



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



ADDENDUM TO TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER(S) FOR SHORT-TERM VEHICLE RENTALS, CHAUFFEUR DRIVE AND BUS SERVICES FOR OFFICIAL FUNERALS AND STATE EVENTS FOR A PERIOD OF 60 MONTHS

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ADDENDUM TO TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER(S) FOR SHORT-TERM VEHICLE RENTALS, CHAUFFEUR DRIVE AND BUS SERVICES FOR OFFICIAL FUNERALS AND STATE EVENTS FOR A PERIOD OF 60 MONTHS

SUMMARY

This addendum clarifies and amends the Terms of Reference following questions raised by prospective bidders during the briefing session held in respect of the tender published for the appointment of service provider(s) for short-term vehicle rentals, chauffeur drive and bus services for official funerals and state events for a period of sixty (60) months.

The addendum addresses the clarification raised regarding the **R15 million financial guarantee**, the applicable **preference point system**, and the **extension of the bid closing date**.

The amendment and correction below are intended to provide clarity to all prospective bidders, afford prospective bidders sufficient time to consider the amendments to the Terms of Reference and prepare their bids accordingly, and ensure that the requirements are applied consistently during the evaluation of bids.

1. NATURE OF ADDENDUM

This document constitutes an addendum to the original tender documentation and provides clarification and amendment to the Terms of Reference arising from questions raised by prospective bidders during the briefing session.

The addendum specifically addresses:

1.1. the supporting documentation required as proof of access to the minimum **R15 million funding**;

1.2. the applicable **90/10 preference point system**, where the reference to 80/20 in the Terms of Reference was incorrectly reflected; and

1.3. the **extension of the bid closing date from 23 September 2026 to 02 October 2026 at 11:00**, to afford prospective bidders sufficient opportunity to consider the amendments to the Terms of Reference and prepare their bids accordingly.

2. CURRENT SECTION – FINANCIAL CONSIDERATIONS

2.1. R15 MILLION FINANCIAL GUARANTEE

TOR – Table 3: Mandatory Requirements, Item 6 – Financial Considerations

The Terms of Reference currently require the bidder to provide proof relating to access to funding of R15 million.

Following the briefing session, a bidder requested clarification on whether an actual financial guarantee confirming access to R15 million funding must be submitted, or whether a letter confirming access to the required funding would be acceptable.

2.2. AMENDMENT

Following consideration of the question raised during the briefing session, the requirement under Table 3: Mandatory Requirements, Item 6 – Financial Considerations is hereby amended to read as follows:

“The bidder must submit either a letter from a financial institution or a bank guarantee confirming that the bidder has access to funding of at least R15 million. The financial institution issuing the letter or guarantee must be registered with the Financial Sector Conduct Authority (FSCA).”

The amendment clarifies the type of supporting documentation that will be accepted as proof of the bidder’s access to the required funding.

Accordingly, bidders may submit either a letter from a qualifying financial institution or a bank guarantee, provided that the financial institution issuing the letter or guarantee is registered with the Financial Sector Conduct Authority (FSCA).

3. PREFERENCE POINT SYSTEM

3.1. CURRENT SECTION

TOR – Response Vehicles, Page 45

The Terms of Reference contain a reference to an 80/20 preference point system in the heading of the relevant evaluation table. However, the table provides for a total of 10 preference points, which is indicative of a 90/10 preference point system.

During the briefing session, a bidder requested clarification on which preference point system would apply to the procurement.

3.2. CLARIFICATION AND CORRECTION

Following consideration of the question raised during the briefing session, the Department hereby confirms that the applicable preference point system for this procurement is **90/10**.

The total preference points reflected in the relevant evaluation table amount to 10 points, confirming that the procurement is subject to the 90/10 preference point system.

The reference to 80/20 in the heading of the relevant table is therefore an error and must be disregarded.

The applicable preference point system is accordingly:

90 points – Price

10 points – Specific Goals

Bidders must therefore take the 90/10 preference point system into consideration when preparing and submitting their bids.

4. EXTENSION OF BID CLOSING DATE

The Department hereby informs all prospective bidders that the **bid closing date has been extended from 23 September 2026 to 02 October 2026 at 11:00**.

The extension is necessitated by the amendments and clarifications made to the Terms of Reference through this Addendum. The extension is intended to afford all prospective bidders sufficient opportunity to consider the changes to the Terms of Reference and to prepare and submit their bids accordingly.

The bid closing date is therefore amended as follows:

Description	Previous Date	Amended Date
Bid Closing Date	23 September 2026 at 11:00	02 October 2026 at 11:00

Prospective bidders are therefore required to take note of the revised closing date and ensure that their bids are submitted on or before **02 October 2026 at 11:00**.

5. REQUEST FOR PROPOSAL

The above amendments and clarifications must be read together with the original Request for Proposal and Terms of Reference.

The amendments relating to the **R15 million financial requirement**, the correction of the applicable **90/10 preference point system**, and the **extension of the bid closing date** shall form part of the tender documentation.

All other terms, conditions, specifications and requirements contained in the original tender documentation remain unchanged.

Where there is any inconsistency between the provisions of this Addendum and the corresponding provisions of the original tender documentation, the provisions of this Addendum shall take precedence.