



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

Enquiries: L.V. Maluleke  
Tel: 018 397 3302/066 480 6555  
Email: [victorma@sassa.gov.za](mailto:victorma@sassa.gov.za)  
Ref. No. 6/2/R

**ERRATUM: SASSA 42-21-CS-NW:APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER CLEANING,SANITATION,FUMIGATION,GARDENING,DISINFECTION/DECONTAMINATION OF OFFICES AND CAR WASH SERVICES FOR SASSA NORTH WEST REGION FOR THE PERIOD OF THIRTY SIX (36) MONTHS.**

1. During compulsory briefing session which was conducted at Unibo Chapel next to North West University and Mmabatho Archives, on Monday, 29 November 2021 at 10:00, the following errors were discovered and required rectification.
2. On the pricing on page 79 of 97 on disinfection/decontamination (Covid-19) of offices, it was discovered that the word **monthly** was erroneously written and it was agreed to remove it and remain with rate per square meter as the service will be required as and when a positive Covid-19 case is reported. The corrected template is attached for ease of reference and for posting in the Tender e-Portal.
3. It was also discovered that the number of carpets to be deep cleaned was omitted on page 89 to 90 of 97. It was agreed that it be corrected. The corrected template is attached for ease of reference and for posting in the Tender e-Portal.

Kind regards

Ms Lebogang Matlholwa  
Acting General Manager Finance  
Date: 01 DECEMBER 2021



[ *paying the right social grant, to the right person,  
at the right time and place. NJALO!* ]

South African Social Security Agency  
North West Region

SASSA House • Mmabatho  
Private Bag X44 • Mmabatho  
Tel: +27 18 397 3302  
[www.sassa.gov.za](http://www.sassa.gov.za)

**File Ref: 2/2/3/2**

**To : Ms Lebogang Matlholwa  
Manager: Management Accounting**

**From : Ms Zodwa Mvulane  
Regional Executive Manager**

**Date : 25<sup>th</sup> November 2021**

**Subject: Acting Letter**

**Kindly be informed that you are appointed as an Acting General Manager:  
Finance from the 29<sup>th</sup> November 2021 – 03 December 2021.**

The following issues should take priority during my absence:

- All responsibilities and actions usually performed by the General Manager: Finance
- During your period of acting, you will refrain from signing documentation relating to any employment issues (Human Capital Management) as well as any documentation of a contractual nature. Failure to adhere to the above mentioned may have a negative impact
- Should there be an urgent need to sign documentation as indicated above; this must be done in consultation with the GM: Finance

Thanking you for your cooperation.



**Ms Zodwa Mvulane  
Regional Executive Manager**

**25/11/2021**

**Date**

**Received and Acknowledged:**



**Ms Lebogang Matlholwa  
Manager: Management Accounting**

**29 Nov 2021**

**Date**

| BUILDING                    | CHAIRS | COUCHES | LEATHER CHAIRS | CARPETS     |
|-----------------------------|--------|---------|----------------|-------------|
| REGIONAL OFFICE             | 461    | 10      | 58             | 769sqm      |
| DR KENNETH KAUNDA DISTRICT  |        |         |                |             |
| District Office             | 72     | 0       | 6              | 643 sqm     |
| Matlosana Local Office      | 183    | 0       | 16             | 391 sqm     |
| Maquassi Hills Local Office | 38     | 0       | 20             | 0           |
| Ventersdorp Local Office    | 25     | 0       | 0              | 0           |
| Tlokweng Local Office       | 71     | 0       | 24             | 85 sqm      |
| Jouberton Service point     | 91     | 0       | 0              | 0           |
| Promosa Service point       | 25     | 0       | 0              | 0           |
| DR RUTH DISTRICT OFFICE     |        |         |                |             |
| District Office             | 43     | 0       | 48             | 0           |
| Naledi Local Office         | 41     | 0       | 3              | 18 doormats |
| Kagisano Local Office       | 49     | 0       | 3              | 7sqm        |
| Lekwa Teemane               | 52     | 0       | 18             | 0           |
| Mamusa Local Office         | 67     | 0       | 0              | 152sqm      |
| Taung Local Office          | 90     | 0       | 3              | 514sqm      |
| Morokweng Office            | 27     | 0       | 0              | 9sqm        |
| Sekhing Office              | 52     | 0       | 0              | 0           |
| Christiana Office           | 21     | 0       | 0              | 0           |
| Dry Harts Office            | 14     | 0       | 0              | 0           |
| Shaleng Office              | 4      | 0       | 0              | 0           |
| Manthe Office               | 6      | 0       | 0              | 0           |
| Tlaskgameng Office          | 35     | 0       | 0              | 0           |
| Tseoga Service point        | 6      | 0       | 0              | 0           |
| Tosca Service point         | 6      | 0       | 0              | 0           |
| Bray Service point          | 6      | 0       | 0              | 0           |
| Kgokgojane service point    | 2      | 0       | 0              | 0           |
| BOJANALA DISTRICT           |        |         |                |             |
| District Office             | 32     | 0       | 25             | 199 sqm     |
| Rustenburg Local Office     | 86     | 0       | 3              | 0           |
| Kgetleng Office             | 39     | 0       | 3              | 0           |
| Madikwe Office              | 20     | 0       | 3              | 0           |

|                                            |               |                |                       |                                            |
|--------------------------------------------|---------------|----------------|-----------------------|--------------------------------------------|
| Madibeng Local Office                      | 57            | 0              | 3                     | 0                                          |
| Cyferskui office                           | 14            | 0              | 0                     | 0                                          |
| Swartruggens Service point                 | 16            | 0              | 0                     | 0                                          |
| Hebron Service point                       | 22            | 0              | 0                     | 0                                          |
| Mabeskraal office                          | 23            | 0              | 3                     | 0                                          |
| Moretele Office                            | 47            | 0              | 3                     | 0                                          |
| Mogwase                                    | 34            | 0              | 16                    | 0                                          |
| Maboloka                                   | 18            | 0              | 0                     | 0                                          |
| Kanana                                     | 0             | 0              | 0                     | 0                                          |
| <b>Ngaka Modiri Molema District Office</b> | <b>CHAIRS</b> | <b>COUCHES</b> | <b>LEATHER CHAIRS</b> | <b>CARPETS</b>                             |
| District Office                            | 61            | 8              | 15                    | 1                                          |
| Mafikeng Local Office                      | 52            | 0              | 5                     | 0                                          |
| Ditsobotla Local Office                    | 30            | 0              | 5                     | 0                                          |
| Tswaing Local Office                       | 91            | 0              | 5                     | 0                                          |
| Ratlou Local Office                        | 44            | 0              | 5                     | 0                                          |
| Itsoeng Local Office                       | 30            | 0              | 0                     | 0                                          |
| Ramotshere Moilwa Local Office             | 52            | 0              | 5                     | 0                                          |
| Ottosdal Office                            | 6             | 0              | 0                     | 0                                          |
| Coligny                                    | 6             | 0              | 0                     | 0                                          |
| Tshidilamolomo                             | 9             | 0              | 0                     | 0                                          |
| Ramatlabama                                | 4             | 0              | 0                     | 0                                          |
| <b>TOTAL</b>                               |               |                |                       |                                            |
| <b>TOTAL FOR THE REGION=</b>               | <b>2280</b>   | <b>18</b>      | <b>298</b>            | <b>2,769sqm ,01 Office and 18 doormats</b> |

**ANNEXURE J**

**CHECKLIST**

ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE PRICING SCHEDULE OF THE BID SPECIFICATION.(The bidder may reproduce the section below in their own format but must provide all the required information)

**Bidders Initials**

|                                                                                            |                                                                                |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Attach List of Sanitary consumables to be used and sanitary equipment to be installed      | Cost p/unit x number of units<br>R.....<br><b>Total Cost p/month</b><br>R..... |
| Pest Control/fumigation of offices                                                         | Rate per square meter<br>R.....<br><b>x 4 quarters</b><br>R.....               |
| Deep Cleaning of Chairs                                                                    | Rate per chair<br>R.....<br><b>x 2 terms (6 MONTHLY)</b><br>R.....             |
| Deep Cleaning of Carpet                                                                    | Rate per square meter<br>R.....<br><b>X 4 quarters</b><br>R.....               |
| Disinfection or decontamination (COVID-19) of offices (See annexure I) for list of offices | Rate per square meter<br>R.....                                                |