



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

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

Reference : **DIRCO 09-2025-2025**
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 09-2025-2026

ADDENDUM NOTICE

- 1. Bid No: DIRCO 09-2025-2026: APPOINTMENT OF SERVICE PROVIDER TO PROVIDE AN ELECTRONIC ASSET MANAGEMENT SYSTEM AND SUPPORT AT HEAD OFFICE AND SOUTH AFRICAN MISSIONS ABROAD FOR A PERIOD OF FIVE (5) YEARS.**
- Bidders are requested to take note of the extension of the closing date from 06th of February 2026 at 11h00 AM to 18th of February 2026 at 11h00 AM.
- Please make sure your bid reaches this office before the closing date and time.
- 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**

APPOINTMENT OF SERVICE PROVIDER TO PROVIDE AN ELECTRONIC ASSET MANAGEMENT SYSTEM AND SUPPORT AT HEAD OFFICE AND SOUTH AFRICAN MISSIONS ABROAD FOR A PERIOD OF FIVE (5) YEARS.



TERMS OF REFERENCE

DIRCO:09-2025-2026

CLOSING DATE: 18 FEBRUARY 2026 AT 11H00
Virtual Non-compulsory Briefing Session:
16 January 2026: Ms Teams at 10h00

9. CONTACT PERSONS AND SUBMISSIONS

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 18 February 2025 at 11:00am.

E-Mailed or faxed submissions shall not be accepted.

Bids received after the closing date and time, at the address in the bid's documents, will not be accepted for consideration and where practical, be returned unopened to the bidder.

For all enquiries or technical assistance: bidders can direct their inquiries to Supply Chain Management via email to the following officials:

Ms Mphahlele MB
TEL: 012 351 0225
Email: mphahlelemb@dirco.gov.za

Mr Rakhoale HM
Tel: 012 351 0077
Email: rakhoaleh@dirco.gov.za

Ms Mazibuko Emily
Tel: 012 351 1395
Email: mazibukoe@dirco.gov.za