

Request for Proposal – Scope of work
For the Provision of Laundry Services at Esselenpark Campus on an “as
and when required basis” for a period of three (3) years
RFQ Number: TP/2022/07/0080/8019/RFP

1 Scope of Work

Transnet Property, Esselenpark Campus exist to provide hospitality related services (i.e. the provision of hotel accommodation, catering, conference, and event facilities to Transnet and external customers. There are three restaurants on site that are equipped with fully fledged kitchens and dining facilities. The South Court, Railwayman's Inn and Port Captain's Lodge combined can accommodate up to 438 guests. The Main Banquet Hall and the conference rooms at the Railwayman's Inn, Junction and Port Captain's Lodge are used for meeting, conferences, functions etc. In total we have approximately 18, 20 seating conference rooms. On site we house training facilities and have numerous training rooms. There are several offices that accommodate approximately 550 employees on site. The campus is 97 hectares. There are various buildings situated throughout the campus. Every building must be kept with clean linen daily.

1.1 Accommodation areas

- 1.1.1 Bedding linens and blankets
- 1.1.2 Towels
- 1.1.3 Curtains
- 1.1.4 Staff Uniforms

1.2 Conferencing and Catering areas

- 1.2.1 Tablecloths
- 1.2.2 Overlays and Serviettes
- 1.2.3 Chair Covers
- 1.2.4 Curtains
- 1.2.5 Sundries (flags etc.)
- 1.2.6 Staff Uniforms

1.3 Special Requirements

- 1.3.1 The contractor must have a staff member on duty on site for administrative functions.
- 1.3.2 Service volumes are directly related to occupancy and usage levels.
- 1.3.3 The contractor must provide all necessary stationery related to the service.
- 1.3.4 All items must be cleaned/laundered in accordance with recommended industry standards.
- 1.3.5 Chemicals used during the process must conform to health standards and not contain allergens or otherwise harmful substances.
- 1.3.6 Laundry to be transported in a closed vehicle. Crates and laundry bags must be clean and in good condition.
- 1.3.7 Supplier to provide the crates and laundry bags for the operations and guests.
- 1.3.8 Delivery of processed laundry shall be the next day.
- 1.3.9 Accurate records must be kept ensuring that collections and deliveries tally.

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- 1.3.10 The contractor must be insured against risk and accidents and shall provide proof thereof to Transnet Property. The contract must submit a valid Letter of Good Standing for Compensation of Occupational Injuries and Diseases Act (COIDA) from Department of Labour as part of mandatory returnable documents.
- 1.3.11 Correct iron methods must be used and the correct hangers
- 1.3.12 Continuously (Back-up) plan to be forward as when the electricity is down, breakdowns or stay away (strikes)
- 1.3.13 The contractor is required to form part of Transnet’s program for health and safety according to Act 85 of 1993.
- 1.3.14 While Transnet Property will encourage and enforce safe labour practices where possible, the contractor remains fully responsible and liable any for injuries that might be sustained by the contractor’s personnel as a result of or during the performance of their duties.
- 1.3.15 The contractor must be HACCP (hazard analysis and critical control points) compliant and certified
- 1.3.16 The contractor shall provide and maintain his/her own equipment throughout the duration of the contract.
- 1.3.17 The contractor shall provide and maintain a steam iron that will be used if any linen is wrinkled/creased on site.

2 SCHEDULE OF QUANTITIES.

2.1 Accommodation Facilities

Item	Description	Estimated Monthly Req.
1	¾ sheets (50/50 Polycotton)	1000
2	Double sheets (50/50 Polycotton)	1000
3	King Sheet (50/50 Polycotton)	80
4	Pillowcases (50/50 Polycotton)	1500
5	Bath Towel (450gm)	900
6	Hand Towel (450gm)	1000
7	Floor Mat (450gm)	600
8	Mattress Cover ¾	1000
9	Mattress Cover Double	20
10	Mattress Cover Queen	20
11	Mattress Cover King	4

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Item	Description	Estimated Monthly Req.
12	Shower Curtain (50 x 200cm)	250
13	Double bed blanket (200 x 230cm)	280
14	Curtain ¼ drop	65
15	Lace Curtain	100
16	Single Sheets	100
17	Comforters Single	50
18	Comforters ¾	700
19	Comforters Double	50
20	Comforters King Size	4
21	King Size Sheets	10
22	Night Frills Double	10
23	Mattress Cover Protector	250
24	Mattress Cover Protector Double	31
25	Mattress Cover Protector Queen	31
26	Mattress Cover Protector King	4
27	Pillows	100
28	Pillows Stained	50
29	Double bed blanket (200 x 230cm)	250
30	Skirts	6
31	Blouse	6
32	Trousers	6
34	T-shirts	20
35	Jerseys	10
36	Suites	3

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2.2 Restaurants Facilities

Item	Description	Estimated Monthly Req.
1	Tablecloth Round (White)	150
2	Tablecloth Round (Black)	150
3	Tablecloth Boxed	50
4	Tablecloth rectangle	50
5	Chair covers (White)	600
6	Chair covers (Black)	600
7	Overlays	150
8	Serviettes	120
9	Curtains	40
10	Table Mats	25
11	Chef Trouser	450
12	Chef Jacket	450
13	Skirts	80
14	Jacket	50
15	Trousers	200
16	Aprons	300
17	Waist Coats	50
18	Chef Hat	300
20	Staff Laundry	On request

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3. List of equipment required

3.Equipment	Description	Quantity	Comply	Do not comply
3.1 Industrial Washing Machines	Washing Machine/s capacity 400kg and above	400kg all machines together		
3.2 Industrial Tumble Driers	Tumble Drier/s capacity 400kg and above	400kg all machines together		
3.3 Rotary Iron	Rotary Iron 2m long	3		
3.4 Pressing Machine	Pressing table with pressure machine	3		
3.5 Steam Iron (To be provided to Transnet)	Steam iron will be used to remove wrinkles. This will be used by Transnet internal staff.	1		
3.6 Generator or Boiler	Back up when electricity is down	1		

General Important Notice

- Proof of Machines / Equipment (As Per List)
- Clause by clause Compliance to specification declaration
- No Middleman / 3rd Party / Laundromat
- Must have a up and running laundry company for the past 1 years (In business already)
- Supplier must have all the machines as per list
- The company must be situated within the Gauteng province
- A laundry assistant to be available during counting of the linen for verification