

28 May 2024

**TENDER NUMBER: CPTSC06/24**

**NOTICE TO TENDERERS: ADDENDUM NO.1**

**PROJECT TITLE: SUPPLY AND DELIVERY OF TOILET PAPERS AND HAND  
PAPER TOWELS: 36 MONTHS TERM CONTRACT**

Dear Tenderer

1. The above mentioned matter bears the reference.
2. Herewith Addendum No.1 for your attention
3. The following amendment is to be included with the above tender document when submitting the tender on the closing date.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS AMENDMENT AS FOLLOWS:**

1. Confirm receipt of this addendum by completing and signing the attached acknowledgement of receipt and send back with your tender document on the closing date of tenders.
2. Bidders are requested to utilise the information issued in terms of this addendum.

Regards



Deputy Director: SCM

**THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. 1 MUST BE SUBMITTED TOGETHER WITH THE TENDER DOCUMENT**

DEPARTMENT OF PUBLIC WORKS – CAPE TOWN

CUSTOMS HOUSE BUILDING

HEERENGRACHT STREET

8000

Dear Sir/Madam

**PROJECT TITLE: SUPPLY AND DELIVERY OF TOILET PAPERS AND HAND PAPER TOWELS: 36 MONTHS TERM CONTRACT**

**TENDER NUMBER: CPTSC06/24**

Changes to the document:

- **Extension of Closing Date:** the extension of the closing date has been changed from 05 June 2024 to 12 June 2024 at 11:00 am.
- Kindly note the following amendments on the advertised tender document:

CHANGES REQUIRED IN TERMS OF THIS ADDENDUM:
<ul style="list-style-type: none"><li>• Pricing Schedule Pages 5, 6, 7. Annexure A 1 Ply White 48 pack virgin toilet paper, 500 sheets, 11mm, 19 gsm (soft texture)  2Ply White 48 pack virgin toilet paper, 350 sheets, 110 mm x 100mm, 33 gsm (soft Texture)</li></ul>

The format of the pricing schedule has also been changed. The column for VAT has been moved and the amounts for operational costs indicated in Rands has been changed to percentage.

The profit indicated in Rands has been changed to percentage as well.

An example of how to work out the amounts of the pricing schedule has been inserted into the pricing schedule. There has also been two (2) clauses added as NB: stating:

- Operational costs must be completed in percentage only %
- Subtotal must be completed inclusive of Unit Price, Mark-Up percentage and Operational costs percentage.  
(e.g.:  $R100 \times 2\% \times 1\% = 103.02$ )

I/We \_\_\_\_\_ accept that this Addendum forms part of the Tender Document.

(a) Have noted the contents of this Addendum

(b) Have fully considered this Addendum

(c) Have incorporated the amendments contained in this Addendum in my/our Tender Document for Tender

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATUS:** This Addendum forms an integral part of the Tender Document and the subsequent contract with the successful Tenderer. The variations and amendments to the tender document as described hereafter, shall take precedence. Notwithstanding anything said during the tender period, only the additional information or variations and amendments contained in this Addendum, will be legally binding.

**SUPPLY AND DELIVER: TOILET PAPER AND PAPER HAND TOWELS: 36 MONTHS**

**ANNEXURE A: PRICING SCHEDULE**

**DESCRIPTION OF GOODS REQUIRED  
YEAR ONE TOTAL**

PRODUCTS	QUANTITY	UNIT PRICE EXCLUDING VAT (R)	OPERATIONAL COSTS PERCENTAGE (%)	MARK-UP PERCENTAGE (%)	SUBTOTAL AMOUNT
<b>EXAMPLE: Bricks 1000 per pallet</b>	<b>1 Pallet</b>	<b>R 100.00</b>	<b>2%</b>	<b>1%</b>	<b>R103.02</b>
1Ply White 48 pack virgin toilet paper, 500 sheets, 110mm x 100mm, 19 gsm (Soft texture)	1 Pack/ Bale	R	%	%	R
2Ply White 48 pack virgin toilet paper, 350 sheets, 110mm x 100mm, 33 gsm (Soft texture)	1 Pack / Bale	R	%	%	R
Kindi Regular Folded Hand Paper Towel. Box of 2000 towels (20 Packs of 100). Sheet size 240 x 324mm. 1 Ply	1 Box	R	%	%	R
VAT at 15% (if VAT vendor)					R
<b>TOTAL</b>					R

- Total offer must be carried over to Final Summary page (8): FAILURE TO TRANSFER TOTAL OFFER ON FINAL SUMMARY PAGE TO PA32 WILL RESULT IN ELIMINATION.

**NB.**

- Operational costs and mark-up must be completed in percentage only %
- Subtotal must be completed inclusive of Unit Price, Mark- Up percentage and Operational costs percentage (eg: R100 x 2% x 1% = R 103.02)

SUPPLY AND DELIVER: TOILET PAPER AND PAPER HAND TOWELS: 36 MONTHS

ANNEXURE A: PRICING SCHEDULE

DESCRIPTION OF GOODS REQUIRED  
YEAR TWO TOTAL

PRODUCTS	QUANTITY	UNIT PRICE EXCLUDING VAT (R)	OPERATIONAL COSTS PERCENTAGE %	MARK-UP PERCENTAGE %	SUBTOTAL AMOUNT
<b>EXAMPLE: Bricks 1000 per pallet</b>	<b>1 Pallet</b>	<b>R 100.00</b>	<b>2%</b>	<b>1%</b>	<b>R103.02</b>
1Ply White 48 pack virgin toilet paper, 500 sheets, 110mm x 100mm, 19 gsm (Soft texture)	1 Pack/ Bale	R	%	%	R
2Ply White 48 pack virgin toilet paper, 350 sheets, 110mm x 100mm, 33 gsm (Soft texture)	1 Pack / Bale	R	%	%	R
Kimdri Regular Folded Hand Paper Towel. Box of 2000 towels (20 Packs of 100). Sheet size 240 x 324mm. 1 Ply	1 Box	R	%	%	R
VAT at 15% (if VAT vendor)					R
<b>TOTAL</b>					<b>R</b>

- Total offer must be carried over to Final Summary page (8): FAILURE TO TRANSFER TOTAL OFFER ON FINAL SUMMARY PAGE TO PA32 WILL RESULT IN ELIMINATION.

**NB.**

- Operational costs and mark-up must be completed in percentage only %
- Subtotal must be completed inclusive of Unit Price, Mark-Up percentage and Operational costs percentage.  
(eg: R100 x 2% x 1% = R 103.02)

**SUPPLY AND DELIVER: TOILET PAPER AND PAPER HAND TOWELS: 36 MONTHS**

**III. ANNEXURE A: PRICING SCHEDULE**

**DESCRIPTION OF GOODS REQUIRED**

**YEAR THREE TOTAL**

PRODUCTS	QUANTITY	UNIT PRICE EXCLUDING VAT (R)	OPERATIONAL COSTS PERCENTAGE %	MARK-UP PERCENTAGE %	SUBTOTAL AMOUNT
<b>EXAMPLE: Bricks 1000 per pallet</b>	<b>1 Pallet</b>	<b>R 100.00</b>	<b>2%</b>	<b>1%</b>	<b>R103.02</b>
1Ply White 48 pack virgin toilet paper, 500 sheets, 110mm x 100mm, 19 gsm (Soft texture)	1 Pack/ Bale	R	%	%	R
2Ply White 48 pack virgin toilet paper, 350 sheets, 110mm x 100mm, 33 gsm (Soft texture)	1 Pack / Bale	R	%	%	R
Kindri Regular Folded Hand Paper Towel. Box of 2000 towels (20 Packs of 100). Sheet size 240 x 324mm. 1 Ply	1 Box	R	%	%	R
VAT at 15% (if VAT vendor)					R
<b>TOTAL</b>					<b>R</b>

- Total offer must be carried over to Final Summary page (8): FAILURE TO TRANSFER TOTAL OFFER ON FINAL SUMMARY PAGE TO PA32 WILL RESULT IN ELIMINATION.

**NB.**

- I. Operational costs and mark-up must be completed in percentage only %
- II. Subtotal must be completed inclusive of Unit Price, Mark-Up percentage and Operational costs percentage (eg. R100 x 2%x 1%= R 103.02)

## **FINAL SUMMARY PAGE**

**NB: 1.** The total bid price for this service must include all labour and material, etc. required for the proper execution of the work and shall be carried over to the bid form which must be returned together with this document.

<b>SUB TOTAL OFFERS</b>	<b>PAGE NO.</b>	<b>AMOUNT</b>
<b>TOTAL AS PER PRICING SCHEDULE YEAR ONE</b>	<b>5</b>	<b>R</b>
<b>TOTAL AS PER PRICING SCHEDULE YEAR TWO</b>	<b>6</b>	<b>R</b>
<b>TOTAL AS PER PRICING SCHEDULE YEAR THREE</b>	<b>7</b>	<b>R</b>
<b>GRAND TOTAL OFFER:</b> (To be carried forward to the Invitation to Bid Form PA-32)		<b>R</b>

- **FAILURE TO TRANSFER GRAND TOTAL OFFER FROM FINAL SUMMARY PAGE TO PA32 WILL RESULT IN ELIMINATION**

**Grand Total Offer must be carried over to PA – 32**

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