

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR QUOTATION (RFQ) ECR/F/01/10/2025

**PROVISION OF ONE (2) AS AND WHEN SERVICE PROVIDERS OF HYGIENE AND SANITATION IN THE
EASTERN CAPE REGION FOR A PERIOD OF 36) THIRTY-SIX MONTHS.**

SECTION 1:

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	ECR/F/01/10/2025	CLOSING DATE:	17 October 2025	CLOSING TIME:	12:00 PM
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) PROVISION OF ONE (2) AS AND WHEN SERVICE PROVIDERS OF HYGIENE AND SANITATION IN THE EASTERN CAPE REGION FOR A PERIOD OF 36) THIRTY-SIX MONTHS.				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) AND MUST ALSO SIGN THE SUBMISSION REGISTER

8 STATION STREET

PRASA REGIONAL OFFICE

PRASA SCM

EAST LONDON

Electronic submissions will not be considered

Bidders must sign the submission register

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Luleka Mtyala				
TELEPHONE NUMBER	043 700 2017				
E-MAIL ADDRESS	lmtyala@prasa.com				

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE
---	--	--	---

/SERVICES OFFERED?	/WORKS			QUESTIONNAIRE BELOW]
-----------------------	--------	--	--	----------------------

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ 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 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**

1.3. **PRESCRIBED IN THE BID DOCUMENT.**

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

1.

3

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

- NB:**
- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
 - *PRASA General Conditions of Purchase shall apply.*

.....

- NB:**
- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
 - *PRASA General Conditions of Purchase shall apply.*

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

All responses to the RFQ should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the financial response.

1.1 Bidders are required to package their response/Bid as follows:

Volume 1 (Envelop 1/Package 1)

- **Part A:** Mandatory Compliance Response and Specific goals response
- **Part B:** Technical or Functional Response (response to scope of work)

Volume 2 (Envelop 2/ Package 2)

- o **Part C:** Financial Proposal

Volume 2 should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package

1.2 Bidders should ensure that their response to the RFQ is in accordance with the structure of this document.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name;

3.1.5 Supplier Contact details

3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue ;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 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. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. 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. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilize the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
Stage 1C – Documents required for Scoring	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 65%
Stage 3	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.),

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 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 the quotation based on the consequences of non-submission as indicated below:

16 .1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

17 BRIEFING SESSION - COMPULSORY

A Compulsory RFQ briefing session will be held on the 10 October 2025 for a period of an hour at East London train Station . The briefing session will start punctually at 10h00, and information will not be repeated for the benefit of respondents joining late

SECTION 3

1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1A – Mandatory Compliance Requirements

If you do not submit/meet the following mandatory documents/requirements, your Quote will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Price Schedule/Bill of Quantities (BOQ) refer to Annexure A and Pricing and delivery Schedule (Section 4) must be submitted as Volume 2 in Envelope 2 To facilitate like-for like comparison. Bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	Bidders to fill and sign the Correct Submission register at SCM reception on submission of tender documents	
c)	Attendance certificate of compulsory briefing or proof of attendance of briefing session (Signing of attendance register)	
d)	Certified copy of Registration with Department of Environmental affairs (I.t.o. National Environment Management Waste Act)	

Stage 1B – Other Mandatory Requirements (To be submitted in envelope 1)

If you do not submit the following basic compliance documents and should an award be made, these basic compliance documents must be made available within seven (7) days of request from PRASA, failing of which the award will be recalled.

No.	Description of requirement	
a)	Proof of Company Registration Documents, (Certificate of Incorporation or CK1 or CK2)	
b)	Copies of Directors` ID documents;	
c)	Valid Tax Pin letter (must be valid on closing date of submission of the proposal) issued by SARS.	
d)	Completion of ALL RFQ documentation (includes ALL declarations)	
e)	CSD Summary report / CSD reference number	
f)	Proof of Bank Account (i.e letter issued by the bank)	
g)	Valid Original, or certified copy of Letter of Good Standing (COID)	

Stage 1C: Documents required for Scoring.

Documents required for Scoring - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion: -

Certified copy of ID Documents of the Owners
Audited Annual Financials/ B-BBEE Certificate/Affidavit
CIPC Documents / B-BBEE Certificate/Affidavit
Certified copy of ID Documents of the Owners and Doctor`s note confirming the disability

Stage 2

Technical / Functionality Requirements

Scoring of Functionality:

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 65% as per the standard Evaluation Criteria presented in Table 1 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in Table 5 below.

ITEM	CRITERIA	WEIGHT
1.1	Track record of the contractor	40
1.2	Health and Safety	40
1.3	Financial Capacity	20
	TOTAL	100

Table 5: Technical Evaluation Criteria

Functional Evaluation Criteria

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 65% as per the standard Evaluation Criteria presented in **Error! Reference source not found. 5** presented above.

Bidders

who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in the Table below

Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFQ. Only those Bidders which score 65 points or higher (out of a possible 100) during the functional evaluation will be evaluated during the third stage of the Bid.

Details of the scoring methodology presented above are outlined below:

Functionality evaluation matrix & Criteria:

Details of the detailed scoring method

Details of the scoring methodology presented above are outlined below:

0 = No Submission, 1 = Poor information submitted, 2 = Fair/average, 3 = Good, 4 = acceptable or very good and 5 = Excellent.

CRITERIA	SUB-CRITERIA	SCORING	WEIGHT
Organisational experience of contractor. Track record of tenderer's work Experience in the hygiene service environment or similar project	Bidders must submit references letter/s (NOT AWARD LETTER) with a minimum of 5 years' experience, - Each letter/s must meet ALL the following requirements to be accepted for evaluation. The reference letter must: <ul style="list-style-type: none"> • Be on client's company's letterhead. • Stipulate the client contact details (name and phone number/email). • Stipulate the period/ duration of the rendering of Hygiene services • Stipulate value of the provision and servicing of sanitary bins/ Hygiene services - Letters that do not meet all the above requirements will be automatically disqualified.	0 point = No submission or irrelevant submission 1 point = 1 reference letter in hygiene service environment or similar project submitted 2 points = 2 reference letters in hygiene service environment or similar project submitted 3 points = 3 reference letters in hygiene service environment or similar project submitted	40%

		<p>4 points = 4 reference letters in hygiene service environment or similar project submitted</p> <p>5 points = 5 or more reference letters in hygiene service environment or similar project submitted of scope</p>	
Health and Safety	<p>The bidder must confirm compliance with the occupational, health and safety Act by submitting Occupational Health & Safety Plans (safety plan specific to the scope of work) to include:</p> <p>1. Copy of the company's approved and signed Health, Safety, and environmental policy.</p> <p>2. Comprehensive list of all PPEs necessary for the job and corresponding issuance and re-issuance frequency /Personal Protective Clothing (PPE) plan.</p> <p>3. Waste removal and disposal methodology and proof that S.H.E waste will be disposed to an authorised waste disposal site (Disposal procedure in line with the legislation). A detailed risk assessment indicating safe working procedure/ mitigating plans. Cleaning of S.H.E Bins procedure.</p>	<p>0 Point = No submission or irrelevant information submitted.</p> <p>1 Point = Health and safety policy only</p> <p>2 Points = Health and safety policy with one (1) additional requirement.</p> <p>3 Points = Health and Safety Policy with two (2) additional requirements.</p> <p>4: Points = Health and Safety Policy with three (3) additional requirements.</p> <p>5: Points = Health and Safety Policy with all four (4) or more additional requirements.</p>	40%
Financial Capability	<p>Financial Capacity: Operating cash flow The operating cash flow ratio measures a company's short-term liquidity. Formula: $\text{Operating Cash Flows Ratio} = \frac{\text{Cash Flows From Operations}}{\text{Current Liabilities}}$ Bidder should submit 2 recent years complete set of financial statements.</p> <p>Financial statements must include cashflow statement and balance sheet. (Current financial statements must be prepared and signed by an independent registered professional)</p>	<p>0. No Submission of financial Statement</p> <p>1. Submission of incomplete financial statement or irrelevant submission</p> <p>2. Operating Cash Flows Ratio $X < 0$</p> <p>3. Operating Cash Flows Ratio $0 < X < 0.5$</p> <p>4. Operating Cash Flows Ratio $0.5 < X < 1$</p> <p>5. Operating Cash Flows Ratio $X > 1$</p>	20%
TOTAL			100%

Stage 3- Pricing and Specific Goals

The following formula shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- 3.3. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system or
- 3.4. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Acceptable Evidence/Proof required	Number of points allocated. (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Black Women Owned	Certified copy of ID Documents of the Owners	4	
51% Black Youth Owned	Certified copy of ID Documents of the Owners	4	
EME 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	4	
51% Black Owned	CIPC Documents / B-BBEE Certificate / Affidavit	4	
Owned by Black People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctor's note confirming disability	4	
Total		20	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule/ BOQ (**See attached Annexure A**).

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 9 negotiate a market-related price with the Respondent scoring the highest points;;
 - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
 - 11 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;
 - 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of
Bidding _____ Entity) _____ of

_____ code

(Full address) _____ conducting business under the style or title of:
_____ represented by:
_____ in my capacity as:

_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of _____ R

_____ (amount in
numbers);

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise

¹ 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.

whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

² 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.

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.1 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.2 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.3 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

2.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

P min

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

2.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
(a) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Acceptable Evidence/Proof required	Number of points allocated. (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Black Women Owned	Certified copy of ID Documents of the Owners	4	
51% Black Youth Owned	Certified copy of ID Documents of the Owners	4	
EME 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	4	
51% Black Owned	CIPC Documents / B-BBEE Certificate / Affidavit	4	
Owned by Black People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctor's note confirming disability	4	
Total		20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct.

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 favorable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

1.

.....

SIGNATURE(S) OF TENDERER(S)

2.

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

SECTION 8

CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING APPLICABLE)

Request number:	ECR/F/01/10/2025
Request for Quotation:	PROVISION OF ONE (2) AS AND WHEN SERVICE PROVIDERS OF HYGIENE AND SANITATION IN THE EASTERN CAPE REGION FOR A PERIOD OF 36) THIRTY-SIX MONTHS

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at this day of 2025

for / on behalf of PRASA

Designation

Acknowledgement

This is to certify that the Bidder attended the above-mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____
on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____



PROVISION OF TWO (2) AS AND WHEN SERVICE PROVIDERS OF HYGIENE AND SANITATION IN EASTERN CAPE REGION FOR A PERIOD OF (36) THIRTY SIX MONTHS.

1. OBJECTIVE

This specification covers PRASA's requirements for provision of health and sanitation services for various stations where Prasa operates.

Prasa wishes through this contract to secure timely, consistent and cost-effective high-quality Hygiene services (sanitation) for the staff ablution facilities and ticket offices located within various station precincts.

It is Prasa's general objective that the contractor maintains acceptable hygiene and improves the general conditions and appearance of all facilities in a suitable manner, at affordable maintenance while ensuring compliance to general occupational health and safety and applicable legislations.

1.1. The primary objective of this contract is to:

Procure the services of a health and sanitation contractor who will be fully responsible for various stations **as per the list below under item 2, table 1, 2 &3.**

- Units (Bins)
- Stainless Steel Soap dispenser (where applicable)
- Stainless Steel Air Freshener dispensers' units (Where applicable)
- Stainless Steel Hand paper Towel dispenser.
- Stainless Steel Seat Spray dispenser
- Stainless Steel Toilet paper holder
- Stainless Steel Wall Bin
- Stainless Steel She packet/POM dispenser

Ensure that the entire specified station precinct reflects the image of PRASA.

The precinct includes:

Staff toilets/ Ablution Facility (Operational Offices and Station ticket offices)



2. SCOPE OF WORK AND AREAS OF FOCUS

The service provider shall supply, install and service all station ablution facilities including ticket offices on the station/ or depot which falls within the precinct of PRASA.

Table 1: EAST LONDON CORRIDOR

	STATIONS	CATEGORY
1	EAST LONDON	CORE
2	SOUTHERNWOOD	INTERMEDIATE
3	PANMURE	SMALL
4	CHISELHURST	SMALL
5	VINCENT	INTERMEDIATE
6	CAMBRIDGE	SMALL
7	HIGHGATE	SMALL
9	DAWN	SMALL
10	WILSONIA	SMALL
11	ARNOLDTON	SMALL
12	MTSOTSO	INTERMEDIATE
13	MDANTSANE	INTERMEDIATE
14	MT. RUTH	CORE
15	EGERTON	CORE
16	FORT JACKSON	CORE
17	BERLIN	CORE
18	KING WILLIAM'S TOWN	INTERMEDIATE
19	STUTTERHEIM	SMEYL
20	QUEENSTOWN	SMEYL
21	MOLTENO	SMEYL
22	BURGERSDORP	SMEYL
23	STUTTERHEIM	SMEYL

Table 2: GQEBERHA

	STATIONS	CATEGORY
	GQEBERHA	CORE
	NORTH END	SMALL
	NORTH ND YARD	
	SWARTKOPS	CORE
	UITENHAGE	CORE
	MARISKA	STUDENT ACCOMM.
	ALICEDALE	SMEYL
	ROSEMEAD	SMEYL
	CRADOCK	SMEYL



3. SPECIAL CONDITIONS

3.1. Definitions And Interpretation:

- a) "Station Facilities" means, all the buildings, parking areas, open spaces and structures within the boundaries of station as may be indicated in the layouts.
- b) "Areas to be serviced" means, the servicing of all components of the mentioned items, e.g., offices include sanitizing of bins, provision of soap dispensers & Aerosol fragrance units. etc.
- c) "Contractor" means the company appointed for provision of Hygiene and Sanitation services for Metrorail.

3.2. Unsafe Working Environment

Any employee of Prasa reserves the right to halt the service provider from performing the Works, if there is a proof of unsafe working conditions, procedure/ methods. The service provider can only be permitted to proceed with the Works after implementation of safe working conditions/ methods/ procedures.

Works sites shall be protected by proper warning signs to alert commuters and station personnel of the contractor's activities within the station precinct at all times.

All Works shall be executed in accordance to E.4E (April 1997): Safety arrangements and procedural compliance with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and regulation.

3.3. Quality Management

All services performed under this contract shall be subjected, before payment, to inspection by PRASA which may withhold payment when in its opinion any service has not been performed in accordance with the requirements of the contract. Payments for service will be made monthly by Prasa only if the service have been performed to the satisfaction of Prasa.

Service Schedule shall be attached as appendix c which shall be kept on site and be used as a guide on a daily/ monthly/ regular basis for work performed.

3.4. Working Hours

Provision of high-quality hygiene services on a daily basis excluding weekends and public holidays on all specified PRASA station areas.

The hygiene services shall be done with approved Health and Safety Plan.

3.5. Personnel



- a) Great attention shall be given to good presentation and appearance of the site authorised personnel.
- b) Personnel shall be dressed in a gear showing Company's badge and their name identification and shall be wearing appropriate PPE during operation hours.

3.6. Inspection

The contractor shall implement a regular supervision schedule of all facilities under the contract. Regular inspections of all ablution facilities for duration of operating times and signed inspection sheet located in the facilities.

3.7. Compliance With Statute

The Service Provider shall ensure compliance in all statutory and regulations applicable to the industry where the service is rendered.

- a) Health and Safety Act, 1977 (ACT NO. 63 OF 1977)
- b) The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
- c) The Labour Relations Act, 1995 (Act no 66 of 1995)
- d) The Occupational and Safety Act, 1993 (Act no 85 of 1993)
- e) The National Environmental Management Act (Act no 107 of 1998)
- f) National Railway Safety Regulator Act (16/2002)

PRASA regards the following as major contravention with the Agreement and PRASA shall in such cases/circumstances penalize the service provider

- a) Operational (that may impact on our stakeholders and may affect revenue generation)
- b) Safety (non – compliance to National Railway Safety Regulations Act (16/2002)
- c) Hygiene Standards (non – compliance to Health ACT 1977 (ACT NO. 63)

3.8. Meetings

- a) For the purpose of feedback on operational issues and for evaluation of performance, the Service Provider or his/her duly authorized rep and PRASA rep shall on a specified period convened.

3.9. Proof of the Following Is Required

- a) Registration of employees with Provident Fund for the **Heal**.
- b) Registration for Compensation for Occupational Injuries and Diseases (COIDA)
- c) Registration for UIF with department of Labour.
- d) Registration with the National Environment Management Waste.

3.10. Amendments

- a) PRASA reserves the right to amend specification requirements and deployment as it may deem fit in achieving the desired results on planned and unplanned events.



- b) The service provider shall be expected to remunerate its employees at the applicable rate as per Government Gazette and shall be expected to do so at the end of every month or at the beginning of every month over the contract period with Prasa.

3.11. Safety And Housekeeping

- a) PRASA operates stations within a strict railway operating environment with high commuter flow, particularly during operating peak periods. Safety of commuters is therefore a non-negotiable requirement and the following should be strictly complied with:
The contractor shall submit a Health and Safety Plan, which will include Risk Assessment with proposed work method and request for approval for site access (PRASA's approval). Only when approval is granted shall the contractor occupy operating space for the duration of the contract.
- b) Good safety and housekeeping practices will be entrenched in working methods and practices.
- c) Compliance with Environmental, Health and Safety regulations as well as any such regulation prescribed by PRASA. It is the Contractors responsibility to know and understand the regulations.
- d) Regular and routine or ad-hoc inspections of compliance with safety and housekeeping will be undertaken and necessary corrective actions immediately implemented

3.12. Maintenance Records And Reports

- a) The **CONTRACTOR** is to ensure that proper records of equipment, consumables; inspection lists, and duly authorized reps servicing registers are maintained. These records must be made available on request.
- b) The **CONTRACTOR** is to produce monthly reports indicating the daily resource deployment for the month, adhoc costs, and costs depicting the monthly contract fee, consumable allocation per facility with costing, walk-about findings, non-conformances and all actions taken.
- c) **Continual improvement:** This contract encourages the analysis of operations, to identify deficiencies, to introduce new technologies and provide proposals. This is the primary reason why proper record keeping and monthly reporting is prescribed in this contract.
- d) **Control Documents:** Control documents will be placed at the **Area offices** to confirm that all activities have been carried out as per specifications. These documents are to be
- e) signed by the Contractors' duly authorized reps daily and **must** accompany the payment invoice each month. Failure to comply with this will result in payment delays.

3.13. Cancellation

PRASA reserve the right to cancel the contract or any part of the contract at any time in the event



of poor service delivery on the part of the service provider or any breach of contract.

3.14. Liability

The Contractor accepts liability and to indemnify PRASA against any claims whatsoever arising from his conduct and/or the conduct of his employees.

4. SPECIFICATION FOR THE HYGIENE SERVICES (SANITATION)

4.1. The service provider must:

- a) Procure, supply, deliver, install and service the following:
 1. **Provision of Stainless Steel Concept Units (Bins)**
 - Wall mounted for easy cleaning under the bin
 - Conveniently mounted underneath the paper towel dispenser
 - Bracket mounting to remove bin for easy cleaning or replacement
 - Fitted lid holds contents and liner neatly in place
 - Liner clip – no untidy liner hanging over the bin
 - High waste capacity to reduce clearing frequency
 2. **Provision of Stainless Steel Soap dispenser (where applicable)**
 - Central opening for easy disposal
 - Slim line design to easily fit inside cubicle
 - Free standing
 - Available in a standard 20lt or mini 10lt capacity
 - Fully lined and sealed for increased hygiene
 - Fully serviced with waste disposed in an environmentally friendly manner
 - Flexible service intervals (7, 14 or 28 days)
 - Top down disinfection and deodorizing of bin and contents with She Bin Liner
 3. **Provision of Stainless Steel Air Freshener dispensers' units (Where applicable)**
 - For discrete and hygienic disposal of sanitary waste.
 - Must protect the She bin lid against soiling
 - Unit fixed out of the way against the wall
 - Neat and tidy with no dirt traps
 - One bag dispensed at a time
 4. **Provision of Stainless Steel Hand paper Towel dispenser.**
 - per towels 800
 - Operation Manual
 - Dimensions 275 x 112 x 355 mm
 - Mounting Wall mounted
 5. **Provision of Stainless Steel Seat Spray dispenser**



Capacity: 1000ml (Stainless steel)
Dispenses: 1ml 1.2ml
The dispenser is lockable (Comes with key).
Size: 133mm x 117mm x 212mm
Volume: 1000ml
Material: Stainless Steel. Thickness : 0.80mm
Weight: 720 grams

- Dispenses: 1 - 1.2ml per pump
- Usage: Soap, shower oil and alcohol free sanitizer

6. Provision of Stainless Steel Toilet paper holder

- Easy pouch refill replacement
- Foam based soaps – 0.3ml per application giving you 2666 applications per refill
- Spray based soaps – 0.3ml per application giving you 2666 applications per refill
- Liquid-based soaps – 1ml per application giving you 800 applications per refill
- Aesthetically pleasing
- Lockable
- Robust, high impact resistant
- Quick refill and reduced service time
- Unified look and feel boasting a full range of dispensers
- Lock prevents theft of consumables
- Coverts to foam/liquid gel or spray dispenser easily

7. Provision of Stainless Steel Wall Bin

- Finish Grade 430 stainless steel
- Voltage 230 V, 50Hz
- Operation Hands free
- Dimensions 240 x 270 x 200 mm
- Mounting Wall mounted
- Watts 2.5 kW
- Weight 5.9 kg
- Output 30m/s at 55°C 270³/h

8. Provision of Stainless Steel She packet/POM dispenser

- Sleek design, slanted top prevents items from being put on top of the dispenser
- Front opening for easier installation and toilet roll loading
- The design deters theft – solid construction, no lid or pieces that can be lifted or broken
- Lockable
- Larger dispenser to help with easier dispensing of toilet rolls
- Larger hole at the bottom for easier empty core removal
- Wider design allows the user enough hand room to bring the next toilet roll down from the top



- Units (Bins)
 - Stainless Steel Soap dispenser (where applicable)
 - Stainless Steel Air Freshener dispensers' units (Where applicable)
 - Stainless Steel Hand paper Towel dispenser.
 - Stainless Steel Seat Spray dispenser
 - Stainless Steel Toilet paper holder
 - Stainless Steel Wall Bin
 - Stainless Steel She packet/POM dispenser
9. Service the staff ablution facilities of PRASA (i.e. Operational Offices and Ticket offices at stations. (See item 1, table 1,2,3).
10. Procure, supply, deliver, install and replenish consumable; i.e.; Sanitary bin units (including disposal bag holders), soap dispensers units, toilet papers, hand drier and Automated air freshener units, Toilet Seat Sanitizer.
11. Note:
- Bins must be charged with a sweet-smelling disinfectant that helps maintain freshness throughout the usage period before changes.
 - The contractor must make provision for sanitary bins as and when required.
 - Sanitary bins to be cleaned and serviced by service provider on a weekly basis.
 - Soap dispenser units to be serviced and replenished by service provider on bi-weekly basis.
 - Automated air fresheners to be serviced and replenished by service provider on a bi-weekly basis.
 - Pictures of equipment and materials to be used must be attached to tender
12. Sanitary bins must be supplied and installed by the successful tenderer at the beginning of contract period.
13. To be environmentally friendly all sanitary waste must be collected by a registered waste carrier/ licensed and comply with the National Environment Management Waste Act 59 of 2008,
14. Monthly reports must be submitted to PRASA offices, containing name of premises, signature of person in charge of the building or his delegate and the dates that each one have been treated, at the end of every month,
15. Provide a Programme/ Schedule to indicate collection and frequency per depot.
16. Ad hoc inspections will be carried out to establish correctness of reports.
17. A copy of your registration with the National Environment Management Waste Act must be attached to your quotation.
18. If units should increase in numbers during the contract period, it will be at the same rate as quoted for the remainder of the contract.
19. No sanitary bins must be replaced by a service provider, if found to be stolen, without Prasa's office's written confirmation.



20. The successful supplier must be able to provide bins as and when required (must keep a buffer / additional bins) at the same rate quoted.

4.2. Staff Toilets/ Ablution Facilities and Change Rooms

Chemicals to disinfect to be approved by PRASA Management.

- Empty Dustbins / replace waste bags and disinfect

•

• WEEKLY

- Disinfect area from all smells
- Clean and sanitize all bins
- Replenish hand soap
- Replenish Aerosol Fragrance
- Replenish She packet/POM dispenser
- Replenish Hand Paper Towel Dispenser.
- Replenish Seat Spray Dispenser.

WEEKLY

WEEKLY

Bi-WEEKLY

Bi-WEEKLY

MONTHLY

Bi-WEEKLY

Bi-WEEKLY

N.B. Work shall be undertaken during normal working hours (i.e., 08h00 – 16h00)

4.3. Waste Disposal:

- Empty and clean all waste receptacles
- Remove all waste to specified areas

WEEKLY

WEEKLY

4.4. Hygiene Services:

- Provision of Stainless Steel Concept Units (Bins/ Intima)
- Provision of Stainless Steel Soap dispenser (where applicable)
- Provision of Stainless Steel Air Freshener dispensers' units (Where applicable)
- Stainless Steel Hand paper Towel dispenser.
- Provision of Stainless Steel Seat Spray dispenser
- Provision of Stainless Steel Toilet paper holder
- Provision of Stainless Steel Wall Bins
- Provision of Stainless Steel She packet/POM dispenser

4.5. Compulsory Chemical and Other Requirements

- SABS approved equipment.
- Chemicals used must conform to SANS specifications and standards.