



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 2 AND RESPONSES TO ADDITIONAL WRITTEN QUESTIONS

RECEIVED FOLLOWING THE NON-COMPULSORY BRIEFING SESSION HELD ON 09 SEPTEMBER 2026

SECTION A: INTRODUCTION

Introduction

These Briefing Notes 2 are issued in terms of the Department of Transport's Non-Compulsory Briefing Session held on 09 September 2026 for the above-mentioned tender and form part of the bid documentation. These Briefing Notes provide responses to additional written requests for clarification received from prospective bidders following the briefing session and must be read together with the RFP, TOR, SCC and Briefing Notes 1.

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.

Purpose of the Briefing Notes

The purpose of these Briefing Notes is to:

- Provide responses to additional written questions submitted by prospective bidders.
- Clarify aspects of the RFP, TOR and bid submission requirements.
- Ensure that all prospective bidders are provided with the same information.

Schedule of Briefing Notes Issued

Briefing Notes 1:

- Responses to bidder queries raised up to 09 September 2026.

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Briefing Notes 2:

- Responses to additional written queries received after the briefing session.

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 responses depending on actual proposal submissions received.

Questions / Comments for Clarification	Reference	Responses
Please advise on Evaluation Criteria, what is the required Dummy Statement?	Evaluation Criteria / Functionality Requirements	The dummy statement should demonstrate a payroll cost breakdown for personnel proposed under the contract, including salaries/wages, overtime, leave provisions, statutory contributions (e.g. UIF), bonuses/13th cheque and any other employee-related costs applicable to cleaners, supervisors and site management personnel
On the Terms of Reference, it is stipulated that bidders should submit one (1) original Technical Proposal and four (4) protected soft copies. Does this mean that four (4) separate USBs must be submitted?	TOR – Submission Requirements	Yes. Bidders must submit one (1) original hard copy and four (4) protected electronic copies. For ease of evaluation and distribution to committee members, bidders are requested to submit the electronic copies on four separate USB devices."
Do bidders have to complete the Bidder's Checklist provided separately in Word format, or is the checklist contained in the RFP sufficient?	Bidder's Checklist	Bidders are required to complete and submit the Bidder's Checklist included in the bid documentation issued by the Department. An editable (in word) checklist is for those who may want to type.
What is the quantity of basins that require deep cleaning?	TOR – Scope of Work	95 basins in all ablution facilities

Questions / Comments for Clarification	Reference	Responses
Kindly confirm whether bidders should provide toilet roll holders, seat sanitiser dispensers and soap dispensers as these are stated in the TOR as being made available by the Department but also appear in the pricing schedule.	TOR and Pricing Schedule	The Department provides existing toilet roll holders and foam soap dispensers as indicated in the TOR. Where toilet roll holders are missing, the successful bidder will be required to provide replacement units which shall remain the property of the Department at contract expiry. Toilet-seat sanitiser dispensers are not identified in the TOR as items provided by the Department and bidders must price in accordance with the pricing schedule and TOR requirements.
Is white the required colour for all hygiene equipment as specified for the sanitary bins?	TOR – Hygiene Equipment Requirements	The TOR specifically requires sanitary bins to be white in colour. For purposes of uniformity and aesthetics, bidders are encouraged to provide other hygiene equipment in white where applicable; however, the colour requirement in the TOR applies specifically to sanitary bins.
For the envelope cover, should bidders use the template provided by the Department or may they use their own envelope covers provided that all required information is reflected?	Bid Submission Requirements	Bidders may use either the envelope template provided by the Department or their own envelope covers, provided that all required information, including the bid number, bid description, bidder details and closing date, is clearly displayed on the envelopes.

Questions / Comments for Clarification	Reference	Responses