

BID ENQUIRY AND RESPONSE

WRSCM- 2026/2027-0007	The Appointment of a Nationally Based Service Provider to Provide Courier Services to the W&RSETA for a Period of Forty-Eight (48) Months
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BID ENQUIRY

The W&RSETA received an enquiry from a prospective bidder relating to the pricing template provided in the bid document for the above mentioned bid.

The prospective bidder requested the W&RSETA to provide a sample origin and destination for the categories in the pricing schedule, as they had noted that the current category were broad and generic, which would result in a one-size-fits-all figure. The prospective bidder therefore requested for a sample routes to allow for accurate, realistic, and cost-effective pricing submissions.

In responses, the W&RSETA hereby issues the attached sample route guideline to assist prospective bidders in completing the pricing schedule in the published bid document. The sample contains specific routes that would be standard for all of the bidders and enable bidders quote for the inter-provincial deliveries, using the same origin and destination, e.g. W&RSETA Head Office to W&RSETA Cape Town Office.

We hope that the above is in order and will provide the appropriate guideline.

Regards

W&RSETA

RESPONSE: COURIER SERVICES ROUTE GUIDELINE

Pricing Category	Service Type	Sample Origin	Sample Destination / Service Point	Volume per Call-Out / Service Request	Assumed Average Weight per Call-Out / Service Request
Local Deliveries - Same Province	Same-day delivery	W&RSETA Head Office, Centurion	W&RSETA Gauteng North Office, Pretoria	1 service request / consignment	5 kg
Local Deliveries - Same Province	Overnight delivery	W&RSETA Gauteng South Office, Parktown, Johannesburg	W&RSETA Head Office, Centurion	1 service request / consignment	5 kg
Local Deliveries - Same Province	Economy / next business day	W&RSETA Head Office, Centurion	W&RSETA Gauteng South Office, Parktown, Johannesburg	1 service request / consignment	5 kg
Local Deliveries - Same Province	Weekend delivery	W&RSETA Head Office, Centurion	W&RSETA Gauteng North Office, Pretoria	1 service request / consignment	5 kg
Local Deliveries - Same Province	Holiday delivery	W&RSETA Gauteng South Office, Parktown, Johannesburg	W&RSETA Head Office, Centurion	1 service request / consignment	5 kg
Inter-Provincial Deliveries	Same-day delivery	W&RSETA Head Office, Centurion	W&RSETA KwaZulu-Natal Office, Durban	1 service request / consignment	5 kg
Inter-Provincial Deliveries	Overnight delivery	W&RSETA Head Office, Centurion	W&RSETA Western Cape Office, Bellville	1 service request / consignment	5 kg
Inter-Provincial Deliveries	Economy / next business day	W&RSETA Head Office, Centurion	W&RSETA Eastern Cape Office, East London	1 service request / consignment	5 kg
Inter-Provincial Deliveries	Weekend delivery	W&RSETA Head Office, Centurion	W&RSETA Free State Office, Bloemfontein	1 service request / consignment	5 kg
Inter-Provincial Deliveries	Holiday delivery	W&RSETA Head Office, Centurion	W&RSETA Mpumalanga Office, Emalahleni	1 service request / consignment	5 kg
Rural / Outlying	Standard delivery up to 5 days	W&RSETA Head Office, Centurion	W&RSETA Northern Cape Office, Kimberley	1 service request / consignment	5 kg
Rural / Outlying	Standard delivery up to 5 days	W&RSETA Head Office, Centurion	W&RSETA Limpopo Office, Polokwane	1 service request / consignment	5 kg
International Deliveries	Express international	W&RSETA Head Office, Centurion	London, United Kingdom	1 service request / consignment	5 kg
International Deliveries	Economy / budget international	W&RSETA Head Office, Centurion	London, United Kingdom	1 service request / consignment	5 kg
Value-Added Service	Scheduled collection	Applicable W&RSETA Office	Collection from W&RSETA office for onward courier processing	1 service request / collection	5 kg
Value-Added Service	Unscheduled / ad-hoc collection	Applicable W&RSETA Office	Collection from W&RSETA office for urgent or unplanned courier processing	1 service request / collection	5 kg

Pricing Category	Service Type	Sample Origin	Sample Destination / Service Point	Volume per Call-Out / Service Request	Assumed Average Weight per Call-Out / Service Request
Value-Added Service	Secure interim storage	Applicable W&RSETA Office / courier facility	Secure temporary holding of collected consignment pending onward delivery	1 service request / consignment	5 kg
Value-Added Service	Special handling - fragile / confidential	Applicable W&RSETA Office	Handling of sensitive, confidential or fragile consignment	1 service request / consignment	5 kg
Other Surcharges	After-hours deliveries	Applicable W&RSETA Office	Delivery or collection outside normal operating hours	1 service request / consignment	5 kg
Other Surcharges	Early deliveries	Applicable W&RSETA Office	Early delivery or collection before normal operating hours	1 service request / consignment	5 kg
Other Surcharges	Formal documents	Applicable W&RSETA Office	Formal document collection, handling and delivery	1 service request / consignment	5 kg

Important Note: The sample routes, service request volumes and 5 kg weight assumption are provided strictly for bid evaluation and price-comparison purposes only. They do not constitute guaranteed volumes nor guaranteed routes. For avoidance of doubt, the assumed average weight of 5 kg per call-out/service request applies to all delivery, collection, handling, interim storage and surcharge categories where a physical consignment is collected, transported, handled or temporarily stored. Where a bidder treats any item as a fixed call-out charge irrespective of weight, this must be clearly indicated in the pricing response.