

SECTION 2: NOTICE TO BIDDERS

1. INSTRUCTIONS TO BIDDERS

RFP No GP2026/002/68120/2004

SCM REFERENCE: NRA 2026/0123

FOR THE PROVISION OF: OFFICE FACILITY MANAGEMENT FOR SANRAL NORTHERN HOUSE OFFICE (32 IDA STREET, MENLO PARK, PRETORIA) FOR A PERIOD OF 60 Months

1.1 Submission of bid

The RFP submissions will close at **12h00** on **18 August 2026** and all RFP documentation must be sealed in a clearly marked envelope and placed in the tender box.

Bids shall be clearly marked with the RFP reference number and sealed in an envelope when placing in the tender box and addressed to:

SANRAL:
The South African National Roads Agency SOC Ltd
Gauteng Provincial Office
38 Ida Street
Menlo Park
Pretoria, 0081
Tender Box location: RECEPTION AREA

- 1.1.1** Bidders **must submit one original plus one hard copy and electronic copy (e.g. on compact disk or memory stick)**. Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFP envelope must also contain the Bidder's details on the back of the envelope.
- 1.1.2** No bid may be withdrawn after it has been submitted to SANRAL unless the Bidder so requests in writing and such request is received by SANRAL before the scheduled closing date. All bids received by SANRAL on or before the scheduled closing date and time shall be valid and binding for a period of **90** calendar days including the first day and including the last day. Calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.
- 1.1.3** No telegraphic, e-mailed or faxed bids will be accepted. Communication to be sent to ProcurementHO12@sanral.co.za
- 1.1.4** Properly motivated alternatives may be submitted but will only be considered **if a compliant offer has been submitted**. The alternative shall be approached and priced to the same detail as required by this RFP.
- 1.1.5** Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by SANRAL. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which SANRAL may rely upon in the selection of a preferred Bidder.
- 1.1.6** Bidders must ensure that their bids contain all documents as specified in this RFP.

1.2 Clarification

If a Bidder considers that any of the RFP documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should Bidders have any queries regarding this document they may contact SANRAL **by e-mail or fax only** using the contact information stated in the SBD 1 Form.

Enquiries will close at 16h00 on Wednesday, 12 August 2026. SANRAL will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFP documents shall modify the issued RFP.

1.3 Formal Briefing

A compulsory briefing session will be conducted Virtually on the **27 JULY 2026, at 09H00** for a period of $\pm$ 2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

Briefing meeting link:

Join: <https://teams.microsoft.com/meet/330251172825149?p=EzBFWfs0g1Etw8ekbZ>

Meeting ID: 330 251 172 825 149

Passcode: rb3mi38A

Late arrivals (15 Minutes late) will not be allowed to participate in the meeting, and their submissions shall be declared non-responsive. A tenderer's representative cannot represent more than one tenderer at the tender briefing meeting.

Any bidder who wishes to conduct a physical site inspection of the Office Facilities before submitting their bid should contact the Employer on the email address provided.