

## NOTIFICATION OF TENDER ADVERT

**Bid Number:**SASSA: 42-22-CS-HO

**Bid Description:** The South African Social Security Agency hereby invites proposals from potential service provider to conduct an Audit of building conditions and utilization assessment of office occupied by the South African Social Security Agency for a period of two (2) years.

**Name of Institution:**South African Social Security Agency

**Place where goods, works or services are required:**

SASSA Head Office, 501 Prodinsa Building, Cnr Steve Biko (Beatrix) and Pretorius streets, Arcadia, Pretoria

**Date Published:** 16 November 2022

**Closing Date / Time:** 09<sup>th</sup> December 2022@11:00am

**Enquiries:**

Contact Person:Mr Ramasekiwa Tshokwe

Email: [Condition@sassa.gov.za](mailto:Condition@sassa.gov.za)

Telephone number: 012 400 2413

FAX Number:

**Where bid documents can be obtained:**

*Website:*<https://etenders.treasury.gov.za/>

<https://sassa.gov.za>

**Physical Address:Where bids should be delivered:**

Physical Address:SASSA Head Office, 501 Prodinsa Building, Cnr Steve Biko (Beatrix) and Pretorius streets, Arcadia, Pretoria

**Compulsory Briefing Session**

Non-compulsory online briefing session will be held on:

Date:25 November 2022

Time:10:00 am

Venue: Virtual(Microsoft Teams)

Bidders to register their name from the date of an advert and at least a day before briefing session as per the advert by providing company name, contact details and at least one representative to enable SASSA to provide bidders with a link. Details must be sent to email address: [Condition@sassa.gov.za](mailto:Condition@sassa.gov.za)



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

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	<b>SASSA: 42-22-CS-HO</b>	CLOSING DATE	<b>09-12-2022</b>	CLOSING TIME	<b>11:00 AM</b>
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DESCRIPTION The South African Social Security Agency hereby invites proposals from potential service provider to conduct an Audit of building conditions and utilization assessment of office occupied by the South African Social Security Agency for a period of two (2) years.

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

SASSA Head Office, 501 Prodinsa Building, Cnr Steve Biko (Beatrix) and Pretorius streets, Arcadia, Pretoria

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mr Ramasekiwa Tshokwe	CONTACT PERSON	Mr Jabulani Shongwe
TELEPHONE NUMBER	(012)400 2413	TELEPHONE NUMBER	012 400 2562
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	Condition@sassa.gov.za	E-MAIL ADDRESS	Condition@sassa.gov.za

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number SASSA: 42- 22- CS- HO
Closing Time 11:00 am	Closing date 09 December 2022

OFFER TO BE VALID FOR...90...DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- 
- Required by: .....
  - At: .....
  - Brand and model .....
  - Country of origin .....
  - Does the offer comply with the specification(s)? \*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....
  - Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## STANDARD BIDDING DOCUMENT (SBD) 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?                      **YES / NO**
- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



## STANDARD BIDDING DOCUMENT (SBD) 4

**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

**2.2.1** If so, furnish particulars:

.....  
.....  
.....  
.....  
.....  
.....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:

.....  
.....  
.....  
.....  
.....

### 3. DECLARATION

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

## STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**STANDARD BIDDING DOCUMENT (SBD) 4**

investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature Date

.....  
Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....80/20.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner

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required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- |    |   |                      |
|----|---|----------------------|
| 1) | certificate issued by an authorized body or person; | B-BBEE Status level  |
| 2) | prescribed by the B-BBEE Codes of Good Practice;    | A sworn affidavit as |
| 3) | requirement prescribed in terms of the B-BBEE Act;  | Any other            |
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	or	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

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Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = ..... (maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

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- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....
- 8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....  
..

2. ....  
..

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

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## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)...**SOUTH AFRICAN SOCIAL SECURITY AGENCY**... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number... **SASSA: 42-22-CS-HO** ..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

SBD 7.2

**CONTRACT FORM - RENDERING OF SERVICES****PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....



# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.





**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN AUDIT OF BUILDING CONDITIONS AND UTILIZATION ASSESSMENT OF OFFICES OCCUPIED BY THE SOUTH AFRICAN SOCIAL SECURITY AGENCY FOR A PERIOD OF TWO (2) YEARS**

Terms of Reference for the appointment of a service provider to conduct an audit of building conditions and utilization assessment of offices occupied by SASSA for a period of two (2) years

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### 3. SCOPE OF WORK

The audit will cover all offices occupied by SASSA nationally. The audit report should clearly outline the following:

- 3.1 A comprehensive physical building condition assessment of SASSA occupied offices, indicating whether it requires repairs, maintenance or disposal with a quantified assessment of the level of repairs and maintenance required.
- 3.2 Conduct space audit and determine utilisation level of accommodation to implement SASSA Working Remotely Policy.
- 3.3 Verify and Update the current status of immovable assets used by SASSA.
- 3.4 Conduct assessment on building compliance to Occupational Health and Safety Act, 1989 (Act No. 85 of 1989).
- 3.5 An assessment on disability friendly building/environment of the properties focusing on disability conducive environment and with clear recommendations for improved conditions.
- 3.6 Analyse and review accommodation needs and budget accordingly.
- 3.7 Conduct Gap analysis on the allocation of maintenance budget.
- 3.8 Review and reprioritise planned capital projects.
- 3.9 Compile User Assets Management Plan for all immovable assets used by SASSA.
- 3.10 The successful service provider must provide training and transfer skills to relevant SASSA Head Office and Regional Office personnel as follows:  
3 Officials per 9 Regions and 3 officials in Head Office = 30 Officials
- 3.11 Adherence to the Space and Norms Standards as per GIAMA.

### 4. DELIVERABLES

A comprehensive status audit report of all offices occupied by SASSA and recommendations outlining the findings of the audit as per scope of work, with financial implications. The report should include the following:-

- 4.1 Physical building condition assessment in line with the National Building Regulations (NBR) Act (Act No.103 of 1977)
- 4.2 An Infrastructure Building Improvement Plan in line with SASSA Demand Plan and Public Finance Management Amendment Act (PFMA) 1999, (Act No.29 of 1999).

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Terms of Reference for the appointment of a service provider to conduct an audit of building conditions and utilization assessment of offices occupied by SASSA for a period of two (2) years

## 7. REPORTING

- 7.1 The service provider will be expected to provide quarterly reports to SASSA Project Manager.
- 7.2 The service provider will be expected to attend meeting with SASSA Project Manager as and when necessary.
- 7.3 The service provider will be expected to present the comprehensive consolidated final report to SASSA different forums in the last quarter of the contract.
- 7.4 The service provider to update the register of all SASSA offices including changes that could occur during the audit period, ie. new procurement, and terminations.

## 8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- 8.1 Project Manager must have relevant qualification in Project Management and should be attached to the bid proposal.
- 8.2 Service provider must provide at least two Project team members with relevant qualifications in Facilities Management/ Quantity Surveying/Civil Engineering/Architecture/Construction Project Management and should be attached to the bid proposal.
- 8.3 Key project team members to be registered with the relevant Built Professional bodies. Certificates of registration with relevant Built Professional bodies should be attached.
- 8.4 Service provider must have proof of knowledge, experience and track record in the auditing of facilities, supported by list of contactable references.
- 8.5 Two (2) project team member/s must have proof of knowledge, experience and track record in the auditing of facilities, supported by list of contactable references.
- 8.6 A detailed project plan indicating a demonstration of an ability to be able to audit facilities for the required period. This would include a time-line covering resources, capacity required, any other risks and assumptions.
- 8.7 The successful service provider should be able to work under pressure and be able to deliver the report by the due date.



Terms of Reference for the appointment of a service provider to conduct an audit of building conditions and utilization assessment of offices occupied by SASSA for a period of two (2) years

## 9. EVALUATION OF THE BID

The bid proposals shall be evaluated in accordance with the 80/20

Principle. The evaluation shall be conducted in two stages:

### 9.1 STAGE 1: PHASE 1 – PRE-QUALIFICATION CRITERIA:

9.1.1 Only bidders who qualifies as EMEs or QSE and are between Level 1 and 2 of B-BBEE Status Level Contributor are eligible to apply for this bid.

9.1.2 Bidders must submit B-BBEE status level Verification Certificates from a Verification Agency accredited by the South African Accreditation System (SANAS), or sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of oaths, or B-BBEE certificate issued by CIPC.

9.1.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate.

**NB: Failure to comply with all the above requirements will invalidate your proposal**

### 9.2 STAGE 1: PHASE 2 – SPECIAL CONDITIONS

9.2.1 Project Manager must have minimum three year relevant qualification (NFQ Level 6) in Project Management and should be attached to the bid proposal.

9.2.2 Two (2) Project team members must have minimum three (3) year (NFQ Level 6) relevant qualifications in Facilities Management/ Quantity Surveying/Civil Engineering/Architecture/Construction Project Management and should be attached to the bid proposal.

9.2.3 Two (2) project team members to be registered with the relevant Built Professional bodies. Certificates of registration with relevant Built Professional bodies should be attached.

9.2.4 Service provider must provide contactable reference letter/s from clients where audit of building conditions and utilisation assessments have been conducted. Reference letters must be in the client's letter head, dated and signed by the client indicating nature of project completed.



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9.2.5 Two (2) Project team members must have successfully performed and completed at least projects of similar nature, provide Curriculum vitae / Resume with contactable references indicating nature of projects successfully completed.

**NB: Failure to comply with these requirements will result in the bid being disqualified.**

**9.3 STAGE 1: PHASE 3: ADMINISTRATIVE COMPLIANCE**

Administrative Compliance: The bid will be subjected to administrative compliance elements in line with the table below:

EVALUATION CRITERIA
<b>Administrative Compliance</b>
Bidders must submit the following: <ul style="list-style-type: none"> <li>• Tax Compliance Status PIN</li> <li>• Proof of registration with Central Supplier Database.</li> <li>• Fully completed and signed SBD forms (As per the bid advertisement)</li> </ul>

**NB: Failure to comply with any of the administrative compliance may result in a bid being disqualified.**

**9.4 STAGE 1: PHASE 4: FUNCTIONAL EVALUATION CRITERIA**

It is important to note that proposals scoring below 70 points for functionality will not be evaluated further on price and BEEE status level of contribution.

Evaluation criteria for functionality are listed below:

Values: 1=Poor, 2=Average, 3= Good, 4 = Very Good, 5 = Excellent

OBJECTIVES	SCORE
<b>a) Detailed Project Implementation Plan:</b> <ul style="list-style-type: none"> <li>• Key activities, timeframes, outputs and indicators</li> <li>• Compliance with the terms of reference</li> </ul>	40
<b>b) Approach and Methodology:</b> <ul style="list-style-type: none"> <li>• Indicate the approach and methodology of how the project will be executed.</li> </ul>	30





Terms of Reference for the appointment of a service provider to conduct an audit of building conditions and utilization assessment of offices occupied by SASSA for a period of two (2) years

<p><b>c) Knowledge and expertise of the service provider:</b></p> <p>i) Proven track record of similar work undertaken as indicated in bid document. Reference letter will be utilised to assess this criteria:</p> <p>0 – 2 Projects = 1  3 Projects = 2  4 Projects = 3  5 Projects = 4  More than 5 Projects = 5</p>	20
<p><b>d) Skills transfer-</b> Service providers to provide a detailed plan on how skills will be transferred to the Agency personnel.</p>	10
<b>Total</b>	<b>(100)</b>

## 9.5 STAGE 2: PRICE AND STATUS LEVEL CONTRIBUTOR

9.5.1 This bid will be evaluated on Price and BBBEE Status Level Contributor  
Points awarded for BBBEE Status Level of Contribution:

<b>Price and Preference evaluation criteria</b>	<b>100</b>
Price	80
BBBEE Status Level of Contribution	20

9.5.2 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:



It's the right way to do it. **SASSA**

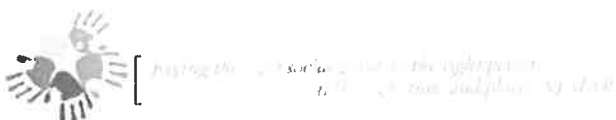
South African Social Security Agency  
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**Terms of Reference for the appointment of a service provider to conduct an audit of building conditions and utilization assessment of offices occupied by SASSA for a period of two (2) years**

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>

- 9.5.3 Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS).
- 9.5.4 Bidders who qualifies as EMEs or QSE can submit a sworn affidavit signed by the EME or QSE representative and attested by commissioner of oaths or BBEE Certificate issued by CIPC.
- 9.5.5 A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.
- 9.5.6 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
- 9.5.7 Failure to submit will be interpreted to mean that preference points for BBEE Status Level of contributor are not claimed.



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**Terms of Reference for the appointment of a service provider to conduct an audit of building conditions and utilization assessment of offices occupied by SASSA for a period of two (2) years**

10.12 The Agency reserves the right to negotiate price with the successful bidder.

10.13 The audit report will cover all offices throughout the country (South Africa).

10.14 The Agency reserves the right to terminate this contract at any stage.

## 11. ENQUIRIES

All enquiries regarding this bid must be addressed to the following email;-  
**Condition@sassa.gov.za**



South African Social Security Agency  
www.sassa.gov.za

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REGION / PROVINCE	No.	NAME OF OFFICE	PHYSICAL ADDRESS
Eastern Cape	1.	Eastern Cape Regional Office	BKB Building, Cnr Merino and Fitzpatrick Road, Quigney. East London
Eastern Cape	2.	Eastern Cape Records Management Centre (The Document Warehouse)	1 Stomberg Road, Gately, East London
Eastern Cape	3.	Alfred Nzo District Office	201 Ntsizwa Street, Mt Ayliff
Eastern Cape	4.	Mt Fletcher Local Office	Erf 294 Mt Fletcher
Eastern Cape	5.	Amathole Local Office	Octoproc House Argyle Street, East London. Amathole Local office
Eastern Cape	6.	Bethersdorp Local Office	Shop NG20, NG19, NG19A & NG18B Cleary Park, Stamford & Norman Middleton Road, Bethersdorp PE
Eastern Cape	7.	Cradock Local Office	Sanlam Building, Ground & first floors. Adderley Street, Cradock
Eastern Cape	8.	BCM_District Office	Octoproc House, Argyle Street, East London.
Eastern Cape	9.	Indwe Local Office	Voortrekker Road, Indwe
Eastern Cape	10.	Libode Local Office	Erf 104, 58 Stanford Street, Libode
Eastern Cape	11.	Amathole District office	Octoproc House, Argyle Street, East London
Eastern Cape	12.	Mbizana Local Office	Erf 79 Bizana
Eastern Cape	13.	King Williams Town Local Office	Erf 10665, Unit 1,5,35 Smith Street KWT
Eastern Cape	14.	Cala Local Office	166 Plantation Road, Cofimvaba
Eastern Cape	15.	Mdantsane 2 Local Office	Shop 47, Mdantsane City Mall, cnr Billie Road & Qumza Highway, NU6, Mdantsane
Eastern Cape	16.	Stutterheim Local Office	49 Hill Street, Old Stutterheim Hotel Building, Stutterheim
Eastern Cape	17.	Sarah Bartman District Office	140 Starport building. Goven Mbeki Avenue PE
Eastern Cape	18.	Middleburg Local Office	Erf 1796, 17 Meintjies Street, Middleburg
Eastern Cape	19.	Indwe Local Office	Voortrekker Road, Indwe

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South African Social Security Agency  
Head Office

Eastern Cape	20.	Chris Hani District Office	Sanlam Building, Hexagon Circle, Queenstown
Eastern Cape	21.	Walmer Local Office	No1 Seventh Avenue & 2 Smallman Road, Walmer
Eastern Cape	22.	OR Tambo Local Office	26 Victoria Street, Umtata
Eastern Cape	23.	Qumbu Local Office	Erf 1060, Main Street, Qumbu
Eastern Cape	24.	Graaff Reinet Local Office	21 Market Square, Graaff - Reinet
Eastern Cape	25.	Uitenhage Local Office	Wader Building, Constitution Road, Uitenhage
Eastern Cape	26.	Keiskammahoek Local Office	Erf 826 & 827, Keiskammahoek
Eastern Cape	27.	Motherwell Local Office	Erf 24545, 18 Weza Street, Motherwell, Port Elizabeth
Eastern Cape	28.	Kirkwood Local Office	Erf 168, Voortrekker Street, Kirkwood
Eastern Cape	29.	Grahamstown Local Office	20 High Street, Grahamstown
Eastern Cape	30.	Humansdorp Local Office	Erf 3304, Bureau Street, Humansdorp
Eastern Cape	31.	Butterworth Local Office	Erf 231 & 232, 54 Bell Street, Butterworth
Eastern Cape	32.	Comfimvaba Local Office	Erf 168, Voortrekker Street, Kirkwood
Eastern Cape	33.	Somerset Local Office	96 Njoli Street, Somerset East
Eastern Cape	34.	Flagstaff Local Office	Erf 20, Flagstaff
Eastern Cape	35.	Burgersdorp Local Office	4 B Navarra Street, Burgersdorp
Eastern Cape	36.	Port Alfred Local Office	Dutch Reformed Church, 38 Masonic Street, Port Alfred
Eastern Cape	37.	Joe Gqabi District Office	Somerset Street, Aliwal North
Eastern Cape	38.	Lady Frere Local Office	47 Indwe Road, Lady Frere
Eastern Cape	39.	Tsolo Local Office	Simosec PTY (LTD) 99 Main Street, Tsolo
Eastern Cape	40.	Mt Frere Local Office	No 241 Main Street, Mount Frere
Eastern Cape	41.	Port St Johns local Office	Erf 508, Hermes Street, Port St Johns



Eastern Cape	42.	Zwide Local Office	Erf 51073, Bambelela Building, Koyana Street, Zwide, Port Elizabeth
Eastern Cape	43.	Maclear Local Office	Erf 973, 01 Seller Street, Maclear
Eastern Cape	44.	Idutywa Local Office	105 King Street, Idutywa
Eastern Cape	45.	Nelson Mandela Local Office	259 Govan Mbeki Avenue, North End, Port Elizabeth
Eastern Cape	46.	Alice Local Office	Erf 64 & 465 Long Market Street, Alice
Eastern Cape	47.	Cala Local Office	Erf 456 Cala
Eastern Cape	48.	Mdantsane 1 Local Office	Khayaletumba Children's Home, NU1 Mdantsane, East London
Eastern Cape	49.	Zwelitsha Local Office	Erf 41, Zwelitsha
Eastern Cape	50.	Peddie Local Office	Erf 11, Hamburg Road, Peddie
Eastern Cape	51.	Fort Beaufort Local Office	1 Somerset Street, Fort Beaufort
Eastern Cape	52.	Elliotdale Local Office	Elliotdale
Eastern Cape	53.	Centane Local Office	Main Street, Centani
Eastern Cape	54.	Adelaide Local Office	Adelaide
Eastern Cape	55.	Nqamakwe Local Office	Erf 78, Nqamakwe
Eastern Cape	56.	Middledrift Local Office	139 Nkwali Street, Middledrift
Eastern Cape	57.	Tabankulu Local Office	Magistrate site, Tabankulu
Eastern Cape	58.	Engcobo Local Office	Elliot Road, Engcobo
Eastern Cape	59.	Tsomo Local Office	Erf 37 Tsomo
Eastern Cape	60.	Whittlesea Local Office	179/180 Victoria Road, Whittlesea
Eastern Cape	61.	Sterkspruit Local Office	80 Van Tonder Street, Sterkspruit
Eastern Cape	62.	Mthatha Local Office	Botha Sigcau Building, Cnr Leeds & Owen Street, Mthatha
Eastern Cape	63.	Lusikisiki Local Office	Old College of Education, Main Road, Lusikisiki



Eastern Cape	64.	Mqanduli Local Office	Erf 434 Main Street, Mqanduli
Eastern Cape	65.	Ngqeleni Local Office	King George Street, Ngqeleni
Eastern Cape	66.	Ibhayi Local Office	Cnr Matti and Struandale Road, New Brighton, Gqeberha
Eastern Cape	67.	Kareedouw Local Office	Main Street, Kareedouw
Eastern Cape	68.	Matatiele Local Office (KZN)	95 Main Street, Matatiele

REGION / PROVINCE	No.	NAME OF OFFICE	PHYSICAL ADDRESS
Free State	1.	Free State Regional Office	Cnr St Andrews & Aliwal street, Bloemfontein
Free State	2.	Free State Records Management Centre (The Document Warehouse)	256 OR Tambo/ Church Street, Bloemfontein
Free State	3.	Ficksburg Local Office	317 Lekota Street, Meqheleng Ficksburg
Free State	4.	Senekal Local Office	17 Lange Street, Senekal
Free State	5.	Bothaville Local Office	8778 Mokhakhe Street. Bothaville
Free State	6.	Kroonstad Local Office	28 Reitz Street, Kroonstad
Free State	7.	Hertzogville Local Office	122 Strauss Street, Hertzogville
Free State	8.	Vrede Local Office	52 Kuhn Street, Vrede
Free State	9.	Botshabelo Local Office	Shop 3, Botshabelo Shopping Complex
Free State	10.	Kroonstad Local Office	28 Reitz Street
Free State	11.	Senekal Local Office	17 Lange Street
Free State	12.	Thaba-Nchu Local Office	Shop No. 301 and No.302 Ratlou Shopping Complex
Free State	13.	Botshabelo Local Office	Erf 141 Shop No.3 , RCM Complex
Free State	14.	Odendaalsrus Local Office	ERF 438 Old Police Station
Free State	15.	Smithfield Local Office & District Office	24 Church Street, Smithfield





Free State	16.	Jagersfontein Local Office	Corner 6th & 10th Street, Charlesville
Free State	17.	Trompsburg Local Office	389 Booysen Street, Thusanong Service Centre,
Free State	18.	Koffiefontein Local Office	3 Du Preeze Street, Mining Complex
Free State	19.	Winburg Service Office	1 Stem Street, Winburg
Free State	20.	Qwa-qwa Local and District Office	Old Post Office Building, De Beeld Road
Free State	21.	Ladybrand Local Office	Corner Voortrekker & Church Street
Free State	22.	Tweespruit Service Point	Old Police Station, Borwa Location
Free State	23.	Harrismith Service Point	2220 Ntshingela Street, 42nd Hill
Free State	24.	Frankfort Local Office	22 Van Reenen Street, Frankfort
Free State	25.	Zamdela Service Point	10714 Harry Gwala, Zamdela Multipurpose Centre,
Free State	26.	Zastron Local Office	330 Old Health Clinic Z

REGION / PROVINCE	No.	NAME OF OFFICE	PHYSICAL ADDRESS
Gauteng	1.	Gauteng Regional Office	28 Harrison Street, Marshalltown Johannesburg, 2001
Gauteng	2.	Gauteng Records Management Centre (The Document Warehouse)	5 Krag Street, Selby, Johannesburg, 2001
	3.	Alexandra Local Office	Cnr. 8th Avenue & Roosevelt
Gauteng Gauteng	4.	Springs Local Office	cnr 6th Avenue & 6th Street Springs
Gauteng	5.	Zonkezizwe Local Office	Zonkezizwe(Kathorus) Erf No. 2346
Gauteng	6.	North Rand District Office	Cnr. Bosman & Church Street, Pretoria
Gauteng	7.	Bronkhorstpruit Local Office	44 Kruger Street Bronkhorstpruit 1020
Gauteng	8.	Dududza Local Office	1 Nala Street, Duduza
Gauteng	9.	Zonkezizwe Local Office	Zonkezizwe(Kathorus) Erf No. 2346

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Gauteng	10.	Tembisa1 Local Office	Erf 242 ,Iqaqa section, Tembisa
Gauteng	11.	Mamelodi Local Office	Mahube Maxcity Shopping Centre, Mamelodi East
Gauteng	12.	Sedibeng District Office	15 Grey Street, Vereeniging
Gauteng	13.	Tsakane Local Office	Cnr. Zula & Vuyo Street, Tsakane
Gauteng	14.	Ga-rankuwa Local Office	22 James Watt Crescent Industrial Site
Gauteng	15.	Midrand Local Office	Magic Builders Centre, Midrand
Gauteng	16.	Vosloorus Local Office	Cnr. Ditshego & Hatting Drive, Vosloorus
Gauteng	17.	Kwathema Local Office	Nkosi Street Old Library : Kwa-Thema Community Hall
Gauteng	18.	Thokoza Local Office	1 Kumalo Street Thokoza
Gauteng	19.	Fochville Local Office	29 President Street, Fochville
Gauteng	20.	Dobsonville Local Office	2332 Luthuli Street, Dobsonville, Roodepoort, Gauteng, 1865, South Africa
Gauteng	21.	Tembisa2 Local Office	Erf 9044 Winnie Mandela, tembisa
Gauteng	22.	West Rand District Office	Meritum Building, 35-37 Stubbs Street, Randfontein,
Gauteng	23.	Meyerton Local Office	Cnr. Galloway & Loch Streets, Meyerton
Gauteng	24.	Johannesburg Local Office	1 de Villiers Street, Johannesburg
Gauteng	25.	Roodepoort Local Office	40 Hoofd Street, Roodepoort
Gauteng	26.	Reiger Park Local Office	St Anthony Catholic Building, Reiger Park (Germiston)
Gauteng	27.	Soweto Local Office	2127 Chris Hani Road, Klipspruit ,Ext 5, Soweto
Gauteng	28.	Vereeniging Local Office	Cnr. Voortrekker & Kruger Street, Vereeniging
Gauteng	29.	Nigel Local Office	25 Breytenbach Street, Nigel
Gauteng	30.	Randfontein Local Office	Corner Main Reef Street, Randfontein
Gauteng	31.	Carletonville Local Office	Loumar building, Ws Estate Slabbert Carltonville



Gauteng	32.	Soshanguve Local Office	Shop 49, NAFCOC Shopping center, Soshanguve
Gauteng	33.	Benoni Local Office	87 Elston ave, Benoni
Gauteng	34.	Mafatasane Local Office	Emfuleni Local Municipality situated at Mafatsane Thusong Centre , Evaton
Gauteng	35.	Ratanda Local Office	No 65 Tlhungu Street, Ratanda
Gauteng	36.	Kagiso Local Office	8470 Kagiso Old Town Council Building
Gauteng	37.	Krugersdorp Local Office	Leyvan Building, 54 Von Brandis Street, Krugersdorp
Gauteng	38.	Pretoria Local Office	Cnr. Prinsloo & Pretorius Str/ louis Pasture, Pretoria
Gauteng	39.	Lenasia Local Office	SHM Park, Protea Avenue, Lenasia
Gauteng	40.	Olievenhoutbosch Local Office	Plot 55 road Centurion
Gauteng	41.	Germiston Local Offices	40 Catlin street, Germiston
Gauteng	42.	Alra Park Service Office	Cnr. Gazelle & Peach Street
Gauteng	43.	Temba Local Office	Stand No.9, Leeukraal, Jubille Road
Gauteng	44.	Ekangala Local Office	452 Section A, Municipality Office, Ekangala
Gauteng	45.	Atteridgeville MPCC Local Office	C/o Komane & Mogadi Str
Gauteng	46.	Sebokeng Local Office	3 Moshoeshoe Street
Gauteng	47.	Heidelberg Local Office	50 Schoeman Street
Gauteng	48.	Khutsong South Local Office	Erf 1, Portion 1, Khutsong South
Gauteng	49.	Magaliesburg Local Office	Magaliesburg, Community Centre on R24 to Rustenburg
Gauteng	50.	Rietvallei Local Office	Cnr. Kingfisher Street & Sandpiper Rd, Community Hall
Gauteng	51.	Orlando West Local Office	Admin. Block, 8299 Pela Road, Orlando West, Soweto
Gauteng	52.	Chiawelo Local Office	ERF 989 c/o Tshabuse and Sibasa Street, Chiawelo
Gauteng	53.	Meadowlands Local Office	22237 Moroko Street Zone 4 Meadowlands

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Gauteng	54.	Ennerdale Local Office	1376 Archiles Street Ext. 1, Ennerdale (Region G)
Gauteng	55.	Eldorado Park Local Office	ERF 4064 Link Road, Eldorado Park Extension 4 (Region G)
Gauteng	56.	Orange Farm Local Office	Orange Farm Service Office - 1474 Ext 4 Multi Purpose Centre, Orange Farm (Region G)
Gauteng	57.	Poortjie Local Office	Erf 737 Poortjie
Gauteng	58.	Rabie Ridge Local Office	3 Koraan Street Extension 1, Rabie Ridge (Region A)
Gauteng	59.	Ivory Park Local Office	Ivory Park Lord Khanyile Centre (Region A)
Gauteng	60.	Diepsloot Local Office	Diepsloot MPCC Main Road
Gauteng	61.	Cosmo City Local Office	Cnr Angola avenue and South Africa Drive, Cosmo City

REGION / PROVINCE	No.	NAME OF OFFICE	PHYSICAL ADDRESS
Kwazulu-Natal	1.	Kwazulu-Natal Regional Office	200 Pietermaritz Street, Pietermaritz burg
Kwazulu-Natal	2.	Kwazulu-Natal Records Management Centre (The Document Warehouse)	34 Mahogany Road, Westmead, Pinetown
Kwazulu-Natal	3.	Richmond Local Office	50 Nelson Road, Richmond
Kwazulu-Natal	4.	Raisethorpe Local Office	50 Bombay Road
Kwazulu-Natal	5.	Gamalakhe Local Office A318	A317 Ray Nkonyeni Road
Kwazulu-Natal	6.	Greytown Local Office	96 Bell Street, Greytown
Kwazulu-Natal	7.	Umlazi Local Office	200 Zwe Madlala Drive , Emaweleni
Kwazulu-Natal	8.	Kokstad Local Office	12 Main Road, Kokstad
Kwazulu-Natal	9.	Dundee Local Office	8 Aion Rd, Dundee
Kwazulu-Natal	10.	Dannhauser Local Office	444 Hussain St
Kwazulu-Natal	11.	Archie Gumede Local Office	1106 Zazi Road, Clermont



Kwazulu-Natal	12.	Hlabisa Local Office	28°08'36.8"S 31°52'30.0"E, Hlabisa
Kwazulu-Natal	13.	Durban District Office	1 Jelf Taylor Crescent Durban Styation
Kwazulu-Natal	14.	Ngwelezane Local Office	10 Bronze Street, Empangeni
Kwazulu-Natal	15.	Mpumalanga Local Office	33 Buthelezi Road
Kwazulu-Natal	16.	Wentworth Local Office	221 Austerville Drive, Wentworth
Kwazulu-Natal	17.	Zululand District Office	L A Building, King Dinizulu Highway, Ulundi
Kwazulu-Natal	18.	Highflats Service Point	Nina Street, Highflats (opposite Post Office) Highflats Thusong Centre
Kwazulu-Natal	19.	Chatsworth Local Office	6 Bhakti Vedantha Swami Circle
Kwazulu-Natal	20.	Inanda Local Office	A2794 Ngungumbane Rd, Inanda,
Kwazulu-Natal	21.	Umzinto Local Office	357 Nelson Mandela Rd, G H Centre
Kwazulu-Natal	22.	Kwamashu Local Office	Bridge City Shopping Centre, Bhejane Road, KwaMashu
Kwazulu-Natal	23.	Howick Local Office	15 Market Street, Howick
Kwazulu-Natal	24.	Midlands Local Office	280 Murchison Street, Ladysmith
Kwazulu-Natal	25.	Ekuvukeni Local Office	"Municipal Office Ekuvukeni A"
Kwazulu-Natal	26.	Bergville Local Office	Bergville Community Service Centre - Golf Road
Kwazulu-Natal	27.	Utrecht Local Office	62-70 Church Street, Utrecht
Kwazulu-Natal	28.	Bhamshela Local Office	Bhamshela Thusong Center, Noodsberg Road
Kwazulu-Natal	29.	Dukuza Local Office	Dukuza Thusong - Emangwaneni (Next to Magistrate Office)
Kwazulu-Natal	30.	Babanango Local Office	28°22'38.8"S 31°05'01.5"E, R68 Road
Kwazulu-Natal	31.	Hanover Local Office	Umshwathi Thusong - Main Street
Kwazulu-Natal	32.	Lamontville Service Point	2 Msizi Dube Rd, Lamontville
Kwazulu-Natal	33.	Maphumulo Local Office	Maphumulo Thusong Centre Main Street



Kwazulu-Natal	34.	Escourt Local Office	130 Victoria Road
Kwazulu-Natal	35.	Mondlo local Office	27°58'60.0"S 30°42'29.6"E, Mondlo Thusong Centre
Kwazulu-Natal	36.	Jozini Service Point	27°25'50.3"S 32°03'48.2"E, Jozini Thusong Centre
Kwazulu-Natal	37.	Hlanganani Local Office	Opposite Hlanganani Magistrate Court
Kwazulu-Natal	38.	Ixopo Local Office	14684 Main Rd, Ixopo
Kwazulu-Natal	39.	Verulam Local Office (Park Home)	53-47 Todd St, Verulam
Kwazulu-Natal	40.	Osizweni Local Office	Ob31 St, Osizweni A,
Kwazulu-Natal	41.	Umnini Service Point	30°09'42.9"S 30°49'20.6"E, Umnini Thusong Centre
Kwazulu-Natal	42.	Newcastle Local Office	60 Scott St, Newcastle CBD,
Kwazulu-Natal	43.	Ladysmith Local Office	280 Murchison Road, Ladysmith
Kwazulu-Natal	44.	KwaDukuza Local Office	Yellowwood Dr, KwaDukuza
Kwazulu-Natal	45.	Mandeni Local Office	Msomuhle Road, Sundumbili
Kwazulu-Natal	46.	Ndwedwe Local Office	Ndwedwe (Magistrate Court )
Kwazulu-Natal	47.	Phoenix Local Office	66/70 Pandora Street, Phoenix
Kwazulu-Natal	48.	Pinetown Local Office	42 Kings Road
Kwazulu-Natal	49.	Umbumbulu Local Office	M30, opposite Umbumbulu Magistrate,
Kwazulu-Natal	50.	PISCOS Local Office	29°41'22.4"S 30°54'32.6"E, Inanda Dam road
Kwazulu-Natal	51.	Nsimbini Local Office	30°00'02.1"S 30°51'21.2"E, M35 Highway
Kwazulu-Natal	52.	Chesterville Local Office	74 Mahlathi Road
Kwazulu-Natal	53.	Bhomela Service Point	30°45'10.2"S 30°19'43.2"E, Bhomela Thusong Centre
Kwazulu-Natal	54.	KwaMdakane Service Point	27°55'40.8"S 30°10'08.0"E, Kwamdakane Thusong Centre
Kwazulu-Natal	55.	Inhlazuka Service Point	30°03'39.0"S 30°27'21.2"E, Nhlazuka Thusong Centre



Kwazulu-Natal	56.	Mbazwana Service Point	Mbazwana Thusong- Main Road
Kwazulu-Natal	57.	Belgrade Service Point	Belgrade Thusong Centre, Belgrade
Kwazulu-Natal	58.	Mbonambi Service Point	30-32 Bredelia St, Kwambonambi
Kwazulu-Natal	59.	Ezakheni Local Office	A799 Lalelani Street Ezakheni
Kwazulu-Natal	60.	Glencoe Local Office	5 Tin Street, Glencoe
Kwazulu-Natal	61.	Kranskop Local Office	66 Main Street, Kranskop
Kwazulu-Natal	62.	Madadeni Local Office	Madi1 Street 2585 Section 2 Madadeni
Kwazulu-Natal	63.	Msinga Local Office	Main Road Tugela Ferry
Kwazulu-Natal	64.	Nquthu Local Office	Cnr Isandlwane Road and P36-2 Road
Kwazulu-Natal	65.	Weenen Local Office	Retief Street, Weenen Magistrate Court
Kwazulu-Natal	66.	Camperdown Local Office	5 Drosdy Place, Camperdown
Kwazulu-Natal	67.	Harding Local Office	5 Ballance St, Harding
Kwazulu-Natal	68.	Impendle Local Office	23 Mafahleni Street
Kwazulu-Natal	69.	Izingolweni Local Office	opposite Izingolweni Magistrates Court
Kwazulu-Natal	70.	Mooi River Local Office	30-28 Norfolk Terrace
Kwazulu-Natal	71.	Phungashe Local Office	St Faith Road Opposite Phungashe Clinic
Kwazulu-Natal	72.	390 Pietermaritzburg Local Office	390 Pietermaritz Street, Pietermaritzburg
Kwazulu-Natal	73.	Port Shepstone Local Office	44 Main Harding Road, Marburg
Kwazulu-Natal	74.	UMzimkhulu Local Office	R56 before UMzimkhulu Bridge
Kwazulu-Natal	75.	Umzumbe Local office	19 Manful Rd opposite eSayidi TVET Mthwalume CDC
Kwazulu-Natal	76.	Underberg Local Office	23 Sani Rd,
Kwazulu-Natal	77.	Vulamehlo Local Office	P77 Indududu Rd



Kwazulu-Natal	78.	Vulindlela Local Office	Old Edendale Road
Kwazulu-Natal	79.	Esikhawini Local Office	28°53'17.0"S 31°53'44.1"E, Mdlebe Mpuma Road
Kwazulu-Natal	80.	Ingwavuma Local Office	27°08'05.2"S 31°59'52.2"E, Road P443
Kwazulu-Natal	81.	Manguzi Local Office	26°59'49.4"S 32°44'40.4"E, D1843 Road
Kwazulu-Natal	82.	Kwamsane Local Office	28°25'35.4"S 32°08'53.1"E, Andile Biyela Dr
Kwazulu-Natal	83.	Pongola Local Office	942 Nuwe Republiek St
Kwazulu-Natal	84.	Richards Bay Local Office	17 Geleier Gang Road
Kwazulu-Natal	85.	Ubombo Local Office	27°34'00.2"S 32°05'02.8"E, Ubombo
Kwazulu-Natal	86.	Eshowe Local Office	Cnr of Ndlela Street & Inkosi Ndwedwe Street
Kwazulu-Natal	87.	Louwsburg Local Office	Lot 18, Corner King Street, Louwsburg
Kwazulu-Natal	88.	Mahlabathini Local Office	28°14'04.8"S 31°28'14.9"E, Mashona, Mahlabathini
Kwazulu-Natal	89.	Melmoth Local Office	294 Symonds Street, Melmoth
Kwazulu-Natal	90.	Nkandla Local Office	28°37'10.6"S 31°05'19.0"E, Opposite Nkandla Magistrate Court
Kwazulu-Natal	91.	Nongoma Local Office	27°54'14.8"S 31°38'46.0"E, R55, Nongoma
Kwazulu-Natal	92.	Paul Pietersburg Local Office	27°23'49.9"S 30°57'07.2"E, Bilanyoni Main Road
Kwazulu-Natal	93.	Durban Local Office	1 Jelf Taylor Crescent Durban Station
Kwazulu-Natal	94.	Charles Town Service Point	-27.424876, 29.871048, Charlestown Centre
Kwazulu-Natal	95.	Msinga Top Service Point	-28.678000, 30.597284, Msinga Top
Kwazulu-Natal	96.	Machunwini Service Point	-28.847877, 30.300703, Machunwinin Centre
Kwazulu-Natal	97.	Mkhuphula Service Point	-28.794642, 30.570783, Mkhuphula Centre
Kwazulu-Natal	98.	Riverside Service Point	-29.700885, 30.083279, Riverside Centre
Kwazulu-Natal	99.	Maqongqo Service Point	-29.575233, 30.557594, Maqongqo Centre





Kwazulu-Natal	100.	Maswazini Service Point	-29.668171, 30.083607, Maswizini Centre
Kwazulu-Natal	101.	Nxamalala Service Point	-28.83067,31.120824, Nkandla
Kwazulu-Natal	102.	Tulwane Service Point	-28.789447,30.963893, Tulwane
Kwazulu-Natal	103.	Msebe Service Point	-27.815167, 31.83585, Nongoma
Kwazulu-Natal	104.	Osuthu Service Point	-27.962484, 31.501336, Nongoma
Kwazulu-Natal	105.	Mboza Service Point	-27.127096, 32.281937,
Kwazulu-Natal	106.	Biyela Service Point	Not in use
Kwazulu-Natal	107.	Xulu Service Point	Not in use
Kwazulu-Natal	108.	Ngwenya Service Point	Not in use

REGION / PROVINCE	NUMBER	NAME OF OFFICE	PHYSICAL ADDRESS
Limpopo	1.	Limpopo Regional Office	43 Landros Mare Street Polokwane 0699
Limpopo	2.	Limpopo Records Management Centre (The Document Warehouse)	No 19 20 <sup>th</sup> Street Industria Ladanna Polokwane
Limpopo	3.	Makhado Local office	Anyer Hajec Noor Checkers centre Makhado
Limpopo	4.	Mookgopong Local Office	Gummedika Building No 39.4 <sup>TH</sup> Street Mookgophong
Limpopo	5.	Ha-Mutsha Local Office	Next to Ha-Mutsha tribal offices
Limpopo	6.	Mabatlane Local Office	Mabatlane Thusong Service Centre
Limpopo	7.	Capricorn District and Polokwane Local Office	Erf 386, 22 Schoeman Street Polokwane 0699
Limpopo	8.	Lepelle-Nkumpi Local Office	Erf 13 Lebowakgomo Government Complex Block 6 Ground Floor Lebowakgomo
Limpopo	9.	Sekhukhune District & Jane Furse Local Office	Jane Furse, next to Jane Furse Hospital
Limpopo	10.	Apel Local Office	Next to Apel Clinic



Limpopo	11.	Nebo Local Office	Nebo next to Nebo Magistrate office
Limpopo	12.	Leeuwfontein Local Office	Leeuwfontein next to Police Station
Limpopo	13.	Moroke Local Office	Macklenberg Hospital
Limpopo	14.	Praktisier Local Office	Praktisier, next to Magistrate
Limpopo	15.	Manganeng Local Office	Manganeng next to the local Clinic
Limpopo	16.	Schoonord Local Office	Schoonord, next to Magistrate
Limpopo	17.	Luckau Local Office	Luckau Village
Limpopo	18.	Groblersdal Local Office	Groblersdal next taxi rank
Limpopo	19.	Moutse East Local Office	At Dennilton Magistrate office
Limpopo	20.	Moutse West Local Office	Next Municipality offices
Limpopo	21.	Waterberg District & Modimolle Local Office	R101 road next to Jane Furse Hospital
Limpopo	22.	Bela-Bela Local Office	Bela-Bela CBD
Limpopo	23.	Mokerong Local Office	At Mokerong Magistrate office
Limpopo	24.	Thabazimbi Local Office	Next to Thabazimbi Hospital
Limpopo	25.	Lephalale Local Office	Next to Lephalale Hospital
Limpopo	26.	Witpoort Local Office	Opposite Phalala Police Station
Limpopo	27.	Mankweng Local Office	Next to Paledi Mall Ga Thoka
Limpopo	28.	Mokopane Local Office	Next to Voortrekker Hospital
Limpopo	29.	Hlanganani Office	At old Hlanganani Clinic
Limpopo	30.	Bakenberg Local Office	Next to Bakenberg Hospital
Limpopo	31.	Thabaleshoba Local Office	At Thabaleshoba Health Centre
Limpopo	32.	Seshego Local Office	At Seshego Hospital



Limpopo	33.	Zebediela Local Office	At Moletlane Tribal Office
Limpopo	34.	Bahananoa Local Office	At Bahanoanoa Tribal Office
Limpopo	35.	Senwabarwana Local Office	Opposite Bochum Complex
Limpopo	36.	Molemole Local Office	Opposite to Botlokwa Hospital
Limpopo	37.	Maraba-Moshate Local Office	Maraba Village
Limpopo	38.	Ceres Local Office	Ceres, next to Polokwane Municipality satellite offices
Limpopo	39.	Vhembe District	Thohoyandou Block F
Limpopo	40.	Makwarela Local Office	Thohoyandou Block D
Limpopo	41.	Mutale Local Office	Tshilampa Village
Limpopo	42.	Tshaulu Local Office	Tshaulu Village
Limpopo	43.	Musina Local Office	Next to Musina Stadium
Limpopo	44.	Malamulele Local Office	Multi-purpose centre
Limpopo	45.	Tshitale Local Office	Next to Tshitale Police Station
Limpopo	46.	Rabali Local Office	Next Rabali Clinic
Limpopo	47.	Mopani District & Tzaneen Local Office	Next to Fire Station
Limpopo	48.	Kgapane Local Office	Bungeni Village
Limpopo	49.	Senwamokgope Local Office	Ha-mutsha Village
Limpopo	50.	Namakgale Local Office	Opposite Phalala Police Station
Limpopo	51.	Nkowankowa Local Office	Next Retavie Police Station
Limpopo	52.	Maruleng Local Office	Next to Sekororo Hospital
Limpopo	53.	Giyani Local Office	Giyani Township
Limpopo	54.	Dr CN Phatudi Local Office	Next Dr CN Phatudi Hospital



Limpopo	55.	Dzumeri Service Local Office	Dzumeri Tribal Office
Limpopo	56.	Lulekani Local Office	Lilekani Village
Limpopo	57.	Mokwakwaila Local Office	Mokwakwaila Village, at Local Municipal offices
Limpopo	58.	Leboeng Local Office	Leboeng Public Works offices
Limpopo	59.	Vuwani Local Office	Next to Vuwani Fire Station

REGION / PROVINCE		NAME OF OFFICE	PHYSICAL ADDRESS
Mpumalanga	1.	Mpumalanga Regional Office	18 Ferreira Street Nelspruit 1200
Mpumalanga	2.	Mpumalanga Records Management Centre (The Document Warehouse)	08 Bester Street Nelspruit 1200
Mpumalanga	3.	Nkangala District Office	06 Athlone Street Witbank
Mpumalanga	4.	Elukwatini Local Office	Ekuphileni Gymnasium 1375 Elukwatini A Ext 1
Mpumalanga	5.	Bottling Service Office	ERF 1202, EXT 14 Bottling Multipurpose Thusong Service Centre
Mpumalanga	6.	Marapyane Service Office	Marapyane Thusong Centre
Mpumalanga	7.	Bushbuckridge District Office	340 Farm Maviljan Bushbuckridge
Mpumalanga	8.	Mgobodzi Service Office	Mawewe Tribal Authority Offices Mgobodzi
Mpumalanga	9.	Daantjie Service Point	Mpakeni Tribal Council Offices Daantjie
Mpumalanga	10.	Mhluzi Service Office	11848 Mhluzi Ext 7 Middelburg
Mpumalanga	11.	Casteel Service Office	Casteel Thusong Centre
Mpumalanga	12.	Gert Sibande District Office	35 Joubert Street Ermelo 2350
Mpumalanga	13.	Bethal Service Office	1500 Emzinoni Bethal
Mpumalanga	14.	Ehlanzeni District Office	41 Bester Street Nelspruit 1200



Mpumalanga	15.	Verena Service Office	Verena Cluster Mkobola
Mpumalanga	16.	Schoemansdal Service Office	Matsamo Tribal Authority Offices Schoemansdal
Mpumalanga	17.	Tweefontein Service Office	1815 Tweefontein H KwaMhlanga
Mpumalanga	18.	Emakhazeni Local Office	26 Scheepers Street Belfast 1100
Mpumalanga	19.	Cottondale Service Office	Moletete Traditional Council, Cottondale
Mpumalanga	20.	Green Valley Service Office	Sethlare Tribal Council , Green Valley Offices
Mpumalanga	21.	Marite Service Office	Dept of Social Development Offices Marite
Mpumalanga	22.	Maviljan Local Office	Thabo Mbeki Street Maviljan
Mpumalanga	23.	Oakley Local Office	Oakley Social Development One Stop Centre
Mpumalanga	24.	Thulamahashe Local office	Dept of Social Development Offices Thulamahashe
Mpumalanga	25.	Ximhungwe Service Office	Ximhungwe Thusong Service Centre
Mpumalanga	26.	Mkhuhlu Service Office	Mkhuhlu Clinic
Mpumalanga	27.	Phola Nsikazi Service Office	Phola Clinic
Mpumalanga	28.	Nkomazi Local Office	Magistrate Offices Tonga
Mpumalanga	29.	Matsulu Service Office	Lomshiyo Traditional Council Offices, Thokoza Village Matsulu
Mpumalanga	30.	Majika Service Office	Dept of SocDev Offices Majika
Mpumalanga	31.	Thaba Chweu Local Office	28 Paul Kruger Street Lydenburg
Mpumalanga	32.	Kabokweni Service Office	Magistrate Offices Kabokweni
Mpumalanga	33.	Mbangwane Service Office	Mbangwane Thusong Centre
Mpumalanga	34.	Graskop Service Office	3 Main Road Graskop
Mpumalanga	35.	Msukaligwa Local Office	Murray Street Ermelo
Mpumalanga	36.	Mkhondo Local Office	19 Joubert Street Piet Retief



Mpumalanga	37.	Seme Local Office	15 Vrede Street Volksrust
Mpumalanga	38.	Mayflower Service Office	D275 Mayflower
Mpumalanga	39.	Lekwa Local Office	C/O Paarl & Princess Street Standerton
Mpumalanga	40.	Govan Mbeki Local Office	64 Solly Zwane Street Evander
Mpumalanga	41.	Dipaliseng Service Office	120 Voortrekker Street Balfour
Mpumalanga	42.	Dr JS Moroka Local Office	Old Parliament Building Siyabuswa
Mpumalanga	43.	Mbibane Service Office	Magistrate Offices Mbibane
Mpumalanga	44.	Mmamethlake Service Office	Pension Office, Mmamethlake
Mpumalanga	45.	Thembisile Local Office	KwaMhlanga Government Complex
Mpumalanga	46.	Kwaggafontein Service Office	Mkobola Magistrate Offices
Mpumalanga	47.	Steve Tshwete Local Office	37 President Street Middelburg
Mpumalanga	48.	Victor Khanye Local Office	1202 Extension 14 Delmas

REGION / PROVINCE	NO.	NAME OF OFFICE	PHYSICAL ADDRESS
Northern Cape	1.	Northern Cape Regional Office	33 Du Toitspan Perm Building ,CDB ,Kimberly ,8300
Northern Cape	2.	Northern Cape Records Management Centre (The document Warehouse)	3 Edison Road ,Ashburnham,Kimberley,8300
Northern Cape	3.	Springbok District Office & Local Office	04 Hospital Str, Springbok, 8240
Northern Cape	4.	Corless Local Office	6 Corless Road, West End ,Kimberley, 8301
Northern Cape	5.	Keimoes Local Office	Erf 117, Hoofstraat, Keimoes
Northern Cape	6.	Pampierstad Local Office	Stand no 3133 Unit 1 Pampierstad
Northern Cape	7.	Petrusville Local Office	Frans Jooste Library ,Petrusville
Northern Cape	8.	Prieska Local Office	1091 School Str, Bonteheuwel, Prieska, 8940

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Northern Cape	9.	Steinkopf Local Office	2 Kerkstreet,Steinkopf,8244
Northern Cape	10.	Hanover Local Office	260 Rhyneveld Str,Hanover,7005
Northern Cape	11.	Pofadder Local Office	397 Welkom str,Pofadder,8890
Northern Cape	12.	Postmasburg Local Office	23 4 <sup>th</sup> Avenue, Postmasburg
Northern Cape	13.	Kuruman District Office	13-17 Main Road,Mahindra,Kuruman
Northern Cape	14.	Britstown Local Office	Dahlia Str,Proteaville Comm Hall,Britstown,8782
Northern Cape	15.	Victoria Local Office	Victoria West Post Office Building
Northern Cape	16.	Williston Local Office	449 Hope Str ,Williston,8920
Northern Cape	17.	Phillipstown Local Office	Matanzima Str,Phillipstown,8795
Northern Cape	18.	De Aar District Office & Local Office	Liebenhoff Building ,C/O MC IVOR AND Voortrekker,De Aar
Northern Cape	19.	Brandvlei Local Office	2 Malan Street,Brandvlei
Northern Cape	20.	Gasegonyane Local Office	7 Federal Mynbou street,Kuruman
Northern Cape	21.	Niewoudville Local Office	Lelie Str,Nieuwoudville(VGK CHURCH)
Northern Cape	22.	Upington District Office	36-38 Schroder Street,Upington
Northern Cape	23.	Upington Local Office	46 Schroder Street,Upington
Northern Cape	24.	Barkley Local Office	20 Campbell str,Barkly West
Northern Cape	25.	Kakamas Local Office	Sakesentrum Building,Kakamas
Northern Cape	26.	Garies Local Office	34 Main str,Garies,8220
Northern Cape	27.	Griekwastad Local Office	Old Fnb,Griekwasted
Northern Cape	28.	Francis Baard District Office	39-43 Chapel Street,CBD,Kimberley,8300
Northern Cape	29.	Francis Baard Local Office	39-43 Chapel Street, CBD,Kimberley,8300
Northern Cape	30.	Hartwater Local Office	20 DF Malan Street,Hartwater



Northern Cape	31.	Danielskruil Local Office	Corner of Main and Braker street, Danielskuil
Northern Cape	32.	Ritchie	375e Opperman Street, Rietvale, Ritchie, 8701
Northern Cape	33.	Florianville	2 Mopani Road, Florianville, Kimberley
Northern Cape	34.	Warrenton	6 Mark Street, Warrenton, 8350
Northern Cape	35.	Barkly West	8 Thinus Du Plessis Street, Barkly West
Northern Cape	36.	Roodepan	One Stop Centre Starling Street, Roodepan, Kimberley
Northern Cape	37.	Jan kempdorp	9 Piet Retief Street, Jan Kempdorp
Northern Cape	38.	Tlhokomelo	Thusong Centre, Matanzima Street, Mankurwane, Kimberley, 8345
Northern Cape	39.	Camarvon	1030 Long Street, Camarvon, 8925
Northern Cape	40.	Hopetown	14 Cross Street, Hopetown
Northern Cape	41.	Douglas	36 Charles Cilliers Street, Douglas, 8730
Northern Cape	42.	Richmond	1102 Staander str, Richmond, 7090
Northern Cape	43.	Colesberg	Corner Chamberlain & Church Street, One Stop Centre, Colesberg 9795
Northern Cape	44.	Noupoort	Piet Retief, Noupoort, 5950
Northern Cape	45.	Rietfontein	350 Daan Swanepoel Street, Community Hall, Rietfontein
Northern Cape	46.	Kenhardt	Park Street, Kenhardt
Northern Cape	47.	Keimoes	Hoofstraat, keimoes
Northern Cape	48.	Groblershoop	103 Oranje Street, G/Hoop Groblershoop
Northern Cape	49.	Tsineng	Joe Morolong Community Hall
Northern Cape	50.	Bendel	House No: H89, Bendel Agriculture
Northern Cape	51.	Deben	Plain street, Deben
Northern Cape	52.	Olifantshoek	2 Kudu Street, Olifantshoek





Northern Cape	53.	Laxey	Laxey Clinic, Laxey
Northern Cape	54.	Fraserburg	Commercial str , Fraserburg,6960
Northern Cape	55.	Calvinia	2 Le Roux Street, Calvinia,8190
Northern Cape	56.	Port Nolloth	1 Beach Road, (One Stop Child Justice Center), Port Nolloth,8280

REGION / PROVINCE		NAME OF OFFICE	PHYSICAL ADDRESS
North West	1.	North West Regional Office	1 <sup>st</sup> Street, Industrial Sites, Master Centre Building, Mahikeng
North West	2.	North West Records Management Centre (The Document Warehouse)	35 Aerodrome Cres, Mafikeng Industrial, Mahikeng
North West	3.	Dr Kenneth Kaunda District Office & Local Office	KDM Building, Cnr Boom & Emily Hobhouse street, Klerksdorp
North West	4.	Dr Dr. Ruth Segomotsi Mompoti District & Local Office	Stand 252, 4462 Rem Portion of Stand 253, Vryburg
North West	5.	Bojanala District Office	Business Unit A Delta Place, 17 Kgwebo Avenue, Mabe Business Park, Rustenburg
North West	6.	Ngaka Modiri Molema District Office & Mafikeng Local Office	Albany Building, 7 First street, Industrial Site, Mahikeng
North West	7.	Delaraville (Tswaing) Local Office	11 Du Plessis street, Delaraville
North West	8.	Zeerust Local Office	21 Church street, Zeerust
North West	9.	Ditsobotla Local Office	SASSA House, 20 Burgers street, Lichtenburg
North West	10.	Rustenburg Local Office	18 Heystek street, Rustenburg
North West	11.	Kgetleng Local Office	6 Steyn street, Koster
North West	12.	Madibeng Local Office	11 Tom street, Brits, Bojanala
North West	13.	Mogwase Local Office	Shop NO 7, Erf 935 Mogwase Forum
North West	14.	Maboloka Local Office	569 Lethabong Street, Maboloka 0179
North West	15.	Dwarsberg Local Services	Office is permanently closed
North West	16.	Ramatlana Local Office	Stand 1057, Ramatlabama 600

South African Social Security Agency  
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North West	39.	Groot Marico Service Office	Corner President and Coetxeer Street, Zeerust
North West	40.	Tshidilamolomo Service Office	Bray Road, SASSA Tshidilamolomo Office, Next to Social Development Office, Tshidilamolomo 2753
North West	41.	Cyferskuil Service Office	Cyferskuil Community Hall, SASSA Service Point, Cyferskuil 0480
North West	42.	Kanana Service Office	1 Deropotsane Street, Bafokeng Civic Centre, Phokeng, 0335
North West	43.	Mabeskraal Service Office	Mabeskraal Tribal Office, SASSA Office, Mabeskraal 0313
North West	44.	Madikwe	Department of Public Works and Roads, Stand No 2015, Maruthare Street, Madikwe 2840
North West	45.	Swartruggens	Corner De Wet and Smuts Street, Koster, 0348
North West	46.	Shaleng Service Point	Shaleng Tribal Office, Shaleng
North West	47.	Tlokwe Local Office	Department of Public Works and Roads, ERF 151, Industrial Site, Ikageng, Potchefstroom
North West	48.	Dinokana	Gora Mosimanegape Section, SASSA Service Point, Dinokana, 2868
North West	49.	Dryharts	SASSA Office, Dryharts, Taung 8580
North West	50.	Mantserre	Mantserre Community Hall, SASSA Office, Mantserre Village,
North West	51.	Tseoge Service	Tseoge, Department of Agriculture and Rural Development Building

REGION / PROVINCE	No.	NAME OF OFFICE	PHYSICAL ADDRESS
Western Cape	1.	Western Cape Regional Office	Golden Acre Building Adderley Street Cape Town 8000
Western Cape	2.	Western Cape Records Management Centre (The Document Warehouse)	42 Borfos Circle Epping 7460
Western Cape	3.	Vredendal Local Office	20 Church Street, Old BMW Building Vredendal 8160
Western Cape	4.	Atlantis Service Office	1 Nottingham Road, Sherwood Park, Atlantis 7348
Western Cape	5.	Witzenberg TC Service Office	Witzenberg Thusong Centre, 31 Lycester Street Ceres 6835
Western Cape	6.	Mosselbay Service Office	108 Adriaans Avenue, Asla Park, MOSSEL BAY, 6500.
Western Cape	7.	Robertson Service Office	Thusong Centre, C/o Wesely Street and Paddy Street, Robertson, 6705

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Western Cape	8.	Themmbalethu Service Office	7053 Jeriko St, Themmbalethu, George, 6529
Western Cape	9.	Illengelethu Service Office	Swartland Local Municipality, West Coast District, Illengelethu Sports Field, MALMESBURY, 7299
Western Cape	10.	Prince Albert Service Office	Prince Albert Local Municipality, Central Karoo, 1 Adderley Street, PRINCE ALBERT, 6930
Western Cape	11.	Oudshoorn Local Office	12th Ave, Bongolethu, Oudtshoorn, 6625
Western Cape	12.	Capeagulhas Service Office	C/o Long, Park and Ou Meule Street, Bredasdorp 7280
Western Cape	13.	Kannaland T Service Office	Van Riebeeck St, Ladismith, 6655
Western Cape	14.	Kwanokuthula Service Office	Sedwell Street Platterberg Bay 6605
Western Cape	15.	Grabouw T Service Office	290 Ou Kaapse Way, Pineview, Grabouw, 7160
Western Cape	16.	Belville Local Office	Fintrust Building, No 1 C/o Mazzur & Petrus Streets, Bellville
Western Cape	17.	Beaufortwest Service Office	Lease terminated
Western Cape	18.	Beaufortwest Local Office	93 Donkin Street, Beaufort West
Western Cape	19.	Mitchells Plain Local Office	45 Alpha Street, Westpoort Park, Mitchells Plain
Western Cape	20.	Athlone Local Office	Melofin Building, c/o Birwood Str. & Klipfontein Rd, Athlone
Western Cape	21.	Vredenberg Local Office	11 Bree Street, Vredenburg
Western Cape	22.	Cape Town Local Office	Metador Building, C/o Long & Strand Streets, Cape Town 8000
Western Cape	23.	Worcester Local office	70-72 Durban Road Synagogue
Western Cape	24.	Mbekweni TC_Service Office	Lease Terminated
Western Cape	25.	Eersteriver Local Office	42 on Main Eerste River 7100
Western Cape	26.	Bar Build Service Point	
Western Cape	27.	Paarl Local Office	Paarl East Shopping Centre, Corner Van Der Stel, Broadway & Walbrugh Streets, Paarl East 7621.
Western Cape	28.	Vredenburg Local Office	11 Bree Street, Vredenburg 7380
Western Cape	29.	Wynberg Local Office	270 Corner of Wilson & Main Road Wynberg 7824



