

RFQ SUBMISSION: SPECIFICATION / SCOPE OF WORK

PURPOSE OF SUBMISSION	To appoint a cleaning service provider to clean trains at <i>Cluster 1</i> (Vereeniging, Elandsfontein, Naledi, Germiston, Braamfontein and Park station) in South Gauteng Region (SGR) Sanitization of trains
DESCRIPTION OF GOODS / SERVICES / WORK	Provision of train cleaning services and Sanitization of coaches
REQUEST FOR QUOTATION	
DIVISION	PRASACRES (SGR)
USER DEPARTMENT	FACILITIES DEPARTMENT
DATE SUBMITTED	12 January 2022

1. INTRODUCTION

PRASA's mission is to provide a dignified travel experience that makes a lasting impression and build brand loyalty – both internally (employees) and externally (customers) – that adds benefit to the passenger. PRASA CRES's objective is always to provide commuters with clean coaches. The bidder has the opportunity to tender for cleaning of coaches as set out in the specification below for period of three (3) years.

- 1.1. PRASA aims to provide a safe, comfortable and efficient transport system to its commuters. Cleanliness of coaches at international standards is of paramount importance.
- 1.2. PRASA CRES cleans seven (7) train sets set per day from Naledi (2), Elandsfontein (2), Vereeniging (2) and Germiston (1) staging yard.
- 1.3. PRASA CRES requires a **light cleaning, Semi intensive and sanitization** service for all Metro train sets which are staged around South Gauteng Region staging yard. These coaches must be at highest level of cleanliness and hygiene and must be cleaned regularly to provide better travelling environment for the commuters.
- 1.4. PRASA committed through its *"Passenger Charter"* to providing train service that is safe, reliable and with stations that are functional and clean. This is the commitment of the business objective of providing a train service of the future at modernised stations that will require maintenance and cleaning of the highest standard.

2. BACKGROUND INFORMATION

2.1. Status quo

- 2.1.1. The cleaning of Metro coaches has always been done by our own staff, until the business took a decision to transfer the cleaning of coaches to PRASA CRES. Since PRASA CRES took over, there has been the practice of appointing service providers through quotations. The latter process will be undertaken until finalisation of the tendering process. The CSFT document has been evaluated by BEC and awaiting the outcome.

2.2. Problem Statement

The cleaning contract for all staging yards reflected staging yard expired on 19 January 2021. However, in preparation for service resumption an RFQ was submitted at SCM to procure the required services and if there is no contractor appointed there will be no provision of coach cleaning service. The level of service required will drop and will result in dirty trains, are not only health and safety hazard, environmentally unfriendly and inconvenience to commuters are a risk to business of PRASA and have brand reputational damage to PRASA. Most importantly, commuters will be exposed to the virus as we learned that COVID19 is commonly found in filthy environments and one of the methods to contribute the fight against this global pandemic as an organisation is to ensure trains are thoroughly cleaned and sanitized every day.

3. OBJECTIVES OF THE PROPOSED PROJECT

3.1. (Desired outcome for carrying out the proposed project)

- 3.1.1. PRASA intends through the provision of this service to achieve highest quality standard of cleanliness of the trains.
- 3.1.2. To ensure that trains are environmentally friendly and pleasing for commuters and customers, and that trains are clean and hygienic.
- 3.1.3. To ensure that the cleaning processes and methods complies with environmental and safety standards.
- 3.1.4. As we are faced with the global pandemic, it is imperative to ensure that trains are cleaned daily to mitigate the risk of the spread of virus that might affect anyone who is train user including PRASA employees. Trains and coaches need to be sanitized before train departure and when they arrive at the staging yards for semi intensive cleaning.

3.2. Project benefits to PRASA

- 3.2.1. Clean PRASA trains and staging yards
- 3.2.2. Being in complaint with Occupational Health and Safety Standards

3.3. Current mechanisms in place to address the problem

- 3.3.1 The cleaning service of a contractor appointed to clean trains in these staging yards has been clustered together to clean trains at all train yard since the resumption of the service. This is a temporary measure that while awaiting SCM to appoint a contractor for each staging yard on long term. The cleaning process is closely supervised by both PRASA CRES and Service providers Supervisor to ensure the contractual obligations are met from the service provider point of view.

3.4. The Train staging yards and Metro Rail trains



4. SCOPE OF WORK

4.1. Scope of desired solution

- 4.1.1 The scope of work shall cover daily train cleaning services of the entire staging yards. PRASA through RFQ process will invite professional cleaning companies hereinafter called "the bidders to submit a quotation for providing cleaning services for all train sets staged in South Gauteng Region staging yards both during the day and night
- 4.1.2 Subject to the acceptance of the bidder and any counteroffer by PRASA, the successful bidder hereinafter called "the Contractor" shall under a contract, which consist of Specifications, terms and conditions, supplier performance management clean all train sets.
- 4.1.3 The contractor shall clean the train sets in line with cleaning Standard Operating Procedures
- 4.1.4 The service provider shall provide light cleaning and semi intensive cleaning services both during the day and night. The train cleaning is done to enhance the level of cleanliness at Braamfontein staging Yard.

4.2 The contract will cover the cleaning of various train sets at different staging yards

- 4.2.1. The table below illustrates the number of train sets cleaned per day and night.

NB: The location and hours of work, schedule and shift is subject to change.

A set working schedule will be made available to the successful bidder that clearly indicates the arrival and departure time of all train sets on both shifts (day and night). Note the cleaning schedule might change during the contract.

Table 1

Staging Yard	Shifts	Service Required	No of cleaners	No of trains per day
Naledi	Day shift	Light, semi intensive cleaning and sanitization	4	2
Naledi	Night Shift	Semi intensive & Sanitization	5	
Vereeniging	Day Shift	Light, semi intensive cleaning and Sanitization	2	2
Vereeniging	Night Shift	Semi intensive & Sanitization	3	
Elandsfontein	Day Shift	Light, semi-intensive cleaning and sanitization	2	2
Elandsfontein	Night Shift	Semi intensive & Sanitization	3	
Braamfontein yard	Day shift	Semi intensive & Sanitization	2	2
Park station	Day shift	Sanitization	2	1
Germiston	Night Shift	Semi intensive & Sanitization	2	1
			Total cleaner 25 and 2 supervisors	10 trains per day

N.B Please note the supplier needs to allocate 2 persons at Park Station (JHB) to sanitize trains before departure. Allocated time for sanitization at park station is 30 minutes.

Please note: PRASA CRES pays for the service rendered only. In case of cancellation of trains, the bidder will not be paid for cancelled trains.

4.3 The staffing Plan and Shift system

4.3.1. It must be noted that PRASA operates 7 days a week and including public holidays, any extended operating hours will be negotiated with the service provider should such requirements be deemed necessary in particular during High Peak Periods. The total cleaning

staff/personnel to be provided in this specification is twelve 25 including (2) supervisors as per the table below.

Table 3. Number of staff required per shift per day/night (Monday to Sunday)

	Staging yard name	Total Number of Cleaners	First Shift (Day)	Second Shift (Night)
	Naledi, Vereeniging, Germiston and Elandsfontein, Braamfontein and Park station			
1	Cleaners	11	07:00 – 16:10	
2	Cleaners	14		19:00-04:00
3	Supervisors	2	07:00 -16:10	19:00- 04:00
		27		

NB: 1 Supervisor per shift is required to supervise all staging yards

5.SPECIFICATION OF THE WORK, PRODUCTS OR SERVICES REQUIRED

5.1 Description of service and frequency

5.1.1. Semi Intensive Cleaning – Is the sweep cleaning and properly mopping of the train in the interior without leaving the mopping marks

5.1.2. Light Cleaning – It is the sweeping the train and making sure that it is free from litters in a short space of time. Quick turn trains are cleaned at staging yards.

5.1.3. Sanitization – using an appropriate chemical to spray hard surfaces in order to reduce the occurrence and growth of bacteria.

5.1.4 The specification below provides for the provision of the following services and service frequency as a minimum contract requirement. However, the service provider may employ the best innovation and best cleaning methods which will assure the highest level of cleanliness of train sets.

6.Table 4 (Standard Operating Procedure)

6.1	LIGHT CLEANING	
		Frequency
a.	Wet Microfiber cloth having water and specified cleaning agent. No area should be left	Daily
b.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and the surface is cleaned.	Daily

c.	Clean all corners and no area shall be left. Special tools may be required for cleaning non-accessible areas. Wipe all the interior panel with wet microfiber cloth	Daily
d.	Ensure that there is no water mark, dust, fingerprint; bubble gum should be left behind.	Daily
NB	<ul style="list-style-type: none"> - <i>Do not spray the water due to danger of high voltage equipment e.g. Heaters</i> - <i>25 litres of water are only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i> 	
6.2 LIGHT CLEANING		
a.	Wet Microfiber cloth/long handle brush broom having water and specified cleaning agent. No area should be left unattended	Daily
b.	Scrub the area with microfiber cloth /long handle brush broom such that adamant marks, dirt are removed, and the surface is cleaned.	Daily
c.	Wipe the motor coach /plain trailer external body thoroughly with wet cloth.	Daily
d.	The Cab-External should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface.	Daily
e.	Clean all corners and no area shall be left. Special tools may be required for cleaning non-accessible areas. Wipe the entire Exterior body panel with wet microfiber cloth / long handle brush broom.	Daily
f.	Wipe off the coach body and leave to dry but do not use hose pipes	Daily
NB	<ul style="list-style-type: none"> - <i>The chemical to be used shall not be detrimental to the paint. The Contractor to acquaint himself/herself with the specifications of the Client preferred chemical list. Any other chemical shall be approved by the Client prior to being used.</i> - <i>Use only insulated material handle of mop and squeegee.</i> - <i>Do not spray the water due to danger of high voltage.</i> - <i>25 litres of water are only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i> 	

5.2.3 Drivers/Guard Cab Interior Panels, Door Panels, Coach Interior Panels and Window Glasses/Screens		
a.	Ensure all windows and doors are closed before and after cleaning.	Daily
b.	Wet all the interior panels, window glasses with wet microfiber cloth having water and specified cleaning agent. No area should be left unattended	Daily
c.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and surface is cleaned.	Daily
d.	Clean all corners and no area shall be left.	Daily
e.	Wipe all interior panels with wet microfiber cloth.	Daily
f.	Ensure that no grease, no dust, no water, no gum, no graphite, no black spot, and no dirty marks should be left behind.	Daily
g.	All the interior panel and window glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface.	Daily
NB	<ul style="list-style-type: none"> - <i>No sharp knife for gum removal</i> - <i>25 litres of water are only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i> 	
6.3 Interior Drivers Cab and Windscreen		
a.	Wet the surface with microfiber mop soaked into water and specified cleaning agent.	Daily
b.	Squeegee the water with window squeegee.	Daily
c.	Use only insulated material handle of mop and squeegee.	Daily
6.4 Interior Floor Cleaning (Drivers cab and Interior Coach body)		
a.	Clean the dust with broom / long feather duster to remove dirt from seats, behind heaters, in between seats, luggage racks and windowsills. Sweep clean the floor to be free of papers, tins, bottles, cigarettes butts, sweet papers, peanut shells, scrap bubble gum.	Daily
b.	Wet area with water and diluted specified cleaning agent.	Daily
c.	Scrub the floor thoroughly; wipe off the cleaning solution and dirt.	Daily

d.	Mop the floor with mop soaked with clean water.	Daily
e.	Ensure that no tissue, litter, footprint, bubble gum, dirt mark, water traces should be left behind.	Daily
f.	Apply the high shine Floor Polish with a clean mop and let it dry.	Daily
NB	<ul style="list-style-type: none"> - <i>The chemical to be used shall not be detrimental to the paint. The Contractor to acquaint himself/herself with the specifications of the Client preferred chemical list. Any other chemical shall be approved by the Client prior to being used.</i> - <i>No sharp knife for gum removal.</i> - <i>No stripes on the floor after cleaning.</i> - <i>Please avoid any water or detergent penetrating heaters and other electrical equipment</i> - <i>25 litres of water can be only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i> 	
6.5	Exterior Window glasses / Cab Windscreens	
a	Ensure all windows and doors windows are closed before and after cleaning.	Daily
b	Wet all the exterior panels, window glasses with wet microfiber cloth having water and specified cleaning agent. No area should be left.	Daily
c	Scrub the area with microfiber cloth such that adamant marks, dirt are removed and surface is cleaned.	Daily
6.6	Seats, Grab Holes, Luggage racks and Handles (Drivers cab and Interior Coach body)	
a.	Clean the dust with broom / long feather duster to remove dirt from seats, behind heaters, in between seats, luggage racks and windowsills. Sweep clean the floor to be free of papers, tins, bottles, cigarettes butts, sweet papers, peanut shells, scrap bubble gum.	Daily
b.	Wet the areas with water and specified cleaning agent.	Daily
c.	Scrub the seats/grab holes/handles with hand soft scrubbing pad and wipe off the seats with microfiber cloth	Daily
d.	Ensure that grease, dust, fingerprint, water trace, bubble gum, black spot, dirt marks should be left behind.	Daily

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Semi Intensive Cleaning (Day and Night shift)

6.7 Semi Intensive		
a.	Ensure all windows and doors are closed before and after cleaning.	Daily
b.	Wet all the interior panels, window glasses with wet microfiber cloth having water and specified cleaning agent. No area should be left.	Daily
c.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and surface is cleaned.	Daily
d.	Clean all corners and no area shall be left.	Daily
e.	Wipe all interior panels with wet microfiber cloth.	Daily
f.	Ensure that no grease, no dust, no water, no gum, no graphite, no black spot, and no dirty marks should be left behind.	Daily
g.	All the interior panel and window glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface.	Daily
NB	<ul style="list-style-type: none"> <i>No sharp object for gum removal rather uses scrappers</i> 	

6.6 Semi Intensive Cleaning		
		Frequency
a.	Clean the dust with broom / long feather duster to remove dirt from seats, behind heaters, in between seats, luggage racks and windowsills. Sweep	Daily

	clean the floor to be free of papers, tins, bottles, cigarettes butts, sweet papers, peanut shells, scrap bubble gum.	
b.	Wet area with water and diluted specified cleaning agent.	Daily
c.	Scrub the floor thoroughly; wipe off the cleaning solution and dirt.	Daily
d.	Mop the floor with mop soaked with clean water.	Daily
e.	Ensure that no tissue, litter, footprint, bubble gum, dirt mark, water traces should be left behind.	Daily
f.	The specified polishing shall be done after Internal Heavy Cleaning is done	Daily
g.	Apply the polish and polish the surface. The surface should be shining after the application of polish.	Daily
NB	<ul style="list-style-type: none"> • <i>The chemical to be used shall not be detrimental to the paint. The Contractor to acquaint himself/herself with the specifications of the Client preferred chemical list. Any other chemical shall be approved by the Client prior to being used.</i> • <i>No sharp knife for gum removal.</i> • <i>Please avoid any water or detergent penetrating heaters and other electrical equipment</i> 	
6.7	Semi Intensive (Drivers Coach/Motor Coaches)	
a.	Wet the areas with water and specified cleaning agent.	Daily
b.	Scrub the seats/grab holes/handles with hand soft scrubbing pad and wipe off the seats with microfiber cloth	Daily
c.	Ensure that grease, dust, fingerprint, water trace, bubble gum, black spot, dirt marks should be left behind.	Daily
d.	Where there is known blood or bodily fluid contamination (e.g. spills of vomit or faecal matter) spills should be cleaned immediately and any contaminated	Daily

	surfaces cleaned and disinfected.	
e.	All gauges and meter instrument in the driver's cabs should be dusted and follow with a damp cloth dipped in clean water mixed with detergent to remove stains.	Daily
NB	<ul style="list-style-type: none"> No sharp object for gum removal 	

6.8	Semi Intensive	
a.	Wet Microfiber cloth having water and specified cleaning agent. No area should be left	Daily
b.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and the surface is cleaned.	Daily
c.	Clean all corners and no area shall be left. Special tools may be required for cleaning non-accessible areas. Wipe all the interior panel with wet microfiber cloth	Daily
d.	Ensure that there is no water mark, dust, fingerprint; bubble gum should be left behind.	Daily
NB	<ul style="list-style-type: none"> Do not spray the water due to danger of high voltage equipment e.g. Heaters 	

5.2 Cleaning Material, Consumables, Tools and Equipment

5.2.1 This section provides ONLY guideline for the type of cleaning material and consumables and type of equipment and tools which will guarantee that the requirements by PRASA can be satisfied. The service provider can use any equipment, tools and material which will assure the highest level of cleanliness of the trains.

Cleaning Chemicals	Tools and Equipment
Cleaning detergents	Scrappers
Pine gel	Industrial Carpet cleaning machine

All-purpose liquid cleaner 25ltr (per week)	Buckets
Floor Polish liquid	Hose Pipes (Industrial)
Refuse bags (40 micron)	Carpet hoover
Stripper	Steel Wool
Air freshener	Dust Musk's
Grease remover	Mutton cloth
Deo Block	Step ladders
Windowlene	Caution Wet Sign 10 in a box
Brasso	Soft brooms
Reocid	Wheelbarrow
Jeyes Fluid	Mop sticks
Auto wash	Mop heads (industrial)
Bleach	Carpet Brooms and squeegee cleaners
Sanitizers with sprays	Protective gloves
	Industrial toilet brush 10 in a box
	Window brushes
	Feather dusters
	Wash down brushes

5.2.2. Daily Expectations

General: (Interior the train set)

Expectations: The train sets will be considered at acceptable level of cleanliness the following conditions apply both Day and Night on the inside of the train.

- Clean floors
- Clean seats
- Clean handrails
- Clean ceiling
- Clean racks
- Clean walls
- Clean panels
- Clean heaters
- Clean Windows
- Clean doors

5.3 Bidder Requirements

5.3.1. Equipment, Consumable and Tools

5.3.1.1 The Contractor shall undertake to provide and use environmentally friend (and SABS approved) products/detergents/material as required by PRASA.

5.3.1.2 All electrical and non-electrically operated equipment should be SABS approved.

5.3.1.3. The Contractor shall supply its own cleaning equipment and chemicals at their own cost.

5.3.1.4. The Contractor shall maintain and ensure availability of Material Safety Data Sheets (MSDS) to be available.

5.3.1.5. All cleaning material approved by the client shall be available at all times for execution of work.

5.3.1.6 All safety precautions stipulated by the client shall be strictly adhered to.

5.3.1.7 PRASA will inspect the condition of the cleaning material and equipment.

5.3.1.8 The Contractor shall provide all necessary machinery, tools and materials for the proper execution of the work. Such machinery and materials shall be of a high standard and reliable for use in the environment.

5.3.2 Employees Identification

5.3.2.1 The Contractor employees cleaning PRASA stations under this Contract shall be identifiable (ID) with appropriate Company's badge and access card displayed all the time whilst on premises with the following information on it;

- a) The photo of the employee
- b) The Name of the Employee
- c) The position he or she occupies
- d) The Name of the Cleaning Company
- e) The Number of the Site Access operating under
- f) The Name of the Station of deployment.

5.3.2.2 A name list of all employees, who are to be employed on this contract as well as their replacement must be furnish before hand
PRASA reserves the rights to monitor time and attendance of the Contractor's employees as well as to give working instruction directly to the Contractor's employees

5.3.2.3 If in the opinion of PRASA this is necessary. This will be done through a dedicated Contracts Manager.

5. Subject to the final agreement made by the parties, the Contractor shall be remunerated by PRASA monthly in accordance with the price agreed.

5. Compliance with act and regulations

5. 1 The Contractor's employees must observe all reasonable instruction of the PRASA Delegated Contract's Manager. The Contractor shall ensure full compliance with all applicable Statutory Regulations of the industry. The following Specific Legislative Requirement will be strictly complied with;

- The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
- The Labour Relations Act, 1995 (Act no 66 of 1995)
- The Occupational and Safety Act, 1993 (Act no 85 of 1993)
- The National Environmental Management Act (Act no 107 of 1998)
- National Railway Safety Regulator Act (16/2002)

6. Penalties

6.1. If the Contractor fails to deliver any or all of the goods or to perform the services as required in the contract, PRASA shall, without prejudice to any rights/ remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of unperformed services for each day of the occurrence of the failure of performance. PRASA may also consider termination of the contract pursuant to General Condition of the Contract.

6. 2 Non-Payment of employees

- a) The contractor shall ensure all employees are paid according to the gazetted labour rate on or before the last of every month through bank, and the proof of payment of

salaries shall be submitted to PRASA to verify the compliance of Minimum Wage. The minimum wage of cleaners is R3700.00.

- b) If the contractor fails to pay his/her employees on the agreed date for a period, they have worked. PRASA will issue a warning letter to refrain from that practice, failing which PRASA may also consider terminating the contract.
- c) Penalty for poor quality of work shall be imposed subject to maximum of 10 % of Contract value. The decision regarding Penalty & Imposing Penalty shall be of PRASACRES. This is in addition to the proportional amount to be deducted for non-completion or not carrying out the work.
- d) If Team Leader or Supervisor, cleaning staff are found absent or short, a deduction at the rate of equivalent to daily wage per cleaner.
- e) If during inspection, the workers are not found in uniform, a penalty of R500 per cleaner per day will be imposed.
- f) If during inspection, the workers are not found in proper PPE (Personnel protective equipment) a penalty up to R 1000.00 per cleaner per day will be imposed.
- g) In case of unavailability of proper chemicals for described usage, penalty up to R1000.00 per day will be imposed.
- h) In case of unavailability of cleaning services for described usage, penalty up to R500.00 per day will be imposed.
- i) In case of unavailability or use of improper hand tools and equipment e.g. mops, duster, and vacuum cleaner etc. a penalty of R 500.00 per incident per day shall be imposed.
- j) In case disposal of cleaning waste is not done by the contractor at the prescribed site, a penalty of R 500.00 per incident will be imposed.
- k) In case contractor's cleaners embarked on strike, a penalty of R 500.00 per facility will be imposed.
- l) In case of unavailability of consumables e.g. Toilet paper, Room Freshener, Liquid Hand Wash etc. a penalty of R500.00 per incident shall be imposed.
- m) In case of toilet found smelling bad, not spot cleaned, no inspection checklist and dirty a penalty of R500.00 per incident shall be imposed.
- n) In cases the removal of vegetation is not done by the contractor as prescribed, a penalty of R 2500.00 per incident will be imposed.

7. Inspection and rejection

- 7.1** All services performed under this Contract shall be subject, before payment, to inspection by PRASA delegated Contract's Manager who may withhold payment when in his/her opinion any service has not performed in accordance with the requirement of the Contract.

8. Safety and housekeeping

- 8.1** The Contractor shall submit a Health & Safety Plan, which will include Risk Assessment with proposed work method and request for approval for site access (for PRASACRES's

approval). Only when approval is granted shall the Contractor be granted access to the site for the duration of the contract.

8.2 Good safety and housekeeping practices shall be entrenched in working methods and practices.

8.3 Compliance with Environmental, Health and Safety Regulations as well as any such regulation prescribed by PRASA. It is the Contractors responsibility to know and understand them properly.

8.4 Regular and routine or ad-hoc inspections of compliance with safety and housekeeping shall be undertaken and all necessary correction actions immediately implemented.

9. Maintenance records and reporting

9.1 The CONTRACTOR shall ensure that proper records of equipment, consumables, consumption; inspection lists and staff attendance registers are maintained. These records must in the Depot Managers office and made available on request.

9.2 The CONTRACTOR shall produce monthly reports indicating the daily resource deployment for the month, ad-hoc costs, and costs depicting the monthly contract fee, consumable allocation per facility with costing, walk-about findings, non-conformances and all actions taken.

9.3 Continual improvement: This contract encourages the analysis of operations, to identify deficiencies, to introduce new technologies and provide proposals. This is the primary reason why proper record keeping and monthly reporting is prescribed in this contract.

9.4 Control Documents: Control documents shall be placed at the Station Mangers Office to confirm that all activities have been carried out as per specifications. These documents are to be signed by the Contractors' cleaning staff daily and must accompany the payment invoice each month.

9.5 The Contractor shall also provide the Station Managers Office with documentation indicating the daily activities, i.e. starting, tea, lunch and finishing time, of the cleaning staff. Checking or inspection schedules to be signed and placed at the cleaner's room at all times.

10. Staff required and working hours

It must be noted that PRASA staging yards operate 7 days a weekends and public holidays, any extended operating hours will be negotiated with the service provider should such requirement be deemed necessary during high peak periods

11. Daily safety meetings

Daily safety meetings must be held before resuming normal cleaning to observe and practise the following safety procedures

- All employees will be screened, and their individual temperatures will be recorded on the attendance register.

- A cleaner who is found to have a high unacceptable temperature as stipulated will be sent home
- All cleaners will be observed if they are wearing proper Personal Protective Clothing
- Daily Cleaning schedule must be provided to the PRASA CRES supervisor and it must be pasted on the wall in their change rooms.

12. Personal Protective Equipment's

A great attention should be given on how PPE and is handled

- Cleaners must always wear mask, gloves when executing their duties
- Where there is visible contamination with body fluids, additional PPE to protect the cleaner's eyes, mouth and nose must be used. All cleaners should wear safety boots and Overall, with reflectors when they are on site.
- All disposable PPE should be removed after each use and discarded in sealable bags and bins with lids.
- Hands should be washed with soap and water for 20 seconds after PPE has been removed following the cleaning and disinfection.
- To prevent spreading of germs, discard cleaning material made of cloth (i.e. wiping cloth etc.) in appropriate bags after cleaning and disinfecting. A new pair of gloves must be worn.

13. Cleaning material and tools

- Disinfect all cleaning equipment after use and before using in other areas (e.g. Disinfect buckets by soaking in bleach solution or rinse in hot water with soap).

14. Daily Cleaning Procedures for Coach cleaning

Step 1	Step 2
<p>Coaches</p> <ul style="list-style-type: none"> • Remove all trash debris, cordoning off any areas that may need extensive attention • Mop flooring areas using water mixed with cleaning detergent • Spot clean wall, doors and frames using all-purpose cleaner and use degreaser for heavily soiled areas • Use spot remover to spot clean carpeted areas to remove stains and spillages that may occur • Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints • Complete thorough cleaning of wiping notice boards and picture frames • Remove all walk off mats and thoroughly vacuum them as well as around and underneath 	<p>Locomotives/Motor Coaches</p> <ul style="list-style-type: none"> • Sweep debris/dirt into a dustpan • Pick up papers and dispose them into the trash bin • Empty trash cans and must be cleaned and disinfected before replacing garbage bags • mop any dirt or debris on all floors and hard surfaces that can't be removed by hand • Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints • Wipe down all blinds using water mixed with detergent • Wipe dashboards and seats with wet cloth

<ul style="list-style-type: none"> • Remove any trash and place it in a garbage bag and tie it once full and it must be properly disposed in the specified areas • Ensure caution/wet signs left in the place are removed • Make sure all areas are completely dry and safe before removing the signs • All cleaning tools must be cleaned thoroughly and return them to the proper storage • Sanitize trains before and after departure of the train on daily basis 	<ul style="list-style-type: none"> • Sanitize Locomotives before departure and arrival at all staging yards.
Step 3	
<p>Tracks where trains are staged</p> <ul style="list-style-type: none"> • Pick up any debris/dirt on the floor and put them in the plastic bag • Plastic bag must be thrown in the bin after every shift • No litter must be left on the railway tracks 	<p>Change Rooms</p> <ul style="list-style-type: none"> • Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria • Windows must be cleaned with window cleaner and wiped with clean cloth • Windowsills & frames excess dust must be removed with damp cloth until completely removed. • Mirrors cleaned with damp cloth and wiped with a dry cloth • Glass shower doors and handles a routine application of disinfectant to all frequently touched areas such as handrails • Lockers must be dusted and wiped with water mixed detergent and disinfectant • Shower mats must be removed and washed with scrubbing brush • Floors must be scrubbed with scrubbing brush afterwards floor must be moped with water mixed disinfected

15. Daily coach cleaning expectations

General

Expectations: The coach will be considered at acceptable level of cleanliness in all areas when the following conditions apply DAILY.

- No graffiti on all surfaces and seats and walls *at all times*.
- All areas are free of litter *at all times*.
- No bags of litter in any other area within the precinct, other than the allocated refuse area.
- All areas are free of stains and dust/dirt *at all times*
- All areas are free of papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, weed, overflowing dirt bins.
- All ablution facilities a free of bad odour and smell *at all times*

Cleaning at Heights - Above 2.4m

To provide cleaning services for both internal and external windows and any other surface above 2.4 meters.

The service provider shall ensure the following:

- Staff are fully equipped Staff trained and supervised as per legislative
- All applicable requirements met particularly in respect of regulations about working at heights
Windows and glass surfaces are free of dust, fingerprints, stains, smudges and markings with a dry streak/smear free finish achieved on completion of each clean
- Provide appropriate cleaning equipment and safety gear for the specific function.

16. SHEQ Compliance

The contractor shall keep on site a SHE is working file where all records generated during the project are kept. This file must be available at all times on site. The file will include all SHE related records, records of communication with the client (PRASA) toolbox talks, Inspection sheets, risk assessment etc.

The Contractor shall submit a SHE files according to the attached safety checklist.

17. A representative from PRASA has a right to do the following:

- Request the file at any given time
- Inspect the SHEQ documents at any given time

- Stop the work if he/she finds necessary or convinced that SHE is compromised

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
1	Scope of work	<i>The detailed documents explaining the work to done.</i>		
2	Letter of Good Standing	<i>Valid letter of Good Standing to be on file, Letter to be on the contractor’s company name.</i>		
3	Employee List	<ul style="list-style-type: none"> • <i>Only employees who will be working in Metrorail premises under the project.</i> • <i>ID Copies to be provided. (persons without SA Citizenship to provide a valid work permit)</i> • <i>Next of kins information to be provided (name, contact, address, etc.)</i> 		
4	Organization Structure	<ul style="list-style-type: none"> • <i>Organization structure to be in line with the specific project.</i> • <i>To start with the CEO/MD and followed by workers</i> 		
5	SHE Policy	<i>To be signed by company most senior manager.</i>		
6	Safety file/SHE Plan	<ul style="list-style-type: none"> • <i>SHE Plan to be in line with PRASASHE specifications and relevant to the scope of work.</i> • <i>To be acknowledged by PRASA project team leader.</i> 		
7	Risk Assessments	<ul style="list-style-type: none"> • <i>Contractor to provide a detailed risk assessment based on scope of work. (activity based)</i> <p>Note: prior to commencement of the work, PRASA Project team leader together with the contractor must conduct a start-up risk assessment taking</p>		

		<i>into consideration the risk identified on the baseline and on the contractor risk assessment</i>		
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#	Description	Comments – Requirement	Requirement on file	
			Yes	No
8	Tool Registers	<i>The list of all tool and equipment's that the contractor will use for the project.</i>		
9	SHE Induction Records	<i>SHE induction records to be on file</i>		
10	Proof of medical fitness	<ul style="list-style-type: none"> <i>Valid proof of medical fitness to be on file</i> <i>Only Medical results issued and stamped by Occupational Health Doctor/Practitioner/Clinic will be accepted.</i> 		
11	Appointments	<ul style="list-style-type: none"> <i>All Appointment letters to be in line with OHS Act and applicable regulations.</i> <i>Each appointment to be accompanied by proof of competency</i> 		
12	Tool inspections	<i>Inspection template of all tools to be on file. The inspections template must be linked to the tool list provided.</i>		
13	PPE Matrix	<i>A document indicating the contractor's positions and the applicable PPE to each position as per risk assessment outcome.</i>		
14	PPE Records	<i>Proof that employee was issued with the necessary PPE.</i>		
15	Training Records	<i>All other training records applicable to the scope.</i>		
16	Method Statement	<i>A detailed description of how work will be performed.</i>		
17	Safe Working Procedures	<i>Working instructions.</i>		
18	Tool box Talks	<i>Proof that the system exists. Contractor to maintain this system throughout his duration of contract.</i>		
19	Equipment Maintenance (Calibrations, Safe	To be on file		

	Working load certificates etc)			
20	Chemicals substances list	<i>All chemicals that will be used by the contractor to be documented and filed included on file</i>		
21	MSDS	<i>As per chemical list</i>		
23	Proof of training on MSDS	<i>All employees using the chemical to be trained. Copies of the MSDS to be where employees are using the chemical.</i>		
24	Declaration of Sub-contractors	<i>The principal contractors must declare if subcontractor will be appointed. Subcontractors are required to submit the safety file for their company. The declaration to be on file.</i>		

To be confirmed by SHE Coordinator of the department				
All requirements are on file			Yes	No
Department	Name	Surname	Date signed	Signature
If no , please make comments:				
Date file submitted:				
Please submit the file to risk department for approval				
Comments by Risk department - Compliance/ SHE:				

Approved:	Yes		No
Date file was approved:			
File to be handed over to the Risk manager: Risk manager to sign the certificate of access.			

N.B PRASA CRES PAYS FOR THE SERVICE RENDERED ONLY

18. PPE REQUIREMENTS WITH LOCAL CONTENT

Description of Requirements	Minimum threshold for local content	Quantity
Reflector vest	100%	27
Overall, with reflectors	100%	27
Safety boots	100%	27 (Pairs)
Raincoats	100%	27

19 .LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGAL RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annexes C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the supporting documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2000 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

20.BILL OF QUANTITIES

The contract price below must include **schedule coaches as per SPECIFICATION** as well as staffing, operations (, uniform and consumables).

CLUSTER 1

Cost Breakdown per cleaners and material

Staging yards	Cost structure breakdown
Naledi	
Vereeniging	
Elandsfontein	
Germiston	
Braamfontein Metro yard	
Park station (Sanitization only)	
Material cost	
Labor cost	
SUB TOTAL	

ADD TAX	

GRAND TOTAL	

APPROVED BY: IPOTSENG MAKOTWANE

COACH CLEANING MANAGER: PRASA CRES SGR

SIGNATURE

 IPOTSENG MAKOTWANE
.....

DATE

.....12/01/2022.....

