



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Private Bag X152, PRETORIA, 0001 • OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084
Tel: +27 (0) 12 351 1000 • www.dirco.gov.za

Reference : **DIRCO 07-2025-2025**
Enquiries : Ms MB Mphahlele, Mr HM Rakhoale, Ms E Mazibuko
Telephone : 012 351 0225/0077/1395
Fax : 012 328 1267

Dear Sir/Madam

SUBJECT: ADDENDUM TO THE CLOSING OF THE BID NO: DIRCO 07-2025-2026

ADDENDUM NOTICE

- 1. Bid No: DIRCO 07-2025-2026: INVITATION FOR SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT THE DEPARTMENT'S STATE PROTOCOL LOUNGES AT O.R. TAMBO, CAPE TOWN AND KING SHAKA INTERNATIONAL AIRPORTS FOR A PERIOD OF THREE (3) YEARS.**
2. Bidders are requested to take note of the extension of the closing date from 30th of January 2026 at 11h00 AM to 06th of February 2026 at 11h00 AM.
3. Please make sure your bid reaches this office before the closing date and time.
4. When submitting your bid, the following information must appear on the sealed envelope:
 - Name and address of the bidder
 - Bid Number
 - Closing date

The envelope must be placed in the bid box/tender box at DIRCO New Head Office Building, OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria.

Yours faithfully

CHIEF DIRECTOR

DATE

27/01/26

Kgoro ya Tirišano le Tšhomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentisana • ISebe lezobuDlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

INVITATION FOR SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT THE DEPARTMENT'S STATE PROTOCOL LOUNGES AT O.R. TAMBO, CAPE TOWN AND KING SHAKA INTERNATIONAL AIRPORTS FOR A PERIOD OF THREE (3) YEARS.



TERMS OF REFERENCE

Closing date: 06 February 2026 at 11h00

Compulsory Briefing Session:

13 January 2026: OR Tambo International Airport SPL at 10h00

14 January 2026: Cape Town International Airport SPL at 10h00

15 January 2026: King Shaka International Airport SPL at 10h00

No Quotation shall be awarded to a Service Provider who is not tax compliant. The Department of International Relations and Cooperation reserves the right to withdraw an award made, or cancel a contract concluded with a successful Service Provider in the event that it is established that such Service Provider was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the Department Of International Relations And Cooperation, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The Department of International Relations and Cooperation further reserves the right to cancel a contract with a successful Service Provider if such Service Provider does not remain tax compliant for the full term of the contract.

19 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a Service Provider whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers, the Department of International Relations and Cooperation reserves the right to withdraw an award, or cancel a contract concluded with a Service Provider should it be established, at any time, that a Service Provider has been blacklisted with National Treasury by another government institution.

20 GOVERNING LAW

South African law governs this quotation and the quotation response process. The Service Provider agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this quotation, the quotation itself and all processes associated with the quotation.

21 FEES AND PAYMENT SCHEDULE

- a. Fees must be quoted in South African currency.
- b. All prices quoted must include VAT; and
- c. Service Providers should take note that the Department will pay within thirty (30) days after the receipt of invoice and the service has been rendered.

22 CONTACT PERSONS AND SUBMISSIONS OF BIDS

- **Prospective Service Providers should submit their bonded proposals in a separate, sealed envelope or suitable cover on which the name and address of the bidder(s), the bid number and the closing date must be clearly endorsed outside of the envelope to:**

Per hand

Tender Box OR Tambo Building
The Department of International Relations and Cooperation
OR Tambo Building
460 Soutpansberg Road
Rietondale
Pretoria
0084

Closing date 06 February 2025 at 11:00am.

E-Mailed or faxed submissions shall not be accepted.