

BID ADVERTISEMENT FORM

Bid description	For the Provision of Office Cleaning, Hygiene and Gardening/ Grass Cutting Services (for Transnet SOC Ltd Reg.NO.1990/000900/30) Operating as Transnet Property Hereinafter Referred to as "TP") at all Buildings in the Northern Region (Limpopo Province) for period ranging from Twenty-Four (24) to Thirty-Six (36) Months. [the Services]									
Bid number	TP/2023/09/0003/43760/RFP									
Name of institution	Transnet Property									
The place where goods, works or services are required	Limpopo and Surroundings: Phalaborwa, Hoedspruit, Steelpoort, Hazyview Polokwane, Modimolle, Bela-Bela, Mookgophong, Pienaarsriver, Thabazimbi, Northam Tzaneen, Musina, and Makhado.									
Closing date and time	Date	2	4	1	0	2	0	2	3	14h00
Contact Person	email	Refilwe.Ramothwala@transnet.net								
	Tel	011 584 0598								
Submission of Bids	Transnet eTender portal: <i>please refer to section 2, paragraph 3 for a detailed process on how to upload submissions</i> https://transnetetenders.azurewebsites.net									
Category	Cleaning, Hygiene and Gardening/ Grass Cutting									
Region	Northern Region: Limpopo									
Compulsory Briefing Session	This is a Physical Site Attendance Meeting NOT on TEAMS: No Link will be available.									
	PLACE	VENUE						DATE & TIME		
	Polokwane	Cnr Church & Hospital Street, Infra Building/District Engineer Building (Behind Game Shopping Centre), Polokwane						11 October 2023 @11h00		
	Phalaborwa	Phalaborwa Transnet Depot, Data Building, No.1 Foskor Road, Phalaborwa						12 October 2023 @11h00		
	Makhado	Transnet PX Building, 38 Grobler Street, Louis, Trichardt/Makhado, 0930						13 October 2023 @11h00		
	Bidders are required to confirm their attendance and to send their contact details including the number of representatives on or before Tuesday, 10 October 2023 to the following address: Refilwe Ramothwala (Refilwe.Ramothwala@transnet.net). This is to ensure that Transnet make the necessary arrangements for the briefing session.									

Transnet Property
an Operating Division of TRANSNET SOC LTD
[hereinafter referred to as **Transnet**]
[Registration No. 1990/000900/30]

REQUEST FOR PROPOSAL [RFP] [SERVICES]

FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT ALL BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY-FOUR (24) TO THIRTY-SIX (36) MONTHS.

RFP NUMBER	:	TP/2023/09/0003/43760/RFP
ISSUE DATE	:	29 September 2023
COMPULSORY BRIEFING SESSION	:	11, 12 & 13 October 2023@11:00 AM ± 2
CLOSING DATE	:	24 October 2023
CLOSING TIME	:	14h00
BID VALIDITY PERIOD	:	180 BUSINESS DAYS FROM CLOSING

Note to the bidders:

Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.

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RFP ANNEXURES	
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ANNEXURE A2	Polokwane, Mokopane, Modimolle, Bela-Bela, Mookgophong, Thabazimbi and Northam (Limpopo) for a period of Twenty-Four (24) months.
ANNEXURE A3	Makhado, Tzaneen, and Musina (Limpopo) for a period of Thirty- Six (36) months.
ANNEXURE B	PRICING SCHEDULES (FOR ALL TRANSNET BUILDINGS IN THE FOLLOWING AREAS:
ANNEXURE B 1	Phalaborwa, Hoedspruit, Steelpoort and Hazyview (Limpopo) for a period of Twenty-Four (24) Months.
ANNEXURE B2	Polokwane, Mokopane, Modimolle, Bela-Bela, Mookgophong, Thabazimbi and Northam (Limpopo) for a period of Twenty-Four (24) months.
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FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT ALL BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY FOUR (24) TO THIRTY-SIX (36) MONTHS

SECTION 1: SBD1 FORM

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET PROPERTY, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	TP/2023/09/0003/43760/RFP	ISSUE DATE:	29 SEPTEMBER 2023	CLOSING DATE:	24 OCTOBER 2023	CLOSING TIME:	14h00
DESCRIPTION	For the Provision of Office Cleaning, Hygiene and Gardening/ Grass Cutting Services (for Transnet SOC Ltd Reg.NO.1990/000900/30) Operating as Transnet Property Hereinafter Referred to as "TP") at all Buildings in the Northern Region (Limpopo Province) for a periods Ranging from Twenty Four (24) to Thirty-Six (36) Months. [the Services]						
BID RESPONSE DOCUMENTS SUBMISSION							
RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED (please refer to section 2, paragraph 3 for a detailed process on how to upload submissions): https://transnetetenders.azurewebsites.net							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Refilwe Ramothwala			CONTACT PERSON	Refilwe Ramothwala		
TELEPHONE NUMBER	011 584 0598			TELEPHONE NUMBER	011 584 0598		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	Refilwe.Ramothwala@transnet.net			E-MAIL ADDRESS	Refilwe.Ramothwala@transnet.net		
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	UNIQUE REGISTRATION REFERENCE NUMBER:	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	

Respondent's Signature

Date & Company Stamp

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]			
1 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]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
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? NO		<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	
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 1.3 BELOW.			

PART B**TERMS AND CONDITIONS FOR BIDDING**

1. TAX COMPLIANCE REQUIREMENTS
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 1.2 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. 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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: _____

Respondent's Signature

Date & Company Stamp

SECTION 2: NOTICE TO BIDDERS**1 INVITATION TO BID**

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**].

DESCRIPTION	For the Provision of Office Cleaning, Hygiene and Gardening/ Grass Cutting Services (for Transnet SOC Ltd Reg.NO.1990/000900/30) Operating as Transnet Property Hereinafter Referred to as "TP") at all Buildings in the Northern Region (Limpopo Province) for a period Ranging from Twenty Four (24) to Thirty-Six (36) Months. [the Services]
TENDER ADVERT	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e., National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
RFP DOWNLOADING	<p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> • Click on "Tender Opportunities"; • Select "Advertised Tenders"; • In the "Department" box, select Transnet SOC Ltd. <p>Once the tender has been in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet Portal at https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link/site) free of charge (refer to section 2, paragraph 3 below for detailed steps)</p>
COMMUNICATION	<p>Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form</p> <p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p>

	Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.
BRIEFING SESSION	<p>Yes, Compulsory (Site Briefing/ NO TEAMS): 11, 12 & 13 October 2023 @ 11:00 AM± 2 hours.</p> <p>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: Refilwe.Ramothwala@transnet.net</p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p>Refer to paragraph 2 for details.</p>
CLOSING DATE	<p>14h00 (pm) on Tuesday 24 October 2023</p> <p>Bidders must ensure that bids are uploaded timeously onto the system.</p> <p>Generally, if a bid is late, it will not be accepted for consideration.</p> <p><i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i></p>
VALIDITY PERIOD	<p>180 Business Days from Closing Date</p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.</p> <p>Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.</p> <p>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 10.12</p>

Any additional information or clarification will be published on the e-Tender portal and Transnet website, if necessary.

2 FORMAL BRIEFING

Compulsory RFP Site Briefing Sessions will be conducted at Nelspruit and Witbank as detailed on the table below for a period of \pm 2 hours. [Respondents to provide own transportation and accommodation]. The briefing sessions will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

COMPULSORY BRIEFING SESSIONS FOR THIS TENDER WILL TAKE PLACE AT THE FOLLOWING ADDRESSES:

ITEM	PLACE/ TOWN	VENUE/ ADDRESS	TIME & DATE
1	Polokwane	Cnr Church & Hospital Street, Infra Building/District Engineer Building (Behind Game Shopping Centre), Polokwane	11 October 2023 @11h00
2	Phalaborwa	Phalaborwa Transnet Depot, Data Building, No.1 Foskor Road, Phalaborwa	12 October 2023 @11h00
3	Makhado	Transnet PX Building, 38 Grobler Street, Louis, Trichardt/Makhado, 0930	13 October 2023 @11h00

- a. Respondents failing to attend the Compulsory RFP Site Briefing Session will be disqualified;
- b. **No Certificate of Attendance is required** as the completed attendance Register by the Respondents at the Compulsory RFP Site Briefing Session will serve as a proof of attendance for a Compulsory RFP Site Briefing Session.
- c. Respondents may choose to attend a Compulsory RFP Site Briefing Session at either Polokwane, Phalaborwa or Makhado whichever is closer to them.
- d. Respondents do not need to attend in all the three venues. Attendance in one venue is sufficient to qualify them participation in this tender process.
- e. Respondents are encouraged acquaint themselves with the contents of the documents and also bring a copy of the RFP to the Compulsory RFP Site Briefing Session in order to have an engaging and fruitful session.

3 PROPOSAL SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

- a) The Transnet e-Tender Submission Portal can be accessed as follows:
- Log on to the Transnet eTenders management platform website/ Portal (transnetetenders.azurewebsites.net) Please use **Google Chrome** to access Transnet link/site);
 - Click on "ADVERTISED TENDERS" to view advertised tenders;
 - Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
 - Click on "SIGN IN/REGISTER" - to sign in if already registered;
 - Toggle (click to switch) the "Log an Intent" button to submit a bid;
 - Submit bid documents by uploading them into the system against each tender selected.
 - No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net

4 RFP INSTRUCTIONS

- 4.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 4.2 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- 4.3 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.4 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 12 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

5 JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Transnet through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

- Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 4.1 of the specific goals Claim Form.

COMMUNICATION

- 5.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to [**Refilwe.Ramothwala@transnet.net**] before **12:00 pm on 18 October 2023**, substantially in the form set out in

Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.

- 5.2 After the closing date of the RFP, a Respondent may only communicate with the name of delegated individual (Refilwe Ramothwala), at email Refilwe.Ramothwala@transnet.net on any matter relating to its RFP Proposal.
- 5.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 5.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- 5.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- 5.6 Transnet will publish the outcome of this RFP in the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and Transnet website for the results of the tender process. All unsuccessful bidders have a right to request Transnet to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form

6 CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from Transnet.

7 COMPLIANCE

The successful Respondent [hereinafter referred to as the **[Service provider]**] shall be in full and complete compliance with any and all applicable laws and regulations.

8 EMPLOYMENT EQUITY ACT

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

9 DISCLAIMERS

Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that Transnet reserves the right to:

- 9.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 9.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 9.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 9.4 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 9.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP and introduce more buildings applying same rates and when new ones get discovered within the Northern Region;
- 9.6 split the award of the contract between more than one Supplier/Service provider, should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 9.7 to award a maximum of two tenders to one service provider so to afford others a chance for developmental purposes;
- 9.8 cancel the bid process;
- 9.9 validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;
- 9.10 request audited financial statements or other documentation for the purposes of a due diligence exercise;

- 9.11 not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;
- 9.12 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- 9.13 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender has been published the outcome of the bid process on the National Treasury e-tender Portal and Transnet website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods at their quoted price.

In this Procurement event, the award will be done per area/ town and as per one supplier and to a maximum of two areas per Service Provider for developmental purposes and to avoid identified supply chain issues encountered in the past.

Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

10 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

11 SECURITY CLEARANCE

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the Goods/Services and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of **CONFIDENTIAL/ SECRET/TOP SECRET**. Obtaining the required clearance is the responsibility of the Successful Respondent.

Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

12 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

For this purpose, the attached SBD 1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

13 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to Transnet and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

Transnet urges its clients, suppliers and the general public to report any fraud or corruption to TIP-OFFS ANONYMOUS:



You can choose to be Anonymous or Non-Anonymous on ANY of the platforms
PLEASE RETAIN YOUR REFERENCE NUMBER

				
<p>AI Voice Bot "Jack" Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.</p>	<p>What's App Speak to an Agent via What's App.</p>	<p>Speak to an Agent Speak to an Agent via the platform with no call or data charge</p>	<p>Telegram Speak to an Agent via Telegram</p>	
 0800 003 056	 086 551 4153	 reportit@ethicshelpdesk.com	 *120*0785980808#	

SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1 BACKGROUND

Refer to **Annexures A1 to A3**.

2 EXECUTIVE OVERVIEW

Whereas Transnet is seeking a partner(s) to provide solutions for its provision of office cleaning and hygiene services nationally, it also seeks to improve its current processes for providing these Goods/Services to its end user community throughout its locations.

The selected Supplier/Service provider(s) must share in the mission and business objectives of Transnet. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, Transnet and its Supplier/Service provider(s) will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow Transnet to reach higher levels of quality, service and profitability.

Specifically, Transnet seeks to benefit from this partnership in the following ways:

- 2.1 Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Supplier/Service provider's economies of scale and streamlined service processes.
- 2.2 Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Supplier/Service provider(s).
- 2.3 Transnet must receive proactive improvements from the Supplier/Service provider with respect to supply/provision of Goods/Services and related processes.
- 2.4 Transnet's overall competitive advantage must be strengthened by the chosen Supplier/Service provider's leading-edge technology and service delivery systems.
- 2.5 Transnet end users must be able to rely on the chosen Supplier/Service provider's personnel for service enquiries, recommendations, and substitutions.
- 2.6 Transnet must reduce costs by streamlining its acquisition of Goods/Services, including managed service processes on a Group basis.

3 SCOPE OF REQUIREMENTS

3.1 Annexure A: Specification / Scope of works/Requirements

Refer to Annexure A – Specifications (A1-A3)

ANNEXURE	AREA/ TOWN
A1	Phalaborwa, Hoedspruit, Steelpoort and Hazyview (Limpopo) for a period of Twenty-Four (24) Months.
A2	Polokwane, Mokopane, Modimolle, Bela-Bela, Mookgophong, Thabazimbi and Northam (Limpopo) for a period of Twenty-Four (24) months.
A3	Makhado, Tzaneen, and Musina (Limpopo) for a period of Thirty- Six (36) months.

3.2 Annexures (B1 – B3): Pricing Schedule

N.B: This will be split per area/ town and only a maxim of 2 out of the 5 can be awarded to one Service Provider.

ANNEXURE	AREA/ TOWN
B 1	Phalaborwa, Hoedspruit, Steelpoort and Hazyview (Limpopo) for a period of Twenty-Four (24) Months.
B2	Polokwane, Mokopane, Modimolle, Bela-Bela, Mookgophong, Thabazimbi and Northam (Limpopo) for a period of Twenty-Four (24) months.
B3	Makhado, Tzaneen, and Musina (Limpopo) for a period of Thirty- Six (36) months.

3.3 Annexure C: Technical Evaluation (Standard for all areas/ same criteria will be applied across the board)

Split Award:

- bidders are allowed to quote for the area(s) as per the grouping of the specification as the award will be done per area, however bidders must ensure that they bid for all the sites grouped per the specific area/s;
- Transnet reserves the right to award **NOT MORE THAN TWO OUT ALL THE ABOVE LISTED AREAS/ TOWNS** (only up to a maximum of two areas per bidder will be awarded) areas per Bidder for improved efficiency of service delivery and development purposes in order to afford others a chance.

4 GREEN ECONOMY / CARBON FOOTPRINT

Transnet wishes to have an understanding of your company's position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity's policies in this regard.*

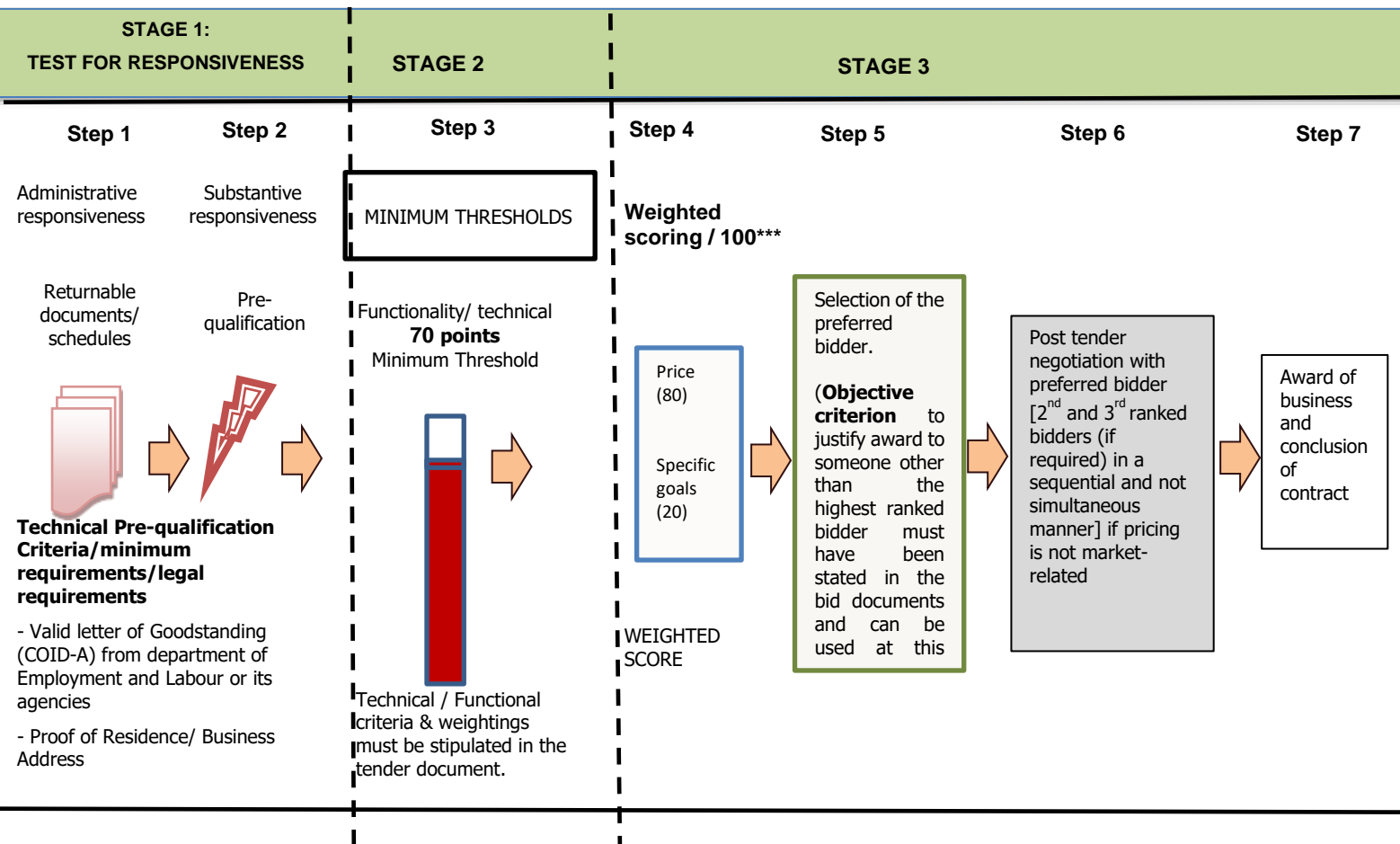
5 GENERAL SERVICE PROVIDER OBLIGATIONS

5.1 The Service provider(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.

5.2 The Service provider(s) must comply with the requirements stated in this RFP.

6 EVALUATION METHODOLOGY

Transnet will utilise the following methodology and criteria in selecting a preferred Service provider:



NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

6.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify the validity of all returnable documents 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify if the Bid document has been duly signed by the authorised respondent 	<i>All sections</i>

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further pre-qualification

6.2 STEP TWO: Test for Substantive Responsiveness to RFP

The test for substantive responsiveness to this RFP will include the following:

Check for substantive responsiveness	RFP Reference
<ul style="list-style-type: none"> Whether any general and legislation qualification criteria set by Transnet, have been met 	<i>All sections including: Section 2 paragraphs, 2.2, 6, 11.2, General Bid Conditions clause 20</i>
<ul style="list-style-type: none"> Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule 	<i>Section 4</i>
<ul style="list-style-type: none"> Whether the Bid materially complies with the scope and/or specification given 	<i>All Sections</i>
<ul style="list-style-type: none"> Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows 	<i>Section 3 – Scope of Work</i>
<ul style="list-style-type: none"> Valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies 	
<ul style="list-style-type: none"> Proof of Residence/ Business Address 	

The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation

6.3 STEP THREE: Minimum Threshold 70 points for Technical Criteria

The test for the Technical and Functional threshold will include the following:

Technical Evaluation Criteria	Scoring guideline
Organogram and CV's of key persons	25
Risk Assessment	25
Company Previous Experience	25
Method Statement for Cleaning Hygiene, and Gardening services	25
Weighting	Total
required	Minimum qualifying score
	100
	70

*A Respondent's compliance with the minimum functionality/technical threshold will be measured by Bidders' responses to **Annexure C**.*

Respondents are to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation

6.4 STEP FOUR: Evaluation and Final Weighted Scoring**a) Price and TCO Criteria** [Weighted score 80 points]:

Evaluation Criteria	RFP Reference
• Commercial offer	<i>Section 4</i>
• Commercial discounts ¹ • Price adjustment conditions / factors • Disbursements	<i>Section 4</i>

Transnet will utilise the following formula in its evaluation of Price:

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Bid under consideration
 Pt = Price of Bid under consideration
 $Pmin$ = Price of lowest acceptable Bid

¹ Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected

b) **Specific Goals** [Weighted score 20 point]

- Specific goals preference points claim form.
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 4.1 of the specific goals Claim Form.

6.5 **SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

Thresholds	Minimum Threshold
Technical / functionality	70

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80
Specific goals - Scorecard	20
TOTAL SCORE:	100

6.6 **STEP FIVE: Objective Criteria (if applicable)**

Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. In this procurement event, Transnet reserves the right to overlook the highest scoring Bidder. The objective criteria Transnet may apply in this bid process include:

- Skills Transfer and Capacity Building for Transnet;
- Impact on Transnet's Return On Investment;
- Rotation of Suppliers to promote opportunities for other suppliers, by overlooking a supplier that has been awarded business repeatedly overtime in order to benefit other suppliers in the market;
- Overlook a Service Provider whose got a record of underperformance on the existing or past contracts entered to with;
- the tenderer:
- is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,

- is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,
- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- has the legal capacity to enter into the contract
- is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- complies with the legal requirements, if any, stated in the tender data and
- is able, in the option of the employer to perform the contract free of conflicts of interest.
- all Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:
 - the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
 - a due diligence to assess functional capability and capacity. This could include a site visit;
 - A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
 - Reputational and Brand risks.
- To give preference to local Service Providers that are located within Limpopo, therefore a proof of residence is required in order to determine locality. This is to ensure supply is locally available as-and-when Transnet requires and for local development.

6.7 STEP SIX: Post Tender Negotiations (if applicable)

- Respondents are to note that Transnet may not award a contract if the price offered is not market related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

6.8 STEP SEVEN: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

SECTION 4: PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the table below:

NOTES TO CONSIDER PRIOR TO PRICING:

Bidders must comply with applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 and Basic Conditions of Employment Act, 75 of 1997. Gazetted Minimum wages should be adhered to and other benefits such as bonuses, paid annual leave and sick leave should also be provided. Bidders who are found to be in contravention of the gazetted minimum wage, will be disqualified or will have their contract cancelled depending at the stage which this contravention get discovered.

Service Providers who fail to comply with the above gazetted minimum wage rate and it's stipulations and consequently end up in a situation whereby the disruption of services by their disgruntled employees occur in Transnet premises, Transnet will terminate the contract with immediate effect.

Supplier/s who get awarded the business must ensure that they have sufficient capital to deliver on the contract/s as Transnet does not make advance payments prior to receiving services that have not been rendered. Should service Provider/s fail to deliver on the contract/s subsequent award, it will be regarded as breach and such contract/s will be terminated immediately as the required service is critical to provide Transnet employees a clean and hygiene working environment as required by the Law and the health of Transnet employees cannot be compromised due to someone failing to deliver on their obligations.

The award of business to one Bidder shall be limited to a maximum of two areas to allow others a chance and for quality and efficiency of service delivery so to avoid the contract management issues experienced.

Bidders must select their area(s) of choice by providing a "tick" next to the region:

Name of Area(s)	Selection of area(s)
Phalaborwa, Hoedspruit, Steelpoort and Hazyview (Limpopo) for a period of Twenty-Four (24) Months.	
Polokwane, Mokopane, Modimolle, Bela-Bela, Mookgophong, Thabazimbi and Northam (Limpopo) for a period of Twenty-Four (24) months.	
Makhado, Tzaneen, and Musina (Limpopo) for a period of Thirty- Six (36) months.	

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

*Bidders are to refer to **Annexures B1, B2 and B3** for Pricing Schedules of the above stated areas.*

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 RFP;
 - (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 RFP;
 - (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 RFP.

If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.
- b) 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 pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.

- e) Quantities given are estimates only. Any orders resulting from this RFP will be on an “as and when required” basis.
- f) Prices are to be quoted on a delivered basis to
- g) 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.
- h) Where a Respondent’s price(s) includes imported items, the rate of exchange to be used must be in South African Rands for purposes of determining whether the price is market related or not and must be the currency’s rate published by the South African Reserve Bank on the date of the advertisement of the bid:
Currency rate of exchange utilised: _____
- i) In respect of incoterms conditions, if applicable, please refer to paragraph 25 of the General Bid Conditions which is attached to the RFP as Annexure
- j) Manufacturing and delivery lead time calculated from date of receipt of purchase order: _____ weeks.
- k) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for the contract duration. [Not to be confused with bid validity period Section 2, clause1]

YES	
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1. DISCLOSURE OF CONTRACT INFORMATION

PRICES TENDERED

Respondents are to note that, on award of business, Transnet is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016.

JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

Transnet may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO)

Transnet is free to procure the services of any person within or outside the Republic of South Africa in accordance with applicable legislation. Transnet shall not conduct or conclude business transactions, with any Respondents without having:

- Considered relevant governance protocols;
- Determined the DPIP or FPPO status of that counterparty; and
- Conducted a risk assessment and due diligence to assess the potential risks that may be posed by the business relationship.

As per the Transnet Domestic Prominent Influential Persons (DPIP) and Foreign Prominent Public Officials (FPPO) and Related Individuals Policy available on Transnet website <https://www.transnet.net/search/pages/results.aspx?k=FPIDP#k=DPIP>, Respondents are required to disclose any commercial relationship with a DPIP or FPPO (as defined in the Policy) by completing the following section:

The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld.						
Is the Respondent (Complete with a "Yes" or "No")						
A		Closely Related to a DPIP/FPPO		Closely Associated to a DPIP/FPPO		
List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.						
No	Name of Entity / Business	Role in the Entity / Business (Nature of interest/ Participation)	Shareholding %	Registration Number	Status (Mark the applicable option with an X)	
					Active	Non-Active
1						
2						
3						

Respondents declaring a commercial relationship with a DPIP or FPPO are to note that Transnet is required to annually publish on its website a list of all business contracts

entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

2. PRICE REVIEW

The successful Respondent(s) [the Service provider] will be obliged to submit to an annual price review. Transnet will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Service provider's price(s) is/are found to be higher than the benchmarked price(s), then the Service providers shall match or better such price(s) within 30 [thirty] calendar days, failing which the contract may be terminated at Transnet's discretion or the particular item(s) or service(s) purchased outside the contract.

3. SERVICE LEVELS

3.1 An experienced regional account representative(s) is required to work with Transnet's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

3.2 Transnet will have quarterly reviews with the Service provider's account representative on an on-going basis.

3.3 Transnet reserves the right to request that any member of the Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.

3.4 The Service provider guarantees that it will achieve a 95% [ninety-five per cent] service level on the following measures:

- a) Random checks on compliance with quality/quantity/specifications
- b) On-time delivery

If the Service provider does not achieve this level as an average over each quarter, Transnet will receive a 1.5% [one and a half per cent] rebate on quarterly sales payable in the next quarter

3.5 The Service provider must provide a telephone number for customer service calls.

3.6 Failure of the Service provider to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty to Transnet, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

Acceptance of Service Levels:

YES		NO	
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4. TOTAL COST OF OWNERSHIP AND CONTINUOUS IMPROVEMENT INITIATIVES

4.1 Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with Transnet in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation Goods/Services and related logistics provided by Transnet’s operating divisions within South Africa to the ultimate benefit of all end-users.

Accepted:

YES		NO	
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If “yes”, please specify details in paragraph 6.2 below.

4.2 Respondents must briefly describe their commitment to TCO and continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be introduced. Specific areas and proposed potential savings percentages should be included. Additional information can be appended to the Respondent’s Proposal if there is insufficient space available below.

5. RISK

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Transnet pertaining to potential non-performance by the Respondent, in relation to:

5.1 Quality and specification of Goods/Services delivered:

5.2 Continuity of supply:

5.3 Compliance with the Occupational Health and Safety Act, 85 of 1993:

5.4 Compliance with the National Railway Safety Regulator Act, 16 of 2002:

SIGNED at _____ on this ____ day of _____
20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____
Name _____

2 _____
Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS

I/We _____

—

[name of entity, company, close corporation or partnership] of [full address]

—

carrying _____ on _____ business _____ trading/operating _____ as

—
represented

by _____

in _____ my _____ capacity _____ as

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Transnet decide to enter into Post Tender Negotiations with highest ranked bidder(s).

FULL NAME(S)

CAPACITY

SIGNATURE

I/We hereby offer to supply/provide the abovementioned Goods/Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in Transnet's:

- (i) Master Agreement (which may be subject to amendment at Transnet's discretion if applicable);
- (ii) General Bid Conditions; and
- (iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless Transnet should otherwise decide and so inform me/us in the letter of award, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

Should Transnet decide that a formal contract should be signed and so inform me/us in a letter of award [the **Letter of Award**], this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence] together with Transnet's Letter of Award, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply/provision of Goods/Services within 2 [two] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

Furthermore, I/we agree to a penalty clause/s which will allow Transnet to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Goods/Services due to non-performance by ourselves, , etc.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide Transnet with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract. Respondent to indicate the details of its *domicilium citandi et executandi* hereunder:

Name _____ of _____ Entity:

Facsimile:

Address:

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Supplier/Service provider**] will be informed of the acceptance of its Proposal. Transnet will also publish the outcome of the tender, including successful and unsuccessful bidders, in the National Treasury e-tender portal. Any unsuccessful bidder has a right to request reasons for the bid not to be successful and Transnet has a duty to provide those reasons on receipt of the request from the bidder.

VALIDITY PERIOD

Transnet requires a validity period of 180 Business Days [from closing date/ 09 July 2024]] against this RFP, excluding the first day and including the last day.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

(i) Registration number of company / C.C.

(ii) Registered name of company / C.C.

(iii)	Full name(s) of director/member(s) Number(s)	Address/Addresses	ID

RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Documents	Returnable	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP <u>will</u> result in a Respondent's disqualification.</i>
Returnable Documents Used for Scoring		<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Documents	Returnable	<i>Failure to provide essential Returnable Documents <u>will</u> result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i>

All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed, stamped and dated by the Respondent.

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents**, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 4: Pricing and Delivery Schedule Annexures B (B1, B2 and B3)	
Valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies	
Proof of Residence/ Business Address	

b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	MITTED [Yes or No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)	
ANNEXURE L: Organogram and CV's of key persons	
ANNEXURE M: Risk assessment	
ANNEXURE O: Company Previous Experience	
ANNEXURE N: Method Statement for Cleaning, Hygiene, and Gardening services	
ANNEXURE P: Proof of Residence/ Business Address	
SECTION 9: Points Claim Form	

c) Essential Returnable Documents:

Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Latest Financial Statements signed by your Accounting officer or latest Audited Financial Statements plus 2 previous years this to determine Entity's financial stability and capability to deliver on the project	
Proof of CSD registration	
TAX compliance status (TCS)	
SECTION 1: SBD1 Form	
SECTION 3: Background, overview and scope of requirements	
SECTION 5: Proposal form and list of returnable documents	
SECTION 6: Certificate of acquaintance with RFP, Terms & conditions & applicable documents	
SECTION 7: RFP Declaration and Breach of Law Form	
SECTION 11: Protection of Personal Information	
ANNEXURE D – Master Agreement	
ANNEXURE E- Schedule of Requirements	
ANNEXURE F– Transnet's General Bid's Condition	
ANNEXURE G– Transnet's Supplier Integrity Pact	
ANNEXURE H– Transnet's Supplier Code of Conduct	
ANNEXURE I – Non-Disclosure Agreement	
ANNEXURE J – Confidentiality Agreement	
ANNEXURE K – Supplier Declaration Form	
Certified copies of IDs of shareholder/directors/members [as applicable]	
Certified copies of the relevant company registration documents from Companies and Intellectual	
Certified copy of VAT Registration Certificate [RSA entities only]	

Respondent's Signature

Date & Company Stamp

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present Transnet with such renewals as and when they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

2	Transnet's General Bid Conditions
3	Master Agreement
4	Transnet's Supplier Integrity Pact
5	Non-disclosure Agreement
6	Specifications attached to this RFP

Note: Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier Declaration Form for registration as a vendor onto the Transnet vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond on, before submitting the bid. **The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.**

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME: _____

DESIGNATION: _____

SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM

NAME OF ENTITY: _____

We _____ do hereby
certify that:

1. Transnet has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
3. We have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Goods/Services as well as Transnet information and Employees, and have had sufficient time in which to conduct and perform a thorough due diligence of Transnet's operations and business requirements and assets used by Transnet. Transnet will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.

4. At no stage have we received additional information relating to the subject matter of this RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;
5. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner;
6. We have complied with all obligations of the Bidder/Supplier as indicated in the Transnet Supplier Integrity which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with Transnet;
7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid;
8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of Transnet;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of Transnet in the past 10 years. I further declare that if they were a former employee or board member of Transnet in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFP; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER/EMPLOYEE:
ADDRESS:

Indicate nature of relationship with Transnet:

-

[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future

business with Transnet. Information provided in the declarations may be used by Transnet and/or its affiliates to verify the correctness of the information provided]

11. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet [other than any existing and appropriate business relationship with Transnet] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

BIDDER'S DISCLOSURE (SBD4)**12 PURPOSE OF THE FORM**

12.1 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.

12.2 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.

13 Bidder's declaration

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state? **YES/NO**

13.1.1. 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.

Full Name	Identity Number	Name of State institution

² 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.

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

13.2.1.If so, furnish particulars:

.....
.....

13.3 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**

13.3.1.If so, furnish particulars:

.....
.....

14 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:

- 14.1 I have read and I understand the contents of this disclosure;
- 14.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 14.3 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 consortium³ will not be construed as collusive bidding.
- 14.4 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

³ 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.

the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

14.5 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.

14.6 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.

14.7 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 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 12, 13 and 14 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.

BREACH OF LAW

We further hereby certify that *I/we* (the bidding entity and/or any of its directors, members or partners) ***have/have not been*** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach

that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE	OF	BREACH:
<hr/>		
<hr/>		
<hr/>		
DATE		OF
BREACH: <hr/>		

Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this ____ day of _____ 20__

nd on behalf of	ITNESS:
authorised hereto	
e:	
on:	
ture:	
	Registration No of Company/CC
:	Registration Name of Company/CC

SECTION 8: RFP CLARIFICATION REQUEST FORM

RFP No: TP/2023/09/0003/43760/RFP

RFP deadline for questions / RFP Clarifications: Before 12:00 pm on 18 October 2023

TO: Transnet SOC Ltd
ATTENTION: Refilwe Ramothwala
EMAIL [Refilwe.Ramothwala@transnet.net]
DATE: _____
FROM: _____

RFP Clarification No *[to be inserted by Transnet]*

REQUEST FOR RFP CLARIFICATION

SECTION 9 : SPECIFIC GOALS POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for specific goals Contribution. Transnet will award preference points to companies who provide valid proof of evidence of as per the table below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.

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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price;
 - (b) B-BBEE Status Level of Contribution; and
 - (c) Any other specific goal determined in Transnet preferential procurement policy.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
BBBEE Level of Contribution (Level 1 to 2)	10
EME or QSE 51% Black Owned	10
Total points for Price and Specific Goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of evidence for any of the specific goals together with the bid will be interpreted to mean that preference points 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 required by the purchaser.

2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"Ownership"** means 51% black ownership
- (e) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (f) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (h) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (i) **"Price"** includes all applicable taxes less all unconditional discounts.
- (j) **"Proof of B-BBEE Status Level of Contributor"**
 - i) the B-BBBEE status level certificate issued by an authorised body or person;
 - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (k) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (l) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (m) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the

PPPFA.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor (1 or 2)	10
EME or QSE 51% Black Owned	10
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

4. EVIDENCE REQUIRED FOR CLAIMING SPECIFIC GOALS

4.1 In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below:

Specific Goals	Acceptable Evidence
Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
EME or QSE 51% Black Owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate

- 4.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
EME ⁴	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by Transnet or regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

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 CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

- 6.1 B-BBEE Status Level of Contribution: . =(maximum of 20 points)
(Points claimed in respect of paragraph 6.1 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		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- 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		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with any of the following enterprises:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
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		
OR		
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.

[*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 contribution 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 paragraph 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 a bidder submitted false information regarding its B-BBEE status level of contributor or any other matter required in terms of the Preferential Procurement Regulations, 2022 which will affect or has affected the evaluation of a bid 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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
- (e) 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
- (f) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

SECTION 10: SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**INTRODUCTION**

The National Industrial Participation Programme (NIPP), which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIPP requirements. NIPP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

- 1.1 The NIPP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$5 million or other currency equivalent to US\$5 million will have a NIP obligation. This threshold of US\$5 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$5 million.
 - or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$5 million.
 - or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$5 million.
 - or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$5 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIPP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIPP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with their bid documentation at the closing date and time of the bid.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIPP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid number;
 - Description of the goods or services;
 - Date on which the contract was awarded;
 - Name, address and contact details of the contractor;
 - Value of the contract; and
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIPP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTIC will determine the NIPP obligation;
 - b. the contractor and the DTI will sign the NIPP obligation agreement;
 - c. the contractor will submit a performance guarantee to the DTI;
 - d. the contractor will submit a business concept for consideration and approval by the DTI;
 - e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
 - f. the contractor will implement the business plans; and
 - g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIPP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number	Closing date:
Name of bidder.....	
Postal address	
.....	
Signature.....	Name (in print).....
Date.....	

SECTION 11: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is “Transnet” and the Data subject is the “Respondent”. Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet

requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.

8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).
9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES		NO	
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12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.

13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/infoereg/>, click on contact us, click on complaints.IR@justice.gov.za

ANNEXURE A1-

Phalaborwa, Hoedspruit, Hazyview,
& Steelport
Specifications

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

C3: Scope of Work: Service Information

AREAS:

- PHALABORWA
- STEELPOORT
- HOETSPRUIT
- HAZYVIEW

Definitions:

In this Scope of Work:-

- 1) **"access-delayed time"** means the time taken from arrival on the *Site / Affected Property* by the *Contractor*, his sub-contractor or specialist-contractor and requesting access to the *Site / Affected Property* from the *Employer* or his Tenant until the time access is given.
- 2) **"ad hoc works"** also known as **"minor new works"** means any repair (s), replacement (s) of component (s) or additions/alterations of the installations other than inspection, repairs, servicing or replacement listed in this contract.
- 3) **"affected property"** shall mean premises / sites or any other building / structure / premises within the geographical area applicable to this Contract.
- 4) **"break-down"** means a specific type of failure, where an item of an installation or equipment is completely unable to function.
- 5) **"call-out"** means an installation or related failure, requiring the Contractor to visit the Site / Affected Property outside of the scheduled maintenance period.
- 6) **"chargeable items"** mean the cost of replacement components or repairs required to maintain a reliable and safe Installation (excluding consumable items) and which are not covered under this Contract.
- 7) **"contractor"** means the successful tenderer that has been awarded the Service for the period stipulated
- 8) **"documentation"** means and includes any drawings, diagrams, calculations, designs and documents which are to be supplied to the Employer by the Contractor in terms of this Contract, together with any modifications to such documents as may from time to time be approved in writing by the Employer.

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- 9) **"down-time"** the time that an item of equipment is out of service, as a result of equipment failure. The time that an item of equipment is available, but not utilized is generally not included in the calculation of downtime.
- 10) **"drawings / diagrams"** means drawings / diagrams referred to in the Specification and any modification of such drawings / diagrams approved in writing by the Employer and such other drawings / diagrams as from time to time may be furnished or approved in writing by the Employer.
- 11) **"installation"** means the geographical areas Buildings referred in this contract including the HVAC installation, water treatment, building management system (BMS) and all related equipment on / in the Site / Affected Property.
- 12) **"licences"** means the licences used / issued or deemed to be issued to the Service Provider from time to time in terms of applicable Act(s).
- 13) **"non-inclusive contract"** will mean that Plant and Equipment (material) is excluded except that refer to in equipment of this scope of work below, The cost and quantity of spares and material is uncertain and therefore excluded.
- 14) **"normal working-hours"** means office hours, from 07h30 to 16h00 Monday to Friday excluding Public Holidays in South Africa.
- 15) **"person"** includes, a natural person, a partnership, a business trust, a foundation, any company or close corporation incorporated or registered in terms of any law, and other body of persons corporate or unincorporated.
- 16) **"property"** means any movable, immovable or intellectual property or any right to such property.
- 17) **"repair"** means put into good condition after damage or wear, any component that forms part of the Installation or Equipment.
- 18) **"scope of work"** will bear the same meaning as Service Information.
- 19) **"sensitive security area"** refers to computer centres, personnel records, cashiers, archives, top management office areas and all other areas indicated to the Contractor.
- 20) **"services"** means the work, functions, tasks, services, and / or goods to be performed, rendered and or supplied by the Contractor, including any subsequent variations or changes to such work, functions, tasks, services, or goods as may be agreed in terms of this Scope of Work.

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- 21) **"service manager"** – means a person appointed by the *Employer* in accordance to NEC TSC standard, responsible for issuing instructions to the *Contractor*, management of the *Contractor* and Service provided by the Contractor in terms of this scope of works.
- 22) **"site"** means any site, place regardless of whether it is or form part of any temporary or permanent structure, building which is the property of, or is occupied or used by, or is under the control and / or management of the Employer.
- 23) **"specifications"** the document to which is referred in this Scope of Work, in which the method and standards applicable to the rendering of the Service, as well as the materials to be provided and used, are described.
- 24) **"supervision"** means a competent person appointed by the Contractor to be on-site and responsible for the management of the Contractor's staff and Service provided in terms of this Scope of Work.
- 25) **"technical information"** means and includes all information provided in the Specification, together with all drawings, diagrams, calculations, designs, Specification and other pertinent documents as may from time to time be furnished in writing by the Employer to the Contractor in connection with the Contractor's Services.
- 26) **"tenant"** means any Person (including BU's of Transnet other than Transnet Property) with his staff, client's and service providers with whom the Employer has entered into a lease agreement for the whole or a portion of the Site / Affected Property.
- 27) **"transnet property"** means – a specialist unit of Transnet (Soc) Ltd, a public company duly incorporated in accordance with the laws of South Africa with registration number 1990/000900/30, duly represented herein by the Group Executive Officer and or his duly appointed delegate, who warrants that he is duly authorised hereto;
- 28) Expressions defined in this Scope of Work shall bear the same meanings in the specifications, schedule or annexure to this Scope of Work which do not themselves contain their own definitions;
- 29) Schedules and/or annexures to this Scope of Work shall be deemed to be incorporated into and form part of this Scope of Work and as such each reference herein to "the Scope of Work" shall be deemed to include a reference to all such schedules and/or annexures.

1. Employer's objectives

- 1.1. The *Employer's* objective is to enter into a term service contract with the *Contractor* to provide cleaning, hygiene, and grass cutting services at Transnet Property buildings/premises in the

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

Phalaborwa, Hoedspruit, Hazyview and Steelpoort For A Period Of Twenty-Four (24) Months to ensure compliance with legislative requirements relating to the Occupational Health and Safety Act, 1993, (Act No 85 of 1993).

2. Executive overview

2.1. The Employer is desirous that its Employees, Tenants and Others should receive the Services so as to ensure that the *Site / Affected Property* will comply with all related standards through the conclusion of this Term Service Contract with the Contractor.

2.2. The service will be provided **Seven (7) days a week (Monday to Sunday) and Five days a week (5) a week (Monday to Friday)**, as per the frequency indicated in the Affected Property/Sites in this document for the duration of the Contract. The extent of the cleaning and grass cutting services to be provided includes:

- 2.2.1. Cleaning offices, toilets, bath rooms, stoops, parking and other areas.
- 2.2.2. Hygiene services
- 2.2.3. Deep cleaning services
- 2.2.4. Sanitary waste services (disposal certificate to be provided for each disposal)
- 2.2.5. Sorting waste, and
- 2.2.6. Any other services arising out of or incidental to the above or required of the Service Provider for the proper completion of the service in accordance with the true meaning and intent of the contract.

2.3. The extent of the gardening and landscaping service to be provided includes, but not limited to:

- 2.3.1. Maintenance of flower beds
- 2.3.2. Maintenance of lawns
- 2.3.3. Maintenance of veld-grass surfaces
- 2.3.4. Weed control
- 2.3.5. Maintenance of trees; and
- 2.3.6. Maintenance of shrubs
- 2.3.7. Maintenance of grass against the walls, parameters and other fences
- 2.3.8. Roads, parking areas and all paved, concrete and tarred surfaces
- 2.3.9. Pest control on the plants
- 2.3.10. Any other services arising out of or incidental to the above or required of the *Contractor* for the proper completion of the service in accordance with the true meaning and intent of the contract.

3. Description of the services

3.1. This service covers the cleaning of offices, auditorium, studio's lecture/ boardrooms, foyers, shops, stores, workshops, toilets, passages, stairs, glass, basement, parking, parking garage, basement parking, entrance, lifts, sidewalks, paved areas etc. and the complete hygiene Service or any other work arising out of or incidental of the above, or required of the Contractor for the

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proper completion of the Service in accordance to the true meaning and intent of this Contract on a daily basis. The final acceptance of the Service lies with Transnet Property.

3.2. The *Contractor* shall be responsible but not limited to the following:

- 3.2.1. Removal and containment of weeds and maintenance of the borders/ edges of the flower beds, shrubs and irrigation thereof, sufficient and careful breaking of the soil surface with a garden fork to improve the absorption of water, renew seasonal flowering plants and disease / pest control.
- 3.2.2. Mowing and trimming lawns around trees, shrubs and any other object/ obstruction that prevent mowing of the lawns with a conventional lawn mower. The *Contractor* is also responsible for disease /pest control, weed control, irrigation and renewal of grass.
- 3.2.3. Cutting and disposal of Veld-grass in and around the parameters of the premises. Ensure that the grass is cut 5m from the buildings, 5m from the parking areas and 20m around the isolated buildings.
- 3.2.4. The management of foreign plants and declared weeds on lawns, car shelters, roads and sidewalks, fences, substations and paved/ covered surfaces.
- 3.2.5. Support and binding of trees, disease / pest control, pruning, shaping, trimming and removal of branches, watering/ wetting and removing and replacing trees (ad-hoc).
- 3.2.6. Managing the grass against/underneath palisades, walls, perimeters, and other fences. The grass in these localities must be controlled through the applications of growth inhibitors and soil sterilisers. Grass to be kept two meters clear of the perimeter fence line.
- 3.2.7. Where development is required the *Contractor* shall ensure soil preparation, planting / establishing of plant material according to accepted gardening principles, composting of flower beds and lawns, and regular upgrading of flowers is in accordance with the gardening principles and the complies to the Green building Council of South Africa standards
- 3.2.8. Sweeping and Gardening and Landscaping of all roads, parking areas and all paved, concrete and tarred surfaces, removal of weeds and empty waste bins.
- 3.2.9. Pest control outside the building including the control of Bees, locust and termites and other insects on recreational sites, lawns, flower beds and trees.
- 3.2.10. Supply, operate and maintain industrial type road sweeping machine. Provide separate quote.
- 3.2.11. Remove and dispose of all refuse, rubble, vegetation and growth at an authorised dumping site.

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- 3.2.12. Watering all container-grown outside and inside the building weekly or as needed.
- 3.2.13. Replace all malfunctioning or damaged irrigation nozzles, report on malfunctioning of the irrigation system, report on irrigation water pipes leakages to the service/building manager or delegated person
- 3.2.14. The Contractor shall be obliged to supply all cleaning and hygiene service equipment plus other equipment required, at his own cost for the proper provision of the Service at the Premises.
- 3.2.15. The Contractor shall be responsible for the provision of all consumables, cleaning agents that might be needed in order to render an efficient Service at his own cost.
- 3.2.16. Transnet Property reserves the right to approve or disapprove these consumables and or other cleansing agents.
- 3.2.16.1. Only SANS or NCA approved chemicals must be used.
- 3.2.16.2. The Contractor must submit the specification and Material Safety Data sheets of all consumables and cleansing agents two (2) weeks after the contract date and thereafter annually.
- 3.2.16.3. The Manufacturer's instructions regarding the use of all chemicals agents must be followed strictly.
- 3.2.17. The Contractor shall be responsible but not limited for provision and replacing of the following consumables and cleaning agents in good time:
- Toilet-paper,
 - Paper-towels/Cotton towels,
 - Toilet soap,
 - Dish washing soap,
 - Deodorisers,
 - Disinfectants/Detergents,
 - Polish,
 - Lining bags for bins,
 - Plastic/refuse bags,
 - Liquid soap,
 - Air-fresher's etc.,
 - She bins.
- 3.2.18. Liquid Ammonia detergent cleaning agents must conform to SANS specification 1225.
- 3.2.19. Liquid soap supplied by the Contractor must conform to SANS specification 283.

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- 3.2.20. Transnet Property reserves the right to take samples from any consumables and or cleaning agents supplied by the Contractor for analysis (at the cost of the Contractor) if deemed necessary.
- 3.2.21. The Contractor will ensure that all consumables and or cleaning agents provided by him are suitable for the furniture and or equipment installed in the Premises.
- 3.2.22. No scouring powder or rough detergent may be used on glazed or enamel surfaces.
- 3.3. Should a toilet, urinal, washbasin get blocked, the Contractor must attend to unblock it by means of a rubber pump or any other domestic equipment. If this attempts are unsuccessful, the Contractor's personnel will provide a sign "OUT OF ORDER" and immediately report this condition to the Service manager who will take responsibility for the removal of the obstruction.
- 3.4. Should water in a building leak due to rain or defective water pipes etc., the Contractor must dry it. However, it shall not be expected of the Contractor to send personnel to the Premises outside normal working hours for such a task, but the personnel of the Contractor which are on the Premises at that stage will dry up the water and clean the damages.
- 3.5. When personnel of the Contractor are not on the Premises at the stage Transnet Property may use the Contractor's equipment. Transnet Property shall be responsible for loss or damage to any of the Contractor's property provided that such loss or damage was caused by the intentional or negligent conduct of Transnet Property or its employees.
- 3.6. Where and when necessary, curtains or blinds that must be cleaned according to the discretion of Transnet Property, must be removed by the Contractor and given to an institution approved by Transnet Property for cleaning at the cost of Transnet Property. As soon as the relevant curtains/blinds are returned, they must be hanged again properly in the same position as previous.
- 3.7. Should curtains (lace curtains and linings include) or blinds be damaged during the handling thereof as a result of negligence on the part of the Contractor, they must be repaired or replaced (depending on the nature of the damage) at the cost of the Contractor to the satisfaction of Transnet Property.
- 3.8. Services in toilets and cloakrooms must be done by personnel of the same sex if possible. If not possible, proper signs must be provided mutually with regard to such services.
- 3.9. All surfaces and items covered by this Contract must appear clean and neat each day in accordance with the discretion of Transnet Property.
- 3.10. Should additional service be required excluding those services referred to in this scope of work, the Parties shall negotiate and agree mutually with regard to such services.

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- 3.11. Hygiene activities must take place during normal office hours except when it has agreed differently from time to time between the Parties.
- 3.12. The Contractor shall not use or keep any poisonous or highly flammable materials on the Premises without the approval of the Service manager for the rendering of the Service or for whatever purpose.
- 3.13. Should the Premises where the Service is provided during the period of validity of this scope of work, increase or decrease, the tender amount shall increase or decrease pro rata with the applicable amount that is calculated according to the area against the already tendered applicable Price List/Labour rates of this Contract.
- 3.14. Transnet Property reserves the right to inspect store-rooms and make certain recommendations according to its discretion regarding the correct handling/storage of cleansing agents in view of any statutory requirements. The recommendations shall immediately be implemented by the Contractor.
- 3.15. The privacy, dignity, property and belongings of the tenants and personnel must at all time be respected by the Contractor's personnel.
- 3.16. The Contractor and his personnel are prohibited from reading any documents of a third party or study any records.
- 3.17. Files and other documents on desks, shelves, etc. must be placed in the same position as in which the cleaner found them after the cleaner has completed the cleaning activities in an office.
- 3.18. Personnel who render services at sensitive security areas as pointed out to the Contractor must be on the permanent staff establishment of the Contractor. Such personnel must at the cost of the Contractor be cleared up to the level of "CONFIDENTIAL".
- 3.19. The occupier of an area/ office shall have the right to request a "cleaner" who is busy in his area/office to leave the area/office temporarily if relevant occupier receives a telephone call or visit at that time.
- 3.20. The services may be interrupted temporarily in hall or office when visitors are received or when a meeting has to take place.
- 3.21. The *Employer* shall:
 - 3.21.1. Report to the Contractor any irregular performance of or defect in, or damage to any items covered under this Contract.
 - 3.21.2. Use the items covered under this Contract in a normal and proper manner, including preventing a material change in the use or usage or the overloading thereof.

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- 3.21.3. Protect the items covered under this Contract against vandalism, abuse or misuse and accidental damage.
- 3.21.4. Ensure that the Site / Affected Property with regards to the equipment spaces comply with the applicable regulations and local bylaws.
- 3.21.5. At the request of the Contractor, shall arrange for necessary shutdowns of services and equipment to facilitate the execution of the Service wherever possible during normal working hours.
- 3.22. Any disruptions which are deemed to be beyond the Contractor's control, and which result in the Contractor's workmen having to leave an area in or on the Site / Affected Property shall be logged in the applicable report book.
- 3.23. Notwithstanding anything expressed or implied to the contrary in this Scope of Work, the Contractor, shall plan and execute the Service in this Contract in such a way with sufficient consumables and materials available and with sufficient staff employed on Site / Affected Property.
- 3.24. The working of overtime is not intended under this Contract, and no overtime will be paid in respect of normal Service. Should an emergency arise, or where it is deemed necessary in the interests of the Employer, specific authority for such overtime must be obtained.

4. Management structures

4.1. Performances Measures

- 4.1.1. Should Contractor fail to meet the Service Levels set out in performance table of this scope of work and further fail to remedy the Non Performance in accordance with the remedy period indicated in a Notice of Non Performance, it shall be liable to the Client for a Deduction only in respect of the Critical Items detailed in the Performance Index in Table 1 hereto, and determined in accordance with the table below. Such Deduction shall be assessed on a daily basis and set off against any payments due by the Client to Contractor.
- 4.1.2. The Deduction shall be calculated by multiplying the Amount at Risk (5% of the contract value) by the cumulative weighting factors incurred over the measurement period.



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Key Performance Area	Key Performance Indicator	Key Performance Target	Penalties
Cleaning Schedule Compliance	% Compliance to scheduled time/frequencies	100%	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract
Statutory Inspection Compliance	Maintaining statutory (OHS Act and other Regulations) compliance of the premises and meeting the requirements	100%	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance
Safety	Life Threatening Incidents	<0: Hours without LTI	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance
Time to Quote	Average number of business days to get a quote to be approved by <i>Employer</i> .	2 days (Dependant on nature and extent of works).	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 2 days (Dependant on nature and extent of works).
Skills base and Staff compliment	As per skills list in the pricing data/SOW requirements.	Full compliance on any inspection day (non-compliance will result in termination of contract)	<ul style="list-style-type: none"> Deduction of the rate for the skill not found plus 20 % of the monthly invoice, amount payable the following month 2 consecutive non-conformances will result in termination of contract
Environmental Contraventions	Environmental standards are regularly monitored, reviewed and maintained in accordance with all legal and regulatory requirements	0 contraventions	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance

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	Number of notices issued.		
Availability of cleaning detergents and hygiene agents.	Indicative list 0n Clause 3.5 of this scope of work.	100%	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month
Equipment Requirement	Provide submission equipment without failure	<ul style="list-style-type: none"> 100% available during equipment verification audit/any random inspection. 	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract
Monthly Reports	Timeous submissions of monthly report as per the scope of work	<ul style="list-style-type: none"> Full Compliance to the submission deadlines and agreed with the employer Non-conformance warnings 	<ul style="list-style-type: none"> 5% of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract.

Table 1: Performance Index



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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

4.2. Management meetings

4.2.1. The Contractor or its duly authorised representative on the Site/Affected Property shall be required to attend monthly (as needed) Co-ordination/Risk Reduction meetings with the Employer or his delegate at the Site/Affected Property to discuss the provision of Services, and the Contractor warrants that any representative who attends such Co-ordination/Risk Reduction meetings on its behalf shall be duly authorised to do and to bind the Contractor vis-a-vis all decisions taken and agreements reached. Minutes and records of such Co-ordination/Risk Reduction meetings shall be the responsibility of the Employer. Minutes will be made available to the Contractor within seven (7) working days.

4.2.2. The Contractor must present a monthly written report on the Services rendered by it, in respect of the Site/Affected Property. Unless the Employer prescribes otherwise, this report shall include the following:

- Name, address and telephone number of the Contractor.
- Date of report and reporting period.
- Detail on the results of each examination, including any faults analysis, modification, replacement and repair work, adjustment and test carried out.
- Results of tests on safety devices.
- Incidents/events.
- Problems, including administrative problems with the Employer experienced during reporting period.
- Any factors that affect, or may affect, the safety of the Site / Affected Property or people and equipment.

4.2.3. The Employer may request supplementary and interim written reports from the Contractor.

4.3. Contractor's Management, Supervision and Key People

4.3.1. The Contractor shall appoint on the Site / Affected Property a "competent" person in charge. Any instruction to him / her by the Employer shall be deemed to have been issued to the Contractor. Whenever the representative (supervisor) is absent from the Site / Affected Property a suitable person shall be appointed to act as his / her deputy.

4.3.2. The Contractor shall ensure that at all times there is sufficient suitably qualified and experienced personal to provide the Service. The Service covered in this Contract must be executed under direct of a qualified supervision.

4.3.3. All employees provided by the Contractor in terms of this Contract shall at all times be neat and properly clothed to the satisfaction of the Employer, the Employer reserves the right to request such employees to wear a uniform or overall of a type, cut and design approved by the Employer and purchased by the Contractor. Employees must be identifiable as employees of the Contractor by means of their uniforms:



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- 4.3.4. The Contractor, or any agent or employee of his, must wear protective clothing where necessary. The Contractor must supply the relevant protective clothing at his own cost and included in the pricing of the Service.
- 4.3.5. Personal hygiene must be maintained by the Contractor's employees and agents at all times.
- 4.3.6. The Contractor and its employees will maintain silence within reasonable bounds on the Site / Affected Property.
- 4.3.7. The salaries or wages paid by the Contractor to his employees must at all times comply with the applicable statutory requirements in respect of minimum wages.
- 4.3.8. All training and evaluation costs as provided for in terms of this Contract shall be borne by the Contractor.
- 4.3.9. It is the intention of both Parties that employees provided in terms hereof shall, as far as practically possible, not fail to carry out their duties as a result of any form of intimidation. Should intimidation of employees be suspected, the Contractor shall take prompt action in conjunction with the South African Police Service to remedy the situation.
 - 4.3.9.1. Such action shall, if deemed necessary by the Employer, include immediate replacement of the employees involved.
 - 4.3.9.2. The Contractor shall forthwith notify the Service Manager of any form of intimidation its employees may be subjected to.
- 4.3.10. Should the Employer at any time during the term of this Contract make any facility available to the Contractor, the Contractor shall, at its own cost maintain and keep such facility during the term of this Contract in a clean, tidy and sanitary condition and shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the Contractor, fair wear and tear excepted. The Contractor will be liable for all electricity cost.
- 4.3.11. The Contractor shall make his own arrangements in respect of the installation and provision of telephones at the Site / Affected Property at his own cost, should the Contractor deem it necessary.
- 4.3.12. The employees of the Contractor may only use toilet facilities that have been pointed out to them.
- 4.3.13. The employees of the Contractor may use rest-room facilities that have been pointed out to the Contractor (if available). However, it is not the duty of the Employer to make such rest-room facilities available.



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- 4.3.14. The Contractor shall further ensure that all workmen are fully aware of the conditions and requirements of this Contract and shall furnish all workmen with copies of all relevant Standard Specifications and Regulations.
- 4.3.15. If the Employer requires any information regarding any of the employees of the Contractor who are involved in the rendering of the Service in terms of this Contract, the Contractor will furnish such available information immediately.

4.4. Deliverables

4.4.1. The service contractors shall submit the following reports, attached to all invoices:

- 4.4.1.1. Report on services delivered/performed;
- 4.4.1.2. Chemicals used;
- 4.4.1.3. Completed checklist where applicable;
- 4.4.1.4. Ad hoc services requested where applicable;
- 4.4.1.5. Any and all staff and labour issues that can affect service delivery to Transnet;
- 4.4.1.6. Incident report summary as compiled. All incidents shall be reported as soon as they occur and a flash/notice report generated within the same shift. A detailed investigative report with corrective and preventative detail shall be submitted within 48 hours from the occurrence of the incident.
- 4.4.1.7. The weekly and monthly reports shall have a summary of key issues affecting the affected building or any major breakdowns etc. The Employer reserves the right to alter the format and information required on this report.

4.5. Documentation Control

- 4.5.1. The Employer will provide the Contractor at the appropriate times with the Technical Information necessary to enable the Contractor to complete the Services in accordance with the Accepted Plan and schedules. All Technical Information shall be and remains the property of the Employer and on demand and on termination of the Contract shall be returned to the Employer.
- 4.5.2. During the progress of the Services/Task and prior to their completion, the Contractor will submit to the Employer any Documentation as requiring submission to the Employer prior to completion of the Contract/Task.
- 4.5.3. If it is agreed between the Employer and the Contractor that modifications to any such Documentation are necessary, then such modifications shall be incorporated in the relevant Documentation by the Contractor and the Documentation, thus modified will be re-submitted to the Employer prior to the completion of the Contract/Task.



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- 4.5.4. Where applicable, the Documentation to be supplied to the Employer in terms of this Contract will include updated copies of the Documentation, duly modified where necessary to cover the Contractor's Services.
- 4.5.5. The Employer may from time to time during the progress of the Contract instruct the Contractor to submit for approval, perusal or prior to the completion of the Contract/Task such additional Documentation as the Employer may require.
- 4.5.6. The times for submission of the Documentation shall be as stipulated in the Scope of Works or where not so stipulated, then on dates to be mutually agreed between the Employer and the Contractor, but generally as soon as possible after such Documentation is completed by the Contractor.
- 4.5.7. The Contractor will maintain an up-to-date schedule of all Documentation showing the date of all such Documentation, which schedule shall be supplied to the Employer by the Contractor at agreed intervals.
- 4.5.8. The Employer will have the right at all reasonable times to inspect the Documentation of the Contractor or any Sub-contractor.
- 4.5.9. All Documentation shall become and remain the property of the Employer. Title to all information, know how, inventions and improvements disclosed to the Employer by the Contractor under the Contract will become the property of the Employer.
- 4.5.10. Approval given by the Employer shall not relieve the Contractor from responsibility for due performance of this Contract and adherence to Technical Information provided by the Employer. The Contractor shall protect and save harmless the Employer and Employer's employees against all losses, expenses, demands, errors or omissions detailing of the Contractor, its sub-contractors, agents or employees in the provision of any Documentation under the terms of the Contract. To this end, it shall be the Contractor's responsibility to arrange professional indemnity cover through an insurance company acceptable to the Employer, the limits of such cover to be determined by the Employer in relation to the Service.
- 4.5.11. The Contractor shall on a monthly basis provide the Employer with all records related to this Contract/Service.

4.6. Invoicing and Payment

- 4.6.1. When making a claim for payment, the Contractor shall submit to the Service Manager or appointed Employer representative a complete and correct pro-forma invoice with all relevant service reports / sheets, log sheets, invoices, time sheets for any authorised additional work, schedules and reports properly complete setting out details of Services / Tasks carried out and recommendations for any additional work required for scrutiny and verification of the correctness. Thereafter, inspections will be carried out by the Service



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Manager or appointed Employer representative, to affect quality assurance. If the Service has been completed to his satisfaction, only upon agreement being reached on the amount to be included in the payment certificate shall the Contractor provide the Employer with a VAT invoice.

4.6.2. The following information shall be reflected on the pro-forma invoices and or VAT invoices:

4.6.2.1. Full description of Service / Task performed. (In respect of emergency call-outs, the time and date and name of the person who called the Contractor must be indicated).

4.6.2.2. Fixed monthly contracted services performed.

4.6.2.3. Detailed list of materials / spare parts used showing unit prices, Contractor's mark-up, and sub-total.

4.6.2.4. Copies of all applicable invoices with the applicable inventory number (invoices without order numbers will not be processed for payment).

4.6.2.5. V.A.T.

4.6.2.6. Grand Total.

4.6.3. Supporting documentation must be furnished in respect of all materials / Consumables / hygienic detergents and sub-contract service bought out in the form of copies of Contractor/s invoices or copies of priced delivery notes. Notwithstanding the foregoing, the Service Manager or appointed Employer representative shall have the right to call for invoices rendered by Contractors to the Contractor in respect of materials purchased and shall be entitled to withhold the issuing of the payment certificate to the Contractor until such information / documentation have been furnished to the Employer, provided that, in respect of additional documentation required by the Employer, the Employer's instruction shall have been given to the Contractor in sufficient time before any such payments certificate became due.

4.6.4. No payment for the labour portion of this contract will be considered without supporting documentation verifying the activity schedule execution against the approved cleaning schedule plan for the applicable period.

4.6.5. Payment will be made thirty (30) days from the date of receipt of the Contractor's signed invoice and credit notes.

4.6.6. In the event that any emergency service / work / task order or overtime is provided at the Employers request and subsequent inspection does not reveal any defect for which the Contractor is responsible the Contractor reserves the right to charge the Employer, in accordance with the agreed day work rates plus all travelling.



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4.7. Training Workshops and Technology Transfer

- 4.7.1. All training and evaluation costs as provided for in terms of this Contract shall be borne by the Contractor.

4.8. Things Provided at the End of the Service Period for the Employer's Use

4.8.1. Equipment

- a) The inventory materials and spares that were purchased by the Employer during the tenure of the contract should be returned provided the contractor still holds some in stock.

4.8.2. Information

- a) The Employer will provide the Contractor at the appropriate times with the Technical Information necessary to enable the Contractor to complete the Services in accordance with the Accepted Plan and schedules. All Technical Information shall be and remains the property of the Employer and on demand and on termination of the Contract shall be returned to the Employer.

4.9. Management of Work Done by Task Order

- 4.9.1. The Contractor shall in the event of the Employer requesting Services other than those described in this Scope of Work, submit a detailed estimate for such work to the Service Manager and obtain approval from the Employer before attending to the work.
- 4.9.2. No work other than that described in the Scope of Work will be done by the Contractor without a Task Order (official order number) issued to the Contractor by the Service Manager. This Task Order (order number) will refer to a complaint number and details regarding the work that must be attended to by the Contractor in writing.
- 4.9.3. Should the Contractor in the course of performance of the Service become aware of the necessity for any emergency work, such emergency will forthwith be reported to the Service Manager for further instructions, provided that nothing herein contained will preclude the Contractor or relieve the Contractor from the obligation of taking all such immediate and reasonable steps as may in the circumstances be necessary for the proper maintenance and upkeep of the Installations and the safety of the user(s). The Contractor shall at all times, follow and implement the specified and mandatory safety procedures.
- 4.9.4. The Contractor will not be entitled to preferential consideration in respect of new work in the site/ Affected Property. The Employer reserves the right to employ other contractors on an open tender basis where works are done on a project basis and not be a Term Service Contract.



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- 4.9.5. The Employer reserves the right to execute any work covered under this Contract with his own employees.
- 4.9.6. Should it be required from the Contractor to affect additional work not priced in this Contract such additional work will be identified and cost in terms of the Price List / Labour Rates as per this Contract.
- 4.9.7. Any additional work required beyond the scope of this Contract is to be noted as a quotation. Quotations for the additional work are to be received by the Employer within 7 days.
- 4.9.8. Where the Price (material or labour, or material and labour) is not stipulated in the Price List/Rates or is not of a similar nature the cost will be based on a fixed labour price as per Price List / Rates (during normal working hours) plus material content (excluding that in the Equipment clause) based on proven cost (Contractor/s quotations with deductions for all discounts, rebates and taxes which can be recovered) plus a agreed percentage Fee. Refer to Price List / Rates.
- 4.9.9. The Contractor must provide his job cards specifying detail of works, this Task Order (official order number(s)) and breakdown of cost into labour and material (for non Activity Schedule work) and signed off by the Service Manager. In addition to the original completed job card submitted with his account / invoice, the Contractor must submit a copy of the job card to the Service Manager for audit purposes and retain a third copy for his official records.

5. Health and Safety, Environment and Quality Assurance

5.1. Health and safety, Risk, Environmental Constraints and Management

- 5.1.1. The Contractor must, for the duration of this Contract, comply with the terms of any Act of Parliament and with the regulations and rules of any local or other authority with regard to the Service, and he must at all times notify such an authority when notice is required and pay all fees to the authority that are payable with regard to the Service. The Contractor undertakes to indemnify the Employer against all losses, costs, damage or expenses caused by the Contractor's failure to comply with the requirements of any such local legislation or Act of Parliament, regulations and rules. Should such fees not be paid by the Contractor, the Employer may, although it is not obliged to do so, directly make the payment. Such payment and any expenses incurred by directly making the payment and arrangements with regard thereto shall be deducted from the payment due to the Contractor, or it shall be recovered from him.



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- 5.1.2. The Contractor shall comply with the Occupational Injuries and Diseases Act. (Act 130 of 1993) and any amendments thereof: The Contractor shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act.
- 5.1.3. The Contractor shall comply with the Occupational Health and Safety Act (Act No. 85 of 1993). The Contractor is, in terms of section 37(2) of the Act deemed to be an employer in his own right with duties as prescribed in the Act and agrees to ensure that all work will be performed or machinery or plant will be used in accordance with the provisions of the Act, that all persons in his employ, other persons at the place of any work performed by him and under his control and other persons who may be directly affected by his activities are not exposed to hazards to their health and safety, with particular reference to both the performance of the Service and the safety of the Installation maintained in terms of this Contract. This Contract and all documents attached or referred to, form an integral part of this Contract and procedures mentioned in the aforementioned section of the Act.
- 5.1.4. The Contractor shall at his own costs at all time comply with the provisions of all such Laws, Provincial Ordinances, Local Authority Bylaws and all relevant Regulations framed there under which are applicable to the Service to be undertaken.

5.2. Quality assurance requirements

- 5.2.1. All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the Contractor will be expected to draft quality plans for the Service Manager from time to time. Emphasis must be on improving system reliability and on ensuring that rostered maintenance work is indeed performed as and when required.

6. Procurement

6.1. Equipment

- 6.1.1. The supply of Equipment not covered in this Contract will be charged at nett cost plus a Fee as recorded in this Contract.
- 6.1.2. The Contractor shall ensure that any and all material procured by the Contractor for this Contract, are obtained at least at rates that are available to the Employer for similar material. Should the Contractor obtain material at a premium and should the Employer be able to prove that the Contractor did not endeavour to minimise the higher rate/s, the Employer may select not to reimburse the Contractor for the portion of the price for which the Contractor paid a premium. A minimum of Two (2) competitive quotes shall be sourced by the Contractor for such material to be supplied.
- 6.1.3. The Employer may supply Equipment for the Service on a free issue basis which means that the Fee will not be applicable on these items. Should the Employer provide or make available any Equipment, the Contractor shall be responsible for proper and economical



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transport, storage and use thereof. The cost of any loss or damage to the Employer's Equipment other than through normal wear and tear, and any uneconomical use or loss of Equipment provided by the Employer, will be recovered from the Contractor.

- 6.1.4. Only Equipment of the best quality and approved by SANS and / or satisfying the manufacturer's requirements are to be used in the execution of the Service and the Service is to be performed in a proper workmanlike manner to the full satisfaction of the Employer or any statutory institution.
- 6.1.5. Consumables, Equipment used must meet the original manufacture's requirements. Only parts that are correctly designed, manufactured and suitable in all respects shall be used. Any alternative replacement needs to be approved by the Employer and conform to SANS specifications and must where possible carry an appropriate mark of approval.
- 6.1.6. The Contractor shall provide and keep or have a list of all consumables. The Employer reserves the right to inspect the inventory list at any time during the term of this Contract.
- 6.1.7. Replaced or redundant parts remain the property of the Employer and shall be delivered to the Employer to be scrapped where after the Contractor will remove it unless otherwise decided by the Employer.
- 6.1.8. The Contractor shall inform the Employer at least one (1) week prior to commencing planned repairs, which may necessitate the Equipment being removed from service for periods exceeding two (2) hours.
- 6.1.9. Risk of loss of, or damage to any goods supplied shall remain with the Contractor until such goods supplied have been delivered by the Contractor, approved and taken over by the Service Manager.
- 6.1.10. No Plant, Material and Equipment shall be shipped or delivered to Site/Affected Property until permission has been obtained by the Contractor from the Employer that these may be delivered.
- 6.1.11. Except where specifically stated otherwise, the transport to, off-loading, positioning, stacking and storing on the Site/Affected Property of all material, consumables etc. used in connection with the Works by the Contractor shall be the responsibility of the Contractor, including all necessary supervision, labour and equipment for this purpose.
- 6.1.12. All Equipment stored on Site/Affected Property must be suitably protected and secured against deterioration through any cause whatsoever, including damage or loss by theft or otherwise. The Contractor shall remain fully responsible for all material and plant etc. until the completed Works are handed over to, or have been officially accepted by the Employer.



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6.1.13. The Contractor shall be responsible for the provisioning of all material, products, consumables (cleaning materials etc.) that might be needed in order to render an efficient Service at his own cost and included in the Price List / Labour Rates.

6.1.14. The Employer reserves the right to take samples of any consumables and or material supplied by the Contractor for analysis if deemed necessary

6.2. Correction of defects

6.2.1. If the Employer decide that any work done by the Contractor or any subcontractor is defective or not in accordance with the Contract or does not fulfil the requirements of the Contract and as soon as reasonably practicable give to the Contractor notice in writing of such decision giving particulars of the alleged defect, the Contractor shall with all speed make good the defects so specified.

6.2.2. Should the Contractor fail to fulfil any of its obligations in terms of this Contract or should such Service not be completed with due diligence and in a proper and workmanlike manner to the satisfaction of the Employer and should the Contractor fail to remedy such breach within the timeframe from the date of written notice from the Employer calling upon to do so, the Employer shall have the right without prejudice in terms of this Contract or at law, without further notice to the Contractor:

6.2.2.1. Appoint another person other than the Contractor to complete the Service in question and to recover from the Contractor all cost to complete the work in question plus an administration costs of twenty five (25) percent (%) of the price the other contractor charge the Employer to complete the Service, or

6.2.2.2. Cancel this Contract and recover from the Contractor any damages that it may suffer as a result of such cancellation and / or breach.

7. Working on Affected Property

7.1. Employer's site entry and security control, permits, and site regulations

7.1.1. The Contractor shall at all times ensure that its employees, agents, representatives, specialist-, subcontractors and Contractors:

7.1.1.1. Comply with all security measures and directives imposed by the Employer, or his delegate, tasked with managing the Services in or on the Site / Affected Property.

7.1.1.2. Keep the access gates / doors locked at all times. If any security problems are noticed, the Contractor shall immediately notify the Service Manager.

7.1.1.3. Shall in terms of this Scope of Work when on duty (unless the Employer should decide otherwise), wear an identity disc, tag or other device as agreed upon between the



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Parties. For the purposes of this Scope of Work, an identity disc, tag or other device prescribed by the Employer shall at least contain the following information in respect of the Contractor's personnel:

- a colour photograph of the relevant member
- full names and surname
- identity number

7.1.1.4. The identity disc shall at all times be visibly displayed on the employee's person while he/she is on the Site / Affected Property. The necessary control must be exercised over such identity discs to prevent them from falling into unauthorised hands. The Contractor will be liable for the replacement cost of lost identity disc.

7.1.1.5. All employees of the Contractor will be subject to the requirements set out in section 2(2) of the Control of Access to Public Premises and Vehicles Act, 53 of 1985.

7.1.1.6. A list of names of employees that will be working on the Site / Affected Property during a given time must be made available to the Service Manager. Should any exchange of personnel take place, the Service Manager must be informed accordingly in writing. Unidentified employees, and employees whose names do not appear on the list, will not be allowed to enter the Site / Affected Property.

7.1.1.7. Employees of the Contractor may not walk about without any purpose on the Site / Affected Property and may not use chairs and seats in public areas for purposes of relaxation.

7.1.1.8. Employees of the Contractor have, subject to the terms of this Scope of Work, admission to all areas to perform their duties subject to approval by the Employer / Tenant. If a service does not have to be performed at a specific stage in a specific area, no admission is permitted. The Contractor must make provision in his costing for access delays in security areas.

7.1.1.9. Any disruptions which are deemed to be beyond the Contractor's control and which result in the Contractor's workmen having to leave the Site / Affected Property shall be logged in the applicable report book.

7.1.1.10. Within seven (7) days of the Contract Date and before such employee enters the Site / Affected Property to perform the Service, the Contractor shall furnish the Service Manager with the full names, identity numbers, residential addresses, two recent passport photographs and such other items of information as may be required by Service Manager, in respect of all persons who will be employed by the Contractor to undertake work at the Site / Affected Property in terms of this Contract.

7.2. People restrictions, hours of work, conduct and records



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- 7.2.1. Service operations will be performed during Transnet "Office hours only". The times are **Monday to Friday, day.**
- 7.2.2. The Contractor shall at all-time render service that enhance and maintain at minimum the corporate image of Transnet Property.
- 7.2.3. The Contractor shall at all-time render service that is in line with Transnet Property's values and ethics.
- 7.2.4. The Contractor must exercise the highest possible standards of conduct in performing their duties in accordance with this Agreement.
- 7.2.5. The Contractor shall, upon receipt of written request from Transnet Property, provide Transnet Property with copies of all the Service Provider's operating procedures and processes relating to the Services.
- 7.2.6. The Contractor is responsible for overall management and supervision of the contracted staff performing duties at the Premises in accordance with the provisions of this Agreement.
- 7.2.7. The Contractor must ensure that a competent site manager is appointed as required ensuring deliverables and quality of service delivery.
- 7.2.8. The Contractor shall immediately inform Transnet Property in writing if any contracted staff is found guilty of improper conduct.
- 7.2.9. It is expected from the contractor to ensure that all duties and tasks to be performed on site are adhered to.
- 7.2.10. The Contractor must exercise reasonable skill, care and diligence in the rendering of the services and the performance of its obligations to Transnet Property.
- 7.2.11. The Contractor shall provide written reports on progress made in the rendering of the Services to Transnet Property at such intervals and in such format as may be determined at the sole discretion of Transnet Property.
- 7.2.12. Transnet Property shall be entitled to request additional information pertaining to any matters or issues raised in or relevant matters or issues omitted from a progress report.
- 7.2.13. In the event of an unusual occurrence, the Contractor shall submit an Incident Report to Transnet authorise representative within twenty four (24) hours.
- 7.2.14. Any and all reports prepared during the term of this contract shall become the property of Transnet Property.
- 7.2.15. Where services are deteriorating a service improvement plan can be requested on how services will be improved.
- 7.2.16. The Contractor shall ensure that all necessary equipment, services or material as required are kept in the condition as required by law, regulations and procedures and readily available for Transnet Property to inspect and test without prior notice.
- 7.2.17. The Contractor shall, in the provision of the Services, have due regard to the operational requirements of Transnet Property and the Premises and other parties occupying or operating from the Premises and shall not do, or permit to be done, anything which may negatively impact on such parties' operational requirements.
- 7.2.18. The Contractor shall ensure that it and its contracted staff and site manager shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the Premises
- 7.2.19. Should Transnet Property at any time believe that any of the Service Provider's personnel is failing to comply with any such procedures or policies, Transnet Property shall be entitled



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to deny such person access to the relevant Premises and require the Contractor to replace such person without delay.

7.3. Personnel Standards

7.3.1. Contractor staff must be:

- 7.3.1.1. able to communicate the official language of Transnet which is English;
- 7.3.1.2. physically fit to perform the tasked duties as required;
- 7.3.1.3. presentable, clean, neat and portray a professional image at all times whilst conducting their duties in a professional manner;

7.3.2. Contracted staff must at all times be alert, vigilant and professional in their approach, bearing and actions and the following deviations will be regarded as extremely serious and may be regarded as sufficient reason to ask the Contractor to remove a particular contracted staff(s) from the Premises permanently:

- 7.3.2.1. Absence without proper notification;
- 7.3.2.2. Accepting any gifts or bribes in the line of duty;
- 7.3.2.3. Conduct unbecoming of a contracted staff or prejudicial to discipline, either on or off duty;
- 7.3.2.4. Drinking intoxicating liquor or using intoxicating substances while on duty or reporting for duty in an intoxicated condition;
- 7.3.2.5. Enabling any person to secure stolen property from the Premises;
- 7.3.2.6. False reporting;
- 7.3.2.7. Negligence in the application of Transnet instructions, after being duly informed thereof;
- 7.3.2.8. Sleeping on duty or neglecting his/her duty;
- 7.3.2.9. Using or carrying a weapon;
- 7.3.2.10. Unnecessarily harsh or violent conduct or using profane language while performing his / her duties in accordance with this Agreement;
- 7.3.2.11. Wilful disobedience of instructions, orders of a superior or a reasonable request by Transnet Property;
- 7.3.2.12. Failing to report any security incident or safety hazard either observed by the contracted staff or brought to his/her attention by another person;
- 7.3.2.13. Failing to wear the prescribed clothing or identification when on duty.
- 7.3.2.14. Failing to present an acceptable image or an upright position, or to deal with any person in a respectful manner. This implies that a contracted staff shall not sit when he/she should be standing and shall not lounge about, smoke, eat, drink, read or occupy him/herself with any distracting activity while attending to any person in the performance of his / her duties.

7.3.3. Contractor staff may be subject to breathalyser testing by Transnet or Representative Contractors prior to the granting of permission onto its Site.



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7.4. Health and safety facilities on the Affected Property

- 7.4.1. The Contractor undertakes to comply with the Employer's safety and emergency measures and procedures the Site / Affected Property.
- 7.4.2. The Contractor's procedures for the procurement, storage, handling, transporting, application and general use of chemicals shall comply with all applicable legislation, Codes of Practice and Local, Regional or Provincial Authorities.
- 7.4.3. The Contractor shall not use or keep any poisonous or highly flammable materials on the Site / Affected Property without the approval of the Service Manager, for the rendering of the Service or for whatever purpose.
- 7.4.4. The obligation to take care of and protect the Service and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to protect Others, the property of the Others, the property and personnel of the Employer from damage or injury, and to protect adjoining properties from trespass or damage during the Service.
- 7.4.5. The Contractor shall inform the Employer verbally and in writing and act immediately on any potentially hazard or undesirable situation which may cause harm to persons or which may damage or reduce the life expectancy of the Installation, even if the hazardous or undesirable situation does not form part of the Contractor's responsibilities.
- 7.4.6. The Contractor may not do or leave or permit anything on the Site / Affected Property that, in the opinion of Service Manager, might cause any damage to the property or that might be a nuisance or burden or danger or possible nuisance or burden or danger to any person on / in the Site / Affected Property.
- 7.4.7. The Contractor shall be obliged to display neat warning signs of which the size and design are of such a nature they are easily visible, at all places where the Services are undertaken by the Contractor, and where the rendering of the Services might cause injuries to any person, in order to focus the attention of such person on the Services that are undertaken in that area.
- 7.4.8. Special condition: It is hereby specially stipulated that, during the period of this Contract, the Contractor will be obliged to do everything that might be necessary and practically feasible in order to ensure that all signs, printing, notices or documents that are displayed on / in the Site / Affected Property, will appear in English plus at least one other official language.

7.5. Records of Contractor's Equipment



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7.5.1. The Contractor shall have all their Tools and Special Equipment, necessary for the execution of the works, either on site or readily available at their premises and shall be recorded and certified.

7.5.2. The Contractor shall complete or generate an inventory lists of their equipment and update inventory lists systems on a continuing basis (equipment type and location).

7.6. Site services and facilities

7.6.1. Provided by the Employer

7.6.1.1. Rest room facilities

7.6.1.2. Storage facilities

7.6.1.3. Site office

7.6.2. (Shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the *Contractor*)

7.6.3. Provided by the Contractor

7.6.3.1. The Contractor shall make his own arrangements in respect of the installation and provision of telephones at the Site/Affected Property at his own cost, should the Contractor deem it necessary.

7.7. Tests and inspections

7.7.1. The Employer or its duly appointed representative shall retain the right to witness and/or verify the performance of any Service by the Contractor at any time.

7.7.2. Independent inspections: the Employer shall have the right to authorize the inspection of individual equipment inspections shall be promptly communicated in writing to the Contractor. Should any defects or remedial work be required in terms of this Contract, the Contractor shall expeditiously undertake it within a mutually agreed time period the corrective work. When the Contractor's work has been completed satisfactorily, the Employer or its duly appointed inspector shall be notified in writing. A further follow-up inspection by the Employer or its inspector may be conducted.

7.7.2.1. Should the follow-up inspection show that the work as agreed and undertaken by the Contractor has not been satisfactorily carried out; the procedure shall be repeated until the established standard of cleaning has been attained. The cost for the follow-up inspection shall be borne by the Contractor

7.7.2.2. Notwithstanding the Employer's rights in terms of this Contract, the Contractor shall refund the Employer its costs associated with the reapplication where the Contractor has not completed work satisfactorily as agreed.



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7.7.2.3. The independent inspections shall in no way limit the Contractor's responsibility with respect to any obligation or liabilities in terms of this Contract.

8. List of Drawings

8.1. There are no drawings provided by the Employer in respect of this works.

Annexure 1

List of buildings

Site/Affected Property				
PHALABORWA				
Department	Asset Number	Description	Square Meters	Frequency
OPERATIONS	02AP001P	Station building	515	7 days including holidays
	02BP001P	Mess ablution	82	7 days including holidays
	02BP012P	Shunters cabin	24	7 days including holidays
INFRA	02AP003P	Office	124	5 Days excluding holidays
OPERATIONS	02AP004P	Admin office(Goods shed)	250	7 days including holidays



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	02BP011P	Toilets (Goods shed)	30	7 days including holidays
	02BP008P	Mess ablution	25	5 Days excluding holidays
	02BP007P	Mess ablution	78	5 Days excluding holidays
	02AP097P	Office	137	5 Days excluding holidays
HOEDSPRUIT				
INFRA	02BP017P	Mess & Ablution	31	5 Days excluding holidays
	02BP018P	Mess Ablution	96	5 Days excluding holidays
	02BP019P	Office & Workshop	90	5 Days excluding holidays
	02BP020P	Office & Garage	13	5 Days excluding holidays
	02MP001P	Asbestos office	45	5 Days excluding holidays
HAZYVIEW				
INFRA	02AK021P	Office & Garage	25	5 Days excluding holidays
	02AK022P	Workshop & Office	113	5 Days excluding holidays
	02MK002P	Office	42	5 Days excluding holidays
	02AK023P	Mess ablutions	57	5 Days excluding holidays
	02AK024P	Mess ablutions	148	5 Days excluding holidays
STEELPOORT				
OPERATIONS	02DZ012P	Station building	130	7 days including holidays
	02PZ010P	Toilets	10	7 days including holidays
	03AZ015P	Ablution	26	7 days including holidays
	SYM12738	Parkhome	36	5 Days excluding holidays



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Number of toilet papers per toilet

Depot Name	Description of Premises	Asset No	Size of Premises (m ²)	Department	Toilets per asset	Toilet Rolls per Day
Phalaborwa	Station building	02AP001P	515	OPERATIONS	8	24
Phalaborwa	Mess ablution	02BP001P	82	OPERATIONS	1	3
Phalaborwa	Shunters cabin	02BP012P	24	OPERATIONS	1	2
Phalaborwa	Office	02AP003P	124	INFRA	2	4
Phalaborwa	Admin office(Goods shed)	02AP004P	250	OPERATIONS	4	8
Phalaborwa	Toilets (Goods shed)	02BP011P	30	OPERATIONS	1	2
Phalaborwa	Mess ablution	02BP008P	25	OPERATIONS	1	2
Phalaborwa	Mess ablution	02BP007P	78	OPERATIONS	5	15
Phalaborwa	Office	02AP097P	137	OPERATIONS	0	0

Number of toilet papers per toilet



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Station	Description	Asset no	M ²	Department	Number of toilets	Toilet papers per day
Hoedspruit	Mess & Ablution	02BP017P	31	INFRA	4	12
Hoedspruit	Mess Ablution	02BP018P	96	INFRA	0	0
Hoedspruit	Office & Workshop	02BP019P	90	INFRA	2	6
Hoedspruit	Office & Garage	02BP020P	13	INFRA	0	0
Hoedspruit	Asbestos office	02MP001P	45	INFRA	0	0

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Department	Number of toilets	Toilet papers per day
Hazyview	Office & Garage	02AK021P	25	INFRA	0	0
Hazyview	Workshop & Office	02AK022P	113	INFRA	0	0
Hazyview	Office	02MK002P	42	INFRA	0	0
Hazyview	Mess ablutions	02AK023P	57	INFRA	2	6
Hazyview	Mess ablutions	02AK024P	148	INFRA	4	12

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Department	Number of toilets	Toilet papers per day
Steelpoort	Station building	02DZ012P	130	OPERATIONS	0	0
Steelpoort	Toilets	02PZ010P	10	OPERATIONS	2	6
Steelpoort	Ablution	03AZ015P	26	OPERATIONS	0	0



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Steelpoort	Parkhome	SYM12738	36	OPERATIONS	2	4
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Annexure 2

Planned Cleaning Activity Schedule

(Please note: The below Planned Cleaning activity schedule is only indicative and not exhaustive, it is therefore the duty of the contractor to update the Activity Schedule, one (1) month from the date of assuming responsibility as the contracted Service Provider)

FREQUENCY FOR THE CLEANING OF OFFICES, LECTURE/BOARDROOM/S, FOYERS, TOILETS, PASSAGES, STAIRS, ETC.

NOTE: The frequency term:

"When Applicable / as necessary" – Contractor undertakes this work at no additional cost.

"As required / on request" – Contractor will undertake the work when instructed, cost being for the customers account.

1. CLEANING EXTERIOR OF BUILDING:	Frequency
1.1 Balconies and stoops:	
1.1.1 Remove dust on hard floors and or skirting with suitable broom, mop- or disposable cloth sweeper in such a way that it does not raise dust by using the appropriate equipment.	Daily
1.1.2 Damp mop hard floors and or skirting to remove soilage.	Monthly
1.1.3 Spray, clean or burnish hard floors and or skirting using a mechanised system to remove accumulated soilage.	When Applicable
1.1.4 Treat floor and surfaces.	6=Monthly
1.1.5 Dry floor after rain.	When Applicable



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1.1.6 Remove and shake out entrance carpets.	Daily
1.1.7 Remove spots and stains from entrance carpets.	When Applicable
1.1.8 Empty, damp wipe refuse bins and replace inner refuse bags.	Daily
1.1.9 Remove stains and disinfect refuse bins, replace inner refuse bags.	Weekly
1.1.10 Dust and or damp wipe all fire equipment.	Monthly
1.1.11 Clean and damp wipe ashtrays.	2 x Daily
1.1.12 Damp wipe electrical switches, plug points and light fittings.	Monthly
1.1.13 Damp wipe door handle / push plates.	Daily
1.1.14 Polish door handle / push plates.	Monthly
1.1.15 Dust and damp wipe doors and doorframes.	Daily
1.1.16 Spot clean spots on doors and or frames.	When Applicable
1.1.17 Spot clean spots and marks on walls.	When Applicable
1.1.18 Dust window frames and -sills on applicable floors.	Monthly
1.1.19 Damp wipe window frames and -sills on applicable floors.	Quarterly
1.1.20 Dust and damp wipe pot plant holders.	Monthly
1.1.21 remove litter from pot plant holders	Daily
1.1.22 Dust air-conditioning louvers on applicable floors.	Monthly
1.1.23 Damp wipe air-conditioning louvers on applicable floors.	Quarterly
1.1.24 Clean all rain-water drains by removing all litter.	Daily
1.2 Walls:	
1.2.1 Spot clean spots and marks on walls.	When Applicable
1.2.2 Remove all graffiti.	When Applicable
1.2.3 Damp wipe building name, emergency, information and route signs.	Monthly
1.2.4 Polish building name, emergency, information and route signs.	Quarterly
1.2.5 Damp wipe electrical switches, plug points and light fittings within three meters from ground level.	Monthly
1.2.6 Dust window frames and -sills on ground and first floor level.	Monthly
1.2.7 Damp wipe window frames and -sills on ground floor level.	Quarterly
1.2.8 Dust air-conditioning louvers on ground and first floor level.	Monthly
1.2.9 Damp wipe air-conditioning louvers on ground level.	Quarterly
1.2.10 Dust and or damp wipe all fire equipment.	Monthly
1.3 Windows and facades:	
1.3.1 Ground floor windows and frames (on the outside) must be cleaned.	Monthly
1.3.2 All other floors windows and frames (on the outside) that can open must be cleaned from the inside.	6=Monthly
1.3.3 Windows and frames (on the inside) must be cleaned.	6=Monthly



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1.4 Air-con and other louvers:	
1.4.1 Dust air-con and other louvers from the inside via window openings.	Quarterly
1.4.2 Damp wipe air-con and other louvers from the inside via window openings.	6=Monthly
1.4.3 Spray / wash down air-con and other louvers with clean water.	Yearly
1.5 Roads and Sidewalks	
1.5.1 Sweep roads, parking area and sidewalks	Daily
1.5.2 Sweep pavement outside boundary fence, rubbish will not be swept onto the road and must be removed	Daily
1.5.3 Pick up and remove all litter in the above areas	Daily
1.5.4 Scrub above areas	When applicable
1.5.5 Damp wipe building name, information, emergency and route signs	Weekly
1.5.6 Empty, damp wipe refuse bins and replace inner refuse bags	Daily
1.5.7 Remove stains and disinfect refuse bins and replace inner refuse bags	weekly
1.5.8 Remove all graffiti	Where applicable
1.5.9 Clean all storm water drains by removing all litter, sand etc	Daily
1.5.10 Clean and damp wipe ash trays	2x daily
1.5.11 Damp wipe motor vehicle access control equipment	Weekly
1.6 Garden Areas	
1.6.1 Sweep footpaths	
1.6.2 Pick up and remove all litter	
1.6.3 Empty, damp wipe refuse bins and replace inner refuse bags	Daily
1.6.4 Damp wipe building name, information, emergency and route signs	Weekly
1.6.5 Remove stains and disinfect refuse bins and replace inner refuse bags	weekly
1.6.6 Clean all storm water drains by removing all litter, sand etc	Daily
1.6.7 Dust and damp wipe garden furniture	daily
1.6.8 Treat Garden furniture	Monthly
1.6.9 Clean and damp wipe ash trays	2x daily
1.6.10 Dust and clean damp garden light fittings	Weekly
1.6.11 Remove all litter from water ponds	Daily
1.6.12 Clean water ponds	Monthly
2 CLEANING INTERIOR OF BUILDING:	
2.1 Reception areas (Ground floor):	



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2.1.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.1.2 Damp mop resilient and or hard floors for soilage.	Daily
2.1.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage.	When Applicable
2.1.4 Vacuum clean rugs / carpets and or carpet floors.	Weekly
2.1.5 Remove spots and stains from rugs / carpets and or carpet floors.	When Applicable
2.1.6 Interim clean rugs / carpets and or carpet floors.	When Applicable
2.1.7 Restorative clean rugs / carpets and or carpet floors.	When Applicable
2.1.8 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.1.9 Wet wipe washable surfaces walls and or partitioning.	When Applicable
2.1.10 Dust wooden panels and or partitions.	Daily
2.1.11 Polish wooden panels and or partitions.	6=Monthly
2.1.12 Damp wipe all information and emergency signs.	6=Monthly
2.1.13 Damp wipe all mirrors.	Weekly
2.1.14 Entrance doors and frames must be cleaned.	Daily
2.1.15 Glass facades and frames on ground floor level must be cleaned.	Daily
2.1.16 Damp wipe telephones and fax machines.	Daily
2.1.17 Dust skirting and or power skirting.	Daily
2.1.18 Damp wipe skirting and or power skirting.	Monthly
2.1.19 Damp wipe door handle / push plates.	Daily
2.1.20 Dust or damp wipe doors and doorframes.	Weekly
2.1.21 Spot clean spots on doors and or frames.	When Applicable
2.1.22 Dust and damp wipe sealed wood / glass / formica reception counters.	Daily
2.1.23 Polish sealed wood / glass / formica reception counters.	Quarterly
2.1.24 Damp wipe electrical switches, plug points.	Monthly
2.1.25 Damp wipe ceiling mounted electrical light fittings.	6=Monthly
2.1.26 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.1.27 Dust picture frames.	Weekly
2.1.28 Damp wipe picture frames.	Monthly
2.1.29 Clean glass (pictures).	Monthly
2.1.30 Dust painting frames.	Weekly
2.1.31 Dust paintings in appropriate method.	Weekly
2.1.32 Dust notes boards.	Weekly
2.1.33 Damp wipe notes boards.	Weekly
2.1.34 Dust railings and or handrails.	Daily
2.1.35 Damp wipe railings and or handrails.	Weekly
2.1.36 Dust access control accessories and equipment.	Daily
2.1.37 Damp wipe access control accessories and equipment.	Weekly
2.1.38 Empty and damp wipe dustbins.	2 x Daily
2.1.39 Remove stains and disinfect dustbins.	Weekly
2.1.40 Remove and shake out entrance carpets.	Daily
2.1.41 Remove spots and stains from entrance carpets.	When Applicable



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2.1.42 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, desks, tables, bookcases, shelves, cupboards, etc.).	Weekly
2.1.43 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, desks, tables, bookcases, shelves, cupboards, etc.).	Quarterly
2.1.44 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.1.45 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.1.46 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.1.47 Dust furniture covered with vinyl and or leather (chairs, desks, tables, etc.).	Daily
2.1.48 Damp wipe furniture covered with vinyl and or leather (chairs, desks, tables, etc.).	Monthly
2.1.49 Dust ornaments.	2 x Monthly
2.1.50 Damp wipe ornaments.	Quarterly
2.1.51 Dust lamps.	Daily
2.1.52 Damp wipe lamps.	Monthly
2.2 Passageways and stair cases.	
2.2.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.2.2 Damp mop resilient and or hard floors for soilage.	Daily
2.2.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage.	When Applicable
2.2.4 Strip clean and reseal resilient floors.	Yearly
2.2.5 Vacuum clean rugs / carpets and or carpet floors (high traffic areas).	Weekly
2.2.6 Remove spots and stains from rugs / carpets and or carpet floors.	When Applicable
2.2.7 Interim clean rugs / carpets and or carpet floors.	Monthly
2.2.8 Restorative clean rugs / carpets and or carpet floors.	Quarterly
2.2.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.2.10 Damp wipe washable surfaces walls and or partitioning.	When Applicable
2.2.11 Dust wooden panels and or partitions.	Weekly
2.2.12 Polish wooden panels and or partitions.	Quarterly
2.2.13 Clean glass partitioning.	Daily
2.2.14 Damp wipe all information and emergency signs.	Monthly
2.2.15 Polish all information and emergency signs, if from metal.	Quarterly
2.2.16 Entrance doors and frames must be cleaned.	Daily
2.2.17 Clean windows on the inside.	Quarterly
2.2.18 Dust window frames.	Weekly
2.2.19 Damp wipe window frames.	Quarterly
2.2.20 Dust windowsills.	Weekly
2.2.21 Damp wipe and remove marks on windowsills.	Monthly



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2.2.22 Dust skirting and or power skirting.	Daily
2.2.23 Damp wipe skirting and or power skirting.	Monthly
2.2.24 Damp wipe door handle / push plates.	Daily
2.2.25 Dust and damp wipe doors and doorframes.	Monthly
2.2.26 Spot clean spots on doors and or frames.	When Applicable
2.2.27 Clean glass doors.	Daily
2.2.28 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.2.29 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.2.30 Dust wall and or door mounted air- con. / vents.	Weekly
2.2.31 Damp wipe wall and or door mounted air- con. / vents.	Monthly
2.2.32 Dust and damp wipe ceiling mounted air- con. / vents.	Yearly
2.2.33 Dust picture frames.	Weekly
2.2.34 Damp wipe picture frames.	Monthly
2.2.35 Clean glass (pictures).	Monthly
2.2.36 Dust painting frames.	Weekly
2.2.37 Dust paintings in appropriate method.	Monthly
2.2.38 Dust notes boards.	Weekly
2.2.39 Damp wipe notes boards.	Monthly
2.2.40 Dust railings and or handrails.	Daily
2.2.41 Damp wipe railings and or handrails.	Weekly
2.2.42 Empty and damp wipe rubbish bins.	Daily
2.2.43 Remove stains and disinfect rubbish bins.	Weekly
2.2.44 Dust natural / unsealed wood furniture (chairs, tables, shelves etc.).	Daily
2.2.45 Polish natural / unsealed wood furniture (chairs, tables, shelves etc.).	Quarterly
2.2.46 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables, shelves etc.).	Weekly
2.2.47 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables, shelves etc.).	Quarterly
2.2.48 Vacuum furniture covered with cloth (chairs, etc.).	Monthly
2.2.49 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.2.50 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.2.51 Dust furniture covered with vinyl and or leather (chairs, tables, etc.).	Daily
2.2.52 Damp wipe furniture covered with vinyl and or leather (chairs, tables, etc.).	Weekly
2.2.53 Dust ornaments.	Weekly
2.2.54 Damp wipe ornaments.	2 x Monthly
2.2.55 Dust lamps.	Weekly
2.2.56 Damp wipe lamps.	Monthly
2.2.57 Dust Roller shutter doors.	Daily
2.2.58 Damp wipe roller shutter doors.	Weekly



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2.3 Toilets and bathrooms:	
2.3.1 Damp mop to remove all marks, mineral deposits and dirt and polish on resilient and or hard floors.	2 x Daily
2.3.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	6=Monthly
2.3.3 Spot clean spots and finger marks on walls.	When Applicable
2.3.4 Wet wipe and dry washable surface walls.	When Applicable
2.3.5 Damp wipe door handle / push plates.	Daily
2.3.6 Dust and damp wipe doors and doorframes.	Monthly
2.3.7 Spot clean spots on doors and or frames.	When Applicable
2.3.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.3.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.3.10 Damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.3.11 Damp wipe wall and or door mounted air- con. / vents.	Weekly
2.3.12 Dust and damp wipe notes boards.	Weekly
2.3.13 Clean notes boards glass doors.	Weekly
2.3.14 Damp wipe all mirrors.	Daily
2.3.15 Dust mirror frames.	Daily
2.3.16 Polish mirror frames.	Weekly
2.3.17 Dust and damp wipe vanity slabs.	2 x Daily
2.3.18 Clean windows on the inside.	Quarterly
2.3.19 Dust window frames.	Monthly
2.3.20 Damp wipe window frames.	Quarterly
2.3.21 Damp wipe and remove marks on windowsills.	Daily
2.3.22 Remove dust from vertical blinds.	Monthly
2.3.23 Damp wipe horizontal blinds.	Monthly
2.3.24 Dust and damp wipe all electrical equipment such as (hand-, hair-dryers, heaters etc)	Daily
2.3.25 Remove soilage from toilet bowls, basins and urinals, under flushing mechanism and or taps.	Daily
2.3.26 Remove litter from urinals.	Daily
2.3.27 Mop floor at urinals.	2 x Daily
2.3.28 Remove mineral deposits and or stain from toilet, basins, urinal, gullies, drains, flushing mechanism and or taps.	Monthly
2.3.29 Damp wipe toilet seat, lid, cistern, pipes, taps, flushing mechanism, etc.	2 x Daily
2.3.30 Dust and damp wipe all other components / equipment such as (bins, waste disposer, towel-, soap dispenser, toilet roll holder, aerosol air freshener etc.).	Daily
2.3.31 Ensure usability and replenish consumables.	2 x Daily



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2.4 Kitchens:	
2.4.1 Damp mop to remove all marks, mineral deposits and dirt on resilient and or hard floors.	Daily
2.4.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	6=Monthly
2.4.3 2.4.3 Spot clean spots and finger marks on walls.	When Applicable
2.4.4 Wet wipe and dry washable surface walls.	Weekly
2.4.5 Damp wipe door handle / push plates.	Daily
2.4.6 Dust and damp wipe doors and doorframes.	Daily
2.4.7 Spot clean spots on doors and or frames.	When Applicable
2.4.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Weekly
2.4.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.4.10 Damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.4.11 Dust wall and or door mounted air- con. / vents.	Monthly
2.4.12 Damp wipe wall and or door mounted air- con. / vents.	Weekly
2.4.13 Dust and damp wipe work tops.	Daily
2.4.14 Clean windows on the inside.	Monthly
2.4.15 Dust window frames.	Weekly
2.4.16 Damp wipe window frames.	Monthly
2.4.17 Dust windowsills.	Weekly
2.4.18 Damp wipe and remove marks on windowsills.	Monthly
2.4.19 Dust and damp wipe refrigerator and or fridge tops.	Monthly
2.4.20 Damp wipe refrigerator and or fridge.	Daily
2.4.21 Remove contents from refrigerator and or fridge and damp wipe shelves.	Quarterly
2.4.22 Defrost refrigerator and or fridge remove contents and damp wipe shelves.	Quarterly
2.4.23 Dust and damp wipe stove, oven and or microwave.	Daily
2.4.24 Damp wipe and clean inside of oven and or microwave.	Daily
2.4.25 Dust and damp wipe dish washer top.	Monthly
2.4.26 Damp wipe dish washer.	Daily
2.4.27 Clean filter inside of dish washer.	Weekly
2.4.28 Wet wipe and dry sink.	Daily
2.4.29 Remove mineral deposits and or stain from sink, pipes, taps, gullies, drains.	Monthly
2.4.30 Empty waste bins and damp wipe.	Daily
2.4.31 Remove stains and disinfect waste bins.	Daily
2.4.32 Dust cupboards.	Daily
2.4.33 Damp wipe cupboards.	Weekly
2.4.34 Damp wipe and clean inside of cupboards.	Monthly
2.4.35 Polish outside of cupboards.	When Applicable
2.4.36 Wash, dry and store crockery and cutlery.	When Applicable



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2.4.37 Ensure usability and replenish consumables.	2 x Daily
2.5 Broom rooms:	
2.5.1 Damp mop to remove all marks, mineral deposits and dirt and polish on resilient and or hard floors .	Daily
2.5.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	Yearly
2.5.3 Spot clean spots and finger marks on walls.	When Applicable
2.5.4 Damp wipe washable surface walls	Quarterly
2.5.5 Damp wipe door handle / push plates.	Daily
2.5.6 Dust and damp wipe doors and doorframes.	Weekly
2.5.7 Spot clean spots on doors and or frames.	When Applicable
2.5.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.5.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.5.10 Damp wipe ceiling mounted air- con. / vents.	Yearly
2.5.11 Dust wall and or door mounted air- con. / vents.	Weekly
2.5.12 Damp wipe wall and or door mounted air- con. / vents.	Quarterly
2.5.13 Clean windows on the inside.	Monthly
2.5.14 Dust window frames.	Monthly
2.5.15 Damp wipe window frames.	Monthly
2.5.16 Dust windowsills.	Monthly
2.5.17 Damp wipe and remove marks on windowsills.	Monthly
2.5.18 Wet wipe and dry washing trough.	Daily
2.5.19 Remove mineral deposits and or stain from washing trough, pipes, taps, gullies, drains.	Monthly
2.6 Offices:	
2.6.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.6.2 Damp mop resilient and or hard floors for soilage.	Weekly
2.6.3 Spray, clean or burnish resilient and or hard floors using a mechanised system.	Monthly
2.6.4 Strip clean and reseal resilient floors.	Yearly
2.6.5 Vacuum clean rugs / carpets.	Weekly
2.6.6 Remove spots and stains from rugs / carpets.	When Applicable
2.6.7 Interim clean rugs / carpets.	Quarterly
2.6.8 Restorative clean rugs / carpets.	When Applicable
2.6.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.6.10 Dust wooden panels and or partitions.	Weekly
2.6.11 Clean glass partitioning.	Weekly



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2.6.12 Damp wipe all information and emergency signs.	Quarterly
2.6.13 Damp wipe all mirrors.	Weekly
2.6.14 Clean windows on the inside.	Quarterly
2.6.15 Dust window frames.	Monthly
2.6.16 Damp wipe window frames.	Quarterly
2.6.17 Dust windowsills.	Weekly
2.6.18 Damp wipe and remove marks on windowsills.	Monthly
2.6.19 Remove dust from vertical blinds.	Monthly
2.6.20 Dust and or Damp wipe horizontal blinds.	Monthly
2.6.21 Dust skirting and or power skirting.	Weekly
2.6.22 Damp wipe skirting and or power skirting.	Monthly
2.6.23 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.6.24 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.6.25 Dust consol air-conditioning unit.	Daily
2.6.26 Damp wipe consol air-conditioning unit.	Monthly
2.6.27 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.6.28 Dust picture frames.	Weekly
2.6.29 Damp wipe picture frames.	Monthly
2.6.30 Clean glass (pictures frames).	Monthly
2.6.31 Dust painting frames.	Weekly
2.6.32 Dust paintings in appropriate method.	Monthly
2.6.33 Dust notes boards.	Weekly
2.6.34 Damp wipe notes boards.	Monthly
2.6.35 Dust natural / unsealed wood furniture (chairs, tables etc.).	Daily
2.6.36 Polish natural / unsealed wood furniture (chairs, tables etc.).	Quarterly
2.6.37 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Daily
2.6.38 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Quarterly
2.6.39 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.6.40 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.6.41 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.6.42 Dust furniture covered with vinyl and or leather (chairs, tables, etc.).	Daily
2.6.43 Damp wipe furniture covered with vinyl and or leather (chairs, tables, etc.).	Weekly
2.6.44 Dust ornaments.	Weekly
2.6.45 Damp wipe ornaments.	2 x Monthly
2.6.46 Dust lamps.	Weekly
2.6.47 Damp wipe lamps.	Monthly
2.6.48 Dust and damp wipe work tops.	Daily
2.6.49 Dust and damp wipe refrigerator tops.	Daily
2.6.50 Damp wipe refrigerator.	Monthly



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2.6.51 Remove contents from refrigerator and damp wipe shelves.	Quarterly
2.6.52 Defrost refrigerator remove contents and damp wipe shelves.	Quarterly
2.6.53 Empty waste bins and damp wipe.	Daily
2.6.54 Remove stains and disinfect waste bins.	Weekly
2.7 Bulk storage:	
2.7.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.7.2 Damp mop resilient and or hard floors for soilage.	Monthly
2.7.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage and apply maintenance coat.	Quarterly
2.7.4 Strip clean and reseal resilient floors.	Yearly
2.7.5 Vacuum clean rugs / carpets.	Weekly
2.7.6 Remove spots and stains from rugs / carpets.	When Applicable
2.7.7 Interim clean rugs / carpets.	Quarterly
2.7.8 Restorative clean rugs / carpets.	Yearly
2.7.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.7.10 Damp wipe all information and emergency signs.	Quarterly
2.7.11 Clean windows on the inside.	Quarterly
2.7.12 Dust window frames.	Monthly
2.7.13 Damp wipe window frames.	Monthly
2.7.14 Dust windowsills.	Weekly
2.7.15 Damp wipe and remove marks on windowsills.	Monthly
2.7.16 Dust skirting and or power skirting.	Weekly
2.7.17 Damp wipe skirting and or power skirting.	Monthly
2.7.18 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.7.19 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.7.20 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.7.21 Dust notes boards.	Weekly
2.7.22 Damp wipe notes boards.	Monthly
2.7.23 Dust natural / unsealed wood furniture (chairs, tables etc.).	Daily
2.7.24 Polish natural / unsealed wood furniture (chairs, tables etc.).	Quarterly
2.7.25 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Monthly
2.7.26 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Quarterly
2.7.27 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.7.28 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.7.29 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.7.30 Dust or damp wipe counters.	Daily
2.7.31 Empty waste bins and damp wipe.	Daily



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2.7.32 Remove stains and disinfect waste bins.	Weekly
2.8 Service ducks:	
2.8.1 Sweep hard floors .	Quarterly
2.8.2 Dust and damp wipe pipes, ducting, fire equipment etc.	6=Monthly
2.8.3 Spot clean spots and finger marks on walls .	When applicable
2.8.4 Damp wipe electrical switches, plug points and light fittings .	Quarterly
2.8.5 Damp wipe door handle / push plates .	Monthly
2.8.6 Dust and damp wipe doors and doorframes .	Monthly
2.8.7 Spot clean spots on doors and or frames .	When Applicable
3.1 Waste removal:	
3.1.1 Without prejudice to the removed contents of waste-baskets and ashtrays, as well as office waste, must be removed tidily in bags, for example, and placed in all the garbage cans that have been made available for this purpose.	Daily
3.1.2 The Contractor must sort waste paper (split white paper, brown paper and card boxes), metal cans, plastic and glass in different containers that will be rendered to waste dealers in such a way as will be indicated to him.	Daily
3.1.3 Garbage must be stored temporarily in garbage cans in a locked areas supplied by the Transnet Property in garbage bags supplied by the Contractor at a place on the relevant premises as indicated.	Daily
3.1.4 Remove refuse to the loading point as prescribed by the Local Council on days when the relevant Local Council removes refuse or where any other refuse collector as organised by Transnet Property will collect refuse.	Weekly
3.1.5 Refuse that is not removed by the Local Council as prescribed, or in cases where such a service is not rendered by such Local Council, the Contractor is responsible for removing the refuse as prescribed by the relevant Council.	Weekly
4.1 HYGIENE:	
4.1.1 Equipment	
Supply, install She Bins (Office)	Once Off
Supply, Install Hand dryer/s (Office)	Once Off
4.1.2 Service	



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Service the New and or Existing She Bin/s (Office)	Monthly
Deep cleaning of office carpets	As Necessary
4.1.3 CONSUMABLES	
Cleaning Material and Consumables	As Necessary
Hygiene Materials and Consumables	As Necessary
Air fresheners and any other hygiene material	As Necessary

ANNEXURE A2

Specifications:

Polokwane, Mokopane, Modimolle,

Bela-Bela, Mookgophong,

Thabazimbi

&

Northam

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C3: Scope of Work: Service Information

AREAS:

- POLOKWANE,
- MOKOPANE,
- MODIMOLLE,
- BELA BELA,
- MOOKGOPHONG,
- PIENAARSRIVIER
- THABAZIMBI
- NORTHAM

Definitions:

In this Scope of Work:-

- 1) **"access-delayed time"** means the time taken from arrival on the *Site / Affected Property* by the *Contractor*, his sub-contractor or specialist-contractor and requesting access to the *Site / Affected Property* from the *Employer* or his Tenant until the time access is given.
- 2) **"ad hoc works"** also known as **"minor new works"** means any repair (s), replacement (s) of component (s) or additions/alterations of the installations other than inspection, repairs, servicing or replacement listed in this contract.
- 3) **"affected property"** shall mean premises / sites or any other building / structure / premises within the geographical area applicable to this Contract.
- 4) **"break-down"** means a specific type of failure, where an item of an installation or equipment is completely unable to function.
- 5) **"call-out"** means an installation or related failure, requiring the Contractor to visit the Site / Affected Property outside of the scheduled maintenance period.
- 6) **"chargeable items"** mean the cost of replacement components or repairs required to maintain a reliable and safe Installation (excluding consumable items) and which are not covered under this Contract.
- 7) **"contractor"** means the successful tenderer that has been awarded the Service for the period stipulated
- 8) **"documentation"** means and includes any drawings, diagrams, calculations, designs and documents which are to be supplied to the Employer by the Contractor in terms of this

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Contract, together with any modifications to such documents as may from time to time be approved in writing by the Employer.

- 9) **"down-time"** the time that an item of equipment is out of service, as a result of equipment failure. The time that an item of equipment is available, but not utilized is generally not included in the calculation of downtime.
- 10) **"drawings / diagrams"** means drawings / diagrams referred to in the Specification and any modification of such drawings / diagrams approved in writing by the Employer and such other drawings / diagrams as from time to time may be furnished or approved in writing by the Employer.
- 11) **"installation"** means the geographical areas Buildings referred in this contract including the HVAC installation, water treatment, building management system (BMS) and all related equipment on / in the Site / Affected Property.
- 12) **"licences"** means the licences used / issued or deemed to be issued to the Service Provider from time to time in terms of applicable Act(s).
- 13) **"non-inclusive contract"** will mean that Plant and Equipment (material) is excluded except that refer to in equipment of this scope of work below, The cost and quantity of spares and material is uncertain and therefore excluded.
- 14) **"normal working-hours"** means office hours, from 07h30 to 16h00 Monday to Friday excluding Public Holidays in South Africa.
- 15) **"person"** includes, a natural person, a partnership, a business trust, a foundation, any company or close corporation incorporated or registered in terms of any law, and other body of persons corporate or unincorporated.
- 16) **"property"** means any movable, immovable or intellectual property or any right to such property.
- 17) **"repair"** means put into good condition after damage or wear, any component that forms part of the Installation or Equipment.
- 18) **"scope of work"** will bear the same meaning as Service Information.
- 19) **"sensitive security area"** refers to computer centres, personnel records, cashiers, archives, top management office areas and all other areas indicated to the Contractor.
- 20) **"services"** means the work, functions, tasks, services, and / or goods to be performed, rendered and or supplied by the Contractor, including any subsequent variations or changes to such work, functions, tasks, services, or goods as may be agreed in terms of this Scope of Work.

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- 21) **"service manager"** – means a person appointed by the *Employer* in accordance to NEC TSC standard, responsible for issuing instructions to the *Contractor*, management of the *Contractor* and Service provided by the Contractor in terms of this scope of works.
- 22) **"site"** means any site, place regardless of whether it is or form part of any temporary or permanent structure, building which is the property of, or is occupied or used by, or is under the control and / or management of the Employer.
- 23) **"specifications"** the document to which is referred in this Scope of Work, in which the method and standards applicable to the rendering of the Service, as well as the materials to be provided and used, are described.
- 24) **"supervision"** means a competent person appointed by the Contractor to be on-site and responsible for the management of the Contractor's staff and Service provided in terms of this Scope of Work.
- 25) **"technical information"** means and includes all information provided in the Specification, together with all drawings, diagrams, calculations, designs, Specification and other pertinent documents as may from time to time be furnished in writing by the Employer to the Contractor in connection with the Contractor's Services.
- 26) **"tenant"** means any Person (including BU's of Transnet other than Transnet Property) with his staff, client's and service providers with whom the Employer has entered into a lease agreement for the whole or a portion of the Site / Affected Property.
- 27) **"transnet property"** means – a specialist unit of Transnet (Soc) Ltd, a public company duly incorporated in accordance with the laws of South Africa with registration number 1990/000900/30, duly represented herein by the Group Executive Officer and or his duly appointed delegate, who warrants that he is duly authorised hereto;
- 28) Expressions defined in this Scope of Work shall bear the same meanings in the specifications, schedule or annexure to this Scope of Work which do not themselves contain their own definitions;
- 29) Schedules and/or annexures to this Scope of Work shall be deemed to be incorporated into and form part of this Scope of Work and as such each reference herein to "the Scope of Work" shall be deemed to include a reference to all such schedules and/or annexures.

1. Employer's objectives

- 1.1. The *Employer's* objective is to enter into a term service contract with the *Contractor* to provide cleaning, hygiene, and grass cutting services at Transnet Property buildings/premises in the Polokwane, Pienarsrivier, Bela Bela, Modimolle, Mookgophong, Mokopane, Thabazimbi &

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Northam for A Period Of Twenty-Four (24) Months to ensure compliance with legislative requirements relating to the Occupational Health and Safety Act, 1993, (Act No 85 of 1993).

2. Executive overview

- 2.1. The Employer is desirous that its Employees, Tenants and Others should receive the Services so as to ensure that the *Site / Affected Property* will comply with all related standards through the conclusion of this Term Service Contract with the Contractor.
- 2.2. The service will be provided **Seven (7) days a week (Monday to Sunday) and Five days a week (5) a week (Monday to Friday)**, as per the frequency indicated in the Affected Property/Sites in this document for the duration of the Contract. The extent of the cleaning and grass cutting services to be provided includes:
 - 2.2.1. Cleaning offices, toilets, bath rooms, stoops, parking and other areas.
 - 2.2.2. Hygiene services
 - 2.2.3. Deep cleaning services
 - 2.2.4. Sanitary waste services (disposal certificate to be provided for each disposal)
 - 2.2.5. Sorting waste, and
 - 2.2.6. Any other services arising out of or incidental to the above or required of the Service Provider for the proper completion of the service in accordance with the true meaning and intent of the contract.
- 2.3. The extent of the gardening and landscaping service to be provided includes, but not limited to:
 - 2.3.1. Maintenance of flower beds
 - 2.3.2. Maintenance of lawns
 - 2.3.3. Maintenance of veld-grass surfaces
 - 2.3.4. Weed control
 - 2.3.5. Maintenance of trees; and
 - 2.3.6. Maintenance of shrubs
 - 2.3.7. Maintenance of grass against the walls, parameters and other fences
 - 2.3.8. Roads, parking areas and all paved, concrete and tarred surfaces
 - 2.3.9. Pest control on the plants
 - 2.3.10. Any other services arising out of or incidental to the above or required of the *Contractor* for the proper completion of the service in accordance with the true meaning and intent of the contract.

3. Description of the services

- 3.1. This service covers the cleaning of offices, auditorium, studio's lecture/ boardrooms, foyers, shops, stores, workshops, toilets, passages, stairs, glass, basement, parking, parking garage, basement parking, entrance, lifts, sidewalks, paved areas etc. and the complete hygiene Service or any other work arising out of or incidental of the above, or required of the Contractor for the proper completion of the Service in accordance to the true meaning and intent of this Contract on a daily basis. The final acceptance of the Service lies with Transnet Property.

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3.2. The *Contractor* shall be responsible but not limited to the following:

- 3.2.1. Removal and containment of weeds and maintenance of the borders/ edges of the flower beds, shrubs and irrigation thereof, sufficient and careful breaking of the soil surface with a garden fork to improve the absorption of water, renew seasonal flowering plants and disease / pest control.
- 3.2.2. Mowing and trimming lawns around trees, shrubs and any other object/ obstruction that prevent mowing of the lawns with a conventional lawn mower. The *Contractor* is also responsible for disease /pest control, weed control, irrigation and renewal of grass.
- 3.2.3. Cutting and disposal of Veld-grass in and around the parameters of the premises. Ensure that the grass is cut 5m from the buildings, 5m from the parking areas and 20m around the isolated buildings.
- 3.2.4. The management of foreign plants and declared weeds on lawns, car shelters, roads and sidewalks, fences, substations and paved/ covered surfaces.
- 3.2.5. Support and binding of trees, disease / pest control, pruning, shaping, trimming and removal of branches, watering/ wetting and removing and replacing trees (ad-hoc).
- 3.2.6. Managing the grass against/underneath palisades, walls, perimeters, and other fences. The grass in these localities must be controlled through the applications of growth inhibitors and soil sterilisers. Grass to be kept two meters clear of the perimeter fence line.
- 3.2.7. Where development is required the *Contractor* shall ensure soil preparation, planting / establishing of plant material according to accepted gardening principles, composting of flower beds and lawns, and regular upgrading of flowers is in accordance with the gardening principles and the complies to the Green building Council of South Africa standards
- 3.2.8. Sweeping and Gardening and Landscaping of all roads, parking areas and all paved, concrete and tarred surfaces, removal of weeds and empty waste bins.
- 3.2.9. Pest control outside the building including the control of Bees, locust and termites and other insects on recreational sites, lawns, flower beds and trees.
- 3.2.10. Supply, operate and maintain industrial type road sweeping machine. Provide separate quote.
- 3.2.11. Remove and dispose of all refuse, rubble, vegetation and growth at an authorised dumping site.
- 3.2.12. Watering all container-grown outside and inside the building weekly or as needed.

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- 3.2.13. Replace all malfunctioning or damaged irrigation nozzles, report on malfunctioning of the irrigation system, report on irrigation water pipes leakages to the service/building manager or delegated person
- 3.2.14. The Contractor shall be obliged to supply all cleaning and hygiene service equipment plus other equipment required, at his own cost for the proper provision of the Service at the Premises.
- 3.2.15. The Contractor shall be responsible for the provision of all consumables, cleaning agents that might be needed in order to render an efficient Service at his own cost.
- 3.2.16. Transnet Property reserves the right to approve or disapprove these consumables and or other cleansing agents.
- 3.2.16.1. Only SANS or NCA approved chemicals must be used.
- 3.2.16.2. The Contractor must submit the specification and Material Safety Data sheets of all consumables and cleansing agents two (2) weeks after the contract date and thereafter annually.
- 3.2.16.3. The Manufacturer's instructions regarding the use of all chemicals agents must be followed strictly.
- 3.2.17. The Contractor shall be responsible but not limited for provision and replacing of the following consumables and cleaning agents in good time:
- Toilet-paper,
 - Paper-towels/Cotton towels,
 - Toilet soap,
 - Dish washing soap,
 - Deodorisers,
 - Disinfectants/Detergents,
 - Polish,
 - Lining bags for bins,
 - Plastic/refuse bags,
 - Liquid soap,
 - Air-fresher's etc.,
 - She bins.
- 3.2.18. Liquid Ammonia detergent cleaning agents must conform to SANS specification 1225.
- 3.2.19. Liquid soap supplied by the Contractor must conform to SANS specification 283.

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- 3.2.20. Transnet Property reserves the right to take samples from any consumables and or cleaning agents supplied by the Contractor for analysis (at the cost of the Contractor) if deemed necessary.
 - 3.2.21. The Contractor will ensure that all consumables and or cleaning agents provided by him are suitable for the furniture and or equipment installed in the Premises.
 - 3.2.22. No scouring powder or rough detergent may be used on glazed or enamel surfaces.
 - 3.3. Should a toilet, urinal, washbasin get blocked, the Contractor must attend to unblock it by means of a rubber pump or any other domestic equipment. If this attempts are unsuccessful, the Contractor's personnel will provide a sign "OUT OF ORDER" and immediately report this condition to the Service manager who will take responsibility for the removal of the obstruction.
 - 3.4. Should water in a building leak due to rain or defective water pipes etc., the Contractor must dry it. However, it shall not be expected of the Contractor to send personnel to the Premises outside normal working hours for such a task, but the personnel of the Contractor which are on the Premises at that stage will dry up the water and clean the damages.
 - 3.5. When personnel of the Contractor are not on the Premises at the stage Transnet Property may use the Contractor's equipment. Transnet Property shall be responsible for loss or damage to any of the Contractor's property provided that such loss or damage was caused by the intentional or negligent conduct of Transnet Property or its employees.
 - 3.6. Where and when necessary, curtains or blinds that must be cleaned according to the discretion of Transnet Property, must be removed by the Contractor and given to an institution approved by Transnet Property for cleaning at the cost of Transnet Property. As soon as the relevant curtains/blinds are returned, they must be hanged again properly in the same position as previous.
 - 3.7. Should curtains (lace curtains and linings include) or blinds be damaged during the handling thereof as a result of negligence on the part of the Contractor, they must be repaired or replaced (depending on the nature of the damage) at the cost of the Contractor to the satisfaction of Transnet Property.
 - 3.8. Services in toilets and cloakrooms must be done by personnel of the same sex if possible. If not possible, proper signs must be provided mutually with regard to such services.
 - 3.9. All surfaces and items covered by this Contract must appear clean and neat each day in accordance with the discretion of Transnet Property.
 - 3.10. Should additional service be required excluding those services referred to in this scope of work, the Parties shall negotiate and agree mutually with regard to such services.
 - 3.11. Hygiene activities must take place during normal office hours expect when it has agreed differently from time to time between the Parties.

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- 3.12. The Contractor shall not use or keep any poisonous or highly flammable materials on the Premises without the approval of the Service manager for the rendering of the Service or for whatever purpose.
- 3.13. Should the Premises where the Service is provided during the period of validity of this scope of work, increase or decrease, the tender amount shall increase or decrease pro rata with the applicable amount that is calculated according to the area against the already tendered applicable Price List/Labour rates of this Contract.
- 3.14. Transnet Property reserves the right to inspect store-rooms and make certain recommendations according to its discretion regarding the correct handling/storage of cleansing agents in view of any statutory requirements. The recommendations shall immediately be implemented by the Contractor.
- 3.15. The privacy, dignity, property and belongings of the tenants and personnel must at all time be respected by the Contractor's personnel.
- 3.16. The Contractor and his personnel are prohibited from reading any documents of a third party or study any records.
- 3.17. Files and other documents on desks, shelves, etc. must be placed in the same position as in which the cleaner found them after the cleaner has completed the cleaning activities in an office.
- 3.18. Personnel who render services at sensitive security areas as pointed out to the Contractor must be on the permanent staff establishment of the Contractor. Such personnel must at the cost of the Contractor be cleared up to the level of "CONFIDENTIAL".
- 3.19. The occupier of an area/ office shall have the right to request a "cleaner" who is busy in his area/office to leave the area/office temporarily if relevant occupier receives a telephone call or visit at that time.
- 3.20. The services may be interrupted temporarily in hall or office when visitors are received or when a meeting has to take place.
- 3.21. The *Employer* shall:
- 3.21.1. Report to the Contractor any irregular performance of or defect in, or damage to any items covered under this Contract.
 - 3.21.2. Use the items covered under this Contract in a normal and proper manner, including preventing a material change in the use or usage or the overloading thereof.
 - 3.21.3. Protect the items covered under this Contract against vandalism, abuse or misuse and accidental damage.

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- 3.21.4. Ensure that the Site / Affected Property with regards to the equipment spaces comply with the applicable regulations and local bylaws.
 - 3.21.5. At the request of the Contractor, shall arrange for necessary shutdowns of services and equipment to facilitate the execution of the Service wherever possible during normal working hours.
 - 3.22. Any disruptions which are deemed to be beyond the Contractor's control, and which result in the Contractor's workmen having to leave an area in or on the Site / Affected Property shall be logged in the applicable report book.
 - 3.23. Notwithstanding anything expressed or implied to the contrary in this Scope of Work, the Contractor, shall plan and execute the Service in this Contract in such a way with sufficient consumables and materials available and with sufficient staff employed on Site / Affected Property.
 - 3.24. The working of overtime is not intended under this Contract, and no overtime will be paid in respect of normal Service. Should an emergency arise, or where it is deemed necessary in the interests of the Employer, specific authority for such overtime must be obtained.

4. Management structures

4.1. Performances Measures

- 4.1.1. Should Contractor fail to meet the Service Levels set out in performance table of this scope of work and further fail to remedy the Non Performance in accordance with the remedy period indicated in a Notice of Non Performance, it shall be liable to the Client for a Deduction only in respect of the Critical Items detailed in the Performance Index in Table 1 hereto, and determined in accordance with the table below. Such Deduction shall be assessed on a daily basis and set off against any payments due by the Client to Contractor.
- 4.1.2. The Deduction shall be calculated by multiplying the Amount at Risk (5% of the contract value) by the cumulative weighting factors incurred over the measurement period.



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Key Performance Area	Key Performance Indicator	Key Performance Target	Penalties
Cleaning Schedule Compliance	% Compliance to scheduled time/frequencies	100%	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract
Statutory Inspection Compliance	Maintaining statutory (OHS Act and other Regulations) compliance of the premises and meeting the requirements	100%	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance
Safety	Life Threatening Incidents	<0: Hours without LTI	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance
Time to Quote	Average number of business days to get a quote to be approved by <i>Employer</i> .	2 days (Dependant on nature and extent of works).	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 2 days (Dependant on nature and extent of works).
Skills base and Staff compliment	As per skills list in the pricing data/SOW requirements.	Full compliance on any inspection day (non-compliance will result in termination of contract)	<ul style="list-style-type: none"> Deduction of the rate for the skill not found plus 20 % of the monthly invoice, amount payable the following month 2 consecutive non-conformances will result in termination of contract
Environmental Contraventions	Environmental standards are regularly monitored, reviewed and maintained in accordance with all legal and regulatory requirements	0 contraventions	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance



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	Number of notices issued.		
Availability of cleaning detergents and hygiene agents.	Indicative list 0n Clause 3.5 of this scope of work.	100%	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month
Equipment Requirement	Provide submission equipment without failure	<ul style="list-style-type: none"> 100% available during equipment verification audit/any random inspection. 	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract
Monthly Reports	Timeous submissions of monthly report as per the scope of work	<ul style="list-style-type: none"> Full Compliance to the submission deadlines and agreed with the employer Non-conformance warnings 	<ul style="list-style-type: none"> 5% of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract.

Table 1: Performance Index

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4.2. Management meetings

4.2.1. The Contractor or its duly authorised representative on the Site/Affected Property shall be required to attend monthly (as needed) Co-ordination/Risk Reduction meetings with the Employer or his delegate at the Site/Affected Property to discuss the provision of Services, and the Contractor warrants that any representative who attends such Co-ordination/Risk Reduction meetings on its behalf shall be duly authorised to do and to bind the Contractor vis-a-vis all decisions taken and agreements reached. Minutes and records of such Co-ordination/Risk Reduction meetings shall be the responsibility of the Employer. Minutes will be made available to the Contractor within seven (7) working days.

4.2.2. The Contractor must present a monthly written report on the Services rendered by it, in respect of the Site/Affected Property. Unless the Employer prescribes otherwise, this report shall include the following:

- Name, address and telephone number of the Contractor.
- Date of report and reporting period.
- Detail on the results of each examination, including any faults analysis, modification, replacement and repair work, adjustment and test carried out.
- Results of tests on safety devices.
- Incidents/events.
- Problems, including administrative problems with the Employer experienced during reporting period.
- Any factors that affect, or may affect, the safety of the Site / Affected Property or people and equipment.

4.2.3. The Employer may request supplementary and interim written reports from the Contractor.

4.3. Contractor's Management, Supervision and Key People

4.3.1. The Contractor shall appoint on the Site / Affected Property a "competent" person in charge. Any instruction to him / her by the Employer shall be deemed to have been issued to the Contractor. Whenever the representative (supervisor) is absent from the Site / Affected Property a suitable person shall be appointed to act as his / her deputy.

4.3.2. The Contractor shall ensure that at all times there is sufficient suitably qualified and experienced personal to provide the Service. The Service covered in this Contract must be executed under direct of a qualified supervision.

4.3.3. All employees provided by the Contractor in terms of this Contract shall at all times be neat and properly clothed to the satisfaction of the Employer, the Employer reserves the right to request such employees to wear a uniform or overall of a type, cut and design approved by the Employer and purchased by the Contractor. Employees must be identifiable as employees of the Contractor by means of their uniforms:

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- 4.3.4. The Contractor, or any agent or employee of his, must wear protective clothing where necessary. The Contractor must supply the relevant protective clothing at his own cost and included in the pricing of the Service.
- 4.3.5. Personal hygiene must be maintained by the Contractor's employees and agents at all times.
- 4.3.6. The Contractor and its employees will maintain silence within reasonable bounds on the Site / Affected Property.
- 4.3.7. The salaries or wages paid by the Contractor to his employees must at all times comply with the applicable statutory requirements in respect of minimum wages.
- 4.3.8. All training and evaluation costs as provided for in terms of this Contract shall be borne by the Contractor.
- 4.3.9. It is the intention of both Parties that employees provided in terms hereof shall, as far as practically possible, not fail to carry out their duties as a result of any form of intimidation. Should intimidation of employees be suspected, the Contractor shall take prompt action in conjunction with the South African Police Service to remedy the situation.
 - 4.3.9.1. Such action shall, if deemed necessary by the Employer, include immediate replacement of the employees involved.
 - 4.3.9.2. The Contractor shall forthwith notify the Service Manager of any form of intimidation its employees may be subjected to.
- 4.3.10. Should the Employer at any time during the term of this Contract make any facility available to the Contractor, the Contractor shall, at its own cost maintain and keep such facility during the term of this Contract in a clean, tidy and sanitary condition and shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the Contractor, fair wear and tear excepted. The Contractor will be liable for all electricity cost.
- 4.3.11. The Contractor shall make his own arrangements in respect of the installation and provision of telephones at the Site / Affected Property at his own cost, should the Contractor deem it necessary.
- 4.3.12. The employees of the Contractor may only use toilet facilities that have been pointed out to them.
- 4.3.13. The employees of the Contractor may use rest-room facilities that have been pointed out to the Contractor (if available). However, it is not the duty of the Employer to make such rest-room facilities available.

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- 4.3.14. The Contractor shall further ensure that all workmen are fully aware of the conditions and requirements of this Contract and shall furnish all workmen with copies of all relevant Standard Specifications and Regulations.
- 4.3.15. If the Employer requires any information regarding any of the employees of the Contractor who are involved in the rendering of the Service in terms of this Contract, the Contractor will furnish such available information immediately.

4.4. Deliverables

- 4.4.1. The service contractors shall submit the following reports, attached to all invoices:
- 4.4.1.1. Report on services delivered/performed;
 - 4.4.1.2. Chemicals used;
 - 4.4.1.3. Completed checklist where applicable;
 - 4.4.1.4. Ad hoc services requested where applicable;
 - 4.4.1.5. Any and all staff and labour issues that can affect service delivery to Transnet;
 - 4.4.1.6. Incident report summary as compiled. All incidents shall be reported as soon as they occur and a flash/notice report generated within the same shift. A detailed investigative report with corrective and preventative detail shall be submitted within 48 hours from the occurrence of the incident.
 - 4.4.1.7. The weekly and monthly reports shall have a summary of key issues affecting the affected building or any major breakdowns etc. The Employer reserves the right to alter the format and information required on this report.

4.5. Documentation Control

- 4.5.1. The Employer will provide the Contractor at the appropriate times with the Technical Information necessary to enable the Contractor to complete the Services in accordance with the Accepted Plan and schedules. All Technical Information shall be and remains the property of the Employer and on demand and on termination of the Contract shall be returned to the Employer.
- 4.5.2. During the progress of the Services/Task and prior to their completion, the Contractor will submit to the Employer any Documentation as requiring submission to the Employer prior to completion of the Contract/Task.
- 4.5.3. If it is agreed between the Employer and the Contractor that modifications to any such Documentation are necessary, then such modifications shall be incorporated in the relevant Documentation by the Contractor and the Documentation, thus modified will be re-submitted to the Employer prior to the completion of the Contract/Task.
- 4.5.4. Where applicable, the Documentation to be supplied to the Employer in terms of this Contract will include updated copies of the Documentation, duly modified where necessary to cover the Contractor's Services.

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- 4.5.5. The Employer may from time to time during the progress of the Contract instruct the Contractor to submit for approval, perusal or prior to the completion of the Contract/Task such additional Documentation as the Employer may require.
- 4.5.6. The times for submission of the Documentation shall be as stipulated in the Scope of Works or where not so stipulated, then on dates to be mutually agreed between the Employer and the Contractor, but generally as soon as possible after such Documentation is completed by the Contractor.
- 4.5.7. The Contractor will maintain an up-to-date schedule of all Documentation showing the date of all such Documentation, which schedule shall be supplied to the Employer by the Contractor at agreed intervals.
- 4.5.8. The Employer will have the right at all reasonable times to inspect the Documentation of the Contractor or any Sub-contractor.
- 4.5.9. All Documentation shall become and remain the property of the Employer. Title to all information, know how, inventions and improvements disclosed to the Employer by the Contractor under the Contract will become the property of the Employer.
- 4.5.10. Approval given by the Employer shall not relieve the Contractor from responsibility for due performance of this Contract and adherence to Technical Information provided by the Employer. The Contractor shall protect and save harmless the Employer and Employer's employees against all losses, expenses, demands, errors or omissions detailing of the Contractor, its sub-contractors, agents or employees in the provision of any Documentation under the terms of the Contract. To this end, it shall be the Contractor's responsibility to arrange professional indemnity cover through an insurance company acceptable to the Employer, the limits of such cover to be determined by the Employer in relation to the Service.
- 4.5.11. The Contractor shall on a monthly basis provide the Employer with all records related to this Contract/Service.

4.6. Invoicing and Payment

- 4.6.1. When making a claim for payment, the Contractor shall submit to the Service Manager or appointed Employer representative a complete and correct pro-forma invoice with all relevant service reports / sheets, log sheets, invoices, time sheets for any authorised additional work, schedules and reports properly complete setting out details of Services / Tasks carried out and recommendations for any additional work required for scrutiny and verification of the correctness. Thereafter, inspections will be carried out by the Service Manager or appointed Employer representative, to affect quality assurance. If the Service has been completed to his satisfaction, only upon agreement being reached on the amount to be included in the payment certificate shall the Contractor provide the Employer with a VAT invoice.

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4.6.2. The following information shall be reflected on the pro-forma invoices and or VAT invoices:

4.6.2.1. Full description of Service / Task performed. (In respect of emergency call-outs, the time and date and name of the person who called the Contractor must be indicated).

4.6.2.2. Fixed monthly contracted services performed.

4.6.2.3. Detailed list of materials / spare parts used showing unit prices, Contractor's mark-up, and sub-total.

4.6.2.4. Copies of all applicable invoices with the applicable inventory number (invoices without order numbers will not be processed for payment).

4.6.2.5. V.A.T.

4.6.2.6. Grand Total.

4.6.3. Supporting documentation must be furnished in respect of all materials / Consumables / hygienic detergents and sub-contract service bought out in the form of copies of Contractor/s invoices or copies of priced delivery notes. Notwithstanding the foregoing, the Service Manager or appointed Employer representative shall have the right to call for invoices rendered by Contractors to the Contractor in respect of materials purchased and shall be entitled to withhold the issuing of the payment certificate to the Contractor until such information / documentation have been furnished to the Employer, provided that, in respect of additional documentation required by the Employer, the Employer's instruction shall have been given to the Contractor in sufficient time before any such payments certificate became due.

4.6.4. No payment for the labour portion of this contract will be considered without supporting documentation verifying the activity schedule execution against the approved cleaning schedule plan for the applicable period.

4.6.5. Payment will be made thirty (30) days from the date of receipt of the Contractor's signed invoice and credit notes.

4.6.6. In the event that any emergency service / work / task order or overtime is provided at the Employers request and subsequent inspection does not reveal any defect for which the Contractor is responsible the Contractor reserves the right to charge the Employer, in accordance with the agreed day work rates plus all travelling.

4.7. Training Workshops and Technology Transfer

4.7.1. All training and evaluation costs as provided for in terms of this Contract shall be borne by the Contractor.

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4.8. Things Provided at the End of the Service Period for the Employer's Use

4.8.1. Equipment

- a) The inventory materials and spares that were purchased by the Employer during the tenure of the contract should be returned provided the contractor still holds some in stock.

4.8.2. Information

- a) The Employer will provide the Contractor at the appropriate times with the Technical Information necessary to enable the Contractor to complete the Services in accordance with the Accepted Plan and schedules. All Technical Information shall be and remains the property of the Employer and on demand and on termination of the Contract shall be returned to the Employer.

4.9. Management of Work Done by Task Order

- 4.9.1. The Contractor shall in the event of the Employer requesting Services other than those described in this Scope of Work, submit a detailed estimate for such work to the Service Manager and obtain approval from the Employer before attending to the work.
- 4.9.2. No work other than that described in the Scope of Work will be done by the Contractor without a Task Order (official order number) issued to the Contractor by the Service Manager. This Task Order (order number) will refer to a complaint number and details regarding the work that must be attended to by the Contractor in writing.
- 4.9.3. Should the Contractor in the course of performance of the Service become aware of the necessity for any emergency work, such emergency will forthwith be reported to the Service Manager for further instructions, provided that nothing herein contained will preclude the Contractor or relieve the Contractor from the obligation of taking all such immediate and reasonable steps as may in the circumstances be necessary for the proper maintenance and upkeep of the Installations and the safety of the user(s). The Contractor shall at all times, follow and implement the specified and mandatory safety procedures.
- 4.9.4. The Contractor will not be entitled to preferential consideration in respect of new work in the site/ Affected Property. The Employer reserves the right to employ other contractors on an open tender basis where works are done on a project basis and not be a Term Service Contract.
- 4.9.5. The Employer reserves the right to execute any work covered under this Contract with his own employees.

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- 4.9.6. Should it be required from the Contractor to affect additional work not priced in this Contract such additional work will be identified and cost in terms of the Price List / Labour Rates as per this Contract.
 - 4.9.7. Any additional work required beyond the scope of this Contract is to be noted as a quotation. Quotations for the additional work are to be received by the Employer within 7 days.
 - 4.9.8. Where the Price (material or labour, or material and labour) is not stipulated in the Price List/Rates or is not of a similar nature the cost will be based on a fixed labour price as per Price List / Rates (during normal working hours) plus material content (excluding that in the Equipment clause) based on proven cost (Contractor/s quotations with deductions for all discounts, rebates and taxes which can be recovered) plus a agreed percentage Fee. Refer to Price List / Rates.
 - 4.9.9. The Contractor must provide his job cards specifying detail of works, this Task Order (official order number(s)) and breakdown of cost into labour and material (for non Activity Schedule work) and signed off by the Service Manager. In addition to the original completed job card submitted with his account / invoice, the Contractor must submit a copy of the job card to the Service Manager for audit purposes and retain a third copy for his official records.

5. Health and Safety, Environment and Quality Assurance

5.1. Health and safety, Risk, Environmental Constraints and Management

- 5.1.1. The Contractor must, for the duration of this Contract, comply with the terms of any Act of Parliament and with the regulations and rules of any local or other authority with regard to the Service, and he must at all times notify such an authority when notice is required and pay all fees to the authority that are payable with regard to the Service. The Contractor undertakes to indemnify the Employer against all losses, costs, damage or expenses caused by the Contractor's failure to comply with the requirements of any such local legislation or Act of Parliament, regulations and rules. Should such fees not be paid by the Contractor, the Employer may, although it is not obliged to do so, directly make the payment. Such payment and any expenses incurred by directly making the payment and arrangements with regard thereto shall be deducted from the payment due to the Contractor, or it shall be recovered from him.
- 5.1.2. The Contractor shall comply with the Occupational Injuries and Diseases Act. (Act 130 of 1993) and any amendments thereof: The Contractor shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act.
- 5.1.3. The Contractor shall comply with the Occupational Health and Safety Act (Act No. 85 of 1993). The Contractor is, in terms of section 37(2) of the Act deemed to be an employer in his own right with duties as prescribed in the Act and agrees to ensure that all work will

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be performed or machinery or plant will be used in accordance with the provisions of the Act, that all persons in his employ, other persons at the place of any work performed by him and under his control and other persons who may be directly affected by his activities are not exposed to hazards to their health and safety, with particular reference to both the performance of the Service and the safety of the Installation maintained in terms of this Contract. This Contract and all documents attached or referred to, form an integral part of this Contract and procedures mentioned in the aforementioned section of the Act.

- 5.1.4. The Contractor shall at his own costs at all time comply with the provisions of all such Laws, Provincial Ordinances, Local Authority Bylaws and all relevant Regulations framed there under which are applicable to the Service to be undertaken.

5.2. Quality assurance requirements

- 5.2.1. All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the Contractor will be expected to draft quality plans for the Service Manager from time to time. Emphasis must be on improving system reliability and on ensuring that rostered maintenance work is indeed performed as and when required.

6. Procurement

6.1. Equipment

- 6.1.1. The supply of Equipment not covered in this Contract will be charged at nett cost plus a Fee as recorded in this Contract.
- 6.1.2. The Contractor shall ensure that any and all material procured by the Contractor for this Contract, are obtained at least at rates that are available to the Employer for similar material. Should the Contractor obtain material at a premium and should the Employer be able to prove that the Contractor did not endeavour to minimise the higher rate/s, the Employer may select not to reimburse the Contractor for the portion of the price for which the Contractor paid a premium. A minimum of Two (2) competitive quotes shall be sourced by the Contractor for such material to be supplied.
- 6.1.3. The Employer may supply Equipment for the Service on a free issue basis which means that the Fee will not be applicable on these items. Should the Employer provide or make available any Equipment, the Contractor shall be responsible for proper and economical transport, storage and use thereof. The cost of any loss or damage to the Employer's Equipment other than through normal wear and tear, and any uneconomical use or loss of Equipment provided by the Employer, will be recovered from the Contractor.
- 6.1.4. Only Equipment of the best quality and approved by SANS and / or satisfying the manufacturer's requirements are to be used in the execution of the Service and the Service is to be performed in a proper workmanlike manner to the full satisfaction of the Employer or any statutory institution.

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- 6.1.5. Consumables, Equipment used must meet the original manufacture's requirements. Only parts that are correctly designed, manufactured and suitable in all respects shall be used. Any alternative replacement needs to be approved by the Employer and conform to SANS specifications and must where possible carry an appropriate mark of approval.
 - 6.1.6. The Contractor shall provide and keep or have a list of all consumables. The Employer reserves the right to inspect the inventory list at any time during the term of this Contract.
 - 6.1.7. Replaced or redundant parts remain the property of the Employer and shall be delivered to the Employer to be scrapped where after the Contractor will remove it unless otherwise decided by the Employer.
 - 6.1.8. The Contractor shall inform the Employer at least one (1) week prior to commencing planned repairs, which may necessitate the Equipment being removed from service for periods exceeding two (2) hours.
 - 6.1.9. Risk of loss of, or damage to any goods supplied shall remain with the Contractor until such goods supplied have been delivered by the Contractor, approved and taken over by the Service Manager.
 - 6.1.10. No Plant, Material and Equipment shall be shipped or delivered to Site/Affected Property until permission has been obtained by the Contractor from the Employer that these may be delivered.
 - 6.1.11. Except where specifically stated otherwise, the transport to, off-loading, positioning, stacking and storing on the Site/Affected Property of all material, consumables etc. used in connection with the Works by the Contractor shall be the responsibility of the Contractor, including all necessary supervision, labour and equipment for this purpose.
 - 6.1.12. All Equipment stored on Site/Affected Property must be suitably protected and secured against deterioration through any cause whatsoever, including damage or loss by theft or otherwise. The Contractor shall remain fully responsible for all material and plant etc. until the completed Works are handed over to, or have been officially accepted by the Employer.
 - 6.1.13. The Contractor shall be responsible for the provisioning of all material, products, consumables (cleaning materials etc.) that might be needed in order to render an efficient Service at his own cost and included in the Price List / Labour Rates.
 - 6.1.14. The Employer reserves the right to take samples of any consumables and or material supplied by the Contractor for analysis if deemed necessary
- 6.2. Correction of defects
- 6.2.1. If the Employer decide that any work done by the Contractor or any subcontractor is defective or not in accordance with the Contract or does not fulfil the requirements of the

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Contract and as soon as reasonably practicable give to the Contractor notice in writing of such decision giving particulars of the alleged defect, the Contractor shall with all speed make good the defects so specified.

6.2.2. Should the Contractor fail to fulfil any of its obligations in terms of this Contract or should such Service not be completed with due diligence and in a proper and workmanlike manner to the satisfaction of the Employer and should the Contractor fail to remedy such breach within the timeframe from the date of written notice from the Employer calling upon to do so, the Employer shall have the right without prejudice in terms of this Contract or at law, without further notice to the Contractor:

6.2.2.1. Appoint another person other than the Contractor to complete the Service in question and to recover from the Contractor all cost to complete the work in question plus an administration costs of twenty five (25) percent (%) of the price the other contractor charge the Employer to complete the Service, or

6.2.2.2. Cancel this Contract and recover from the Contractor any damages that it may suffer as a result of such cancellation and / or breach.

7. Working on Affected Property

7.1. Employer's site entry and security control, permits, and site regulations

7.1.1. The Contractor shall at all times ensure that its employees, agents, representatives, specialist-, subcontractors and Contractors:

7.1.1.1. Comply with all security measures and directives imposed by the Employer, or his delegate, tasked with managing the Services in or on the Site / Affected Property.

7.1.1.2. Keep the access gates / doors locked at all times. If any security problems are noticed, the Contractor shall immediately notify the Service Manager.

7.1.1.3. Shall in terms of this Scope of Work when on duty (unless the Employer should decide otherwise), wear an identity disc, tag or other device as agreed upon between the Parties. For the purposes of this Scope of Work, an identity disc, tag or other device prescribed by the Employer shall at least contain the following information in respect of the Contractor's personnel:

- a colour photograph of the relevant member
- full names and surname
- identity number

7.1.1.4. The identity disc shall at all times be visibly displayed on the employee's person while he/she is on the Site / Affected Property. The necessary control must be exercised over such identity discs to prevent them from falling into unauthorised hands. The Contractor will be liable for the replacement cost of lost identity disc.

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- 7.1.1.5. All employees of the Contractor will be subject to the requirements set out in section 2(2) of the Control of Access to Public Premises and Vehicles Act, 53 of 1985.
- 7.1.1.6. A list of names of employees that will be working on the Site / Affected Property during a given time must be made available to the Service Manager. Should any exchange of personnel take place, the Service Manager must be informed accordingly in writing. Unidentified employees, and employees whose names do not appear on the list, will not be allowed to enter the Site / Affected Property.
- 7.1.1.7. Employees of the Contractor may not walk about without any purpose on the Site / Affected Property and may not use chairs and seats in public areas for purposes of relaxation.
- 7.1.1.8. Employees of the Contractor have, subject to the terms of this Scope of Work, admission to all areas to perform their duties subject to approval by the Employer / Tenant. If a service does not have to be performed at a specific stage in a specific area, no admission is permitted. The Contractor must make provision in his costing for access delays in security areas.
- 7.1.1.9. Any disruptions which are deemed to be beyond the Contractor's control and which result in the Contractor's workmen having to leave the Site / Affected Property shall be logged in the applicable report book.
- 7.1.1.10. Within seven (7) days of the Contract Date and before such employee enters the Site / Affected Property to perform the Service, the Contractor shall furnish the Service Manager with the full names, identity numbers, residential addresses, two recent passport photographs and such other items of information as may be required by Service Manager, in respect of all persons who will be employed by the Contractor to undertake work at the Site / Affected Property in terms of this Contract.

7.2. People restrictions, hours of work, conduct and records

- 7.2.1. Service operations will be performed during Transnet "Office hours only". The times are **Monday to Friday, day.**
- 7.2.2. The Contractor shall at all-time render service that enhance and maintain at minimum the corporate image of Transnet Property.
- 7.2.3. The Contractor shall at all-time render service that is in line with Transnet Property's values and ethics.
- 7.2.4. The Contractor must exercise the highest possible standards of conduct in performing their duties in accordance with this Agreement.
- 7.2.5. The Contractor shall, upon receipt of written request from Transnet Property, provide Transnet Property with copies of all the Service Provider's operating procedures and processes relating to the Services.
- 7.2.6. The Contractor is responsible for overall management and supervision of the contracted staff performing duties at the Premises in accordance with the provisions of this Agreement.

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- 7.2.7. The Contractor must ensure that a competent site manager is appointed as required ensuring deliverables and quality of service delivery.
 - 7.2.8. The Contractor shall immediately inform Transnet Property in writing if any contracted staff is found guilty of improper conduct.
 - 7.2.9. It is expected from the contractor to ensure that all duties and tasks to be performed on site are adhered to.
 - 7.2.10. The Contractor must exercise reasonable skill, care and diligence in the rendering of the services and the performance of its obligations to Transnet Property.
 - 7.2.11. The Contractor shall provide written reports on progress made in the rendering of the Services to Transnet Property at such intervals and in such format as may be determined at the sole discretion of Transnet Property.
 - 7.2.12. Transnet Property shall be entitled to request additional information pertaining to any matters or issues raised in or relevant matters or issues omitted from a progress report.
 - 7.2.13. In the event of an unusual occurrence, the Contractor shall submit an Incident Report to Transnet authorised representative within twenty four (24) hours.
 - 7.2.14. Any and all reports prepared during the term of this contract shall become the property of Transnet Property.
 - 7.2.15. Where services are deteriorating a service improvement plan can be requested on how services will be improved.
 - 7.2.16. The Contractor shall ensure that all necessary equipment, services or material as required are kept in the condition as required by law, regulations and procedures and readily available for Transnet Property to inspect and test without prior notice.
 - 7.2.17. The Contractor shall, in the provision of the Services, have due regard to the operational requirements of Transnet Property and the Premises and other parties occupying or operating from the Premises and shall not do, or permit to be done, anything which may negatively impact on such parties' operational requirements.
 - 7.2.18. The Contractor shall ensure that it and its contracted staff and site manager shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the Premises
 - 7.2.19. Should Transnet Property at any time believe that any of the Service Provider's personnel is failing to comply with any such procedures or policies, Transnet Property shall be entitled to deny such person access to the relevant Premises and require the Contractor to replace such person without delay.

7.3. Personnel Standards

7.3.1. Contractor staff must be:

- 7.3.1.1. able to communicate the official language of Transnet which is English;
 - 7.3.1.2. physically fit to perform the tasked duties as required;
 - 7.3.1.3. presentable, clean, neat and portray a professional image at all times whilst conducting their duties in a professional manner;
- 7.3.2. Contracted staff must at all times be alert, vigilant and professional in their approach, bearing and actions and the following deviations will be regarded as extremely serious and

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may be regarded as sufficient reason to ask the Contractor to remove a particular contracted staff(s) from the Premises permanently:

- 7.3.2.1. Absence without proper notification;
- 7.3.2.2. Accepting any gifts or bribes in the line of duty;
- 7.3.2.3. Conduct unbecoming of a contracted staff or prejudicial to discipline, either on or off duty;
- 7.3.2.4. Drinking intoxicating liquor or using intoxicating substances while on duty or reporting for duty in an intoxicated condition;
- 7.3.2.5. Enabling any person to secure stolen property from the Premises;
- 7.3.2.6. False reporting;
- 7.3.2.7. Negligence in the application of Transnet instructions, after being duly informed thereof;
- 7.3.2.8. Sleeping on duty or neglecting his/her duty;
- 7.3.2.9. Using or carrying a weapon;
- 7.3.2.10. Unnecessarily harsh or violent conduct or using profane language while performing his / her duties in accordance with this Agreement;
- 7.3.2.11. Wilful disobedience of instructions, orders of a superior or a reasonable request by Transnet Property;
- 7.3.2.12. Failing to report any security incident or safety hazard either observed by the contracted staff or brought to his/her attention by another person;
- 7.3.2.13. Failing to wear the prescribed clothing or identification when on duty.
- 7.3.2.14. Failing to present an acceptable image or an upright position, or to deal with any person in a respectful manner. This implies that a contracted staff shall not sit when he/she should be standing and shall not lounge about, smoke, eat, drink, read or occupy him/herself with any distracting activity while attending to any person in the performance of his / her duties.

- 7.3.3. Contractor staff may be subject to breathalyser testing by Transnet or Representative Contractors prior to the granting of permission onto its Site.

7.4. Health and safety facilities on the Affected Property

- 7.4.1. The Contractor undertakes to comply with the Employer's safety and emergency measures and procedures the Site / Affected Property.
- 7.4.2. The Contractor's procedures for the procurement, storage, handling, transporting, application and general use of chemicals shall comply with all applicable legislation, Codes of Practice and Local, Regional or Provincial Authorities.
- 7.4.3. The Contractor shall not use or keep any poisonous or highly flammable materials on the Site / Affected Property without the approval of the Service Manager, for the rendering of the Service or for whatever purpose.
- 7.4.4. The obligation to take care of and protect the Service and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to protect

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Others, the property of the Others, the property and personnel of the Employer from damage or injury, and to protect adjoining properties from trespass or damage during the Service.

- 7.4.5. The Contractor shall inform the Employer verbally and in writing and act immediately on any potentially hazard or undesirable situation which may cause harm to persons or which may damage or reduce the life expectancy of the Installation, even if the hazardous or undesirable situation does not form part of the Contractor's responsibilities.
- 7.4.6. The Contractor may not do or leave or permit anything on the Site / Affected Property that, in the opinion of Service Manager, might cause any damage to the property or that might be a nuisance or burden or danger or possible nuisance or burden or danger to any person on / in the Site / Affected Property.
- 7.4.7. The Contractor shall be obliged to display neat warning signs of which the size and design are of such a nature they are easily visible, at all places where the Services are undertaken by the Contractor, and where the rendering of the Services might cause injuries to any person, in order to focus the attention of such person on the Services that are undertaken in that area.
- 7.4.8. Special condition: It is hereby specially stipulated that, during the period of this Contract, the Contractor will be obliged to do everything that might be necessary and practically feasible in order to ensure that all signs, printing, notices or documents that are displayed on / in the Site / Affected Property, will appear in English plus at least one other official language.

7.5. Records of Contractor's Equipment

- 7.5.1. The Contractor shall have all their Tools and Special Equipment, necessary for the execution of the works, either on site or readily available at their premises and shall be recorded and certified.
- 7.5.2. The Contractor shall complete or generate an inventory lists of their equipment and update inventory lists systems on a continuing basis (equipment type and location).

7.6. Site services and facilities

7.6.1. Provided by the Employer

- 7.6.1.1. Rest room facilities
- 7.6.1.2. Storage facilities
- 7.6.1.3. Site office

- 7.6.2. (Shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the *Contractor*)

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7.6.3. Provided by the Contractor

7.6.3.1. The Contractor shall make his own arrangements in respect of the installation and provision of telephones at the Site/Affected Property at his own cost, should the Contractor deem it necessary.

7.7. Tests and inspections

7.7.1. The Employer or its duly appointed representative shall retain the right to witness and/or verify the performance of any Service by the Contractor at any time.

7.7.2. Independent inspections: the Employer shall have the right to authorize the inspection of individual equipment inspections shall be promptly communicated in writing to the Contractor. Should any defects or remedial work be required in terms of this Contract, the Contractor shall expeditiously undertake it within a mutually agreed time period the corrective work. When the Contractor's work has been completed satisfactorily, the Employer or its duly appointed inspector shall be notified in writing. A further follow-up inspection by the Employer or its inspector may be conducted.

7.7.2.1. Should the follow-up inspection show that the work as agreed and undertaken by the Contractor has not been satisfactorily carried out; the procedure shall be repeated until the established standard of cleaning has been attained. The cost for the follow-up inspection shall be borne by the Contractor

7.7.2.2. Notwithstanding the Employer's rights in terms of this Contract, the Contractor shall refund the Employer its costs associated with the reapplication where the Contractor has not completed work satisfactorily as agreed.

7.7.2.3. The independent inspections shall in no way limit the Contractor's responsibility with respect to any obligation or liabilities in terms of this Contract.

8. List of Drawings

8.1. There are no drawings provided by the Employer in respect of this works.

Annexure 1

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

List of buildings

Site/Affected Property				
A-POLOKWANE				
Department	Asset Number	Description	Square Meters	Frequency
Operations, Rail Network, Perway & Security	02AM020P	Office & Toilets	244,2	7 days including holidays
	02BM015P	Office & Toilets	172,8	5 Days excluding holidays
	02AM018P	Office	74,6	5 Days excluding holidays
	02AM019P	Toilet	11,2	5 Days excluding holidays
	02AM024P	Control point no.3	53,2	5 Days excluding holidays
	02AM025P	Control point no.4	53,2	5 Days excluding holidays
	02AM061P	Office	359,4	7 days including holidays
	02BM035P	Control point no.1	116	5 Days excluding holidays
	02AM006P	Toilet	50,2	5 Days excluding holidays
	02BM006P	Office	16,4	5 Days excluding holidays
	02BM007P	Office	87,3	5 Days excluding holidays
	02BM008P	Toilet	33,9	5 Days excluding holidays
	02DM001P	Portion of Station Building	1559,2	5 Days excluding holidays

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

		(Operational Manager)		
	02BM022P	SECURITY OFFICE(Asset protection)	789,2	5 Days excluding holidays
	02DM003P	Toilet (Operational manager)	97,6	5 Days excluding holidays
	02AM012P	Toilet (Rail Network, MTV)	142,6	5 Days excluding holidays
	02AM052P	D.E Office (Rail Network, Depot engineer)	1248,4	7 days including holidays
	02AM043P	Toilet, Rail Network, electricity	116,6	5 Days excluding holidays
	02AM044P	Toilet, Rail Network, electricity	203,8	5 Days excluding holidays
	02AM045P	Office, Rail Network, electricity	294,6	5 Days excluding holidays
	02AM053P	Signal office and workshop, Rail network	54,2	5 Days excluding holidays
	02AM050P	Toilet Network & rail	16,6	5 Days excluding holidays
	03HM007P	Office, Rail Network, Perway	154,8	5 Days excluding holidays
	02BM044P	Transtel Office, Rail Network	366,6	5 Days excluding holidays
	02BM049P	Toilet Network & rail	56,4	5 Days excluding holidays
	02AM010P	Workshop & Office Rail Network, MTV	534,9	5 Days excluding holidays
	02mm004P	Mess & Ablution, Operations,	44	5 Days excluding holidays

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		wagon maintenance		
	02AM041P	Hazmat fire office, hazmat fire	210,4	5 Days excluding holidays
	02BM018P	Section Manager's office, operations	124,2	5 Days excluding holidays
	02AM039P	C & W Office, operational manager, c/p	128,3	5 Days excluding holidays
B-PIENNAARSRIEVER				
Operations & Rail Network	02AR156P	Station Building ~ Office cleaning	280.81	5 Days excluding holidays
	02AR165P	Building & Shed	274.94	5 Days excluding holidays
	02AR166P	Toilets	28.33	5 Days excluding holidays
C-BELA BELA				
Rail Network	02AL011P		132.22	5 Days excluding holidays
	02AL012P		148.33	5 Days excluding holidays
	02AL013P		79.19	5 Days excluding holidays
	02AL014P		187.47	5 Days excluding holidays
D-MODIMOLLE				
Operations	02AL027P	Workshop and Office	173.83	5 Days excluding holidays
	02AL026P	Toilet	8.28	5 Days excluding holidays
	02AL028P	Toilet	9.13	5 Days excluding holidays
E-MOOKGOPHONG				
Operations & Infra	02BL001P	Station building	153.97	5 Days excluding holidays

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	02BL002P	Portion of station building	152.51	5 Days excluding holidays
	02AL043P	Office	88.23	5 Days excluding holidays
F-MOKOPANE				
Infra Operations &	02AL115P	Mess Ablution &	74.09	5 Days excluding holidays
	02AL116P	Mess Ablution &	190.73	5 Days excluding holidays
	02AL114P	Workshop Office &	132.00	5 Days excluding holidays
	02AL070P	Mess Ablution &	88.11	5 Days excluding holidays
	02AL117P	Workshop Office &	160.19	5 Days excluding holidays
	02AL061P	Station Building	117.83	5 Days excluding holidays
G-THABAZIMBI				
Operations & Infra	PHTBZ001	Parkhome	36	5 Days excluding holidays
	PHTBZ002	Parkhome	36	5 Days excluding holidays
	PHTBZ003	Parkhome	36	5 Days excluding holidays
	PHTBZ005	Parkhome	45	5 Days excluding holidays
	03FE002P	Garage	117	5 Days excluding holidays
	02AE001P	Station building	300	5 Days excluding holidays
	02AE002P	Admin office -	45	5 Days excluding holidays
	02AE005P	Waiting room	40	5 Days excluding holidays
	02AE014P	Goods office	118	5 Days excluding holidays
	02AE018P	Mess & ablution facilities	78	5 Days excluding holidays
	02AE019P	Office & workshop	108	5 Days excluding holidays

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H-NORTHAM					
Operations & Infra	01AE048P	Office	100	5 Days	excluding holidays
	01AE049P	Office	100	5 Days	excluding holidays
	01AE050P	Office	90	5 Days	excluding holidays
	02NE988P	Office	37	5 Days	excluding holidays
	11LE319P	Office	9	5 Days	excluding holidays
	11LE320P	Office	9	5 Days	excluding holidays
	11LE325P	Ablution	28	5 Days	excluding holidays

Number of toilet papers per toilet

Depot Name	Description of Premises	Asset No	Size of Premises (m²)	Toilets per asset	Toilet Rolls per Day
Polokwane	Office & Toilets	02AM020P	244,2	8	16
Polokwane	Office & Toilets	02BM015P	172,8	2	6
Polokwane	Office	02AM018P	74,6	0	0
Polokwane	Toilet	02AM019P	11,2	2	4
Polokwane	Control point no.3	02AM024P	53,2	1	2
Polokwane	Control point no.4	02AM025P	53,2	1	2
Polokwane	Office	02AM061P	359,4	7	21
Polokwane	Control point no.1	02BM035P	116	1	2
Polokwane	Toilet	02AM006P	50,2	3	6
Polokwane	Office	02BM006P	16,4	0	0

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Polokwane	Office	02BM007P	87,3	1	2
Polokwane	Toilet	02BM008P	33,9	1	2
Polokwane	Portion of Station Building (Operational Manager)	02DM001P	1559,2	6	18
Polokwane	SECURITY OFFICE(Asset protection)	02BM022P	789,2	0	0
Polokwane	Toilet (Operational manager)	02DM003P	97,6	0	0
Polokwane	Toilet (Rail Network, MTV)	02AM012P	142,6	4	8
Polokwane	D.E Office (Rail Network, Depot engineer)	02AM052P	1248,4	10	30
Polokwane	Toilet, Rail Network, electricity	02AM043P	116,6	1	2
Polokwane	Toilet, Rail Network, electricity	02AM044P	203,8	3	6
Polokwane	Office, Rail Network, electricity	02AM045P	294,6	4	8
Polokwane	Signal office and workshop, Rail network	02AM053P	54,2	0	0
Polokwane	Toilet Network & rail	02AM050P	16,6	0	0
Polokwane	Office, Rail Network, Perway	03HM007P	154,8	0	0
Polokwane	Transtel Office, Rail Network	02BM044P	366,6	5	10
Polokwane	Toilet Network & rail	02BM049P	56,4	0	0
Polokwane	Workshop & Office Rail Network, MTV	02AM010P	534,9	2	4
Polokwane	Mess & Ablution, Operations, wagon maintenance	02mm004P	44	0	0
Polokwane	Hazmat fire office, hazmat fire	02AM041P	210,4	1	2
Polokwane	Section Manager's office, operations	02BM018P	124,2	1	2
Polokwane	C & W Office, operational manager, c/p	02AM039P	128,3	0	0

Number of toilet papers per toilet

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

Station	Description	Asset no	M ²	Number of toilet s	Toilet papers per day
Pienaarsrivier	Station Building ~ Office cleaning	02AR156P	280.81	2	4
Pienaarsrivier	Building & Shed	02AR165P	274.94	0	0
Pienaarsrivier	Toilets	02AR166P	28.33	0	0

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilet s	Toilet papers per day
Bela Bela		02AL011P	132.22	0	0
Bela Bela		02AL012P	148.33	0	0
Bela Bela	Mess & ablution	02AL013P	79.19	2	4
Bela Bela	Mess & ablution	02AL014P	187.47	4	8

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilet s	Toilet papers per day
Modimolle	Workshop and Office	02AL027P	173.83	0	0
Modimolle	Toilet	02AL026P	8.28	2	4
Modimolle	Toilet	02AL028P	9.13	3	6

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Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilets	Toilet papers per day
Mookgophong	Station building	02BL001P	153.97	2	6
Mookgophong	Portion of station building	02BL002P	152.51	0	0
Mookgophong	Office	02AL043P	88.23	1	2

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilets	Toilet papers per day
Mokopane	Mess & Ablution	02AL115P	74.09	1	2
Mokopane	Mess & Ablution	02AL116P	190.73	3	6
Mokopane	Workshop & Office	02AL114P	132.00	0	0
Mokopane	Mess & Ablution	02AL070P	88.11	2	4
Mokopane	Workshop & Office	02AL117P	160.19	0	0
Mokopane	Station Building	02AL061P	117.83	2	4

Number of toilet papers per toilet

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Station	Description	Asset no	M ²	Number of toilets	Toilet papers per day
Thabazimbi	Parkhome	PHTBZ001	36	0	0
Thabazimbi	Parkhome	PHTBZ002	36	0	0
Thabazimbi	Parkhome	PHTBZ003	36	0	0
Thabazimbi	Parkhome	C2993-27	18	0	0
Thabazimbi	Parkhome	C967	9	2	6
Thabazimbi	Parkhome	C1586	9	2	6
Thabazimbi	Garage	03FE002P	117	0	0
Thabazimbi	Station building	02AE001P	300	4	8
Thabazimbi	Admin office -	02AE002P	45	0	0
Thabazimbi	Waiting room	02AE005P	40	3	6
Thabazimbi	Goods office	02AE014P	118	3	6
Thabazimbi	Mess & ablution facilities	02AE018P	78	4	8
Thabazimbi	Office & workshop	02AE019P	108	0	0

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilets	Toilet papers per day
Northam	Office	01AE048P	100	3	6
Northam	Office	01AE049P	100	3	6

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Northam	Office	01AE050P	90	3	6
Northam	Office	02NE988P	37	0	0
Northam	Office	11LE319P	9	1	2
Northam	Office	11LE320P	9	0	0
Northam	Ablution	11LE325P	28	2	4

Annexure 2

Planned Cleaning Activity Schedule

(Please note: The below Planned Cleaning activity schedule is only indicative and not exhaustive, it is therefore the duty of the contractor to update the Activity Schedule, one (1) month from the date of assuming responsibility as the contracted Service Provider)

FREQUENCY FOR THE CLEANING OF OFFICES, LECTURE/BOARDROOM/S, FOYERS, TOILETS, PASSAGES, STAIRS, ETC.

NOTE: The frequency term:

"When Applicable / as necessary" – Contractor undertakes this work at no additional cost.

"As required / on request" – Contractor will undertake the work when instructed, cost being for the customers account.

1. CLEANING EXTERIOR OF BUILDING:	Frequency
1.1 Balconies and stoops:	
1.1.1 Remove dust on hard floors and or skirting with suitable broom, mop- or disposable cloth sweeper in such a way that it does not raise dust by using the appropriate equipment.	Daily
1.1.2 Damp mop hard floors and or skirting to remove soilage.	Monthly
1.1.3 Spray, clean or burnish hard floors and or skirting using a mechanised system to remove accumulated soilage.	When Applicable
1.1.4 Treat floor and surfaces.	6=Monthly

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1.1.5 Dry floor after rain.	When Applicable
1.1.6 Remove and shake out entrance carpets.	Daily
1.1.7 Remove spots and stains from entrance carpets.	When Applicable
1.1.8 Empty, damp wipe refuse bins and replace inner refuse bags.	Daily
1.1.9 Remove stains and disinfect refuse bins, replace inner refuse bags.	Weekly
1.1.10 Dust and or damp wipe all fire equipment.	Monthly
1.1.11 Clean and damp wipe ashtrays.	2 x Daily
1.1.12 Damp wipe electrical switches, plug points and light fittings.	Monthly
1.1.13 Damp wipe door handle / push plates.	Daily
1.1.14 Polish door handle / push plates.	Monthly
1.1.15 Dust and damp wipe doors and doorframes.	Daily
1.1.16 Spot clean spots on doors and or frames.	When Applicable
1.1.17 Spot clean spots and marks on walls.	When Applicable
1.1.18 Dust window frames and -sills on applicable floors.	Monthly
1.1.19 Damp wipe window frames and -sills on applicable floors.	Quarterly
1.1.20 Dust and damp wipe pot plant holders.	Monthly
1.1.21 remove litter from pot plant holders	Daily
1.1.22 Dust air-conditioning louvers on applicable floors.	Monthly
1.1.23 Damp wipe air-conditioning louvers on applicable floors.	Quarterly
1.1.24 Clean all rain-water drains by removing all litter.	Daily
1.2 Walls:	
1.2.1 Spot clean spots and marks on walls.	When Applicable
1.2.2 Remove all graffiti.	When Applicable
1.2.3 Damp wipe building name, emergency, information and route signs.	Monthly
1.2.4 Polish building name, emergency, information and route signs.	Quarterly
1.2.5 Damp wipe electrical switches, plug points and light fittings within three meters from ground level.	Monthly
1.2.6 Dust window frames and -sills on ground and first floor level.	Monthly
1.2.7 Damp wipe window frames and -sills on ground floor level.	Quarterly
1.2.8 Dust air-conditioning louvers on ground and first floor level.	Monthly
1.2.9 Damp wipe air-conditioning louvers on ground level.	Quarterly
1.2.10 Dust and or damp wipe all fire equipment.	Monthly
1.3 Windows and facades:	
1.3.1 Ground floor windows and frames (on the outside) must be cleaned.	Monthly
1.3.2 All other floors windows and frames (on the outside) that can open must be cleaned from the inside.	6=Monthly
1.3.3 Windows and frames (on the inside) must be cleaned.	6=Monthly

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1.4 Air-con and other louvers:	
1.4.1 Dust air-con and other louvers from the inside via window openings.	Quarterly
1.4.2 Damp wipe air-con and other louvers from the inside via window openings.	6=Monthly
1.4.3 Spray / wash down air-con and other louvers with clean water.	Yearly
1.5 Roads and Sidewalks	
1.5.1 Sweep roads, parking area and sidewalks	Daily
1.5.2 Sweep pavement outside boundary fence, rubbish will not be swept onto the road and must be removed	Daily
1.5.3 Pick up and remove all litter in the above areas	Daily
1.5.4 Scrub above areas	When applicable
1.5.5 Damp wipe building name, information, emergency and route signs	Weekly
1.5.6 Empty, damp wipe refuse bins and replace inner refuse bags	Daily
1.5.7 Remove stains and disinfect refuse bins and replace inner refuse bags	weekly
1.5.8 Remove all graffiti	Where applicable
1.5.9 Clean all storm water drains by removing all litter, sand etc	Daily
1.5.10 Clean and damp wipe ash trays	2x daily
1.5.11 Damp wipe motor vehicle access control equipment	Weekly
1.6 Garden Areas	
1.6.1 Sweep footpaths	
1.6.2 Pick up and remove all litter	
1.6.3 Empty, damp wipe refuse bins and replace inner refuse bags	Daily
1.6.4 Damp wipe building name, information, emergency and route signs	Weekly
1.6.5 Remove stains and disinfect refuse bins and replace inner refuse bags	weekly
1.6.6 Clean all storm water drains by removing all litter, sand etc	Daily
1.6.7 Dust and damp wipe garden furniture	daily
1.6.8 Treat Garden furniture	Monthly
1.6.9 Clean and damp wipe ash trays	2x daily
1.6.10 Dust and clean damp garden light fittings	Weekly
1.6.11 Remove all litter from water ponds	Daily
1.6.12 Clean water ponds	Monthly
2 CLEANING INTERIOR OF BUILDING:	
2.1 Reception areas (Ground floor):	

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2.1.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.1.2 Damp mop resilient and or hard floors for soilage.	Daily
2.1.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage.	When Applicable
2.1.4 Vacuum clean rugs / carpets and or carpet floors.	Weekly
2.1.5 Remove spots and stains from rugs / carpets and or carpet floors.	When Applicable
2.1.6 Interim clean rugs / carpets and or carpet floors.	When Applicable
2.1.7 Restorative clean rugs / carpets and or carpet floors.	When Applicable
2.1.8 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.1.9 Wet wipe washable surfaces walls and or partitioning.	When Applicable
2.1.10 Dust wooden panels and or partitions.	Daily
2.1.11 Polish wooden panels and or partitions.	6=Monthly
2.1.12 Damp wipe all information and emergency signs.	6=Monthly
2.1.13 Damp wipe all mirrors.	Weekly
2.1.14 Entrance doors and frames must be cleaned.	Daily
2.1.15 Glass facades and frames on ground floor level must be cleaned.	Daily
2.1.16 Damp wipe telephones and fax machines.	Daily
2.1.17 Dust skirting and or power skirting.	Daily
2.1.18 Damp wipe skirting and or power skirting.	Monthly
2.1.19 Damp wipe door handle / push plates.	Daily
2.1.20 Dust or damp wipe doors and doorframes.	Weekly
2.1.21 Spot clean spots on doors and or frames.	When Applicable
2.1.22 Dust and damp wipe sealed wood / glass / formica reception counters.	Daily
2.1.23 Polish sealed wood / glass / formica reception counters.	Quarterly
2.1.24 Damp wipe electrical switches, plug points.	Monthly
2.1.25 Damp wipe ceiling mounted electrical light fittings.	6=Monthly
2.1.26 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.1.27 Dust picture frames.	Weekly
2.1.28 Damp wipe picture frames.	Monthly
2.1.29 Clean glass (pictures).	Monthly
2.1.30 Dust painting frames.	Weekly
2.1.31 Dust paintings in appropriate method.	Weekly
2.1.32 Dust notes boards.	Weekly
2.1.33 Damp wipe notes boards.	Weekly
2.1.34 Dust railings and or handrails.	Daily
2.1.35 Damp wipe railings and or handrails.	Weekly
2.1.36 Dust access control accessories and equipment.	Daily
2.1.37 Damp wipe access control accessories and equipment.	Weekly
2.1.38 Empty and damp wipe dustbins.	2 x Daily
2.1.39 Remove stains and disinfect dustbins.	Weekly
2.1.40 Remove and shake out entrance carpets.	Daily
2.1.41 Remove spots and stains from entrance carpets.	When Applicable

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2.1.42 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, desks, tables, bookcases, shelves, cupboards, etc.).	Weekly
2.1.43 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, desks, tables, bookcases, shelves, cupboards, etc.).	Quarterly
2.1.44 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.1.45 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.1.46 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.1.47 Dust furniture covered with vinyl and or leather (chairs, desks, tables, etc.).	Daily
2.1.48 Damp wipe furniture covered with vinyl and or leather (chairs, desks, tables, etc.).	Monthly
2.1.49 Dust ornaments.	2 x Monthly
2.1.50 Damp wipe ornaments.	Quarterly
2.1.51 Dust lamps.	Daily
2.1.52 Damp wipe lamps.	Monthly
2.2 Passageways and stair cases.	
2.2.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.2.2 Damp mop resilient and or hard floors for soilage.	Daily
2.2.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage.	When Applicable
2.2.4 Strip clean and reseal resilient floors.	Yearly
2.2.5 Vacuum clean rugs / carpets and or carpet floors (high traffic areas).	Weekly
2.2.6 Remove spots and stains from rugs / carpets and or carpet floors.	When Applicable
2.2.7 Interim clean rugs / carpets and or carpet floors.	Monthly
2.2.8 Restorative clean rugs / carpets and or carpet floors.	Quarterly
2.2.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.2.10 Damp wipe washable surfaces walls and or partitioning.	When Applicable
2.2.11 Dust wooden panels and or partitions.	Weekly
2.2.12 Polish wooden panels and or partitions.	Quarterly
2.2.13 Clean glass partitioning.	Daily
2.2.14 Damp wipe all information and emergency signs.	Monthly
2.2.15 Polish all information and emergency signs, if from metal.	Quarterly
2.2.16 Entrance doors and frames must be cleaned.	Daily
2.2.17 Clean windows on the inside.	Quarterly
2.2.18 Dust window frames.	Weekly
2.2.19 Damp wipe window frames.	Quarterly
2.2.20 Dust windowsills.	Weekly
2.2.21 Damp wipe and remove marks on windowsills.	Monthly

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2.2.22 Dust skirting and or power skirting.	Daily
2.2.23 Damp wipe skirting and or power skirting.	Monthly
2.2.24 Damp wipe door handle / push plates.	Daily
2.2.25 Dust and damp wipe doors and doorframes.	Monthly
2.2.26 Spot clean spots on doors and or frames.	When Applicable
2.2.27 Clean glass doors.	Daily
2.2.28 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.2.29 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.2.30 Dust wall and or door mounted air- con. / vents.	Weekly
2.2.31 Damp wipe wall and or door mounted air- con. / vents.	Monthly
2.2.32 Dust and damp wipe ceiling mounted air- con. / vents.	Yearly
2.2.33 Dust picture frames.	Weekly
2.2.34 Damp wipe picture frames.	Monthly
2.2.35 Clean glass (pictures).	Monthly
2.2.36 Dust painting frames.	Weekly
2.2.37 Dust paintings in appropriate method.	Monthly
2.2.38 Dust notes boards.	Weekly
2.2.39 Damp wipe notes boards.	Monthly
2.2.40 Dust railings and or handrails.	Daily
2.2.41 Damp wipe railings and or handrails.	Weekly
2.2.42 Empty and damp wipe rubbish bins.	Daily
2.2.43 Remove stains and disinfect rubbish bins.	Weekly
2.2.44 Dust natural / unsealed wood furniture (chairs, tables, shelves etc.).	Daily
2.2.45 Polish natural / unsealed wood furniture (chairs, tables, shelves etc.).	Quarterly
2.2.46 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables, shelves etc.).	Weekly
2.2.47 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables, shelves etc.).	Quarterly
2.2.48 Vacuum furniture covered with cloth (chairs, etc.).	Monthly
2.2.49 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.2.50 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.2.51 Dust furniture covered with vinyl and or leather (chairs, tables, etc.).	Daily
2.2.52 Damp wipe furniture covered with vinyl and or leather (chairs, tables, etc.).	Weekly
2.2.53 Dust ornaments.	Weekly
2.2.54 Damp wipe ornaments.	2 x Monthly
2.2.55 Dust lamps.	Weekly
2.2.56 Damp wipe lamps.	Monthly
2.2.57 Dust Roller shutter doors.	Daily
2.2.58 Damp wipe roller shutter doors.	Weekly

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2.3 Toilets and bathrooms:	
2.3.1 Damp mop to remove all marks, mineral deposits and dirt and polish on resilient and or hard floors.	2 x Daily
2.3.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	6=Monthly
2.3.3 Spot clean spots and finger marks on walls.	When Applicable
2.3.4 Wet wipe and dry washable surface walls.	When Applicable
2.3.5 Damp wipe door handle / push plates.	Daily
2.3.6 Dust and damp wipe doors and doorframes.	Monthly
2.3.7 Spot clean spots on doors and or frames.	When Applicable
2.3.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.3.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.3.10 Damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.3.11 Damp wipe wall and or door mounted air- con. / vents.	Weekly
2.3.12 Dust and damp wipe notes boards.	Weekly
2.3.13 Clean notes boards glass doors.	Weekly
2.3.14 Damp wipe all mirrors.	Daily
2.3.15 Dust mirror frames.	Daily
2.3.16 Polish mirror frames.	Weekly
2.3.17 Dust and damp wipe vanity slabs.	2 x Daily
2.3.18 Clean windows on the inside.	Quarterly
2.3.19 Dust window frames.	Monthly
2.3.20 Damp wipe window frames.	Quarterly
2.3.21 Damp wipe and remove marks on windowsills.	Daily
2.3.22 Remove dust from vertical blinds.	Monthly
2.3.23 Damp wipe horizontal blinds.	Monthly
2.3.24 Dust and damp wipe all electrical equipment such as (hand-, hair-dryers, heaters etc)	Daily
2.3.25 Remove soilage from toilet bowls, basins and urinals, under flushing mechanism and or taps.	Daily
2.3.26 Remove litter from urinals.	Daily
2.3.27 Mop floor at urinals.	2 x Daily
2.3.28 Remove mineral deposits and or stain from toilet, basins, urinal, gullies, drains, flushing mechanism and or taps.	Monthly
2.3.29 Damp wipe toilet seat, lid, cistern, pipes, taps, flushing mechanism, etc.	2 x Daily
2.3.30 Dust and damp wipe all other components / equipment such as (bins, waste disposer, towel-, soap dispenser, toilet roll holder, aerosol air freshener etc.).	Daily
2.3.31 Ensure usability and replenish consumables.	2 x Daily

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2.4 Kitchens:	
2.4.1 Damp mop to remove all marks, mineral deposits and dirt on resilient and or hard floors.	Daily
2.4.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	6=Monthly
2.4.3 2.4.3 Spot clean spots and finger marks on walls.	When Applicable
2.4.4 Wet wipe and dry washable surface walls.	Weekly
2.4.5 Damp wipe door handle / push plates.	Daily
2.4.6 Dust and damp wipe doors and doorframes.	Daily
2.4.7 Spot clean spots on doors and or frames.	When Applicable
2.4.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Weekly
2.4.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.4.10 Damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.4.11 Dust wall and or door mounted air- con. / vents.	Monthly
2.4.12 Damp wipe wall and or door mounted air- con. / vents.	Weekly
2.4.13 Dust and damp wipe work tops.	Daily
2.4.14 Clean windows on the inside.	Monthly
2.4.15 Dust window frames.	Weekly
2.4.16 Damp wipe window frames.	Monthly
2.4.17 Dust windowsills.	Weekly
2.4.18 Damp wipe and remove marks on windowsills.	Monthly
2.4.19 Dust and damp wipe refrigerator and or fridge tops.	Monthly
2.4.20 Damp wipe refrigerator and or fridge.	Daily
2.4.21 Remove contents from refrigerator and or fridge and damp wipe shelves.	Quarterly
2.4.22 Defrost refrigerator and or fridge remove contents and damp wipe shelves.	Quarterly
2.4.23 Dust and damp wipe stove, oven and or microwave.	Daily
2.4.24 Damp wipe and clean inside of oven and or microwave.	Daily
2.4.25 Dust and damp wipe dish washer top.	Monthly
2.4.26 Damp wipe dish washer.	Daily
2.4.27 Clean filter inside of dish washer.	Weekly
2.4.28 Wet wipe and dry sink.	Daily
2.4.29 Remove mineral deposits and or stain from sink, pipes, taps, gullies, drains.	Monthly
2.4.30 Empty waste bins and damp wipe.	Daily
2.4.31 Remove stains and disinfect waste bins.	Daily
2.4.32 Dust cupboards.	Daily
2.4.33 Damp wipe cupboards.	Weekly
2.4.34 Damp wipe and clean inside of cupboards.	Monthly
2.4.35 Polish outside of cupboards.	When Applicable
2.4.36 Wash, dry and store crockery and cutlery.	When Applicable

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2.4.37 Ensure usability and replenish consumables.	2 x Daily
2.5 Broom rooms:	
2.5.1 Damp mop to remove all marks, mineral deposits and dirt and polish on resilient and or hard floors .	Daily
2.5.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	Yearly
2.5.3 Spot clean spots and finger marks on walls.	When Applicable
2.5.4 Damp wipe washable surface walls	Quarterly
2.5.5 Damp wipe door handle / push plates.	Daily
2.5.6 Dust and damp wipe doors and doorframes.	Weekly
2.5.7 Spot clean spots on doors and or frames.	When Applicable
2.5.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.5.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.5.10 Damp wipe ceiling mounted air- con. / vents.	Yearly
2.5.11 Dust wall and or door mounted air- con. / vents.	Weekly
2.5.12 Damp wipe wall and or door mounted air- con. / vents.	Quarterly
2.5.13 Clean windows on the inside.	Monthly
2.5.14 Dust window frames.	Monthly
2.5.15 Damp wipe window frames.	Monthly
2.5.16 Dust windowsills.	Monthly
2.5.17 Damp wipe and remove marks on windowsills.	Monthly
2.5.18 Wet wipe and dry washing trough.	Daily
2.5.19 Remove mineral deposits and or stain from washing trough, pipes, taps, gullies, drains.	Monthly
2.6 Offices:	
2.6.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.6.2 Damp mop resilient and or hard floors for soilage.	Weekly
2.6.3 Spray, clean or burnish resilient and or hard floors using a mechanised system.	Monthly
2.6.4 Strip clean and reseal resilient floors.	Yearly
2.6.5 Vacuum clean rugs / carpets.	Weekly
2.6.6 Remove spots and stains from rugs / carpets.	When Applicable
2.6.7 Interim clean rugs / carpets.	Quarterly
2.6.8 Restorative clean rugs / carpets.	When Applicable
2.6.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.6.10 Dust wooden panels and or partitions.	Weekly
2.6.11 Clean glass partitioning.	Weekly

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2.6.12 Damp wipe all information and emergency signs.	Quarterly
2.6.13 Damp wipe all mirrors.	Weekly
2.6.14 Clean windows on the inside.	Quarterly
2.6.15 Dust window frames.	Monthly
2.6.16 Damp wipe window frames.	Quarterly
2.6.17 Dust windowsills.	Weekly
2.6.18 Damp wipe and remove marks on windowsills.	Monthly
2.6.19 Remove dust from vertical blinds.	Monthly
2.6.20 Dust and or Damp wipe horizontal blinds.	Monthly
2.6.21 Dust skirting and or power skirting.	Weekly
2.6.22 Damp wipe skirting and or power skirting.	Monthly
2.6.23 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.6.24 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.6.25 Dust consol air-conditioning unit.	Daily
2.6.26 Damp wipe consol air-conditioning unit.	Monthly
2.6.27 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.6.28 Dust picture frames.	Weekly
2.6.29 Damp wipe picture frames.	Monthly
2.6.30 Clean glass (pictures frames).	Monthly
2.6.31 Dust painting frames.	Weekly
2.6.32 Dust paintings in appropriate method.	Monthly
2.6.33 Dust notes boards.	Weekly
2.6.34 Damp wipe notes boards.	Monthly
2.6.35 Dust natural / unsealed wood furniture (chairs, tables etc.).	Daily
2.6.36 Polish natural / unsealed wood furniture (chairs, tables etc.).	Quarterly
2.6.37 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Daily
2.6.38 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Quarterly
2.6.39 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.6.40 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.6.41 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.6.42 Dust furniture covered with vinyl and or leather (chairs, tables, etc.).	Daily
2.6.43 Damp wipe furniture covered with vinyl and or leather (chairs, tables, etc.).	Weekly
2.6.44 Dust ornaments.	Weekly
2.6.45 Damp wipe ornaments.	2 x Monthly
2.6.46 Dust lamps.	Weekly
2.6.47 Damp wipe lamps.	Monthly
2.6.48 Dust and damp wipe work tops.	Daily
2.6.49 Dust and damp wipe refrigerator tops.	Daily
2.6.50 Damp wipe refrigerator.	Monthly

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2.6.51 Remove contents from refrigerator and damp wipe shelves.	Quarterly
2.6.52 Defrost refrigerator remove contents and damp wipe shelves.	Quarterly
2.6.53 Empty waste bins and damp wipe.	Daily
2.6.54 Remove stains and disinfect waste bins.	Weekly
2.7 Bulk storage:	
2.7.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.7.2 Damp mop resilient and or hard floors for soilage.	Monthly
2.7.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage and apply maintenance coat.	Quarterly
2.7.4 Strip clean and reseal resilient floors.	Yearly
2.7.5 Vacuum clean rugs / carpets.	Weekly
2.7.6 Remove spots and stains from rugs / carpets.	When Applicable
2.7.7 Interim clean rugs / carpets.	Quarterly
2.7.8 Restorative clean rugs / carpets.	Yearly
2.7.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.7.10 Damp wipe all information and emergency signs.	Quarterly
2.7.11 Clean windows on the inside.	Quarterly
2.7.12 Dust window frames.	Monthly
2.7.13 Damp wipe window frames.	Monthly
2.7.14 Dust windowsills.	Weekly
2.7.15 Damp wipe and remove marks on windowsills.	Monthly
2.7.16 Dust skirting and or power skirting.	Weekly
2.7.17 Damp wipe skirting and or power skirting.	Monthly
2.7.18 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.7.19 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.7.20 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.7.21 Dust notes boards.	Weekly
2.7.22 Damp wipe notes boards.	Monthly
2.7.23 Dust natural / unsealed wood furniture (chairs, tables etc.).	Daily
2.7.24 Polish natural / unsealed wood furniture (chairs, tables etc.).	Quarterly
2.7.25 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Monthly
2.7.26 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Quarterly
2.7.27 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.7.28 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.7.29 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.7.30 Dust or damp wipe counters.	Daily
2.7.31 Empty waste bins and damp wipe.	Daily

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2.7.32 Remove stains and disinfect waste bins.	Weekly
2.8Service ducks:	
2.8.1 Sweep hard floors .	Quarterly
2.8.2 Dust and damp wipe pipes, ducting, fire equipment etc.	6=Monthly
2.8.3 Spot clean spots and finger marks on walls .	When applicable
2.8.4 Damp wipe electrical switches, plug points and light fittings .	Quarterly
2.8.5 Damp wipe door handle / push plates .	Monthly
2.8.6 Dust and damp wipe doors and doorframes .	Monthly
2.8.7 Spot clean spots on doors and or frames .	When Applicable
3.1Waste removal:	
3.1.1 Without prejudice to the removed contents of waste-baskets and ashtrays, as well as office waste, must be removed tidily in bags, for example, and placed in all the garbage cans that have been made available for this purpose.	Daily
3.1.2 The Contractor must sort waste paper (split white paper, brown paper and card boxes), metal cans, plastic and glass in different containers that will be rendered to waste dealers in such a way as will be indicated to him.	Daily
3.1.3 Garbage must be stored temporarily in garbage cans in a locked areas supplied by the Transnet Property in garbage bags supplied by the Contractor at a place on the relevant premises as indicated.	Daily
3.1.4 Remove refuse to the loading point as prescribed by the Local Council on days when the relevant Local Council removes refuse or where any other refuse collector as organised by Transnet Property will collect refuse.	Weekly
3.1.5 Refuse that is not removed by the Local Council as prescribed, or in cases where such a service is not rendered by such Local Council, the Contractor is responsible for removing the refuse as prescribed by the relevant Council.	Weekly
4.1 HYGIENE:	
4.1. 1 Equipment	
Supply, install She Bins (Office)	Once Off
Supply, Install Hand dryer/s (Office)	Once Off
4.1.2 Service	

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

Service the New and or Existing She Bin/s (Office)	Monthly
Deep cleaning of office carpets	As Necessary
4.1.3 CONSUMABLES	
Cleaning Material and Consumables	As Necessary
Hygiene Materials and Consumables	As Necessary
Air fresheners and any other hygiene material	As Necessary

ANNEXURE B3

Pricing:

Makhado, Tzaneen

&

Musina

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

C3: Scope of Work: Service Information

AREAS:

- TZANEEN
- MAKHADO
- MUSINA

Definitions:

In this Scope of Work:-

- 1) **"access-delayed time"** means the time taken from arrival on the *Site / Affected Property* by the *Contractor*, his sub-contractor or specialist-contractor and requesting access to the *Site / Affected Property* from the *Employer* or his Tenant until the time access is given.
- 2) **"ad hoc works"** also known as **"minor new works"** means any repair (s), replacement (s) of component (s) or additions/alterations of the installations other than inspection, repairs, servicing or replacement listed in this contract.
- 3) **"affected property"** shall mean premises / sites or any other building / structure / premises within the geographical area applicable to this Contract.
- 4) **"call-out"** means an installation or related failure, requiring the Contractor to visit the Site / Affected Property outside of the scheduled maintenance period.
- 5) **"chargeable items"** mean the cost of replacement components or repairs required to maintain a reliable and safe Installation (excluding consumable items) and which are not covered under this Contract.
- 6) **"contractor"** means the successful tenderer that has been awarded the Service for the period stipulated
- 7) **"documentation"** means and includes any drawings, diagrams, calculations, designs and documents which are to be supplied to the Employer by the Contractor in terms of this Contract, together with any modifications to such documents as may from time to time be approved in writing by the Employer.
- 8) **"down-time"** the time that an item of equipment is out of service, as a result of equipment failure. The time that an item of equipment is available, but not utilized is generally not included in the calculation of downtime.
- 9) **"drawings / diagrams"** means drawings / diagrams referred to in the Specification and any modification of such drawings / diagrams approved in writing by the Employer and such

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other drawings / diagrams as from time to time may be furnished or approved in writing by the Employer.

- 10) **"installation"** means the geographical areas Buildings referred in this contract including the HVAC installation, water treatment, building management system (BMS) and all related equipment on / in the Site / Affected Property.
- 11) **"licences"** means the licences used / issued or deemed to be issued to the Service Provider from time to time in terms of applicable Act(s).
- 12) **"non-inclusive contract"** will mean that Plant and Equipment (material) is excluded except that refer to in equipment of this scope of work below, The cost and quantity of spares and material is uncertain and therefore excluded.
- 13) **"normal working-hours"** means office hours, from 07h30 to 16h00 Monday to Friday excluding Public Holidays in South Africa.
- 14) **"person"** includes, a natural person, a partnership, a business trust, a foundation, any company or close corporation incorporated or registered in terms of any law, and other body of persons corporate or unincorporated.
- 15) **"property"** means any movable, immovable or intellectual property or any right to such property.
- 16) **"repair"** means put into good condition after damage or wear, any component that forms part of the Installation or Equipment.
- 17) **"scope of work"** will bear the same meaning as Service Information.
- 18) **"sensitive security area"** refers to computer centres, personnel records, cashiers, archives, top management office areas and all other areas indicated to the Contractor.
- 19) **"services"** means the work, functions, tasks, services, and / or goods to be performed, rendered and or supplied by the Contractor, including any subsequent variations or changes to such work, functions, tasks, services, or goods as may be agreed in terms of this Scope of Work.
- 20) **"service manager"** – means the building- / centre- / lodge- / hostel manager or representative of the Employer responsible for the management of a specific Site / Affected Property.
- 21) **"site"** means any site, place regardless of whether it is or form part of any temporary or permanent structure, building which is the property of, or is occupied or used by, or is under the control and / or management of the Employer.

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

- 22) **"specifications"** the document to which is referred in this Scope of Work, in which the method and standards applicable to the rendering of the Service, as well as the materials to be provided and used, are described.
- 23) **"supervision"** means a competent person appointed by the Contractor to be on-site and responsible for the management of the Contractor's staff and Service provided in terms of this Scope of Work.
- 24) **"technical information"** means and includes all information provided in the Specification, together with all drawings, diagrams, calculations, designs, Specification and other pertinent documents as may from time to time be furnished in writing by the Employer to the Contractor in connection with the Contractor's Services.
- 25) **"tenant"** means any Person (including BU's of Transnet other than Transnet Property) with his staff, client's and service providers with whom the Employer has entered into a lease agreement for the whole or a portion of the Site / Affected Property.
- 26) **"transnet property"** means – a specialist unit of Transnet (Soc) Ltd, a public company duly incorporated in accordance with the laws of South Africa with registration number 1990/000900/30, duly represented herein by the Group Executive Officer and or his duly appointed delegate, who warrants that he is duly authorised hereto;
- 27) Expressions defined in this Scope of Work shall bear the same meanings in the specifications, schedule or annexure to this Scope of Work which do not themselves contain their own definitions;
- 28) Schedules and/or annexures to this Scope of Work shall be deemed to be incorporated into and form part of this Scope of Work and as such each reference herein to "the Scope of Work" shall be deemed to include a reference to all such schedules and/or annexures.

1. **Employer's objectives**

- 1.1. The *Employer's* objective is to enter into a term service contract with the *Contractor* to provide cleaning, hygiene, and grass cutting services at Transnet Property buildings/premises in the Tzaneen, Makhado, and Musina areas for the period of 36 months to ensure compliance with legislative requirements relating to the Occupational Health and Safety Act, 1993, (Act No 85 of 1993).

2. **Executive overview**

- 2.1. The Employer is desirous that its Employees, Tenants and Others should receive the Services so as to ensure that the *Site / Affected Property* will comply with all related standards through the conclusion of this Term Service Contract with the Contractor.
- 2.2. The service will be provided **Seven (7) days a week (Monday to Sunday), day only shift or as per the frequency indicated on the Affected Property/Site table in this**

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

document for the duration of the Contract. The extent of the cleaning and grass cutting services to be provided includes:

- 2.2.1. Cleaning offices, rooms, stoops, parking and other areas.
- 2.2.2. Hygiene services
- 2.2.3. Deep cleaning services
- 2.2.4. Sanitary waste services (disposal certificate to be provided for each disposal)
- 2.2.5. Sorting waste, and
- 2.2.6. Any other services arising out of or incidental to the above or required of the Service Provider for the proper completion of the service in accordance with the true meaning and intent of the contract.

2.3. The extent of the gardening and landscaping service to be provided includes, but not limited to:

- 2.3.1. Maintenance of flower beds
- 2.3.2. Maintenance of lawns
- 2.3.3. Maintenance of veld-grass surfaces
- 2.3.4. Weed control
- 2.3.5. Maintenance of trees; and
- 2.3.6. Maintenance of shrubs
- 2.3.7. Maintenance of grass against the walls, parameters and other fences
- 2.3.8. Roads, parking areas and all paved, concrete and tarred surfaces
- 2.3.9. Pest control on the plants
- 2.3.10. Any other services arising out of or incidental to the above or required of the *Contractor* for the proper completion of the service in accordance with the true meaning and intent of the contract.

3. Description of the services

3.1. This service covers the cleaning of offices, auditorium, studio's lecture/ boardrooms, foyers, shops, stores, workshops, toilets, passages, stairs, glass, basement, parking, parking garage, basement parking, entrance, lifts, sidewalks, paved areas etc. and the complete hygiene Service or any other work arising out of or incidental of the above, or required of the Contractor for the proper completion of the Service in accordance to the true meaning and intent of this Contract on a daily basis. The final acceptance of the Service lies with Transnet Property.

3.2. The *Contractor* shall be responsible but not limited to the following:

- 3.2.1. Removal and containment of weeds and maintenance of the borders/ edges of the flower beds, shrubs and irrigation thereof, sufficient and careful breaking of the soil surface with a garden fork to improve the absorption of water, renew seasonal flowering plants and disease / pest control.
- 3.2.2. Mowing and trimming lawns around trees, shrubs and any other object/ obstruction that prevent mowing of the lawns with a conventional lawn mower. The *Contractor* is also responsible for disease /pest control, weed control, irrigation and renewal of grass.

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- 3.2.3. Cutting and disposal of Veld-grass in and around the parameters of the premises.
- 3.2.4. The management of foreign plants and declared weeds on lawns, car shelters, roads and sidewalks, fences, substations and paved/ covered surfaces.
- 3.2.5. Support and binding of trees, disease / pest control, pruning, shaping, trimming and removal of branches, watering/ wetting and removing and replacing trees (ad-hoc).
- 3.2.6. Managing the grass against/underneath palisades, walls, perimeters, and other fences. The grass in these localities must be controlled through the applications of growth inhibitors and soil sterilisers. Grass to be kept two meters clear of the perimeter fence line.
- 3.2.7. Where development is required the *Contractor* shall ensure soil preparation, planting / establishing of plant material according to accepted gardening principles, composting of flower beds and lawns, and regular upgrading of flowers is in accordance with the gardening principles and the complies to the Green building Council of South Africa standards
- 3.2.8. Sweeping and Gardening and Landscaping of all roads, parking areas and all paved, concrete and tarred surfaces, removal of weeds and empty waste bins.
- 3.2.9. Pest control outside the building including the control of Bees, locust and termites and other insects on recreational sites, lawns, flower beds and trees.
- 3.2.10. Supply, operate and maintain industrial type road sweeping machine. Provide separate quote.
- 3.2.11. Remove and dispose of all refuse, rubble, vegetation and growth at an authorised dumping site.
- 3.2.12. Watering all container-grown outside and inside the building weekly or as needed.
- 3.2.13. Replace all malfunctioning or damaged irrigation nozzles, report on malfunctioning of the irrigation system, report on irrigation water pipes leakages to the service/building manager or delegated person
- 3.2.14. The Contractor shall be obliged to supply all cleaning and hygiene service equipment plus other equipment required, at his own cost for the proper provision of the Service at the Premises.
- 3.2.15. The Contractor shall be responsible for the provision of all consumables, cleaning agents that might be needed in order to render an efficient Service at his own cost.
- 3.2.16. Transnet Property reserves the right to approve or disapprove these consumables and or other cleansing agents.

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- 3.2.16.1. Only SANS or NCA approved chemicals must be used.
- 3.2.16.2. The Contractor must submit the specification and Material Safety Data sheets of all consumables and cleansing agents two (2) weeks after the contract date and thereafter annually.
- 3.2.16.3. The Manufacturer's instructions regarding the use of all chemicals agents must be followed strictly.
- 3.2.17. The Contractor shall be responsible but not limited for provision and replacing of the following consumables and cleaning agents in good time:
- Toilet-paper,
 - Paper-towels/Cotton towels,
 - Toilet soap,
 - Dish washing soap,
 - Deodorisers,
 - Disinfectants/Detergents,
 - Polish,
 - Lining bags for bins,
 - Plastic/refuse bags,
 - Liquid soap,
 - Air-fresher's etc.,
 - She bins.
- 3.2.18. Liquid Ammonia detergent cleaning agents must conform to SANS specification 1225.
- 3.2.19. Liquid soap supplied by the Contractor must conform to SANS specification 283.
- 3.2.20. Transnet Property reserves the right to take samples from any consumables and or cleaning agents supplied by the Contractor for analysis (at the cost of the Contractor) if deemed necessary.
- 3.2.21. The Contractor will ensure that all consumables and or cleaning agents provided by him are suitable for the furniture and or equipment installed in the Premises.
- 3.2.22. No scouring powder or rough detergent may be used on glazed or enamel surfaces.
- 3.3. Should a toilet, urinal, washbasin get blocked, the Contractor must attend to unblock it by means of a rubber pump or any other domestic equipment. If this attempts are unsuccessful, the Contractor's personnel will provide a sign "OUT OF ORDER" and immediately report this condition to the Service manager who will take responsibility for the removal of the obstruction.
- 3.4. Should water in a building leak due to rain or defective water pipes etc., the Contractor must dry it. However, it shall not be expected of the Contractor to send personnel to the Premises

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outside normal working hours for such a task, but the personnel of the Contractor which are on the Premises at that stage will dry up the water and clean the damages.

- 3.5. When personnel of the Contractor are not on the Premises at the stage Transnet Property may use the Contractor's equipment. Transnet Property shall be responsible for loss or damage to any of the Contractor's property provided that such loss or damage was caused by the intentional or negligent conduct of Transnet Property or its employees.
- 3.6. Where and when necessary, curtains or blinds that must be cleaned according to the discretion of Transnet Property, must be removed by the Contractor and given to an institution approved by Transnet Property for cleaning at the cost of Transnet Property. As soon as the relevant curtains/blinds are returned, they must be hanged again properly in the same position as previous.
- 3.7. Should curtains (lace curtains and linings include) or blinds be damaged during the handling thereof as a result of negligence on the part of the Contractor, they must be repaired or replaced (depending on the nature of the damage) at the cost of the Contractor to the satisfaction of Transnet Property.
- 3.8. Services in toilets and cloakrooms must be done by personnel of the same sex if possible. If not possible, proper signs must be provided mutually with regard to such services.
- 3.9. All surfaces and items covered by this Contract must appear clean and neat each day in accordance with the discretion of Transnet Property.
- 3.10. Should additional service be required excluding those services referred to in this scope of work, the Parties shall negotiate and agree mutually with regard to such services.
- 3.11. Hygiene activities must take place during normal office hours expect when it has agreed differently from time to time between the Parties.
- 3.12. The Contractor shall not use or keep any poisonous or highly flammable materials on the Premises without the approval of the Service manager for the rendering of the Service or for whatever purpose.
- 3.13. Should the Premises where the Service is provided during the period of validity of this scope of work, increase or decrease, the tender amount shall increase or decrease pro rata with the applicable amount that is calculated according to the area against the already tendered applicable Price List/Labour rates of this Contract.
- 3.14. Transnet Property reserves the right to inspect store-rooms and make certain recommendations according to its discretion regarding the correct handling/storage of cleansing agents in view of any statutory requirements. The recommendations shall immediately be implemented by the Contractor.

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- 3.15. The privacy, dignity, property and belongings of the tenants and personnel must at all time be respected by the Contractor's personnel.
- 3.16. The Contractor and his personnel are prohibited from reading any documents of a third party or study any records.
- 3.17. Files and other documents on desks, shelves, etc. must be placed in the same position as in which the cleaner found them after the cleaner has completed the cleaning activities in an office.
- 3.18. Personnel who render services at sensitive security areas as pointed out to the Contractor must be on the permanent staff establishment of the Contractor. Such personnel must at the cost of the Contractor be cleared up to the level of "CONFIDENTIAL".
- 3.19. The occupier of an area/ office shall have the right to request a "cleaner" who is busy in his area/office to leave the area/office temporarily if relevant occupier receives a telephone call or visit at that time.
- 3.20. The services may be interrupted temporarily in hall or office when visitors are received or when a meeting has to take place.
- 3.21. The *Employer* shall:
- 3.21.1. Report to the Contractor any irregular performance of or defect in, or damage to any items covered under this Contract.
 - 3.21.2. Use the items covered under this Contract in a normal and proper manner, including preventing a material change in the use or usage or the overloading thereof.
 - 3.21.3. Protect the items covered under this Contract against vandalism, abuse or misuse and accidental damage.
 - 3.21.4. Ensure that the Site / Affected Property with regards to the equipment spaces comply with the applicable regulations and local bylaws.
 - 3.21.5. At the request of the Contractor, shall arrange for necessary shutdowns of services and equipment to facilitate the execution of the Service wherever possible during normal working hours.
- 3.22. Any disruptions which are deemed to be beyond the Contractor's control, and which result in the Contractor's workmen having to leave an area in or on the Site / Affected Property shall be logged in the applicable report book.
- 3.23. Notwithstanding anything expressed or implied to the contrary in this Scope of Work, the Contractor, shall plan and execute the Service in this Contract in such a way with sufficient consumables and materials available and with sufficient staff employed on Site / Affected Property.

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3.24. The working of overtime is not intended under this Contract, and no overtime will be paid in respect of normal Service. Should an emergency arise, or where it is deemed necessary in the interests of the Employer, specific authority for such overtime must be obtained.

4. Management structures

4.1. Performances Measures

- 4.1.1. Should Contractor fail to meet the Service Levels set out in performance table of this scope of work and further fail to remedy the Non Performance in accordance with the remedy period indicated in a Notice of Non Performance, it shall be liable to the Client for a Deduction only in respect of the Critical Items detailed in the Performance Index in Table 1 hereto, and determined in accordance with the table below. Such Deduction shall be assessed on a daily basis and set off against any payments due by the Client to Contractor.
- 4.1.2. The Deduction shall be calculated by multiplying the Amount at Risk (5% of the contract value) by the cumulative weighting factors incurred over the measurement period.



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Key Performance Area	Key Performance Indicator	Key Performance Target	Penalties
Cleaning Schedule Compliance	% Compliance to scheduled time/frequencies	100%	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract
Statutory Inspection Compliance	Maintaining statutory (OHS Act and other Regulations) compliance of the premises and meeting the requirements	100%	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance
Safety	Life Threatening Incidents	<0: Hours without LTI	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance
Time to Quote	Average number of business days to get a quote to be approved by <i>Employer</i> .	2 days (Dependant on nature and extent of works).	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 2 days (Dependant on nature and extent of works).
Skills base and Staff compliment	As per skills list in the pricing data/SOW requirements.	Full compliance on any inspection day (non-compliance will result in termination of contract)	<ul style="list-style-type: none"> Deduction of the rate for the skill not found plus 20 % of the monthly invoice, amount payable the following month 2 consecutive non-conformances will result in termination of contract
Environmental Contraventions	Environmental standards are regularly monitored, reviewed and maintained in accordance with all legal and regulatory requirements	0 contraventions	<ul style="list-style-type: none"> No non-compliances will be tolerated. Immediate termination of contract for any non-compliance



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	Number of notices issued.		
Availability of cleaning detergents and hygiene agents.	Indicative list 0n Clause 3.5 of this scope of work.	100%	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month
Equipment Requirement	Provide submission equipment without failure	<ul style="list-style-type: none"> 100% available during equipment verification audit/any random inspection. 	<ul style="list-style-type: none"> 5 % of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract
Monthly Reports	Timeous submissions of monthly report as per the scope of work	<ul style="list-style-type: none"> Full Compliance to the submission deadlines and agreed with the employer Non-conformance warnings 	<ul style="list-style-type: none"> 5% of the monthly invoice, amount payable the following month 3 consecutive non-conformances will result in termination of contract.

Table 1: Performance Index

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

4.2. Management meetings

4.2.1. The Contractor or its duly authorised representative on the Site/Affected Property shall be required to attend monthly (as needed) Co-ordination/Risk Reduction meetings with the Employer or his delegate at the Site/Affected Property to discuss the provision of Services, and the Contractor warrants that any representative who attends such Co-ordination/Risk Reduction meetings on its behalf shall be duly authorised to do and to bind the Contractor vis-a-vis all decisions taken and agreements reached. Minutes and records of such Co-ordination/Risk Reduction meetings shall be the responsibility of the Employer. Minutes will be made available to the Contractor within seven (7) working days.

4.2.2. The Contractor must present a monthly written report on the Services rendered by it, in respect of the Site/Affected Property. Unless the Employer prescribes otherwise, this report shall include the following:

- Name, address and telephone number of the Contractor.
- Date of report and reporting period.
- Detail on the results of each examination, including any faults analysis, modification, replacement and repair work, adjustment and test carried out.
- Results of tests on safety devices.
- Incidents/events.
- Problems, including administrative problems with the Employer experienced during reporting period.
- Any factors that affect, or may affect, the safety of the Site / Affected Property or people and equipment.

4.2.3. The Employer may request supplementary and interim written reports from the Contractor.

4.3. Contractor's Management, Supervision and Key People

4.3.1. The Contractor shall appoint on the Site / Affected Property a "competent" person in charge. Any instruction to him / her by the Employer shall be deemed to have been issued to the Contractor. Whenever the representative (supervisor) is absent from the Site / Affected Property a suitable person shall be appointed to act as his / her deputy.

4.3.2. The Contractor shall ensure that at all times there is sufficient suitably qualified and experienced personal to provide the Service. The Service covered in this Contract must be executed under direct of a qualified supervision.

4.3.3. All employees provided by the Contractor in terms of this Contract shall at all times be neat and properly clothed to the satisfaction of the Employer, the Employer reserves the right to request such employees to wear a uniform or overall of a type, cut and design approved by the Employer and purchased by the Contractor. Employees must be identifiable as employees of the Contractor by means of their uniforms:

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- 4.3.4. The Contractor, or any agent or employee of his, must wear protective clothing where necessary. The Contractor must supply the relevant protective clothing at his own cost and included in the pricing of the Service.
- 4.3.5. Personal hygiene must be maintained by the Contractor's employees and agents at all times.
- 4.3.6. The Contractor and its employees will maintain silence within reasonable bounds on the Site / Affected Property.
- 4.3.7. The salaries or wages paid by the Contractor to his employees must at all times comply with the applicable statutory requirements in respect of minimum wages.
- 4.3.8. All training and evaluation costs as provided for in terms of this Contract shall be borne by the Contractor.
- 4.3.9. It is the intention of both Parties that employees provided in terms hereof shall, as far as practically possible, not fail to carry out their duties as a result of any form of intimidation. Should intimidation of employees be suspected, the Contractor shall take prompt action in conjunction with the South African Police Service to remedy the situation.
 - 4.3.9.1. Such action shall, if deemed necessary by the Employer, include immediate replacement of the employees involved.
 - 4.3.9.2. The Contractor shall forthwith notify the Service Manager of any form of intimidation its employees may be subjected to.
- 4.3.10. Should the Employer at any time during the term of this Contract make any facility available to the Contractor, the Contractor shall, at its own cost maintain and keep such facility during the term of this Contract in a clean, tidy and sanitary condition and shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the Contractor, fair wear and tear excepted. The Contractor will be liable for all electricity cost.
- 4.3.11. The Contractor shall make his own arrangements in respect of the installation and provision of telephones at the Site / Affected Property at his own cost, should the Contractor deem it necessary.
- 4.3.12. The employees of the Contractor may only use toilet facilities that have been pointed out to them.
- 4.3.13. The employees of the Contractor may use rest-room facilities that have been pointed out to the Contractor (if available). However, it is not the duty of the Employer to make such rest-room facilities available.

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- 4.3.14. The Contractor shall further ensure that all workmen are fully aware of the conditions and requirements of this Contract and shall furnish all workmen with copies of all relevant Standard Specifications and Regulations.
- 4.3.15. If the Employer requires any information regarding any of the employees of the Contractor who are involved in the rendering of the Service in terms of this Contract, the Contractor will furnish such available information immediately.

4.4. Deliverables

4.4.1. The service contractors shall submit the following reports, attached to all invoices:

- 4.4.1.1. Report on services delivered/performed;
- 4.4.1.2. Chemicals used;
- 4.4.1.3. Completed checklist where applicable;
- 4.4.1.4. Ad hoc services requested where applicable;
- 4.4.1.5. Any and all staff and labour issues that can affect service delivery to Transnet;
- 4.4.1.6. Incident report summary as compiled. All incidents shall be reported as soon as they occur and a flash/notice report generated within the same shift. A detailed investigative report with corrective and preventative detail shall be submitted within 48 hours from the occurrence of the incident.
- 4.4.1.7. The weekly and monthly reports shall have a summary of key issues affecting the affected building or any major breakdowns etc. The Employer reserves the right to alter the format and information required on this report.

4.5. Documentation Control

- 4.5.1. The Employer will provide the Contractor at the appropriate times with the Technical Information necessary to enable the Contractor to complete the Services in accordance with the Accepted Plan and schedules. All Technical Information shall be and remains the property of the Employer and on demand and on termination of the Contract shall be returned to the Employer.
- 4.5.2. During the progress of the Services/Task and prior to their completion, the Contractor will submit to the Employer any Documentation as requiring submission to the Employer prior to completion of the Contract/Task.
- 4.5.3. If it is agreed between the Employer and the Contractor that modifications to any such Documentation are necessary, then such modifications shall be incorporated in the relevant Documentation by the Contractor and the Documentation, thus modified will be re-submitted to the Employer prior to the completion of the Contract/Task.
- 4.5.4. Where applicable, the Documentation to be supplied to the Employer in terms of this Contract will include updated copies of the Documentation, duly modified where necessary to cover the Contractor's Services.

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- 4.5.5. The Employer may from time to time during the progress of the Contract instruct the Contractor to submit for approval, perusal or prior to the completion of the Contract/Task such additional Documentation as the Employer may require.
 - 4.5.6. The times for submission of the Documentation shall be as stipulated in the Scope of Works or where not so stipulated, then on dates to be mutually agreed between the Employer and the Contractor, but generally as soon as possible after such Documentation is completed by the Contractor.
 - 4.5.7. The Contractor will maintain an up-to-date schedule of all Documentation showing the date of all such Documentation, which schedule shall be supplied to the Employer by the Contractor at agreed intervals.
 - 4.5.8. The Employer will have the right at all reasonable times to inspect the Documentation of the Contractor or any Sub-contractor.
 - 4.5.9. All Documentation shall become and remain the property of the Employer. Title to all information, know how, inventions and improvements disclosed to the Employer by the Contractor under the Contract will become the property of the Employer.
 - 4.5.10. Approval given by the Employer shall not relieve the Contractor from responsibility for due performance of this Contract and adherence to Technical Information provided by the Employer. The Contractor shall protect and save harmless the Employer and Employer's employees against all losses, expenses, demands, errors or omissions detailing of the Contractor, its sub-contractors, agents or employees in the provision of any Documentation under the terms of the Contract. To this end, it shall be the Contractor's responsibility to arrange professional indemnity cover through an insurance company acceptable to the Employer, the limits of such cover to be determined by the Employer in relation to the Service.
 - 4.5.11. The Contractor shall on a monthly basis provide the Employer with all records related to this Contract/Service.
- 4.6. Invoicing and Payment
- 4.6.1. When making a claim for payment, the Contractor shall submit to the Service Manager or appointed Employer representative a complete and correct pro-forma invoice with all relevant service reports / sheets, log sheets, invoices, time sheets for any authorised additional work, schedules and reports properly complete setting out details of Services / Tasks carried out and recommendations for any additional work required for scrutiny and verification of the correctness. Thereafter, inspections will be carried out by the Service Manager or appointed Employer representative, to affect quality assurance. If the Service has been completed to his satisfaction, only upon agreement being reached on the amount to be included in the payment certificate shall the Contractor provide the Employer with a VAT invoice.

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4.6.2. The following information shall be reflected on the pro-forma invoices and or VAT invoices:

4.6.2.1. Full description of Service / Task performed. (In respect of emergency call-outs, the time and date and name of the person who called the Contractor must be indicated).

4.6.2.2. Fixed monthly contracted services performed.

4.6.2.3. Detailed list of materials / spare parts used showing unit prices, Contractor's mark-up, and sub-total.

4.6.2.4. Copies of all applicable invoices with the applicable inventory number (invoices without order numbers will not be processed for payment).

4.6.2.5. V.A.T.

4.6.2.6. Grand Total.

4.6.3. Supporting documentation must be furnished in respect of all materials / Consumables / hygienic detergents and sub-contract service bought out in the form of copies of Contractor/s invoices or copies of priced delivery notes. Notwithstanding the foregoing, the Service Manager or appointed Employer representative shall have the right to call for invoices rendered by Contractors to the Contractor in respect of materials purchased and shall be entitled to withhold the issuing of the payment certificate to the Contractor until such information / documentation have been furnished to the Employer, provided that, in respect of additional documentation required by the Employer, the Employer's instruction shall have been given to the Contractor in sufficient time before any such payments certificate became due.

4.6.4. No payment for the labour portion of this contract will be considered without supporting documentation verifying the activity schedule execution against the approved cleaning schedule plan for the applicable period.

4.6.5. Payment will be made thirty (30) days from the date of receipt of the Contractor's signed invoice and credit notes.

4.6.6. In the event that any emergency service / work / task order or overtime is provided at the Employers request and subsequent inspection does not reveal any defect for which the Contractor is responsible the Contractor reserves the right to charge the Employer, in accordance with the agreed day work rates plus all travelling.

4.7. Training Workshops and Technology Transfer

4.7.1. All training and evaluation costs as provided for in terms of this Contract shall be borne by the Contractor.

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4.8. Things Provided at the End of the Service Period for the Employer's Use

4.8.1. Equipment

- a) The inventory materials and spares that were purchased by the Employer during the tenure of the contract should be returned provided the contractor still holds some in stock.

4.8.2. Information

- a) The Employer will provide the Contractor at the appropriate times with the Technical Information necessary to enable the Contractor to complete the Services in accordance with the Accepted Plan and schedules. All Technical Information shall be and remains the property of the Employer and on demand and on termination of the Contract shall be returned to the Employer.

4.9. Management of Work Done by Task Order

- 4.9.1. The Contractor shall in the event of the Employer requesting Services other than those described in this Scope of Work, submit a detailed estimate for such work to the Service Manager and obtain approval from the Employer before attending to the work.
- 4.9.2. No work other than that described in the Scope of Work will be done by the Contractor without a Task Order (official order number) issued to the Contractor by the Service Manager. This Task Order (order number) will refer to a complaint number and details regarding the work that must be attended to by the Contractor in writing.
- 4.9.3. Should the Contractor in the course of performance of the Service become aware of the necessity for any emergency work, such emergency will forthwith be reported to the Service Manager for further instructions, provided that nothing herein contained will preclude the Contractor or relieve the Contractor from the obligation of taking all such immediate and reasonable steps as may in the circumstances be necessary for the proper maintenance and upkeep of the Installations and the safety of the user(s). The Contractor shall at all times, follow and implement the specified and mandatory safety procedures.
- 4.9.4. The Contractor will not be entitled to preferential consideration in respect of new work in the site/ Affected Property. The Employer reserves the right to employ other contractors on an open tender basis where works are done on a project basis and not be a Term Service Contract.
- 4.9.5. The Employer reserves the right to execute any work covered under this Contract with his own employees.

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- 4.9.6. Should it be required from the Contractor to affect additional work not priced in this Contract such additional work will be identified and cost in terms of the Price List / Labour Rates as per this Contract.
- 4.9.7. Any additional work required beyond the scope of this Contract is to be noted as a quotation. Quotations for the additional work are to be received by the Employer within 7 days.
- 4.9.8. Where the Price (material or labour, or material and labour) is not stipulated in the Price List/Rates or is not of a similar nature the cost will be based on a fixed labour price as per Price List / Rates (during normal working hours) plus material content (excluding that in the Equipment clause) based on proven cost (Contractor/s quotations with deductions for all discounts, rebates and taxes which can be recovered) plus a agreed percentage Fee. Refer to Price List / Rates.
- 4.9.9. The Contractor must provide his job cards specifying detail of works, this Task Order (official order number(s)) and breakdown of cost into labour and material (for non Activity Schedule work) and signed off by the Service Manager. In addition to the original completed job card submitted with his account / invoice, the Contractor must submit a copy of the job card to the Service Manager for audit purposes and retain a third copy for his official records.

5. Health and Safety, Environment and Quality Assurance

5.1. Health and safety, Risk, Environmental Constraints and Management

- 5.1.1. The Contractor must, for the duration of this Contract, comply with the terms of any Act of Parliament and with the regulations and rules of any local or other authority with regard to the Service, and he must at all times notify such an authority when notice is required and pay all fees to the authority that are payable with regard to the Service. The Contractor undertakes to indemnify the Employer against all losses, costs, damage or expenses caused by the Contractor's failure to comply with the requirements of any such local legislation or Act of Parliament, regulations and rules. Should such fees not be paid by the Contractor, the Employer may, although it is not obliged to do so, directly make the payment. Such payment and any expenses incurred by directly making the payment and arrangements with regard thereto shall be deducted from the payment due to the Contractor, or it shall be recovered from him.
- 5.1.2. The Contractor shall comply with the Occupational Injuries and Diseases Act. (Act 130 of 1993) and any amendments thereof: The Contractor shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act.
- 5.1.3. The Contractor shall comply with the Occupational Health and Safety Act (Act No. 85 of 1993). The Contractor is, in terms of section 37(2) of the Act deemed to be an employer in his own right with duties as prescribed in the Act and agrees to ensure that all work will

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be performed or machinery or plant will be used in accordance with the provisions of the Act, that all persons in his employ, other persons at the place of any work performed by him and under his control and other persons who may be directly affected by his activities are not exposed to hazards to their health and safety, with particular reference to both the performance of the Service and the safety of the Installation maintained in terms of this Contract. This Contract and all documents attached or referred to, form an integral part of this Contract and procedures mentioned in the aforementioned section of the Act.

- 5.1.4. The Contractor shall at his own costs at all time comply with the provisions of all such Laws, Provincial Ordinances, Local Authority Bylaws and all relevant Regulations framed there under which are applicable to the Service to be undertaken.

5.2. Quality assurance requirements

- 5.2.1. All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the Contractor will be expected to draft quality plans for the Service Manager from time to time. Emphasis must be on improving system reliability and on ensuring that rostered maintenance work is indeed performed as and when required.

6. Procurement

6.1. Equipment

- 6.1.1. The supply of Equipment not covered in this Contract will be charged at nett cost plus a Fee as recorded in this Contract.
- 6.1.2. The Contractor shall ensure that any and all material procured by the Contractor for this Contract, are obtained at least at rates that are available to the Employer for similar material. Should the Contractor obtain material at a premium and should the Employer be able to prove that the Contractor did not endeavour to minimise the higher rate/s, the Employer may select not to reimburse the Contractor for the portion of the price for which the Contractor paid a premium. A minimum of Two (2) competitive quotes shall be sourced by the Contractor for such material to be supplied.
- 6.1.3. The Employer may supply Equipment for the Service on a free issue basis which means that the Fee will not be applicable on these items. Should the Employer provide or make available any Equipment, the Contractor shall be responsible for proper and economical transport, storage and use thereof. The cost of any loss or damage to the Employer's Equipment other than through normal wear and tear, and any uneconomical use or loss of Equipment provided by the Employer, will be recovered from the Contractor.
- 6.1.4. Only Equipment of the best quality and approved by SANS and / or satisfying the manufacturer's requirements are to be used in the execution of the Service and the Service is to be performed in a proper workmanlike manner to the full satisfaction of the Employer or any statutory institution.

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- 6.1.5. Consumables, Equipment used must meet the original manufacture's requirements. Only parts that are correctly designed, manufactured and suitable in all respects shall be used. Any alternative replacement needs to be approved by the Employer and conform to SANS specifications and must where possible carry an appropriate mark of approval.
 - 6.1.6. The Contractor shall provide and keep or have a list of all consumables. The Employer reserves the right to inspect the inventory list at any time during the term of this Contract.
 - 6.1.7. Replaced or redundant parts remain the property of the Employer and shall be delivered to the Employer to be scrapped where after the Contractor will remove it unless otherwise decided by the Employer.
 - 6.1.8. The Contractor shall inform the Employer at least one (1) week prior to commencing planned repairs, which may necessitate the Equipment being removed from service for periods exceeding two (2) hours.
 - 6.1.9. Risk of loss of, or damage to any goods supplied shall remain with the Contractor until such goods supplied have been delivered by the Contractor, approved and taken over by the Service Manager.
 - 6.1.10. No Plant, Material and Equipment shall be shipped or delivered to Site/Affected Property until permission has been obtained by the Contractor from the Employer that these may be delivered.
 - 6.1.11. Except where specifically stated otherwise, the transport to, off-loading, positioning, stacking and storing on the Site/Affected Property of all material, consumables etc. used in connection with the Works by the Contractor shall be the responsibility of the Contractor, including all necessary supervision, labour and equipment for this purpose.
 - 6.1.12. All Equipment stored on Site/Affected Property must be suitably protected and secured against deterioration through any cause whatsoever, including damage or loss by theft or otherwise. The Contractor shall remain fully responsible for all material and plant etc. until the completed Works are handed over to, or have been officially accepted by the Employer.
 - 6.1.13. The Contractor shall be responsible for the provisioning of all material, products, consumables (cleaning materials etc.) that might be needed in order to render an efficient Service at his own cost and included in the Price List / Labour Rates.
 - 6.1.14. The Employer reserves the right to take samples of any consumables and or material supplied by the Contractor for analysis if deemed necessary
- 6.2. Correction of defects
- 6.2.1. If the Employer decide that any work done by the Contractor or any subcontractor is defective or not in accordance with the Contract or does not fulfil the requirements of the

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Contract and as soon as reasonably practicable give to the Contractor notice in writing of such decision giving particulars of the alleged defect, the Contractor shall with all speed make good the defects so specified.

6.2.2. Should the Contractor fail to fulfil any of its obligations in terms of this Contract or should such Service not be completed with due diligence and in a proper and workmanlike manner to the satisfaction of the Employer and should the Contractor fail to remedy such breach within the timeframe from the date of written notice from the Employer calling upon to do so, the Employer shall have the right without prejudice in terms of this Contract or at law, without further notice to the Contractor:

6.2.2.1. Appoint another person other than the Contractor to complete the Service in question and to recover from the Contractor all cost to complete the work in question plus an administration costs of twenty five (25) percent (%) of the price the other contractor charge the Employer to complete the Service, or

6.2.2.2. Cancel this Contract and recover from the Contractor any damages that it may suffer as a result of such cancellation and / or breach.

7. Working on Affected Property

7.1. Employer's site entry and security control, permits, and site regulations

7.1.1. The Contractor shall at all times ensure that its employees, agents, representatives, specialist-, subcontractors and Contractors:

7.1.1.1. Comply with all security measures and directives imposed by the Employer, or his delegate, tasked with managing the Services in or on the Site / Affected Property.

7.1.1.2. Keep the access gates / doors locked at all times. If any security problems are noticed, the Contractor shall immediately notify the Service Manager.

7.1.1.3. Shall in terms of this Scope of Work when on duty (unless the Employer should decide otherwise), wear an identity disc, tag or other device as agreed upon between the Parties. For the purposes of this Scope of Work, an identity disc, tag or other device prescribed by the Employer shall at least contain the following information in respect of the Contractor's personnel:

- a colour photograph of the relevant member
- full names and surname
- identity number

7.1.1.4. The identity disc shall at all times be visibly displayed on the employee's person while he/she is on the Site / Affected Property. The necessary control must be exercised over such identity discs to prevent them from falling into unauthorised hands. The Contractor will be liable for the replacement cost of lost identity disc.

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- 7.1.1.5. All employees of the Contractor will be subject to the requirements set out in section 2(2) of the Control of Access to Public Premises and Vehicles Act, 53 of 1985.
- 7.1.1.6. A list of names of employees that will be working on the Site / Affected Property during a given time must be made available to the Service Manager. Should any exchange of personnel take place, the Service Manager must be informed accordingly in writing. Unidentified employees, and employees whose names do not appear on the list, will not be allowed to enter the Site / Affected Property.
- 7.1.1.7. Employees of the Contractor may not walk about without any purpose on the Site / Affected Property and may not use chairs and seats in public areas for purposes of relaxation.
- 7.1.1.8. Employees of the Contractor have, subject to the terms of this Scope of Work, admission to all areas to perform their duties subject to approval by the Employer / Tenant. If a service does not have to be performed at a specific stage in a specific area, no admission is permitted. The Contractor must make provision in his costing for access delays in security areas.
- 7.1.1.9. Any disruptions which are deemed to be beyond the Contractor's control and which result in the Contractor's workmen having to leave the Site / Affected Property shall be logged in the applicable report book.
- 7.1.1.10. Within seven (7) days of the Contract Date and before such employee enters the Site / Affected Property to perform the Service, the Contractor shall furnish the Service Manager with the full names, identity numbers, residential addresses, two recent passport photographs and such other items of information as may be required by Service Manager, in respect of all persons who will be employed by the Contractor to undertake work at the Site / Affected Property in terms of this Contract.

7.2. People restrictions, hours of work, conduct and records

- 7.2.1. Service operations will be performed during Transnet "Office hours only". The times are **Monday to Sunday, day and night.**
- 7.2.2. The Contractor shall at all-time render service that enhance and maintain at minimum the corporate image of Transnet Property.
- 7.2.3. The Contractor shall at all-time render service that is in line with Transnet Property's values and ethics.
- 7.2.4. The Contractor must exercise the highest possible standards of conduct in performing their duties in accordance with this Agreement.
- 7.2.5. The Contractor shall, upon receipt of written request from Transnet Property, provide Transnet Property with copies of all the Service Provider's operating procedures and processes relating to the Services.
- 7.2.6. The Contractor is responsible for overall management and supervision of the contracted staff performing duties at the Premises in accordance with the provisions of this Agreement.

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- 7.2.7. The Contractor must ensure that a competent site manager is appointed as required ensuring deliverables and quality of service delivery.
- 7.2.8. The Contractor shall immediately inform Transnet Property in writing if any contracted staff is found guilty of improper conduct.
- 7.2.9. It is expected from the contractor to ensure that all duties and tasks to be performed on site are adhered to.
- 7.2.10. The Contractor must exercise reasonable skill, care and diligence in the rendering of the services and the performance of its obligations to Transnet Property.
- 7.2.11. The Contractor shall provide written reports on progress made in the rendering of the Services to Transnet Property at such intervals and in such format as may be determined at the sole discretion of Transnet Property.
- 7.2.12. Transnet Property shall be entitled to request additional information pertaining to any matters or issues raised in or relevant matters or issues omitted from a progress report.
- 7.2.13. In the event of an unusual occurrence, the Contractor shall submit an Incident Report to Transnet authorised representative within twenty four (24) hours.
- 7.2.14. Any and all reports prepared during the term of this contract shall become the property of Transnet Property.
- 7.2.15. Where services are deteriorating a service improvement plan can be requested on how services will be improved.
- 7.2.16. The Contractor shall ensure that all necessary equipment, services or material as required are kept in the condition as required by law, regulations and procedures and readily available for Transnet Property to inspect and test without prior notice.
- 7.2.17. The Contractor shall, in the provision of the Services, have due regard to the operational requirements of Transnet Property and the Premises and other parties occupying or operating from the Premises and shall not do, or permit to be done, anything which may negatively impact on such parties' operational requirements.
- 7.2.18. The Contractor shall ensure that it and its contracted staff and site manager shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the Premises
- 7.2.19. Should Transnet Property at any time believe that any of the Service Provider's personnel is failing to comply with any such procedures or policies, Transnet Property shall be entitled to deny such person access to the relevant Premises and require the Contractor to replace such person without delay.

7.3. Personnel Standards

7.3.1. Contractor staff must be:

- 7.3.1.1. able to communicate the official language of Transnet which is English;
 - 7.3.1.2. physically fit to perform the tasked duties as required;
 - 7.3.1.3. presentable, clean, neat and portray a professional image at all times whilst conducting their duties in a professional manner;
- 7.3.2. Contracted staff must at all times be alert, vigilant and professional in their approach, bearing and actions and the following deviations will be regarded as extremely serious and

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may be regarded as sufficient reason to ask the Contractor to remove a particular contracted staff(s) from the Premises permanently:

- 7.3.2.1. Absence without proper notification;
 - 7.3.2.2. Accepting any gifts or bribes in the line of duty;
 - 7.3.2.3. Conduct unbecoming of a contracted staff or prejudicial to discipline, either on or off duty;
 - 7.3.2.4. Drinking intoxicating liquor or using intoxicating substances while on duty or reporting for duty in an intoxicated condition;
 - 7.3.2.5. Enabling any person to secure stolen property from the Premises;
 - 7.3.2.6. False reporting;
 - 7.3.2.7. Negligence in the application of Transnet instructions, after being duly informed thereof;
 - 7.3.2.8. Sleeping on duty or neglecting his/her duty;
 - 7.3.2.9. Using or carrying a weapon;
 - 7.3.2.10. Unnecessarily harsh or violent conduct or using profane language while performing his / her duties in accordance with this Agreement;
 - 7.3.2.11. Wilful disobedience of instructions, orders of a superior or a reasonable request by Transnet Property;
 - 7.3.2.12. Failing to report any security incident or safety hazard either observed by the contracted staff or brought to his/her attention by another person;
 - 7.3.2.13. Failing to wear the prescribed clothing or identification when on duty.
 - 7.3.2.14. Failing to present an acceptable image or an upright position, or to deal with any person in a respectful manner. This implies that a contracted staff shall not sit when he/she should be standing and shall not lounge about, smoke, eat, drink, read or occupy him/herself with any distracting activity while attending to any person in the performance of his / her duties.
- 7.3.3. Contractor staff may be subject to breathalyser testing by Transnet or Representative Contractors prior to the granting of permission onto its Site.

7.4. Health and safety facilities on the Affected Property

- 7.4.1. The Contractor undertakes to comply with the Employer's safety and emergency measures and procedures the Site / Affected Property.
- 7.4.2. The Contractor's procedures for the procurement, storage, handling, transporting, application and general use of chemicals shall comply with all applicable legislation, Codes of Practice and Local, Regional or Provincial Authorities.
- 7.4.3. The Contractor shall not use or keep any poisonous or highly flammable materials on the Site / Affected Property without the approval of the Service Manager, for the rendering of the Service or for whatever purpose.
- 7.4.4. The obligation to take care of and protect the Service and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to protect

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Others, the property of the Others, the property and personnel of the Employer from damage or injury, and to protect adjoining properties from trespass or damage during the Service.

- 7.4.5. The Contractor shall inform the Employer verbally and in writing and act immediately on any potentially hazard or undesirable situation which may cause harm to persons or which may damage or reduce the life expectancy of the Installation, even if the hazardous or undesirable situation does not form part of the Contractor's responsibilities.
- 7.4.6. The Contractor may not do or leave or permit anything on the Site / Affected Property that, in the opinion of Service Manager, might cause any damage to the property or that might be a nuisance or burden or danger or possible nuisance or burden or danger to any person on / in the Site / Affected Property.
- 7.4.7. The Contractor shall be obliged to display neat warning signs of which the size and design are of such a nature they are easily visible, at all places where the Services are undertaken by the Contractor, and where the rendering of the Services might cause injuries to any person, in order to focus the attention of such person on the Services that are undertaken in that area.
- 7.4.8. Special condition: It is hereby specially stipulated that, during the period of this Contract, the Contractor will be obliged to do everything that might be necessary and practically feasible in order to ensure that all signs, printing, notices or documents that are displayed on / in the Site / Affected Property, will appear in English plus at least one other official language.

7.5. Records of Contractor's Equipment

- 7.5.1. The Contractor shall have all their Tools and Special Equipment, necessary for the execution of the works, either on site or readily available at their premises and shall be recorded and certified.
- 7.5.2. The Contractor shall complete or generate an inventory lists of their equipment and update inventory lists systems on a continuing basis (equipment type and location).

7.6. Site services and facilities

7.6.1. Provided by the Employer

- 7.6.1.1. Rest room facilities
- 7.6.1.2. Storage facilities
- 7.6.1.3. Site office

- 7.6.2. (Shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the *Contractor*)

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7.6.3. Provided by the Contractor

7.6.3.1. The Contractor shall make his own arrangements in respect of the installation and provision of telephones at the Site/Affected Property at his own cost, should the Contractor deem it necessary.

7.7. Tests and inspections

7.7.1. The Employer or its duly appointed representative shall retain the right to witness and/or verify the performance of any Service by the Contractor at any time.

7.7.2. Independent inspections: the Employer shall have the right to authorize the inspection of individual equipment inspections shall be promptly communicated in writing to the Contractor. Should any defects or remedial work be required in terms of this Contract, the Contractor shall expeditiously undertake it within a mutually agreed time period the corrective work. When the Contractor's work has been completed satisfactorily, the Employer or its duly appointed inspector shall be notified in writing. A further follow-up inspection by the Employer or its inspector may be conducted.

7.7.2.1. Should the follow-up inspection show that the work as agreed and undertaken by the Contractor has not been satisfactorily carried out; the procedure shall be repeated until the established standard of cleaning has been attained. The cost for the follow-up inspection shall be borne by the Contractor

7.7.2.2. Notwithstanding the Employer's rights in terms of this Contract, the Contractor shall refund the Employer its costs associated with the reapplication where the Contractor has not completed work satisfactorily as agreed.

7.7.2.3. The independent inspections shall in no way limit the Contractor's responsibility with respect to any obligation or liabilities in terms of this Contract.

8. List of Drawings

8.1. There are no drawings provided by the Employer in respect of this works.

Annexure 1

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

List of buildings

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

Site/Affected Property				
1. Makhado				
Department	Asset Number	Description	Square Meters	Frequency
Operations	02AN058P	Portion of Station Building	493	Day only (Monday to Sunday) including public holidays
	02EN016P	Shunters Cabin	70	Day only (Monday to Sunday) including public holidays
	02AN066P	Offices	253	Day only (Monday to Friday)
	02AN092P	Toilet	7	Day only (Monday to Friday)
2. Musina				
Department	Asset Number	Description	Square Meters	Frequency
Operations/	02AN014P	Good Office (Plumbers)	35	Day only (Monday to Sunday) including public holidays
	02BN039P	Mess Ablution	35	Day only (Monday to Sunday) including public holidays
	02BN044P	Offices	22	Day only (Monday to Sunday) including public holidays
	02AN037P	Rest Room	345	Day only (Monday to Sunday) including public holidays
	02AN001P	Goods Shed	650	Day only (Monday to Sunday) including public holidays
3. Tzaneen Depot				
Department	Asset Number	Description	Square Meters	Frequency
Operations/Rail Network/	02DP003P	Station Building	585	Day only (Monday to Sunday) including public holidays
	02AP052P	Loco Building	255	5 days (Monday to Friday)/ Day Shift
	02AP082P	Mess and Ablution	32	5 days (Monday to Friday)/ Day Shift
	02AP083P	Mess and Ablution	19	5 days (Monday to Friday)/ Day Shift

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	02AP049P	Mess and Ablution	40	5 days (Monday to Friday)/ Day Shift
	02AP080P	Workshop and Office	143	5 days (Monday to Friday)/ Day Shift
	02AP081P	Mess and Ablution	34	5 days (Monday to Friday)/ Day Shift
	02AP057P	Office	29	5 days (Monday to Friday)/ Day Shift

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilets	Toilet papers per day
Makhado	Portion of Station Building	02AN058P	493	1	3
Makhado	Shunters Cabin	02EN016P	70	0	0
Makhado	Offices	02AN066P	253	6	18
Makhado	Toilet	02AN092P	7	1	3

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilets	Toilet papers per day
Musina	Good Office (Plumbers)	02AN041P	35	4	12
Musina	Mess Ablution	02BN039P	35	5	15
Musina	Offices	02BN044P	22	1	3
Musina	Rest Room	02AN037P	345	1	3
Musina	Goods Shed	02AN001P	650	1	3

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

Number of toilet papers per toilet

Station	Description	Asset no	M ²	Number of toilets	Toilet papers per day
Tzaneen	Station Building	02DP003P	585	3	12
Tzaneen	Loco Building	02AP052P	255	2	6
Tzaneen	Mess and Ablution	02AP082P	32	1	3
Tzaneen	Mess and Ablution	02AP083P	19	0	0
Tzaneen	Mess and Ablution	02AP049P	40	1	3
Tzaneen	Workshop and Office	02AP080P	143	0	0
Tzaneen	Mess and Ablution	02AP081P	34	1	3
Tzaneen	Office	02AP057P	29	0	0

Annexure 2

Planned Cleaning Activity Schedule

(Please note: The below Planned Cleaning activity schedule is only indicative and not exhaustive, it is therefore the duty of the contractor to update the Activity Schedule, one (1) month from the date of assuming responsibility as the contracted Service Provider)

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

FREQUENCY FOR THE CLEANING OF OFFICES, LECTURE/BOARDROOM/S, FOYERS, TOILETS, PASSAGES, STAIRS, ETC.

NOTE: The frequency term:

"When Applicable / as necessary" – Contractor undertakes this work at no additional cost.

"As required / on request" – Contractor will undertake the work when instructed, cost being for the customers account.

1. CLEANING EXTERIOR OF BUILDING:	Frequency
1.1 Balconies and stoops:	
1.1.1 Remove dust on hard floors and or skirting with suitable broom, mop- or disposable cloth sweeper in such a way that it does not raise dust by using the appropriate equipment.	Daily
1.1.2 Damp mop hard floors and or skirting to remove soilage.	Monthly
1.1.3 Spray, clean or burnish hard floors and or skirting using a mechanised system to remove accumulated soilage.	When Applicable
1.1.4 Treat floor and surfaces.	6=Monthly
1.1.5 Dry floor after rain.	When Applicable
1.1.6 Remove and shake out entrance carpets.	Daily
1.1.7 Remove spots and stains from entrance carpets.	When Applicable
1.1.8 Empty, damp wipe refuse bins and replace inner refuse bags.	Daily
1.1.9 Remove stains and disinfect refuse bins, replace inner refuse bags.	Weekly
1.1.10 Dust and or damp wipe all fire equipment.	Monthly
1.1.11 Clean and damp wipe ashtrays.	2 x Daily
1.1.12 Damp wipe electrical switches, plug points and light fittings.	Monthly
1.1.13 Damp wipe door handle / push plates.	Daily
1.1.14 Polish door handle / push plates.	Monthly
1.1.15 Dust and damp wipe doors and doorframes.	Daily
1.1.16 Spot clean spots on doors and or frames.	When Applicable
1.1.17 Spot clean spots and marks on walls.	When Applicable
1.1.18 Dust window frames and -sills on applicable floors.	Monthly
1.1.19 Damp wipe window frames and -sills on applicable floors.	Quarterly
1.1.20 Dust and damp wipe pot plant holders.	Monthly
1.1.21 remove litter from pot plant holders	Daily

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1.1.22 Dust air-conditioning louvers on applicable floors.	Monthly
1.1.23 Damp wipe air-conditioning louvers on applicable floors.	Quarterly
1.1.24 Clean all rain-water drains by removing all litter.	Daily
1.2 Walls:	
1.2.1 Spot clean spots and marks on walls.	When Applicable
1.2.2 Remove all graffiti.	When Applicable
1.2.3 Damp wipe building name, emergency, information and route signs.	Monthly
1.2.4 Polish building name, emergency, information and route signs.	Quarterly
1.2.5 Damp wipe electrical switches, plug points and light fittings within three meters from ground level.	Monthly
1.2.6 Dust window frames and -sills on ground and first floor level.	Monthly
1.2.7 Damp wipe window frames and -sills on ground floor level.	Quarterly
1.2.8 Dust air-conditioning louvers on ground and first floor level.	Monthly
1.2.9 Damp wipe air-conditioning louvers on ground level.	Quarterly
1.2.10 Dust and or damp wipe all fire equipment.	Monthly
1.3 Windows and facades:	
1.3.1 Ground floor windows and frames (on the outside) must be cleaned.	Monthly
1.3.2 All other floors windows and frames (on the outside) that can open must be cleaned from the inside.	6=Monthly
1.3.3 Windows and frames (on the inside) must be cleaned.	6=Monthly
1.4 Air-con and other louvers:	
1.4.1 Dust air-con and other louvers from the inside via window openings.	Quarterly
1.4.2 Damp wipe air-con and other louvers from the inside via window openings.	6=Monthly
1.4.3 Spray / wash down air-con and other louvers with clean water.	Yearly
1.5 Roads and Sidewalks	
1.5.1 Sweep roads, parking area and sidewalks	Daily
1.5.2 Sweep pavement outside boundary fence, rubbish will not be swept onto the road and must be removed	Daily
1.5.3 Pick up and remove all litter in the above areas	Daily
1.5.4 Scrub above areas	When applicable
1.5.5 Damp wipe building name, information, emergency and route signs	Weekly
1.5.6 Empty, damp wipe refuse bins and replace inner refuse bags	Daily
1.5.7 Remove stains and disinfect refuse bins and replace inner refuse bags	weekly

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1.5.8 Remove all graffiti	Where applicable
1.5.9 Clean all storm water drains by removing all litter, sand etc	Daily
1.5.10 Clean and damp wipe ash trays	2x daily
1.5.11 Damp wipe motor vehicle access control equipment	Weekly
1.6 Garden Areas	
1.6.1 Sweep footpaths	
1.6.2 Pick up and remove all litter	
1.6.3 Empty, damp wipe refuse bins and replace inner refuse bags	Daily
1.6.4 Damp wipe building name, information, emergency and route signs	Weekly
1.6.5 Remove stains and disinfect refuse bins and replace inner refuse bags	weekly
1.6.6 Clean all storm water drains by removing all litter, sand etc	Daily
1.6.7 Dust and damp wipe garden furniture	daily
1.6.8 Treat Garden furniture	Monthly
1.6.9 Clean and damp wipe ash trays	2x daily
1.6.10 Dust and clean damp garden light fittings	Weekly
1.6.11 Remove all litter from water ponds	Daily
1.6.12 Clean water ponds	Monthly
2 CLEANING INTERIOR OF BUILDING:	
2.1 Reception areas (Ground floor):	
2.1.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.1.2 Damp mop resilient and or hard floors for soilage.	Daily
2.1.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage.	When Applicable
2.1.4 Vacuum clean rugs / carpets and or carpet floors.	Weekly
2.1.5 Remove spots and stains from rugs / carpets and or carpet floors.	When Applicable
2.1.6 Interim clean rugs / carpets and or carpet floors.	When Applicable
2.1.7 Restorative clean rugs / carpets and or carpet floors.	When Applicable
2.1.8 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.1.9 Wet wipe washable surfaces walls and or partitioning.	When Applicable
2.1.10 Dust wooden panels and or partitions.	Daily
2.1.11 Polish wooden panels and or partitions.	6=Monthly
2.1.12 Damp wipe all information and emergency signs.	6=Monthly
2.1.13 Damp wipe all mirrors.	Weekly
2.1.14 Entrance doors and frames must be cleaned.	Daily
2.1.15 Glass facades and frames on ground floor level must be cleaned.	Daily
2.1.16 Damp wipe telephones and fax machines.	Daily
2.1.17 Dust skirting and or power skirting.	Daily
2.1.18 Damp wipe skirting and or power skirting.	Monthly

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

2.1.19 Damp wipe door handle / push plates.	Daily
2.1.20 Dust or damp wipe doors and doorframes.	Weekly
2.1.21 Spot clean spots on doors and or frames.	When Applicable
2.1.22 Dust and damp wipe sealed wood / glass / formica reception counters.	Daily
2.1.23 Polish sealed wood / glass / formica reception counters.	Quarterly
2.1.24 Damp wipe electrical switches, plug points.	Monthly
2.1.25 Damp wipe ceiling mounted electrical light fittings.	6=Monthly
2.1.26 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.1.27 Dust picture frames.	Weekly
2.1.28 Damp wipe picture frames.	Monthly
2.1.29 Clean glass (pictures).	Monthly
2.1.30 Dust painting frames.	Weekly
2.1.31 Dust paintings in appropriate method.	Weekly
2.1.32 Dust notes boards.	Weekly
2.1.33 Damp wipe notes boards.	Weekly
2.1.34 Dust railings and or handrails.	Daily
2.1.35 Damp wipe railings and or handrails.	Weekly
2.1.36 Dust access control accessories and equipment.	Daily
2.1.37 Damp wipe access control accessories and equipment.	Weekly
2.1.38 Empty and damp wipe dustbins.	2 x Daily
2.1.39 Remove stains and disinfect dustbins.	Weekly
2.1.40 Remove and shake out entrance carpets.	Daily
2.1.41 Remove spots and stains from entrance carpets.	When Applicable
2.1.42 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, desks, tables, bookcases, shelves, cupboards, etc.).	Weekly
2.1.43 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, desks, tables, bookcases, shelves, cupboards, etc.).	Quarterly
2.1.44 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.1.45 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.1.46 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.1.47 Dust furniture covered with vinyl and or leather (chairs, desks, tables, etc.).	Daily
2.1.48 Damp wipe furniture covered with vinyl and or leather (chairs, desks, tables, etc.).	Monthly
2.1.49 Dust ornaments.	2 x Monthly
2.1.50 Damp wipe ornaments.	Quarterly
2.1.51 Dust lamps.	Daily
2.1.52 Damp wipe lamps.	Monthly
2.2 Passageways and stair cases.	

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

2.2.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.2.2 Damp mop resilient and or hard floors for soilage.	Daily
2.2.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage.	When Applicable
2.2.4 Strip clean and reseal resilient floors.	Yearly
2.2.5 Vacuum clean rugs / carpets and or carpet floors (high traffic areas).	Weekly
2.2.6 Remove spots and stains from rugs / carpets and or carpet floors.	When Applicable
2.2.7 Interim clean rugs / carpets and or carpet floors.	Monthly
2.2.8 Restorative clean rugs / carpets and or carpet floors.	Quarterly
2.2.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.2.10 Damp wipe washable surfaces walls and or partitioning.	When Applicable
2.2.11 Dust wooden panels and or partitions.	Weekly
2.2.12 Polish wooden panels and or partitions.	Quarterly
2.2.13 Clean glass partitioning.	Daily
2.2.14 Damp wipe all information and emergency signs.	Monthly
2.2.15 Polish all information and emergency signs, if from metal.	Quarterly
2.2.16 Entrance doors and frames must be cleaned.	Daily
2.2.17 Clean windows on the inside.	Quarterly
2.2.18 Dust window frames.	Weekly
2.2.19 Damp wipe window frames.	Quarterly
2.2.20 Dust windowsills.	Weekly
2.2.21 Damp wipe and remove marks on windowsills.	Monthly
2.2.22 Dust skirting and or power skirting.	Daily
2.2.23 Damp wipe skirting and or power skirting.	Monthly
2.2.24 Damp wipe door handle / push plates.	Daily
2.2.25 Dust and damp wipe doors and doorframes.	Monthly
2.2.26 Spot clean spots on doors and or frames.	When Applicable
2.2.27 Clean glass doors.	Daily
2.2.28 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.2.29 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.2.30 Dust wall and or door mounted air- con. / vents.	Weekly
2.2.31 Damp wipe wall and or door mounted air- con. / vents.	Monthly
2.2.32 Dust and damp wipe ceiling mounted air- con. / vents.	Yearly
2.2.33 Dust picture frames.	Weekly
2.2.34 Damp wipe picture frames.	Monthly
2.2.35 Clean glass (pictures).	Monthly
2.2.36 Dust painting frames.	Weekly
2.2.37 Dust paintings in appropriate method.	Monthly
2.2.38 Dust notes boards.	Weekly
2.2.39 Damp wipe notes boards.	Monthly
2.2.40 Dust railings and or handrails.	Daily
2.2.41 Damp wipe railings and or handrails.	Weekly

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2.2.42 Empty and damp wipe rubbish bins.	Daily
2.2.43 Remove stains and disinfect rubbish bins.	Weekly
2.2.44 Dust natural / unsealed wood furniture (chairs, tables, shelves etc.).	Daily
2.2.45 Polish natural / unsealed wood furniture (chairs, tables, shelves etc.).	Quarterly
2.2.46 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables, shelves etc.).	Weekly
2.2.47 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables, shelves etc.).	Quarterly
2.2.48 Vacuum furniture covered with cloth (chairs, etc.).	Monthly
2.2.49 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.2.50 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.2.51 Dust furniture covered with vinyl and or leather (chairs, tables, etc.).	Daily
2.2.52 Damp wipe furniture covered with vinyl and or leather (chairs, tables, etc.).	Weekly
2.2.53 Dust ornaments.	Weekly
2.2.54 Damp wipe ornaments.	2 x Monthly
2.2.55 Dust lamps.	Weekly
2.2.56 Damp wipe lamps.	Monthly
2.2.57 Dust Roller shutter doors.	Daily
2.2.58 Damp wipe roller shutter doors.	Weekly
2.3 Toilets and bathrooms:	
2.3.1 Damp mop to remove all marks, mineral deposits and dirt and polish on resilient and or hard floors.	2 x Daily
2.3.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	6=Monthly
2.3.3 Spot clean spots and finger marks on walls.	When Applicable
2.3.4 Wet wipe and dry washable surface walls.	When Applicable
2.3.5 Damp wipe door handle / push plates.	Daily
2.3.6 Dust and damp wipe doors and doorframes.	Monthly
2.3.7 Spot clean spots on doors and or frames.	When Applicable
2.3.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.3.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.3.10 Damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.3.11 Damp wipe wall and or door mounted air- con. / vents.	Weekly
2.3.12 Dust and damp wipe notes boards.	Weekly
2.3.13 Clean notes boards glass doors.	Weekly
2.3.14 Damp wipe all mirrors.	Daily
2.3.15 Dust mirror frames.	Daily
2.3.16 Polish mirror frames.	Weekly

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2.3.17 Dust and damp wipe vanity slabs.	2 x Daily
2.3.18 Clean windows on the inside.	Quarterly
2.3.19 Dust window frames.	Monthly
2.3.20 Damp wipe window frames.	Quarterly
2.3.21 Damp wipe and remove marks on windowsills.	Daily
2.3.22 Remove dust from vertical blinds.	Monthly
2.3.23 Damp wipe horizontal blinds.	Monthly
2.3.24 Dust and damp wipe all electrical equipment such as (hand-, hair-dryers, heaters etc)	Daily
2.3.25 Remove soilage from toilet bowls, basins and urinals, under flushing mechanism and or taps.	Daily
2.3.26 Remove litter from urinals.	Daily
2.3.27 Mop floor at urinals.	2 x Daily
2.3.28 Remove mineral deposits and or stain from toilet, basins, urinal, gullies, drains, flushing mechanism and or taps.	Monthly
2.3.29 Damp wipe toilet seat, lid, cistern, pipes, taps, flushing mechanism, etc.	2 x Daily
2.3.30 Dust and damp wipe all other components / equipment such as (bins, waste disposer, towel-, soap dispenser, toilet roll holder, aerosol air freshener etc.).	Daily
2.3.31 Ensure usability and replenish consumables.	2 x Daily
2.4 Kitchens:	
2.4.1 Damp mop to remove all marks, mineral deposits and dirt on resilient and or hard floors.	Daily
2.4.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	6=Monthly
2.4.3 Spot clean spots and finger marks on walls.	When Applicable
2.4.4 Wet wipe and dry washable surface walls.	Weekly
2.4.5 Damp wipe door handle / push plates.	Daily
2.4.6 Dust and damp wipe doors and doorframes.	Daily
2.4.7 Spot clean spots on doors and or frames.	When Applicable
2.4.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Weekly
2.4.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.4.10 Damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.4.11 Dust wall and or door mounted air- con. / vents.	Monthly
2.4.12 Damp wipe wall and or door mounted air- con. / vents.	Weekly
2.4.13 Dust and damp wipe work tops.	Daily
2.4.14 Clean windows on the inside.	Monthly
2.4.15 Dust window frames.	Weekly
2.4.16 Damp wipe window frames.	Monthly
2.4.17 Dust windowsills.	Weekly
2.4.18 Damp wipe and remove marks on windowsills.	Monthly

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2.4.19 Dust and damp wipe refrigerator and or fridge tops.	Monthly
2.4.20 Damp wipe refrigerator and or fridge.	Daily
2.4.21 Remove contents from refrigerator and or fridge and damp wipe shelves.	Quarterly
2.4.22 Defrost refrigerator and or fridge remove contents and damp wipe shelves.	Quarterly
2.4.23 Dust and damp wipe stove, oven and or microwave.	Daily
2.4.24 Damp wipe and clean inside of oven and or microwave.	Daily
2.4.25 Dust and damp wipe dish washer top.	Monthly
2.4.26 Damp wipe dish washer.	Daily
2.4.27 Clean filter inside of dish washer.	Weekly
2.4.28 Wet wipe and dry sink.	Daily
2.4.29 Remove mineral deposits and or stain from sink, pipes, taps, gullies, drains.	Monthly
2.4.30 Empty waste bins and damp wipe.	Daily
2.4.31 Remove stains and disinfect waste bins.	Daily
2.4.32 Dust cupboards.	Daily
2.4.33 Damp wipe cupboards.	Weekly
2.4.34 Damp wipe and clean inside of cupboards.	Monthly
2.4.35 Polish outside of cupboards.	When Applicable
2.4.36 Wash, dry and store crockery and cutlery.	When Applicable
2.4.37 Ensure usability and replenish consumables.	2 x Daily
2.5 Broom rooms:	
2.5.1 Damp mop to remove all marks, mineral deposits and dirt and polish on resilient and or hard floors .	Daily
2.5.2 Light scrub, dry and apply maintenance coat on resilient and or hard floors to remove accumulated soilage.	Yearly
2.5.3 Spot clean spots and finger marks on walls.	When Applicable
2.5.4 Damp wipe washable surface walls	Quarterly
2.5.5 Damp wipe door handle / push plates.	Daily
2.5.6 Dust and damp wipe doors and doorframes.	Weekly
2.5.7 Spot clean spots on doors and or frames.	When Applicable
2.5.8 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.5.9 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.5.10 Damp wipe ceiling mounted air- con. / vents.	Yearly
2.5.11 Dust wall and or door mounted air- con. / vents.	Weekly
2.5.12 Damp wipe wall and or door mounted air- con. / vents.	Quarterly
2.5.13 Clean windows on the inside.	Monthly
2.5.14 Dust window frames.	Monthly
2.5.15 Damp wipe window frames.	Monthly
2.5.16 Dust windowsills.	Monthly
2.5.17 Damp wipe and remove marks on windowsills.	Monthly

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

2.5.18 Wet wipe and dry washing trough.	Daily
2.5.19 Remove mineral deposits and or stain from washing trough, pipes, taps, gullies, drains.	Monthly
2.6Offices:	
2.6.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.6.2 Damp mop resilient and or hard floors for soilage.	Weekly
2.6.3 Spray, clean or burnish resilient and or hard floors using a mechanised system.	Monthly
2.6.4 Strip clean and reseal resilient floors.	Yearly
2.6.5 Vacuum clean rugs / carpets.	Weekly
2.6.6 Remove spots and stains from rugs / carpets.	When Applicable
2.6.7 Interim clean rugs / carpets.	Quarterly
2.6.8 Restorative clean rugs / carpets.	When Applicable
2.6.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.6.10 Dust wooden panels and or partitions.	Weekly
2.6.11 Clean glass partitioning.	Weekly
2.6.12 Damp wipe all information and emergency signs.	Quarterly
2.6.13 Damp wipe all mirrors.	Weekly
2.6.14 Clean windows on the inside.	Quarterly
2.6.15 Dust window frames.	Monthly
2.6.16 Damp wipe window frames.	Quarterly
2.6.17 Dust windowsills.	Weekly
2.6.18 Damp wipe and remove marks on windowsills.	Monthly
2.6.19 Remove dust from vertical blinds.	Monthly
2.6.20 Dust and or Damp wipe horizontal blinds.	Monthly
2.6.21 Dust skirting and or power skirting.	Weekly
2.6.22 Damp wipe skirting and or power skirting.	Monthly
2.6.23 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.6.24 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.6.25 Dust consol air-conditioning unit.	Daily
2.6.26 Damp wipe consol air-conditioning unit.	Monthly
2.6.27 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.6.28 Dust picture frames.	Weekly
2.6.29 Damp wipe picture frames.	Monthly
2.6.30 Clean glass (pictures frames).	Monthly
2.6.31 Dust painting frames.	Weekly
2.6.32 Dust paintings in appropriate method.	Monthly
2.6.33 Dust notes boards.	Weekly
2.6.34 Damp wipe notes boards.	Monthly
2.6.35 Dust natural / unsealed wood furniture (chairs, tables etc.).	Daily

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

2.6.36 Polish natural / unsealed wood furniture (chairs, tables etc.).	Quarterly
2.6.37 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Daily
2.6.38 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Quarterly
2.6.39 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.6.40 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.6.41 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.6.42 Dust furniture covered with vinyl and or leather (chairs, tables, etc.).	Daily
2.6.43 Damp wipe furniture covered with vinyl and or leather (chairs, tables, etc.).	Weekly
2.6.44 Dust ornaments.	Weekly
2.6.45 Damp wipe ornaments.	2 x Monthly
2.6.46 Dust lamps.	Weekly
2.6.47 Damp wipe lamps.	Monthly
2.6.48 Dust and damp wipe work tops.	Daily
2.6.49 Dust and damp wipe refrigerator tops.	Daily
2.6.50 Damp wipe refrigerator.	Monthly
2.6.51 Remove contents from refrigerator and damp wipe shelves.	Quarterly
2.6.52 Defrost refrigerator remove contents and damp wipe shelves.	Quarterly
2.6.53 Empty waste bins and damp wipe.	Daily
2.6.54 Remove stains and disinfect waste bins.	Weekly
2.7 Bulk storage:	
2.7.1 Remove dust on resilient and or hard floors with mop- or disposable cloth sweeper.	Daily
2.7.2 Damp mop resilient and or hard floors for soilage.	Monthly
2.7.3 Spray, clean or burnish resilient and or hard floors using a mechanised system to remove accumulated soilage and apply maintenance coat.	Quarterly
2.7.4 Strip clean and reseal resilient floors.	Yearly
2.7.5 Vacuum clean rugs / carpets.	Weekly
2.7.6 Remove spots and stains from rugs / carpets.	When Applicable
2.7.7 Interim clean rugs / carpets.	Quarterly
2.7.8 Restorative clean rugs / carpets.	Yearly
2.7.9 Spot clean spots and finger marks on walls and or partitioning.	When Applicable
2.7.10 Damp wipe all information and emergency signs.	Quarterly
2.7.11 Clean windows on the inside.	Quarterly
2.7.12 Dust window frames.	Monthly
2.7.13 Damp wipe window frames.	Monthly
2.7.14 Dust windowsills.	Weekly
2.7.15 Damp wipe and remove marks on windowsills.	Monthly
2.7.16 Dust skirting and or power skirting.	Weekly

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

2.7.17 Damp wipe skirting and or power skirting.	Monthly
2.7.18 Damp wipe electrical switches, plug points and wall mounted electrical light fittings.	Monthly
2.7.19 Damp wipe ceiling mounted electrical light fittings.	Yearly
2.7.20 Dust and damp wipe ceiling mounted air- con. / vents.	6=Monthly
2.7.21 Dust notes boards.	Weekly
2.7.22 Damp wipe notes boards.	Monthly
2.7.23 Dust natural / unsealed wood furniture (chairs, tables etc.).	Daily
2.7.24 Polish natural / unsealed wood furniture (chairs, tables etc.).	Quarterly
2.7.25 Dust and damp wipe sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Monthly
2.7.26 Polish sealed wood, glass, formica, chrome, steel and plastic furniture (chairs, tables etc.).	Quarterly
2.7.27 Vacuum furniture covered with cloth (chairs, etc.).	Weekly
2.7.28 Spot clean furniture covered with cloth (chairs, etc.).	When Applicable
2.7.29 Shampoo furniture covered with cloth (chairs, etc.).	Yearly
2.7.30 Dust or damp wipe counters.	Daily
2.7.31 Empty waste bins and damp wipe.	Daily
2.7.32 Remove stains and disinfect waste bins.	Weekly
2.8Service ducks:	
2.8.1 Sweep hard floors .	Quarterly
2.8.2 Dust and damp wipe pipes, ducting, fire equipment etc.	6=Monthly
2.8.3 Spot clean spots and finger marks on walls .	When applicable
2.8.4 Damp wipe electrical switches, plug points and light fittings .	Quarterly
2.8.5 Damp wipe door handle / push plates .	Monthly
2.8.6 Dust and damp wipe doors and doorframes .	Monthly
2.8.7 Spot clean spots on doors and or frames .	When Applicable
3.1Waste removal:	
3.1.1 Without prejudice to the removed contents of waste-baskets and ashtrays, as well as office waste, must be removed tidily in bags, for example, and placed in all the garbage cans that have been made available for this purpose.	Daily
3.1.2 The Contractor must sort waste paper (split white paper, brown paper and card boxes), metal cans, plastic and glass in different containers that will be rendered to waste dealers in such a way as will be indicated to him.	Daily
3.1.3 Garbage must be stored temporarily in garbage cans in a locked areas supplied by the Transnet Property in garbage bags supplied by the Contractor at a place on the relevant premises as indicated.	Daily

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty-Six (36) Months.

3.1.4 Remove refuse to the loading point as prescribed by the Local Council on days when the relevant Local Council removes refuse or where any other refuse collector as organised by Transnet Property will collect refuse.	Weekly
3.1.5 Refuse that is not removed by the Local Council as prescribed, or in cases where such a service is not rendered by such Local Council, the Contractor is responsible for removing the refuse as prescribed by the relevant Council.	Weekly

ANNEXURE B1

Pricing Schedule:

Phalaborwa, Hoedspruit, Hazyview
& Steelport

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

AREAS:

PHALABORWA

STEELPOORT

HOEDSPRUIT

HAZYVIEW

NOTES TO CONSIDER PRIOR TO PRICING:

Bidders must comply with applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 and Basic Conditions of Employment Act, 75 of 1997. Gazetted Minimum wages should be adhered to and other benefits like bonuses, paid annual leave and sick leave should also be provided. Bidders who are found to be in contravention of the gazetted minimum wage, will be disqualified or will have their contract cancelled depending at the stage which this contravention get discovered.

SPLIT AWARD:

The award will be made per area/ town and per supplier and to a maximum of two areas per Service Provider for developmental purposes and to avoid identified supply chain issues encountered in the past.

Supplier/s who get awarded the business must ensure that they have sufficient capital to deliver on the contract/s as Transnet does not make advance payments prior to receiving services that have not been rendered. Should service Provider/s fail to deliver on the contract/s subsequent award, it will be regarded as breach and such contract/s will be terminated immediately as the required service is critical to provide Transnet employees a clean and hygiene working environment as required by the Law and the health of Transnet employees cannot be compromised due to someone failing to deliver on their obligations.

The award of business to one Bidder shall be limited to a maximum of two areas to allow others a chance and for quality and efficiency of service delivery so to avoid the contract management issues experienced. Bidders are to note that over and above what has been reflected on the below Pricing List, as and when new buildings/ assets etc. get discovered

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

within Mpumalanga Transnet will require same services to be rendered applying same rates for billing those extra assets.

Preference will be given to businesses located within the above stated areas/ towns.

PART C2: PRICING DATA

Document reference	Title	No of pages
C2.1	Pricing instructions: Option A	1
C2.2	Price List	3
C2.3	Labour Rates	1

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

C2.1 Pricing instructions: Option A

1.1 The *conditions of contract*

1.2 How the contract prices work and assesses it for progress payments

Clause 11 in NEC3 Term Services Contract (TSC), June 2005 (with amendments June 2006) Option A states:

Identified 11

and defined terms

- 11.2 (17) The Price for Services Provided to Date is the total of
- the Price for each lump sum item in the Price List which the *Contractor* has completed and
 - where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

(19) The Prices are the amounts stated in the Price column of the Price List, where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

1.3 Measurement and Payment

1.3.1 The Price List provides the basis of all valuations of the Price for Services Provided to Date, payments in multiple currencies and general progress monitoring.

1.3.2 The amount due at each assessment date is based on activities and/or milestones completed as indicated on the Price List.

1.3.3 The Price List work breakdown structure provided by the *Contractor* is based on the activity/milestone provided by the Employer. The activities listed by the *Employer* are the minimum activities acceptable and identify the specific activities which are required to achieve Completion. The Price List work breakdown structure is compiled to the satisfaction of the *Employer* with any additions and/or amendments deemed necessary.

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

- 1.3.4 The *Contractor's* detailed Price List summates back to the activity/milestone provided by the *Employer* and is sufficient detail to monitor completion of activities related to the operations on the Accepted Plan in order that payment of completed activities may be assessed.
- 1.3.5 The Prices are obtained from the Price List. The Prices includes for all direct and indirect costs, overheads, profits, risks, liabilities, obligations, etc. relative to the contract.
- 1.3.6 The price list below is only indicative; contractor must determine his/her own detailed price list to complete the works.
- 1.3.7 Minor works will only be executed as follows:
 - a) Minor works must have been approved by the Employer designated person, i.e. Service Manager
 - b) Upon completion of the works, the supplier must attach work request and signed-off invoice/payment certificate.

C2.2 Price List

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

PHALABORWA						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Operations	02AP001P	Station building	515	7 days including holidays	R	R
	02BP001P	Mess ablution	82	7 days including holidays	R	R
	02BP012P	Shunters cabin	24	7 days including holidays	R	R
Infra	02AP003P	Office	124	5 Days excluding holidays	R	R
Operations	02AP004P	Admin office(Goods shed)	250	7 days including holidays	R	R
	02BP011P	Toilets (Goods shed)	30	7 days including holidays	R	R
	02BP008P	Mess ablution	25	5 Days excluding holidays	R	R
	02BP007P	Mess ablution	78	5 Days excluding holidays	R	R
	02AP097P	Office	137	5 Days excluding holidays	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

				holidays Sunday)		
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
	She bins	12	each	Weekly	R	R
	Urinal dispenser	4	each	Weekly	R	R
	Hand soap dispenser	5	each	Weekly	R	R
	Hand dryers	5	each	Weekly	R	R
	Air freshener	5	each	Weekly	R	R
	3 tier lockable tissue holder	23	each	Weekly	R	R
	Toilet seat dispenser	23	each	Weekly	R	R
	Auto flush dispenser	23	each	Weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total A = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

HOEDSPRUIT						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
INFRA	02BP017P	Mess & Ablution	31	5 Days excluding holidays	R	R
	02BP018P	Mess & Ablution	96	5 Days excluding holidays	R	R
	02BP019P	Office & Workshop	90	5 Days excluding holidays	R	R
	02BP020P	Office & Garage	13	5 Days excluding holidays	R	R
	02MP001P	Asbestos office	45	5 Days excluding holidays	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
	Description	Quantity	Unit	Frequency	Rate	Price per month
	She bins	1	each	Weekly	R	R
	Urinal dispenser	1	each	Weekly	R	R
	Hand soap dispenser	2	each	Weekly	R	R
	Hand dryers	2	each	Weekly	R	R
	Air freshener	2	each	Weekly	R	R
	3 tier lockable tissue holder	6	each	Weekly	R	R
	Toilet seat dispenser	6	each	Weekly	R	R
	Auto flush dispenser	6	each	Weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total B = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

HAZYVIEW						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
INFRA	02AK021P	Office & Garage	25	5 Days excluding holidays	R	R
	02AK022P	Workshop & Office	113	5 Days excluding holidays	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

	02MK002P	Office	42	5 Days excluding holidays	R	R
	02AK023P	Mess ablutions	57	5 Days excluding holidays	R	R
	02AK024P	Mess ablutions	148	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
INFRA	She bins	2	each	Weekly	R	R
	Urinal dispenser	1	each	Weekly	R	R
	Hand soap dispenser	2	each	Weekly	R	R
	Hand dryers	2	each	Weekly	R	R
	Air freshener	2	each	Weekly	R	R
	3 tier lockable tissue holder	6	each	Weekly	R	R
	Toilet seat dispenser	6	each	Weekly	R	R
	Auto flush dispenser	2	each	Weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total C = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

	TOTAL
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STEELPOORT

CLEANING AND GARDENING SERVICES

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Operations	02DZ012P	Station building	130	7 days including holidays	R	R
	02PZ010P	Toilets	10	7 days including holidays	R	R
	03AZ015P	Ablution	26	7 days including holidays	R	R
	SYM12738	Parkhome	36	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
	Description	Quantity	Unit	Frequency	Rate	Price per month
	She bins	2	each	Weekly	R	R
	Hand soap dispenser	4	each	Weekly	R	R
	Hand dryers	4	each	Weekly	R	R
	Air freshener	2	each	Weekly	R	R
	3 tier lockable tissue holder	2	each	Weekly	R	R
	Toilet seat dispenser	4	each	Weekly	R	R
	Auto flush dispenser	4	each	Weekly	R	R
Monthly Total Monthly Total (Hygiene)						R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

Sub Total D = {Monthly Total (Cleaning and Gardening + Hygiene)}	R
VAT@15%	
TOTAL	

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

STAFF COMPLIMENT

Station	Day Cleaners	Night Cleaners	No. of Gardeners	Total number of Staff Required
Phalaborwa	5	4	2	11
Hoedspruit	1	0	1	2
Hazyview	1	0	1	2
Steelpoort	1	1	1	3

PRICE LIST SUMMARY TABLE	
Affected Property	Service Cost for 24 months
Cleaning, Hygiene, and Gardening services costs for Phalaborwa (Sub-Total A Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Hoedspruit (Sub-Total B Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Hazyview (Sub-Total C Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Steelpoort (Sub-Total D Multiply by 24) (VAT Exclusive)	R
GRAND TOTAL FOR 24 MONTHS EXCL. VAT	R
VAT @ 15%	R
GRAND TOTAL FOR 24 MONTHS INCL. VAT	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

C2.3 Labour Rates

All Rates must be excluding VAT.

1. **Normal office hours:** (07h30 to 16h00)

Site Supervisor	R...../ hour.
Cleaning Personnel	R...../ hour.

2. **Overtime weekdays and Saturday:**

Site Supervisor	R...../ hour.
Cleaning Personnel	R...../ hour.

3. **Sundays and Public Holidays:**

Site Supervisor	R...../ hour.
Cleaning Personnel	R...../ hour.

4. Mark up (third party procured items/services) on materials and spares:

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months.

MARK-UP ON MATERIALS	
VALUE of MATERIAL	% MARK-UP
R0 up to R9 999.99	
R10 000.00 up to R49 999.99	
R50 000.00 up to R99 999.99	
R100 000.00 up to R199 999.99	
R200 000.00 and above.	

5. Contractor will provide Transnet Property with a minimum of 2 (Two) quotations to ensure the most feasible pricing is achieved.

ANNEXURE B2

Pricing:

Polokwane, Mokopane, Modimolle,

Bela-Bela, Mookgophong,

Thabazimbi

&

Northam

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

AREAS:

- POLOKWANE
- MOKOPANE
- MODIMOLLE
- BELA BELA
- MOOKGOPHONG
- PIENAARSRIVIER
- THABAZIMBI
- NORTHAM

NOTES TO CONSIDER PRIOR TO PRICING:

Bidders must comply with applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 and Basic Conditions of Employment Act, 75 of 1997. Gazetted Minimum wages should be adhered to and other benefits like bonuses, paid annual leave and sick leave should also be provided. Bidders who are found to be in contravention of the gazetted minimum wage, will be disqualified or will have their contract cancelled depending at the stage which this contravention get discovered.

SPLIT AWARD:

The award will be made per area/ town and per supplier and to a maximum of two areas per Service Provider for developmental purposes and to avoid identified supply chain issues encountered in the past.

Supplier/s who get awarded the business must ensure that they have sufficient capital to deliver on the contract/s as Transnet does not make advance payments prior to receiving services that have not been rendered. Should service Provider/s fail to deliver on the contract/s subsequent award, it will be regarded as breach and such contract/s will be terminated immediately as the required service is critical to provide Transnet employees a clean and hygiene working environment as required by the Law and the health of Transnet employees cannot be compromised due to someone failing to deliver on their obligations.

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

The award of business to one Bidder shall be limited to a maximum of two areas to allow others a chance and for quality and efficiency of service delivery so to avoid the contract management issues experienced. Bidders are to note that over and above what has been reflected on the below Pricing List, as and when new buildings/ assets etc. get discovered within Mpumalanga Transnet will require same services to be rendered applying same rates for billing those extra assets.

Preference will be given to businesses located within the above stated areas/ towns.

PART C2: PRICING DATA

Document reference	Title	No of pages
C2.1	Pricing instructions: Option A	1
C2.2	Price List	3
C2.3	Labour Rates	1

C2.1 Pricing instructions: Option A

1.1 The *conditions of contract*

1.2 How the contract prices work and assesses it for progress payments

Clause 11 in NEC3 Term Services Contract (TSC), June 2005 (with amendments June 2006) Option A states:

Identified 11

and defined terms

- 11.2 (17) The Price for Services Provided to Date is the total of
- the Price for each lump sum item in the Price List which the *Contractor* has completed and

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

- where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

(19) The Prices are the amounts stated in the Price column of the Price List, where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

1.3 Measurement and Payment

- 1.3.1 The Price List provides the basis of all valuations of the Price for Services Provided to Date, payments in multiple currencies and general progress monitoring.
- 1.3.2 The amount due at each assessment date is based on activities and/or milestones completed as indicated on the Price List.
- 1.3.3 The Price List work breakdown structure provided by the *Contractor* is based on the activity/milestone provided by the Employer. The activities listed by the *Employer* are the minimum activities acceptable and identify the specific activities which are required to achieve Completion. The Price List work breakdown structure is compiled to the satisfaction of the *Employer* with any additions and/or amendments deemed necessary.
- 1.3.4 The *Contractor's* detailed Price List summates back to the activity/milestone provided by the *Employer* and is sufficient detail to monitor completion of activities related to the operations on the Accepted Plan in order that payment of completed activities may be assessed.
- 1.3.5 The Prices are obtained from the Price List. The Prices includes for all direct and indirect costs, overheads, profits, risks, liabilities, obligations, etc. relative to the contract.
- 1.3.6 The price list below is only indicative; contractor must determine his/her own detailed price list to complete the works.

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

1.3.7 Minor works will only be executed as follows:

- a) Minor works must have been approved by the Employer designated person, i.e. Service Manager
- b) Upon completion of the works, the supplier must attach work request and signed-off invoice/payment certificate.

C2.2 Price List

A-POLOKWANE

CLEANING AND GARDENING SERVICES
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TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Operations, Rail Network, Perway & Security	02AM020P	Office Toilets &	244,2	7 days including holidays	R	R
	02BM015P	Office Toilets &	172,8	5 Days excluding holidays	R	R
	02AM018P	Office	74,6	5 Days excluding holidays	R	R
	02AM019P	Toilet	11,2	5 Days excluding holidays	R	R
	02AM024P	Control point no.3	53,2	5 Days excluding holidays	R	R
	02AM025P	Control point no.4	53,2	5 Days excluding holidays	R	R
	02AM061P	Office	359,4	7 days including holidays	R	R
	02BM035P	Control point no.1	116	5 Days excluding holidays	R	R
	02AM006P	Toilet	50,2	5 Days excluding holidays	R	R
	02BM006P	Office	16,4	5 Days excluding holidays	R	R
	02BM007P	Office	87,3	5 Days	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

				excluding holidays		
	02BM008P	Toilet	33,9	5 Days excluding holidays	R	R
	02DM001P	Portion of Station Building (Operational Manager)	1559,2	5 Days excluding holidays	R	R
	02BM022P	SECURITY OFFICE(Ass et protection)	789,2	5 Days excluding holidays	R	R
	02DM003P	Toilet (Operational manager)	97,6	5 Days excluding holidays	R	R
	02AM012P	Toilet (Rail Network, MTV)	142,6	5 Days excluding holidays	R	R
	02AM052P	D.E Office (Rail Network, Depot engineer)	1248,4	7 days including holidays	R	R
	02AM043P	Toilet, Rail Network, electricity	116,6	5 Days excluding holidays	R	R
	02AM044P	Toilet, Rail Network, electricity	203,8	5 Days excluding holidays	R	R
	02AM045P	Office, Rail Network, electricity	294,6	5 Days excluding holidays	R	R
	02AM053P	Signal office and workshop,	54,2	5 Days excluding holidays	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

		Rail network				
	02AM050P	Toilet Network & rail	16,6	5 Days excluding holidays	R	R
	03HM007P	Office, Rail Network, Perway	154,8	5 Days excluding holidays	R	R
	02BM044P	Transtel Office, Rail Network	366,6	5 Days excluding holidays	R	R
	02BM049P	Toilet Network & rail	56,4	5 Days excluding holidays	R	R
	02AM010P	Workshop & Office Rail Network, MTV	534,9	5 Days excluding holidays	R	R
	02mm004P	Mess & Ablution, Operations, wagon maintenance	44	5 Days excluding holidays	R	R
	02AM041P	Hazmat fire office, hazmat fire	210,4	5 Days excluding holidays	R	R
	02BM018P	Section Manager's office, operations	124,2	5 Days excluding holidays	R	R
	02AM039P	C & W Office, operational manager, c/p	128,3	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

HYGENIE SERVICES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
	Waste bins	24	each	weekly	R	R
	Urinal dispenser	38	each	weekly	R	R
	Toilet seat dispenser	64	each	weekly	R	R
	Air freshener	36	each	weekly	R	R
	Hand dryers	31	each	weekly	R	R
	3 tier lockable tissue holder	64	each	Monthly	R	R
	Hand soap dispenser	49	each	weekly	R	R
Monthly Total (Hygiene)						R
Sub Total A = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

B-PIENNAARSRIVIER						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Operations	02AR156P	Station Building ~ Office cleaning	280.81	5 Days excluding holidays	R	R
Rail Network	02AR165P	Building & Shed	274.94	5 Days excluding holidays	R	R
Rail Network	02AR166P	Toilets	28.33	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

Department	Description	Quantity	Unit	Frequency	Rate	Price per month
Operations & Rail Network	She bins	1	each	weekly	R	R
	Toilet seat dispenser	2	each	weekly	R	R
	Air freshener	1	each	weekly	R	R
	Hand dryer	1	each	weekly	R	R
	3 tier lockable tissue holder	2	each	monthly	R	R
	Soap dispenser	1	each	weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total B = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

C-BELA BELA						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
	02AL011P		132.22	5 Days excluding	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

				holidays		
Rail Network	02AL012P		148.33	5 Days excluding holidays	R	R
	02AL013P		79.19	5 Days excluding holidays	R	R
	02AL014P		187.47	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
	She bins	3	each	weekly	R	R
	Urinal dispenser	3	each	weekly	R	R
	Toilet seat dispenser	8	each	weekly	R	R
	Air freshener	4	each	weekly	R	R
	Hand dryers	4	each	weekly	R	R
	3 tier lockable tissue holder	8	each	Monthly	R	R
	Hand soap dispenser	5	each	weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total C = {Monthly Total (Cleaning and Gardening + Hygiene)}						R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

VAT@15%	
TOTAL	

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

D-MODIMOLLE						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Operations	02AL027P	Workshop and Office	173.83	5 Days excluding holidays	R	R
	02AL026P	Toilet	8.28	5 Days excluding holidays	R	R
	02AL028P	Toilet	9.13	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
Operations	She bins	2	each	weekly	R	R
	Urinal dispenser	3	each	weekly	R	R
	Toilet seat dispenser	5	each	weekly	R	R
	Air freshener	3	each	weekly	R	R
	Hand dryers	5	each	weekly	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

	3 tier lockable tissue holder	5	each	Monthly	R	R
	Hand soap dispenser	5	each	weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total D = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

E-MOOKGOPHONG						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Operations	02BL001P	Station building	153.97	5 Days excluding holidays	R	R
	02BL002P	Portion of station building	152.51	5 Days excluding holidays	R	R
Infra	02AL043P	Office	88.23	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

Operations & Infra	She bins	1	each	weekly	R	R
	Urinal dispenser	3	each	weekly	R	R
	Toilet seat dispenser	3	each	weekly	R	R
	Air freshener	3	each	weekly	R	R
	Hand dryers	3	each	weekly	R	R
	3 tier lockable tissue holder	3	each	Monthly	R	R
	Hand soap dispenser	3	each	weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total E = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

F-MOKOPANE						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Infra Operations	02AL115P	Mess & Ablution	74.09	5 Days excluding holidays	R	R
	02AL116P	Mess & Ablution	190.73	5 Days excluding holidays	R	R
	02AL114P	Workshop & Office	132.00	5 Days excluding holidays	R	R
	02AL070P	Mess & Ablution	88.11	5 Days excluding holidays	R	R
	02AL117P	Workshop & Office	160.19	5 Days excluding holidays	R	R

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

	02AL061P	Station Building	117.83	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
Infra Operations &	She bins	2	each	weekly	R	R
	Urinal dispenser	5	each	weekly	R	R
	Toilet seat dispenser	8	each	weekly	R	R
	Air freshener	5	each	weekly	R	R
	Hand dryers	5	each	weekly	R	R
	3 tier lockable tissue holder	8	each	Monthly	R	R
	Hand soap dispenser	8	each	weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total F = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

G-THABAZIMBI						
CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
	PHTBZ001	Parkhome	36	5 Days excluding holidays	R	R
	PHTBZ002	Parkhome	36	5 Days excluding holidays	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

Operations & Infra	PHTBZ003	Parkhome	36	5 Days excluding holidays	R	R
	C2993-27	Parkhome	18	5 Days excluding holidays	R	R
	C967	Parkhome	9	5 Days excluding holidays	R	R
	C1586	Parkhome	9	5 Days excluding holidays	R	R
	03FE002P	Garage	117	5 Days excluding holidays	R	R
	02AE001P	Station building	300	7 days including holidays	R	R
	02AE002P	Admin office	45	7 days including holidays	R	R
	02AE005P	Waiting room	40	5 Days excluding holidays	R	R
	02AE014P	Goods office	118	5 Days excluding holidays	R	R
	02AE018P	Mess & ablution facilities	78	5 Days excluding holidays	R	R
	02AE019P	Office & workshop	108	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICING						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
	She bins	11	each	weekly	R	R
	Urinal dispenser	4	each	weekly	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

Operations & Infra	Toilet seat dispenser	18	each	weekly	R	R
	Air freshener	13	each	weekly	R	R
	Hand dryers	15	each	weekly	R	R
	3 tier lockable tissue holder	18	each	Monthly	R	R
	Hand soap dispenser	15	each	weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total G = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

H-NORTHAM

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

CLEANING AND GARDENING SERVICES						
Department	Asset no.	Description	Square meters	Frequency	Rate	Price per Month
Operations & Infra	01AE048P	Office	100	5 Days excluding holidays	R	R
	01AE049P	Office	100	5 Days excluding holidays	R	R
	01AE050P	Office	90	5 Days excluding holidays	R	R
	02NE988P	Office	37	5 Days excluding holidays	R	R
	11LE319P	Office	9	5 Days excluding holidays	R	R
	11LE320P	Office	9	5 Days excluding holidays	R	R
	11LE325P	Ablution	28	5 Days excluding holidays	R	R
Monthly Total (Cleaning and gardening)						R
HYGENIE SERVICIES						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
Operations & Infra	She bins	5	each	weekly	R	R
	Urinal dispenser	10	each	weekly	R	R
	Toilet seat dispenser	12	each	weekly	R	R
	Air freshener	7	each	weekly	R	R
	Hand dryers	10	each	weekly	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

	3 tier lockable tissue holder	12	each	Monthly	R	R
	Hand soap dispenser	10	each	weekly	R	R
Monthly Total Monthly Total (Hygiene)						R
Sub Total C = {Monthly Total (Cleaning and Gardening + Hygiene)}						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

PRICE LIST SUMMARY TABLE	
Affected Property	Service Cost for 6 months
Cleaning, Hygiene, and Gardening services costs for Polokwane (Sub-Total A Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Pienarsrivier (Sub-Total B Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Bela Bela (Sub-Total C Multiply by 24)(VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Modimolle (Sub-Total C Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Mookgophong (Sub-Total C Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Mokopane (Sub-Total C Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Thabazimbi (Sub-Total C Multiply by 24) (VAT Exclusive)	R
Cleaning, Hygiene, and Gardening services costs for Northam (Sub-Total C Multiply by 24) (VAT Exclusive)	R
GRAND TOTAL FOR 24 MONTHS EXCL. VAT	R
VAT @ 15%	R
GRAND TOTAL FOR 24 MONTHS INCL. VAT	R

STAFF COMPLIMENT

Station	Day Cleaners	Night Cleaners	No. of Gardeners	Total number of Staff Required
Polokwane	7	2	2	11

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

Pienarsrivier	1	0	1	2
Bela Bela	1	0	1	2
Modimolle	2	0	1	3
Mookgophong	2	0	1	3
Mokopane	2	0	1	3
Thabazimbi	4	1	1	6
Northam	1	0	1	2

C2.3 Labour Rates

All Rates must be excluding VAT.

1. **Normal office hours:** (07h30 to 16h00)

Site Supervisor R...../ hour.

Cleaning Personnel R...../ hour.

2. **Overtime weekdays and Saturday:**

Site Supervisor R...../ hour.

Cleaning Personnel R...../ hour.

3. **Sundays and Public Holidays:**

Site Supervisor R...../ hour.

Cleaning Personnel R...../ hour.

4. **Mark up (third party procured items/services) on materials and spares:**

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region Limpopo for a period of Twenty-Four (24) Months.

MARK-UP ON MATERIALS	
VALUE of MATERIAL	% MARK-UP
R0 up to R9 999.99	
R10 000.00 up to R49 999.99	
R50 000.00 up to R99 999.99	
R100 000.00 up to R199 999.99	
R200 000.00 and above.	

5. Contractor will provide Transnet Property with a minimum of 2 (Two) quotations to ensure the most feasible pricing is achieved.

ANNEXURE B3

Pricing:

Makhado, Tzaneen

&

Musina



TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

PART C2: PRICING DATA

AREAS:

TZANEEN

MAKHADO

STEELPOORT

NOTES TO CONSIDER PRIOR TO PRICING:

Bidders must comply with applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 and Basic Conditions of Employment Act, 75 of 1997. Gazetted Minimum wages should be adhered to and other benefits like bonuses, paid annual leave and sick leave should also be provided. Bidders who are found to be in contravention of the gazetted minimum wage, will be disqualified or will have their contract cancelled depending at the stage which this contravention get discovered.

SPLIT AWARD:

The award will be made per area/ town and per supplier and to a maximum of two areas per Service Provider for developmental purposes and to avoid identified supply chain issues encountered in the past.

Supplier/s who get awarded the business must ensure that they have sufficient capital to deliver on the contract/s as Transnet does not make advance payments prior to receiving services that have not been rendered. Should service Provider/s fail to deliver on the contract/s subsequent award, it will be regarded as breach and such contract/s will be terminated immediately as the required service is critical to provide Transnet employees a clean and hygiene working environment as required by the Law and the health of Transnet employees cannot be compromised due to someone failing to deliver on their obligations.

The award of business to one Bidder shall be limited to a maximum of two areas to allow others a chance and for quality and efficiency of service delivery so to avoid the contract management issues experienced. Bidders are to note that over and above what has been

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

reflected on the below Pricing List, as and when new buildings/ assets etc. get discovered within Mpumalanga Transnet will require same services to be rendered applying same rates for billing those extra assets.

Preference will be given to businesses located within the above stated areas/ towns.

Document reference	Title	No of pages
C2.1	Pricing instructions: Option A	1
C2.2	Price List	3
C2.3	Labour Rates	1

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

C2.1 Pricing instructions: Option A

1.1 The *conditions of contract*

1.2 How the contract prices work and assesses it for progress payments

Clause 11 in NEC3 Term Services Contract (TSC), June 2005 (with amendments June 2006) Option A states:

Identified 11

and defined terms

11.2 (17) The Price for Services Provided to Date is the total of

- the Price for each lump sum item in the Price List which the *Contractor* has completed and
- where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

(19) The Prices are the amounts stated in the Price column of the Price List, where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

1.3 Measurement and Payment

1.3.1 The Price List provides the basis of all valuations of the Price for Services Provided to Date, payments in multiple currencies and general progress monitoring.

1.3.2 The amount due at each assessment date is based on activities and/or milestones completed as indicated on the Price List.

1.3.3 The Price List work breakdown structure provided by the *Contractor* is based on the activity/milestone provided by the Employer. The activities listed by the *Employer* are the minimum activities acceptable and identify the specific activities which are required to achieve Completion. The Price List work breakdown structure is compiled

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

to the satisfaction of the *Employer* with any additions and/or amendments deemed necessary.

1.3.4 The *Contractor's* detailed Price List summates back to the activity/milestone provided by the *Employer* and is sufficient detail to monitor completion of activities related to the operations on the Accepted Plan in order that payment of completed activities may be assessed.

1.3.5 The Prices are obtained from the Price List. The Prices includes for all direct and indirect costs, overheads, profits, risks, liabilities, obligations, etc. relative to the contract.

1.3.6 The price list below is only indicative; contractor must determine his/her own detailed price list to complete the works.

1.3.7 Minor works will only be executed as follows:

a) Minor works must have been approved by the Employer designated person, i.e. Service Manager

b) Upon completion of the works, the supplier must attach work request and signed-off invoice/payment certificate.

C2.2 Price List

1. Makhado *(The prices below include comprehensive cleaning, hygiene, and grass cutting services, and any consumables/materials/equipment required to successful provide the services as per the scope of works)*

Department	Asset Number	Description	Square Meters	Frequency	Price per Month
Operations	02AN058P	Portion of Station Building	493	Day only (Monday to Sunday) including public holidays	R
	02EN016P	Shunters	70	Day only	R

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Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

		Cabin		(Monday to Sunday) including public holidays	
	02AN066P	Offices	253	Day (Monday to Friday)	R
	02AN092P	Toilet	7	Day (Monday to Friday)	R
	02AN058P	Portion of Station Building	493	Day (Monday to Sunday) including public holidays	R
	02EN016P	Shunters Cabin	70	Day (Monday to Sunday) including public holidays	R
	02AN066P	Offices	253	Day (Monday to Friday)	R
	02AN092P	Toilet	7	Day (Monday to Friday)	R
	02AN058P	Portion of Station Building	493	Day (Monday to Sunday) including public holidays	R
Sub-Total A					R
VAT@15%					
TOTAL					

2. Musina *(The prices below include comprehensive cleaning, hygiene, and grass cutting services, and any consumables/materials/equipment required to successfully provide the services as per the scope of works)*

Department	Asset	Description	Square	Frequency	Price per
------------	-------	-------------	--------	-----------	-----------

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

	Number		Meters		month
Operations	02AN014P	Good Office (Plumbers)	35	Day only (Monday to Sunday) including public holidays	R
	02BN039P	Mess Ablution	35	Day only (Monday to Sunday) including public holidays	R
	02BN044P	Offices	22	Day only (Monday to Sunday) including public holidays	R
	02AN037P	Rest Room	345	Day only (Monday to Sunday) including public holidays	R
	02AN001P	Goods Shed	650	Day only (Monday to Sunday) including public holidays	R
Sub-Total B					R
VAT@15%					
TOTAL					

3. Tzaneen *(The prices below include comprehensive cleaning, hygiene, and grass cutting services, and any consumables/materials/equipment required to successfully provide the services as per the scope of works)*

Department	Asset Number	Description	Square Meters	Frequency	Price per month
Operations/Rail Networks	02DP003P	Station Building	585	Day only (Monday to Sunday)	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

				including public holidays	
	02AP052P	Loco Building	255	5 days (Monday to Friday)/ Day Shift	R
	02AP082P	Mess and Ablution	32	5 days (Monday to Friday)/ Day Shift	R
	02AP083P	Mess and Ablution	19	5 days (Monday to Friday)/ Day Shift	R
	02AP049P	Mess and Ablution	40	5 days (Monday to Friday)/ Day Shift	R
	02AP080P	Workshop and Office	143	5 days (Monday to Friday)/ Day Shift	R
	02AP081P	Mess and Ablution	34	5 days (Monday to Friday)/ Day Shift	R
	02AP057P	Office	29	5 days (Monday to Friday)/ Day Shift	R
Sub-Total C					R
VAT@15%					
TOTAL					

HYGENIE SERVICES

1. MAKHADO						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
	She bins	3	each	Weekly	R	R

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

Operations	Urinal dispenser	3	each	Weekly	R	R
	Hand soap dispenser	7	each	Weekly	R	R
	Hand dryers	7	each	Weekly	R	R
	Air freshener	6	each	Weekly	R	R
	3 tier lockable tissue holder	8	each	Weekly	R	R
	Toilet seat dispenser	8	each	Weekly	R	R
	Auto flush dispenser	8	each	Weekly	R	R
Hygiene Sub-Total D						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

2. MUSINA						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
Operations	She bins	3	each	Weekly	R	R
	Urinal dispenser	7	each	Weekly	R	R
	Hand soap dispenser	8	each	Weekly	R	R
	Hand dryers	7	each	Weekly	R	R
	Air freshener	6	each	Weekly	R	R
	3 tier lockable tissue holder	12	each	Weekly	R	R
	Toilet seat dispenser	12	each	Weekly	R	R
	Auto flush dispenser	12	each	Weekly	R	R
Hygiene Sub-Total E						R
VAT@15%						
TOTAL						

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

3. TZANEEN						
Department	Description	Quantity	Unit	Frequency	Rate	Price per month
Operations/Rail Networks	She bins	3	each	Weekly	R	R
	Urinal dispenser	6	each	Weekly	R	R
	Hand soap dispenser	6	each	Weekly	R	R
	Hand dryers	6	each	Weekly	R	R
	Air freshener	5	each	Weekly	R	R
	3 tier lockable tissue holder	8	each	Weekly	R	R
	Toilet seat dispenser	8	each	Weekly	R	R
	Auto flush dispenser	8	each	Weekly	R	R
Hygiene Sub-Total F						R
VAT@15%						



TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

TOTAL	
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PRICE LIST SUMMARY TABLE	
Affected Property	Service Cost for 36 months
Cleaning and Hygiene services costs for Makhado <i>(Multiply Sub-Total A + Hygiene Sub-Total D by 36) (VAT Exclusive)</i>	R
Cleaning and Hygiene services costs for Musina <i>(Multiply Sub-Total B + Hygiene Sub-Total E by 36) (VAT Exclusive)</i>	R
Cleaning and Hygiene services costs for Tzaneen <i>(Multiply Sub-Total C + Hygiene Sub-Total F by 36) (VAT Exclusive)</i>	R
Grand Total	R
VAT@15%	
TOTAL	

C2.3 Labour Rates

TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

All Rates must be excluding VAT.

1. Normal office hours: (07h30 to 16h30)

Site Supervisor R...../ hour.
Cleaning Personnel R...../ hour.

2. Overtime weekdays and Saturday:

Site Supervisor R...../ hour.
Cleaning Personnel R...../ hour.

3. Sundays and Public Holidays:

Site Supervisor R...../ hour.
Cleaning Personnel R...../ hour.

4. Mark up (third party procured items/services) on materials and spares:

MARK-UP ON MATERIALS	
VALUE of MATERIAL	% MARK-UP
R0 up to R9 999.99	
R10 000.00 up to R49 999.99	
R50 000.00 up to R99 999.99	
R100 000.00 up to R199 999.99	
R200 000.00 and above.	

5. Contractor will provide Transnet Property with a minimum of 2 (Two) quotations to ensure the most feasible pricing is achieved.



TP/2023/09/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region (Limpopo) for a period of Thirty Six (36) Months.

ANNEXURE C

TRANSNET PROPERTY

Tender No: TP/2023/09/0003/43760/RFP

Description: For the Provision of Office Cleaning, Hygiene and Gardening/ Grass Cutting Services (for Transnet SOC Ltd Reg.NO.1990/000900/30) Operating as Transnet Property Hereinafter Referred to as "TP") at ALL Buildings in the Northern Region (Limpopo Province) for a Period Thirty-Six (36) Months

Gatekeepers (Mandatory) <ol style="list-style-type: none"> 1. Submit valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies. 2. Proof of Residence <p>The above requirement is mandatory. Bidders who fail to submit all documents shall be immediately disqualified.</p> <p>All certified copies must not be older than 3 months from the closing date of this tender.</p>			
qualifying Quality criteria	Sub-Criteria	Sub-Criteria Points Allocation	Maximum number of points
<u>Organogram and CV's of key persons:</u> <i>Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel).</i>	Cleaning Supervisor		25
	No CV attached/no experience	0	
	Provision of cleaning and hygiene services experience = $0 \geq, \leq 1$ year	5	
	Provision of cleaning and hygiene services experience $> 1 \leq 3$ years	10	
	Provision of cleaning and hygiene services experience $> 3, \leq 4$ years.	15	
	Provision of cleaning and hygiene services experience $> 4, \leq 5$ years.	20	
	Provision of cleaning and hygiene services experience > 5 years.	25	
<u>Risk Assessment</u> (Specific to the works) (Key elements of a Risk Assessment (RA)) <ol style="list-style-type: none"> 1. Tasks Identification, 2. Hazards, 3. Risk Identification, 4. Risk Rating, 5. Risk Control 6. Measures/Treatment, residual risk, and treatment 	The Bidder failed to provide information or only provide one of the key elements	0	25
	The Bidder has submitted risk assessment, encompassing Two (2) elements with adequate detail and is relevant to the scope.	5	
	The Bidder has submitted risk assessment, encompassing Three (3) elements with adequate detail and is relevant to the scope.	10	
	The Bidder has submitted risk assessment, encompassing Four (4) elements with adequate detail and is relevant to the scope.	15	
	The Bidder has submitted risk assessment, encompassing Five (5) elements with adequate detail and is relevant to the scope.	20	
	The Bidder has submitted risk assessment, encompassing Six (6) elements with adequate detail and is relevant to the scope.	25	

<u>Company Previous Experience:</u> Bidders experience in providing cleaning, hygiene and gardening services	No evidence provided	0	25
	Bidder has successfully provided 1 cleaning, and hygiene services Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	5	
	Bidder has successfully provided 2 to 3 cleaning, , and hygiene services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	10	
	Bidder has successfully provided 4 cleaning, and hygiene services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	15	
	has successfully provided 5 cleaning and hygiene services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	20	
	Bidder has successfully provided >=6 cleaning, , and hygiene Services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	25	
Method Statement for Cleaning, Hygiene, and Gardening services: Key elements 1. Health and Safety management plan	No submission or method statement does not refer to the provision of cleaning, hygiene, and gardening services	0	
	Method statement only covers 1 of the key elements on how the contractor will execute the provision of cleaning, hygiene, and gardening services	5	

TRANSNET PROPERTY

Tender No: TP/2023/09/0003/43760/RFP

Description: For the Provision of Office Cleaning, Hygiene and Gardening/ Grass Cutting Services (for Transnet SOC Ltd Reg.NO.1990/000900/30) Operating as Transnet Property Hereinafter Referred to as "TP") at Various Buildings in the Northern Region (Limpopo Province) for Period Ranging from Twenty-Four (24) to Thirty-Six (36) Months

2. Cleaning, Hygiene and Gardening method statement 3. Company's COVID19 responsiveness / preparedness that covers the proposed scope of work including 4. Task descriptions and how such tasks will be performed on daily basis; 5. Proposed work schedule / work plan 6. Equipment and products to be utilized. 7. Resources to be utilized including organogram	Method statement covers $>1 \leq 3$ of the key elements on how the contractor will execute the provision of cleaning, hygiene and gardening services	10	25
	Method statement covers $>3 \leq 4$ of the key elements on how the contractor will execute the provision of cleaning, hygiene and gardening services	15	
	Method statement covers $>4 \leq 6$ of the key elements on how the contractor will execute the provision of cleaning, hygiene, and gardening services	20	
	Method statement covers 7 of the key elements on how the contractor will execute the provision of cleaning, hygiene, and gardening services	25	
Maximum possible score			100

Maximum score for technical evaluation is 70/10

ANNEXURE D

MASTER AGREEMENT

entered into by and between

TRANSNET SOC LTD

and

.....

TENDER REF NO. TP/2023/09/0003/43760/RFP

FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT ALL BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY- FOUR (24) AND THIRTY-SIX (36) MONTHS.

Agreement Number TBC

Commencement Date TBC

Expiry Date TBC

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SCHEDULE 1 – WORK ORDER

1 INTRODUCTION

This Agreement is entered into by and between:

Transnet SOC Ltd [Registration Number 1990/000900/30] whose registered address is **Carlton Centre**, Johannesburg Republic of South Africa [**Transnet**]

and

..... [Registration Number] whose registered address is
..... [**Service Provider**].

NOW THEREFORE, IT IS AGREED:

- 1.1 Transnet hereby appoints the Service Provider to provide, and Transnet undertakes to accept the provision of Services provided for herein, as formally agreed between the Parties and in accordance with the Schedule of Requirements / Work Orders issued as a schedule to this Agreement; and
- 1.2 the Service Provider hereby undertakes to provide the Services provided for herein, as formally agreed between the Parties and in accordance with the Schedule of Requirements issued as a schedule to this Agreement.

2 DEFINITIONS

Where the following words or phrases are used in this Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

- 2.1 **AFSA** means the Arbitration Foundation of South Africa;
- 2.2 **Agreement** means this Agreement and its associated schedules and/or annexures and/or appendices, and/or schedules, including the Schedule of Requirements/Work Orders, the technical specifications for the Goods/Services and such special conditions as shall apply to this Agreement, together with the General Tender Conditions and any additional provisions in the associated bid documents tendered by the Service Provider [as agreed, in writing, between the Parties], which collectively and exclusively govern the provision of Services and provision of ancillary Services by the Service Provider to Transnet;
- 2.3 **Assignment** refers to the transfer of rights and obligations in a contract from an assigner to an assignee.
- 2.4 **Background Intellectual Property** means all Intellectual Property introduced and required by either Party to give effect to their obligations under this Agreement owned in whole or in part by or licensed to either Party or their affiliates prior to the Commencement Date or developed after the Commencement Date otherwise pursuant to this Agreement;
- 2.5 **Business Day(s)** means Mondays to Fridays between 07:30 and 16:00, excluding public holidays as proclaimed in South Africa;
- 2.6 **Cession** refers to the transfer of only the rights a service provider has in terms of a contract from it to a third party.
- 2.7 **Commencement Date** means, notwithstanding the signature date of this Agreement;

- 2.8 **Confidential Information** means any information or other data, whether in written, oral, graphic or in any other form such as in documents, papers, memoranda, correspondence, notebooks, reports, drawings, diagrams, discs, articles, samples, test results, prototypes, designs, plans, formulae, patents, or inventor's certificates, which a Party discloses or provides to the other Party [intentionally or unintentionally, or as a result of one Party permitting the representative of the other Party to visit any of its premises], or which otherwise becomes known to a Party, and which is not in the public domain and includes, without limiting the generality of the term:
- a) information relating to methods of operation, data and plans of the disclosing Party;
 - b) the contents of this Agreement;
 - c) private and personal details of employees or clients of the disclosing Party or any other person where an onus rests on the disclosing Party to maintain the confidentiality of such information;
 - d) any information disclosed by either Party and which is clearly marked as being confidential or secret;
 - e) information relating to the strategic objectives and planning of the disclosing Party relating to its existing and planned future business activities;
 - f) information relating to the past, present and future research and development of the disclosing Party;
 - g) information relating to the business activities, business relationships, products, services, customers, clients and Subcontractors of the disclosing Party where an onus rests on the disclosing Party to maintain the confidentiality of such information;
 - h) information contained in the software and associated material and documentation belonging to the disclosing Party;
 - i) technical and scientific information, Know-How and trade secrets of a disclosing Party including inventions, applications and processes;
 - j) Copyright works;
 - k) commercial, financial and marketing information;
 - l) data concerning architecture, demonstrations, tools and techniques, processes, machinery and equipment of the disclosing Party;
 - m) plans, designs, concepts, drawings, functional and technical requirements and specifications of the disclosing Party;
 - n) information concerning faults or defects in Goods, equipment, hardware or software or the incidence of such faults or defects; and
 - o) information concerning the charges, fees and/or costs of the disclosing Party or its authorised Subcontractors, or their methods, practices or service performance levels actually achieved;
- 2.9 **Copyright** means the right in expressions, procedures, methods of operations or mathematical concepts, computer program codes, compilations of data or other material, literary works, musical works, artistic works, sound recordings, broadcasts, program carrying signals, published editions, photographic works, or cinematographic works of the copyright owner to do or to authorise the doing of certain acts specified in respect of the different categories of works;

- 2.10 **Data** means all data, databases, documents, information, graphics, text or other material in an electronic or tangible medium which the Parties to this Agreement generate, collect, process, store or transmit in relation to their business;
- 2.11 **Designs** mean registered Designs and/or Design applications and will include the monopoly right granted for the protection of an independently created industrial design including designs dictated essentially by technical or functional considerations as well as topographies of integrated circuits and integrated circuits;
- 2.12 **Expiry Date** means ;
- 2.13 **Foreground Intellectual Property** means all Intellectual Property developed by either Party pursuant to this Agreement;
- 2.14 **ICC Incoterms** means the the latest version of commercial trade terms as published by the International Chamber of Commerce, Paris [ICC], which are otherwise referred to as purchase terms and which define precisely the responsibilities, costs and risks of the buyer [**Transnet**] and the seller [**the Supplier**]. Incoterms are only applicable to contracts involving the import or export of Goods from one country to another and for the purpose of this Agreement, if applicable, shall mean the designated Incoterm as stipulated in Schedule 1 hereto. Further details of the Incoterm [purchase terms] for this Agreement, if applicable, can be viewed at the International Business Training website - <http://www.i-b-t.net/incoterms.html>;
- 2.15 **Intellectual Property** means Patents, Designs, Know-How, Copyright and Trade Marks and all rights having equivalent or similar effect which may exist anywhere in the world and includes all future additions and improvements to the Intellectual Property;
- 2.16 **Know-How** means all Confidential Information of whatever nature relating to the Intellectual Property and its exploitation as well as all other Confidential Information generally relating to Transnet's field of technology, including technical information, processing or manufacturing techniques, Designs, specifications, formulae, systems, processes, information concerning materials and marketing and business information in general;
- 2.17 **Parties** mean the Parties to this Agreement together with their subsidiaries, divisions, business units, successors-in-title and assigns;
- 2.18 **Party** means either one of these Parties;
- 2.19 **Patents** mean registered Patents and Patent applications, once the latter have proceeded to grant, and includes a right granted for any inventions, products or processes in all fields of technology;
- 2.20 **Permitted Purpose** means any activity or process to be undertaken or supervised by a Staff member of one Party during the term of this Agreement, for which purpose authorised disclosure of the other Party's Confidential Information or Intellectual Property is a prerequisite in order to enable such activity or process to be accomplished;
- 2.21 **Price(s)** means the agreed Price(s) for the Goods/Services to be purchased from the Supplier/Service Provider by Transnet, as detailed in the Schedule of Requirements, issued in accordance with this Agreement, as amended by mutual agreement between the Parties and in accordance with the terms and conditions in this Agreement from time to time;
- 2.22 **Purchase Order(s)** means official orders issued by an operating division of Transnet to the Supplier/Service Provider for the supply of Goods or Services;

- 2.23 **Service(s)** means provision of cleaning and hygiene services, the Service(s) provided to Transnet by the Service Provider, pursuant to the Work Order(s) in terms of this Agreement;
- 2.24 **Service Level Agreement** or **SLA** means the processes, deliverables, key performance indicators and performance standards relating to the Services to be provided by the Service Provider;
- 2.25 **Service Provider Materials** means all works of authorship, products and materials [including, but not limited to, data, diagrams, charts, reports, specifications, studies, inventions, software, software development tools, methodologies, ideas, methods, processes, concepts and techniques] owned by, or licensed to, the Service Provider prior to the Commencement Date or independently developed by the Service Provider outside the scope of this Agreement at no expense to Transnet, and used by the Service Provider in the performance of the Services;
- 2.26 **Staff** means any partner, employee, agent, consultant, independent associate or contractor, Subcontractor and the staff of such Subcontractor, or other authorised representative of either Party;
- 2.27 **Schedule of Requirements** means Schedule 1 hereto;
- 2.28 **Subcontract** means any contract or agreement or proposed contract or agreement between the Supplier/Service Provider and any third party whereby that third party agrees to provide to the Supplier the Goods or related Services or any part thereof or material used in the manufacture of the Goods or any part thereof;
- 2.29 **Subcontractor** means the third party with whom the Supplier/Service Provider enters into a Subcontract;
- 2.30 **Tax Invoice** means the document as required by Section 20 of the VAT Act, as may be amended from time to time;
- 2.31 **Trade Marks** mean registered Trade Marks and Trade Mark applications and include any sign or logo, or combination of signs and/or logos capable of distinguishing the goods or services of one undertaking from those of another undertaking;
- 2.32 **VAT** means Value-Added Tax chargeable in terms of the VAT Act, 89 of 1991, as may be amended from time to time; and
- 2.33 **VAT Act** means the Value Added Tax Act, No 89 of 1991, as may be amended from time to time.
- 2.34 **Work Order(s)** means a detailed scope of work for a Service required by Transnet, including **timeframes**, Deliverable, Fees and costs for the supply of the Service to Transnet, which may be appended to this Agreement from time to time.

3 INTERPRETATION

- 3.1 Clause headings in this Agreement are included for ease of reference only and do not form part of this Agreement for the purposes of interpretation or for any other purpose. No provision shall be construed against or interpreted to the disadvantage of either Party hereto by reason of such Party having or being deemed to have structured or drafted such provision.
- 3.2 Any term, word or phrase used in this Agreement, other than those defined under the clause heading "*Definitions*" shall be given its plain English meaning, and those terms, words, acronyms, and phrases used in this Agreement will be interpreted in accordance with the generally accepted meanings accorded thereto.
- 3.3 A reference to the singular incorporates a reference to the plural and *vice versa*.

- 3.4 A reference to natural persons incorporates a reference to legal persons and *vice versa*.
- 3.5 A reference to a particular gender incorporates a reference to the other gender.

4 NATURE AND SCOPE

- 4.1 This Agreement is an agreement under the terms and conditions of which the Supplier/Service Provider will arrange for the supply/provision to Transnet of the Goods/Services which meet the requirements and specifications of Transnet, the delivery of which is controlled by means of Purchase Orders to be issued by Transnet and executed by the Supplier/Service Provider in accordance with this Agreement.
- 4.2 Such Purchase Orders and deliveries to Transnet shall be agreed between the Parties from time to time, subject to the terms of the Schedule of Requirements/Work Order.
- 4.3 Each properly executed Purchase Order forms an inseparable part of this Agreement as if it were fully incorporated into the body of this Agreement.
- 4.4 During the period of this Agreement, both Parties can make written suggestions for amendments to the Schedule of Requirements/Work Orders in accordance with procedures set out in clause 362 [*Amendment and Change Control*]. A Party will advise the other Party within 14 [fourteen] Business Days, or such other period as mutually agreed, whether the amendment is acceptable.
- 4.5 Insofar as any term, provision or condition in the Schedule of Requirements/Work Order conflicts with a like term, provision or condition in this Agreement and/or a Purchase Order, the term or provision or condition in this Master Agreement shall prevail, unless such term or provision or condition in this Master Agreement has been specifically revoked or amended by mutual written agreement between the Parties.
- 4.6 Time will be of the essence and the Supplier/Service Provider will perform its obligations under this Agreement in accordance with the timeframe(s) [if any] set out in the relevant schedule, save that the Supplier/Service Provider will not be liable under this clause if it is unable to meet such obligation within the time required as a direct result of any act or omission by Transnet and it has used its best endeavours to advise Transnet of such act or omission. In the event of such delay, any time deadlines detailed in the relevant schedule shall be extended by a period equal to the period of that delay.

5 AUTHORITY OF PARTIES

- 5.1 Nothing in this Agreement will constitute or be deemed to constitute a partnership between the Parties, or constitute or be deemed to constitute the Parties as agents or employees of one another for any purpose or in any form whatsoever.
- 5.2 Neither Party shall be entitled to, or have the power or authority to:
 - a) enter into an agreement in the name of the other; or
 - b) give any warranty, representation or undertaking on the other's behalf; or
 - c) create any liability against the other or bind the other's credit in any way or for any purpose whatsoever.

6 DURATION/TERM AND CANCELLATION

- 6.1 Notwithstanding the date of signature hereof, the Commencement Date if this Agreement is and the duration shall be for a [.....] year period, expiring on, unless:
- a) this Agreement is terminated by either Party in accordance with the provisions incorporated herein or in any schedules or annexures appended hereto, or otherwise in accordance with law or equity; or
 - b) this Agreement is extended at Transnet's option for a further period to be agreed by the Parties.
- 6.2 Notwithstanding clause 239 [*Breach and Termination*], either Party may cancel this Agreement without cause by giving 30 [thirty] calendar days prior written notice thereof to the other Party, provided that in such instance, this Agreement will nevertheless be applicable in respect of all Purchase Orders which have been placed prior to the date of such cancellation.

7 RISK MANAGEMENT

- 7.1 Where Transnet determines appropriate, within 2 weeks from the date of contract signature, the Parties are to meet to prepare and maintain a contract Risk Register. The Risk Register shall include a description of the risks and a description of the actions which are to be taken to avoid or reduce these risks which both Parties shall jointly determine.
- 7.2 Contract progress meetings shall be held monthly, or unless otherwise agreed between the Parties in writing. The purposes of these progress meetings shall be to capture the number of late deliverables against agreed milestones, actual costs against payment plans, performance issues or concerns, contract requirements not achieved, the status of previous corrective actions and risk management. Minutes of meetings shall be maintained and signed off between the Parties throughout the contract period

8 TRANSNET'S OBLIGATIONS

- 8.1 Transnet undertakes to promptly comply with any reasonable request by the Supplier/Service Provider for information, including information concerning Transnet's operations and activities, that relates to the Goods/Services as may be necessary for the Supplier/Service Provider to provide the Goods/Services, but for no other purpose. However, Transnet's compliance with any request for information is subject to any internal security rules and requirements and subject to the observance by the Supplier/Service Provider of its confidentiality obligations under this Agreement.
- 8.2 The Supplier/Service Provider shall give Transnet reasonable notice of any information it requires.
- 8.3 Transnet agrees to provide the Supplier/Service Provider or its Personnel such access to and use of its facilities as is necessary to allow the Supplier/Service Provider to perform its obligations under this Agreement.
- 8.4 Due to TP's operating model, the potential service provider are to note that as and when more buildings etc. get discovered within our facilities they will automatically be added, and form part of the contract and the contractor will be required to apply the same rates quoted herein to bill those additional facilities etc. within the Northern Region.

9 GENERAL OBLIGATIONS OF THE SUPPLIER/SERVICE PROVIDER

- 9.1 The Supplier/Service Provider shall:

- a) respond promptly to all complaints and enquiries from Transnet;
- b) inform Transnet immediately of any dispute or complaint arising in relation to the storage or delivery of the Goods;
- c) conduct its business in a professional manner which will reflect positively upon the Supplier/Service Provider and the Supplier's/Service Provider's products/services;
- d) keep full records clearly indicating all transactions concluded by the Supplier/Service Provider relating to the delivery of the Goods/Services and keep such records for at least 5 [five] years from the date of each such transaction;
- e) obtain, and at all times maintain in full force and effect, any and all licences, permits and the like required under applicable laws for the provision of the Goods/Services and ancillary Services and the conduct of the business and activities of the Supplier/Service Provider;
- f) observe and ensure compliance with all requirements and obligations as set out in the labour and related legislation of South Africa, including the Occupational Health and Safety Act, 85 of 1993, as may be amended from time to time;
- g) observe and ensure compliance with all requirements and objectives of the Transnet Supplier Integrity Pact as agreed to in response to the RFP. The general purpose of the Supplier Integrity Pact is to agree to avoid all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of the procurement event leading to this Agreement and this Agreement itself;
- h) comply with all applicable environmental legislation and regulations, demonstrate sound environmental performance and have an environmental management policy which ensures that its products, including the Goods/Services or ancillary Services are procured, produced, packaged, delivered and are capable of being used and ultimately disposed of in a way that is environmentally appropriate; and
- i) ensure the validity of all renewable certifications, including but not limited to its B-BBEE Verification Certificate, throughout the entire term of this Agreement. Should the Supplier/Service Provider fail to present Transnet with such renewals as they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the Agreement, to terminate this Agreement forthwith without any liability and without prejudice to any claims which Transnet may have for damages against the Supplier/Service Provider.

9.2 The Supplier/Service Provider acknowledges and agrees that it shall at all times:

- a) render the supply of the Goods/Services and ancillary Services (if applicable) and perform all its duties with honesty and integrity;
- b) communicate openly and honestly with Transnet regarding the supply and performance of the Goods/Services and demonstrate a commitment to effecting the supply and performing ancillary Services timeously, efficiently and at least to the required standards;
- c) endeavour to provide the highest possible standards of service and workmanship, with a reasonable degree of care and diligence;

- d) use its best endeavours and make every diligent effort to meet agreed deadlines;
- e) treat its own Staff, as well as all Transnet's Staff, with fairness and courtesy and respect for their human rights;
- f) practice and promote its own internal policies aimed at prohibiting and preventing unfair discrimination;
- g) treat all enquiries from Transnet in connection with the supply of the Goods/Services and/or ancillary Services with courtesy and respond to all enquiries promptly and efficiently. Where the Supplier/Service Provider is unable to comply with the provisions of this clause, the Supplier/Service Provider will advise Transnet of the delay and the reasons therefor and will keep Transnet informed of progress made regarding the enquiry;
- h) when requested by Transnet, provide clear and accurate information regarding the Supplier's/Service Provider's own policies and procedures, excluding Know-How and other Confidential Information, except where a non-disclosure undertaking has been entered into between the Parties;
- i) not allow a conflict of interest to develop between its own interests [or the interests of any of its other customers] and the interests of Transnet;
- j) not accept or offer, nor allow, induce or promote the acceptance or offering of any gratuity, enticement, incentive or gift that could reasonably be regarded as bribery or an attempt to otherwise exert undue influence over the recipient;
- k) not mislead Transnet or its officers, employees and stakeholders, whether by act or omission;
- l) not otherwise act in an unethical manner or do anything which could reasonably be expected to damage or tarnish Transnet's reputation or business image;
- m) immediately report to Transnet any unethical, fraudulent or otherwise unlawful conduct of which it becomes aware in connection with Transnet or the supply of Goods/Services or ancillary Services to Transnet;
- n) ensure that at all times, during the currency of this Agreement, it complies with all obligations and commitments in terms of the provisions of the Income Tax Act, No 58 of 1962, the VAT Act or any other tax legislation relating to their liability for Income Tax, VAT, Pay as You Earn or any other tax. The Supplier/Service Provider shall further ensure Tax Clearance Compliance, for the duration of this Agreement;
- o) not victimise, harass or discriminate against any employee of either Party to this Agreement or any applicant for employment with either Party to this Agreement due to their gender, race, disability, age, religious belief, sexual orientation or part-time status. This provision applies, but is not limited to employment, upgrading, work environment, demotion, transfer, recruitment, recruitment advertising, termination of employment, rates of pay or other forms of compensation and selection for training.
- p) shall ensure that its employees, agents and Subcontractors will not breach any applicable discrimination legislation and any amendments and re-enactments thereof.

9.3 In compliance with the National Railway Safety Regulator Act, 16 of 2002, as may be amended from time to time, the Supplier shall ensure that the Goods/Services and ancillary Services, to be supplied to Transnet under the terms and conditions of this Agreement, comply fully with the Specifications

as set forth in Schedule 1 hereto, and shall thereby adhere [as applicable] to railway safety requirements and/or regulations. Permission for the engagement of a Subcontractor by the Supplier, as applicable, shall be subject to a review of the capability of the proposed Subcontractor to comply with the specified railway safety requirements and/or regulations. The Supplier and/or its Subcontractor shall grant Transnet access, during the term of this Agreement, to review any safety-related activities, including the coordination of such activities across all parts of its organisation.

10 SERVICE PROVIDER'S PERSONNEL

- 10.1 The Service Provider's Personnel shall be regarded at all times as employees, agents or Subcontractors of the Service Provider and no relationship of employer and employee shall arise between Transnet and any Service Provider Personnel under any circumstances regardless of the degree of supervision that may be exercised over the Personnel by Transnet.
- 10.2 The Service Provider warrants that all its Personnel will be entitled to work in South Africa or any other country in which the Services are to be performed.
- 10.3 The Service Provider will ensure that its Personnel comply with all reasonable requirements made known to the Service Provider by Transnet concerning conduct at any Transnet premises or any other premises upon which the Services are to be performed [including but not limited to security regulations, policy standards and codes of practice and health and safety requirements]. The Service Provider will ensure that such Personnel at all times act in a lawful and proper manner in accordance with these requirements.
- 10.4 Transnet reserves the right to refuse to admit or to remove from any premises occupied by or on behalf of it, any Service Provider Personnel whose admission or presence would, in the reasonable opinion of Transnet, be undesirable or who represents a threat to confidentiality or security or whose presence would be in breach of any rules and regulations governing Transnet's Personnel, provided that Transnet notifies the Service Provider of any such refusal [with reasons why]. The reasonable exclusion of any such individual from such premises shall not relieve the Service Provider from the performance of its obligations under this Agreement.
- 10.5 The Service Provider agrees to use all reasonable endeavours to ensure the continuity of its Personnel assigned to perform the Services. If any re-assignment by the Service Provider of those Personnel is necessary, or if Transnet advises that any such Personnel assigned are in any respect unsatisfactory, including where any such Personnel are, or are expected to be or have been absent for any period, then the Service Provider will promptly supply a replacement of equivalent calibre and experience, and any such replacement shall be approved by Transnet prior to commencing provision of the Services, such approval not to be unreasonably withheld or delayed.

11 SUBCONTRACTING

- 11.1 The Supplier/Service Provider may only enter into a subcontracting arrangement or replace a subcontractor with the approval of Transnet.
- 11.2 If the Supplier/Service Provider subcontracts a portion of the contract to another person without declaring it to Transnet reserves the right to penalise the Supplier/Service Provider up to 10% of the value of the contract.
- 11.3 Where the Supplier/Service Provider seeks to replace a subcontractor Transnet shall be entitled to obtain representations or input from the initial subcontractor who was part of the tender process

whose credentials were used in the Supplier/Service Provider's tender submission. Transnet shall consider input from all parties concerned, in order to take a decision on the proposed replacement of the subcontractor. The subcontracting arrangement or contract remains between the Supplier/Service Provider (main contractor) and the subcontractor.

- 11.4 Should Transnet approve the Supplier's/Service Provider's subcontracting arrangement, the Supplier/Service Provider and not the Sub-contractor will at all times be held liable for performance in terms of its contractual obligations.
- 11.5 The Supplier/Service Provider may not subcontract in such a manner that the the overall value of the contract is reduced to below the stipulated minimum threshold.
- 11.6 The Supplier/Service Provider may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Supplier/Service Provider, unless the contract is subcontracted to an Exempted Micro Enterprise (EME) that has the capability and ability to execute the Subcontract.

12 PAYMENT TO SUB-CONTRACTORS

- 12.1 Transnet reserves the right, in its sole discretion, to make payment directly to the sub-contractor of the Supplier/Service Provider, subject to the following conditions:
 - a) Receipt of an undisputed invoice from the sub-contractor; and
 - b) Receipt of written confirmation from the Supplier/Service Provider that the amounts claimed by the sub-contractor are correct and that the services for which the sub-contractor has requested payment were rendered to the satisfaction of the Supplier/Service Provider, against the required standards.
- 12.2 Nothing contained in this clause must be interpreted as bestowing on any sub-contractor a right or legitimate expectation to be paid directly by Transnet. Furthermore, this clause does not bestow any right or legitimate expectation on the Supplier/Service provider to demand that Transnet pay its sub-contractor directly. The decision to pay any sub-contractor directly, remains that of Transnet alone.
- 12.3 The Supplier/Service Provider remains liable for its contractual obligations under the Agreement, including all services rendered by the sub-contractor.
- 12.4 This clause does not establish any contractual relationship between Transnet and any sub-contractor of the Supplier/Service Provider, whatsoever.

13 B-BBEE AND SOCIO-ECONOMIC OBLIGATIONS

13.1 B-BBEE Scorecard

- a) Transnet fully endorses and supports the Broad-Based Black Economic Empowerment Programme and is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.
- b) In response to this requirement, the Supplier/Service Provider shall submit to Transnet's Contract Manager or such other designated person details of its B-BBEE status in terms of the latest Codes of Good Practice issued in terms of the B-BBEE Act and proof thereof at the beginning of March each year during the currency of this Agreement.

- c) The Supplier/Service Provider undertakes to notify and provide full details to Transnet in the event there is:
 - (i) a change in the Supplier's/Service Provider's B-BBEE status which is less than what it was at the time of its appointment including the impact thereof; and
 - (ii) a corporate or internal restructure or change in control of the Supplier/Service Provider which has or likely to impact negatively on the Supplier's/ Service Provider's B-BBEE status.
- d) Notwithstanding any other reporting requirement in terms hereof, the Supplier Service Provider undertakes to provide any B-BBEE data (underlying data relating to the Supplier /Service Provider which has been relied upon or utilised by a verification agency or auditor for the purposes of issuing a verification certificate in respect of the Supplier/Service Provider B-BBEE status) which Transnet may request on written notice within 30 (thirty) calendar days of such request. A failure to provide such data shall constitute a Supplier/ Service Provider Default and may be dealt with in accordance with the provisions of clause 239.
- e) In the event there is a change in the Supplier's/ Service Provider's B-BBEE status, then the provisions of clause 239 shall apply.

13.2 **Green Economy/Carbon Footprint**

- a) The Supplier/Service Provider has in its bid provided Transnet with an understanding of the Supplier's/Service Provider's position with regard to issues such as waste disposal, recycling and energy conservation.

14 **PENALTIES**

14.1 **Penalties for Non-compliance to Service Level Agreement**

Where the Supplier/Service Provider fails to deliver the Goods/Services within the agreed and accepted milestone timelines and provided that the cause of the delay was not due to a fault of Transnet, penalties shall be imposed at

- such amount to Transnet within 10 (ten) Business Days of the determination made pursuant to such determination and an accompanying valid Tax Invoice.

Payment of Non-compliance Penalties:

- a) Subject to Clause i) above, the Supplier shall pay the Non-compliance Penalty indicated in the Non-compliance Penalty Certificate within 10 (ten) Business Days of Transnet issuing a valid Tax Invoice to the Supplier for the amount set out in that certificate. If Transnet does not issue a valid Tax Invoice to the Supplier for Non-compliance Penalties accrued during any relevant period, those Non-compliance Penalties shall be carried forward to the next period.
- b) The Supplier shall pay the amount due within 10 (ten) days after receipt of a valid Tax Invoice from Transnet, failing which Transnet shall, without prejudice to any other rights of Transnet under this Agreement, be entitled to call for payment which may be in any form Transnet deems reasonable and appropriate.
- c) It is agreed that Transnet, the DTI, the South African Bureau of Standards and/or any of their appointed agents shall be entitled to monitor, evaluate and audit the Contractor's

compliance with its obligations under the Local Content Plan. To this end, the Contractor shall provide its full cooperation to the respective bodies referred to in this clause to ensure that effective monitoring, evaluation and auditing takes place.

- d) The Non Compliance Penalties set forth in this Clause are stated exclusive of VAT. Any VAT payable on Non Compliance Penalties will be for the account of the Supplier.

15 FEES AND EXPENSES RELATING TO SERVICES

- 15.1 In consideration of the provision of the Services, Transnet will pay to the Service Provider the Fees detailed in the relevant schedule or Work Order.
- 15.2 Transnet will not be invoiced for materials used in the provision of the Services save for those materials [if any] set out in the Work Order and accepted by Transnet or in any relevant Work Order [which will be invoiced to Transnet at cost].
- 15.3 Unless otherwise agreed in a schedule or Work Order, Transnet will reimburse to the Service Provider all reasonable and proper expenses incurred directly and solely in connection with the provision of the Services, provided that all such expenses:
 - a) are agreed by Transnet in advance;
 - b) are incurred in accordance with Transnet's standard travel and expenses policies;
 - c) are passed on to Transnet at cost with no administration fee; and
 - d) will only be reimbursed if supported by relevant receipts.
- 15.4 All Tax Invoices relating to Fees, out of pocket expenses and, if applicable, travel and accommodation costs, will provide the detail for each of the Personnel carrying out the Services and incurring the expenses, and the Tax Invoice will, where appropriate, include VAT as a separate item.

16 INVOICES AND PAYMENT

- 16.1 Transnet shall pay the Supplier/Service Provider the amounts stipulated in each Purchase Order/Work Order, subject to the terms and conditions of this Agreement.
- 16.2 Transnet shall pay such amounts to the Supplier/Service Provider upon receipt of a valid and undisputed Tax Invoice together with the supporting documentation, as specified in the Schedule of Requirements appended hereto, once the valid and undisputed Tax Invoices or such portions of the Tax Invoices which are valid and undisputed become due and payable to the Supplier/Service Provider for the delivery of the Goods/Services ordered, in terms of clause 16.5 below.
- 16.3 Transnet may, pending an investigation, withhold any payments to the Supplier/Service Provider, in the case where irregular expenditure has been identified in the particular contract and that there is reasonable suspicion that the Supplier/Service Provider is involved or was aware that the contract transgressed any legislation.
- 16.4 All Prices set out in this Agreement and the Schedule of Requirements hereto are to be indicated inclusive and exclusive of VAT, which will be payable at the applicable rate in ZAR.
- 16.5 Unless otherwise provided for in the Schedule of Requirements appended to this Agreement, Tax Invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by Transnet within 30 [thirty] calendar days after date of receipt by

Transnet of the Supplier's/Service Provider's statement together with the relevant valid and undisputed Tax Invoice(s) and supporting documentation.

- 16.6 Where the payment of any Tax Invoice, or any part of a Tax Invoice which is not in dispute, is not made in accordance with this clause, the Supplier/Service Provider shall be entitled to charge interest on the outstanding amount, at The Standard Bank of South Africa's prime rate of interest in force, for the period from the due date of payment until the outstanding amount is paid.
- 16.7 The Supplier/Service Provider shall remain the owner of all plant, material, machinery, equipment and the like [collectively, **the Supplier's Goods**] provided to Transnet until Transnet has paid in full for the Supplier's Goods, it being specifically agreed that Transnet shall acquire no rights [including liens] of whatsoever nature in such Supplier's Goods until date of final payment by Transnet. Subject to the foregoing, all risk and benefit to the Supplier's Goods shall pass from the Supplier to Transnet on delivery of the Supplier's Goods by the Supplier to Transnet.

17 PRICE ADJUSTMENTS

- 17.1 Prices for Goods/Services supplied in terms of this Agreement shall be subject to review as indicated in the Schedule of Requirements/Works Order annexed hereto.
- 17.2 No less than 2 [two] months prior to any proposed Price adjustment, the Parties shall commence negotiations for Prices for the next period or as otherwise indicated in Schedule 1 hereto. The Parties shall have regard for market-related pricing of equivalent goods, continuous improvement initiatives, costs [including labour, raw materials and transport/delivery], order size and frequency and changes to the specification of the Goods/Services.
- 17.3 Pursuant to clause 17.2 above, the Supplier/Service Provider shall keep full and accurate records of all costs associated with the supply of the Goods/Services to Transnet, in a form to be approved in writing by Transnet. The Supplier/Service Provider shall produce such records to Transnet for inspection at all reasonable times on request and such records may, at Transnet's option, be audited by Transnet or its designated representatives.
- 17.4 Should Transnet and the Supplier/Service Provider fail to reach an agreement on Price for the successive period, either Party shall be entitled to submit this matter to dispute resolution in accordance with clause 39 of the Master Agreement [Dispute Resolution].
- 17.5 If during the period of this Agreement Transnet can purchase similar Goods/Services of a like quality from another supplier at a total delivered cost to a Transnet facility that is lower than the total delivered cost of the Goods/Services purchased hereunder from the Supplier/Service Provider, Transnet may notify the Supplier/Service Provider of such total delivered cost and the Supplier/Service Provider shall have an opportunity to adjust the Price of the Goods/Services purchased hereunder, on such a basis as to result in the same total delivered cost to Transnet, within 30 [thirty] calendar days of such notice. If the Supplier/Service Provider fails to do so or cannot legally do so, Transnet may (i) purchase the Goods/Services from such other supplier in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of Transnet and the Supplier/Service Provider hereunder shall be reduced accordingly; (ii) terminate this Agreement without any penalty, liability or further obligation; or (iii) continue purchases under this Agreement.
- 17.6 If during the period of this Agreement the Supplier/Service Provider sells any materials which are the same as, equivalent to, or substantially similar to the Goods/Services herein, at a total

delivered cost to a third party lower than the total delivered cost to a Transnet facility, then the Supplier/Service Provider has an opportunity to adjust its Price for the Goods/Services purchased hereunder within 30 [thirty] calendar days so that the Price is the same or lower than the total delivered cost of such third party. If the Supplier/Service Provider fails to do so or cannot legally do so, Transnet may (i) purchase the Goods/Services from any other such supplier, in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of Transnet and the Supplier/Service Provider hereunder shall be reduced accordingly; or (ii) terminate this Agreement without any penalty, liability or further obligation. Within 30 [thirty] calendar days of the Commencement Date of this Agreement or at any time Transnet so requests, the Supplier/Service Provider shall certify in writing to Transnet that it is in compliance with this clause and shall provide all information that Transnet reasonably requests in order to verify such compliance.

18 WARRANTIES APPLICABLE TO SERVICES

18.1 The Service Provider warrants to Transnet that:

- a) it has full capacity and authority to enter into and to perform this Agreement and that this Agreement is executed by a duly authorised representatives of the Service Provider;
- b) it will discharge its obligations under this Agreement and any annexure, appendix or schedule hereto with all due skill, care and diligence;
- c) it will be solely responsible for the payment of remuneration and associated benefits, if any, of its Personnel and for withholding and remitting income tax for its Personnel in conformance with any applicable laws and regulations;
- d) it will procure licences for Transnet in respect of all Third Party Material detailed in the Work Order(s), and will procure the right for Transnet to take such copies [in whole or in part] of such Third Party Materials as it may reasonably require for the purposes of back-up for archiving and disaster recovery; and
- e) the use or possession by Transnet of any Materials will not subject Transnet to any claim for infringement of any Intellectual Property Rights of any third party.

18.2 The Service Provider warrants that it will perform its obligations under this Agreement in accordance with the Service Levels as defined in the relevant schedule. Transnet may at its discretion audit compliance with the Service Levels, provided that any such audit is carried out with reasonable prior notice and in a reasonable way so as not to have an adverse effect on the performance of the Services. Without prejudice to clause 18.3 below, in the event that the Service Provider fails to meet the Service Levels, Transnet may claim appropriate service credits or invoke a retention of Fees as detailed in the relevant schedule and/or Work Order.

18.3 The Service Provider warrants that for a period of 90 [ninety] calendar days from Acceptance of the Deliverables they will, if properly used, conform in all material respects with the requirements set out in the relevant schedule. The Service Provider will at its expense remedy any such non-conformance as soon as possible but in any event within 30 [thirty] calendar days of notification by Transnet. In the event that the Service Provider fails or is unable to remedy such non-conformance within such time-scale, Transnet will be entitled to employ a third party to do so in place of the Service Provider and any excess charges or costs incurred by Transnet as a result shall be paid by the Service Provider.

- 18.4 The Service Provider will remedy any defect within 30 [thirty] calendar days of being notified of that defect by Transnet in writing.
- 18.5 The Service Provider will not be liable to remedy any problem arising from or caused by any modification made by Transnet to the Deliverables, or any part thereof, without the prior approval of the Service Provider.
- 18.6 The Service Provider shall advise Transnet of the effects of any steps proposed by Transnet pursuant to clause 18.5 above, including but not limited to any cost implications or any disruption or delay in the performance of the Services. The Parties agree that any changes to the Services, including the charges for the Services or any timetables for delivery of the Services, will be agreed in accordance with the change control procedure, as set out in clause 362 *[Amendment and Change Control]*.
- 18.7 The Service Provider warrants that:
- a) it has, using the most up-to-date software available, tested for [and deleted] all commonly known viruses in the Materials and for all viruses known by the Service Provider at the date of the relevant Work Order; and
 - b) at the time of delivery to Transnet, the Materials do not contain any trojan horse, worm, logic bomb, time bomb, back door, trap door, keys or other harmful components.
- The Service Provider agrees that, in the event that a virus is found, it will at its own expense use its best endeavours to assist Transnet in reducing the effect of the virus and, particularly in the event that a virus causes loss of operational efficiency or loss of data, to assist Transnet to the same extent to mitigate such losses and to restore Transnet to its original operating efficiency.
- 18.8 The Service Provider undertakes to comply with South Africa's general privacy protection in terms of Section 14 of the Bill of Rights in connection with this Agreement and shall procure that its Personnel shall observe the provisions of Section 14 [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.
- 18.9 The Service Provider warrants that it has taken all reasonable precautions to ensure that, in the event of a disaster, the impact of such disaster on the ability of the Service Provider to comply with its obligations under this Agreement will be reduced to the greatest extent possible, and that the Service Provider shall ensure that it has appropriate, tested and documented recovery arrangements in place.
- 18.10 In compliance with the National Railway Safety Regulator Act, 16 of 2002, the Service Provider shall ensure that the Services, to be supplied to Transnet under the terms and conditions of this Agreement, comply fully with the specifications as set forth in Schedule 1 hereto, and shall thereby adhere [as applicable] to railway safety requirements and/or regulations. Permission for the engagement of a Subcontractor by the Service Provider [as applicable] shall be subject to a review of the capability of the proposed Subcontractor to comply with the specified railway safety requirements and/or regulations. The Service Provider and/or its Subcontractor shall grant Transnet access, during the term of this Agreement, to review any safety-related activities, including the coordination of such activities across all parts of its organisation.

19 THIRD PARTY INDEMNITY

The Service Provider hereby indemnifies and shall hold Transnet harmless against any direct damages suffered by or claims arising against Transnet in respect of clause **Error! Reference source not found.** above.

20 TOTAL OR PARTIAL FAILURE TO PERFORM

20.1 In the case of Goods to be specially manufactured for it, if Transnet at any time ascertains that:

- a) no manufacturing of the Goods specified in a Purchase Order has commenced and there is little or no prospect, in Transnet's opinion, that manufacturing will commence within a reasonable time; or
- b) delivery of any of the Goods is being or is likely to be delayed beyond the promised delivery date(s), and there is little or no prospect of the Purchase Order(s) being carried out within reasonable adherence to the promised delivery rate(s) or time(s),

then Transnet may, irrespective of the cause of the delay, by notice to the Supplier, cancel as from a future date specified in such notice the whole or any part of this Agreement or Purchase Order in respect of which the Goods to be supplied have not been completed by that date, without incurring any liability by reason of such cancellation except as provided in this clause.

20.2 The Supplier/Service Provider shall thereupon, as soon as possible after such date, deliver to Transnet the Goods/Services [if any] already completed, and payment for the part performance shall be made on a pro rata basis, provided the uncompleted part is not an integral or essential part of the completed Goods/Services. Where an integral or essential part of the work has not been completed, the amount to be paid to the Supplier/Service Provider will be calculated on the basis of Transnet's enrichment. The Supplier/Service Provider shall, wherever practicable, supply Transnet with the necessary drawings and/or specifications to enable it to complete the work.

20.3 Whenever, in any case not covered by clause 20.1 above, the Supplier fails or neglects to execute the work or to deliver any portion of the Goods/Services as required by the terms of this Agreement or Purchase Order, or if any Services are rejected on any of the grounds mentioned in clause **Error! Reference source not found.**⁵ [Defective Goods], Transnet may cancel this Agreement or Purchase Order in so far as it relates to the unexecuted work or the undelivered or rejected portion of the Goods/Services, and in such event, the supply of the remaining portion shall remain subject in all respects to these conditions.

21 NON CONFORMANCE OF SERVICES PROCURED

21.1 *In the case of Goods/services manufactured for and procured by Transnet from the Supplier/Service Provider in terms of this Agreement, being found not to conform to the Transnet standards, specifications and requirements, Transnet at any time may be entitled to raise a Non Conformance Report (NCR) against a Supplier/Service Provider whose Goods/ Services do not conform to Transnet standards, specifications and requirements directing the Supplier/Service Provider to investigate and remedy the non-conformance within the stipulated time frame as may be determined by Transnet at its discretion.*

21.2 *Failure by the Supplier/Service Provider to fully comply with NCR within the period stated in sub-clause 26.1 above, shall entitle Transnet to further conditions to which the Supplier/ Service*

Provider must discharge in order to close the NCR or to terminate the order without giving the Supplier/Service Provider written notice of termination in terms of this Agreement.

22 RIGHTS ON CANCELLATION

- 22.1 If this Agreement or Purchase Order is cancelled in whole or in part in terms of clause 206 *[Total or Partial Failure to Perform]*, Transnet may execute or complete this Agreement with any other entity and do so on such terms as it may deem proper, or may procure other comparable Goods/Services in substitution for those neglected to be manufactured or supplied or rejected as aforesaid, and may recover from the Supplier the difference between the cost of such Goods/Services and the Price [if the latter was lower] as well as any costs and expenses [including any additional transport costs] which Transnet may have had to incur in consequence of the Supplier's/Service Provider's default.
- 22.2 Any amount which may be recoverable from the Supplier/Service Provider in terms of clause 22.1 above, without prejudice to any other legal remedies available to Transnet, may be deducted in whole or in part from any monies in the hands of Transnet and due for payment to the Supplier/Service Provider.

23 BREACH AND TERMINATION

- 23.1 Termination in accordance with clause 6 *[Term and Cancellation]* shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to either Party and all provisions which are to survive this Agreement or impliedly do so shall remain in force and in effect.
- 23.2 On termination of this Agreement or a Work Order, the Service Provider will immediately deliver up, and procure that its Personnel will immediately deliver up to Transnet, all Deliverables and property belonging to Transnet [or, in the event of termination of a Work Order, such as is relevant to that Work Order] which may be in the possession of, or under the control of the Service Provider, and certify to Transnet in writing that this has been done.
- 23.3 To the extent that any of the Deliverables and property referred to in clause 23.2 above are in electronic form and contained on non-detachable storage devices, the Service Provider will provide Transnet with unencrypted copies of the same on magnetic media and will irretrievably destroy and delete copies so held.
- 23.4 In the event that this Agreement is terminated by the Service Provider under clause **Error! Reference source not found.** *[Term and Cancellation]*, or in the event that a Work Order is terminated by Transnet under clause **Error! Reference source not found.**⁹ *[Breach and Consequences of Termination]*, Transnet will pay to the Service Provider all outstanding Fees [apportioned on a pro rata basis] relating to the work undertaken by the Service Provider up until the date of such termination. Transnet will also pay the costs of any goods and materials ordered by the Service Provider in relation to the such work for which the Service Provider has paid or is legally obliged to pay, in which case, on delivery of such goods or materials, the Service Provider will promptly deliver such goods and materials to Transnet or as it may direct.
- 23.5 If either Party **[the Defaulting Party]** commits a material breach of this Agreement and fails to remedy such breach within 30 [thirty] calendar days of written notice thereof, the other Party [hereinafter **the Aggrieved Party**], shall be entitled, in addition to any other rights and remedies that it may have in terms of this Agreement, to terminate this Agreement forthwith without any

liability and without prejudice to any claims which the Aggrieved Party may have for damages against the Defaulting Party.

- 23.6 Either Party may terminate this Agreement forthwith by notice in writing to the other Party when the other Party is unable to pay its debts as they fall due or commits any act or omission which would be an act of insolvency in terms of the Insolvency Act, 24 of 1936 [as amended from time to time], or if any action, application or proceeding is made with regard to it for:
- a) a voluntary arrangement or composition or reconstruction of its debts;
 - b) its winding-up or dissolution;
 - c) the appointment of a liquidator, trustee, receiver, administrative receiver or similar officer;
 - d) any similar action, application or proceeding in any jurisdiction to which it is subject.
- 23.7 Transnet may terminate this Agreement at any time within 2 [two] months of becoming aware of a change of control of the Supplier/Service Provider by notice in writing to the Supplier/Service Provider. For the purposes of this clause, **control** means the right to direct the affairs of a company whether by ownership of shares, membership of the board of directors, agreement or otherwise.
- 23.8 Notwithstanding this clause 239, Transnet may cancel this Agreement without cause by giving 30 [thirty] calendar days prior written notice thereof to the Supplier/Service Provider, or
- 23.9 The provisions of clauses 2 [Definitions], **Error! Reference source not found.** 2 [Warranties], 228 [Rights on Cancellation], 263 [Confidentiality], 295 [Limitation of Liability], 36 [Intellectual Property Rights], 339 [Dispute Resolution] and 37.1 [Governing Law] shall survive termination or expiry of this Agreement.

24 CESSIONS AND ASSIGNMENTS AS PER NT INSTRUCTION NOTE 08 OF 2022/2023

- 24.1 The Supplier/Service Provider is not allowed to cede its rights for payment in terms of this Agreement without prior written approval from Transnet. Cession shall only be applicable as follows:
- a) Cession must only be applicable to the transfer of right to payment for goods/services delivered/rendered by a Supplier/Service Provider to an FSP or State Institutions;
 - b) The written request for cession must be by the Supplier/Service Provider and not a third party; and
 - c) The written request by the Supplier/Service Provider must be accompanied by the cession agreement.
- 24.2 The Supplier/Service Provider is prohibited from transferring its rights and obligations to perform under this contract. Assignments are against the principles of section 217 of the Constitution mainly, fairness, transparency and competitiveness.

25 FORCE MAJEURE

- 25.1 Neither Party shall have any claim against the other Party arising from any failure or delay in the performance of any obligation of either Party under this Agreement caused by an act of force majeure such as acts of God, fire, flood, war, lockout, government action, laws or regulations, terrorism or civil disturbance, defaults or other circumstances or factors beyond the reasonable control of either Party, and to the extent that the performance of obligations of either Party hereunder is delayed by virtue of the foregoing, any period stipulated for any such performance

shall be reasonably extended. Transnet may however rely on strikes, industrial dispute and riots as a ground of force majeure.

- 25.2 Each Party will take all reasonable steps by whatever lawful means that are available to resume full performance as soon as practicable and will seek agreement to modification of the relevant provisions of this Agreement in order to accommodate the new circumstances caused by the act of *force majeure*. If a Party fails to agree with such modifications proposed by the other Party within 90 [ninety] calendar days of the act of *force majeure* first occurring, either Party may thereafter terminate this Agreement with immediate notice.

26 PROTECTION OF PERSONAL INFORMATION

- a) The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Personal Information Act 4 of 2013 ("POPIA"):

consent; person; personal information; processing; record; Regulator as well as any terms derived from these terms of the POPIA

- b) Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

- c) Transnet agrees that in submitting any information or documentation requested in the RFP and in this Agreement, the Supplier/Service Provider consents to the processing of their personal information for the purpose of, but not limited to, risk assessment, contract award, contract management, auditing, legal opinions/litigation, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
- d) The Parties agree that they may obtain and have access to personal information for the fulfilment of the rights and obligations contained herein. In performing the obligations as set out in this Agreement, the Parties shall at all times ensure that:
- i. they process personal information only for the express purpose for which it was obtained;
 - ii. once processed for the purposes for which it was obtained, all personal information will be destroyed to an extent that it cannot be reconstructed to its original form, subject to any legal retention requirements;
 - iii. Personal information is provided only to authorised personnel who strictly require the personal information to carry out the Parties' respective obligations under this Agreement;
 - iv. they do not disclose personal information of the other Party, other than in terms of this Agreement;
 - v. they have all reasonable technical and organisational measures in place to protect all personal information from unauthorised access and/or use;
 - vi. they have appropriate technical and organisational measures in place to safeguard the security, integrity and authenticity of all information in their possession or under their control in terms of this Agreement;

- vii. they identify all reasonably foreseeable internal and external risks to personal information in their possession or under their control; establish and maintain appropriate safeguards against the risks identified; regularly verify that the safeguards are effectively implemented; and ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
 - viii. such personal information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access.
- 26.1 The Parties agree that if personal information will be processed for additional purposes beyond the original purpose for which it was obtained, explicit consent must be obtained beforehand from those persons whose information will be subject to such processing.
- 26.2 Should it be necessary for either Party to disclose or otherwise make available the personal information to any third party (including sub-contractors and employees) that is not already consented to, it may do so only with the prior written consent of the other Party. The Party requiring such consent shall require of all such third parties, appropriate written undertakings to be provided, containing similar terms to that set forth in this clause, and dealing with that third party's obligations in respect of its processing of the personal information. Following approval by the other Party, the Party requiring consent agrees that the provisions of this clause shall *mutatis mutandis* apply to all authorised third parties who process personal information.
- 26.3 The Parties shall ensure that any persons authorized to process information on their behalf (including employees and third parties) will safeguard the security, integrity and authenticity of all information. Where necessary to meet this requirement, the Parties shall keep all personal information and any analyses, profiles, or documents derived therefrom logically separated from all other information and documentation held by it.
- 26.4 The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the personal information in its possession or under its control. The Parties shall implement and maintain appropriate safeguards against the risks which it identifies and shall also regularly verify that the safeguards which it has in place have been effectively implemented.
- 26.5 The Parties agree that they will promptly return, destroy or de-identify any personal information in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected in relation to this Agreement, subject to any legal retention requirements. This may be at the request of the other Party and includes circumstances where a person has requested the Parties to delete all instances of their personal information. The information will be destroyed or de-identified in such a manner that it cannot be reconstructed to its original form, linking it to any particular individual or organisation.
- 26.6 Personal Information security breach:
- a) Each Party shall notify the other party in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any personal information and shall, at its own cost, take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible. The Parties shall also be required to provide each other with details of the persons affected by the compromise and the nature and extent of the

compromise, including details of the identity of the unauthorised person who may have accessed or acquired the personal information.

- b) The Parties shall provide on-going updates on the progress in resolving the compromise at reasonable intervals until such time as the compromise is resolved.
- c) Where required, the Parties must notify the South African Police Service; and/or the State Security Agency and the Information Regulator and the affected persons of the security breach. Any such notification shall always include sufficient information to allow the persons to take protective measures against the potential consequences of the compromise.
- d) The Parties undertake to co-operate in any investigations relating to security which is carried out by or on behalf of the other including providing any information or material in its possession or control and implementing new security measures.

27 CONFIDENTIALITY

27.1 The Parties hereby undertake the following with regard to Confidential Information:

- a) not to divulge or disclose to any person whomsoever in any form or manner whatsoever, either directly or indirectly, any Confidential Information of the other without the prior written consent of such other Party, other than when called upon to do so in accordance with a statute, or by a court having jurisdiction, or by any other duly authorised and empowered authority or official, in which event the Party concerned shall do what is reasonably possible to inform the other of such a demand and each shall assist the other in seeking appropriate relief or the instituting of a defensive action to protect the Confidential Information concerned;
- b) not to use, exploit, permit the use of, directly or indirectly, or in any other manner whatsoever apply the Confidential Information disclosed to it as a result of this Agreement, for any purpose whatsoever other than for the purpose for which it is disclosed or otherwise than in strict compliance with the provisions in this Agreement;
- c) not to make any notes, sketches, drawings, photographs or copies of any kind of any part of the disclosed Confidential Information without the prior written consent of such other Party, except when reasonably necessary for the purpose of this Agreement, in which case such copies shall be regarded as Confidential Information;
- d) not to de-compile, disassemble or reverse engineer any composition, compilation, concept application, item, component de-compilation, including software or hardware disclosed and shall not analyse any sample provided by Transnet, or otherwise determine the composition or structure or cause to permit these tasks to be carried out except in the performance of its obligations pursuant to this Agreement;
- e) not to exercise less care to safeguard Transnet Confidential Information than the Party exercises in safeguarding its own competitive, sensitive or Confidential Information;
- f) Confidential Information disclosed by either Party to the other or by either Party to any other party used by such party in the performance of this Agreement, shall be dealt with as "restricted" or shall be dealt with according to any other appropriate level of confidentiality relevant to the nature of the information concerned, agreed between the Parties concerned and stipulated in writing for such information in such cases;

- g) the Parties shall not make or permit to be made by any other person subject to their control, any public statements or issue press releases or disclose Confidential Information with regard to any matter related to this Agreement, unless written authorisation to do so has first been obtained from the Party first disclosing such information;
- h) each Party shall be entitled to disclose such aspects of Confidential Information as may be relevant to one or more technically qualified employees or consultants of the Party who are required in the course of their duties to receive the Confidential Information for the Permitted Purpose provided that the employee or consultant concerned has a legitimate interest therein, and then only to the extent necessary for the Permitted Purpose, and is informed by the Party of the confidential nature of the Confidential Information and the obligations of the confidentiality to which such disclosure is subject and the Party shall ensure such employees or consultants honour such obligations;
- i) each Party shall notify the other Party of the name of each person or entity to whom any Confidential Information has been disclosed as soon as practicable after such disclosure;
- j) each Party shall ensure that any person or entity to which it discloses Confidential Information shall observe and perform all of the covenants the Party has accepted in this Agreement as if such person or entity has signed this Agreement. The Party disclosing the Confidential Information shall be responsible for any breach of the provisions of this Agreement by such person or entity; and
- k) each Party may by written notice to the other Party specify which of the Party's employees, officers or agents are required to sign a non-disclosure undertaking.

27.2 The duties and obligations with regard to Confidential Information in this clause 273 shall not apply where:

- a) a Party can demonstrate that such information is already in the public domain or becomes available to the public through no breach of this Agreement by that Party, or its Staff; or
- b) was rightfully in a Party's possession prior to receipt from the other Party, as proven by the first-mentioned Party's written records, without an infringement of an obligation or duty of confidentiality; or
- c) can be proved to have been rightfully received by a Party from a third party without a breach of a duty or obligation of confidentiality; or
- d) is independently developed by a Party as proven by its written records.

27.3 This clause 273 shall survive termination for any reason of this Agreement and shall remain in force and effect from the Commencement Date of this Agreement and 5 [five] years after the termination of this Agreement. Upon termination of this Agreement, all documentation furnished to the Supplier/Service Provider by Transnet pursuant to this Agreement shall be returned to Transnet including, without limitation, all corporate identity equipment including dyes, blocks, labels, advertising matter, printing matter and the like.

28 INSURANCES

28.1 Without limiting the liability of the Supplier/Service Provider under this Agreement, the Supplier/Service Provider shall take out insurance in respect of all risks for which it is prudent for the Supplier/Service Provider to insure against, including any liability it may have as a result of its

activities under this Agreement for theft, destruction, death or injury to any person and damage to property. The level of insurance will be kept under review by Transnet, on an annual basis, to ensure its adequacy, provided that any variation to the level of such insurance shall be entirely at the discretion of the Supplier/Service Provider.

- 28.2 The Supplier/Service Provider shall arrange insurance with reputable insurers and will produce to Transnet evidence of the existence of the policies on an annual basis within 30 [thirty] calendar days after date of policy renewals.
- 28.3 Subject to clause 28.4 below, if the Supplier/Service Provider fails to effect adequate insurance under this clause 28.4, it shall notify Transnet in writing as soon as it becomes aware of the reduction or inadequate cover and Transnet may arrange or purchase such insurance on behalf of the Supplier/Service Provider. The Supplier/Service Provider shall promptly reimburse Transnet for any premiums paid provided such insurance protects the Supplier/Service Provider's liability. Transnet assumes no responsibility for such insurance being adequate to protect all of the Supplier/Service Provider's liability.
- 28.4 In the event that the Supplier/Service Provider receives written notice from its insurers advising of the termination of its insurance cover referred to in clause 28.1 above or if the insurance ceases to be available upon commercially reasonable terms, the Supplier/Service Provider shall immediately notify Transnet in writing of such termination and/or unavailability, whereafter either the Supplier/Service Provider or Transnet may terminate this Agreement on giving the other Party not less than 30 [thirty] calendar days prior written notice to that effect.

29 LIMITATION OF LIABILITY

- 29.1 The Supplier/Service Provider's liability under this clause 29.1 shall be in addition to any warranty or condition of any kind, express or implied by law or otherwise, relating to the Goods/Services or ancillary Services, including the quality of the Goods/Services or ancillary Services or any materials delivered pursuant to this Agreement.
- 29.2 Neither Party excludes or limits liability to the other Party for:
- a) death or personal injury caused by its negligence, [including its employees', agents' or Subcontractors' negligence]; or
 - b) fraud or theft.
- 29.3 The Supplier/Service Provider shall indemnify and keep Transnet indemnified from and against liability for damage to any Transnet property [whether tangible or intangible] or any other loss, costs or damage suffered by Transnet to the extent that it results from any act of or omission by the Supplier/Service Provider or its Personnel in connection with this Agreement. The Supplier/Service Provider's liability arising out of this clause 29.3 shall be limited to direct damages.
- 29.4 Subject always to clauses 29.1 and 29.2 above, the liability of either the Supplier/Service Provider or Transnet under or in connection with this Agreement, whether for negligence, misrepresentation, breach of contract or otherwise, for direct loss or damage arising out of each Default or series of related Defaults shall not exceed 100% [one hundred per cent] of the Fees paid under the schedule or Work Order to which the Default(s) relates.
- 29.5 Subject to clauses 29.1 to 29.4 above, in no event shall either Party be liable to the other for indirect or consequential loss or damage or including indirect or consequential loss of profits,

business, revenue, goodwill or anticipated savings of an indirect nature or loss or damage incurred by the other Party as a result of third party claims.

29.6 If for any reason the exclusion of liability in clause 29.5 above is void or unenforceable, either Party's total liability for all loss or damage under this Agreement shall be as provided in clause 29.3 above.

29.7 Nothing in this clause 29.5 shall be taken as limiting the liability of the Parties in respect of clauses 263 [*Confidentiality*] and 306 [*Intellectual Property Rights*].

30 INTELLECTUAL PROPERTY RIGHTS

30.1 Title to Confidential Information

- a) Transnet will retain all right, title and interest in and to its Confidential Information and Background Intellectual Property and the Supplier/Service Provider acknowledges that it has no claim of any nature in and to the Confidential Information and Background Intellectual Property that is proprietary to Transnet. For the avoidance of doubt all the Supplier/Service Provider's Background Intellectual Property shall remain vested in the Supplier/Service Provider.
- b) Transnet shall grant to the Supplier/Service Provider an irrevocable, royalty free, non-exclusive licence to use Transnet's Background Intellectual Property only for the Permitted Purpose. This licence shall not permit the Supplier/Service Provider to sub-license to other parties.
- c) The Supplier/Service Provider shall grant to Transnet an irrevocable, royalty free, non-exclusive licence to use the Supplier/Service Provider's Background Intellectual Property for the Permitted Purpose. This licence shall not permit Transnet to sub-license to other parties.
- d) The Supplier/Service Provider shall grant Transnet access to the Supplier/Service Provider's Background Intellectual Property on terms which shall be *bona fide* negotiated between the Parties for the purpose of commercially exploiting the Foreground Intellectual Property, to the extent that such access is required.
- e) The above shall not pertain to any software licenses procured by the Supplier/Service Provider from third parties and used in the supply of the Goods/Services.

30.2 Title to Intellectual Property

- a) All right, title and interest in and to Foreground Intellectual Property prepared, conceived or developed by the Supplier/Service Provider, its researchers, agents and employees shall vest in Transnet and the Supplier/Service Provider acknowledges that it has no claim of any nature in and to the Foreground Intellectual Property. The Supplier/Service Provider shall not at any time during or after the termination or cancellation of this Agreement dispute the validity or enforceability of such Foreground Intellectual Property, or cause to be done any act or anything contesting or in any way impairing or tending to impair any part of that right, title and interest to any of the Foreground Intellectual Property and shall not counsel or assist any person to do so.
- b) Transnet shall be entitled to seek protection in respect of the Foreground Intellectual Property anywhere in the world as it shall decide in its own absolute discretion and the

Supplier/Service Provider shall reasonably assist Transnet in attaining and maintaining protection of the Foreground Intellectual Property.

- c) Where the Foreground Intellectual Property was created by the Supplier/Service Provider or its researchers, agents and employees and where Transnet elects not to exercise its option to seek protection or decides to discontinue the financial support of the prosecution or maintenance of any such protection, Transnet shall notify the Supplier/Service Provider who shall have the right of first refusal to file or continue prosecution or maintain any such applications and to maintain any protection issuing on the Foreground Intellectual Property.
- d) No consideration shall be paid by Transnet to the Supplier/Service Provider for the assignment of any Foreground Intellectual Property from the Supplier/Service Provider to Transnet, over and above the sums payable in terms of this Agreement. The Supplier/Service Provider undertakes to sign all documents and do all things as may be necessary to effect, record and perfect the assignment of the Foreground Intellectual Property to Transnet.
- e) Subject to anything contrary contained in this Agreement and/or the prior written consent of Transnet [which consent shall not be unreasonably be withheld], the Supplier/Service Provider shall under no circumstances be entitled as of right, or to claim the right, to use Transnet's Background Intellectual Property and/or Foreground Intellectual Property.

30.3 Title to Improvements

Any improvements, developments, adaptations and/or modifications to the Foreground Intellectual Property, and any and all new inventions or discoveries, based on or resulting from the use of Transnet's Background Intellectual Property and/or Confidential Information shall be exclusively owned by Transnet. The Supplier/Service Provider shall disclose promptly to Transnet all such improvements, developments, adaptations and/or modifications, inventions or discoveries. The Supplier/Service Provider hereby undertakes to sign all documents and do all things as may be necessary to effect, record and perfect the assignment of such improvements, developments, adaptations and/or modifications, inventions or discoveries to Transnet and the Supplier/Service Provider shall reasonably assist Transnet in attaining, maintaining or documenting ownership and/or protection of the improved Foreground Intellectual Property.

30.4 Unauthorised Use of Confidential Information

The Supplier/Service Provider shall not authorise any party to act on or use in any way any Confidential Information belonging to Transnet whether or not such party is aware of such Confidential Information, and shall promptly notify Transnet of the information if it becomes aware of any party so acting, and shall provide Transnet the information with such assistance as Transnet reasonably requires, at Transnet's cost and expense, to prevent such third party from so acting.

30.5 Unauthorised Use of Intellectual Property

- a) The Supplier/Service Provider agrees to notify Transnet in writing of any conflicting uses of, and applications of registrations of Patents, Designs and Trade Marks or any act of infringement, unfair competition or passing off involving the Intellectual Property of Transnet of which the Supplier/Service Provider acquires knowledge and Transnet shall have the right, as its own option, to proceed against any party infringing its Intellectual Property.
- b) It shall be within the sole and absolute discretion of Transnet to determine what steps shall be taken against the infringer and the Supplier/Service Provider shall co-operate fully with

Transnet, at Transnet's cost, in whatever measure including legal action to bring any infringement of illegal use to an end.

- c) The Supplier/Service Provider shall cooperate to provide Transnet promptly with all relevant ascertainable facts.
- d) If proceedings are commenced by Transnet alone, Transnet shall be responsible for all expenses but shall be entitled to all damages or other awards arising out of such proceedings. If proceedings are commenced by both Parties, both Parties will be responsible for the expenses and both Parties shall be entitled to damages or other awards arising out of proceedings.

31 NON-WAIVER

- 31.1 Failure or neglect by either Party, at any time, to enforce any of the provisions of this Agreement, shall not in any manner be construed to be a waiver of any of that Party's rights in that regard and in terms of this Agreement.
- 31.2 Such failure or neglect shall not in any manner affect the continued, unaltered validity of this Agreement, or prejudice the right of that Party to institute subsequent action.

32 PARTIAL INVALIDITY

If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, or shall be required to be modified, the validity, legality and enforceability of the remaining provisions shall not be affected thereby.

33 DISPUTE RESOLUTION

- 33.1 Should any dispute of whatsoever nature arise between the Parties concerning this Agreement, the Parties shall try to resolve the dispute by negotiation within 10 [ten] Business Days of such dispute arising.
- 33.2 If the dispute has not been resolved by such negotiation, either of the Parties may refer the dispute to AFSA and notify the other Party accordingly, which proceedings shall be held in Johannesburg.
- 33.3 Such dispute shall be finally resolved in accordance with the rules of AFSA by an arbitrator or arbitrators appointed by AFSA.
- 33.4 This clause constitutes an irrevocable consent by the Parties to any proceedings in terms hereof, and neither of the Parties shall be entitled to withdraw from the provisions of this clause or claim at any such proceedings that it is not bound by this clause 33.
- 33.5 This clause 339 is severable from the rest of this Agreement and shall remain in effect even if this Agreement is terminated for any reason.
- 33.6 This clause 339 shall not preclude either Party from seeking urgent relief in a court of appropriate jurisdiction, where grounds for urgency exist.

34 ADDRESSES FOR NOTICES

- 34.1 The Parties to this Agreement select the physical addresses and fax numbers, as detailed hereafter, as their respective addresses for giving or sending any notice provided for or required in terms of this Agreement, provided that either Party shall be entitled to substitute such other address or fax number, as may be, by written notice to the other:

a) **Transnet**

- (i) For legal notices: Rishana Sunderlall
Rishana.Sunderlall@transnet.net
 Attention: Group Legal Department
- (ii) For commercial notices: Refilwe Ramothwala
Refilwe.Ramothwala@transnet.net
 Attention: Supply Chain Management

b) **The Service Provider**

- (i) For legal notices:

 Fax No.
 Attention:
- (ii) For commercial notices:

 Fax No.
 Attention:

34.2 Any notice shall be addressed to a Party at its physical address, or delivered by hand, or sent by fax or email.

34.3 Any notice shall be deemed to have been given:

- a) if hand delivered, on the day of delivery;
- b) if faxed, on the date and time of sending of such fax, as evidenced by a fax confirmation printout, provided that such notice shall be confirmed by prepaid registered post on the date of dispatch of such fax, or, should no postal facilities be available on that date, on the next Business Day; or
- c) if sent by email, on the date and time received, provided that such notice shall be confirmed by prepaid registered post on the date of dispatch of such email, or, should no postal facilities be available on that date, on the next Business Day.

35 WHOLE AND ONLY AGREEMENT

35.1 The Parties hereby confirm that this Agreement constitutes the whole and only agreement between them with regard to the subject matter of this Agreement.

35.2 The Parties hereby confirm that this Agreement replaces all other agreements which exist or may have existed in any form whatsoever between them, with regard to the subject matter dealt with in this Agreement, any annexures appended hereto and the Schedule of Requirements/Work Order.

36 AMENDMENT AND CHANGE CONTROL

36.1 Any amendment or change of any nature made to this Agreement and the Schedule of Requirements thereof shall only be valid if it is in writing, signed by both Parties and added to this

Agreement as an addendum hereto. In this regard a Change Notice must first be defined and issued by the requesting Party. A Change Notice Response must then be issued by responding Party. A formal approval of the Change Request will then trigger the issue of the addendum to this Agreement.

- 36.2 In the event the Parties cannot agree upon changes, the Parties shall in good faith seek to agree any proposed changes using the dispute resolution procedures in clause 339 [*Dispute Resolution*].

37 GENERAL

37.1 Governing Law

This Agreement is exclusively governed by and construed in accordance with the laws of the Republic of South Africa and is subject to the jurisdiction of the courts of the Republic of South Africa.

37.2 Change of Law

In this Agreement, unless the context otherwise requires, references to a statutory provision include references to that statutory provision as from time to time amended, extended or re-enacted and any regulations made under it, provided that in the event that the amendment, extension or re-enactment of any statutory provision or introduction of any new statutory provision has a material impact on the obligations of either Party, the Parties will negotiate in good faith to agree such amendments to this Agreement as may be appropriate in the circumstances. If, within a reasonable period of time, the Supplier/Service Provider and Transnet cannot reach agreement on the nature of the changes required or on modification of Prices, delivery schedules, warranties, or other terms and conditions, either Party may seek to have the matter determined in accordance with clause 339 [*Dispute Resolution*] above.

37.3 Counterparts

This Agreement may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument. Either Party may enter into this Agreement by signing any such counterpart.

38 DATABASE OF RESTRICTED SUPPLIER

The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Bid shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been restricted with National Treasury by another government institution.

Thus signed by the Parties and witnessed on the following dates and at the following places:

For and on behalf of TRANSNET SOC LTD duly authorised hereto	For and on behalf of duly authorised hereto
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Date:
Place:	Place:

AS WITNESS: Name:	AS WITNESS: Name:
Signature:	Signature:

AS WITNESS: Name:	AS WITNESS: Name:
Signature:	Signature:

ANNEXURE E



SCHEDULE 1 – SCHEDULE OF REQUIREMENTS

TENDER REF NO.: TP/2023/09/0003/43760/RFP

**DESCRIPTION FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/
GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30)
OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT
VARIOUS BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD
RANGING FROM TWENTY-FOUR (24) TO THIRTY-SIX (36) MONTHS.**

SERVICE PROVIDER

CONTRACT NUMBER TBA

DURATION THIRTY-SIX MONTHS (36)

COMMENCEMENT DATE TBA

EXPIRY DATE TBA

With reference to the Standard Terms and Conditions of Contract, Reference Number **TP/2023/09/0003/43760/RFP** dated, ("Contract") between Transnet SOC Ltd ("Transnet") and (the "Service Provider") pursuant to which you have agreed to perform certain services for and on behalf of Transnet subject to such Contract.

The defined terms in the Contract will, unless otherwise indicated, have the same meaning in this Schedule of Requirements. In consideration of the mutual covenant and agreements contained in the Contract and in this Schedule of Requirements, it is agreed as follows:

1. Description of the Services

The scope of services to be performed by the service provider is the provision of provision of office cleaning and hygiene services for a period of three (3) months. The details for the services to be provided are as stipulated in clause 2 below.

2. Scope of Services

2.1 Deliverables

The service provider shall:

Annexure A - Specification

3. Contract Manager/s & Personnel to provide the Services

Transnet Contract Manager	Ouma Senoamadi
Designation	General Manager:
Operating Division	
Address	8th floor, 150 Commissioner street, Carlton Centre, Johannesburg, 2001
Telephone	
Email	

Service Provider's Account Manager	
Designation	
Address	
Telephone	
Email	

4. Performance Review Meetings

Contract management and performance review meetings will be held as required by Transnet's Contract Manager.

5. Fees & Disbursements

5.1 In consideration of the performance of the Services by the Service Provider pursuant to this Work Order, Transnet will pay to it an amount not exceeding R 0 (excluding/including VAT) over the thirty six (36) month period.

IN WITNESS of which this Schedule of Requirements has been duly executed by the parties.

SIGNED for and on behalf of

.....

Signature.....

Name.....

Position.....

Date.....

SIGNED for and on behalf of

Transnet SOC Ltd

Signature.....

Name.....

Position.....

Date.....

APPENDIX 1

Address for Notices

Any notice or communications between the parties to be given under this Agreement shall be deemed to have been received at the following times:

- i. by email transmission – when the sender receives confirmation of receipt;
- ii. by hand delivery - immediately upon receipt by the recipient.

Any notice or communications between the parties shall be delivered to the addresses set out below:

The Service Provider

Addressee:

.....

Attention:

Physical Address:

Postal Address:

.....

.....

.....

email:

Transnet

Addressee:

Transnet SOC Ltd

Attention : Group Legal Counsel

Physical Address:

08th Floor

Carlton Centre

150 Commissioner Street

Johannesburg

2001

Postal Address:

P.O. Box 72501

Parkview

email:

[Refilwe. Ramothwala@transnet.net](mailto:Refilwe.Ramothwala@transnet.net)

Either party may, by a notice given in accordance with this Schedule 1, change its address or email address for the purpose of this Schedule 1.

APPENDIX 2

Non- Disclosure Agreement

Date: 20--

I (*name*)

Of (*address*)
.....
.....

Undertake to Transnet SOC Ltd ("Transnet") that:

1. I shall keep confidential and not to disclose or make available to any third party, except with the express prior written consent of Transnet, any Confidential Information relating to Transnet business, assets, customers or staff which is disclosed to me or to which I may have access during the course of providing Services to Transnet ("my assignment"); and
2. Upon termination of my assignment, I shall return to Transnet all documents, books, discs, tapes or other records (in whatever medium) which I may have in my possession, custody or control and which are the property of Transnet, its customers, staff or agents and any copies thereof.

For the purposes of this Confidentiality Agreement, "Confidential Information" shall mean any information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs of the Transnet Group or its customers, whether in writing, conveyed orally or by machine-readable medium.

I understand that this Confidentiality Agreement shall survive the termination of my assignment.

SIGNED at on 20--

(*Signature*)

in the presence of:-

Witness name:

Witness Signature:

Witness address:
.....

ANNEXURE F

GENERAL BID CONDITIONS

[June 2022]

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1 DEFINITIONS

Where the following words or phrases are used in this Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

- 1.1 **Bid** shall mean a Respondent's tendered response / proposal to a Transnet RFP or RFQ;
- 1.2 **Bid Document(s)** shall mean a reference to a Request for Proposal or Request for Quotation;
- 1.3 **Business Day** shall mean any day other than a Saturday, Sunday or public holiday;
- 1.4 **Goods** shall mean the goods required by Transnet as specified in its Bid Document;
- 1.5 **Parties** shall mean Transnet and the Respondents to a Bid Document;
- 1.6 **Respondent(s)** shall mean a respondent/bidder to a Bid Document;
- 1.7 **RFP** shall mean Request for Proposal;
- 1.8 **RFQ** shall mean Request for Quotation;
- 1.9 **RFX** shall mean RFP or RFQ, as the case may be;
- 1.10 **Services** shall mean the services required by Transnet as specified in its Bid Document;
- 1.11 **Service Provider or Supplier** shall mean the successful Respondent;
- 1.12 **Tax Invoice** shall mean the document as required by Section 20 of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time;
- 1.13 **Transnet** shall mean Transnet SOC Ltd, a State Owned Company; and
- 1.14 **VAT** shall mean Value-Added Tax in terms of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time.

2 GENERAL

All Bid Documents and subsequent contracts and orders shall be subject to the following general conditions as laid down by Transnet and are to be strictly adhered to by any Respondent to this RFX.

3 SUBMITTING OF BID DOCUMENTS

- 3.1 A Bid, which shall hereinafter include reference to an RFP or RFQ, shall be submitted to Transnet no later than the closing date and time specified in

accordance with the directions issued in the Bid Documents. Late Bids will not be considered.

- 3.2 The Bid Documents must be completed in their entirety and Respondents are required to complete and submit their Bid submissions by uploading them into the system against each tender selected. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net.

4 USE OF BID FORMS

- 4.1 Where special forms and/or formats are issued by Transnet for the submission of Bids, Respondents are required to submit their Bids by completion of the appropriate sections on such official forms and/or formats and not in other forms and/or formats or documents bearing their own terms and conditions of contract. Non-compliance with this condition may result in the rejection of a Bid.
- 4.2 Respondents must note that the original Bid forms and/or formats must be completed for submission.
- 4.3 Only if insufficient space has been allocated to a particular response may a Respondent submit additional information under separate cover using the Company's letterhead. This must be duly cross-referenced in the RFX.

5 BID FEES

A bid fee is not applicable. The Bid Documents may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za and may also be downloaded from the Transnet website at www.transnet.net free of charge.

6 VALIDITY PERIOD

- 6.1 The Respondents must hold their Bid valid for acceptance by Transnet at any time within the requested validity period after the closing date of the bid.
- 6.2 Respondents may be requested to extend their validity period for a specified additional period. In such instances, Respondents will not be allowed to change any aspect of their Bid, unless they are able to demonstrate that the proposed change/s is as a direct and unavoidable consequence of Transnet's extension of the validity period.

7 SITE VISITS / BRIEFING SESSIONS

Respondents may be requested to attend a site visit or briefing session where it is necessary to view the site in order to prepare their Bids, or where Transnet deems it necessary to provide Respondents with further information to allow them to complete

their Bids properly. Where such visits or sessions are indicated as compulsory in the RFX Document, Respondents are obliged to attend these meetings as failure to do so will result in their disqualification.

8 CLARIFICATION BEFORE THE CLOSING DATE

Should clarification be required on any aspect of the Bid before the closing date, the Respondent must upload questions onto the Transnet e-Tender Submission Portal or direct such queries to the contact person listed in the RFX Document in the stipulated manner.

9 COMMUNICATION AFTER THE CLOSING DATE

After the closing date of a Bid (i.e. during the evaluation period) the Respondent may only communicate with the contact person listed in the RFX Document.

10 UNAUTHORISED COMMUNICATION ABOUT BIDS

Respondents may at any time communicate with the contact person listed in the RFX Document on any matter relating to its Bid but, in the absence of written authority from the (BEC chairperson), no communication on a question affecting the subject of a Bid shall take place between Respondents or other potential service providers or any member of the Bid Adjudication Committee or official of Transnet during the period between the closing date for the receipt of the Bid and the date of the notification of the successful Respondent(s). A Bid, in respect of which any such unauthorised communication has occurred, may be disqualified.

11 RETURNABLE DOCUMENTS

All returnable documents listed in the RFX Documents must be submitted with Respondent's Bid. Failure to submit mandatory returnable schedules / documents will result in disqualification. Failure to submit other schedules / documents may result in disqualification.

12 DEFAULTS BY RESPONDENTS

If the Respondent, after it has been notified of the acceptance of its Bid fails to:

- 12.1 enter into a formal contract when called upon to do so within such period as Transnet may specify; or
- 12.2 accept an order in terms of the Bid;
- 12.3 furnish satisfactory security when called upon to do so for the fulfilment of the contract; or

12.4 comply with any condition imposed by Transnet,

Transnet may, in any such case, without prejudice to any other legal remedy which it may have, proceed to accept any other Bid or, if it is necessary to do so, call for Bids afresh, and may recover from the defaulting Respondent any additional expense incurred by Transnet in calling for new offers or in accepting a less favourable offer.

13 CURRENCY

All monetary amounts referred to in a Bid response must be in Rand, the currency of the Republic of South Africa [**ZAR**], save to the extent specifically permitted in the RFP.

14 PRICES SUBJECT TO CONFIRMATION

Prices which are quoted subject to confirmation will not be considered.

15 ALTERATIONS MADE BY THE RESPONDENT TO BID PRICES

All alterations made by the Respondent to its Bid price(s) prior to the submission of its Bid Documents must be done by deleting the incorrect figures and words where required and by inserting the correct figures and words against the items concerned. All such alterations must be initialled by the person who signs the Bid Documents. Failure to observe this requirement may result in the particular item(s) concerned being excluded in the matter of the award of the business.

16 EXCHANGE AND REMITTANCE

16.1 The Respondent should note that where the whole or a portion of the contract or order value is to be remitted overseas, Transnet shall, if requested to do so by the Supplier/Service Provider, effect payment overseas directly to the foreign principal or manufacturer of such percentage of the contract or order value as may be stipulated by the Respondent in its Bid Documents.

16.2 It is Transnet's preference to enter into Rand-based agreements. Transnet would request, therefore, that the Respondent give favourable consideration to obtaining forward exchange cover on the foreign currency portion of the Agreement at a cost that is acceptable to Transnet to protect itself against any currency rate fluctuation risks for the duration of any resulting contract or order.

16.3 The Respondent who desires to avail itself of the aforementioned facility must at the time of bidding furnish the information called for in the Exchange and Remittance section of the Bid Documents and also furnish full details of the principals or manufacturer to whom payment is to be made.

- 16.4 The South African Reserve Bank's approval is required before any foreign currency payments can be made to or on behalf of Respondents.
- 16.5 Transnet will not recognise any claim for adjustment of the order and/or contract price if the increase in price arises after the date on which the Goods/Services were to be delivered, as set out in the order and/or contract, or any subsequent agreement between the parties.
- 16.6 Transnet reserves the right to request a pro-forma invoice/tax invoice in order to ensure compliance with the contract and Value-Added Tax Act no. 89 of 1991 [VAT Act].

17 ACCEPTANCE OF BID

- 17.1 Upon the acceptance of a Bid by Transnet, the parties shall be bound by these General Bid Conditions and any contractual terms and/or any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.
- 17.2 Where the Respondent has been informed by Transnet of the acceptance of its Bid, an email communication that has been successfully sent to the Respondent shall be regarded as proof of delivery to the Respondent 1 day after the date of submission.

18 NOTICE TO UNSUCCESSFUL RESPONDENTS

- 18.1 Unsuccessful Respondents shall be advised in writing that their Bids have not been accepted as soon as possible after the closing date of the Bid. On award of business to the successful Respondent all unsuccessful Respondents must be informed of the name of the successful Respondent and of the reason as to why their Bids had been unsuccessful.

19 TERMS AND CONDITIONS OF CONTRACT

- 19.1 The Supplier/Service Provider shall adhere to the Terms and Conditions of Contract issued with the Bid Documents, together with any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.
- 19.2 Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer amendments/ alternatives by written submission on a company letterhead. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed amendments /alternative(s) are acceptable or otherwise, as the case may be. Respondents will be afforded an opportunity to withdraw an unacceptable deviation, failing which the respondent will be disqualified.

20 CONTRACT DOCUMENTS

- 20.1 The contract documents will comprise these General Bid Conditions, the Terms and Conditions of Contract and any schedule of "Special Conditions" which form part of the Bid Documents.
- 20.2 The abovementioned documents together with the Respondent's Bid response will constitute the contract between the parties upon receipt by the Respondent of Transnet's letter of acceptance, subject to all additional amendments and/or special conditions thereto as agreed to by the parties.
- 20.3 Should Transnet inform the Respondent that a formal contract will be signed, the abovementioned documents together with the Respondent's Bid response [and, if any, its covering letter and any subsequent exchange of correspondence] as well as Transnet's Letter of Acceptance, shall constitute a binding contract until the final contract is signed.

21 LAW GOVERNING CONTRACT

The law of the Republic of South Africa shall govern the contract created by the acceptance of a Bid. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent in its Bid at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. A foreign Respondent shall, therefore, state in its Bid the name of its authorised representative in the Republic of South Africa who is empowered to sign any contract which may be entered into in the event of its Bid being accepted and to act on its behalf in all matters relating to the contract.

22 IDENTIFICATION

If the Respondent is a company, the full names of the directors shall be stated in the Bid. If the Respondent is a close corporation, the full names of the members shall be stated in the Bid. If the Respondent is a partnership or an individual trading under a trade name, the full names of the partners or of such individual, as the case may be, shall be furnished.

23 RESPONDENT'S SAMPLES

- 23.1 If samples are required from Respondents, such samples shall be suitably marked with the Respondent's name and address, the Bid number and the Bid item number and must be despatched in time to reach the addressee as stipulated in the Bid

Documents on or before the closing date of the Bid. Failure to submit samples by the due date may result in the rejection of a Bid.

23.2 Transnet reserves the right to retain samples furnished by Respondents in compliance with Bid conditions.

23.3 Payment will not be made for a successful Respondent's samples that may be retained by Transnet for the purpose of checking the quality and workmanship of Goods/Services delivered in execution of a contract.

23.4 If Transnet does not wish to retain unsuccessful Respondents' samples and the Respondents require their return, such samples may be collected by the Respondents at their own risk and cost.

24 SECURITIES

24.1 The successful Respondent, when called upon to do so, shall provide security to the satisfaction of Transnet for the due fulfilment of a contract or order. Such security shall be in the form of a Deed of Suretyship [Deed of Suretyship] furnished by an approved bank, building society, insurance or guarantee corporation carrying on business in South Africa.

24.2 The security may be applied in whole or part at the discretion of Transnet to make good any loss or damage which Transnet may incur in consequence of a breach of the contract or any part thereof.

24.3 Such security, if required, shall be an amount which will be stipulated in the Bid Documents.

24.4 For the purpose of clause 24.124.1 above, Transnet will supply a Deed of Suretyship form to the successful Respondent for completion and no guarantee in any other form will be accepted. A copy of such form will be supplied to Respondents on request. For this purpose a Deed of Suretyship form will be provided which shall be completed and returned to Transnet or a designated official by the successful Respondent within 30 [thirty] calendar days from the date of the letter of acceptance. No payment will be made until the form, duly completed, is delivered to Transnet. Failure to return the Deed of Suretyship within the prescribed time shall, save where prior extension has been granted, entitle Transnet without notice to the Supplier/Service Provider to cancel the contract with immediate effect.

24.5 Additional costs incurred by Transnet necessitated by reason of default on the part of the Supplier/Service Provider in relation to the conditions of this clause 244 will be for the account of the Supplier/Service Provider.

25 PRICE AND DELIVERY BASIS FOR GOODS

25.1 Unless otherwise specified in the Bid Documents, the prices quoted for Goods must be on a Delivered Duty Paid [latest ICC Incoterms] price basis in accordance with the terms and at the delivery point or points specified in Transnet's Bid Documents. Bids for supply on any other basis of delivery are liable to disqualification. The lead time for delivery stated by the Respondent must be inclusive of all non-working days or holidays, and of periods occupied in stocktaking or in effecting repairs to or overhauling plant, which would ordinarily occur within the delivery period given by the Respondent.

25.2 Respondents must furnish their Bid prices in the Price Schedule of the Bid Documents on the following basis:

- a) Local Supplies - Prices for Goods to be manufactured, produced or assembled in the Republic of South Africa, or imported supplies held in South Africa, to be quoted on a Delivered RSA named destination basis.
- b) Imported Supplies - Prices for Goods to be imported from all sources to be quoted on a Delivered Duty Paid [latest ICC Incoterms] basis, to end destination in South Africa, unless otherwise specified in the Bid Price Schedule.

26 EXPORT LICENCE

The award of a Bid for Goods to be imported may be subject to the issue of an export licence in the country of origin or supply. If required, the Supplier/Service Provider's manufacturer or forwarding agent shall be required to apply for such licence.

27 QUALITY OF MATERIAL

Unless otherwise stipulated, the Goods offered shall be NEW i.e. in unused condition, neither second-hand nor reconditioned.

28 DELETION OF ITEMS EXCLUDED FROM BID

The Respondent must delete items for which it has not tendered or for which the price has been included elsewhere in its Bid.

29 VALUE-ADDED TAX

29.1 In respect of local supplies, i.e. Goods to be manufactured, produced or assembled in the Republic of South Africa, or imported supplies held or already in transit to South Africa, the prices quoted by the Respondent are to be inclusive of VAT which must be shown separately at the standard rate on the Tax Invoice.

29.2 In respect of foreign Services rendered:

- a) the invoicing by a South African Service Provider on behalf of its foreign principal rendering such Service represents a Service rendered by the principal; and
- b) the Service Provider's Tax Invoice(s) for the local portion only [i.e. the "commission" for the Services rendered locally] must show the VAT separately.

30 IMPORTANT NOTICE TO RESPONDENTS REGARDING PAYMENT

30.1 Method of Payment

- a) The attention of the Respondent is directed to the Terms and Conditions of Contract which set out the conditions of payment on which Bid price(s) shall be based.
- b) However, in addition to the foregoing the Respondent is invited to submit offers based on alternative methods of payment and/or financing proposals.
- c) The Respondent is required to give full particulars of the terms that will be applicable to its alternative offer(s) and the financial merits thereof will be evaluated and taken into consideration when the Bid is adjudicated.
- d) The Respondent must, therefore, in the first instance, tender strictly in accordance with clause 30.1 (a) above. Failure to comply with clause 30.1 (a) above may preclude a Bid from further consideration.

NOTE: The successful Respondent [the **Supplier/Service Provider**] shall, where applicable, be required to furnish a guarantee covering any advance payments.

30.2 Conditional Discount

Respondents offering prices which are subject to a conditional discount applicable for payment within a specific period are to note that the conditional period will be calculated as from the date of receipt by Transnet of the Supplier/Service Provider's month-end statement reflecting the relevant Tax Invoice(s) for payment purposes, provided the conditions of the order or contract have been fulfilled and the Tax Invoice is correct in all respects as referred to in the contract or order. Incomplete and/or incorrect Tax Invoices shall be returned and the conditional period will be recalculated from the date of receipt of the correct documentation.

31 CONTRACT QUANTITIES AND DELIVERY REQUIREMENTS

31.1 Contract Quantities

- a) It must be clearly understood that although Transnet does not bind itself to purchase a definitive quantity under any contract which may be entered into pursuant to this Bid, the successful Respondent nevertheless undertakes to supply against the contract such quantities as may be ordered against the contract, which orders are posted or delivered by hand or transmitted electronically on or before the expiry date of such contract.
- b) It is furthermore a condition that Transnet will not accept liability for any material/stocks specially ordered or carried by the Respondent with a view to meeting the requirements under any such contract.
- c) The estimated planned quantities likely to be ordered by Transnet per annum are furnished in relevant section of the Bid Documents. For avoidance of doubt the estimated quantities are estimates and Transnet reserves the right to order only those quantities sufficient for its operational requirements.

31.2 Delivery Period

- a) **Period Contracts and Fixed Quantity Requirements**
It will be a condition of any resulting contract/order that the delivery period embodied therein will be governed by the provisions of the Terms and Conditions of Contract.
- b) **Progress Reports**
The Supplier/Service Provider may be required to submit periodical progress reports with regard to the delivery of the Goods/Services.
- c) **Emergency Demands as and when required**
If, due to unforeseen circumstances, supplies of the Goods/Services covered by the Bid are required at short notice for immediate delivery, the Supplier/Service Provider will be given first right of refusal for such business. If it is unable to meet the desired critical delivery period, Transnet reserves the right to purchase such supplies as may be required to meet the emergency outside the contract if immediate delivery can be offered from any other source. The *Total or Partial Failure to Perform the Scope of Supply* section in the Terms and Conditions of Contract will not be applicable in these circumstances.

32 PLANS, DRAWINGS, DIAGRAMS, SPECIFICATIONS AND DOCUMENTS

32.1 Copyright

Copyright in plans, drawings, diagrams, specifications and documents compiled by the Supplier/Service Provider for the purpose of contract work shall be governed by the Intellectual Property Rights section in the Terms and Conditions of Contract.

32.2 Drawings and specifications

In addition to what may be stated in any Bid Document, the Respondent should note that, unless notified to the contrary by Transnet or a designated official by means of an official amendment to the Bid Documents, it is required to tender for Goods/Services strictly in accordance with the drawings and/or specifications supplied by Transnet, notwithstanding that it may be aware that alterations or amendments to such drawings or specifications are contemplated by Transnet.

32.3 Respondent's drawings

Drawings required to be submitted by the Respondent must be furnished before the closing time and date of the Bid. The non-receipt of such drawings by the appointed time may disqualify the Bid.

32.4 Foreign specifications

The Respondent quoting for Goods/Services in accordance with foreign specifications, other than British and American standards, is to submit translated copies of such specifications with the Bid. In the event of any departures or variations between the foreign specification(s) quoted in the Bid Documents, full details regarding such departures or variations must be furnished by the Respondent in a covering letter attached to the Bid. Non-compliance with this condition may result in disqualification.

33 BIDS BY OR ON BEHALF OF FOREIGN RESPONDENTS

33.1 Bids submitted by foreign principals may be forwarded directly by the principals or by its South African representative or agent to the designated official of Transnet according to whichever officer is specified in the Bid Documents.

33.2 In the case of a representative or agent, written proof must be submitted to the effect that such representative or agent has been duly authorised to act in that capacity by the principal. Failure to submit such authorisation by the representative or agent shall disqualify the Bid.

- 33.3 When legally authorised to prepare and submit Bids on behalf of their principals not domiciled in the Republic of South Africa, representatives or agents must compile the Bids in the names of such principals and sign them on behalf of the latter.
- 33.4 South African representatives or agents of a successful foreign Respondent must when so required enter into a formal contract in the name of their principals and must sign such contract on behalf of the latter. In every such case a legal Power of Attorney from their principals must be furnished to Transnet by the South African representative or agents authorising them to enter into and sign such contract.
- a) Such Power of Attorney must comply with Rule 63 (Authentication of documents executed outside the Republic for use within the Republic) of the Uniform Rules of Court: Rules regulating the conduct of the proceedings of the several provincial and local divisions of the Supreme Court of South Africa.
 - b) The Power of Attorney must be signed by the principal under the same title as used in the Bid Documents.
 - c) If a Power of Attorney held by the South African representative or agent includes matters of a general nature besides provision for the entering into and signing of a contract with Transnet, a certified copy thereof should be furnished.
 - d) The Power of Attorney must authorise the South African representative or agent to choose the *domicilium citandi et executandi*.
- 33.5 If payment is to be made in South Africa, the foreign Supplier/Service Provider [i.e. the principal, or its South African agent or representative], must notify Transnet in writing whether, for payment by electronic funds transfer [EFT]:
- a) funds are to be transferred to the credit of the foreign Supplier/Service Provider's account at a bank in South Africa, in which case the name and branch of such bank shall be furnished; or
 - b) funds are to be transferred to the credit of its South African agent or representative, in which case the name and branch of such bank shall be furnished.
- 33.6 The attention of the Respondent is directed to clause 24 above [Securities] regarding the provision of security for the fulfilment of contracts and orders and the manner and form in which such security is to be furnished.

34 DATABASE OF RESTRICTED SUPPLIERS

The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Bid shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been restricted with National Treasury by another government institution.

35 CONFLICT WITH ISSUED RFX DOCUMENT

35.1 Should a conflict arise between these General Bid Conditions and the issued RFX document, the conditions stated in the RFX document shall prevail.

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ANNEXURE G



Important Note: All potential bidders must read this document and certify in the RFX Declaration Form that they have acquainted themselves with, and agree with the content. The contract with the successful bidder will automatically incorporate this Integrity Pact as part of the final concluded contract.

INTEGRITY PACT

Between

TRANSNET SOC LTD

Registration Number: 1990/000900/30

("Transnet")

And The Bidder / Supplier/ Service Provider / Contractor (hereinafter referred to as the "Bidder / Supplier")

PREAMBLE

Transnet values full compliance with all relevant laws and regulations, ethical standards and the principles of economical use of resources, fairness and transparency in its relations with its Bidders / Suppliers.

In order to achieve these goals, Transnet and the Bidder / Supplier hereby enter into this agreement hereinafter referred to as the "Integrity Pact" which will form part of the Bidder's / Supplier's application for registration with Transnet as a vendor.

The general purpose of this Integrity Pact is to agree on avoiding all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of any procurement and / or reverse logistics event and any further contract to be entered into between the Parties, relating to such event.

All Bidders / Suppliers will be required to sign and comply with undertakings contained in this Integrity Pact, should they want to be registered as a Transnet vendor.

1 OBJECTIVES

- 1.1 Transnet and the Bidder / Supplier agree to enter into this Integrity Pact, to avoid all forms of dishonesty, fraud and corruption including practices that are anti-competitive in nature, negotiations made in bad faith and under-pricing by following a system that is fair, transparent and free from any influence / unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:
 - a) Enable Transnet to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
 - b) Enable Bidders / Suppliers to abstain from bribing or participating in any corrupt practice in order to secure the contract.

2 COMMITMENTS OF TRANSNET

Transnet commits to take all measures necessary to prevent dishonesty, fraud and corruption and to observe the following principles:

- 2.1 Transnet hereby undertakes that no employee of Transnet connected directly or indirectly with the sourcing event and ensuing contract, will demand, take a promise for or accept directly or through intermediaries any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to any contract.
- 2.2 Transnet will, during the registration and bidding process treat all Bidders / Suppliers with equity, transparency and fairness. Transnet will in particular, before and during the registration process, provide to all Bidders / Suppliers the same information and will not provide to any Bidders / Suppliers confidential / additional information through which the Bidders / Suppliers could obtain an advantage in relation to any bidding process.
- 2.3 Transnet further confirms that its employees will not favour any prospective bidder in any form that could afford an undue advantage to a particular bidder during the tendering stage, and will further treat all Bidders / Supplier participating in the bidding process in a fair manner.
- 2.4 Transnet will exclude from the bidding process such employees who have any personal interest in the Bidders / Suppliers participating in the bidding process.

3 OBLIGATIONS OF THE BIDDER / SUPPLIER

- 3.1 Transnet has a '**Zero Gifts**' Policy. No employee is allowed to accept gifts, favours or benefits.
- a) Transnet officials and employees **shall not** solicit, give or accept, or from agreeing to solicit, give, accept or receive directly or indirectly, any gift, gratuity, favour, entertainment, loan, or anything of monetary value, from any person or juridical entities in the course of official duties or in connection with any operation being managed by, or any transaction which may be affected by the functions of their office.
 - b) Transnet officials and employees **shall not** solicit or accept gifts of any kind, from vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organisation irrespective of the value.
 - c) Under **no circumstances** should gifts, business courtesies or hospitality packages be accepted from or given to prospective suppliers participating in a tender process at the respective employee's Operating Division, regardless of retail value.
 - d) Gratuities, bribes or kickbacks of any kind must never be solicited, accepted or offered, either directly or indirectly. This includes money, loans, equity, special privileges, personal favours, benefit or services. Such favours will be considered to constitute corruption.
- 3.2 The Bidder / Supplier commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any ensuing contract stage in order to secure the contract or in furtherance to secure it and in particular the Bidder / Supplier commits to the following:
- a) The Bidder / Supplier will not, directly or through any other person or firm, offer, promise or give to Transnet or to any of Transnet's employees involved in the bidding process or to any third person any material or other benefit or payment, in order to obtain in exchange an advantage during the bidding process; and
 - b) The Bidder / Supplier will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any employee of Transnet, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.3 The Bidder / Supplier will not collude with other parties interested in the contract to preclude a competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract. The Bidder / Supplier further commits itself to delivering against all agreed upon conditions as stipulated within the contract.
- 3.4 The Bidder / Supplier will not enter into any illegal or dishonest agreement or understanding, whether formal or informal with other Bidders / Suppliers. This applies in particular to certifications, submissions or non-submission of documents or actions that are restrictive or to introduce cartels into the bidding process.
- 3.5 The Bidder / Supplier will not commit any criminal offence under the relevant anti-corruption laws of South Africa or any other country. Furthermore, the Bidder /Supplier will not use for illegitimate purposes or for restrictive purposes or personal gain, or pass on to others, any information provided by Transnet as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- 3.6 A Bidder / Supplier of foreign origin shall disclose the name and address of its agents or representatives in South Africa, if any, involved directly or indirectly in the registration or bidding process. Similarly, the Bidder / Supplier of South African nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the registration or bidding process.
- 3.7 The Bidder / Supplier will not misrepresent facts or furnish false or forged documents or information in order to influence the bidding process to the advantage of the Bidder / Supplier or detriment of Transnet or other competitors.

- 3.8 Transnet may require the Bidder / Supplier to furnish Transnet with a copy of its code of conduct. Such code of conduct must address the compliance programme for the implementation of the code of conduct and reject the use of bribes and other dishonest and unethical conduct.
- 3.9 The Bidder / Supplier will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 3.10 The Bidder/Supplier confirms that they will uphold the ten principles of the United Nations Global Compact (UNGC) in the fields of Human Rights, Labour, Anti-Corruption and the Environment when undertaking business with Transnet as follows:
- a) Human Rights
 - Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
 - Principle 2: make sure that they are not complicit in human rights abuses.
 - b) Labour
 - Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
 - Principle 4: the elimination of all forms of forced and compulsory labour;
 - Principle 5: the effective abolition of child labour; and
 - Principle 6: the elimination of discrimination in respect of employment and occupation.
 - c) Environment
 - Principle 7: Businesses should support a precautionary approach to environmental challenges;
 - Principle 8: undertake initiatives to promote greater environmental responsibility; and
 - Principle 9: encourage the development and diffusion of environmentally friendly technologies.
 - d) Anti-Corruption
 - Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

4 INDEPENDENT BIDDING

- 4.1 For the purposes of this undertaking in relation to any submitted Bid, the Bidder declares to fully understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:
- a) has been requested to submit a Bid in response to this Bid invitation;
 - b) could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same Goods and Services as the Bidder and/or is in the same line of business as the Bidder.
- 4.2 The Bidder has arrived at his submitted Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 4.3 In particular, without limiting the generality of paragraph 4.2 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a) prices;
 - b) geographical area where Goods or Services will be rendered [market allocation];
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a Bid;

- e) the submission of a Bid which does not meet the specifications and conditions of the RFP; or
 - f) bidding with the intention of not winning the Bid.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Goods or Services to which his/her Bid relates.
- 4.5 The terms of the Bid as submitted 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.
- 4.6 Bidders are 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 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 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

5 DISQUALIFICATION FROM BIDDING PROCESS

- 5.1 If the Bidder / Supplier has committed a transgression through a violation of paragraph 3 of this Integrity Pact or in any other form such as to put its reliability or credibility as a Bidder / Supplier into question, Transnet may reject the Bidder's / Supplier's application from the registration or bidding process and remove the Bidder / Supplier from its database, if already registered.
- 5.2 If the Bidder / Supplier has committed a transgression through a violation of paragraph 3, or any material violation, such as to put its reliability or credibility into question, Transnet may after following due procedures and at its own discretion also exclude the Bidder / Supplier from future bidding processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, which will include amongst others the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder / Supplier and the amount of the damage. The exclusion will be imposed for up to a maximum of 10 (ten) years. However, Transnet reserves the right to impose a longer period of exclusion, depending on the gravity of the misconduct.
- 5.3 If the Bidder / Supplier can prove that it has restored the damage caused by it and has installed a suitable corruption prevention system, or taken other remedial measures as the circumstances of the case may require, Transnet may at its own discretion revoke the exclusion or suspend the imposed penalty.

6 DATABASE OF RESTRICTED SUPPLIERS

- 6.1 The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Bid shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been restricted with National Treasury by another government institution.
- 6.2 All the stipulations on Transnet's restriction process as laid down in Transnet's Supply Chain Policy and Procurement Procedures Manual are included herein by way of reference. Below follows a condensed summary of this restriction procedure.
- 6.3 On completion of the restriction procedure, Transnet will submit the restricted entity's details (including the identity number of the individuals and registration number of the entity) to National Treasury for placement on National Treasury's Database of Restricted Suppliers for the specified period of exclusion. National

Treasury will make the final decision on whether to restrict an entity from doing business with any organ of state for a period not exceeding 10 years and place the entity concerned on the Database of Restricted Suppliers published on its official website.

- 6.4 The decision to restrict is based on one of the grounds for restriction. The standard of proof to commence the restriction process is whether a "*prima facie*" (i.e. on the face of it) case has been established.
- 6.5 Depending on the seriousness of the misconduct and the strategic importance of the Goods/Services, in addition to restricting a company/person from future business, Transnet may decide to terminate some or all existing contracts with the company/person as well.
- 6.6 A supplier or contractor to Transnet may not subcontract any portion of the contract to a restricted company.
- 6.7 Grounds for restriction include: If any person/Enterprise which has submitted a Bid, concluded a contract, or, in the capacity of agent or subcontractor, has been associated with such Bid or contract:
 - a) Has, in bad faith, withdrawn such Bid after the advertised closing date and time for the receipt of Bids;
 - b) has, after being notified of the acceptance of his Bid, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the bid documents;
 - c) has carried out any contract resulting from such bid in an unsatisfactory manner or has breached any condition of the contract;
 - d) has offered, promised or given a bribe in relation to the obtaining or execution of the contract;
 - e) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any Government Department or towards any public body, Enterprise or person;
 - f) has made any incorrect statement in a certificate or other communication with regard to the Local Content of his Goods or his B-BBEE status and is unable to prove to the satisfaction of Transnet that:
 - (i) he made the statement in good faith honestly believing it to be correct; and
 - (ii) before making such statement he took all reasonable steps to satisfy himself of its correctness;
 - g) has submitted false information regarding any other matter required in terms of the Preferential Procurement Regulations, 2017 issued in terms of the Preferential Procurement Policy Framework Act which will affect the evaluation of a Bid or where a Bidder has failed to declare any subcontracting arrangements;
 - h) caused Transnet damage, or to incur costs in order to meet the contractor's requirements and which could not be recovered from the contractor;
 - i) has litigated against Transnet in bad faith.

7 PREVIOUS TRANSGRESSIONS

- 7.1 The Bidder / Supplier hereby declares that no previous transgressions resulting in a serious breach of any law, including but not limited to, corruption, fraud, theft, extortion and contraventions of the Competition Act 89 of 1998, which occurred in the last 5 (five) years with any other public sector undertaking, government department or private sector company that could justify its exclusion from its registration on the Bidder's / Supplier's database or any bidding process.
- 7.2 If it is found to be that the Bidder / Supplier made an incorrect statement on this subject, the Bidder / Supplier can be rejected from the registration process or removed from the Bidder / Supplier database, if already registered, for such reason (refer to the Breach of Law Form contained in the applicable RFX document.)

8 SANCTIONS FOR VIOLATIONS

8.1 Transnet shall also take all or any one of the following actions, wherever required to:

- a) Immediately exclude the Bidder / Supplier from the bidding process or call off the pre-contract negotiations without giving any compensation to the Bidder / Supplier. However, the proceedings with the other Bidders / Suppliers may continue;
- b) Immediately cancel the contract, if already awarded or signed, without giving any compensation to the Bidder / Supplier;
- c) Recover all sums already paid by Transnet;
- d) Encash the advance bank guarantee and performance bond or warranty bond, if furnished by the Bidder / Supplier, in order to recover the payments, already made by Transnet, along with interest;
- e) Cancel all or any other contracts with the Bidder / Supplier;
- f) Exclude the Bidder / Supplier from entering into any bid with Transnet and other organs of state in future for a specified period; and
- g) If the Supplier subcontracted a portion of the bid to another person without declaring it to Transnet, Transnet must penalise the Supplier up to 10% of the value of the contract.

9 CONFLICTS OF INTEREST

9.1 A conflict of interest includes, inter alia, a situation in which:

- a) A Transnet employee has a personal financial interest in a bidding / supplying entity; and
- b) A Transnet employee has private interests or personal considerations or has an affiliation or a relationship which affects, or may affect, or may be perceived to affect his / her judgment in action in the best interest of Transnet, or could affect the employee's motivations for acting in a particular manner, or which could result in, or be perceived as favouritism or nepotism.

9.2 A Transnet employee uses his / her position, or privileges or information obtained while acting in the capacity as an employee for:

- a) Private gain or advancement; or
- b) The expectation of private gain, or advancement, or any other advantage accruing to the employee must be declared in a prescribed form.

Thus, conflicts of interest of any bid committee member or any person involved in the sourcing process must be declared in a prescribed form.

9.3 If a Bidder / Supplier has or becomes aware of a conflict of interest i.e. a family, business and / or social relationship between its owner(s) / member(s) / director(s) / partner(s) / shareholder(s) and a Transnet employee / member of Transnet's Board of Directors in respect of a bid which will be considered for the bid process, the Bidder / Supplier:

- a) must disclose the interest and its general nature, in the Request for Proposal ("RFX") declaration form; or
- b) must notify Transnet immediately in writing once the circumstances has arisen.

9.4 The Bidder / Supplier shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member or any person involved in the sourcing process, where this is done, Transnet shall be entitled forthwith to rescind the contract and all other contracts with the Bidder / Supplier.

10 DISPUTE RESOLUTION

10.1 Transnet recognises that trust and good faith are pivotal to its relationship with its Bidders / Suppliers. When a dispute arises between Transnet and its Bidder / Supplier, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, following a restriction process as mentioned in paragraph 6 above, Transnet will not do business with a company that litigates against it in bad faith or is involved in any action that reflects bad faith on its part. Litigation in bad faith includes, but is not limited to the following instances:

- a) **Vexatious proceedings:** these are frivolous proceedings which have been instituted without proper grounds;
- b) **Perjury:** where a supplier make a false statement either in giving evidence or on an affidavit;
- c) **Scurrilous allegations:** where a supplier makes allegations regarding a senior Transnet employee which are without proper foundation, scandalous, abusive or defamatory; and
- d) **Abuse of court process:** when a supplier abuses the court process in order to gain a competitive advantage during a bid process.

11 GENERAL

- 11.1 This Integrity Pact is governed by and interpreted in accordance with the laws of the Republic of South Africa.
- 11.2 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the law relating to any civil or criminal proceedings.
- 11.3 The validity of this Integrity Pact shall cover all the bidding processes and will be valid for an indefinite period unless cancelled by either Party.
- 11.4 Should one or several provisions of this Integrity Pact turn out to be invalid the remainder of this Integrity Pact remains valid.
- 11.5 Should a Bidder / Supplier be confronted with dishonest, fraudulent or corruptive behaviour of one or more Transnet employees, Transnet expects its Bidders / Suppliers to report this behaviour directly to a senior Transnet official / employee or alternatively by using Transnet's "Tip-Off Anonymous" hotline number 0800 003 056, whereby your confidentiality is guaranteed.

The Parties hereby declare that each of them has read and understood the clauses of this Integrity Pact and shall abide by it. To the best of the Parties' knowledge and belief, the information provided in this Integrity Pact is true and correct.

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ANNEXURE H



T2.2-11 : Supplier Code of Conduct

Transnet SOC Limited aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support. These are:

- The Transnet Procurement Policy – A guide for Tenderers.
- Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- The Public Finance Management Act (PFMA);
- The Broad Based Black Economic Empowerment Act (BBBEE)
- The Prevention and Combating of Corrupt Activities Act (PRECCA); and
- The Construction Industry Development Board Act (CIDB Act).

This code of conduct has been included in this contract to formally appraise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

1. Transnet SOC Limited will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.

- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.
- Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.
- Employees may not receive anything that is calculated to:
 - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
 - Win or retain business or to influence any act or decision of any person involved in sourcing decisions; or



-
- Gain an improper advantage.

- There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our "Tip-offs Anonymous" Hot line to report these acts. (0800 003 056).

2. *Transnet SOC Limited is firmly committed to the ideas of free and competitive enterprise.*

- Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices.
- Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

3. *Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.*

- Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
 - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
 - Collusion;
 - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
 - Corrupt activities listed above; and
 - Harassment, intimidation or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

TRANSNET PROPERTY

TENDER NUMBER: TP/2023/09/0003/43760/RFP

FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT VARIOUS BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY FOUR (24) TO THIRTY-SIX (36) MONTHS.



Conflicts of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet SOC Limited.

- Doing business with family members.
- Having a financial interest in another company in our industry

Where possible, contracts will be negotiated to include the above in the terms of such contracts. To the extent such terms are not included in contractual obligations and any of the above code is breached, then Transnet reserves its right to review doing business with these suppliers.

I, _____ of _____
(insert name of Director or as per Authority Resolution from Board of Directors) *(insert name of Company)*

hereby acknowledge having read, understood and agree to the terms and conditions set out in the "Transnet Supplier Code of Conduct."

Signed this on day _____ at _____

Signature

ANNEXURE I

ANNEXURE I

NON-DISCLOSURE AGREEMENT

[April 2020]

TP/2023/09/0003/43760/RFP

FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT VARIOUS BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY FOUR (24) TO THIRTY-SIX (36) MONTHS.

THIS AGREEMENT is made between

Transnet SOC Ltd [Transnet] [Registration No. 1990/000900/30]

whose registered office is at 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001,

and

the Company as indicated in the RFP bid response hereto (TBA)

WHEREAS

Transnet and the Company wish to exchange Information [as defined below] and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Bid Document.

IT IS HEREBY AGREED

1. INTERPRETATION

In this Agreement:

- 1.1 **Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;
- 1.2 **Bid or Bid Document** means Transnet's Request for Information [**RFI**] Request for Proposal [**RFP**] or Request for Quotation [**RFQ**], as the case may be;
- 1.3 **Confidential Information** means any information or other data relating to one party [the **Disclosing Party**] and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party [the **Receiving Party**] or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:
 - 1.3.1 is publicly available at the time of its disclosure or becomes publicly available [other than as a result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this Agreement]; or
 - 1.3.2 was lawfully in the possession of the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] free of any restriction as to its use or disclosure prior to its being so disclosed; or
 - 1.3.3 following such disclosure, becomes available to the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] from a source other than the

TP/2023/09/0003/43760/RFP

FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT VARIOUS BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY FOUR (24) TO THIRTY-SIX (36) MONTHS.

Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

- 1.4 **Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and
- 1.5 **Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

2. CONFIDENTIAL INFORMATION

- 2.1 All Confidential Information given by one party to this Agreement [the **Disclosing Party**] to the other party [the **Receiving Party**] will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose [whether in writing or orally or in any other manner] Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Bid or for the subsequent performance of any contract between the parties in relation to the Bid.
- 2.3 Notwithstanding clause 2.1 above, the Receiving Party may disclose Confidential Information:
- 2.3.1 to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
- 2.3.2 to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.
- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3.2 above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps [including the institution of legal proceedings] as shall be necessary to remedy [if capable of remedy] the default and/or to prevent further unauthorised copying, disclosure or use.
- 2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

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FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT VARIOUS BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY FOUR (24) TO THIRTY-SIX (36) MONTHS.

3. RECORDS AND RETURN OF INFORMATION

- 3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.
- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Company shall, within 7 [seven] days of receipt of a written demand from Transnet:
 - 3.3.1 return all written Confidential Information [including all copies]; and
 - 3.3.2 expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.
- 3.4 The Company shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3.2 above.

4. ANNOUNCEMENTS

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Bid without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. DURATION

The obligations of each party and its Agents under this Agreement shall survive the termination of any discussions or negotiations between the parties regarding the Bid and continue thereafter for a period of 5 [five] years.

6. PRINCIPAL

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Bid and in complying with the terms of this Agreement.

7. ADEQUACY OF DAMAGES

Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available to it, either at law or in equity, for any such threatened or actual breach of this Agreement, including specific performance, recovery of damages or otherwise.

8. PRIVACY AND DATA PROTECTION

- 8.1 The Receiving Party undertakes to comply with South Africa's general privacy protection in terms Section 14 of the Bill of Rights in connection with this Bid and shall procure that its personnel shall observe the provisions of such Act [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.

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FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT VARIOUS BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY FOUR (24) TO THIRTY-SIX (36) MONTHS.

- 8.2 The Receiving Party warrants that it and its Agents have the appropriate technical and organisational measures in place against unauthorised or unlawful processing of data relating to the Bid and against accidental loss or destruction of, or damage to such data held or processed by them.

9. GENERAL

- 9.1 Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 9.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 9.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 9.4 This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.
- 9.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 9.6 This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

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TP/2023/09/0003/43760/RFP

FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY HEREINAFTER REFERRED TO AS "TP" AT VARIOUS BUILDINGS IN THE NORTHERN REGION (LIMPOPO PROVINCE) FOR PERIOD RANGING FROM TWENTY FOUR (24) TO THIRTY-SIX (36) MONTHS.

ANNEXURE J



Confidentiality Agreement

I [*name*]
of [*address*]
.....
.....
.....

Undertake to Transnet SOC Ltd [**Transnet**] that:

I shall keep confidential and not disclose to or make available to any third party, except with the express prior written consent of Transnet, any Confidential Information relating to Transnet's business, assets, customers or staff which is disclosed to me or to which I may have access during the course of providing services to Transnet [**my assignment**]; and

upon termination of my assignment, I shall return to Transnet all documents, books, discs, tapes or other records [in whatever medium] which I may have in my possession, custody or control and which are the property of Transnet, its customers, staff or agents and any copies thereof.

For the purposes of this Confidentiality Agreement, **Confidential Information** shall mean any information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs of the Transnet Group or its customers, whether in writing, conveyed orally or by machine-readable medium.

I understand that this Confidentiality Agreement shall survive the termination of my assignment.

SIGNED at _____ on _____ 20__

[*Signature*]

in the presence of:

Witness name: Witness Signature:

FOR THE PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING/ GRASS CUTTING SERVICES
FOR TRANSNET SOC LTD REG.NO.1990/000900/30) OPERATING AS TRANSNET PROPERTY
HEREINAFTER REFERRED TO AS "TP" AT VARIOUS BUILDINGS IN THE NORTHERN REGION
(MPUMALANGA PROVINCE) FOR PR PERIOD OF THIRTY-SIX (36) MONTHS.

ANNEXURE K

ANNEXURE K

SUPPLIER DECLARATION FORM

Please Note: This Supplier Declaration Form is only to be completed by the successful bidder who is awarded the contract.

Transnet Vendor Management has received a request to load / change your company details onto the Transnet vendor master database. Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents as per Appendix V to the Transnet Official who is intending to procure your company's services / products, to enable us to process this request. Please only submit the documentation relevant to your request.

Please Note: Effective **1 April 2016** all organisations, institutions and individuals who wish to provide goods and/or services to organs of the State must be registered on the National Treasury's Central Supplier Database (CSD). This needs to be done via their portal at <https://secure.csd.gov.za/> **before applying to Transnet.**

General Terms and Conditions:

Please Note: Failure to submit the relevant documentation will delay the vendor creation / change process.

Where applicable, the respective Transnet Operating Division processing your application may request further or additional information from your company.

The Service Provider warrants that the details of its bank account ("the nominated account") provided herein, are correct and acknowledges that payments due to the Supplier will be made into the nominated account. If details of the nominated account should change, the Service Provider must notify Transnet in writing of such change, failing which any payments made by Transnet into the nominated account will constitute a full discharge of the indebtedness of Transnet to the Supplier in respect of the payment so made. Transnet will incur no liability for any payments made to the incorrect account or any costs associated therewith. In such an event, the Service Provider indemnifies and holds Transnet harmless in respect of any payments made to an incorrect bank account and will, on demand, pay Transnet any costs associated herewith.

Transnet expects its suppliers to timeously renew their Tax Clearance and B-BBEE certificates (where applicable), as EMEs and QSEs (QSE's with more than 51% ownership) are only expected to supply an affidavit as per (Appendix D and E). These affidavits must be resubmitted on an annual basis as failure to do so may result in the supplier's account being temporarily suspended.

In addition, please note of the following very important information:

1. If your annual turnover is less than R10 million, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a certified signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R10 million and percentage of black ownership and black female ownership in the company AND / OR B-BBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), or a sworn Affidavit should you feel you will be able to attain a better B-BBEE score. (Appendix D).

2. If your annual turnover is between R10 million and R50 million, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific B-BBEE level based on any 4 of the 7 elements of the B-BBEE score-card, please include your B-BBEE certificate in your submission as confirmation of your status. Or if the Supplier is a QSE with More than 51% black owned, they can submit a sworn affidavit (Appendix E).

Please Note: B-BBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).

3. If your annual turnover exceeds R50 million, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific B-BBEE level based on all seven elements of the B-BBEE generic score-card. Please include your B-BBEE certificate in your submission as confirmation of your status.

Please Note: B-BBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).

4. The supplier to furnish proof to the procurement department as required in the Fourth Schedule of the Income Tax Act. 58 of 1962 whether a supplier of service is to be classified as an “employee”, “personal service provider” or “labour broker”. Failure to do so will result in the supplier being subject to employee’s tax.

5. No payments can be made to a vendor until the vendor has been registered / updated, and no vendor can be registered / updated until the vendor application form, together with its supporting documentation, has been received and processed. No payments can be made to a vendor until the vendor has met / comply with the procurement requirements.

6. From 01 May 2015 only B-BBEE certificates issued by SANAS accredited verification agencies will be valid.

PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No. of 2013 "(POPIA)":

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this Supplier Declaration Form, the Responsible party is "Transnet" and the Data subject is the "Respondent". Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this Supplier Declaration Form and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In completing this Supplier Declaration form, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by the Respondent in their response to this Supplier Declaration Form for the purpose of registering the Respondent as a Transnet Vendor to facilitate for payment in the execution of the Agreement between Transnet and the Respondent and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this Supplier Declaration Form, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, vendor management, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.
8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this Supplier Declaration Form (physically, through a computer or any other form of electronic communication).

9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and their identity thereof in terms of the POPIA.
11. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
12. In submitting any information or documentation requested in this Supplier Declaration Form, the Respondent is hereby consenting to the processing of their personal information for the purpose of this Supplier Declaration Form and further confirming that they are aware of their rights in terms of Section 5 of POPIA.

Respondents are required to provide consent below:

YES	
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NO	
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13. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted to it.
14. The Respondent declares that the personal information submitted for the purpose of this Supplier Declaration Form is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/infoereg/>, click on contact us, click on complaints.IR@justice.gov.za

Supplier Declaration Form

Important Notice: Effective 1 April 2016 all organisations, institutions and individuals who wish to provide goods and/or services to organs of the State must be registered on the National Treasury Central Supplier Database (CSD). This needs to be done via their portal at <https://secure.csd.gov.za/> **before applying to Transnet.**

CSD Number (MAAA xxxxxx):

Company Trading Name						
Company Registered Name						
Company Registration No Or ID No If a Sole Proprietor						
Company Income Tax Number						
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
	Non-profit (NPO's or NPC)	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt
	Educational Institution	Specialised Profession	Financial Institution	Foreign International	Foreign Branch Office	

Did your company previously operate under another name?

Yes

No

If **YES** state the previous details below:

Trading Name						
Registered Name						
Company Registration No Or ID No If a Sole Proprietor						
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
	Non-profit	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt
	Educational Institution	Specialised Profession	Financial Institution	Foreign International	Foreign Branch Office	

Your Current Company's VAT Registration Status

VAT Registration Number

If **Exempted from VAT registration**, state reason and submit proof from SARS in confirming the exemption status

If your business entity is not VAT Registered, please submit a current original sworn affidavit (see example in Appendix I). Your Non VAT Registration must be confirmed annually.

Company Banking Details		Bank Name	
Universal Branch Code		Bank Account Number	

Company Physical Address			Code	
			Code	
Company Postal Address			Code	
			Code	
Company Telephone number				
Company Fax Number				
Company E-Mail Address				
Company Website Address				

Company Contact Person Name	
Designation	
Telephone	
Email	

Is your company a Labour Broker?		Yes		No	
Main Product / Service Supplied e.g. Stationery / Consulting / Labour etc.					
How many personnel does the business employ?	Full Time		Part Time		
Please Note: Should your business employ more than 2 full time employees who are not connected persons as defined in the Income Tax Act, please submit a sworn affidavit, as per Appendix II.					

Most recent Financial Year's Annual Turnover	<R10Million		>R10Million <R50Million		>R50Million	
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Does your company have a valid B-BBEE certificate?				Yes		No	
What is your Broad Based BEE status (Level 1 to 9)							
Majority Race of Ownership							
% Black Ownership		% Black Women ownership		% Black Disabled person(s) ownership		% Black Youth ownership	
Please Note: Please provide proof of B-BBEE status as per Appendix V. If you qualify as an EME or QSE then provide an affidavit following the examples provided in Appendix III and IV respectively. If you have indicated Black Disabled person(s) ownership, then provide a certified letter signed by a physician, on the physician's letterhead, confirming the disability.							

By signing below, I hereby verify that I am duly authorised to sign for and on behalf of firm / organisation and that all information contained herein and attached herewith are true and correct			
Name		Designation	
Signature		Date	

Stamp And Signature Of Commissioner Of Oaths			
Name		Date	
Signature		Telephone No	

Example of an Affidavit or Solemn Declaration as to VAT registration status

Affidavit or Solemn Declaration

I, _____ solemnly swear/declare that _____
_____ is not a registered VAT vendor and is not required to register as a VAT vendor because the combined value of taxable supplies made by the provider in any 12 month period has not exceeded or is not expected to exceed R1million threshold, as required in terms of the Value Added Tax Act.

Signature: _____

Designation: _____

Date: _____

Commissioner of Oaths

Thus signed and sworn to before me at _____ on this the _____ day of _____
_____ 20_____,

the Deponent having knowledge that he/she knows and understands the contents of this Affidavit, and that he/she has no objection to taking the prescribed oath, which he/she regards binding on his/her conscience and that the allegations herein contained are all true and correct.

Commissioner of Oaths

Example of an Affidavit or Solemn Declaration as to number of employees

Affidavit or Solemn Declaration

I, _____ solemnly swear/declare that _____
 _____ employs three or more full time employees, which employees are engaged
 in the business of rendering the services of the organisation and are not connected persons as defined
 in the Income Tax Act.

Signature: _____

Designation: _____

Date: _____

Commissioner of Oaths

Thus signed and sworn to before me at _____ on this the _____ day of _____
 _____ 20_____,

the Deponent having knowledge that he/she knows and understands the contents of this Affidavit, and
 that he/she has no objection to taking the prescribed oath, which he/she regards binding on his/her
 conscience and that the allegations herein contained are all true and correct.

 Commissioner of Oaths

Example of an Affidavit or Solemn Declaration as to EME B-BBEE Status

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full Name & Surname	
Identity Number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf.

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____ % black owned;
- The enterprise is _____ % black woman owned;
- The enterprise is _____ % black youth owned;
- The enterprise is _____ % black disabled owned;
- Based on the management accounts and other information available for the _____ financial year, the income did not exceed R10,000,000.00 (ten million rand).

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of the **DTI** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

Example of an Affidavit or Solemn Declaration as to QSE B-BBEE Status

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full Name & Surname	
Identity Number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf.

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

- The enterprise is _____% black owned;
- The enterprise is _____% black woman owned;
- The enterprise is _____% black youth owned;
- The enterprise is _____% black disabled owned;
- Based on the management accounts and other information available for the _____ financial year, the income did not exceed R50,000,000.00 (fifty million rand);
- The entity is an empowering supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or as amended 3.3 (e) of the DTI Codes of Good Practice. **(Tick appropriate box in table below).**

(a) At least 25% of cost of sales, (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; for the services industry include labour costs but capped at 15%		(b) Job Creation – 50% of jobs created are for black people, provided that the number of black employees in the immediate prior verified B-BBEE measurement is maintained	
(c) At least 25% transformation of raw material / beneficiation which include local manufacturing, production and /or assembly, and / or packaging		(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operation or financial capacity	
(e) At least 85% of labour costs should be paid to South African employees by service industry entities			

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____**Date:** __________
**Commissioner of Oaths
Signature & stamp**