






TE-IMS-PEMM P&E KDS-SPEC 696

Description: Specification for Koedoespoort and Diesel Depot office cleaning for (36) Thirty-six months

Description: Office cleaning specification for KDS and Diesel Depot				
Compiled By:	Nicky Mochoele		Date:	2024/04/09
Approved by:	Andile Ndamase		Date:	2024/04/09
Risk:	Patrick Sekuto		Date:	2024/04/09
Local Business:	Manufacturing and Support Service businesses			
Location:	KDS and Diesel depot			



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1. Scope of Work

This specification requirement covers all the requirements that will be needed to inform the supplier/vendor/manufacture to carry out what is expected from him/her: The contract will be awarded as a turnkey project and the contractor will be responsible for all the work specified.

This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for office cleaning. Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering KOEDOESPOORT at tender stage and optional prices for addressing such omissions must be provided.

The Supplier shall supply all the labour, tools, material, equipment, consumables, facilities, testing and supervision required for the supply of the specified equipment at the site during office cleaning activities within specified areas.

2. Information Required

Tenderers shall confirm that the items that they are offering comply with a standard not less than the minimum required requirement asked for in the specifications. Tenderers must comply with these specifications, but alternative offers may, in addition, also be submitted. Such alternative offers must be fully motivated and substantiated.



3. Specific Requirements:

- Occupational Health & Safety Act (Act 85 of 1993) and its Regulations, as amended
- Compensation of Occupational Injuries and Diseases Act (Act 130 of 1993) as amended
- National Environmental Management Act 107 of 1998: Section 28
- National Waste Act:36 of 1998
- Storm water and Effluent Management Bylaws (Applicable to different municipalities)
- Transnet Contractor Management Procedure (TRN-IMS-GRP-PROC 014)
- Transnet Engineering IMS Compliance Policy Statement
- The contractor shall undergo Safety, Health and Environmental (SHE) Induction, and be issued with Induction certificate and valid permits authorising him/her to enter Transnet premises for the duration of the contract.
- All contractor employees shall present/have a valid medical fitness certificate throughout the duration of the contract.
- The contractor is required to produce an approved Compliance File or SHE File and Site Instruction Book on site at all times.
- All measurements and amounts must be stipulated in the quote.
- A supervisor will be always on-site.
- Comply with Transnet Engineering Waste Management Standard.
- Pollution Management and Control standard operating procedure
- The correct PPE must be worn at all times. (Harnesses ropes, etc.)



- During and on completion of the project, there will be SHE inspections and Risk assessments done on the site that the supplier/vendor is working on, which will be reported to the project manager.
- Failure to comply will result in a stop certificate being issued and the supplier will be required to leave the site until the situation is rectified.
- Valid letter of good standing with the Department of Labour in respect of Compensation of Occupational Injuries and Diseases Act (COIDA) compliance).

4. Technical Requirements:

All equipment and installation whether detailed in this specification or not shall comply with the requirements of the Occupational Health and Safety Act 85 of 1993 as amended. Sudden power losses will not hurt equipment and shall not unduly delay the return to operation after power is restored.

5. Codes of Practice, Regulations & Standards:

The tenderer shall specify which statutory or industry rules will be applied for the equipment to be working successfully and safely and shall indicate the designed life span.

6. Loads and Duty Cycles:

The tenderer shall describe all duty cycles that the equipment would be required to perform.

The duration and the number of cycles per day/week/month/year must also be stipulated.

7. Dimensional Parameters:

The tenderer shall describe the major physical dimensions that are required for ease of operation and installation.

8. Operational Parameters:

8.1 Special Requirements:

The tenderer shall indicate any tooling, lifting attachments, etc. which is not considered to be standard accessories for the equipment at hand and will be required to operate the equipment effectively and safely.

8.2 Controls:

The tenderer shall indicate the type of controls and layout to operate the equipment.

8.3 Markings:

The tenderer shall conspicuously mark the equipment with following info as a minimum: all PPE to be worn, technical data, dates of manufacture, manufacturer's details etc.

9. Specific Requirements:

	REQUIRED	DETAILS OF OFFER Comply (Yes) / Do not comply (No)
Scope Of Work	<ul style="list-style-type: none"> ➤ The scope will cover the following: <ul style="list-style-type: none"> • Office and Ablution Cleaning daily as per the buildings in each depot. • Window Cleaning up to +/-9m height level once a month for all the buildings as per the number of listed depots. • Refilling hygiene equipment (soap and toilet cleaning dispensers) in all the ablution facilities and toilet areas available in all the buildings as per the listed depot. • Chemical deep cleaning at the end of 	



	REQUIRED	DETAILS OF OFFER Comply (Yes) / Do not comply (No)
	<p>each Three Months. Use one shot and bowl cleaner or any other SANS approved heavy duty chemicals to remove build-up from the 'hard to reach' areas that are inaccessible to daily cleaners. Chemicals must be environmentally friendly.</p>	
Office Cleaning	<ul style="list-style-type: none"> ➤ Systems and procedures must be adhered to on a daily, weekly, and monthly basis, depending on personnel and visitor usage. Wipe high-touch areas with a disinfectant or sanitizer daily (for example but not limited to door handles, fridges, microwaves, aircon remotes, phone handsets, etc.). ➤ Use disinfectant that are approved by World Health Organisation and Centres for Disease control to contain ingredients and Prevention activity against enveloped viruses to minimize the risk of transmission for SARS-CoV-2. ➤ Service provider to provide a signed updated checklist which indicates what has been cleaned, daily. ➤ Cleaners are to report water leaks in the kitchens, ablutions, and offices to the Transnet Engineering safety officers or Manager. Dry any wet areas due to water leakages. ➤ A ready supply of trained 83 cleaners required as allocated in annexture B (number of cleaners and weekend cleaning requirements) working in Transnet 	



	REQUIRED	DETAILS OF OFFER Comply (Yes) / Do not comply (No)
	<p>Engineering wagons and locomotive depots.</p> <ul style="list-style-type: none"> ➤ Sufficient staff (83 cleaners) required as allocated in annexture B (number of cleaners and weekend cleaning requirements) to meet the agreed programme and the ability to monitor and improve cleaning services for the Plant. ➤ A guaranteed quality service meeting operational business and cleaning industry standards. Service provider to apply the best cleaning and hygiene industry practices and not be limited to what has been listed in the specification. ➤ Use of environmentally friendly and SABS-approved chemicals, which meet the legal requirement. ➤ Sufficient capital to invest in tools, equipment, and consumables. ➤ Compliance with all statutory requirements. ➤ Compliance to the Basic Conditions of Employment Act: Sectoral Determination - Contract Cleaning Sector; Taxes: PAYE, VAT, UIF; Regional Services Levies and Skills Development Levy. ➤ Compliance to the Compensation for Occupational Injuries and Diseases (COID), Occupational Health and Safety Act (Act No. 85 of 1993) as amended and its regulations such as the Hazardous Chemical Substances Regulations, Public Liability and Provident fund. 	



	REQUIRED	DETAILS OF OFFER Comply (Yes) / Do not comply (No)
	<ul style="list-style-type: none"> ➤ Responsible for reporting Injury on Duty to compensation and providing claim numbers to TE and their employees. ➤ Responsible for reporting any incident with more than 14 days of loss time to the Department of Labour. ➤ Training of employees on working on heights for cleaning windows situated at high areas of the structure. ➤ Valid working at height certificates to be submitted to Transnet’s Safety practitioner for cleaners that will be working at a height as stated in Occupational Health and Safety Act. ➤ Employee’s medical fitness certificates to be renewed annually and submitted to TE. ➤ Dirty water generated from the cleaning of offices shall not be discharged into storm-water drainages. Storm water awareness must be conducted by the contractor before commencement with the activity. Thereafter followed by periodic toolbox talk on water pollution and storm water pollution. ➤ Always washing of dishes and cups. ➤ The service provider is responsible for the day-to-day collection of litter at all sites. All litter and rubbish (including papers, cans, cigarette butts etc.), which accumulate on site from whatever source shall be removed and thrown into the bins 	



	REQUIRED	DETAILS OF OFFER Comply (Yes) / Do not comply (No)
	<p>or skips provided. The contractor will be responsible to ensure that all areas inside building are kept clean and that the litter is removed daily.</p> <ul style="list-style-type: none"> ➤ Practice separation of waste from the kitchen waste bin before disposal into the main outside wheelie bins (separation at source). 	
Site Inspection	<ul style="list-style-type: none"> ➤ This is to be carried out weekly by the contractor and a representative from Transnet and a report to be submitted at monthly meetings. 	
Mandatory documents	<ul style="list-style-type: none"> ➤ Adherence to TE specification (read, complete, and sign off all the pages and return with the tender document). ➤ Read, complete by ticking yes or no and sign off the last page, and return with the tender document SHE Specification (Contract questionnaire) 	
Risk And Responsibility	<ul style="list-style-type: none"> ➤ The contractor accepts full responsibility for its staff's actions and will ensure that such actions at no time place the staff or property of Transnet Engineering region (Koedoespoort and Diesel Depot) in danger specific reference to hazardous activities like weed eating, moving and the spraying of insecticides. ➤ Should the contractor's workers participate in strikes, marches, riots or any other actions which fall outside their duties, it is the contractor's responsibility to control its personnel, restore order or, if necessary, to remove them from. Transnet Engineering region (Koedoespoort and Diesel Depot) premises. ➤ The contractor must discourage its workers from 	



	REQUIRED	DETAILS OF OFFER Comply (Yes) / Do not comply (No)
	<p>participating in any actions, such as mentioned above, whether these are initiated by staff of the institution concerned, or by any other outside body.</p> <ul style="list-style-type: none"> ➤ In the case of any strike, stay-away or action where no, or only partial service is rendered, and where the contractor is not responsible for remuneration (no work, no pay) of such personnel, the contract price for the period concerned shall be adjusted accordingly. ➤ The contractor needs to ensure that temporary replacement workers are provided by the contractor to ensure business continuity. ➤ In the event of actions such as mentioned above, it is the responsibility of the contractor to calculate revised invoices and present them for payment at the end of the month in which only partial service was rendered. ➤ In case of absence of office cleaners, the contractor needs to ensure that temporary replacement workers are provided to ensure business continuity. ➤ The contractor accepts responsibility for any losses during the office cleaning process when it can be established beyond reasonable doubt that the gardeners were responsible. Transnet Engineering shall request their staff to ensure that all items of value, cash, documents, and personal items are securely locked away during service periods. ➤ Where keys for access to areas of the site are required and keys are given to the contractor, the necessary care and responsibility for their safekeeping will be observed. The contractor must ensure that keys are not misused or used to allow access by unauthorized persons. ➤ The service provider shall accept responsibility for any losses, which will occur during the provision of 	



	REQUIRED	DETAILS OF OFFER Comply (Yes) / Do not comply (No)
	services, if it is established beyond reasonable doubt that the contractor's employees were responsible.	
Inspection	<ul style="list-style-type: none"> ➤ All the services provided shall be subjected to inspection by the nominated officials of Transnet during any stage of the contract period. 	
Reports	<ul style="list-style-type: none"> ➤ Checklists and meeting must be submitted /attended at PEMM business pertaining to services that are rendered by the contractor. 	



The cleaning of the following areas or surfaces has to be considered when pricing for the contract.

AREAS/SURFACES TO BE CLEANED	FUNCTION	SERVICE FREQUENCY
Tiled Floors	All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry	Daily
Walls	Wipe	Weekly
Glass Doors	Sprayed with glass cleaner and wiped clean of all obvious smudges or stains.	Daily
Furniture	Dust and polish	Daily or as and when required
Office and Boardroom Tables	Dust and polish	Daily or as and when required


OFFICES (ADMIN BUILDINGS AND OFFICES IN THE WORKSHOPS)

AREAS TO BE SERVICED	FUNCTION	SERVICE FREQUENCY
Bins inside the buildings	The bag in the wastebasket should be thrown away and replaced with a new bag (Supplier to provide). Any rubbish contained inside the wastebasket but outside the bag should also be thrown out. Weekly, the wastebasket should be wiped down.	Daily (once to twice as needed)
Furniture	Dust	Daily
Furniture	Polish	Once per week
Computers/Phones	Dust/wipe	Daily
Cupboards	Wipe	Daily
Doors (doorframes/handles)	Wipe and disinfect	Daily
Picture Frames	Dust and Wipe	Once per week
Carpets and upholstery	Vacuum	Once per week
Blinds	Dust/Vacuum	Once per week
Tiled Floors	All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry	Daily
Water bottles/water coolers	Filling and cleaning	Daily/as necessary



BOARDROOMS IN THE ADMIN BUILDINGS PER DEPOT

AREAS TO BE SERVICED	FUNCTION	SERVICE FREQUENCY
Carpets and upholstery	Vacuum	Twice per week
Furniture	Dust	Daily
Mugs and dishes	Wash, dry and pack away in the cabinets	Daily

KITCHENS IN THE ADMIN BUILDINGS, KITCHEN FACILITY AND IN THE WORKSHOPS PER DEPOT

AREAS TO BE SERVICED	FUNCTION	SERVICED FREQUENCY
Floors	All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry	Daily
Walls inside the building	Wipe	Monthly
Dishes (Cups, etc.)	Wash, dry, and pack away in the cabinets	Daily
Sinks	Spray sinks with antibacterial disinfectant and then wipe the surfaces down with a wet paper towel, which should then be disposed of.	Daily
Refrigerator/Microwave /Hydro boil (Kitchen appliances)	Wipe the inside of the empty refrigerator with hot, soapy water, then wipe with clean water to rinse off the soap and dry. Use a damp microfiber to wipe the exterior of the fridge and microwave. No appliance should be left uncleaned daily.	Daily



Cupboards storage	Wet Wipe	Daily
TOILET CLEANING IN THE ADMIN BUILDING, ABLUTION FACILITIES, AND WORKSHOPS PER DEPOT		
AREAS TO BE SERVICED	FUNCTION	SERVICED FREQUENCY
Toilets, seats and brims	Any stains should be wiped off or scrubbed out. The toilets should then be sprayed with disinfectant and wiped down, both inside the bowl and outside.	Daily
Showers	Chemical Deep Cleaning using deep cleaning chemicals to scrub and remove molds, bacteria, Uric, and incrustation from floor and wall tiles. Any stains on the glass must be wiped off or scrubbed out using glass-friendly chemicals. Use plunger to unclog shower drains.	Daily
Urinals	Any stains should be wiped off or scrubbed out. The urinals should then be sprayed with disinfectant and wiped down, both inside the bowl and outside.	Daily
Basins	Any stains should be wiped off or scrubbed out. The basin should then be sprayed with disinfectant and wiped down, both inside the bowl and outside. Use plunger to unclog basins.	Daily
Sinks	Spray sinks with antibacterial disinfectant and then wipe the surfaces down with a wet paper towel, which should then be disposed of. Use plunger to unclog sinks.	Daily
Waste receptacles	The bag in the wastebasket should be thrown away and replaced with a new bag (Supplier to provide). Any rubbish contained inside the wastebasket but outside the bag should also be	Daily



	thrown out. Weekly, the wastebasket should be wiped down.	
Mirrors	Sprayed with glass cleaner and wiped clean of all obvious smudges or stains.	Daily
Tiled Floors	All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry	Daily
Walls and doors	Wipe down, scrub any finger marks or stains, and disinfect	Daily
Toilet paper, towels etc.	All empty toilet paper rolls should be removed and replaced with a new roll. (Transnet to supply)	Daily/when necessary
Toilet, wash basins and urinals	Chemical Deep Cleaning by using deep cleaning chemicals to scrub and remove molds, bacteria, Uric, and incrustation from all areas. Use plunger to unclog basins, urinals and toilets.	Quarterly.
Urinals	Urinal cakes should be replaced when they have begun to substantially disintegrate. Urinals should also be checked for foreign detritus, which, if present, should be disposed of.	As and when required
Sinks and Troughs	Chemical Deep Cleaning by using deep cleaning chemicals to scrub and remove molds, bacteria, Uric, and incrustation from all areas.	Monthly.
Soap dispensers	Refill soap dispensers (Service provider to supply)	As and when required
COMMON AREAS PER DEPOT		
AREAS TO BE SERVICED	FUNCTION	SERVICE FREQUENCY



Carpets and upholstery	Spot clean and scrub off any markings	Daily
Carpets and upholstery	Vacuum	Twice per week
Walls inside buildings	The walls and partitions should also be wiped down. Any graffiti or other markings that can be removed with a simple scrubbing.	Weekly
Tiled floors	All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry	Daily
Floor area	All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry	Daily
Bins inside the buildings	The bag in the wastebasket should be thrown away and replaced with a new bag (Supplier to provide). Any rubbish contained inside the wastebasket but outside the bag should also be thrown out. Weekly, the wastebasket should be wiped down.	Daily/When necessary



REFUSE REMOVAL PER DEPOT

AREAS TO BE SERVICED	FUNCTION	SERVICED FREQUENCY
All refuse holders	Empty and wipe	Daily
All wastebaskets and receptacles	Empty and wipe	Daily
	Remove all waste to the agreed location	Daily

CLEANING CONTRACTOR TO SUPPLY THE FOLLOWING

All cleaning material
All cleaning equipment including working at heights equipment for cleaning of windows in elevated positions.
Air freshener
Supplier to provide an updated cleaning checklist at the toilets.
Protective clothing (including masks, shoes and gloves, safety reflectors, etc.;) for use by cleaning staff
Clearly marked uniform and no Transnet clothing to be worn by employees at any given time during the contract period.
Personal Protective Equipment to be used and worn in the workshop and must comply to safety requirement as per Transnet standards. It is the contractor's responsibility to provide the appropriate safety wear/equipment to his employees.



5. Quality Control:

The contractor shall provide a quality control plan with the tender indicating how quality will be assured.

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SCHEDULE OF PRICES:

All prices **exclude VAT** and additional items listed (with prices) shall be clearly labeled as optional or essential.

Item	Qty.	Price per item	Price
Total (Excl. VAT) to tender form			R



Tenderer: _____ Date: _____

Witness 1: _____ Date: _____

Witness 2: _____ Date: _____

6. References:

Standard operating procedure for specification of contract work

7. Quality Control:

The contractor shall provide a quality control plan with the tender indicating how quality will be assured.



8. Annexure A: Number of Offices, Ablutions, Boardrooms, Kitchens, workshops, Clinic, Halls, Canteens, and windows to be cleaned.

Depot	Business	Cost center	Number of offices	Number of ablutions	Number of boardrooms	Number of Kitchens	Number of workshops	Hall	Clinic	Canteen	Number of windows
DIESEL DEPOT	Locomotive	1118	20	3	1	4	1	1	0	0	84
KDS	Various businesses	N/A	279	16	35	25	47	2	1	2	120