

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Bellville area for a period of thirty six (36) months**

**ANNEXURE A2**

**SPECIFICATIONS**

**SCOPE OF WORK**

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

**MATERIAL AND EQUIPMENT**

The successful service provider 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.

Only SANS or NCA accredited chemicals/products must be used.

Service provider must submit valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies. .

Maintenance of equipment shall be responsibility of the service provider and all cost associated with maintenance of equipment shall be from service provider's own account.

The service provider shall ensure that defective equipment will either be replaced or repaired with 24 hour from the time that such defective equipment is reported by Transnet Property.

The Service provider must submit the specification and Material Safety Data Sheets of all consumables and cleansing agents two (2) weeks after the contract date and thereafter annually.

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  
Install /refill/ maintain/ replace broken air freshener dispensers  
Install / refill / maintain / replace broken soap dispensers

**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.

### **Equipment**

Low noise industrial vacuum cleaners

Mops (colour coded)/mop caddy

Janitorial trolleys

Buckets

Ladders (long and short)

Industrial cleaner

High pressure cleaner

Brooms (hard and soft)

Electrical extensions lead.

Wet floor/caution signs

Toilet brushes, spray bottle

Dustpan sets

Feather duster (short and long)

Landscaping and gardening services tools i.e., spade, wheelbarrow, grass cutter, rake, etc.

Should a toilet, urinal, washbasin get blocked, the Service provider must attend to unblock it by means of a rubber pump or any other domestic equipment. If this attempts are unsuccessful, the Service provider's personnel will provide a sign "OUT OF ORDER" and immediately report this condition to the Transnet supervisor who will take responsibility for the removal of the obstruction.

Should water in a building leak due to rain or defective water pipes etc., the Service provider must dry it. However, it shall not be expected of the Service provider to send personnel to the Premises outside normal working hours for such a task, but the personnel of the Service provider which are on the Premises at that stage will dry up the water and clean the damages.

### **WINDOW CLEANING**

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

Glass panels of shopfronts 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 service provider 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**

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 the surface has been washed it must be allowed to dry.

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 supervisor to schedule inspections.

### **WASHING OF DISHES**

It is requested that the service provider makes allowance for cleaning of teacups 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 required by service provider.

### **WASTE MANAGEMENT**

Where colour coded bins are supplied for the management of waste and recycling purposes, the service provider 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 service provider; 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.

Service provider 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 service provider.***

### **DRAINS AND PAVEMENTS**

The Service provider to clean all drains, pavements, and parking around all buildings of bird droppings, dirt etc.

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

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 service provider. 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 supervisor 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 bins roster/ schedule must be updated with each removal. All sanitary waste to be handled by a registered service provider.

### **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 service provider has to have a supervisor on site at all times. This supervisor will be the person that reports and liaise with the Transnet supervisor 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 service provider's staff.

## **LANDSCAPING AND GARDENING SERVICES**

**The Service provider shall be responsible but not limited to the following:**

- Removal and containment of weeds and maintenance of the borders/ edges of the flower beds, shrubs, and irrigation thereof, sufficient, and careful breaking of the soil surface with a garden fork to improve the absorption of water, renew seasonal flowering plants and disease.
- Mowing and trimming lawns around trees, shrubs and any other object/ obstruction that prevent mowing of the lawns with a conventional lawn mower. The Service provider is also responsible for disease ,weed control, irrigation, and renewal of grass.
- Cutting and disposal of Veld-grass in and around the boundaries of the premises.
- The management of foreign plants and declared weeds on lawns, car shelters, roads and sidewalks, fences, substations, and paved/ covered surfaces.
- Support and binding of trees, disease / pruning, shaping, trimming and removal of branches, watering/ wetting and removing and replacing trees (ad-hoc).
- Managing the grass against/underneath palisades, walls, perimeters, and other fences. The grass in these localities must be controlled through the applications of growth inhibitors and soil sterilisers. Grass to be kept two meters clear of the perimeter fence line.
- Where development is required, the Service provider shall ensure soil preparation, planting / establishing of plant material according to accepted gardening principles, composting of flower beds and lawns, and regular upgrading of flowers is in accordance with the gardening principles and the complies to the Green building Council of South Africa standards.
- Sweeping and Gardening and Landscaping of all roads, parking areas and all paved, concrete, and tarred surfaces, removal of weeds and empty waste bins.
- Supply, operate and maintain industrial type road sweeping machine. Provide separate quote.
- Remove and dispose of all refuse, rubble, vegetation, and growth at an authorised dumping site.
- Watering all container-grown outside and inside the building weekly or as needed.
- Replace all malfunctioning or damaged irrigation nozzles, report on malfunctioning of the irrigation system, report on irrigation water pipes leakages to the Transnet service/building manager or delegated person.
- The Service provider shall be obliged to supply all cleaning and hygiene service equipment plus other equipment required, at his own cost for the proper provision of the Service at the Premises.

## **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 service provider staff compliment on site during normal working hours.

It is the responsibility of the service provider 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 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.

**STAFF COMPLIMENT**

<b>Bellville Area</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>Night Cleaners</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	2	51	2	5	<b>58</b>
<b>Weekends</b>	0	1	1	0	<b>2</b>

**RELIEF STAFF**

The service provider 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 service provider 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 service provider to keep accurate records of attendance of staff.

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

**Requirement by Transnet from the successful service provider**

- Code of Conduct, Disciplinary Conduct is the responsibility of the service provider in line with Labour laws, Bill of rights as set out in our South African constitution.
- Uniforms with identifiable company logo are to be worn at all times. Protective shoes and reflector vests are to be worn in areas where there are railway train operations.
- Service providers are to provide raincoats to their staff during the rainy seasons for outside based areas such as in the yards.
- Attendance registers to be kept daily, and in accordance with the SLA.
- Compliance with the BCEA, UIF, provident fund and Labour laws in South Africa.
- Sufficient vacuum cleaners to be provided by the service provider (one vacuum cleaner per floor in high-rise buildings)
- Provision toilet paper during weekdays and weekends and ensure availability 24/7
- Cleaners are to sign on and off at the reception on Transnet register and undergo alcohol tests on a daily basis upon entering Transnet premises and/or admin buildings.
- All cleaners must undergo a safety induction.
- Supply all required cleaning materials/ consumables/products required to carry out the services.
- Working times must be adhered to

- Leave planning must be done upon awarding of the contract and submitted to the Supervisor no later than 6 weeks after the contract is awarded.
- service provider to ensure that the cleaning certificate is valid.
- Without limiting the liability of the Service Provider under this Agreement, the Service Provider shall take out insurance in respect of all risks for which it is prudent for the Service Provider to insure against, including any liability it may have as a result of its activities under this Agreement for theft, destruction, death or injury to any person and damage to property.

### **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 prospective Service providers 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. *Service providers* 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 always be kept neat and tidy. The Supervisor may order the Service provider 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 *Service provider* shall provide an A4 size triplicate book to be used as a Daily Diary for the duration of the Contract. The Supervisor shall retain the original copy and the Service provider shall retain the first and second copy. The diary shall be completed on a daily basis.

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

**AREAS OF DEPLOYMENT AND WHERE SERVICES ARE REQUIRED MONTHLY,  
THESE AMOUNTS ARE ESTIMATES AND MIGHT INCREASE**

**BELLVILLE AREA**

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
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
<b>Belcon Terminal</b>							
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
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	

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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>			<b>218</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
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>						

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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
Diesel depot						
Mess & Ablution Facility	02BED58C	80	4	2	3	2
Office	02BED59C					
Mess & Ablution Facility	02BED60C	50	3	2	1	1
Real Estate Depot						
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
Bellville square (De Gat)						
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
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>

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## **PERFORMANCE REQUIREMENTS**

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

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

The Service provider shall not change the project team as detailed in the organogram submitted by the Service provider and accepted by the Transnet Supervisor without the prior written approval of the Supervisor, which approval will not unreasonably be withheld by the Supervisor.

## **OTHER REQUIREMENTS**

### Security:

The Service provider 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 statutory requirements

The successful service providers 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 Service provider must operate:

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

The successful service provider 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 first task in the morning should be dedicated to the cleaning of common areas (toilets, corridors, stairwells, entrance and exit points).

The service provider shall be liable for any damages caused by him or his staff to any Transnet property or equipment.

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

The service providers 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 service providers s 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.

**HEALTH AND SAFETY**

The Service provider shall submit a Health and Safety file according to Transnet Property requirements for approval and kept at depot for monthly audits.

The service provider shall ensure that it and its contracted staff and site manager shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the premises.

The Service provider to supply staff with PPE, i.e., safety boots, reflector vest, gloves, dust mask, etc.

**LEGAL REQUIREMENTS FOR ALL CONTRACTS**

- The Health and Safety specifications shall be based on the task at hand vs. task specific.
- It is a service provider requirement that the principal service provider 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 service provider may use own staff or a window cleaning company. If a window cleaning company is used that invoice is for the service provider’s account and not Transnet directly. A separate invoice must be submitted for the quarterly window cleaning.

Windows must be washed and gutters to be cleaned every three (3) months.

All bird nests and droppings must be removed from the windowsills, pavement, parking around all buildings.

**FREQUENCY OF SERVICE**

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

TOILETS AND MESSROOMS	DAILY	WEEKLY	MONTHLY
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 windowsills		✓	
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		✓	
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	<b>Twice daily</b>		
Clean kitchen sink / wash dishes	<b>Twice daily</b>		
Clean windows Internally			✓
Dust furniture / polish		✓	
Dust walls			✓
Dust windowsills		✓	
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	✓		

Respondent's Signature

Date & Company Stamp

Wipe wall tiles		✓	
Empty waste bins	✓		
<b>OFFICES, HALLWAYS, LIFTS, AND PASSAGES</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Clean windows Internally			✓
shopfronts and glass doors		✓	
Dust furniture		✓	
Dust walls			✓
Dust windowsills		✓	
Move and clean behind items			✓
Polish floors			✓
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>		
<b>EXTERIOR OF BUILDING (PARKING, GARDEN AREAS, BALCONIES, STOOPS, ROOFS, GUTTERS, DOWN PIPES, AIR-CON, OTHER LOUVERS)</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Sweep roads, parking area and sidewalks	✓		
Pick up and remove all litter	✓		
Damp wipe building name, information, emergency, and route signs		✓	
Remove graffiti			Where applicable
Clean all storm water drains by removing all litter, sand, etc	✓		
Clean and damp wipe ashtrays	✓		
Sweep footpaths	✓		
Treat garden furniture			✓
Dust and damp wipe garden light fittings		✓	
Remove all litter from water ponds	✓		

Respondent's Signature

Date & Company Stamp

Dust and damp wipe air-con louvers on ground floor			✓
Sweep, mop, treat balcony floor surfaces	✓		
Dust, clean all doors, doorframes, walls	✓		
Dust and damp wipe pot plant holders	✓		
Clean out all gutters			✓

## **GYM SPECIFICATIONS - SPECIALISED CLEANING**

### **EXERCISE FACILITY**

#### **Floor**

- 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

## WORKING HOURS

Working hours will include day shift, night shift, weekends and public holidays and this will be informed by the working schedule provided:

NAME OF BUILDING	ASSET No.	AREA m <sup>2</sup>	Frequency
<b>BELCON BUILDING</b>			
GROUND FLOOR	02XEE01C	1040	5 days (Monday to Friday)/ Day shift
FIRST FLOOR	02XEE02C	919	5 days (Monday to Friday)/ Day shift
SECOND FLOOR	02XEE03C	919	5 days (Monday to Friday)/ Day shift
THIRD FLOOR	02XEE04C	919	5 days (Monday to Friday)/ Day shift
FOURTH FLOOR	02XEE05C	919	5 days (Monday to Friday)/ Day shift
FIFTH FLOOR	02XEE06C	120	5 days (Monday to Friday)/ Day shift
<b>BELCON TERMINAL</b>			
TERMINAL ENTERANCE	02BEE48C	166	5 days (Monday to Friday)/till 22:30pm Late shift
OFFICE MESS / ABLUTION	02BEE44C	334	5 days (Monday to Friday)/ Day shift
OFFICE MESS / ABLUTION	02BEE45C	380	5 days (Monday to Friday)/ Day shift
MESS / ABLUTION	02BEE40C	23	5 days (Monday to Friday)/ Day shift
OFFICE	02BEE53C	20	5 days (Monday to Friday)/ Day shift
OFFICE	02BEE52C	20	5 days (Monday to Friday)/ Day shift
FEUL OFFICE	02BEE46C	32	5 days (Monday to Friday)/ Day shift
SECURITY GATE OFFICE	02YEE04C	67	5 days (Monday to Friday)/ Day shift
SECURITY GATE OFFICE	02YEE14C	67	5 days (Monday to Friday)/ Day shift
FIRST AID ROOM / TOILET	02BEE45C	28	5 days (Monday to Friday)/ Day shift
<b>TRANSNET PARK</b>			
GROUND FLOOR	02WEE02C	1385	5 days (Monday to Friday)/ Day shift
FIRST FLOOR	02WEE02C	1085	5 days (Monday to Friday)/ Day shift
SECOND FLOOR	02WEE02C	1085	5 days (Monday to Friday)/ Day shift
THIRD FLOOR	02WEE02C	1085	5 days (Monday to Friday)/ Day shift
FOURTH FLOOR	02WEE02C	1085	Day & night (Monday to Sunday)
FIFTH FLOOR	02WEE02C	1085	Day & night (Monday to Sunday)
SIXTH FLOOR	02WEE02C	1085	5 days (Monday to Friday)/ Day shift
SEVENTH FLOOR	02WEE02C	1085	5 days (Monday to Friday)/ Day shift
FLAT ON ROOF	02WEE02C	129	5 days (Monday to Friday)/ Day shift
<b>TRANSNET PARK CLIENT CENTRE</b>			
GYMNASIUM (TRANSNET WELLNESS CENTRE)	02BEE62C	180	5 days (Monday to Friday)/ Day shift
OFFICE AND TOILETS	02BEE28C	391	5 days (Monday to Friday)/ Day shift
<b>SECURITY BUILDING</b>			

<b>(RED ROOF)</b>			
GROUND FLOOR	02BEE25C	335	5 days (Monday to Friday)/ Day shift
FIRST FLOOR	02BEE25C	335	5 days (Monday to Friday)/ Day shift
<b>TRAINING CENTRE (SCHOOL OF RAIL)</b>			
BROADWAY HOUSE	01BEA04C	355	5 days (Monday to Friday)/ Day shift
TRAINING CENTRE /TRAIN	02BEA09C	1500	5 days (Monday to Friday)/ Day shift
TRAINING COTTAGE	02BEA10C	54	5 days (Monday to Friday)/ Day shift
RUBBER WHEELS	02BEA11C	35	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITIES	02BEA08C	23	5 days (Monday to Friday)/ Day shift
<b>TRANSTEL TELECOMS BUILDINGS</b>			
MESS & ABLUTION FACILITY	02BEA22C	74	5 days (Monday to Friday)/ Day shift
OFFICES	02MEA02C	68	5 days (Monday to Friday)/ Day shift
OFFICES	02NEA02C	251	5 days (Monday to Friday)/ Day shift
OFFICES	02NEA03C	144	5 days (Monday to Friday)/ Day shift
COMMUNICATIONS BUILDING	02YEA07C	342	5 days (Monday to Friday)/ Day shift
MESS/ABLUTION	02NEA04C	43	5 days (Monday to Friday)/ Day shift
TOILET	02KEA01C	18	5 days (Monday to Friday)/ Day shift
OFFICES	02NEA06C	60	5 days (Monday to Friday)/ Day shift
TRAINING CENTRE	02AEA16C	370	5 days (Monday to Friday)/ Day shift
CLASSROOMS	03REA01C	128	5 days (Monday to Friday)/ Day shift
SECURITY KIOSK	02KEA03C	24	5 days (Monday to Friday)/ Day shift
OFFICE SHARED	02BEA23C	10	5 days (Monday to Friday)/ Day shift
<b>RISK MANAGEMENT</b>			
RISK MANAGEMENT OFFICES	02NEA07C	605	5 days (Monday to Friday)/ Day shift
Clinic Buildings	02NEA08C	85	5 days (Monday to Friday)/ Day shift
Clinic Buildings	02NEA09C	85	5 days (Monday to Friday)/ Day shift
<b>SHUNTING YARD BELLVILLE</b>			
MESS-ROOM - LADIES	02BED70C	244	5 days (Monday to Friday)/ Day shift
MESS-ROOM - GENTS	02BED72C	500	5 days (Monday to Friday)/ Day shift
YARDMASTERS OFFICE	02BED71C	377	5 days (Monday to Friday)/ Day shift
C CONTROL	02BED96C	93	5 days (Monday to Friday)/ Day shift
D CONTROL	02BEE67C	42	5 days (Monday to Friday)/ Day shift
D CONTROL	02BEE68C	42	5 days (Monday to Friday)/ Day shift
E CONTROL	02BEE63C	19	5 days (Monday to Friday)/ Day shift
B CONTROL/ TOILET	02BED88C & 02BED89C	17	5 days (Monday to Friday)/ Day shift
6 SHIFT	02BED67C	251	5 days (Monday to Friday)/ Day shift
A CONTROL	02BED95C	94	5 days (Monday to Friday)/ Day shift
F CONTROL	02TEE01C	29	5 days (Monday to Friday)/ Day shift

Respondent's Signature

Date & Company Stamp

A2 CONTROL	02NED04C	29	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITY	02BED74C	33	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITY	02BED75C	33	5 days (Monday to Friday)/ Day shift
OFFICE /MESS	02BED76C	84	5 days (Monday to Friday)/ Day shift
KITCHEN/MESS	02BED77C	108	5 days (Monday to Friday)/ Day shift
OFFICE/MESS	02BED03C	79	5 days (Monday to Friday)/ Day shift
OFFICE /MESS	02BED02C	97	5 days (Monday to Friday)/ Day shift
TRAINING CENTRE (V)	02BED78C	124	5 days (Monday to Friday)/ Day shift
<b>SCS WAREHOUSE 153</b>			
MESS & ABLUTION FACILITY	02BED30C	83	5 days (Monday to Friday)/ Day shift
OFFICE	02BED08C	232	5 days (Monday to Friday)/ Day shift
TOILETS	03BED08C	21	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITY	02BED31C	52	5 days (Monday to Friday)/ Day shift
STORES	03BED08C	38	5 days (Monday to Friday)/ Day shift
HALL	03BED08C	155	5 days (Monday to Friday)/ Day shift
<b>INFRA DEPOT</b>			
MESS & ABLUTION FACILITY	02BED23C	347	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITY	02BED20C	393	5 days (Monday to Friday)/ Day shift
OFFICES	02BED05C	495	5 days (Monday to Friday)/ Day shift
OFFICES (V)	02BEE01C	357	5 days (Monday to Friday)/ Day shift
OPS MAINTENANCE	03BED07C	1190	5 days (Monday to Friday)/ Day shift
OPS MAINTENANCE	02BED12C	117	5 days (Monday to Friday)/ Day shift
OPS MAINTENANCE	02BED13C	540	5 days (Monday to Friday)/ Day shift
OPS MAINTENANCE OFFICE	02BED13C	537	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITY	02BED07C	198	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITY	02BED06C	168	5 days (Monday to Friday)/ Day shift
OFFICE	02BED19C	109	5 days (Monday to Friday)/ Day shift
INFRA OFFICE	02BED17C	279	5 days (Monday to Friday)/ Day shift
OPS MAINTENANCE	02BED21C	35	5 days (Monday to Friday)/ Day shift
OFFICE GROUND FLOOR	02BED11C	966	5 days (Monday to Friday)/ Day shift
OFFICE FIRST FLOOR	02BED11C	240	5 days (Monday to Friday)/ Day shift
OFFICE. ELECTRICAL	02BED04C	262	5 days (Monday to Friday)/ Day shift
TECH. ELECTRICAL	02BED08C	192	5 days (Monday to Friday)/ Day shift
INFRA OFFICE	02BED18C	302	5 days (Monday to Friday)/ Day shift
OFFICE	02BED22C	65	5 days (Monday to Friday)/ Day shift

Respondent's Signature

Date & Company Stamp

SECURITY GATE	02BED26C	30	5 days (Monday to Friday)/ Day shift
INFRA MESS	02BEE03C	124	5 days (Monday to Friday)/ Day shift
LECTURE HALL	03BED03C	1089	5 days (Monday to Friday)/ Day shift
FIRE DEPOT	03BED05C	495	5 days (Monday to Friday)/ Day shift
SMALL PLANT OPS.	03BED02C	679	5 days (Monday to Friday)/ Day shift
SECURITY HUT	02AEE01C	22	5 days (Monday to Friday)/ Day shift
<b>DIESEL DEPOT</b>			
OFFICES	02BED71C	385	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION FACILITY	02BED58C	382	5 days (Monday to Friday)/ Day shift
OFFICE	02BED60C	234	5 days (Monday to Friday)/ Day shift

<b>BELLVILLE SQUARE (DE GAT)</b>			
<b>ADMIN BUILDINGS – OFFICES</b>	02BEE69C	846	5 days (Monday to Friday)/ Day shift
Workshop – Old (CLEANING FOOTPRINT)	03BEE01C	2712	5 days (Monday to Friday)/ Day shift
Workshop – New (CLEANING FOOTPRINT)	03JEE01C	2668	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556225	18	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556170	18	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556226	18	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556227	18	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556228	18	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556139	18	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556140	66	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556142	66	5 days (Monday to Friday)/ Day shift
Office	200000556137	18	5 days (Monday to Friday)/ Day shift
Office	200000556183	18	5 days (Monday to Friday)/ Day shift
Office	200000556184	18	5 days (Monday to Friday)/ Day shift
Office	200000556149	18	5 days (Monday to Friday)/ Day shift
Office /Archive	200000556186	18	5 days (Monday to Friday)/ Day shift
Boardrooms	02BEE69C	22	5 days (Monday to Friday)/ Day shift
Boiler Room	02BEE16C	37	5 days (Monday to Friday)/ Day shift
Toilet	02BEE17C	20	5 days (Monday to Friday)/ Day shift
Mess & Ablution Facility	02BEE69C	0	5 days (Monday to Friday)/ Day shift
Kitchen	02BEE69C	0	5 days (Monday to Friday)/ Day shift
Office	02BEE69C	0	5 days (Monday to Friday)/ Day shift
Office	02BEE69C	0	5 days (Monday to Friday)/ Day shift

Respondent's Signature

Date & Company Stamp

Mess & Ablution Facility	02BEE18C	78	5 days (Monday to Friday)/ Day shift
Mess & Ablution Facility	02BEE19C	129	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556136	18	5 days (Monday to Friday)/ Day shift
Ski Cabin	200000556138	18	5 days (Monday to Friday)/ Day shift
Office	02BEE69C	18	5 days (Monday to Friday)/ Day shift
Porches	02BEE69C	337	5 days (Monday to Friday)/ Day shift
<b>TOTAL</b>			

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

<b>NAME OF BUILDING/TRANSNET PARK</b>	<b>ASSET No.</b>	<b>AREA m<sup>2</sup></b>	<b>Frequency</b>
FOURTH FLOOR	02WEE02C	1085	Day & night (Monday to Sunday)
FIFTH FLOOR	02WEE02C	1085	Day & night (Monday to Sunday)

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

TERMINAL ENTERANCE (closes 22:30)	02BEE48C	166	5 days (Monday to Friday)/ Late shift
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\_\_\_\_\_  
Respondent's Signature

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

TRANSNET PROPERTY

ENQUIRY NUMBER:

DESCRIPTION OF THE WORKS: PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING SERVICES FOR TRANSNET PROPERTY IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36) MONTHS

**ANNEXURE B2**

<b>Gatekeepers (Mandatory)</b>			
1. Submit valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies.			
<b>The above requirement is mandatory. Bidders who fail to submit all documents shall be immediately disqualified.</b>			
<b>All certified copies must not be older than 3 months from the closing date of this tender.</b>			
<b>qualifying Quality criteria</b>	<b>Sub-Criteria</b>	<b>Sub-Criteria Points Allocation</b>	<b>Maximum number of points</b>
<b><u>Organogram and CV's of key persons:</u></b> <i>Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel).</i>	<b>Cleaning Supervisor</b>		25
	No CV attached/no experience	0	
	Provision of cleaning and hygiene services experience = 0 $\geq$ , $\leq$ 1 year	5	
	Provision of cleaning and hygiene services experience > 1 $\leq$ 3 years	10	
	Provision of cleaning and hygiene services experience > 3, $\leq$ 4 years.	15	
	Provision of cleaning and hygiene services experience > 4, $\leq$ 5 years.	20	
	Provision of cleaning and hygiene services experience) >5 years.	25	
<b><u>Risk Assessment</u></b> ( <i>Specific to the works</i> ) ( <i>Key elements of a Risk Assessment (RA)</i> ) 1. <i>Tasks Identification,</i> 2. <i>Hazards,</i> 3. <i>Risk Identification,</i> 4. <i>Risk Rating,</i> 5. <i>Risk Control</i> 6. <i>Measures/Treatment, residual risk, and treatment</i>	The Bidder failed to provide information or only provide one of the key elements	0	25
	The Bidder has submitted risk assessment, encompassing Two (2) elements with adequate detail and is relevant to the scope.	5	
	The Bidder has submitted risk assessment, encompassing Three (3) elements with adequate detail and is relevant to the scope.	10	
	The Bidder has submitted risk assessment, encompassing Four (4) elements with adequate detail and is relevant to the scope.	15	
	The Bidder has submitted risk assessment, encompassing Five (5) elements with adequate detail and is relevant to the scope.	20	
	The Bidder has submitted risk assessment, encompassing Six (6) elements with adequate detail and is relevant to the scope.	25	

TRANSNET PROPERTY

ENQUIRY NUMBER:

DESCRIPTION OF THE WORKS: PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING SERVICES FOR TRANSNET PROPERTY IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36) MONTHS

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

TRANSNET PROPERTY

ENQUIRY NUMBER:

DESCRIPTION OF THE WORKS: PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING SERVICES FOR TRANSNET PROPERTY IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36) MONTHS

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

Maximum score for technical evaluation is 70/100

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36 MONTHS)

**ANNEXURE C2**

**PRICING LIST: Note: Bidders must comply with applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 and Basic Conditions of Employment Act, 75 of 1997. Gazetted Minimum wages should be adhered to and other benefits like bonuses, paid annual leave and sick leave should also be provided.**

**BELLVILLE AREA**

<b>Cleaning &amp; Gardening</b>	<b>Asset no.</b>	<b>Description</b>	<b>Square meters</b>	<b>Frequency</b>	<b>Price per Month</b>
<b>BELCON BUILDING</b>	02XEE01C	Ground Floor	1040	5 days (Monday to Friday)/ Day shift	R
	02XEE02C	First Floor	919	5 days (Monday to Friday)/ Day shift	R
	02XEE03C	Second Floor	919	5 days (Monday to Friday)/ Day shift	R
	02XEE04C	Third Floor	919	5 days (Monday to Friday)/ Day shift	R
	02XEE05C	Fourth Floor	919	5 days (Monday to Friday)/ Day shift	R
<b>BELCON TERMINAL</b>	02BEE48C	Terminal Entrance	166	5 days (Monday to Friday)/ Late shift (22:30)	R
	02BEE44C	Office Mess / Ablution	334	5 days (Monday to Friday)/ Day shift	R
	02BEE45C	Office Mess / Ablution	380	5 days (Monday to Friday)/ Day shift	R
	02BEE40C	Mess / Ablution	23	5 days (Monday to Friday)/ Day shift	R
	02BEE53C	Office	20	5 days (Monday to Friday)/ Day shift	R
	02BEE52C	Office	20	5 days (Monday to Friday)/ Day shift	R
	02BEE46C	Fuel Office	32	5 days (Monday to Friday)/ Day shift	R

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY  
IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36 MONTHS)

	02YEE04C	Security Gate Office	67	5 days (Monday to Friday)/ Day shift	R
	02YEE14C	Security Gate Office	67	5 days (Monday to Friday)/ Day shift	R
	02BEE45C	First Aid Room / Toilet	28	5 days (Monday to Friday)/ Day shift	R
<b>TRANSNET PARK</b>	02WEE02C	Ground Floor	1385	5 days (Monday to Friday)/ Day shift	R
	02WEE02C	First Floor	1085	5 days (Monday to Friday)/ Day shift	R
	02WEE02C	Second Floor	1085	5 days (Monday to Friday)/ Day shift	R
	02WEE02C	Third Floor	1085	5 days (Monday to Friday)/ Day shift	R
	02WEE02C	Fourth Floor	1085	Day & night (Monday to Sunday)	R
	02WEE02C	Fifth Floor	1085	Day & night (Monday to Sunday)	R
	02WEE02C	Sixth Floor	1085	5 days (Monday to Friday)/ Day shift	R
	02WEE02C	Seventh Floor	1085	5 days (Monday to Friday)/ Day shift	R
	02WEE02C	Flat on Roof	129	5 days (Monday to Friday)/ Day Shift	R
<b>TRANSNET PARK CLIENT CENTRE</b>	02BEE62C	Gymnasium (Transnet wellness centre)	180	5 days (Monday to Friday)/ Day shift	
	02BEE28C	Office and Toilets	391	5 days (Monday to Friday)/ Day shift	
<b>SECURITY BUILDING</b>	02BEE25C	Ground Floor	335	5 days (Monday to Friday)/ Day shift	
	02BEE25C	First Floor	335	5 days (Monday to Friday)/ Day shift	

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY  
IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36 MONTHS)

<b>TRAINING CENTRE (SCHOOL OF RAIL)</b>	01BEA04C	Broadway House	355	5 days (Monday to Friday)/ Day shift	
	02BEA09C	Training Centre /Train	1500	5 days (Monday to Friday)/ Day shift	
	02BEA10C	Training Cottage	54	5 days (Monday to Friday)/ Day shift	
	02BEA11C	Rubber Wheels	35	5 days (Monday to Friday)/ Day shift	
<b>TRANSTEL TELECOMS BUILDINGS</b>	02BEA22C	Mess & Ablution facility	74	5 days (Monday to Friday)/ Day shift	
	02MEA02C	Offices	68	5 days (Monday to Friday)/ Day shift	
	02NEA02C	Offices	251	5 days (Monday to Friday)/ Day shift	
	02NEA03C	Offices	144	5 days (Monday to Friday)/ Day shift	
	02YEA07C	Communications Building	342	5 days (Monday to Friday)/ Day shift	
	02NEA04C	Mess/Ablution	43	5 days (Monday to Friday)/ Day shift	
	02KEA01C	Toilet	18	5 days (Monday to Friday)/ Day shift	
	02NEA06C	Offices	60	5 days (Monday to Friday)/ Day shift	
	02AEA16C	Training centre	370	5 days (Monday to Friday)/ Day shift	
	03REA01C	Classrooms	128	5 days (Monday to Friday)/ Day shift	
	02KEA03C	Security Kiosk	24	5 days (Monday to Friday)/ Day shift	
	02BEA23C	Office Shared	10	5 days (Monday to Friday)/ Day shift	
<b>RISK MANAGEMENT</b>	02NEA07C	Risk Management Offices	605	5 days (Monday to Friday)/ Day shift	

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	02NEA08C	Clinic Buildings	85	5 days (Monday to Friday)/ Day shift	
	02NEA09C	Clinic Buildings	85	5 days (Monday to Friday)/ Day shift	
<b>SHUNTING YARD BELLVILLE</b>	02BED70C	Mess-Room - Ladies	244	5 days (Monday to Friday)/ Day shift	
	02BED72C	Mess-Room - Gents	500	5 days (Monday to Friday)/ Day shift	
	02BED71C	Yardmasters office	377	5 days (Monday to Friday)/ Day shift	
	02BED96C	C Control	93	5 days (Monday to Friday)/ Day shift	
	02BEE67C	D Control	42	5 days (Monday to Friday)/ Day shift	
	02BEE68C	D Control	42	5 days (Monday to Friday)/ Day shift	
	02BEE63C	E Control	19	5 days (Monday to Friday)/ Day shift	
	02BED88C & 02BED89C	B Control/ Toilet	17	5 days (Monday to Friday)/ Day shift	
	02BED67C	6 Shift	251	5 days (Monday to Friday)/ Day shift	
	02BED95C	A Control	94	5 days (Monday to Friday)/ Day shift	
	02TEE01C	F Control	29	5 days (Monday to Friday)/ Day shift	
	02NED04C	A2 Control	29	5 days (Monday to Friday)/ Day shift	
	02BED74C	Mess & Ablution Facility	33	5 days (Monday to Friday)/ Day shift	
	02BED75C	Mess & Ablution Facility	33	5 days (Monday to Friday)/ Day shift	
02BED76C	Office /Mess	84	5 days (Monday to Friday)/ Day shift		

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY  
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	02BED77C	Kitchen/Mess	108	5 days (Monday to Friday)/ Day shift	
	02BED03C	Office/Mess	79	5 days (Monday to Friday)/ Day shift	
	02BED02C	Office /Mess	97	5 days (Monday to Friday)/ Day shift	
	02BED78C	Training Centre (v)	124	5 days (Monday to Friday)/ Day shift	
<b>SCS WAREHOUSE SE 153</b>	02BED30C	Mess & Ablution Facility	83	5 days (Monday to Friday)/ Day shift	
	02BED08C	Office	232	5 days (Monday to Friday)/ Day shift	
	03BED08C	Toilets	21	5 days (Monday to Friday)/ Day shift	
	02BED31C	Mess & Ablution Facility	52	5 days (Monday to Friday)/ Day shift	
	03BED08C	Stores	38	5 days (Monday to Friday)/ Day shift	
	03BED08C	Hall	155	5 days (Monday to Friday)/ Day shift	
				5 days (Monday to Friday)/ Day shift	
<b>INFRA DEPOT</b>	02BED23C	Mess & Ablution Facility	347	5 days (Monday to Friday)/ Day shift	
	02BED20C	Mess & Ablution Facility	393	5 days (Monday to Friday)/ Day shift	
	02BED05C	Offices	495	5 days (Monday to Friday)/ Day shift	
	02BEE01C	Offices (v)	357	5 days (Monday to Friday)/ Day shift	
	03BED07C	Ops Maintenance	1190	5 days (Monday to Friday)/ Day shift	
	02BED12C	Ops Maintenance	117	5 days (Monday to Friday)/ Day shift	

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY  
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02BED13C	Ops Maintenance	540	5 days (Monday to Friday)/ Day shift	
02BED13C	Ops Maintenance Office	537	5 days (Monday to Friday)/ Day shift	
02BED07C	Mess & Ablution Facility	198	5 days (Monday to Friday)/ Day shift	
02BED06C	Mess & Ablution Facility	168	5 days (Monday to Friday)/ Day shift	
02BED19C	Office	109	5 days (Monday to Friday)/ Day shift	
02BED17C	Infra Office	279	5 days (Monday to Friday)/ Day shift	
02BED21C	Ops Maintenance	35	5 days (Monday to Friday)/ Day shift	
02BED11C	Office Ground Floor	966	5 days (Monday to Friday)/ Day shift	
02BED11C	Office First Floor	240	5 days (Monday to Friday)/ Day shift	
02BED04C	Office. Electrical	262	5 days (Monday to Friday)/ Day shift	
02BED08C	Tech. Electrical	192	5 days (Monday to Friday)/ Day shift	
02BED18C	Infra Office	302	5 days (Monday to Friday)/ Day shift	
02BED22C	Office	65	5 days (Monday to Friday)/ Day shift	
02BED26C	Security Gate	30	5 days (Monday to Friday)/ Day shift	
02BEE03C	Infra Mess	124	5 days (Monday to Friday)/ Day shift	
03BED03C	Lecture Hall	1089	5 days (Monday to Friday)/ Day shift	
03BED05C	Fire Depot	495	5 days (Monday to Friday)/ Day shift	

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY  
IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36 MONTHS)

	03BED02C	Small Plant Ops.	679	5 days (Monday to Friday)/ Day shift	
	02AEE01C	Security Hut	22	5 days (Monday to Friday)/ Day shift	
<b>DIESEL DEPOT</b>	02BED71C	Offices	385	5 days (Monday to Friday)/ Day shift	
	02BED58C	Mess & Ablution Facility	382	5 days (Monday to Friday)/ Day shift	
	02BED60C	Office	234	5 days (Monday to Friday)/ Day shift	
<b>PROPERTY DEPOT</b>	02BED04C	Office - Electrical	846	5 days (Monday to Friday)/ Day shift	
	02BED05C	Offices	2712	5 days (Monday to Friday)/ Day shift	
	02BED06C	Mess & Ablution facility	2668	5 days (Monday to Friday)/ Day shift	
	02BED07C	Mess & Ablution facility	18	5 days (Monday to Friday)/ Day shift	
	02BED08C	Tech. Electrical	18	5 days (Monday to Friday)/ Day shift	
<b>BELLVILLE SQUARE (DE GAT)</b>	02BEE69C	Admin Buildings – offices	18	5 days (Monday to Friday)/ Day shift	
	03BEE01C	Workshop – Old (cleaning footprint)	18	5 days (Monday to Friday)/ Day shift	
	03JEE01C	Workshop – New (cleaning footprint)	18	5 days (Monday to Friday)/ Day shift	
	200000556225	Ski Cabin	18	5 days (Monday to Friday)/ Day shift	
	200000556170	Ski Cabin	66	5 days (Monday to Friday)/ Day shift	

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY  
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	200000556226	Ski Cabin	66	5 days (Monday to Friday)/ Day shift	
	200000556227	Ski Cabin	18	5 days (Monday to Friday)/ Day shift	
	200000556228	Ski Cabin	18	5 days (Monday to Friday)/ Day shift	
	200000556139	Ski Cabin	18	5 days (Monday to Friday)/ Day shift	
	200000556140	Ski Cabin	18	5 days (Monday to Friday)/ Day shift	
	200000556142	Ski Cabin	18	5 days (Monday to Friday)/ Day shift	
	200000556137	Office	22	5 days (Monday to Friday)/ Day shift	
	200000556183	Office	37	5 days (Monday to Friday)/ Day shift	
	200000556184	Office	20	5 days (Monday to Friday)/ Day shift	
	200000556149	Office	0	5 days (Monday to Friday)/ Day shift	
	200000556186	Office /Archive	0	5 days (Monday to Friday)/ Day shift	
	02BEE69C	Boardrooms	0	5 days (Monday to Friday)/ Day shift	
	02BEE16C	Boiler Room	0	5 days (Monday to Friday)/ Day shift	
	02BEE17C	Toilet	78	5 days (Monday to Friday)/ Day shift	
	02BEE69C	Mess & Ablution Facility	129	5 days (Monday to Friday)/ Day shift	
	02BEE69C	Kitchen	18	5 days (Monday to Friday)/ Day shift	
	02BEE69C	Office	18	5 days (Monday to Friday)/ Day shift	
	02BEE69C	Office	18	5 days (Monday to Friday)/ Day shift	

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36 MONTHS)

	02BEE18C	Mess & Ablution Facility	337	5 days (Monday to Friday)/ Day shift	
	02BEE19C	Mess & Ablution Facility	846	5 days (Monday to Friday)/ Day shift	
	200000556136	Ski Cabin	2712	5 days (Monday to Friday)/ Day shift	
	200000556138	Ski Cabin	2668	5 days (Monday to Friday)/ Day shift	
	02BEE69C	Office	18	5 days (Monday to Friday)/ Day shift	
	02BEE69C	Porches	18	5 days (Monday to Friday)/ Day shift	

**Monthly Total** R

**2. RENTAL OF HYGIENE AND SERVICING**

ITEM NO.	Description	Quantity	Unit	Frequency	Price per month
2.1	Supply & service she bins	129	each	weekly	R
2.2	Supply, install & service toilet seat dispenser	600	each	weekly	R
2.3	Supply, install and service refreshener	260	each	weekly	R
2.4	Supply, install& service hand soap dispenser	260	each	weekly	R

**Monthly Total** R

**3. WINDOW CLEANING HIGH RISE BUILDINGS**

ITEM NO.	Description	Asset number	Unit	Floors	Price per month
3.1	Transnet Park	02WEE02C	each	8	R

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36 MONTHS)

3.2	Belcon Building	02XEE01C	each	5	R
3.3	Security Building	02BEE25C	each	2	R
<b>Monthly Total</b>					<b>R</b>

<b>PRICE LIST SUMMARY TABLE</b>	
<b>Affected Property</b>	<b>Service Cost for 12 Months</b>
Cleaning, Hygiene and gardening services costs for Bellville area depots <i>(Add Sub-Total A and Sub-Total B and Multiply by 12)</i>	<b>R</b>
Hygiene equipment for rental	<b>R</b>
Window cleaning high rise	<b>R</b>
<b>Grand Total</b>	<b>R</b>

<b>3.Escalation Rates</b>				
<b>Item No</b>	<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
3.1	Annual Escalation used in the price list for the 3 years	0%	%	%

<b>4.Complete Service Cost Including Escalation</b>				
<i>(Formula: Annual Price Incl. Escalation = (Grand Total Year # x Escalation Rate Year #) +Grand Total #</i>				
<b>Item No</b>	<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
4.1	Complete Cleaning , Hygiene, Gardening and Window Services	<b>R</b>	<b>R</b>	<b>R</b>

PROVISION FOR OFFICE, HYGIENE AND GARDENING CLEANING SERVICES FOR TRANSNET PROPERTY IN BELLVILLE AREA FOR A PERIOD OF THIRTY SIX (36 MONTHS)

<b>GRAND TOTAL ( = Year 1 + Year 2+ Year 3)</b>	<b>R</b>
<b>Transfer the Grand Total to the Form of Offer and Acceptance</b>	

**STAFF COMPLIMENT**

<b>Bellville Area</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>Night Cleaners</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	2	51	2	5	<b>58</b>
<b>Weekends</b>	0	1	1	0	<b>2</b>