



# NDLAMBE LOCAL MUNICIPALITY

## Port Alfred

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Please address all correspondence to The Municipal Manager

Our Ref: 67/2026  
Your Ref:

9 April 2026

Enquiries: **S Smaile**

### NDLAMBE LOCAL MUNICIPALITY CLARIFICATION ADDENDUM NO. 01

**TENDER NO:** T20/2526

**NOTICE NO:** 67/2026

**DESCRIPTION:** Supply and Delivery of Toilet Papers and Related Items

#### 1. PURPOSE OF THIS ADDENDUM

This addendum serves to provide responses to clarification queries received from prospective bidders. The information contained herein forms part of the tender document and must be read in conjunction with the original bid documentation.

#### 2. CLARIFICATION RESPONSES

NO.	SECTION / SUBJECT	COMMENT / QUESTION	ANSWER / RESPONSE
1	Paper Towel Specifications	The tender specifies 1 Ply white paper towel (not kitchen hand towels) with 585 sheets per roll, perforated and 205mm wide. Kindly clarify the required GSM (grams per square meter).	The required GSM for the 1-ply white paper towels should fall within the medium-quality range (23–30 GSM) to ensure adequate strength and absorbency for institutional use.
2	Functionality / Past Experience	As the tender document does not clearly state the acceptable references, may we submit proof of supply orders from private sector clients such as guest houses, construction companies, or other businesses?	The functionality requirement has been removed from the tender. However, Bidders may submit proof of supply from private sector clients (e.g. guest houses, construction companies, and other businesses) to demonstrate supply capability. References must clearly indicate the nature, scope, duration, and value of the supplies rendered.
3	Scope of Supply	Should a purchase order include toilet paper together with other cleaning materials, would this still fall within scope?	This tender strictly covers the supply and delivery of toilet paper and paper towels as specified. Any additional cleaning materials will be procured through separate processes and will not form part of this contract.

4	Estimated Order Quantities	Could you advise whether there is an expected annual order quantity or if orders will be placed on an as-and-when required basis?	No fixed quantities are guaranteed under this tender. Orders will be placed on an as-and-when-required basis, subject to operational requirements and budget availability.
5	Monthly Estimated Consumption	Kindly provide the estimated monthly consumption to assist with pricing.	The estimated usage is provided for guidance only: • Toilet Paper: ± 50 bales per month (approx. 2,400 rolls) • C-Fold Towels: Procured approximately once every three months, ± 25 boxes per order These figures are indicative only and do not constitute guaranteed quantities.
6	Paper Towel Specification (Sheet Count & Width Variations)	Scope of works: Item 3 on Page 8 – 1 Ply white paper towel (not kitchen hand towels) with 585 sheets per roll, perforated, and 205mm wide. Manufacturers have indicated that this exact combination is not a standard production size. Kindly confirm whether the specification is correct as stated, or whether equivalent alternatives (e.g. different sheet counts or widths) may be accepted, provided the product remains suitable for dispenser use.	The query is currently under review with the end user for confirmation. A formal clarification will be issued to all bidders in due course.

### 3. GENERAL

- All other terms and conditions of the original tender document remain unchanged.
- Bidders are required to acknowledge receipt of this addendum in their tender submissions.

#### ISSUED BY:

#### Supply Chain Management Unit

Ndlambe Local Municipality