bidders are expected to propose an appropriate meeting schedule, aligned with their methodology and work plan, to ensure the successful delivery of the project objectives and deliverables.

4. Data, Evidence Base and Modelling

4.1 Data Availability

The ToR requires an evidence-based assessment and analysis. Bidders are expected to identify and utilise relevant datasets necessary to fulfil the project objectives.

Should any relevant data be available to the Department, access to such information will be considered and facilitated, where possible, for the appointed service provider. However, bidders should not assume that specific datasets will be provided and should make appropriate provision in their methodology.

4.2 Travel Demand Model

The Department requires the service provider to utilize a robust travel demand model as a mandatory foundation for developing a successful, evidence-based Travel Demand Management (TDM) strategy. To support this work, the Department will make available all existing relevant transportation data and planning information, subject to availability. However, the service provider remains independently responsible for identifying any data gaps, verifying the provided information, and sourcing any supplemental data required to successfully execute the model and forecast strategy outcomes.

4.3 Scenario Testing

Bidders are expected to propose an appropriate approach, including any scenario testing, forecasting, model updating, calibration, validation, or development of model components, where deemed necessary to achieve the project objectives and deliverables

4.4 Request for Extension of Closing date

Request that the NDoT consider extending the tender submission deadline.

- The request is noted and approved.
- The closing date for the submission of bids has been extended from 27 August 2026 to 04 September 2026 at 11:00 no further extension will be granted.

This clarification does not amend the scope of work or deliverables contained in the Terms of Reference.