



INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

JD House, 27 Stiemens Street, Braamfontein,
Johannesburg, 2017, South Africa,
P.O Box 31533, Braamfontein,
Johannesburg, 2017, South Africa,
Email: enquiries@info regulator.org.za,
Website: www.info regulator.org.za
Toll Free: +27 80 001 7160

ENTITY: INFORMATION REGULATOR

Tel: 010 023 5200

Fax:

SUPPLY CHAIN MANAGEMENT SPECIFICATION

Name of Directorate	Information Regulator
Date of Specification	13 February 2025
Date of Compulsory Site Briefing	10 March 2025 AT 09:00am
Closing Date	11 March 2025
Contact Number	010 023 5200
Venue for delivery of goods/services	JD House Building, 27 Stiemens Street, 4 th Floor, Braamfontein, Johannesburg, 2001
Contact E-mail	SCM@infoRegulator.org.za / LKorae@infoRegulator.org.za / PMaphangula@infoRegulator.org.za
Contact Person	Lesego Korae / Phindulo Maphangula

REQUEST TO RENDER ON-SITE SHREDDING SERVICES

The service provider is required to comply with the Protection of Personal Information Act by safeguarding sensitive and confidential information.

1. Specifications

1.1 On-site mobile document shredding services.

- (a) Documents must be shredded on-site in a closed shredding vehicle with the necessary equipment.
- (b) Cabinets; boxes; plastics must be emptied into locked/sealed wheelie bins for transportation from the building to the shredding vehicle.
- (c) Certificate of destruction must be supplied after completion of work.
- (d) Shredding must be provided as a once off service.
- (e) Service will include human resources to remove documents from the building to the shredding vehicle.

2.2 Quotation must be inclusive of all related costs

2.3 Shredding services must be provided at: **Information Regulator; JD HOUSE BUILDING; 27 Stiemens street; Braamfontein; JOHANNESBURG; 2001**

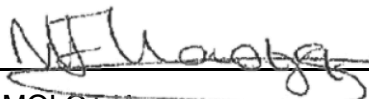
2.4 Service providers must attend compulsory site inspection/ briefing at address and date mentioned above.

Quotation(s) must be accompanied by the following documents:

1. Valid Tax Compliance Status Pin;
2. Original certified BBBEE Certificate/ Sworn Affidavit;
3. Latest CSD Registration Report not older than three months;
5. Completed and signed SDB 4 and SDB 6.1;
6. Bids not in compliance with the above-mentioned and received after the closing date of the request for quotation will NOT be considered.

Specification approved by:

Signature:



Initials and Surname:

F.MOLOTJA

Position:

Manager: Records Management

Date:

13 FEBRUARY 2025