

TRANSNET NATIONAL PORTS AUTHORITY

A DIVISION OF TRANSNET LIMITED

(REGISTRATION NO. 90/00900/30)

**PROVISION OF CLEANING SERVICES IN
BUILDINGS OCCUPIED BY TRANSNET
NATIONAL PORTS AUTHORITY STAFF AT
THE PORT OF RICHARDS BAY FOR A
PERIOD OF THIRTY-SIX (36) MONTHS**

CLEANING SERVICES

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1 Scope Of Work

This contract covers the cleaning services to buildings at the Port of Richards Bay occupied by Transnet National Ports Authority staff; which shall comprises the cleaning of all offices, boardrooms/meeting rooms, mess rooms, ablutions, kitchens, corridors, stairways and vehicles.

2 Business Name

Transnet Limited will for the purpose of this contract be trading and hereinafter be referred to as Transnet National Ports Authority, a Business Division of Transnet who, through its authorized representatives, shall execute the contract on behalf of Transnet.

3 Completion

Transnet National Ports Authority requires that the contract be for a period of thirty six (36) months; the contract period shall include any statutory holidays falling within this period shall include the period from 16 December to 5 January, both days included, if it falls within this contract period. The completion date will be determined by adding the period specified above to the date of notification of acceptance of tender or the date stated in the letter of notification of acceptance of tender whichever is the later.

4 Specification

4.1 The service provider shall clean all offices, mess rooms and ablutions in buildings occupied by Transnet National Ports Authority staff.

4.2 The extent of cleaning per building shall include:

- interior cleaning
- exterior cleaning
- kitchen duties
- toilet duties

4.3 Interior Cleaning

4.3.1 Windows, Walls And Paintwork

Wash and wipe window (including frame) and walls	Weekly
Spot clean all low surfaces (including power skirting)	Daily
Glass walls, doors and light switches	Daily
Wipe clean top of doors and glass above doors	Daily

4.3.2 Blinds

Dust / Clean	Daily
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4.3.3 Staircases

Sani-wipe hand railings and fittings	Daily
Maintain landings, treads and risers	Daily
Maintain balustrade (steel and timber)	Daily
Damp mop	Twice Daily
Clean fire escape	Daily

4.3.4 Dusting

Dust horizontal surfaces (low level)	Daily
Dust all high ledge and fittings	Weekly
Dust all vertical surfaces (walls, cabinets, etc)	Daily
Dust all window ledges	Daily
Clean all telephones	Daily

4.3.5 Workstations

Dust desks	Daily
Sanitize desks	Twice Daily
Polish desks	Weekly
Sani-wipe telephone handsets	Daily
Polish filing cupboard	Daily

4.3.6 Miscellaneous

Polish office furniture (excluding desks)	Weekly
Wash vinyl-covered furniture	Weekly
Vacuum cloth covered furniture	Weekly
Dry power extraction cleaning / steam-cleaning of carpets	Monthly

4.3.7 Floors

4.3.7.1 Resilient Floor

Sweep with dust mop sweepers	Daily
Damp mop	Daily
Polish	Bi monthly
Strip and recoat	monthly

4.3.7.2 Stone Floor

Sweep floor	Daily
Damp mop	Daily

Polish	Bi monthly
Strip and recoat	Monthly

4.3.7.3 Rugs And Carpeting

Vacuum clean thoroughly	
- heavy traffic areas	Daily
- medium traffic areas	Daily
- light traffic areas	Daily

4.3.8 Waste Disposal

4.3.8.1 Recycling Paper Bins

Empty recycling paper bins	Daily
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4.3.8.2 Waste Bins - Offices

Empty waste bins	Daily
Wash and clean waste bins	Weekly

4.3.8.3 Waste Bins - Ablutions

Empty waste bins	Twice Daily
Wash and clean waste bins	Weekly

4.3.8.4 Waste Bins – Wheelie Bins

Empty waste wheelie bins into municipal skip	Daily
Wash and clean waste bins	Weekly

4.4 Exterior Cleaning

4.4.1 Entrance And Entrance Foyers

Sweep entrances steps and entrance	Daily
Wash steps and entrance lobby	Daily
Remove doormats, dust / clean and put back in position	Daily
Polish entrance steps and entrance	Daily
Clean adjacent walls	Daily
Wash doormats	Weekly

4.4.2 Glass And Metal Work

Spot clean glass entrance doors	Daily
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Wash glass of window	Weekly
Clean and polish all metal fittings	Weekly
Clean glass partitions	Weekly

4.4.3 External Verander Floors

Sweep external verander floors	Daily
Damp mop	Daily
Polish external verander	Weekly
Strip and recoat	Monthly

4.5 Kitchen Duties

Wash, dry and store kitchen utensils, crockery & cutlery	Daily
Sweep kitchen floor	Twice daily
Wash kitchen floor	Twice daily
Clean kitchen cupboards and shelves	Weekly
Clean kitchen equipment viz: stove, microwave, fridge, etc	Daily
Prepare tea including serving and fetching	4 x Daily
Prepare tea for visitors / meetings including serving and fetching	As required
Washing dishes for meetings	As required
Replenish tea, coffee, sugar and milk	Daily

4.6 Toilets Duties

Clean and sanitise all basins, urinals and water closet bowls	Twice Daily
Clean and sanitise all mirrors	Daily
Damp mop floor with disinfectant	Twice Daily
Clean all metal fittings	Daily
Spot clean walls, doors and partitions	Daily
Sanitise walls, floors, partitions and doors	Daily
Clean and sanitise all shower cubicles	Daily
Empty and clean all waste receptacles	Daily
Replace toilet paper (supplied by TNPA)	As necessary
Replace paper towel (supplied by TNPA)	As necessary
Replenish liquid soap (supplied by TNPA)	As necessary

4.7 Conference Room - Elwazini

4.7.1 Normal Working Days

- Sweep stone floor
- Mop stone floor
- Vacuum carpet area thoroughly
- Move furniture to suit

4.7.2 Prior To Meetings

- To be undertaken a day before meeting if possible otherwise early on the day of the meeting
- Sweep stone floor
- Mop stone floor
- Polish stone floor
- Vacuum carpet area thoroughly
- Move furniture to suit

4.7.3 After Meeting

- To be undertaken immediately after meeting if possible
- Vacuum carpet area thoroughly
- Arrange furniture to original seating plan

4.8 Training Centre - Umfolozi Centre

4.8.1 Lecture Rooms

- Vacuum carpet area thoroughly
- Arrange furniture to suit (TNPA staff to advise)

4.9 Public Area Of Small Craft Harbour

4.9.1 This area includes the following : verander area of the Mariners Mall, two Public toilets, Newark Road (between Action Cricket Shed and the Mariners Mall) and the surfacing behind the Harbour Craft Berth.

4.10.2 The service is required seven (7) days per week and includes public holidays.

Cleaning of public toilets	Twice daily
Cleaning of stoep of Mariners Mall	Twice daily
Litter picking of Small Craft Harbour (between Action Cricket and Speciality Shops & surfacing of the Harbour Craft Berth)	Twice Daily (minimum) and as an when required during the shift
Emptying of waste drums into skips	Daily

4.10 Washing Of Cars

4.10.1 Pioneer Centre, Bayvue Centre, Osisweni Centre, Umfolozi Training Centre & Vikela Centre

- Vehicles belonging to senior management (EXCO) to be washed every Friday or ad hoc during the week
- Vehicles belonging to TNPA require washing every Friday or on an ad hoc basis

- Wash external and wipe dry
- Remove mats and dust clean
- Vacuum carpet thoroughly
- Vacuum boot area thoroughly
- Number of washes per week shall be **twenty (20)**

4.10.2 Port Control, Maritime House & Berthing Services :

- Vehicles belonging to senior management (EXCO) to be washed weekly
- TNPA vehicles to be washed once daily
- Ad hoc washes during the week may be required
- Wash external and wipe dry
- Remove mats and dust clean
- Vacuum carpets thoroughly
- Vacuum boot area thoroughly
- Number of washes per week shall be **fifteen (15)**

4.11 **Items To Be Provided By Transnet National Ports Authority (Material safety data sheets of chemicals listed below not to be supplied by the service provider)**

- Liquid soap
- Toilet paper
- Paper towels
- Sanitary blocks
- Consumables (tea, coffee, sugar, milk, etc)
- Detergents (Handy Andy, Sunlight Liquid, Jik, Domestos, Toilet Duck)
- Cloths (Dish Cloth, Dish swabs, steel wool)
- Scourers
- Refuse bags
- Leather polish
- Leather conditioner
- Car soap
- Tyre polish

4.12 To Be Supplied By The Service Provider

4.12.1 The service provider shall supply all necessary materials, labour, tools, consumable, stores, plant, personal protective clothing, equipment and transport required for the proper completion of the contract.

4.12.2 Labour :

4.12.2.1 **Supervision**

The service provider shall provide three (3) competent supervisors for the operations daily between Monday to Sunday, inclusive of public holidays at day and at night. The supervisors shall rotate working shifts; 06h00 to

18h00 and 18h00 to 06h00.

Supervisors to provide a report of all activities undertaken during each shift; reports to be submitted to Transnet National Ports Authority daily.

4.12.2.2 Supervisors office to equipped with a computer and printer; all supervisors must be accessible via a cellphone.

4.12.2.2 **Cleaning Staff :**

The service provider shall provide **cleaning staff** as per the following :

4.12.2.2.1 **Administration Buildings / Ablutions**

The service provider shall provide **thirty two (32) workers** daily between Monday to Friday, 07h00 to 15h00 excluding public holidays. The cleaners shall leave their work areas at 15h00.

4.12.2.2.2 **Government House & Truck Staging Area :**

- The service provider shall provide **three (3) workers** daily from Monday to Thursday, 06h00 to 18h00 including public holidays.
- The service provider shall provide **three (3) workers** daily from Friday to Sunday, 06h00 to 18h00 including public holidays - **Reliever**
- The service provider shall provide **one (1) worker** daily from Monday to Thursday, 18h00 to 06h00 including public holidays
- The service provider shall provide **one (1) worker** daily from Friday to Sunday, 18h00 to 06h00 including public holidays - **Reliever**
- The cleaners shall ensure that they are on site fifteen minutes prior to the end of the preceding shift.

4.12.2.2.3 **Berthing Services :**

4.12.2.2.3.1 **Old Berthing Services:**

- The service provider shall provide **one (1) worker** daily from Monday to Thursday, 06h00 to 18h00 including public holidays
- The service provider shall provide **one (1) worker** daily between Friday to Sunday, 06h00 to 18h00 including public holidays - **Reliever**
- The service provider shall provide **one (1) worker** daily between Monday to Thursday, 18h00 to 06h00 including public holidays
- The service provider shall provide **one (1) worker** daily between Friday to Sunday, 18h00 to 06h00 including public holidays - **Reliever**

4.12.2.2.3.1 **New Berthing Services :**

- The service provider shall provide **two (2) workers** daily from Monday to Thursday, 06h00 to 18h00 including public holidays
- The service provider shall provide **two (2) workers** daily from Friday to Sunday, 06h00 to 18h00 including public holidays - **Reliever**
- The service provider shall provide **one (1) worker** daily from Monday to Thursday, 18h00 to 06h00 including public holidays
- The service provider shall provide **one (1) worker** daily from Friday to Sunday, 18h00 to 06h00 including public holidays - **Reliever**
- The cleaning staff shall ensure that they are on site fifteen minutes prior to the end of the preceding shift.

4.12.2.2.4 **Fire Services :**

- The service provider shall provide **two (2) workers** daily between Monday to Thursday, 06h00 to 18h00 including public holidays
- The service provider shall provide **two (2) workers** daily between Friday to Sunday, 06h00 to 18h00 including public holidays - **Reliever**
- The service provider shall provide **one (1) worker** daily between Monday to Thursday, 18h00 to 06h00 including public holidays
- The service provider shall provide **one (1) worker** daily between Thursday to Sunday, 18h00 to 06h00 including public holidays - **Reliever**
- The cleaners shall ensure that they are on site fifteen minutes prior to the end of the preceding shift.

4.12.2.2.5 **Employee Care Centre :**

- The service provider shall provide **one (1) worker** daily between Monday to Thursday, 06h00 to 18h00 including public holidays
- The service provider shall provide **one (1) worker** daily between Friday to Sunday, 06h00 to 18h00 including public holidays - **Reliever**
- The service provider shall provide **one (1) worker** daily between Monday to Thursday, 18h00 to 06h00 including public holidays
- The service provider shall provide **one (1) worker** daily between Thursday to Sunday, 18h00 to 06h00 including public holidays – **Reliever**

- The service provider shall provide **one (1) worker** daily between Monday and Friday, 07h00 and 15h00 (included in 4.12.2.2.1)
- The cleaners shall ensure that they are on site fifteen minutes prior to the end of the preceding shift.

4.12.2.2.6 Port Control :

- The service provider shall provide **three (3) workers** daily between Monday to Friday, 07h00 to 15h00 including public holidays. The cleaners shall leave their workstation at 15h00.
- One worker shall be a **male**
- The service provider shall provide **one (1) workers** on Saturday and Sunday, 07h00 to 15h00 including public holidays - **Reliever**
- The cleaners shall leave their workstation at 15h00

4.12.2.2.7 Public Area Of Small Craft Harbour:

- The service provider shall provide **one (1) worker** daily between Monday to Friday, 07h00 to 15h00 including public holidays. The cleaner shall leave their workstation at 15h00.
- The service provider shall provide **one (1) workers** on Saturday and Sunday, 07h00 to 15h00 including public holidays - **Reliever**
- The cleaners shall leave their workstation at 15h00.

4.12.2.2.8 Helicopter Hangar :

- The service provider shall provide **one (1) worker** daily between Monday to Friday, 07h00 to 15h00 including public holidays. The cleaners shall leave their workstation at 15h00.
- The service provider shall provide **one (1) workers** on Saturday and Sunday, 07h00 to 15h00 including public holidays - **Reliever**
- The cleaners shall leave their workstation at 15h00.

4.12.2.2.9 All Buildings (Window Washing And Car Washing) :

- The service provider shall provide **two (2) workers** daily between Monday to Friday, 07h00 to 15h00 excluding public holidays
- These workers shall be **male**
- The cleaners shall leave their workstation at 15h00.

4.12.2.2.10 The total number of permanent cleaners shall be **forty six (46)** and relievers shall be **seventeen (17)**.

4.13 Where additional cleaning is required on an ad hoc basis, the service

provider shall provide five (5) workers complete with PPE / uniform; the service provider shall provide all the equipment and consumables needed to complete the work. The Transnet National Ports Authority representative shall submit a written instruction to the service provider for this service)

4.14 The following minimum equipment shall be provided by the service provider and shall be replaced and or maintained by the service provider.

- Brooms
- Mop trolleys
- Mops
- Feather dusters
- Polish / Shining machine
- Vacuum cleaner
- Buckets
- Ladders (step)
- Scrubbing brushes
- Yellow dusters
- Mutton cloth
- Squeegees
- Long reach squeegee
- Safety harness

4.15 The following minimum cleaning material to be supplied by the service provider: **(Material safety data sheets of items listed below to be supplied by the service provider)**

- Mr Min
- Cleaning liquid (for windows)
- Cleaning liquid (for floors)
- Cleaning liquid (for walls, granite tops, exterior of kitchen cupboards, doors, wall tiles, vanity cupboards)
- Sanitiser
- Stripper
- Polish (for floors)
- Jeyes fluid
- Brasso
- Silvo

4.16 Safety file must be kept on site at all times. This shall include the following minimum :

- medicals for all staff on entry on the anniversary of the contract, and on exit
- risk assessment
- appointments
- safety training
- equipment register
- PPE register

4.17 The safety file must be kept on site at all times

4.18 Site diary and instruction book must be available.

5 General

5.1 The service provider shall ascertain that staff are competent and that all work shall be undertaken by suitably trained and qualified staff as required by law where applicable and / or required by Transnet National Ports Authority. All staff must be trained in the Basic Principles of Cleaning within the first quarter of the contract.

5.2 The service provider shall ensure that all staff are suitably clad as per the following :

5.2.1. Uniforms, PPE and Safety Shoes :

- Office :
 - Uniform : Shall have a minimum of three (3) dresses, aprons, head gear per year issued by the service provider.
 - Safety Shoes : Shall have a minimum of one (1) pair of safety shoes issued by the service provider to be replaced when damaged or reached the end of its economical life
- Operational :
 - Uniform : Shall have a minimum of three (3) pants, T-shirts and jacket per year issued by the service provider
 - Safety Shoes : Shall have a minimum of one (1) pair of safety shoes issued by the service provider to be replaced when damaged or reached the end of its economical life

5.2.2 The service provider shall replace the uniforms, PPE, safety shoes, etc if they perish during the duration of the contract. The PPE must be inspected regularly and the PPE register must be completed monthly.

5.2.3 The service provider shall ascertain that staff are adhering to wearing the correct uniform for the area they have been assigned to. Appropriate action to be taken against staff not complying.

5.2.4 The service provider shall provide Transnet National Ports Authority with samples of uniform and PPE for approval purposes. Once approved, the service provider shall then proceed to source the remainder of the uniforms and PPE.

5.3 The service provider shall ensure that staff wears the appropriate personnel protective clothing (PPE) at all times as identified per the risk assessment.

- Safety shoes
- Wellington boots (x2)
- Overalls

- Reflective vests (only operational staff)
- Goggles
- Ear plugs
- Hard hats
- Safety Belt
- Gloves (latex – for office cleaning staff)
- Gloves (rubber – for operational cleaning staff)

The service provider shall replace any personnel protective equipment (PPE) if they are lost or perish during the duration of the contract.

- 5.4 The service provider shall ensure that replacement or relief staff are available to undertake the work at any site should his employee be sick or is on leave.
- 5.5 The service provider shall be required to replace a cleaner if Transnet proves that the cleaner is not providing the desired service, is apprehended for theft or if there is a breakdown in relationship between the cleaner and the staff of Transnet National Ports Authority.
- 5.6 The service provider shall ensure that a supervisor be available to replenish chemicals, attend to staff issues and to undertake inspections on a daily basis to ensure cleaners consistently adhere to the cleaning schedule.
- 5.7 The service provider shall ensure that a supervisor has an LDV available at all times during the duration of the contract for the distribution of the consumables from the Transnet National Ports Authority's main store to the satellite store at Bayvue Centre and from the satellite store to all the buildings listed in clause 15. The service provider shall also distribute chemicals from the Supervisors store to all the buildings listed in clause 15. The vehicle shall be used for undertaking inspections at all sites.
- 5.8 The staff shall be rotated on a six monthly basis and / or an ad hoc basis.
- 5.9 The service provider shall at all times comply with all statutes and regulations promulgated in terms of such statutes, including by-laws or ordinances and conditions imposed by applicable authorities, environmental requirements, provincial legislation and local government legislation, together with amendments and replacements promulgated from time to time.
- 5.10 The service provider shall be liable to remedy any damage or loss to Transnet National Ports Authority or third party property caused by his negligence. All incidents shall be reported to the representative of Transnet National Ports Authority immediately and necessary forms must be completed within 24 hours.
- 5.11 The service provider shall not cede, assign, transfer or sub-let the agreement or any part thereof and not enter into any sub-contract of whatsoever nature for the execution hereof without the prior written consent of TRANSNET NATIONAL PORTS AUTHORITY.
- 5.12 Transnet National Ports Authority of has an Environmental Policy in place

which the service provider shall abide to.

- 5.13 The service provider must be registered with the Bargaining Council for Contract Cleaning Industry (BCCCI) at inception thereafter the service provider will be subjected to an audit by the BCCCI to ensure compliance on a six monthly basis for the duration of the contract.

6 Standard Of Workmanship

- 6.1 All chemicals used shall be in accordance with the relevant SABS specifications. The tender shall include details of the proposed chemicals to be used together with a material safety data sheet for each chemical to be used. All containers used for chemicals and detergents must be clearly marked indicating their contents. The service provider must inform Transnet National Ports Authority if he plans any changes to the chemicals.
- 6.2 The service provider shall comply with the Occupational Health and Safety Act and Regulations (Act 85 of 1993) for Hazardous Chemical Substances in using the chemicals.
- 6.3 An inspection sheet must be signed weekly by the Technical Officer and the service provider.
- 6.4 It is intended that the service provider have staff available throughout the day to inspect and address any problematic areas.

7 Osh ACT 85 OF 1993

For the purpose of the Occupational Safety and Health Act and Regulations (Act No. 85 of 1993) the site is transferred, for the duration of the contract, to the control of the service provider as if it is his property. As employer, he is in every respect responsible for the compliance with the provision of this Act, as well as the application of General Administration Regulations 13 to the employees of Transnet National Ports Authority who visit the site.

8 Trade Names

- 8.1 Where trade names and catalogue references have been used in this specification to specify a product the phrase “or other and approved” is implied, tenderers must however, tender on that particular product specified, where “another” is offered full details and specifications shall be provided with the tender for approval prior to acceptance and awarding of the contract.
- 8.2 A list of all hazardous chemical substances (including material safety data sheets – on site needs to be on hand and all day to day dispensing containers to be labelled in terms of General Administrative Regulations No. (7).

9 Service Times

- 9.1 The working hours of 07:00 to 15:00, Monday to Friday excluding public holidays is

applicable to the Administration buildings. The cleaning staff will have a thirty minute lunch break each day between 12:00 – 12:30. They shall leave their work areas at 15h00 and proceed to their mess and ablution for showering and changing purposes.

9.2 The working hours of 06:00 to 18:00 and 18:00 to 06:00, Monday to Sunday including public holidays is applicable to the Government House / Truck Staging, Berthing Services and Fire Services and Employee Care Centre only.

9.3 The working hours of 07:00 to 15:00 Monday to Sunday including public \ holidays is applicable to the Public Area Of Small Craft Harbour, Port Control and Helicopter Hangar.

10 Insurance

Proof is required that the service provider has public liability cover.

11 Site Provision

11.1 A suitable facility shall be provided at the Bayvue Centre Ablution for use as an office / mess room and store for the supervisors.

11.2 A mess and ablution facility shall be provided for the cleaners at all the ports buildings.

12 Contract Price Adjustment Formula

The contract shall not be subject to escalation.

13 Exit Or Contract Termination

The service provider to note that there may be a possibility that Transnet National Ports Authority will insource the contractors staff during the duration of the contract.

14. Pricing Schedule

SCHEDULE FOR PROVISION OF CLEANING SERVICES TO BUILDINGS OCCUPIED BY TRANSNET NATIONAL PORTS AUTHORITY STAFF AT THE PORT OF RICHARDS BAY FOR A PERIOD OF THIRTY SIX MONTHS							
ITEM	DESCRIPTION	Monthly Cost Year 1	Cost For Year 1	Monthly Cost Year 2	Cost For Year 2	Monthly Cost Year 3	Cost For Year 3
A)	General (Equipment, Material & Transport etc.)						
B)	1 Cleaning Supervisor : Weekdays (Day)						
C)	1 Cleaning Supervisor : Weekdays (Night)						
D)	1 Cleaning Supervisors : Saturday (Day)						
E)	1 Cleaning Supervisors : Sunday (Day)						
F)	1 Cleaning Supervisor : Callouts : Saturday (Night)						
G)	1 Cleaning Supervisor : Callouts : Sunday (Night)						
H)	32 Cleaners For Administrative Buildings Weekdays : 07h00 to 15h00						
I)	9 Cleaners For Weekdays Operational : Day - 06h00 to 18h00						
J)	5 Cleaners For Weekdays Operational : Night - 18h00 to 06h00						
K)	3 Cleaners For Administrative Buildings Saturday : 07h00 to 15h00						
L)	3 Cleaners For Administrative Buildings Sunday : 07h00 to 15h00						
M)	9 Cleaners : Operational Saturday : 00h00 to 18h00						
N)	5 Cleaners Operational Saturday : 18h00 to 24h00						
O)	9 Cleaners For : Operational Sunday : 00h00						

	to 18h00						
P)	5 Cleaners For Operational Sunday :18h00 to 24h00						
Q)	Public Holiday						
R)	Mark up						
Total Excluding VAT							

SUB-TOTALS FROM ITEM A TO M BELOW MUST BE TRANSFERRED TO THE SUMMARY PARAGRAPH 14 ABOVE.

EQUIPMENT, MATERIAL, CONSUMABLES & TRANSPORT MONTHLY COST

Service Description	Monthly Cost Year 1	Cost For Year 1	Monthly Cost Year 2	Cost For Year 2	Monthly Cost Year 3	Cost For Year 3
General:						
Equipment, Material & Consumables						
Transport						
A) SUBTOTAL						

CLEANING SUPERVISOR MONTHLY COST FOR WEEKDAYS : DAY

Description	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*1)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*1)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*1)	Cost For Year 3
Hours per month : day	238.15							

B) SUBTOTAL								
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CLEANING SUPERVISOR MONTHLY COST FOR WEEKDAYS : NIGHT

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*1)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*1)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*1)	Cost For Year 3
Description								
Hours per month : day	238.15							
C) SUBTOTAL								

CLEANING SUPERVISOR MONTHLY COST FOR SATURDAY : DAY

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*1.5*1)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*1.5*1)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*1.5*1)	Cost For Year 3
Description								
Hours per month : day	77.94							
D) SUBTOTAL								

CLEANING SUPERVISOR MONTHLY COST FOR SUNDAY : DAY

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*2*1)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*2*1)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*2*1)	Cost For Year 3
Description								
Hours per month : day	77.94							
E) SUBTOTAL								

CLEANING SUPERVISOR MONTHLY COST FOR CALLOUTS : SATURDAY : NIGHT

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*1.5*1)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*1.5*1)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*1.5*1)	Cost For Year 3
Description								
Hours per month : day	77.94							
F) SUBTOTAL								

CLEANING SUPERVISOR MONTHLY COST FOR CALLOUTS : SUNDAY : NIGHT

Description	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*2*1)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*2*1)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*2*1)	Cost For Year 3
Hours per month : day	12.99							
G) SUBTOTAL								

		Year 1	Year 2	Year 3
MINIMUM RATE		-		
UNIFORMS		2.05%		
HOLIDAY PAY		5.77%		
U.I.F.		1.00%		
ABSENT/SICK		7 %		
PROVIDENT		6.00%		
MATERNITY		0.69%		
BCCCI LEVY		0.05%		
COIDA		0.50%		
SKILLS LEVY		1.00%		
ANNUAL BONUS		8.87%		
COMP. LEAVE		10%		
MEDICAL CRISIS PLAN		2.50%		

*NB Hourly Rate = R25.58 + 45.43%

Disclaimer: Any tenderer with an hourly rate quoted lower than that of BCCCI rate will be disqualified.

CLEANER MONTHLY COST ADMINISTRATIVE BUILDINGS : WEEKDAYS

Description	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*32)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*32)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*32)	Cost For Year 3
Hours per month : day	162.38							
H) SUBTOTAL								

CLEANER MONTHLY COST OPERATIONAL : WEEKDAYS : DAY

Description	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*9)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*9)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*9)	Cost For Year 3
Hours per month : day	238.15							
I) SUBTOTAL								

CLEANER MONTHLY COST OPERATIONAL : WEEKDAYS : NIGHT

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*5)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*5)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*5)	Cost For Year 3
Description								
Hours per month : day	194.85							
J) SUBTOTAL								

CLEANER MONTHLY COST ADMINISTRATIVE : SATURDAY

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*1.5*3)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*1.5*3)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*1.5*3)	Cost For Year 3
Description								
Hours per month : day	32.48							
K) SUBTOTAL								

CLEANER MONTHLY COST ADMINISTRATIVE : SUNDAY

	Hours	Rate R/h	Monthly Cost Year 1	Cost For Year 1	Monthly Cost Year 2	Cost For Year 2	Monthly Cost Year 3	Cost For Year 3
Description								

			(H*R/h*2*3)		(H*R/h*2*3)		(H*R/h*2*3)	
Hours per month : day	32.48							
L) SUBTOTAL								

CLEANER MONTHLY COST OPERATIONAL : SATURDAY - DAY

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*1.5*9)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*1.5*9)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*1.5*9)	Cost For Year 3
Description								
Hours per month : day	73.61							
M) SUBTOTAL								

CLEANER MONTHLY COST OPERATIONAL : SATURDAY – NIGHT

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*1.5*5)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*1.5*5)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*1.5*5)	Cost For Year 3
Description								
Hours per month : day	25.98							
N) SUBTOTAL								

CLEANER MONTHLY COST OPERATIONAL : SUNDAY : DAY

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*2*9)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*2*9)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*2*9)	Cost For Year 3
Description								
Hours per month : day	73.61							
O) SUBTOTAL								

CLEANER MONTHLY COST OPERATIONAL : SUNDAY : NIGHT

	Hours	Rate R/h	Monthly Cost Year 1 (H*R/h*2*5)	Cost For Year 1	Monthly Cost Year 2 (H*R/h*2*5)	Cost For Year 2	Monthly Cost Year 3 (H*R/h*2*5)	Cost For Year 3
Description								
Hours per month : day	25.98							
P) SUBTOTAL								

CLEANER MONTHLY COST : PUBLIC HOLIDAY

	Hours	Rate R/h	Monthly Cost Year 1	Cost For Year 1	Monthly Cost Year 2	Cost For Year 2	Monthly Cost Year 3	Cost For Year 3
Description								

			(H*R/h*2*63)		(H*R/h*2*63)		(H*R/h*2*63)	
Hours per month : day	11.91							
Q) SUBTOTAL								

NB: According to the BCCCI in the Kwa Zulu Natal Province the minimum rate for cleaners is R25.58.

Delivery Lead-Time from date of purchase order: _____
[days/weeks]

Respondents are to note that Transnet will round off final pricing scores to the nearest 2 (two) decimal places.

Notes to Pricing:

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
 - (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
 - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFQ;
 - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFQ.If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFQ.
- b) All Prices must be quoted in South African Rand, inclusive of VAT
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.
- e) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

15 Measurement And Payment

Payments will be made upon completion of the works to the satisfaction of Transnet National Ports Authority.

14 Extent Of Work Per Building

No.	Building	Interior Cleaning	Exterior Cleaning	Kitchen Duties	Toilet Duties
1.	<u>Buildings : Chemical Berth</u>				
1.1	Berth 208 : Control Room	x	x		x
1.2	Berth 209 : Toilet	x	x		x
1.3	Berth 209 : Security Building	x	x		x
1.4	Berth 209 : Control Tower	x	x		
1.5	Berthing Master – Coal Quay	x	x		x
1.6	Visitors Centre – Heritage Site	x	x		x
1.7	4043	x	x		x

2.	<u>RBCT Gate, Government House, Truck Staging, Bayvue Gate & Security Control, East Gate & Repair Quay Security</u>				
2.1	RBCT Gate	x	x	x	x
2.2	Government House	x	x	x	x
2.3	Truck Staging : Ablution, Security Control and Weighbridge Offices	x	x		x
2.4	Truck Staging : Cleaners Facility	x	x		x
2.5	Bayvue Gate	x	x	x	x
2.6	Security Control Room	x	x	x	x
2.7	East Gate	x	x	x	x
2.8	Repair Quay : Security Control	x	x		x

<u>3.</u>	<u>Pioneer Centre / TNPA Stores</u>				
3.1	Pioneer Centre : Offices	x	x	x	x
3.2	Pioneer Centre: Mess	x	x		x
3.3	Pioneer Centre : Loadall	x	x	x	x
4	Stores : Offices / Ablutions	x	x	x	x
<u>5.</u>	<u>Employee Care Centre</u>				
5.1	Employee Care Centre	x	x		x
<u>6.</u>	<u>Bayvue Centre / Elwazini / Ablutions</u>				
6.1	Bayvue Centre : Offices	x	x	x	x
6.2	Elwazini	x	x	x	x

6.3	Bayvue Centre : Mess	x	x		x
<u>7.</u>	<u>Osisweni Centre</u>				
7.1	Osisweni Centre : Canteen	x	x	x	x
7.2	Osisweni Centre : IMS	x	x	x	x
7.3	Osisweni Centre : HR	x	x	x	x
8.	Umfolozi Centre : Offices	x	x	x	x
9.	Security Office	x	x	x	x
10.	Vikela Centre : Clinic	x	x	x	x
11.	Old Berthing Services	x	x		x
12.	CCTV Maintenance	x	x	x	x
13.	New Berthing Services	x	x	x	x

14.	Security : Camera W/Shop	x	x	x	x
15.	Action Cricket Warehouse	x	x		x
<u>16.</u>	<u>Maritime House</u>				
16.1	Maritime House : Offices	x	x	x	x
16.2	Maritime House : Stores	x	x	x	x
16.3	Maritime House : Training	x	x	x	x
16.4	Divers : Workshop	x	x	x	x
16.5	Marine : Mess / Ablution	x	x	x	x
16.6	Marine : Canteen	x	x	x	x
16.7	Marine : Clinic	x	x	x	x

<u>17.</u>	<u>Small Craft Harbour : Shop & Toilets</u>				
17.1	Small Craft Harbour : Toilet A	x	x		x
17.2	Small Craft Harbour : Speciality Shops	x	x		x
17.3	Speciality Shops : Toilet B	x	x		x
18.	Lighthouse Services	x	x	x	x
<u>19.</u>	<u>Helicopter Hangar</u>				
19.1	Hangar / Offices	x	x	x	x
19.2	Helicopter Hangar : Parkhome	x	x	x	x
19.3	Helicopter Hangar : Security Control	x	x	x	x
20.	Port Control	x	x	x	x

15 Details Of Buildings

No.	Building	INTERIOR CLEANING		KITCHEN DUTIES	TOILET DUTIES		
		Carpet / Vinyl / Timber Area	Tile Area / Grano	Staff Number	Water Closets	Showers	Wash Hand Basins
1.	<u>Buildings : Chemical Berth</u>						
1.1	Berth 208 : Control Tower	0 m²	145 m²		1	1	1
1.2	Berth 209 : Toilet	0 m²	15 m²		3	0	2
1.3	Berth 209 : Security Building	0 m²	20 m²		0	0	1
1.4	Berth 209 : Control Tower	0 m²	65 m²		0	0	1
1.5	Berthing Master – Coal Quay	0 m²	40 m²		2	2	2
1.6	Visitors Centre – Heritage Site	0 m²	180 m²		4	0	4

1.7	4043	200 m ²	0 m ²		2	0	2
	Sub Total	200 m ²	465 m ²		12	3	13
2.	<u>Main Gate, Government House, Truck Staging, Bayvue Gate & Security Control</u>						
2.1	RBCT Gate	0 m ²	60 m ²		3	1	3
2.2	Government House	0 m ²	1 107 m ²		11	0	13
2.3	Truck Staging : Ablutions, Security Control & Weighbridge Offices	0 m ²	343.5 m ²		8	8	10
2.4	Truck Staging : Cleaners Facility	40 m ²	0 m ²		1	1	2
2.5	Bayvue Gate	0 m ²	180 m ²		3	1	3
2.6	Security Control Room	0 m ²	45 m ²		3	0	3
2.7	East Gate	0 m ²	60 m ²		3	1	3
2.8	Repair Quay : Security Control	0 m ²	20 m ²		1	0	1

	Sub Total	40 m²	1 815.5 m²		33	12	38
<u>3.</u>	<u>Pioneer Centre / TNPA Stores</u>						
3.1.	Pioneer Centre : Offices	1 060 m²	100 m²		7	2	7
3.2.	Pioneer Centre : Mess	0 m²	345 m²		6	12	5
3.3	Pioneer Centre : Loadall	200 m²	200 m²		3	0	3
	Sub Total	1 060 m²	415 m²		13	14	12
<u>4.</u>	<u>Stores</u>						
4.1	Stores : Offices / Ablutions	0 m²	170 m²		2	0	2
<u>5.</u>	<u>Employee Care Centre</u>						
5.1	Employee Care Centre	230 m²	1 085 m²		12	10	5
<u>6.</u>	<u>Bayvue Centre / Elwazini</u>						

	<u>/ Ablutions</u>						
6.1	Bayvue Centre : Offices	1 800 m²	230 m²		14	0	12
6.2	Elwazini	200 m²	115 m²		0	0	0
6.3	Bayvue Centre :Mess	110 m²	110 m²		3	2	4
	Sub Total	2 110 m²	455 m²		17	2	16
<u>7.</u>	<u>Osisweni Centre</u>						
7.1	Osisweni Centre : Canteen	0 m²	100 m²		0	0	0
7.2.	Osisweni Centre : IMS	6 m²	160 m²		5	0	5
7.3	Osisweni Centre : HR	120 m²	380 m²		5	0	5
	Sub Total	126 m²	640 m²		10	0	10

8.	Umfolozi Centre : Offices	400 m ²	650 m ²		7	5	9
9.	Security Office	0 m ²	225 m ²		6	4	4
10.	Vikela Centre Clinic	0 m ²	350 m ²		2	1	2
11.	Clean (old Berthing)	20 m ²	250 m ²		3	2	2
12.	CCTV Maintenance	60 m ²	115 m ²		2	2	5
13.	New Berthing Services	20 m ²	250 m ²		5	5	5
14.	Security : Camera W/Shop	0 m ²	250 m ²		2	0	2
15.	Action Cricket Warehouse	0 m ²	2 000 m ²		5	4	5
<u>16.</u>	<u>Maritime House</u>						
16.1	Maritime House : Offices	340 m ²	70 m ²		3	0	3
16.2	Maritime House : Stores	0 m ²	70 m ²		1	0	1

16.3	Maritime House : Training	58 m ²	40 m ²		2	2	3
16.4	Divers Workshop	60 m ²	125 m ²		0	0	0
16.5	Marine : Mess & Ablutions	0 m ²	85 m ²		3	2	4
16.6	Marine : Canteen	0 m ²	35 m ²		0	0	0
16.7	Marine : Clinic	0 m ²	85 m ²		2	0	2
	Sub Total	458 m²	510 m²		11	4	13
<u>17.</u>	<u>Small Craft Harbour : Shop & Toilets</u>						
17.1	Small Craft Harbour : Toilet A	0 m ²	30 m ²		4	0	3
17.2	Small Craft Harbour : Speciality Shops	0 m ²	370 m ²		0	0	0
17.3	Speciality Shops : Toilet B	0 m ²	30 m ²		4	0	3

	SubTotal	0 m²	430 m²		8	0	6
18.	Lighthouse Services (including two guest houses)	50 m2	300 m2		10	5	2
<u>19.</u>	<u>Helicopter Hangar</u>						
19.1	Hangar / Offices	0 m²	460 m²		3	2	3
19.2	Parkhome (x 2)	0 m²	120 m²		2	2	2
19.3	Security Control	0 m²	20 m²		1	0	1
	SubTotal	0 m²	600 m²		4	2	4
20.	Port Control	0 m2	1 200 m2		4	4	5

16 Minimum Details Of Equipment And Cleaning Staff

No.	Building	Brooms	Mop / Mop Trolley	Feather Dusters	Polisher	Vacuum Cleaners	Buckets	No. of Cleaners	No. of Relievers
1.	<u>Buildings : Chemical Berth</u>								
1.1	Berth 208 : Control Tower								
1.2	Berth 209 : Toilet								
1.3	Berth 209 : Security Bld								
1.4	Berth 209 : Control Tower								
1.5	Berthing – Coal Quay								
1.6	Heritage Site								
1.7	4043								
	Sub Total	1	1	1	0	0	1	1	0

2.	<u>Main Gate, Government House, Truck Staging, Bayvue Gate & Security Control</u>								
2.1	RBCT Gate								
2.2	Government House								
2.3	Truck Staging : Ablutions								
2.4	Truck Staging : Cleaners Facility								
2.5	Bayvue Gate								
2.6	Security Control Room								
2.7	East Gate								
2.8	Repair Quay : Security Control								
	Sub Total	8	3	5	1	1	5	6	4

<u>3.</u>	<u>Pioneer Centre</u>								
3.1.	Pioneer Centre : Offices								
3.2.	Pioneer Centre : Mess								
3.2.	Pioneer Centre : Loadall								
	Sub Total	2	3	2	0	2	3	5	0
4	Stores : Offices / Ablutions	1	1	1	0	0	1	1	0
<u>5.</u>	<u>Employee Care Centre</u>								
5.1	Employee Care Centre	1	1	1	0	0	1	3	2
<u>6.</u>	<u>Bayvue Centre / Elwazini / Ablutions</u>								
6.1	Bayvue Centre : Offices								

6.2	Elwazini								
6.3	Bayvue Centre : Mess & Ablutions								
	Sub Total	5	5	5	1	5	5	5	0
7.	<u>Osisweni Centre</u>								
7.1	Osisweni Centre : Canteen								
7.2.	Osisweni Centre : IMS								
7.3	Osisweni Centre : HR								
	Sub Total	2	2	2	1	2	2	3	0
8.	Umfolozi Centre : Offices	1	2	1	0	1	1	3	3
9.	Security Office	1	1	1	0	0	1	1	0
10.	Vikela Centre : Clinic	1	1	1	1	1	1	1	0

11.	Old Berthing Services	1	1	1	0	0	1	2	2
12.	CCTV Maintenance	1	1	1	0	0	1	1	0
13.	New Berthing Services	1	2	1	0	0	1	3	3
14.	Camera Workshop	1	2	1	0	0	1	1	0
15.	Action Cricket Warehouse	1	2	1	0	0	1	0	0
16.	<u>Maritime House</u>								
16.1	Maritime House : Offices								
16.2	Maritime House : Stores								
16.3	Maritime House : Training								
16.4	Divers : Mess & Ablutions								

16.5	Marine : Clinic								
	Sub Total	4	3	2	0	1	2	2	0
<u>17.</u>	<u>Small Craft Harbour : Shop & Toilets</u>								
17.1	Small Craft Harbour : Toilet A								
17.2	Small Craft Harbour : Speciality Shops								
17.3	Speciality Shops : Toilet B								
	Sub Total	1	1	1	0	0	1	1	1
18.	Lighthouse Services	1	1	1	0	1	1	1	0
<u>19.</u>	<u>Helicopter Hangar</u>								

19.1	Hangar / Offices								
19.2	Security								
	Sub Total	1	1	1	0	0	1	1	1
20.	Port Control	1	2	1	1	1	1	3	1
21.	All Buildings (Glazing / Car)							2	0
	TOTAL							46	17

TRANSNET NATIONAL PORTS AUTHORITY

PROVISION OF CLEANING SERVICES IN BUILDINGS

AT THE PORT OF RICHARDS BAY OCCUPIED BY TNPA STAFF

FOR A PERIOD OF THIRTY SIX MONTHS

SCHEDULE OF QUANTITIES

No.	Description	Unit	Qty	Rate Per Month			Total
				Year 1	Year 2	Year 3	
1.	Preliminary & General	sum	item	sum			
2.	Cleaning services including supervision (SEE CLAUSE 13)	month	12				
3.	Additional cleaning services (ad hoc cleaning)	each	12				
TOTAL (excl VAT)							

Total Amount In Words (Excl.VAT) _____

WITNESSES:

1. _____ Tenderer : _____

2. _____ Date: _____

WITNESSES:

1. _____ Port Manager: _____

2. _____ Date: _____