

**Specification Template**  
**TE-IMS-PEMM ASSET UTH-SPEC Specification**

<b>Office Cleaning and Deep Cleaning for a Period of 36 Months</b>				
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<b>Local Business:</b>	<b>WAGONS AND LOCOMOTIVE</b>			
<b>Location:</b>	<b>CAMBRIDGE, SWARTKOPS, NEW BRIGTON AND NORTH END</b>			

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## 1. Scope of Work

This specification requirement covers all the requirements that will be needed to inform the supplier to carry out what is expected from him/her: The contract will be awarded as a cleaning project and the contractor will be responsible for all the work specified.

This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for cleaning services. Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering. This specification is for the following depots:

1. Cambridge Locomotive
2. Cambridge Wagon and Faculty of Engineering
3. Swartkops Locomotive
4. New Brighton Wagon depot
5. North End including Faculty of Engineering

The Supplier shall supply all the labour, tools, material, equipment, consumables, facilities, testing, and supervision required for the supply of the specified cleaning services for the duration of the contract.

## 2. Site Inspection

Tenderers must visit the site to familiarize themselves with all the aspects involved relating to the project that must be done.

## 3. Information Required

Tenderers shall confirm that the items that they are offering comply at a standard not less than the minimum required requirement asked for in the specifications. Tenderers must comply to these specifications, but alternative offers may, in addition, also be submitted. Such alternative offers must be fully motivated and substantiated.

Bidders will have to indicate which Depots they are pricing for and will only be evaluated for the indicated depots.

#### **4. Regulations and Standards:**

Comply with the Occupational Health and Safety Act (Act85 of 1993), as amended and its Regulations.

The contractor to have a SAFETY FILE, on site at all times.

The contractor shall submit the SAFETY FILE before commencing of the project with following mandatory documents but not limited to; Valid Letter of Good standing from compensation commissioner, medical fitness certificates from Occupational Medical Practitioner for all employees, Training certificates regarding the type of work to be performed e.g., HCS training, First Aid, SHE Rep, Incident Investigator, Risk Assessor, and covid-19 related training etc. Company Organogram, SHE Inspections checklists, Company Profile, SHEQ Management Plans including Emergency plan, Risk Assessment with Method statement, Procedures, Legal Appointment letters and Incident management Procedures and Processes.

<b>5. Required Specifications</b>		
<b>5.1</b>	<b>The scope will cover the following:</b>	<b>Comply Yes/No</b>
5.1.1	Offices, mess areas (offices and kitchens in the workshops) and Ablutions, halls, park homes, admin buildings, security guard offices, washing of Transnet Vehicles and Locomotives/Wagons	
5.1.2	Deep Cleaning in every WC, Urinals, Basins, and Showers area	
5.1.3	Number of cleaners requires as follows: <b>CAMBRIDGE LOCOMOTIVE: 7</b> <b>CAMBRIDGE WAGON AND FOE: 4</b> <b>SWARTKOPS LOCOMOTIVE: 17</b> <b>NEW BRIGHTON WAGON: 6</b> <b>NORTH END DEPOT: 2</b>	
5.1.4	The contracts will be split into two regions. <ul style="list-style-type: none"> <li>• East London: Cambridge Locomotive, Cambridge Wagons and FOE</li> <li>• Gqebera (PE): Swartkops Locomotive and RM, New Brighton Wagons and North End</li> </ul>	
<b>5.2 Office Cleaning</b>		
<b>5.3</b>	<b>Areas of Cleaning:</b>	<b>Comply Yes/No</b>
5.3.1	Systems and procedures must be adhered to on a daily, weekly, and monthly basis, depending on personnel and visitor usage. Every part (high touch area) of the facility must be sanitized daily.	

5.3.2	A ready supply of trained cleaners working in Transnet Engineering Depot buildings.	
5.3.3	Sufficient staff to meet the agreed programme and the ability to monitor and improve cleaning services for the Plant.	
5.3.4	A guaranteed quality service meeting operational business and cleaning industry standards.	
5.3.5	Use of quality and SABS approved chemicals, which meet the legal requirement. Use environmentally friendly products.	
5.3.6	Sufficient capital to invest in tools, equipment, and consumables	
5.3.7	Compliance to the Basic Conditions of Employment Act: Sectoral Determination - Contract Cleaning Sector; Taxes: PAYE, VAT, UIF; Regional Services Levies and Skills Development Levy	
5.3.8	Compliance to the Compensation for Occupational Injuries and Diseases (COID), Occupational Health and Safety Act (Act No. 85 of 1993) as amended and its regulations such as the Hazardous Chemical Substances Regulations, Public Liability and Provident fund.	
5.3.9	Dirty water generated from the cleaning of offices shall not be discharged into storm-water drainages.	
5.3.10	always Washing of dishes and cups in the offices	
<b>6. Site Inspection</b>		
<b>6.1</b>	<b>Compulsory for measuring performance:</b>	<b>Comply Yes/No</b>
6.2	This is to be carried out weekly by the contractor and a representative from Assets and Wagon/Locomotive Maintenance Business.	
<b>7. Site Plan</b>		
<b>7.1</b>	<b>Compulsory for the Transnet representative to follow schedule:</b>	<b>Comply yes/No</b>

<b>7.2</b>	Site plans are not available for all depots. The Site inspection/Site Meeting becomes compulsory for the bidder to familiarize themselves with the specific depot.	
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<b>8. Risk &amp; Responsibility</b>		
<b>8.1</b>	<b>Contractor responsibility:</b>	<b>Comply Yes/No</b>
8.1.1	The contractor accepts full responsibility for its staff's actions and will ensure that such actions at no time place the staff or property of Transnet Engineering Depots mentioned sites in danger (specific reference to hazardous activities like cleaning chemicals). Should the contractor's workers participate in strikes, marches, riots or any other actions which fall outside their duties, it is the contractor's responsibility to control its personnel, restore order or, if necessary, to remove them from. Transnet Engineering depots premises	
8.1.2	The contractor must discourage its workers from participating in any actions that will affect Transnet operations	
8.1.3	In the case of any strike, stay-away or action where no, or only partial service is rendered, and where the contractor is not responsible for remuneration (no work, no pay) of such personnel, the contract price for the period concerned shall be adjusted accordingly.	
8.1.4	In the event of actions such as mentioned above, it is the responsibility of the contractor to calculate revised invoices and present them for payment at the end of the month in which only partial service was rendered.	
8.1.5	Where keys for access to areas of the site are required and keys are given to the contractor, the necessary care and responsibility for their safekeeping will be observed. The contractor must ensure that keys are not misused or used to allow access by unauthorized persons.	
8.1.6	Comply with Compensation of Occupation Injuries and Diseases Act (Act 130 of 1993) as amended.	
8.1.7	Comply with Foodstuffs, Cosmetics and Disinfectants Act (Act 54 of 1972) as amended.	

8.1.8	The contractor shall submit a safety file for the project. If the contractor is awarded more than one depot, only 1 safety file needs to be submitted.	
8.1.9	Safety Induction shall be undertaken upon the approval of the safety file.	
8.1.1	Transnet Engineering shall issue valid access permits for entering the site.	
8.1.1	Compliance to National Environment Management waste Act (59 of 2008) Compliance to National Water Act (36 of 1998	
<b>9. Inspection</b>		
<b>9.1</b>	<b>Performance Measurement:</b>	<b>Comply Yes/No</b>
<b>9.2</b>	All the services provide shall be subjected to inspection by the nominated officials of Transnet during any stage of the contract period.	
<b>10. Reports</b>		
<b>10.1</b>	<b>Measuring Performance:</b>	<b>Comply Yes/No</b>
<b>10.2</b>	checklists and attendance register must be submitted at Asset office and Wagon/Locomotive Maintenance business pertaining to services that are rendered by the contractor.	
<b>10.3</b>	Invoices must be accompanied by the attendance register for the month and indicate daily attendance.	
<b>10.4</b>	Credit notes to be given where applicable.	

## 11. CLEANING OF VARIOUS AREAS

<b>11.1 AREAS TO BE SERVICED</b>	<b>FUNCTION</b>	<b>SERVICE FREQUENCY</b>	<b>Comply Yes/No</b>
11.1.1 Tiled Floors	Sweep/damp-mop	Daily	
11.1.2 Walls	Wipe	Weekly	
11.1.3 Glass Doors	Wipe	Daily	
11.1.4 Furniture	Dust, polish and disinfect	Daily	
11.1.5 Windows	Clean Exterior and interior faces	Monthly	
<b>11.2 OFFICES (including mobile offices, workshops, union office, in-service office and security guards' office)</b>			
<b>11.2.1 AREAS TO BE SERVICED</b>	<b>FUNCTION</b>	<b>SERVICE FREQUENCY</b>	<b>Comply Yes/No</b>
11.2.2 Bins (Waste receptacles)	Put refuse bags and empty	Twice a day	
11.2.3 Furniture/chairs	Dust, polish and disinfect	Daily	
11.2.4 Computers/Phones	Dust/wipe	Daily	
11.2.5 Cupboards	Dust, polish and disinfect	Daily	
11.2.6 Doors (doorframes/handles)	Dust, polish and disinfect	Daily	
11.2.7 Picture Frames	Dust and Wipe	Once per week	
11.2.8 All horizontal surfaces	Dust and Wipe	Daily	

11.2.9 Carpets	Vacuum	Twice weekly/ as and when required	
11.2.10 Blinds	Dust/Vacuum	Once per week	
11.2.11 Tiled Floors	Sweep/damp-mop	Daily	
11.2.12 Water bottles/water coolers	Filling, cleaning and sanitize.	Daily/as necessary	
<b>11.3 BOARDROOMS</b>			
<b>11.3.1 AREAS TO BE SERVICED</b>	<b>FUNCTION</b>	<b>SERVICE FREQUENCY</b>	<b>Comply Yes/No</b>
11.3.2 Carpets	Vacuum	Twice per week	
11.3.3 Furniture	Dust, polish and sanitize.	Daily	
11.3.4 Mugs and dishes	Wash	Every time after meeting	
11.3.5 Doors (doorframes/handle)	Dust, polish and disinfect	Daily	
11.3.6 Windows	Clean exterior and interior faces	Monthly	
<b>11.4 KITCHENS</b>			
<b>11.4.1 AREAS TO BE SERVICED</b>	<b>FUNCTION</b>	<b>SERVICED FREQUENCY</b>	<b>Comply Yes/No</b>
11.4.2 Floors	Sweep/damp mop	Daily	
11.4.3 Walls	Wipe	Daily	
11.4.4 Dishes (Cups, etc.)	Wash	Daily	

11.4.5 Sinks	Wipe/disinfect	Daily	
11.4.6 Refrigerator/Microwave	Wet Wipe and Sanitize	Daily	
11.4.7 Cupboard's storage and food lockers at workshop kitchen	Dust, polish and disinfect	Monthly	
11.4.8 Windows	Clean exterior and interior faces	Monthly	

### 11.5 TOILET CLEANING

11.5.1 AREAS TO BE SERVICED	FUNCTION	SERVICED FREQUENCY	Comply Yes/No
11.5.2 Toilets, seats and brims	Clean and Sanitize	Daily	
11.5.3 Urinals	Clean and sanitize	Daily	
11.5.4 Basins	Clean and sanitize	Daily	
11.5.5 Sinks	Clean and sanitize	Daily	
11.5.6 Bins (Waste receptacles)	Put refuse bags and empty	Twice a day	
11.5.7 Mirrors	Wipe and Dry	Daily	
11.5.8 Tiled Floors	Sweep/damp-mob	Daily	
11.5.9 Doors	Wash/spot clean	Daily	

11.5.10 Toilet paper, towels etc.	Replenish items (Transnet to supply)	Daily/when necessary	
11.5.11 Toilets, Showers, WC, wash basins and urinals. 11.5.12	Deep Cleaning (Provide TE with Schedule). Every deep cleaning to be witnessed and signed off by TE appointed personnel.	Monthly	
11.5.13 Soap dispenser (rent to buy)	Refill with soap and install dispenser as and when required. Replace missing soap dispensers as when required.	Weekly/ when necessary	

## 11.6 ABLUTION BLOCKS

11.6.1 AREAS TO BE SERVICED	FUNCTION	SERVICED FREQUENCY	 <b>Comply</b> <b>Yes/No</b>
11.6.2 Floors	Sweep/damp mop	Daily	<small>engineering</small>
11.6.3 Walls	Wipe	Daily	
11.6.4 Dishes (Cups, etc.)	Wash	Daily	
11.6.5 Sinks	Wipe/disinfect	Daily	
11.6.6 Refrigerator/Microwave	Wet Wipe and Sanitize	Daily	
11.6.7 Cupboard's storage and food lockers	Dust, polish and disinfect	Monthly	
11.6.8			
11.6.9 Windows	Clean exterior and interior faces	Monthly	
11.6.10			

<b>11.7 COMMON AREAS</b>			
<b>11.7.1 AREAS TO BE SERVICED</b>	<b>FUNCTION</b>	<b>SERVICE FREQUENCY</b>	<b>Comply Yes/No</b>
11.7.2 Carpets	Vacuum	Twice a week/as and when is required	
11.7.3 Walls	Wipe	Weekly	
11.7.4 Tiled floors	Sweep/damp mop	Daily	
11.7.5 Floor area	Sweep, damp mop, machine scrub and buff	Weekly	
11.7.6 Bins (Waste receptacles)	Put refuse bags and empty	Twice a day	
<b>11.8 REFUSE REMOVAL</b>			
<b>11.8.1 AREAS TO BE SERVICED</b>	<b>FUNCTION</b>	<b>SERVICED FREQUENCY</b>	<b>Comply Yes/No</b>
11.8.2 All refuse holders	Empty and wipe	Daily	
11.8.3 Bins (wastebaskets)	Empty and wipe	Daily	
<b>11.9 FOE CLASSROOM – NEW BRIGHTON DEPOT ONLY</b>			

11.9.1 Carpets	Vacuum	Twice a week/as and when is required	
11.9.2 Furniture/chairs	Dust, polish and disinfect	Daily	
11.9.3 Notice boards	Dust and wipe	Weekly	
11.9.4 Walls	Wipe	Weekly	
11.9.5 Windows	Clean exterior and interior faces	Monthly	
11.9.6 Tiled floors	Sweep/damp mop	Daily	
11.9.7 Floor area	Sweep, damp mop, machine scrub and buff	Weekly	
11.9.8 Bins (Waste receptacles)	Put refuse bags and empty	Twice a day	
<b>11.10 WORKSHOPS (Bogies and Main) – NEW BRIGHTON DEPOT ONLY</b>			
11.10.1	SOP's and notice boards	Wipe	Weekly
11.10.2	Floor	Sweep	Daily

11.10.3 Bins (Waste receptacles)	Put refuse bags and empty and clean the bins outside	Twice a day	
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### **11.11 CLEANING OF VEHICLES**

11.11.1 Transnet Bakkies	Wash and vacuum	Weekly	
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### **11.12 CLEANING CONTRACTOR TO SUPPLY THE FOLLOWING**

11.12.1	Compulsory Items:	Comply Yes/No
	All cleaning material, bin liners (refuse bags) and soap dispensers.	
	All cleaning equipment including working at heights equipment's for cleaning of windows in elevated positions.	
	Air freshener	
	Protective clothing (including masks, shoes and gloves, safety reflectors, including any other PPE according to risk and safety assessment, etc;) for use by cleaning staff	
	Clearly marked uniform and no Transnet clothing to be worn	
	Personal Protective Equipment to be used and worn in the workshop and must comply to safety requirement as per Transnet standards, including any other PPE according to risk and safety assessment.	