



Reference: GP2026/001/68120/2004
Date: 15 July 2026
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Dear Tenderers

**TENDER CLARIFICATIONS FOR: OFFICE FACILITY MANAGEMENT FOR SANRAL
GAUTENG PROVINCIAL OFFICE (38 IDA STREET, MENLO PARK, PRETORIA).**

**REQUEST FOR TENDER (RFT): SANRAL HO GP2026/001/68120/2004
NRA: 2026/0124**

SANRAL received requests for clarification relating to the above-mentioned tender and hereby provide responses as follows:

Question	Employer's Response
Staff 197 Takeovers- Could you please provide full headcount and remuneration details for the staff to be taken over including accrued leave and any other outstanding obligations	The Office Facilities Management Consultant ("the Service Provider") will not be required to take over or assume responsibility for any existing labour contracts or personnel employed by the current sub-service providers. The successful Bidder shall, within three (3) months of the Commencement Date, procure and appoint new sub-service providers for the various service disciplines forming part of the Contract. Each appointed sub-service provider shall be solely

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Directors: Mr T Mhambi (Chairperson), Mr R Demana (CEO), Ms R Buthelezi, Mr R Haswell, Mr C Hlabisa, Mr E Makhubela, Mr T Matosa, Ms N Noxaka
Company Secretary: Advocate S Linda

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	responsible for recruiting, employing and managing its own workforce required to deliver the respective services. All labour-related costs, including recruitment, employment, remuneration, statutory obligations and any other associated expenses, shall be deemed to be included in the rates and prices tendered by the relevant sub-service provider, and no additional payment will be made by the Employer in this regard.
Irrigation Maintenance- To what extent is the landscaping service provider expected to maintain the irrigation system? Are provisions for small part replacements the responsibility of the service provider?	The Landscaping and Irrigation sub-service contract shall include the operation, maintenance and routine servicing of the entire irrigation system associated with the Facilities. The detailed scope of services for the Landscaping and Irrigation sub-service provider shall be agreed between the Service Provider and the Employer prior to the appointment of the sub-service provider. Unless otherwise specified in the agreed scope of services, the sub-service contract shall make provision for all routine repairs and the replacement of defective or worn components necessary to maintain the irrigation system in a fully operational condition.
Fertilizers, Mulch & Compost- Will the cost for supplying fertilizers, mulch & compost be priced into contract or treated as an ad-hoc expense/ as and when required basis?	The sub-service contract to be procured under Bill Item 21.07(k) shall make provision for the supply of all materials, equipment, tools, consumables and any other resources necessary for the proper execution of the Works in accordance with the agreed scope of services. All associated costs shall be deemed to be included in the tendered rates and prices.
Firebreak Maintenance- Will maintenance of the firebreak be treated as an ad- hoc item or priced into contract?	No. The operation, inspection, testing, servicing and maintenance of all firefighting equipment shall be provided under the sub-service contract procured in terms of Bill Item 21.07(a).
Water feature maintenance- Is the landscaping service provider obligated to supply chemicals for maintenance of the water feature?	Yes. The Landscaping sub-service contract shall make provision for the supply of all materials, plants, consumables and any other items required for the execution and maintenance of the landscaping works. All associated costs shall be deemed to be included in the tendered rates and prices.

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BOQ - Could you kindly advise whether we are required to complete the items that have not been priced, or if those items should be left blank?

Tenderers are expected to supply their Tendered Rates in all the cells which are highlighted yellow in Column E.

See extract below for reference:

C2.2 PRICING SCHEDULE (Incorporating SBD3)				
Item	Description	Unit	Quantity	Rate
1300	TRANSITIONAL ARRANGEMENTS			
13.01	Engagement of the previous service provider	PC Sum	1	R 50,000.00
13.01(a)	Mark up on engagement of previous service provider - Item 13.01	Percent		
				R 50,000.00
13.02	Plan and programme taking on operations	Lump Sum	1	
13.03	Taking over files and documentation	Lump Sum	1	
13.04(a)	Cost of Transport - files and documentation	PC Sum	1	R 20,000.00
13.04(b)	Administration of transport - Mark up on Item 13.04(a)	Percent	R 20,000.00	
13.05	Taking over operations	Month	3	
13.06	Plan and program handing over operations	Lump Sum	1	
13.07	Handling over operations	Month	3	
1300	SUBTOTAL FOR TRANSITIONAL ARRANGEMENTS			R 70,000.00
1500	REIMBURSABLE COSTS			
15.01	Formal charges	PC Sum	1	R 25,000.00
15.01(a)	Mark up on formal charges - Item 15.01	Percent	R 25,000.00	

Yours sincerely,



**BSC CHAIRPERSON
SANRAL HEAD-OFFICE**

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