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Supply Chain Management

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**CLEANING SERVICES AT KZN DEPARTMENT OF TRANSPORT HEAD OFFICE,  
MOTOR TRANSPORT SERVICES, TRAFFIC TRAINING COLLEGE (INCLUDING  
CHURCH) AND THEMBALETHU BUILDING  
ZNB 00350/00000/00/HOD/GEN/21T  
ADDENDUM NO. 2**

Date Issued: 21 September 2021

This Addendum No. 1 comprises a total of **2 PAGES**, including this page.

I/We acknowledge receipt of this Addendum No.2 and have made the required alterations to our bid documents.

BIDDER:.....

SIGNED ON BEHALF OF BIDDER.....

NAME OF SIGNATORY:.....

DATE:.....



**AMMENDMENTS TO BE MADE ON THE TENDER DOCUMENT**

Page 56 Number 6.9

**Staff-** to read as follows:

A minimum of 76 staff are required on site.

Approved/ ~~Not Approved~~

Mr Wayne Evans

CFO

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

14 The Service Provider must comply with all Occupational Health and Safety Legislative mandates.

15

16 All Cleaning Staff must wear the required Personal Protective Equipment (PPE).

6.3 **Consumables**

The cleaning detergents/chemicals excluding those utilized in the kitchens.

6.4 **Polishers**

Polishers must be padded, to avoid damage to skirting boards.

6.5 **Bin liners**

Bin liners are to be provided for rubbish bins and SHE bins.

6.6 **Dusting of blinds**

Utmost care must be taken when dusting windowsills, in order to avoid damage to blinds.

6.7 **Installation of dispensers**

Assist the caretakers with the installation/replacement of Dispensers ie. Toilet Roll Holders, Paper Towel, Seat Wipes etc.

6.8 **Board/Committee Rooms**

These venues are to be kept clean at all times, and not only just prior to and after meetings.

6.9 **Staff**

A minimum of 35 staff are required on the site, made up as follows:

**(A) Head Office, 172 Burger Street (including D Block – 224 Prince Alfred Street)**

- 26 females
- 12 Males
- 1 Supervisor (Male or Female)
- 1 Manager (On Site)

**(B) Motor Transport Services – Prince Alfred Street**

- 1 Supervisor
- 11 females
- 4 males

**(C) Traffic Training College (Old – Prince Alfred Street and New- Burger Street), including Church**

- 1 Supervisor
- 8 females
- 5 male

**(D) Tembalethu Building (Burger Street)**

- 4 Females
- 2 Males