

## **ANNEXURE A: SPECIFICATIONS**

### **SCOPE OF WORK**

The service required is for the office and domestic cleaning of various Transnet assets for a period of 36 months.

### **MATERIAL AND EQUIPMENT**

The successful contractor shall supply all necessary cleaning material and equipment for the proper cleaning of the offices and toilet facilities as required and as amplified in the scope of work.

Inter alia but not limited to, this consist of the following:

#### **Toilets and washrooms**

1st grade toilet paper (2 ply) (SANS approved)  
Jumbo rolls (2 ply) (SANS approved) (120mmx1500mm)  
Anti -bacterial soap  
P. Mats for urinals  
Air freshener for toilets  
Disinfectant liquid for toilets (similar product to Germitol)  
S.H.E. Bins in each female toilet cubicles

#### **Kitchens**

Jumbo rolls (2 ply) (SANS approved) (120mmx1500mm)  
Dishwashing liquid (similar product to Sunlight)  
Liquid bleach  
Dish cloths & sponges  
Buckets and cleaning materials  
Black plastic bags for waste removal  
Plastic bin liners  
Surface cleaner (similar product to Handy Andy)  
Window cleaner (similar product to Windowlene)  
Visible warning signage to inform tenants of work in progress  
Other relevant equipment to execute task (mops, brooms, dusters)

### **WINDOW CLEANING**

External and Internal windows of all buildings to be cleaned on a **quarterly** basis.

Glass panels of shop-fronts and glass doors are to be cleaned on a **weekly** basis.

Internal glass partitions and glass panels above partitioning needs to be cleaned on a **monthly** basis.

**In high rise buildings**, the windows have to be cleaned on a quarterly basis externally and internally. The Requirement of rope access to clean the external windows has to be included in the contract price. As this is a Specialist item the contractor is to outsource this service form a registered rope access supplier. The cost of such a service is to be added to the contended price. This agreement with the external supplier is for the cost of the contender and not Transnet directly.

**In low rise buildings**, Wash window frames internally and externally with detergent and allow time to dry. Polish brass window fittings with brass cleaning agent / polish. Wipe glass surface with damp cloth to remove surface grime. Then clean glass surface with window cleaning agent, the buff till shining. This cleaning method is also to be applied to all internal glass panelling and glass door panelling.

### **DEEP CLEAN**

---

Respondent's Signature

---

Date & Company Stamp

Deep cleaning must be done every month on public surface and showers.

In showers and ablutions all tiled surfaces are to be stripped by using a recognized bacterial stripper. Once surface has been washed it must be allowed to dry. Lastly tiled surfaces must be sprayed with an antifungal spray. Shower mats are to be disinfected in this cleaning process by washing / scrubbing with an Anti-fungal cleaner and being allowed to dry by leaving in sun for approximately an hour.

Carpet cleaning will be performed per scheduled quarters, as well as on request. All tiled surfaces are to be stripped by using a recognized bacterial stripper, and then treated with an antifungal spray. A schedule is to be handed over to the project manager to schedule inspections

### **PEST CONTROL**

The contract has to allow for insecticide for pests on an ad-hoc basis and any arrangements to have the areas vacated should be communicated with the Managers in Charge of that specific building. Notice should be given to the contract manager for control of any pest or vermin needing pest control as a specialist service.

### **WASHING OF DISHES**

It is requested that the contractor makes allowance for cleaning of tea cups and utensils at two periods where possible. The times are not set but requested to be at **11h00 and 14h00** each day. Cleaning of dishes for functions and meetings other than the normal tea breaks are for the sole account of the tenant and prior arrangement should be made with the contractor to provide such service an estimate for the client to approve and sign is to be provide upfront. The cost to have the contractor supply such a service is a totally separate arrangement with this contract.

### **WASTE MANAGEMENT**

Where colour coded bins are supplied for the management of waste and recycling purposes, the contractor is to separate all waste collected accordingly

### **EMPTYING OF REFUSE BINS (WHEELIE BINS)**

The emptying of refuse bins forms part of the duties of the contractor; these bins must be placed in a position where it can be collected by the municipal vehicle. The bins must be cleaned and sanitized on a weekly basis.

Contractor has to adhere to the Occupational Health and Safety Act – Act 85/1993 at all times during cleaning operation. ***Cleaning Supplies, Equipment & Heavy Duty Plastic Bags to be supplied by cleaning contractor.***

### **SUPPLY AND SERVICE SHE BINS**

The contractor is to outsource this service from registered supplier. Sanitary bins are to be placed in each toilet cubicle. It is to be noted that this is a **specialised hygienic service** and the cost of such service is to be factored-in with the contended price. It is specifically recorded that the agreement with the external supplier in this regard shall be for the **sole cost** of the contractor. A disposal certificate /proof of service rendered shall be provided on a monthly basis as per substantiation that such service was indeed delivered in the given month to the project manager or his duly appointed representative. It is further recorded that under no circumstances and especially due to the hygienic nature of this function that sanitary towels shall merely be disposed of or be regarded as part of general waste. She bin roster/ schedule must be updated with each removal

**CLEANING OF LIFTS**

Special care should be given to the cleaning of the lifts, lifts should be cleaned a minimum of 3 times per day as this is a high use area. This includes the Service Lifts. Deodorisers or air fresheners should be used after each cleaning.

**SUPERVISION**

The contractor has to have a supervisor on site at all times. This supervisor will be the person that reports to the contractor and liaise with the project manager on a daily basis. Transnet representative will communicate with only this delegated person regarding inspections and / or defective work / workmanship. Transnet's representatives will not be acting as supervisors to the contractor's staff.

**STAFF COMPLIMENT, ALLOCATION AND WORKING HOURS**

The full staff compliment as quoted in the tender document must be present at all times on site. This means the number of people on duty from the contractor staff compliment on site during normal working hours.

It is the responsibility of the contractor to train the cleaning staff according to cleaning standards in relation to the use of Cleaning Chemicals, Equipment and Maintenance Issues. And in accordance with Labour Laws

The cleaners are not allowed to clean offices in the absence of the occupant. The first tasks in the morning should be dedicated to the cleaning of the common spaces (toilets, corridors).

The Company awarded the contract shall ensure the impeccable presentation of its cleaners at all times by means of uniforms. The company shall also provide each worker with a name badge of identification, which must be worn at all times.

<b>STAFF REQUIRED</b>	<b>53</b>
-----------------------	-----------

**RELIEF STAFF**

The contractor is to provide temporary staff as relief for any period of absenteeism and illness. It is required that the replacement person be on site by 10H:00 on notice by supervisor.

Replacement during sick/local leave of cleaning personnel should be provided at all times. Failure to have a replacement person on duty will mean that the contractor will have to alter his tax invoice to make allowance for the period not covered by his personnel. It is in the interest of the contractor to keep accurate records of attendance of staff.

**Requirement by Transnet from the successful contractor**

1. Code of Conduct, Disciplinary Conduct is the responsibility of the contractor in line with Labour laws, Bill of rights as set out in our South African constitution.
2. Uniforms with identifiable company logo are to be worn at all times. Protective shoes and reflector vests and are to be worn in areas where there are railway train operations.
3. Contractors are to provide rain coats to their staff during the rainy seasons for outside based areas such as in the yards.
4. Attendance registers to be kept daily, and in accordance with the SLA.
5. Compliance with the BCEA, UIF, provident fund and Labour laws in South Africa.
6. Sufficient vacuum cleaners to be provided by the contractor (one vacuum cleaner per floor in high-rise buildings)
7. Provision of toilet paper for weekends and in 24/7 buildings
8. Contractor to provide kettles and microwaves for their employees
9. Cleaners are to sign on and off at the reception on TFR register and undergo alcohol tests on a daily basis upon entering Transnet premises and/or admin buildings
10. In the depots where there are Train Operations, cleaners must undergo a safety induction.
11. Cleaners are expected to dispense male and female condoms in the male and female toilets
12. Contractor to supply dish cloths and dish washing liquid
13. Working times must be adhered to
14. Leave planning must be done upon awarding of the contract and submitted to the Project manager no later than 6 weeks after the contract is awarded.
15. The contractor must apply for public liability insurance and ensure that the cleaning certificate is valid.

#### **EXCLUSION OF CONSULTANTS**

This exclusion clause is merely added to exclude any agencies from securing contracts and then sub-contracting the work to sub-contracting companies or private individuals; it is in the interest of Transnet and the contenders that are currently operating in the Hygiene and Domestic cleaning environment. **SUB-CONTRACTING IN THIS CONTRACT ONLY REFERS TO THE SUPPLY AND SERVICE OF SHE BINS AND WINDOW CLEANING.**

#### **Information obtained from the site:**

The attendance of a site clarification meeting shall be compulsory and the prospective *Contractors* shall visit the site of the proposed Works and acquaint themselves with the nature of the *Works*, the conditions under which the work is to be performed, the means of access, any limitations or other authorities and in general with all matters that influence or affect the contract. *Contractors* shall be deemed to have allowed in their tender for any additional cost to be involved due to the foregoing, it is specifically emphasised that no claims for any extras in connection with the position or nature of the work flowing there from will be entertained.

#### **Housekeeping:**

During the entire contract period the sites shall at all times be kept neat and tidy. The Project Manager may order the Contractor to stop all work, until such time as, in his opinion, this condition has been met and complied with

#### **Daily site diary and inspection book:**

The *Contractor* shall provide an A4 size triplicate book to be used as a Daily Diary for the duration of the Contract. The Project Manager shall retain the original copy and the Contractor shall retain the first and second copy. The diary shall be completed on a daily basis.

In addition to this the Contractor shall provide an A4 size triplicate book to act as Site Instruction Book. The *Project Manager* shall retain the original copy and the Contractor shall retain the first and second copy. The diary shall be completed on a daily basis. Only the *Project Manager* or his delegated representative shall have the authority to issue site instructions to the *Contractor*. Under no circumstances shall personnel issue instructions to the contractor

**AREAS OF DEPLOYMENT AND WHERE SERVICES ARE REQUIRED**

Location of Assets	Asset	Toilet rolls	Roller towel	Air sanitizer	SHE bins	Seat Sanitizer	Liquid soap
<b>Transnet Park Bellville</b>							
Ground Floor	02WEE02C	80	5	2	3	6	3
First floor	02WEE02C	110	6	4	4	7	3
Second floor	02WEE02C	140	6	4	4	7	3
Third floor	02WEE02C	170	6	4	4	7	3
Fourth floor	02WEE02C	120	6	2	3	6	2
Fifth floor	02WEE02C	170	6	4	4	7	3
Sixth floor	02WEE02C	140	6	2	3	6	2
Seventh floor	02WEE02C	140	6	2	3	6	2
Flat on roof	02WEE02C	100	4	2	1	1	2
<b>Security Building (Red Roof)</b>							
Ground floor	02BEE25C	90	6	2	2	4	2
First Floor	02BEE25C	90	6	2	2	4	2
<b>Transnet Park Client Centre</b>							
Gymnasium and toilets	02BEE62C	70	6	2	2		3
Offices and toilets	02BEE28C	90	5	2	2		3
		1740					
Location of Assets	Asset	Toilet rolls	Roller towel	Air sanitizer	SHE bins	Seat Sanitizer	Liquid soap
<b>Belcon Building</b>							
Ground Floor	02XEE01C	80	6	3	3	6	3
First floor	02XEE02C	100	6	3	3	6	3
Second floor	02XEE03C	100	6	3	3	6	3
Third floor	02XEE04C	100	6	3	3	6	3
Fourth floor	02XEE05C	100	6	3	3	6	3
Fifth floor (included - ensure area is kept free of weeds)	02XEE06C	0	0	0	0	0	0

Belcon Terminal	Asset	Toilet rolls	Roller towel	Air sanitizer	SHE bins		
Mess & Ablution Facilities	02BEE48C	50	3	2	1		1
Mess & Ablution Facilities	02BEE44C	90	4	2	2		2
Mess & Ablution Facilities	02BEE45C	40	6	2	2		4
Office	02BEE40C	70	4	2	2		2
Office	02BEE41C	70	4	2	2		2
Office	02BEE53C	40	4	0	0		1
Office & workshop	02BEE50C	40	3	0	1		1
Fuel office	02BEE46C	30	3	0	0		1
Terminal entrance building	02YEE04C	50	3	1	0		3
Security gate office	02YEE11C	40	3	0	0		3

Respondent's Signature

Date & Company Stamp

Security gate office	02YEE13C	40	3	0	0		3
Security gate office	02YEE14C	40	3	0	0		3
Store	02BEE51C	20	3	0	0		1
Access Building	02BEE37C	20	3	0	0		1
Location of Assets	Asset	Toilet rolls	Roller towel	Air sanitizer	SHE bins	Liquid soap	
<b>Training centre (School of Rail - AJW Street)</b>							
Broadway house	01BEA04C	50	5	2	2	2	
Training centre /train	02BEA09C	220	8	6	5	6	
Training cottage	02BEA10C	40	3	1	1	1	
Rubber wheels	02BEA11C	40	3	1	1	1	
Mess & Ablution Facilities	02BEA08C	30	3	0	0	1	
<b>Telecoms Depot</b>							
Mess & Ablution Facility	02BEA22C	60	3	2	2	1	
Offices	02MEA02C	0	0	0	0	0	
Offices	02NEA02C	60	5	0	0	2	
Offices	02NEA03C	30	3	0	0	1	
Mess/ablution	02NEA04C	50	3	2	1	1	
Offices	02NEA06C	0	0	0	0	0	
Training centre	02AEA16C	70	5	2	1	2	
Store	02KEA03C	0	3	0	0	0	
Office Shared	02BEA23C	80	3	2	1	2	
Classrooms	03REA01C	40	3	0	0	1	
<b>Risk Management Depot</b>							
Risk management Offices	02NEA07C	90	5	2	3	4	
Clinic Building	02NEA08C	40	5	0	0	1	
Clinic Building	02NEA09C	40	5	0	0	1	

Location of Assets	Asset	Toilet rolls	Roller towel	Air sanitizer	SHE bins	Liquid soap	
<b>Shunting yard Bellville</b>							
Mess-room	02BED70C	80	5	2	1	1	
Yardmasters office	02BED71C	60	5	2	1	2	
Mess-room	02BED72C	130	6	2	1	2	
C Control	02BED96C	40	3	2	1	1	
D Control	02BEE67C	40	3	1	1	1	
D Control	02BEE68C	40	3	1	1	1	
E Control	02BEE63C	40	3	1	1	1	
B Control/ toilet	02BED88C & 02BED89C	40	5	1	1	1	
6 Shift	02BED67C	40	5	1	1	1	
A control	02BED95C	40	5	1	1	1	

Location of Assets	Asset	Toilet rolls	Roller towel	Air sanitizer	SHE bins	Liquid soap	
F Control	02TEE01C	40	3	1	1	1	
A2 Control	02NED04C	30	3	1	1	1	
Mess & Ablution Facility	02BED74C	50	3	1	1	1	
Mess & Ablution Facility	02BED75C	40	3	1	0	1	

Respondent's Signature

Date & Company Stamp

Office /mess	02BED76C	0	3	1	0	1
Kitchen/mess	02BED77C	0	3	0	0	1
Office/mess	02BED03C	0	3	1	0	1
Office /Mess	02BED02C	40	3	0	0	1
Training Centre	02BED78C	50	3	1	1	1
<b>SCS Warehouse 153</b>						
Mess & Ablution Facility	02BED30C	50	5	1	1	2
Offices	02BED08C	0	5	0	0	0
Toilets	03BED08C	40	3	1	1	1
Stores	03BED08C	0	0	0	0	0
Hall	03BED08C	0	0	0	0	0
Mess & Ablution Facility	02BED31C	40	5	1	1	0
<b>Infra Depot</b>						
Mess & Ablution Facility	02BED23C	110	6	1	0	6
Mess & Ablution Facility	02BED20C	110	6	4	6	6
Offices	02BEE01C	70	4	2	1	2
Ops maintenance	03BED07C	80	4	0	2	2
Ops maintenance	02BED12C	80	5	0	1	2
Ops maintenance warehouse	02BED13C	50	4	0	2	1
Ops maintenance office	02BED13C	50	3	0	2	1
Office	02BED19C	40	3	0	0	1
Infra office	02BED17C	40	3	0	0	1
Ops maintenance	02BED21C	30	4	0	0	1
Office ground floor	02BED11C	70	3	2	0	2
Office first floor	02BED11C	70	3	2	0	2
Infra office	02BED18C	50	5	2	1	2
Office	02BED22C	0	0	0	0	0
Security gate	02BED26C	0	3	0	0	0
Infra Mess	02BEE03C	40	4	2	2	2
Lecture hall	03BED03C	110	6	1	1	1
Fire depot	03BED05C	60	4	2	0	2
Small plant Ops.	03BED02C	50	3	2	0	2
<b>Diesel depot</b>		2260				
Mess & Ablution Facility	02BED58C	80	4	2	3	2
Office	02BED59C					
Mess & Ablution Facility	02BED60C	50	3	2	1	1
<b>Real Estate Depot</b>						
Office - Electrical	02BED04C	30	3	0	0	1
Offices	02BED05C	60	8	2	1	7
Mess & Ablution Facility	02BED06C	80	4	2	0	2
Mess & Ablution Facility	02BED07C	80	4	2	0	2
Tech. electrical	02BED08C	0	4	0	0	0
<b>Bellville square (De Gat)</b>						
Admin buildings – Offices (Toilet paper consumption includes the Ski cabin staff)	02BEE69C	550	8	2	3	6
Boardrooms	02BEE69C	0	0	0	0	0
Mess & Ablution Facility	02BEE69C	50	3	0	0	0
Kitchen	02BEE69C	0	0	0	0	0
Porches	02BEE69C	0	0	0	0	0
Workshop – Old	03BEE01C	140	8	2	3	6
Workshop – New	03JEE01C	140	8	2	3	6
Store - Washbay	02AEE01C	0	0	0	0	0
Ski Cabin	200000556170	0	0	0	0	0
Ski Cabin	200000556226	0	0	0	0	0
Ski Cabin	200000556225	0	0	0	0	0
Ski Cabin	200000556227	0	0	0	0	0
Ski Cabin	200000556228	0	0	0	0	0
<b>Location of Assets</b>	<b>Asset</b>	<b>Toilet rolls</b>	<b>Roller towel</b>	<b>Air sanitizer</b>	<b>SHE bins</b>	<b>Liquid soap</b>
Ski Cabin	200000556139	0	0	0	0	0
Ski Cabin	200000556140	0	0	0	0	0

Respondent's Signature

Date & Company Stamp

Ski Cabin	200000556142	0	0	0	0	0
Office	200000556137	0	0	0	0	0
Office	200000556149	0	0	0	0	0
Office /Archive	200000556186	0	0	0	0	0
Boiler Room	02BEE16C	0	0	0	0	0
Toilet	02BEE17C	50	3	0	0	0
Mess & Ablution Facility	02BEE18C	50	0	0	0	0
Mess & Ablution Facility	02BEE19C	50	0	0	0	0
Ski Cabin	200000556136	0	0	0	0	0
Ski Cabin	200000556138	0	0	0	0	0
<b>TOTAL</b>		<b>7322</b>	<b>439</b>	<b>60</b>	<b>129</b>	<b>93</b>

### PROCUREMENT TIME FRAMES

Collection of tender document: two (2) weeks.

Closing date 2 (two) weeks after the clarification meeting.

### FUNCTIONAL REQUIREMENTS

Not applicable

### PERFORMANCE REQUIREMENTS

The contractor's work must conform to domestic cleaning practices, standards and specifications and the work must be completed to the satisfaction of the *Project Manager or his delegated representative*.

The *Contractor* and sub-contractors, if any shall have suitably qualified Supervisors in charge of the project. The names and qualifications of the Supervisors together with full details of their experience in this field of work must be furnished. The tenderer must furnish the names and addresses of all proposed sub-contractors, which is subject to prior approval.

The *Contractor* shall not change the project team as detailed in the organogram submitted by the *Contractor* and accepted by the *Project Manager* without the prior written approval of the *Project Manager*, which approval will not unreasonably be withheld by the *Project Manager*.

### OTHER REQUIREMENTS

#### Security:

The *Contractor* shall arrange for access permits to enter the Transnet site for its staff with Transnet Security. The company shall provide each staff member with a badge of identification.

#### Standard Specifications:

- All materials and quality of work shall comply with specifications

- Health and Safety Specification TFR-ISM-RN-R&C-FM009

#### Compliance with statutes

The successful tenderer shall comply with the provision of.

- Act 130 of 1993, Compensation of Occupational Injuries and Diseases act.
- Act 85 of 1993, Occupational Health and Safety Act.
- Basic Conditions of Employment Act (BCEA) No. 75 of 1997.

#### Details of the conditions in which the Contractor must operate:

Tenderer must note that the facilities shall be occupied during working hours and that some areas operate on a 24/7 basis.

The successful contractor would be required to schedule his site work in such manner that it does not interfere with the operations or shall ensure there is minimal disturbance to operations.

The cleaners are not allowed to clean offices in the absence of the occupants. The first task in the morning should be dedicated to the cleaning of common areas (toilets, corridors, stairwells, entrance and exit points).

The contractor shall be liable for any damages caused by him or his staff to any Transnet Freight Rail property or equipment

#### **Damage to Property and/or Services**

The contractors shall take adequate precaution against damage to existing assets and injury to persons during the course of the contract. The successful tender will be responsible for the repairs and/or the costs incurred in such repairs to any damages caused to TRANSNET'S property by the successful tenderers staff the carrying out of the required work.

#### **CONSTRAINTS**

The facilities shall be occupied during working hours with high volume of Transnet staff therefore Working areas shall be properly demarcated.

Mops and dirty water shall not be flushed into the sewer system.

Working equipment should not be left lying around, must be removed to the designated storage areas.

#### **IMPLEMENTATION REQUIREMENTS**

Not applicable

#### **ENVIRONMENTAL IMPACT ASSESSMENT (EIA)**

EIA not required

#### **BASELINE RISK ASSESSMENT (COMPULSORY FOR CONSTRUCTION CONTRACTS)**

N/A

## HEALTH AND SAFETY

See attached Health and safety Requirement.

## LEGAL REQUIREMENTS FOR ALL CONTRACTS

- The Health and Safety specifications shall to be based on the task at hand viz. task specific
- It is a tender requirement that the principle contractor demonstrates that adequate provisions have been made for the cost of Health and Safety. The cost of health and safety therefore specifically must be included in the price list.

## WINDOW CLEANING

Window cleaning has been separated from the monthly cleaning and will be done on a quarterly basis. Here the contractor may use own staff or a window cleaning company. If a window cleaning company is used that invoice is for the contractor's account and not Transnet directly. A separate invoice must be submitted for the quarterly window cleaning.

Windows must be washed every three (3) months.

All bird nests and droppings must be removed from the window sills.

### Multi Story Buildings

WINDOW CLEANING		WINDOW SIZES (cm)	QUANTI TY	RATE	AMOUNT
<b>Transnet Park</b>					
Ground floor	02WEE01C				
First floor	02WEE02C	1040 x 1620	54		
Second floor	02WEE03C	1040 x 1620	54		
Third floor	02WEE04C	1040 x 1620	54		
Fourth floor	02WEE05C	1040 x 1620	54		
Fifth floor	02WEE06C	1040 x 1620	54		
Six floor	02WEE07C	1040 x 1620	54		
Seventh floor	02WEE08C	1040 x 1620	54		
Flat	02WEE08C	104 x 162	24m <sup>2</sup>		
Stairwells between floors from Ground to 7 <sup>th</sup> floor		55 x 194	7		
Kitchens from 1 <sup>st</sup> to 7 <sup>th</sup> floors		55 x 194	7		
Gents toilets from 1st to 7th floors		55 x 194	7		
Ladies toilets from 1st to 7th floors		55 x 194	7		
<b>Security Building</b>					
02BEE25C – Ground floor		800 x 200	122m <sup>2</sup>		
02BEE25C – First Floor		800 x 200			

<b>Infra Depot</b>				
02BED11C – Ground floor				
02BED11C – First Floor				
<b>Belcon Building</b>				
Ground floor				
First Floor	770 x 2200	43		
Second Floor	770 x 2200	43		
Third Floor	770 x 2200	43		
Fourth Floor	770 x 2200	43		
Top Floor	770 x 2200	4		
<b>TOTAL -</b>				

### **Single Story Buildings**

<b>Location of Assets</b>	<b>Asset</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>Client centre</b>			
Gymnasium and toilets	02BEE62C		
Offices and toilets	02BEE28C		
<b>Belcon Terminal</b>			
Mess & Ablution Facilities	02BEE48C		
Mess & Ablution Facilities	02BEE44C		
Mess & Ablution Facilities	02BEE45C		
Office	02BEE40C		
Office	02BEE41C		
Office	02BEE53C		
Office & workshop	02BEE50C		
Fuel office	02BEE46C		
Terminal entrance building	02YEE04C		
Security gate office	02YEE11C		
Security gate office	02YEE13C		
Security gate office	02YEE14C		
Store	02BEE51C		
Access Building	02BEE37C		
<b>Training centre (School of Rail - AJW Street)</b>			
Broadway house	01BEA04C		
Training centre /train	02BEA09C		
Training cottage	02BEA10C		
Rubber wheels	02BEA11C		
Mess & Ablution Facilities	02BEA08C		
<b>Telecoms Depot</b>			
Mess & Ablution Facility	02BEA22C		
Offices	02MEA02C		

Respondent's Signature

Date & Company Stamp

Offices	02NEA02C		
Offices	02NEA03C		
Mess/ablution	02NEA04C		
Offices	02NEA06C		
Training centre	02AEA16C		
Store	02KEA03C		
Office Shared	02BEA23C		
Classrooms	03REA01C		
<b>Risk Management Depot</b>			
Risk management Offices	02NEA07C		
Clinic Building	02NEA08C		
Clinic Building	02NEA09C		

<b>Location of Assets</b>	<b>Asset</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>Shunting yard Bellville</b>			
Mess-room	02BED70C		
Yardmasters office	02BED71C		
Mess-room	02BED72C		
C Control	02BED96C		
D Control	02BEE67C		
D Control	02BEE68C		
E Control	02BEE63C		
B Control/ toilet	02BED88C & 02BED89C		
6 Shift	02BED67C		
A control	02BED95C		
F Control	02TEE01C		
A2 Control	02NED04C		
Mess & Ablution Facility	02BED74C		
Mess & Ablution Facility	02BED75C		
Office /mess	02BED76C		
Kitchen/mess	02BED77C		
Office/mess	02BED03C		
Office /Mess	02BED02C		
Training Centre	02BED78C		
<b>SCS Warehouse 153</b>			
Mess & Ablution Facility	02BED30C		
Offices	02BED08C		
Toilets	03BED08C		
Stores	03BED08C		
Hall	03BED08C		
Mess & Ablution Facility	02BED31C		
<b>Infra Depot</b>			

Respondent's Signature

Date &amp; Company Stamp

Mess & Ablution Facility	02BED23C		
Mess & Ablution Facility	02BED20C		
Offices	02BEE01C		
Ops maintenance	03BED07C		
Ops maintenance	02BED12C		
Ops maintenance warehouse	02BED13C		
Ops maintenance office	02BED13C		
Office	02BED19C		
Infra office	02BED17C		
Ops maintenance	02BED21C		
Infra office	02BED18C		
Office	02BED22C		
Security gate	02BED26C		
Infra Mess	02BEE03C		
Lecture hall	03BED03C		
Fire depot	03BED05C		
Small plant Ops.	03BED02C		
<b>Location of Assets</b>	<b>Asset</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>Diesel depot</b>			
Mess & Ablution Facility	02BED58C		
Office	02BED59C		
Mess & Ablution Facility	02BED60C		
<b>Real Estate Depot</b>			
Office - Electrical	02BED04C		
Offices	02BED05C		
Mess & Ablution Facility	02BED06C		
Mess & Ablution Facility	02BED07C		
Tech. electrical	02BED08C		
<b>Bellville square (De Gat)</b>			
Main Admin Building	02BEE69C		
Workshop – Old	03BEE01C		
Workshop – New	03JEE01C		
Store - Washbay	02AEE01C		
Ski Cabin	200000556170		
Ski Cabin	200000556226		
Ski Cabin	200000556225		
Ski Cabin	200000556227		
Ski Cabin	200000556228		
Ski Cabin	200000556139		
Ski Cabin	200000556140		
Ski Cabin	200000556142		
Office	200000556137		
Office	200000556149		
Office /Archive	200000556186		

Respondent's Signature

Date & Company Stamp

Boiler Room	02BEE16C		
Toilet	02BEE17C		
Mess & Ablution Facility	02BEE18C		
Mess & Ablution Facility	02BEE19C		
Ski Cabin	200000556136		
Ski Cabin	200000556138		
<b>TOTAL -</b>			

**FREQUENCY OF SERVICE**

The list below is the frequency that TRANSNET requires the contractor to do the cleaning of the specified items. The list is not exhaustive and complete; the contractor has to use common sense when applying this list with the items listed.

<b>TOILETS AND MESSROOMS</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Clean basins & taps	<b>Twice daily</b>		
Clean toilet pans & seat	<b>Twice daily</b>		
Clean urinals	<b>Twice daily</b>		
Clean windows Internally			✓
Deep clean shower			✓
Clean shower	✓		
Dust walls		✓	
Dust window sills		✓	
Empty "She bins" ( by a registered supplier)			✓
Empty waste bins	✓		
Move and clean behind items			✓
Place Pee-pods and not deo-blocks (replace as required)			✓
Polish floors		✓	
Refill condom dispenser (replace as required)		✓	
Refill Roller towel (replace as required)			✓
Refill soap dispenser	✓		
Refill toilet paper	✓		
Remove cobwebs with duster	✓		
Shine doors		✓	
Shine polished surfaces - WOODEN		✓	

Respondent's Signature

Date & Company Stamp

Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Wash floors - VINYL FLOOR SURFACES		✓	
Wipe skirting boards		✓	
Wipe wall tiles	✓		
Shine mirrors	✓		
<b>KITCHEN</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Clean basins & taps	Twice daily		
Clean kitchen sink / wash dishes	Twice daily		
Clean windows Internally			✓
Dust furniture / polish		✓	
Dust walls			✓
Dust window sills		✓	
Move and clean behind items			✓
Shine polished surfaces - WOODEN		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Wash floors - VINYL / CERAMIC TILES		✓	
Shine doors		✓	
Shine polished surfaces		✓	
Wipe skirting boards		✓	
Wipe table surfaces	✓		
Wipe wall tiles		✓	
Empty waste bins	✓		

<b>OFFICES, HALL WAYS , LIFTS, AND PASSAGES</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Clean windows Internally			✓
shop-fronts and glass doors		✓	
Dust furniture		✓	
Dust walls			✓
Dust window sills		✓	
Move and clean behind items			✓
Polish floors			✓

Respondent's Signature \_\_\_\_\_

Date & Company Stamp \_\_\_\_\_

Remove cobwebs with duster		✓	
Shine doors		✓	
Shine polished surfaces		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Vacuum carpets		✓	
Steam clean carpets		once	Annually
Wipe skirting boards		✓	
Wipe table surfaces	✓		
Wipe wall tiles		✓	
Empty waste bins	✓		
Cleaning of lifts	<b>Twice daily</b>		

**TERMINATION OF CONTRACT**

Notwithstanding any of the aforementioned TRANSNET reserves the right to cancel the contract at any time and without giving any reason by giving the contractor thirty (30) days written notice.

**WORKING HOURS**

Working hours are between 07: 00 and 15: 30 - Mondays to Fridays, that being 5 working days x 8 hours and a half/day, including legal breaks. (Excluding public holidays).

In buildings operating 24/7 half day work on Saturdays are to be provided.

**GYM SPECIFICATIONS - SPECIALISED CLEANING**

**EXERCISE FACILITY**

**Floor**

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

- Inspected and cleaned daily
- Wooden flooring free of splinters, holes, protruding nails, and loose screws
- Tile flooring resistant to slipping; no moisture and chalk accumulation
- Rubber flooring free of cuts, slits, and large gaps between pieces
- Interlocking mats secure and arranged with no protruding tabs
- Carpet free of tears; wear areas protected by throw mats
- Area swept and vacuumed or mopped on a regular basis
- Flooring glued or fastened down properly

### **Walls**

- Wall surfaces cleaned two to three times a week (or more often than needed)
- Wall in high-activity areas free of protruding appliances, equipment, or wall hangings  
Shelves securely fixed to walls
- Windows cleaned regularly

### **Ceiling**

- All ceiling fixtures and attachments dusted regularly
- Ceiling tiles kept clean
- Damaged and missing ceiling tiles replaced as needed

### **Exercise Equipment**

#### **Stretching and Body Weight Exercise Area:**

- Mat area free of weight benches and equipment
- Mats and bench upholstery free of cracks and tears
- No large gaps between stretching mats
- Area swept and disinfected daily
- Equipment properly stored after use
- Elastic cords secured to base with safety knot and checked for wear
- Surfaces that contact skin cleaned and disinfected daily
- Non-slip material on the top surface and bottom or base of plyometric (stepping) boxes
- Ceiling height sufficient for overhead exercises (12m minimum) and free of low-hanging apparatus (beams, pipes, lighting, signs, etc.)

#### **Resistance Training Machine Area:**

- Easy access to each station (a minimum of 2m between machines; 3m is optional)

- Area free of loose bolts, screws, cables, and chains
- Proper selectorised pins used
- Securing straps functional
- Parts and surfaces properly lubricated and cleaned
- Protective padding free of cracks and tears
- Surfaces that contact skin cleaned and disinfected daily
- No protruding screws or parts that need tightening or removal
- Belts, chains, and cables aligned with machine parts
- No worn parts (frayed cable, loose chains, worn bolts, cracked joints, etc.)

**Resistance Training Free Weight Area:**

- Easy access to each bench or area (a minimum of 2m between machines; 3m is optimal)
- All equipment returned after use to avoid obstruction of pathway
- Safety equipment (belts, collars, safety bars) used and returned
- Protective padding free of cracks and tears
- Surfaces that contact skin cleaned and disinfected daily
- Securing bolts and apparatus parts (collars, curl bars) tightly fastened
- Non-slip mats on floor area
- Benches, weight racks, standards, and the wall bars secured to the floor or wall
- Non-functional or broken equipment removed from area or locked out of service
- Ceiling height sufficient for overhead exercises (12m minimum) and free of low-hanging apparatus (beams, pipes, lightning, signs, etc.)

**Frequency of Cleaning and Maintenance Tasks:**

**Daily**

- Inspect all flooring for damage or wear
- Clean (sweep, vacuum or mop and disinfect) all flooring
- Clean and disinfect upholstery
- Clean and disinfect drinking fountain
- Inspect fixed equipment's connection with floor
- Clean and disinfect equipment surfaces that contact skin
- Clean mirrors
- Clean windows
- Inspect mirrors for damage
- Inspect all equipment for damage; wear; loose or protruding bolts, screws, cables, or chains; insecure or non-functioning foot and body straps; improper functioning or improper use of attachments, pins, or other devices

- Clean and lubricate moving parts of equipment
- Inspect all protective padding for cracks and tears
- Inspect non-slip material and mats for proper placement, damage and wear
- Remove trash and garbage
- Clean light covers, fans, air vents, clocks, and speakers
- Ensure that equipment is returned and stored properly after use

**Two to Three Times per Week**

- Clean and lubricate guide rods on selectorised machines

**Once per Week**

- Clean (dust) ceiling fixtures and attachments
- Clean ceiling tiles

**As Needed**

- Clean walls
- Clean bar knurling
- Clean rust from floor, plates, bars, and equipment with a rust-removing solution

**OFFICE AND DOMESTIC CLEANING SERVICES FOR TFR BUILDINGS IN  
BELLVILLE - CAPE TOWN SOUTH FOR A PERIOD OF 3 Years.**

**PRICE SCHEDULE**

<b>NAME OF BUILDING</b>	<b>ASSET No.</b>	<b>AREA m<sup>2</sup></b>	<b>AMOUNT</b>
<b>BELCON BUILDING</b>			
GROUND FLOOR	02XEE01C	1040	
FIRST FLOOR	02XEE02C	919	
SECOND FLOOR	02XEE03C	919	
THIRD FLOOR	02XEE04C	919	
FOURTH FLOOR	02XEE05C	919	
FIFTH FLOOR	02XEE06C	120	
<b>BELCON TERMINAL</b>			
TERMINAL ENTERANCE	02BEE48C	166	
OFFICE MESS / ABLUTION	02BEE44C	334	
OFFICE MESS / ABLUTION	02BEE45C	380	
MESS / ABLUTION	02BEE40C	23	

OFFICE	02BEE53C	20	
OFFICE	02BEE52C	20	
FEUL OFFICE	02BEE46C	32	
SECURITY GATE OFFICE	02YEE04C	67	
SECURITY GATE OFFICE	02YEE14C	67	
FIRST AID ROOM / TOILET	02BEE45C	28	
<b>TRANSNET PARK</b>			
GROUND FLOOR	02WEE02C	1385	
FIRST FLOOR	02WEE02C	1085	
SECOND FLOOR	02WEE02C	1085	
THIRD FLOOR	02WEE02C	1085	
FOURTH FLOOR	02WEE02C	1085	
FIFTH FLOOR	02WEE02C	1085	
SIXTH FLOOR	02WEE02C	1085	
SEVENTH FLOOR	02WEE02C	1085	
FLAT ON ROOF	02WEE02C	129	
<b>TRANSNET PARK CLIENT CENTRE</b>			
GYMNASIUM ( <b>TRANSNET WELLNESS CENTRE</b> )	02BEE62C	180	
OFFICE AND TOILETS	02BEE28C	391	
<b>SECURITY BUILDING (RED ROOF)</b>			
GROUND FLOOR	02BEE25C	335	
FIRST FLOOR	02BEE25C	335	
<b>TRAINING CENTRE (SCHOOL OF RAIL)</b>			
BROADWAY HOUSE	01BEA04C	355	
TRAINING CENTRE /TRAIN	02BEA09C	1500	
TRAINING COTTAGE	02BEA10C	54	
RUBBER WHEELS	02BEA11C	35	
MESS & ABLUTION FACILITIES	02BEA08C	23	
<b>TRANSTEL TELECOMS BUILDINGS</b>			
MESS & ABLUTION FACILITY	02BEA22C	74	
OFFICES	02MEA02C	68	
OFFICES	02NEA02C	251	
OFFICES	02NEA03C	144	
COMMUNICATIONS BUILDING	02YEA07C	342	
MESS/ABLUTION	02NEA04C	43	
TOILET	02KEA01C	18	
OFFICES	02NEA06C	60	
TRAINING CENTRE	02AEA16C	370	
CLASSROOMS	03REA01C	128	

SECURITY KIOSK	02KEA03C	24	
OFFICE SHARED	02BEA23C	10	
<b>RISK MANAGEMENT</b>			
RISK MANAGEMENT OFFICES	02NEA07C	605	
Clinic Buildings	02NEA08C	85	
Clinic Buildings	02NEA09C	85	
<b>SHUNTING YARD BELLVILLE</b>			
MESS-ROOM - LADIES	02BED70C	244	
MESS-ROOM - GENTS	02BED72C	500	
YARDMASTERS OFFICE	02BED71C	377	
C CONTROL	02BED96C	93	
D CONTROL	02BEE67C	42	
D CONTROL	02BEE68C	42	
E CONTROL	02BEE63C	19	
B CONTROL/ TOILET	02BED88C & 02BED89C	17	
6 SHIFT	02BED67C	251	
A CONTROL	02BED95C	94	
F CONTROL	02TEE01C	29	
A2 CONTROL	02NED04C	29	
MESS & ABLUTION FACILITY	02BED74C	33	
MESS & ABLUTION FACILITY	02BED75C	33	
OFFICE /MESS	02BED76C	84	
KITCHEN/MESS	02BED77C	108	
OFFICE/MESS	02BED03C	79	
OFFICE /MESS	02BED02C	97	
TRAINING CENTRE (V)	02BED78C	124	
<b>SCS WAREHOUSE 153</b>			
MESS & ABLUTION FACILITY	02BED30C	83	
OFFICE	02BED08C	232	
TOILETS	03BED08C	21	
MESS & ABLUTION FACILITY	02BED31C	52	
STORES	03BED08C	38	
HALL	03BED08C	155	
<b>INFRA DEPOT</b>			
MESS & ABLUTION FACILITY	02BED23C	347	
MESS & ABLUTION FACILITY	02BED20C	393	
OFFICES	02BED05C	495	
OFFICES (V)	02BEE01C	357	
OPS MAINTENANCE	03BED07C	1190	
OPS MAINTENANCE	02BED12C	117	

OPS MAINTENANCE	02BED13C	540	
OPS MAINTENANCE OFFICE	02BED13C	537	
MESS & ABLUTION FACILITY	02BED07C	198	
MESS & ABLUTION FACILITY	02BED06C	168	
OFFICE	02BED19C	109	
INFRA OFFICE	02BED17C	279	
OPS MAINTENANCE	02BED21C	35	
OFFICE GROUND FLOOR	02BED11C	966	
OFFICE FIRST FLOOR	02BED11C	240	
OFFICE. ELECTRICAL	02BED04C	262	
TECH. ELECTRICAL	02BED08C	192	
INFRA OFFICE	02BED18C	302	
OFFICE	02BED22C	65	
SECURITY GATE	02BED26C	30	
INFRA MESS	02BEE03C	124	
LECTURE HALL	03BED03C	1089	
FIRE DEPOT	03BED05C	495	
SMALL PLANT OPS.	03BED02C	679	
SECURITY HUT	02AEE01C	22	
<b>DIESEL DEPOT</b>			
OFFICES	02BED71C	385	
MESS & ABLUTION FACILITY	02BED58C	382	
OFFICE	02BED60C	234	

<b>BELLVILLE SQUARE (DE GAT)</b>			
<b>ADMIN BUILDINGS – OFFICES</b>	02BEE69C	846	
Workshop – Old ( <b>CLEANING FOOTPRINT</b> )	03BEE01C	2712	
Workshop – New ( <b>CLEANING FOOTPRINT</b> )	03JEE01C	2668	
Ski Cabin	200000556225	18	
Ski Cabin	200000556170	18	
Ski Cabin	200000556226	18	
Ski Cabin	200000556227	18	
Ski Cabin	200000556228	18	
Ski Cabin	200000556139	18	
Ski Cabin	200000556140	66	
Ski Cabin	200000556142	66	

Office	200000556137	18	
Office	200000556183	18	
Office	200000556184	18	
Office	200000556149	18	
Office /Archive	200000556186	18	
Boardrooms	02BEE69C	22	
Boiler Room	02BEE16C	37	
Toilet	02BEE17C	20	
Mess & Ablution Facility	02BEE69C	0	
Kitchen	02BEE69C	0	
Office	02BEE69C	0	
Office	02BEE69C	0	
Mess & Ablution Facility	02BEE18C	78	
Mess & Ablution Facility	02BEE19C	129	
Ski Cabin	200000556136	18	
Ski Cabin	200000556138	18	
Office	02BEE69C	18	
Porches	02BEE69C	337	
<b>TOTAL</b>			

**MOST SKI CABINS ARE SITUATED INSIDE THE OLD AND THE NEW WORKSHOPS.**

**THE KITCHENS AND OFFICES WITHOUT m<sup>2</sup> HAVE BEEN INCLUDED IN THE TOTAL BUILDING AMOUNTS.**

**BUILDINGS REQUIRING 24 HOUR CLEANING 7 DAYS A WEEK**

<b>NAME OF BUILDING</b>	<b>ASSET No.</b>	<b>AREA m<sup>2</sup></b>	<b>AMOUNT</b>
FOURTH FLOOR	02WEE02C	1085	
FIFTH FLOOR	02WEE02C	1085	

**BUILDINGS REQUIRING AFTER HOURS CLEANING 5 DAYS A WEEK**

TERMINAL ENTERANCE (closes 22:30)	02BEE48C	166	
-----------------------------------	----------	-----	--