



HEAD OF DEPARTMENT

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ADDENDUM TO THE ORIGINALLY APPROVED TERMS OF REFERENCE

**PROVISION OF CLEANING AND HYGIENIC SERVICES FOR THE DEPARTMENT OF
COMMUNITY SAFETY OVER A PERIOD OF THIRTY-SIX (36) MONTHS: SCMU15-
25/26-002**

This communication serves to rectify or give more clarity on the issues raised before, during and after the compulsory briefing session held on 30/09/2025 at 10h00 at the ground floor boardroom of the Department of Community Safety in Bhisho. Hereunder please find resolutions taken in order to clarify ambiguities in the Terms of Reference.

Changes made included the following issues, namely;

1. Invitation to bid (page 3)

Bullet no 2, 3 and 4 has been revised to read as follows:

- The department has designed a template for reference letter which must be submitted with the bid. The template will be made available to bidders based on request. The department will also consider other reference letters for as long as they are indicative of period during which the cleaning services were rendered, duration of the contract and contract value.
- The reference letter(s) must be indicative of the client's name, the bidder's name and delivery periods. The reference letter(s) must be accompanied by the corresponding official purchase order(s)/copy of remittance advice/ proof of payment for cleaning services claimed to have been rendered in the past five (5) years.
- Each bidder must have rendered cleaning services in the past five (5) years to cumulative minimum value of R50 000.00 as proof of financial strength. Reference letter(s) and corresponding purchase order(s)/ copy of remittance advice/ proof of payment for cleaning services claimed to have been rendered in the past five (5) years will be used to verify the bidder's claim. Letter of acceptance/ appointment/ award letter will not be considered as proof for cleaning services rendered in the past five (5) years.

2. Minimum requirements (page 9 -10)

Bullet 2, 4 and 5 has been revised to read as follows:

- The department has designed a template for reference letter which must be submitted with the bid. The template will be made available to bidders based on request. The department will also consider other reference letters for as long as they are indicative of period during which the cleaning services were rendered, duration of the contract and contract value.
- The reference letter(s) must be indicative of the client's name, the bidder's name and delivery periods. The reference letter(s) must be accompanied by the corresponding official purchase order(s)/copy of remittance advice/ proof of payment for cleaning services claimed to have been rendered in the past five (5) years.
- Each bidder must have rendered cleaning services in the past five (5) years to cumulative minimum value of R50 000.00 as proof of financial strength. Reference letter(s) and corresponding purchase order(s)/ copy of remittance advice/ proof of payment for cleaning services claimed to have been rendered in the past five (5) years will be used to verify the bidder's claim. Letter of acceptance/ appointment/ award letter will not be considered as proof for cleaning services rendered in the past five (5) years.

3. Evaluation Criteria (page 11-13)

FUNCTIONALITY

CRITERIA	REQUIRED EVIDENCE	ALLOCATED POINTS	MINIMUM ACCEPTED POINTS	MAXIMUM POINTS
1. Bidders Experience Bidders must provide reference letters related to cleaning services from previously satisfied clients that have been serviced in the past five (5) years which indicates the following: <ul style="list-style-type: none"> • Minimum of twelve months uninterrupted contracts (Reference letters of in the client's letterhead with fixed contact numbers, signed by the authorized persons must be provided, purchase orders / copy of remittance advice/ proof of payments for	3 and more valid reference letters with the minimum of 12 months uninterrupted service record per reference letter	25	17.5	25
	2 valid reference letters with the minimum of 12 months uninterrupted service record per reference letter or 1 valid reference letter with a minimum of 24 months	17.5		
	Below 2 valid reference letters with minimum of 12 months of uninterrupted service record/ interrupted service record/ no proof of uninterrupted service record/ reference letter(s) with a total below 24 months	0		

CRITERIA	REQUIRED EVIDENCE	ALLOCATED POINTS	MINIMUM ACCEPTED POINTS	MAXIMUM POINTS
cleaning services claimed to have been rendered in the past five (5) years will not be considered at this stage)				
2. Financial Strength Each bidder must have rendered cleaning services in the past five (5) years to the cumulative minimum value of R50 000.00 as proof of financial strength. Reference letter(s) and corresponding purchase order(s)/ copy of remittance advice/ proof of payment for cleaning services claimed to have been rendered in the past five (5) years will be used to verify the bidder's claim.	Provided proof of cleaning services rendered in the past five(5) years to a cumulative value above R50 000.00	25	17.5	25
	Provided proof of cleaning services rendered in the past five (5) years to a cumulative value equal to R50 000.00	17.5		
	Provided proof of cleaning service rendered in the past five(5) years to a cumulative value below R50 000.00/ goods delivered regardless of the time and the value/ No proof of services rendered in the past five(5) months.	0		
TOTAL			35	50

Bidders must achieve an overall minimum of 35 points or 70% allocated on functionality (i.e. 35 of 50 points) including obtaining minimum points allocated on each criterion to be eligible for the next stage of evaluation (i.e. Price and Specific Goals).

4. Closing date

The bid closing date has been extended and from **22/10/2025 to 31/10/2025 at 11h00**. All other conditions related to the mode of submission shall remain the same.

Approved/Not Approved 



Mr P.F. Mbambo
Head of Department

Date: 21/10/2025