



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

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Reference : **DIRCO 07-2025-2025**
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ADDENDUM NOTICE: REMOVAL OF THE NATIONAL CONTRACT CLEANERS' ASSOCIATION REQUIREMENT FROM THE TERMS OF REFERENCE AND INCLUSION OF REGISTRATION WITH RECOGNISED CLEANING ASSOCIATIONS

Dear Sir/Madam

REF: 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.

1. Bidders are advised that the requirement for membership with the National Contract Cleaners Association has been removed and replaced with a requirement that service providers demonstrate membership with any recognised cleaning association. These amendments have been incorporated on page 23 of the Terms of Reference under the *Administrative Requirements* section of bid number **DIRCO 07-2025-2026**.
2. A correction has been made to the staffing requirements at both King Shaka and Cape Town Airports, reducing the number of cleaners from three (3) to two (2). The relevant changes are reflected on page 31 under the *Cape Town Site Inspection* and page 34 under the *King Shaka Site Inspection* sections of bid number **DIRCO 07-2025-2026**.
3. Bidders are reminded to ensure that their bids reach this office on or before 06th of February 2026 @ 11:00 am. When submitting your bid, the following information must appear on the sealed envelope:
 - Name and address of the bidder
 - Bid Number
 - Closing date

Yours faithfully


CHIEF DIRECTOR

DATE: 03/02/2026

Kgoro ya Tiriso le Tshomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tiriso • 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 Tshumišano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking

<p>SBD 3.1.B (Cape town)</p>		
<p>CATEGORY C: King Shaka International Airport</p> <p>It is expected that bidder/s complete the attached SBDs which will itemize all costs on services related to the event as indicated in the specifications (VAT inclusive).</p> <p>SBD 3.1.C (King Shaka)</p>	<p>YES</p> <p>And/ Or</p>	<p>bidders must complete, initial, and sign all the SBD 3.1 C forms.</p> <p>By completing all SBD 3.1 C forms bidders confirm that they have quoted as per all the above requirements.</p> <p>Failure to submit will lead to disqualification</p>
<p>SBD 3.1.C (King Shaka)</p> <p>Tax compliance Status on CSD</p>	<p>YES</p>	<p>In the event where the Service Provider submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</p> <p>In the event the Service Provider is not tax compliant at the time of submission of the proposal, the Service Provider will be notified in writing of their non-compliance status and will be given 7 working days to submit a proof from SARS of their tax compliance status</p> <ul style="list-style-type: none"> • The Service Provider will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification <p>Applicable to all Categories:</p> <ul style="list-style-type: none"> • SBD 3.1.A(ORTIA) • SBD 3.1.B (CTIA) • SBD 3.1.C (KSIA)
<p>Proof of Membership registered with recognised cleaning association</p>	<p>YES</p>	<p>Bidders must submit a membership certificate from recognised cleaning association</p> <ul style="list-style-type: none"> • A Service Provider will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the Service Provider <p>Applicable to all Categories:</p> <ul style="list-style-type: none"> • SBD 3.1.A(ORTIA) • SBD 3.1.B (CTIA)

Staff complement	Staff complement with Project Manager, Supervisors, Cleaners. Day: two (2) Cleaners plus one (1) Supervisor. Night: two (2) Cleaners plus one (1) Supervisor. Matrix: NO = 0 point YES= 5 points	5
Cleaning machinery and equipment	Cleaning Machinery and Equipment in good working condition. Matrix: NO = 0 point YES= 5 points	5
Staff Roster	Staff roster (current from one of the existing contracts) Matrix: NO = 0 point YES= 5 point	5
Office Premises	Office premises / Office Facilities Matrix: NO = 0 point YES= 5 points	5
	Total points	40
All service providers who scored less than 60% on Phase 3 (site inspection) will not be considered for Price and preference points		
	GRAND TOTAL	100

A supplier that scores less than sixty (60 points) in respect of the “Functionality Criteria during Phase 3 will be viewed as submitted a non-responsive bid and therefore disqualified.

8.2.3 CATEGORY C: King Shaka International Airport

Phase 2: Paper Evaluation		
Capacity to deliver: the following aspects will be inspected to establish whether a prospective cleaning service provider has the capacity to deliver the required level of service		
	Criteria	Weight
	Experience (This includes the experience of both the company and staff members)	
project plan	<u>Project Plan detailing the management of the project</u>	20
	<ol style="list-style-type: none"> 1 Key personnel to service the contract <ul style="list-style-type: none"> • Shift Management • Staff establishment • Staff uniform 2 Replenishment of Consumables <ul style="list-style-type: none"> • Delivery intervals of consumables • Quality of the products • Quantities of products supplied 	

Cleaning consumables	Cleaning Consumables stored in accordance with safety requirements, good quality and variety demonstrated and approved by accredited Quality assurance institutions. Matrix: NO = 0 points YES= 5 points	10
Staff complement	Staff complement with Project Manager, Supervisors, Cleaners. Day: two (2) Cleaners plus one (1) Supervisor. Night: two (2) Cleaners plus one (1) Supervisor. Matrix: NO = 0 point YES= 5 points	5
Cleaning machinery and equipment	Cleaning Machinery and Equipment in good working condition. Matrix: NO = 0 point YES= 5 points	5
Staff Roster	Staff roster (current from one of the existing contracts) Matrix: NO = 0 point YES= 5 point	5
Office Premises	Office premises / Office Facilities Matrix: NO = 0 point YES= 5 points	5
	Total points	40
	GRAND TOTAL	100

All service providers who scored less than 60% on Phase 3 (site inspection) will not be considered for Price and preference points

8.3 Phase 4: Price and Preferential points

8.3.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1 (80/20): Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.