



HUMAN SETTLEMENTS, ENGINEERING AND TRANSPORTATION

EtheKwini Transport Authority Unit

30 Archie Gumede Place, Old Fort, Durban, 4001

PO Box 680, Durban, 4000

Tel: 031 311 7704

www.durban.gov.za

TENDER BRIEFING MINUTES

Contract Number: **1T-34963, 1T-35005, 1T-35006 & 1T-35007**

Contract Title: **Provision of Hygiene Services of Public Transport Facilities Ablution with Central, Western, Southern & Northern Regions of eThekweni**

1. MEETING PARTICULARS

Date: 11 August 2026

Time: 11:00

Venue: ETA Building: 30 Archie Gumede Place, 2nd floor Boardroom 213

Meeting Type: Compulsory Tender Briefing Session

2. CHAIRPERSON

Mr M. Wosiyana

3. ATTENDANCE

The briefing session was attended by officials of the Public Transport Infrastructure Department, prospective bidders, and relevant stakeholders.

A duly completed attendance register is attached hereto as proof of attendance.

4. OPENING AND WELCOME

The Chairperson formally welcomed all parties and confirmed that the session constituted a compulsory briefing in terms of the tender conditions. It was emphasized that non-attendance may result in disqualification.

5. PURPOSE OF THE SESSION

The purpose of the briefing session was to provide clarity on the tender requirements, outline the scope of work, and ensure that all prospective bidders have a uniform understanding of the project specifications and conditions of contract as outlined in the tender index to procurement document.

6. SCOPE OF WORK

The contract entails the appointment of a panel of service providers for the provision of hygiene services of Public Transport Facilities Ablution within the regions of eThekweni,

This is a framework agreement for a period of twelve (12) months. Service Provider will be responsible for the following services:

- Provision of Labour (Personnel) as specified in the specifications per ablution block;
- Provision of Cleaner's Uniforms and Personal Protective Equipment (PPE);
- Provision of Cleaning Materials and equipment;
- Daily Cleaning of Ablution Facilities;
- Reporting of any faults and defects;
- Monitoring and supervising the cleaning work;

- Ensuring necessary inspection checklists are completed by the cleaning personnel;

I. 7. COMPLIANCE AND MANDATORY REQUIREMENTS

All bidders are required to comply with the general eligibility criteria which is as follows:

- Minimum experience of 1 PROJECT WITH A MINIMUM OF 12 MONTHS in cleaning of public facilities of similar nature;
- Workmen's Compensation Registration Certificate (or proof of payment of contributions in terms of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993)
- Compulsory Certificate of Attendance of the Clarification meeting;
- Registration with Central Supplier Database (CSD) as a service provider;
- Valid Tax Clearance or Tax Compliance Status PIN.

Failure to comply with mandatory requirements will result in the bid being deemed non-responsive.

8. EVALUATION CRITERIA

Bids will be evaluated in accordance with the Municipality's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act (PPPFA), and associated regulations.

Evaluation of submissions (After Eligibility has been verified)

(i) Price Preference Points Scoring System: 80 / 20 : <=R50m (incl)

Applicable Preference Points Method: Preference Goals

Ownership Goal Black - 75 %

RDP: Promotion of SA owned enterprises. 25 %

(ii) Tenderers Experience

Allocation of Contracts: All 4 contracts are of the same nature and will be evaluated and awarded simultaneously. Most responsive bidders will be limited to One Award per Service Provider.

9. TECHNICAL CLARIFICATIONS (QUESTIONS AND RESPONSES)

a) Tender Submission Process

How are tender documents submitted? Are tenders submitted electronically through the Municipal procurement system, or are physical documents required to be dropped off at City Engineers?

Tender documents must be submitted both manually and electronically. Manual submissions must be delivered to 166 Ke Masinga Road, while the electronic submission must be made through the designated electronic submission platform or method specified in the tender documentation.

b) Employment of Labour

What are the requirements or processes for successful tenderers when employing labour for work under this contract?

The employment of labourers will be facilitated through the relevant Ward Councillor, with preference given to local labour from the affected ward/community, in accordance with the Municipality's applicable requirements and procedures

c) Cooperative Companies

Is this tender restricted to cooperative companies, or are other types of companies eligible to participate?

The tender is open to any company or business entity wishing to participate, provided that the tenderer meets all the requirements, specifications, and conditions stipulated in the tender documentation.

d) Fees at Ablution Facilities

Why are members of the public being charged to access ablution facilities at certain facilities around the city? Is the charging of these fees authorised and managed in accordance with Municipal Standards and applicable municipal policies?

No. In accordance with the Municipality's regulations, members of the public may not be charged a fee for access to the ablution facilities.

e) **Role of SANTACO in Recruitment**

Does SANTACO have any formal role or involvement in the recruitment or appointment of workers under this tender?

Due to the fact that the taxi associations have been performing this function of cleaning rank ablutions, they have access to a pool of labour who were employed in this cleaning function. Although it is not compulsory to employ this personal, it would be highly encouraged to consider these people as they are fully trained and have necessary experience to perform the job and get employment opportunities

f) **SANTACO Recommendations for Employment**

Does SANTACO have the right to request that individuals from their associations or communities be considered for employment under the contract? If so, what are the applicable processes and limitations?

No, the SANTACO do not have the right to make such a request.

g) **Storage Facilities at Taxi Ranks**

Do all taxi rank sites have suitable storage facilities for contractors to securely store materials, equipment and other resources required for the execution of the work?

Yes, limited storage space is available for small quantities of materials. However, the Service Provider will be responsible for providing reliable and secure storage for all materials to prevent theft or loss. The Service Provider will be accountable for the safekeeping of their materials, at their own cost.

h) **Health and Safety Requirements**

Does the contract make provision for occupational health and safety requirements?

Yes, the tenderers' rates must accommodate all applicable Health and Safety requirements necessary for the execution of the works.

i) **Expected Award Timeframe**

What is the expected timeframe for the evaluation, approval and final awarding of this contract?

The tender validity period is 120 days. However, a specific timeframe for the evaluation, approval, and final awarding of the contract cannot be confirmed at this stage, as the process is subject to the respective evaluation, approval, and procurement processes of the Line Department and Supply Chain Management (SCM). The Municipality will endeavour to conclude the process within the tender validity period.

j) **Attendance Register**

Is one attendance register applicable to all tenders, or is a separate attendance register required for each tender?

No, One (1) attendance register is applicable for all tenders

k) **Attendance Register and certificate of attendance at clarification meeting**

Does attendance register separate from certificate of attendance at clarification meeting?

Yes, entities must sign both attendances register and certificate of attendance at clarification meeting.

l) **Use of Previous Company Experience**

If a tenderer has changed companies or established a new company, can the experience gained under Company A be used to meet the experience requirements of Company B?
no

No. Experience gained under Company A may not be used to meet the experience requirements of Company B. The experience submitted must be attributable to the company that is participating in the tender and must comply with the experience requirements specified in the tender document.

m) **Labour Calculation and Experience Requirements**

How is the required labour calculated under the tender? Please also provide clarity on the type and level of experience required for the personnel to be employed.

The number of labours required is depended on size of the facility and No specific experience is required for the personnel to be employed.

n) **Tenderer Without Previous Experience**

Can a tenderer who does not have the required previous experience submit a proposal based on the experience of its directors, employees, subcontractors, or another company? If so, what supporting documentation would be required?

No. The company must have its own relevant experience in work of a similar nature to that specified in the scope of work. The experience submitted must meet the requirements stipulated in the tender documentation.

o) **COIDA/BCCCI Cleaning Certificate**

Do the tender requirements require the tenderer to provide a valid COIDA registration/compliance certificate and/or a BCCCI Cleaning Certificate? If these certificates are required, must they be submitted at tender stage or only after appointment?

A BCCCI Cleaning Certificate is not a requirement for this tender. However, a valid COIDA registration/compliance certificate is a requirement and must be submitted in accordance with the requirements stipulated in the tender documentation.

10. CLOSING PARTICULARS

Closing Date: **04 September 2026**

Closing Time: **11:00**

All submissions must be made in accordance with the instructions contained in the tender document. Late submissions will not be accepted.

11. GENERAL

Bidders were reminded to ensure that all returnable documents are duly completed. The Municipality reserves the right to accept or reject any bid in accordance with applicable legislation and policy.

12. ADJOURNMENT

There being no further business, the Chairperson thanked all parties for their attendance and participation, and the meeting was formally adjourned.

Prepared by: **Thulisile Manqele**

Designation: **Chief Technician**

Date: **26 August 2026**

Approved by: **Nkosinathi Dube**

Designation: **Senior Management (PTI)**