



National
Nuclear
Regulator

UPDATE: NNRSCM-03-2026

BID NO.	NNRSCM-03-2026
COMPULSORY BRIEFING SESSION	Date: 18 June 2026 Time 12h30 – 13h30 Venue: Block G, ECO Glades Office Park 420 Witch-Hazel Avenue, Eco Park, Centurion <i>Note: (Bidders who fail to attend the compulsory briefing session will not be considered and will be disqualified)</i>
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES AT THE NNR HEAD OFFICE(CENTURION), SITE OFFICE(MELKBOSSTRAND) AND LABORATORY(ARCADIA) FOR A PERIOD OF THREE (3) YEARS
CLOSING DATE AND TIME	29 JUNE 2026 at 11h00 (am)
BID VALIDITY PERIOD	120 days (from closing date)
SCM enquiries: Contact Person: Lindiwe Nkosi or Sanelisiwe Mavundla Tel: 012 674-7100 e-mail: Lnkosi@nnr.co.za / SMavundla@nnr.co.za	Technical enquiries: Contact Person: Tebogo Molepo Tel: 012 674-7100



caring



excellence



integrity



openness &
transparency



teamwork



safety & security

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SECTION 4: TECHNICAL SPECIFICATIONS

1. INTRODUCTION

- 1.1 The National Nuclear Regulator (NNR) is a public entity which is established and governed in terms of Section 3 of the National Nuclear Regulator Act, (Act No 47 of 1999) to provide for the protection of persons, property and the environment against nuclear damage through the establishment of safety standards and regulatory practices.

2. PURPOSE AND BACKGROUND

- 2.1 The purpose of this bid is to appoint a service provider to provide the cleaning and hygiene services for a period of Three (3) years at the NNR head office, Site Office and Laboratory situated at the following addresses:

2.1.1. Head Office (CENTURION)

Block G, Eco Glades Office Park
420 Witch-Hazel Avenue
Eco Park, Centurion

The size of the building (basement, ground floor and first floor) is 7526 m2, which comprises of the following:

- Carpeted area to be serviced is 3000.50 square meter
- Tiled area to be serviced is 1776 square meter
- Wooden floor area to be serviced is 224 square meters
- Basement area to be serviced is 2525.50 square meter

2.1.2. Site Office (MELKBOSSTRAND, DUYNEFONTEIN)

17 Atlantic Avenue
Duynefontein
Melkbosstrand
7441

The size of the building (ground floor and first floor) is 1170 square meters (457 square meters Vinyl tiles, 86 square meters carpet and 627 square meters tiled), which comprises of the following:

- Division 1 (GFL): Area = 186 square meters

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- Division 2 (GFL): Area = 265 square meters
- Division 3 (GFL): Area = 143 square meters
- Division 4 (GFL): Area = 90 square meters
- Division 5 (FFL): Area = 168 square meters
- Division 6 (FFL): Area = 175 square meters
- Division 7 (FFL): Area = 143 square meters

2.1.3. Laboratory (ARCADIA)

Institute for Soil, Climate and Water (ARC-ISCW)

600 Belvedere Street

Arcadia, Pretoria

0001

The size of the space (laboratory and office space) is 321 square meters which comprises of the following:

- Carpeted area to be serviced is 23 square meters
- Tiled (vinyl) area to be serviced is 298 square meters

3. SCOPE OF WORK

3.1 The service provider will be required to provide and submit a bid proposal that covers but not limited to the following:

3.1.1 Cleaning and hygiene services

3.1.2 Food aid services (this includes, preparation of boardrooms prior meetings, preparation and serving of tea, coffee, water, and related refreshments during meetings or placement of refreshments and utensils in the boardrooms as required, and cleaning of boardrooms after meetings)

3.2 The service provider will be required to supply and install but not limited to:

3.2.1 Hygiene material and where necessary hygiene equipment

3.2.2 Cleaning material and equipment

3.2.3 Toilet papers (preferably 2ply)

3.2.4 Liquid soap

3.2.5 Toilet brushes and toilet cleaner

3.2.6 Furniture polish

3.2.7 Paper towels **for toilets and kitchens**

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3.2.8 Plastic refuse bags and any other detergents, equipment and material to ensure effective cleaning service of an acceptable quality.

3.3 Number of cleaners

3.3.1 Head Office = six (6) cleaners inclusive of a supervisor (five females and one male)

3.3.2 Laboratory = one (1) cleaner (one female)

3.3.3 Site Office = two (2) cleaners (one female and one male)

NB: All equipment and cleaning material/chemicals must be SABS (SANS) and ISO 45001 compliant

SERVICES REQUIRED

5.1 The cleaning services are required as follows:

5.1.1 All Offices at Head Office, Site Office and Laboratory

5.1.2 All Passages at Head Office, Site Office and Laboratory

5.1.3 Staircases at Head Office, Site Office and Laboratory

5.1.4 Auditoriums and all meeting rooms at Head Office and Site Office

5.1.5 Reception areas at Head Office and Site Office

5.1.6 Six (6) kitchens and bar at executive wing at Head Office

5.1.7 Four (4) Female and Four (4) Male Showers at **Head Office**

5.1.7.1 Two (2) female and two (2) male showers at **Site Office**

5.1.8 Six (6) toilet blocks with cubicles and three (3) stand-alone toilets at **Head Office (Six toilet blocks: block one has four cubicles, Block Two has two cubicles, Block Three has two cubicles, Block four has Two cubicles, block five has two cubicles and block six has 4 cubicles. The total number of cubicles in these six blocks is =18)**

5.1.9 Security Room Lift and Foyer at Head Office and Site Office

5.1.10 Two glass structures on the ground floor at Head Office

5.1.11 Basement at Head Office

5.1.12 Two (2) kitchens at **Site Office**

5.1.13 One (1) Kitchen at **Laboratory**

5.1.14 Thirteen (13) blocks of toilets with cubicles at **Site Office**

5.1.15 One (1) standalone toilet at Guardhouse at **Site Office**

5.1.16 One (1) block of toilets with cubicles at the **laboratory**

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5.1.17 Storerooms at Head Office =eight (8), Site Office = three (3) and Laboratory=one (1)

5.1.18 Deep cleaning of office chairs and carpets

5.1.19 Cleaning of inside and outside of windows situated in ground and first floor for Head office, Site office and Laboratory.

5.2 Hygiene services must include refilling of dispensers and consumables:

HEAD OFFICE-CENTURION	CAPE TOWN (SITE OFFICE)	LABORATORY (ARCADIA)
• Refill of soap dispensers in (bathrooms) at head office =17 • Refurbish SHE bins at the head office =14 • Refill toilet seats wipe dispensers= 18 toilet seats • Refill air fresheners = 9 • Refurbish paper towels	• Refill of soap dispensers in the bathrooms at site office= 8 • Refurbish SHE bins at the site office= 5 • Refill toilet seats wipe dispensers =14 toilet seats • Refill air fresheners = 8 • Refurbish paper towels	• Refill of soap dispenser in the bathroom at the Laboratory =1 • Refurbish SHE bins at the Lab =1 • Refill toilet seats wipe dispensers = 2 toilet seats • Refill air fresheners =1 • Refurbish paper towels

5.2 The **dispensers** are placed in the bathrooms as follows;

HEAD OFFICE-CENTURION	CAPE TOWN (SITE OFFICE)	LABORATORY (ARCADIA)
Ground floor: =8 SHE Bins, = 8 soap dispensers, = 3 air fresheners, = 9 toilet paper holders, = 4 paper towel dispensers First floor: = 6 SHE bins, = 9 soap dispensers, = 8 air freshener dispensers, = 10 toilet paper holders, = 5 paper towel dispensers	Ground floor: = 3 SHE bins, = 4 soap dispensers, = 4 air fresheners, = 8 toilet paper holders First floor: = 2 SHE bins, = 3 soap dispensers, = 3 air fresheners, = 5 toilet paper holders Guardhouse =1 soap dispenser, =1 air freshener, =1 toilet paper holder	=1 SHE bins, =1 soap dispenser, =1 air freshener, = 2 toilet paper holders =1 paper towel dispenser

6. NUMBER OF EQUIPMENT

HEAD OFFICE-CENTURION	CAPE TOWN (SITE OFFICE)	LABORATORY (ARCADIA)
• Urinals = 6 • Showers = 8 • Toilet Basins = 14 • Paper Towel Dispensers = 9 • Wall Bins = 9 • Toilet Roll Holders = 19 • Auto Hand Sanitizers = 6	• Urinals = 4 • Showers = 2 • Toilet basins = 16 • Paper Towel Dispensers = 8 • Wall Bins = 7 • Toilet Roll Holders = 14 • Auto Hand Sanitizers = 2 • Air Fresher Machine = 8	• Urinals = 0 • Showers = 0 • Toilet Basins = 2 • Paper Towel Dispensers = 1 • Wall Bins = 1 • Toilet Roll Holders = 2 • Auto Hand Sanitizers = 0

6.2 The following should be executed in the kitchens:

- 5.4.1 Clean sinks
- 5.4.2 Refill dish washing liquid soap
- 5.4.3 Clean Cupboards
- 5.4.4 Wash dishes

7. ADDITIONAL INFORMATION

- 6.1 We have approximately a total number of **170** permanent employees across all sites.
- 6.2 The material of the window blinds that is used is Aluminium venetian blinds.
- 6.3 Sanitary Plastics should be provided.
- 6.4 The number of chairs that require to deep cleaned is approximately 350 at Head Office and about 20 for Laboratory and 120 Cape Town.
- 6.5 For the dispenser we use Sachets.
- 6.6 Remove sanitary from the building and dispose them as per the waste requirement.

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Quarterly	DESCRIPTION OF SERVICES: PEST CONTROL SERVICES
	▪ Correctly identify pests and assess the degree of infestation. Pest control measures should include spraying, rodent bait, chemicals and fogging (i.e. treatment measures methods)
	▪ Pest control coverage should include, but not limited to fish moths, cockroaches, mosquitoes, ants, mice, rats, flies, booklice, spiders, fruit flies etc.
	▪ Areas of treatment should include, but not limited to the offices, kitchens, boardrooms, meeting rooms, storerooms, filing rooms, library, main entrance areas, fire hydrant closets, toilets, cabling & pipe closets, and surrounding areas.
	▪ Mild and odorless chemicals and equipment used must be user - friendly, taking into consideration employees with respiratory medical conditions ▪ At the completion of every quarterly service, the service provider must provide NNR with a written report and/or logbook, with accurate records of all services.

8. NUMBER OF RODENT BAITS

HEAD OFFICE-CENTURION	CAPE TOWN (SITE OFFICE)	LABORATORY (ARCADIA)
19	0	0