



land reform & rural development

Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA



KZN: Provincial Shared Service Centre, P/Bag X 9132, 270 Jabu Ndlovu Street, Pietermaritzburg 3200
Tel (033) 264 9500 Fax (033) 342 3904 / 342 1991

FROM	Provincial Shared Service Centre
DATE	23 July 2026
REFERENCE	Addendum 1

SS-KZN 5/2/2/1 DLRRD (001) (2026/27) 8B

APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND RODENT CONTROL SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT, SHARED SERVICE CENTRE, 270 JABU NDLOVU STREET, PIETERMARITZBURG, KWAZULU-NATAL, FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Dear Sir / Madam

Reference is made to the above-mentioned project.

Please find attached the addendum for this project – 7 replacement pages in the bid document.

Please take note that the closing date of the bid has been extended until 13 August 2026 at 11h00 Telkom time.

Kindly acknowledge receipt of this addendum by submitting this signed correspondence, to the SCM office by no later than 11h00 on Wednesday, 29 July 2026 via e-mail to manisha.reddy@dlrrd.gov.za.

Should your company not submit a confirmation of receipt of the addendum, before the deadline above, your proposal will be regarded as non-responsive and will be disqualified.

Kind regards

DEPUTY DIRECTOR: INFRASTRUCTURE PROCUREMENT

FOR DIRECTOR – GENERAL: DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

DATE: 23/07/2026

BID NUMBER : SS-KZN 5/2/2/1 DLRRD (001) (2026/27) 8B
CLOSING DATE : 13 August 2026 at 11h00 Telkom time

*My acknowledgement of receipt of the addenda is # Yes / * No.*

Company name _____

Name and Address _____

SIGNATURE OF BIDDER: _____ *TELEPHONE NUMBER:* _____

DATE: _____ *FACSIMILE NUMBER :* _____

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND RODENT CONTROL SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Replenish plastic bags (5 boxes containing 30 plastic bags per month.	Monthly
Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunction or factory fault.	
J. SEAT WIPES AND DISPENSERS	
Supply and installation of tissue seat wipe dispensers in toilet cubicles: female (04), male (02) and disabled toilet (01)	07 (Once Off)
Seat wipe tissue must be SABS/ SANS approved and must be replaced when empty and must contain bactericides and disinfectants - Must non-ammoniated and drip free	Weekly / When required
Supply 28 x 100 per pack toilet seat wipe refills per month (4 refills per unit per month)	Monthly
Dispensers must be replaced free of charge in the event of mechanical malfunction or factory fault.	
K. TOILET PAPER HOLDERS AND ROLLS	
Supply and installation of toilet paper holders in female, disabled and male toilets. NB: All holders must be lockable	7 Units (once off)
Toilet roll must be replenished with 2 ply tissue-	9 Bales per month (48 rolls per bale)
Toilet paper roll must be manufactured from a soft white paper, must be of good quality and acceptable standard in line with SABS / SANS guidelines.	
Toilet paper holder must be replaced free of charge in the event of mechanical malfunction or factory fault.	
L. HAND WASH LIQUID SOAP AND DISPENSER	
Supply and installation of 4 wall mounted hand liquid / foam soap automatic dispensers:	4 Units once off

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1. 3 x Hand wash dispenser in toilets (female, male and disabled - 1 per toilet)	
2. 1 x Hand wash dispenser in Kitchen	
NB: All soap dispenser's holders must be lockable	
Hand wash liquid or foam must be replenished	Weekly/When required
Hand wash soap must be drip free and not harsh/ irritable to the skin non-ammoniated. Preferable foam soap to be SABS/SANS approved.	
Dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault	
Hand wash liquid / foam soap must be refilled-supply 24 X 400ml refills per month	Weekly/ when required
M. HAND PAPER TOWEL AND DISPENSER	
Supply and installation of hand paper towel dispenser in female, male, disabled toilets and kitchen	4 Units (once off)
Replenish with good quality SABS/SANS approved paper towels	Daily / When required
Supply 32 Rolls per month (2 rolls per unit per week)	32 Rolls per Month
Supply and installation of hand paper towel bins in female, male, disabled toilets and kitchen	4 Units (once off)
Paper towel dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
N. AUTOMATIC AIR FRESHNER	
Supply and installation of air freshener dispenser in female, male and disabled toilets	3 Units (once off)
Air freshener must be refilled and must spray at intervals of 15 minutes	Weekly
Supply 12 X 275 ml per month (4 per unit per month)	Monthly
Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
O. AUTO JANITOR SANITISER DISPENSER AND DRIP MASTER FOR MALE URINAL	
Supply and installation of auto Janitor drip master sanitizer dispenser in male toilet urinals	2 Units (once off)

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5. MANDATORY REQUIREMENTS

NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.

- a. A signed and dated company resolution letter authorizing a person to sign the bid documents.
- b. A valid letter of good standing for Compensation for Occupational Injuries Disease Act (COIDA) 1993. (Cleaning Services as the nature of business)
- c. Public Liability Insurance [Proof of quotation obtainable from an Financial Sector Conduct Authority (FSCA / National Credit Regulator (NCR)) registered insurance company). Minimum amount of R1 000 000.00
- d. Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners must not be less than the minimum wage rates and Basic Condition of Employment as prescribed by the Department of Labour / BCCCI rates. Only the wage adjustments will be accepted based on a Sectoral wage determination formula.
- e. Unemployment Insurance Fund (UIF). Proof of registration or letter for tender purposes, letter of intent or letter of good standing must be provided (obtainable from the Department of Labour).
- f. Registration with the Bargaining Council for cleaning and hygiene services (Attach valid certificate)
- g. Valid Sanitary waste disposal certificate. The bidder must submit a valid sanitary waste disposal certificate as proof of registration or licensing issued by the relevant National Department of Forestry, Fisheries and Environment, or Provincial equivalent, in terms of Section 49(1) of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), for the disposal of sanitary bin content /waste. If the bidder is not accredited to provide this service (sanitary waste disposal), **the bidder must provide a signed letter of intent** from an entity registered with the National/Provincial Department of Forestry, Fisheries and Environment, **and submit a valid certificate of waste disposal in the name of the company who issued the letter of intent.**

NB: The letter of intent should be accompanied by valid proof of registration or licence for sanitary waste disposal from the issuing company and include the bid reference number.

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI on the basis of race	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Locality (Umgungundlovu District Municipality) Out of Umgungundlovu Locality (Promotion of South African owned enterprises or promotion of enterprises located in a specific province or promotion of enterprises located in a specific district)	3 0		

(I) A maximum of 8 points may be allocated to tenderers who fall under the Historically Disadvantaged individuals (HDI) category on the following basis:

• $\text{Percentage ownership equity} \times 8 \div 100 = \text{number of points claimed}$.

(II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:

• $\text{Percentage ownership equity} \times 5 \div 100 = \text{number of points claimed}$.

(III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:

• $\text{Percentage ownership equity} \times 2 \div 100 = \text{number of points claimed}$.

(IV) A maximum of 2 points may be allocated to tenderers who are youth, on the following basis:

• $\text{Percentage ownership equity} \times 2 \div 100 = \text{number of points claimed}$.

Name of Bidder:

PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND RODENT CONTROL SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

C. HYGIENE SERVICE

HYGIENE REQUIREMENTS DESCRIPTION	SERVICE	QUANTITY OF CONSUMABLES PER MONTH	MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION 36 MONTHS
Supply and replenishment of SHE Bin Liner bags (Clear)		150 per month	R..... Per month	36 MONTHS	R.....
Supply and replenishment of refuse plastic bag (Black)		150 per month	R..... Per month	36 MONTHS	R.....
Supply and replenishment of clear office waste bin refuse plastic bags (20lt Bins)		100 per month	R..... Per month	36 MONTHS	R.....
Supply of sanitary hygiene plastic bag		05 PACKS (50 PER PACK) PER MONTH	R..... Per month	36 MONTHS	R.....
Supply of 2 x 400ml refills for drip master unit		2 x 400ML REFILL PER MONTH	R..... Per month/ weekly	36 MONTHS	R.....
Supply of tissue seat wipes		28 REFILL WIPES (100 PER REFILL) PER MONTH	R..... Per month/ weekly	36 MONTHS	R.....
2 PLY TOILET PAPER – Good quality, SABS/SANS approved		9 BALES PER MONTH (48 ROLLS PER BALE)	R..... Per month	36 MONTHS	R.....

Bid Initials

Bid's Signature

Date:

Name of Bidder:

PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND RODENT CONTROL SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

Replacement of hand paper towels	32 ROLLS PER MONTH	R..... Per month	36 MONTHS	R.....
Supply of hand wash liquid / foam	24 x 400ML PER MONTH	R..... Per month	36 MONTHS	R.....
Supply & replenishment of automatic Air Freshener refills	16 X 275ML PER MONTH	R..... Per month	36 MONTHS	R.....
SUB TOTAL COST (EXCL VAT)				R.....
VAT @ 15 %				R.....
TOTAL COST FOR THE PROJECT (INC VAT)				R.....

Bid Initials
Bid's Signature
Date:.....

STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE -KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS.

COMPLIANCE WITH THE MANDATORY REQUIREMENTS CHECKLIST (To be completed by the bidder)

NO.	CHECKLIST	ATTACHED	
		YES	NO
A.	Signed and dated company resolution letter		
B	Valid COIDA for Cleaning as nature of business		
C	Public Liability Insurance with minimum cover amount of R1 million		
D	Full completion of pricing schedule (SBD 3.3) and wage compliance with Dept. of Labour minimum wage rates		
E	UIF- Registration letter / letter of intent/ letter of good standing		
F	Valid registration with the bargaining council for cleaning		
G	Valid Sanitary waste disposal certificate		
	If bidder is not accredited to dispose waste:		
	Letter of intent from outsourced service provider is to be attached, which must include the bid reference number.		
	Valid Proof of registration or licence for sanitary waste disposal from the outsourced service provider		
H	Valid Pest control and Fumigation services certificate with P-number and a letter from the company. If the service outsourced, submit a signed letter / quotation from the sourced compliant service provider with the valid PCO certificate.		
I	Briefing session attendance- compulsory. Attendance register must be signed		