



**prasa**

PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: ECR/CRES/06/06/2022**

**REQUEST FOR QUOTATION (RFQ) FOR *THE PROVISION OF STATION CLEANING AND HORTICULTURAL SERVICES FOR A PERIOD OF 8 MONTHS MPLS***



**SECTION 1: SBD1**

**PART A INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

BID NUMBER:	<b>ECR/CRES/06/06/2022</b>	CLOSING DATE:	20 July 2022	CLOSING TIME:	12:00
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF STATION CLEANING AND HORTICULTURAL SERVICES FOR A PERIOD OF 8 MONTHS PORT ELIZABETH CORRODOR				

**BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):

**PRASA CRES ECR  
NO8 STATION ROAD, EAST LONDON STATION**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	<b>LULEKA MTYALA / NKULULEKO NDWANDWE</b>
TELEPHONE NUMBER	<b>043 700 2329 / 060 982 6474</b>
E-MAIL ADDRESS	<a href="mailto:Imtyala@prasa.com">Imtyala@prasa.com</a> and <a href="mailto:nkululeko.ndwandwe@prasa.com">nkululeko.ndwandwe@prasa.com</a>

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE		<b>OR</b>	CENTRAL SUPPLIER	MAAA..... .....

	SYSTEM PIN:		DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
 YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
 YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
 YES  NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## PART B: TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS  
MAY RENDER THE BID NVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**NB:**

- ***Quotation(s) must be addressed to PRASA before the closing date and time shown above.***
- ***PRASA General Conditions of Purchase shall apply.***

## SECTION 2 NOTICE TO BIDDERS

### 1. RESPONSES TO RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above, and must be enclosed in a sealed envelope.

### 2. PREQUALIFICATION / ELIGIBILITY CRITERIA

2.1 Only those Respondents who satisfy the following pre-qualification or eligibility criteria are eligible to submit quotations as per section 3.

### 3 CIDB Grading

Only those Respondents who are registered with the CIDB, or are capable of being so prior to the submission of the quotation, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a ..... or higher class of construction works, are eligible to have their quotations evaluated.

Joint ventures are eligible to submit tenders provided that:

- every member of the joint venture is registered with an active CIDB;
- the lead partner has a higher or equivalent contractor active grading designation in the class of construction work; and
- the combined Contractor active grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a Contractor grading designation determined in accordance with the sum quoted for a .... class of construction works or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations

### 4 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA

employee in respect of this RFQ between the closing date and the date of the award of the business.

## **5 LEGAL COMPLIANCE**

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

## **6 CHANGES TO QUOTATIONS**

Changes by the Respondent to its submission will not be considered after the closing date and time except on condition of correcting arithmetic errors on BOQ

## **7 PRICING**

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

## **8 BINDING OFFER**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

## **9 DISCLAIMERS**

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Disqualify Quotations submitted after the stated submission deadline;
- Not necessarily accept the lowest priced Quotation or an alternative bid;
- Bids lodged at the incorrect venue that reach the correct venue late will be regarded as late.
- Reject all Quotations, if it so decides;
- Place an order in connection with this Quotation at any time after the RFQ's closing date;
- Make no award at all.
- Award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider should it at PRASA's discretion be more advantageous in terms of, amongst others, cost or developmental consideration; or

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract. PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

## **10 LEGAL REVIEW**

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by PRASA's Legal Counsel, prior to consideration for an award of business.

## **11 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

## **12 PROTECTION OF PERSONAL DATA**

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.



### 13 EVALUATION METHODOLOGY

PRASA will utilise the following evaluation process in selecting the preferred Supplier/Service Provider.

EVALUATION PROCESS	
<b>Stage 1</b>	
Mandatory / Prequalification Criteria	
<b>Stage 2</b>	
Non-Mandatory compliance	
<b>Stage 3</b>	
Technical/Functional Criteria	Testing of capacity – meet minimum threshold of 70%
<b>Stage 4 - Price and B-BBEE</b>	
Price	80
BBBEE	20
<b>TOTAL</b>	<b>100</b>

### 14 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

### 15 VALIDITY PERIOD

- 15.1 PRASA requires a validity period of **60 Business Days** from the closing date.
- 15.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the adjudication body has approved the process and award of the business to the successful respondent(s), the validity of the successful respondent(s)' response will be deemed to remain valid until a final contract has been concluded.

### 16 DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the

National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), on CIDB website for construction related RFQ's. (If applicable)

## **17 RETURNABLE DOCUMENTS**

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

### **17.1 PREQUALIFICATION AND MANDATORY RETURNABLE DOCUMENTS**

Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.

### **17.2 NON -MANDATORY RETURNABLE DOCUMENTS**

Failure to provide all these Non -Mandatory Returnable Documents at the Closing Date and time of this RFQ, PRASA may request the documents and must be made available at the time of request: Respondents are therefore urged to ensure that all these Documents are made available at the time of request.

### **17.3 RETURNABLE DOCUMENTS USED FOR SCORING PURPOSES**

Failure to provide these Returnable Documents at the Closing Date and time of this RFQ, will not result in Respondent's disqualification. However, bidders will receive a score of zero for the applicable evaluation criteria.

## **18 BRIEFING SESSION**

A Compulsory **Teams RFQ** briefing session will be held on the **11<sup>th</sup> July 2022**, at **11:00 Queenstown Train station**, and information will not be repeated for the benefit of Respondents joining late.

## SECTION 3

### 1 EVALUATION CRITERIA:

**NB:** Compliance Requirements for all Services/Goods and works

**Stage 1: Mandatory/ Prequalification Requirements** - If you do not submit the following mandatory documents your Proposal/Quote will be disqualified automatically:

No.	Description of requirement	
a)	Declaration document for local content and production SBD 6.2 must be completed, duly signed and submitted	
b)	Annexure C – Local Content Declaration – Summary Schedule must be completed, duly signed, and submitted	
c)	Price Schedule and Pricing form (Section 4) To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive. (Pricing must be on the second envelope)	
d)	Completion and submission of RFQ documents, SBD forms, Commissioner of Oats and with ALL declarations must be completed and duly signed	
e)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties. (if applicable)  <b>Note:</b> A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE	
i)	Attendance certificate of compulsory briefing session	

**Stage 2: Non - Mandatory Requirements** - The following documents are non-mandatory and where not submitted, Prasa may request the documents and must be made available at the time of request:

No.	Description of requirement	
a)	Company Registration Documents	
b)	Copies of Directors' ID documents;	
c)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin	
d)	CSD report / CSD reference number	
e)	Proof of UIF registration	
f)	Annexure D – Imported Content Declaration – Supporting Schedule to Annex C	
g)	Annexure E – Local Content Declaration – Supporting Schedule to Annex C	
h)	Proof of Bank Account (i.e. cancelled cheque or letter issued by the bank	
i)	Valid Original, or certified copy of Letter of Good Standing (COIDA)	

**Stage 2.2: Documents required for Scoring** - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion.:

No.	Description of requirement	
a)	<p>Valid B-BBEE Certificate from SANAS accredited rating agency (Original or certified copy) /DTI B-BBEE certificate (original or certified copy) or sworn affidavit signed and stamped by the commissioner of oath. Joint ventures to submit the consolidated Valid B-BBEE Certificate from SANAS accredited rating agency (Original or certified copy)</p> <p>Consolidated BBEE certificate for Joint Venture is required. As per the implementation guide preferential procurement regulations 2017 pertaining to the preferential procurement policy framework act no 5 of 2000 march paragraph 9 BROAD BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES sub paragraph 9.3 and 9.4 states that:</p> <p>A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status Level Verification certificate for every separate tender.</p>	



## 2.1 Stage 3

### Technical / Functionality Requirements (Not applicable)

#### Scoring of Functionality:

The minimum threshold for Technical/functionality criteria is **70%** and bidders who score below this minimum will not be considered for further evaluation in terms of price and B-BBEE.

CRITERIA	WEIGHT	SCORES

## 2.2 Stage 4- Price and B-BBEE

Evaluation criteria	Weighting
BBBEE	20
Price	80
<b>TOTAL</b>	<b>100</b>

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

$P_s$  = Score for the Bid under consideration

$P_t$  = Price of Bid under consideration

$P_{min}$  = Price of lowest acceptable Bid

### Evaluation of Preference

Evaluation and final weighted scoring

- a) Broad-Based Black Economic Empowerment criteria [weighted score 20 points]  
Preference Points will be awarded to a bidder for attaining the B-BBEE status

level contribution in accordance with the table indicated in Section 7 B-BBEE claim form.

## SECTION 4

### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Section 11**.

- 1 Prices must be quoted in South African Rand, inclusive of VAT.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
  - 7 negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
  - 8 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFQ;
  - 9 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.
  - 10 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFQ.

I / We \_\_\_\_\_ (Insert  
Name of Bidding Entity) of

\_\_\_\_\_ code

(Full address) conducting business under the style or title of:  
\_\_\_\_\_ represented by:  
\_\_\_\_\_ in my

capacity as:

\_\_\_\_\_ being  
duly authorised, hereby offer to undertake and complete the above-mentioned work/services at  
the prices quoted in the bills of quantities / schedule of quantities or, where these do not form  
part of the contract, at a lumpsum, of \_\_\_\_\_ R  
\_\_\_\_\_ (amount in  
numbers);

\_\_\_\_\_ (amount in words) Incl. VAT.



**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ..... working days from date of order. (To be completed by Service provider)

## SECTION 5

### PRASA GENERAL CONDITIONS OF PURCHASE

#### **General**

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

#### **Conditions**

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

#### **Local Content Obligations**

Respondents are to note that the Local Content commitments made by the successful Respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local obligations, non-compliance penalties shall be applicable. Breach of Local Content obligations also provide PRASA cause to terminate the contract in certain cases where material non-compliance with Local Content requirements are not achieved.

#### **Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

## **Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

## **Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

## **Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

## **Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

## **Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

## **Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

## **Assignment and sub-contracting**

The Supplier may not assign or subcontract any part of this order/contract without the written consent of PRASA.

## **Termination**

PRASA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to PRASA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of PRASA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

## **Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.



**SECTION 6**  
**SBD4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SECTION 7

### B-BBEE PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [B-BBEE] Status Level of Contribution.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable.

1.3 Either the **80/20** preference point system shall be applicable to this bid.

1.4 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.5 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5.1 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [**SANAS**],

or a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership or more together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “**Black designated group**” has meaning assigned to it in codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

2.6 “**Black People**” meaning assigned to in Section 1 of Broad-Based Black Economic Empowerment Act.

2.7 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.8 “**CIPC**” means the Companies and Intellectual Property Commission, formerly known as CIPRO, the Companies and Intellectual Property Registration Office.

2.9 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

- 2.10 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.11 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.12 “**co-operative**” means a co-operative registered in terms of section 7 of Cooperatives Act, 2005 (Act No. 14 of 2005)
- 2.13 “**Designated Group**” means - i) Black designated groups; ii) Black People; iii) Women; iv) people with disabilities or v) Small enterprise, as defined in Section 1 of National Small Enterprise Act, (102 of 1996)
- 2.14 “**Designated Sector**” means, sub-sector or industry or product designated in terms of regulation 8(1)(a)
- 2.15 “**EME**” means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.16 “**firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.17 “**functionality**” means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;
- 2.18 “**Military Veteran**” has meaning assigned to it in Section 1 of Military Veterans Act, 2011 (Act No. 18 of 2011);
- 2.19 “**National Treasury**” has meaning assigned to it in Section 1 of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- 2.20 “**non-firm prices**” means all prices other than “firm” prices;
- 2.21 “**person**” includes a juristic person;
- 2.22 “**People with disabilities**” meaning assigned to it in terms of Section 1 of Employment

Equity Act, 1998 (Act No. 55 of 1998)

- 2.23 **“Price”** includes all applicable taxes less all unconditional discounts.
- 2.24 **“Proof of B-BBEE Status Level of Contributor”** i) the B-BBEE status level certificate issued by an unauthorised body or person; ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or iii) any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 2.25 **“Rural Area”** i) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or ii) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have traditional land tenure system.
- 2.26 **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.27 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.28 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.29 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.30 **“Township”** means an urban living area that any time from the late 19<sup>th</sup> century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994
- 2.31 **“Treasury”** meaning assigned to it in Section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- 2.32 **“trust”** means the arrangement through which the property of one person is made

over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.33 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2.34 “**Youth**” meaning assigned to it in terms of Section 1 of National youth Development Agency Act, 2008 (Act No. 54 of 2008).

### **3. ADJUDICATION USING A POINT SYSTEM**

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### **4. POINTS AWARDED FOR PRICE**

#### **4.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

#### **80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

Pmin= Comparative price of lowest acceptable bid

## 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership. Furthermore EMEs may also obtain a sworn affidavit from CIPC (formerly CIPRO) Self Service Terminals when registering a business or filing annual returns. In these instances PRASA would require proof of turnover as well as proof of ownership. Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at [www.dti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.dti.gov.za/economic_empowerment/bee_codes.jsp).

5.3 QSEs that are at least 51% Black owned or higher are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership.

5.4 A Bidder other than EME or a QSE that is at least 51% Black owned must submit their original and valid B-BBEE status level verification certificate or a certified copy

thereof, substantiating their B-BBEE rating a Verification Agency accredited by SANAS.

- 5.5 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 5.9 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

## **6. BID DECLARATION**

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### **6.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

- 6.2 B-BBEE Status Level of Contribution:           .       =       .....(maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME.

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME <input checked="" type="checkbox"/>	QSE <input checked="" type="checkbox"/>
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of  
company/firm:.....

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the  
  
iv) purchaser that the claims are correct;
- v) If a bidder submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have.
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) if the successful bidder subcontracted a portion of the bidder to another person without disclosing it, PRASA reserves the right to penalise the bidder up to 10 percent of the value of the contract;

- (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (f) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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## SECTION 8

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

	Minimum Threshold for Local Content
Dust Coat	100%
T-shirt / Shirts	100%
Coat (Two piece)	100%
Pants (Two piece)	100%
Reflective vest / Bibs	100%
Safety foot ware ( boots /shoes)	100%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY 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 (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](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 bid 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, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## 1 INSTRUCTIONS FOR COMPLETING THE RFQ

1.1 All responses to the RFq must be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical, compliance and BBBEE response and the second envelop/box shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelop/box. **PRASA will disqualify Bidders who fail to adhere to this requirement.**

1.2 **Bidders are required to package their response/Bid as follows to avoid disqualification:**

### Volume 1 (Envelop 1/Package 1)

- **Part A:** Compliance Response and B-BBEE Response
- **Part B:** Technical or Functional Response (response to scope of work)

### Volume 2 (Envelop 2/ Package 2)

- **Part C: Financial Proposal**

**Volume 2** Has to be submitted in a separate sealed envelope. Bidders must make their pricing offer in envelop 2/package 2, no pricing and pricing related information should be included in the Volume 1 envelop 1.

**SECTION 9**

**CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING**

It is hereby certified that

\_\_\_\_\_ Representative(s) of  
\_\_\_\_\_ [name of entity]

has attended the RFQ Briefing session to which this enquiry relates.

FOR / ON BEHALF OF PRASA

DESIGNATION

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Acknowledgement**

It is hereby certified that the bidder has acquainted himself /themselves with the RFQ enquiry

THUS DONE and SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
20.....

DULY AUTHORISED SIGNATORY(IES)    WITNESSES

Signature \_\_\_\_\_ Name \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

## SECTION 10

### COMMISSIONER OF OATHS

*I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.*

\_\_\_\_\_ (Sign – SERVICE PROVIDER)

\_\_\_\_\_ (Name – SERVICE PROVIDER)

#### COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON

*STAMP :*

*NAME & SURNAME:*

*DESIGNATION/RANK :*

*PERSAL/EMPLOYEE NO:*

*PLACE/DATE:*

## SECTION 11

### 1. INTRODUCTION

#### **THE PROVISION OF STATION CLEANING AND HORTICULTURAL SERVICES FOR A PERIOD OF 8 MONTHS IN MLPS CORRIDOR.**

PRASA requires a full station cleaning service for a mix of facilities which are found at various Commuter Railway stations. These facilities are staff offices and mess rooms, staff and public ablutions facilities, commuter waiting rooms, platform areas, depots, bridges and subways, access roads and concourse areas. Clearing of grass weeds, shrubs and bushy areas including cutting and/or trimming of hedges and trees. Facilities must be at highest level of cleanliness taking into consideration of COVID 19 imperatives and must be cleaned regularly to provide better environment for the commuters.

- 1.1. The provision of cleaning of railway tracks between platforms in the station precinct forms a critical part of the station cleaning service and is incorporated as part of the station cleaning contracts.
  
- 1.3. 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 modernized stations that will be required maintenance and cleaning of the highest standard.

### 2. BACKGROUND INFORMATION

#### 2.1 Status quo

2.1.1 The Region has not appointed Cleaning & Horticultural service provider through an open tender process to provide cleaning services in the specified corridor for a period of (8) months.

2.1.2 There are currently insufficient capacity internally to deal with the cleaning and horticultural services for stations. No Cleaning contractors servicing the region at the moment as the request for Quotation (RFQ) system to provide cleaning services is being sort by a way of approvals.

## 2.2 Problem Statement

- 2.2.1. PRASA considers stations as crucial entry points into its business environment and they provide a crucial representation of its image.
- 2.3.2. The impression that customers have of PRASA depends on their experience of stations and therefore cleanliness of the stations and station facilities is extremely important in this regard. PRASA customers deserve clean stations and the PRASA committed in delivering cleaner facilities to its customers.
- 2.3.3. Filthy stations are not only health and safety hazards, environmental unfriendly and/or inconvenience to customers but are a risk to the business of PRASA and have reputational damages to image of PRASA. Also and most importantly station users will be at a risk of being exposed to viruses including COVID-19 which is commonly found in filthy and unsanitary environment. Cleaning is therefore one of the methods to contribute to the fight against this global pandemic as an organization is to ensure stations are thoroughly cleaned every day.

## 2.3 Objectives of the Provision of the Service

- 2.3.1. PRASA intends through the provision of this service to achieve highest quality standard of cleanliness of the stations.
- 2.3.2. To ensure that stations are environmentally friendly and pleasing for commuters and customers, and that station facilities are clean and hygienic.
- 2.3.3. To ensure that the cleaning processes and methods complies with environmental and safety standards.
- 2.3.4. PRASA has a legal and statutory obligation to maintain its operating environment in a safe, environmentally sound and responsible manner. Beyond PRASA legal obligation, it is the commitment of PRASA to be a public transport mode of choice and hence PRASA is talking about “a business service of the future” in its modernization state.

## 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 stations.
- 3.1.2. To ensure that stations are environmentally friendly and pleasing for commuters and customers, and that station facilities 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 by the global pandemic it is imperative to ensure stations are cleaned daily to mitigate the risk of the spread of the virus that might affect anyone who is in the station environment.
- 3.2 Project benefits to PRASA
  - 3.2.1. Clean PRASA stations and facilities
  - 3.2.2. Facilities that are in compliant with Occupational Health and Safety Standards

## 4. SCOPE OF WORK

### 4.2. Scope of The Desired Solution

4.2 1. The scope of work shall cover daily **cleaning and horticulture services** of the entire station precinct and the facilities of the station. PRASA through tender process will invite professional cleaning companies hereinafter called “the Tenderers” to submit a tender for providing cleaning and horticulture services for the one (1) corridor stations listed in herein as the following corridors;

- **MLPS Corridor comprises of Two (2) stations with one (1) cluster and shall be allocated one (1) service providers.**

4.2.2. The services required shall focus but not limited to below scope of work:

- General cleaning and horticultural services
  - Deep cleaning services
  - Covid-19 disinfecting and decontamination of surfaces
- a.) The service providers shall comply strictly with health, safety and environmental requirements for cleaning of the railway tracks and platforms at the station. PRASA will provide training on methodology of cleaning tracks to the successful bidder. The tracks and platforms shall only be cleaned during the off-peak period during weekdays, though this will not apply to weekends and public holidays.

b.) The service providers shall ensure full compliance with all applicable Statutory Regulations of the industry. The legislative requirements to be complied with but not limited to the below:

- i. The Basic Conditions of Employment Act 1997 ( Act no 75 of 1993)
- ii. The Labour Relations Act, 1995 (Act no 66 of 1995)
- iii. The Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- iv. The National Environmental Management Act (Act no 107 of 1998)
- v. National Railway Safety Regulator Act (16/2002)
- vi. Bargaining Council for cleaning industry

c.) The service provider may employ the innovation and best cleaning methods which will ensure the highest level of cleanliness of Station facilities.

4.2.3. The service provider shall clean the facilities in line with detailed specification of the work and description of service, frequency and Daily Cleaning Procedure

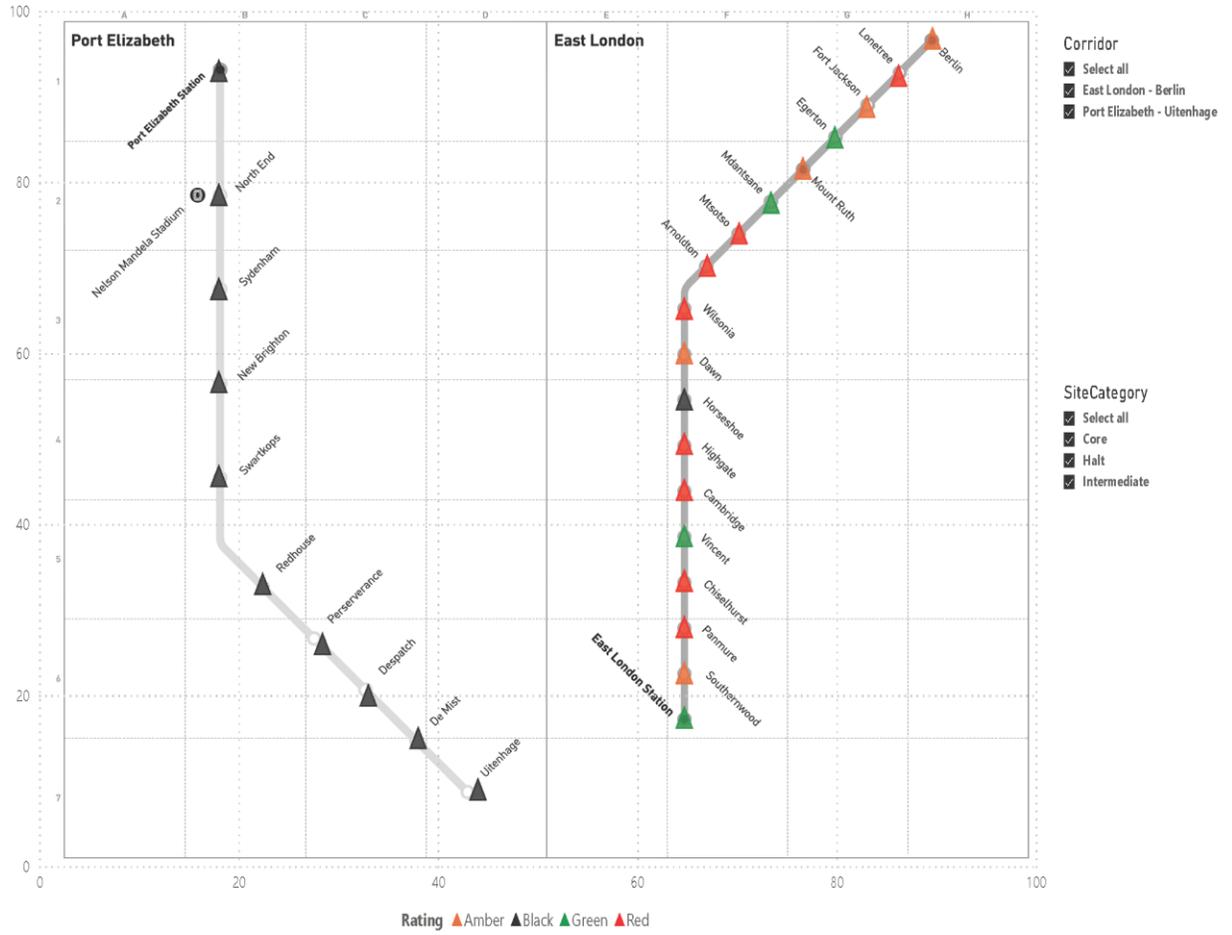
4.2.4. The service provider shall ensure periodically deep cleaning service is done to enhance the level of cleanliness at the station

4.2.5 The Service provider shall ensure that the washing of carpets and furniture with upholstery is provided on an as and when required basis.

#### 4.3. The Station Clustering

4.3.1. This corridor is clustered according to the portion of the Regional Rail network as illustrated in the diagram below.

Services will be clustered according to three corridors i.e. East London, Gqeberha and MLPS corridors.



4.2.2. The contract will cover the cleaning and horticulture services of various facilities within the station precinct.

**MMLPS Corridor**

Station name	Platform	Track Rails	Public Toilets	Ticket Office	Waiting Areas	Staff Offices	Parking area	Access control	Concourse	Entrances and Walkways
CRADOCK	1	2	4	1	1	1	1	1	0	1
QUEENSTOWN	1	3	4	1	1	1	2	1	0	1
<b>TOTAL</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>

Station name	Platform m <sup>2</sup>	Track Rails m <sup>2</sup>	Public Toilets m <sup>2</sup>	Ticket Office m <sup>2</sup>	Waiting Areas m <sup>2</sup>	Staff Offices m <sup>2</sup>	Parking area m <sup>2</sup>	Access control m <sup>2</sup>	Entrances and Walkways m <sup>2</sup>

Cradock	3000	3000	80	60	50	20	1500	10	50
Queenstown	3000	4500	80	80	55	20	2000	10	50
<b>TOTAL</b>	<b>6000</b>	<b>7500</b>	<b>160</b>	<b>140</b>	<b>105</b>	<b>40</b>	<b>3500</b>	<b>20</b>	<b>100</b>

*Table 3: The number of Service Provider staff required per shift –MLPS Corridor*

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays	Sundays & Public Holidays
				Shift 1 07h00-16h00	07h00-12h30
8	Cradock	SMEYL	2	2	
	Queenstown	SMEYL	3	3	
	<b>Supervisor (Working)</b>		1	1	
<b>TOTAL NUMBER OF CLEANING STAFF ON THE CLUSTER PER SHIFT</b>			6	6	A

**NB: Disclaimer**

Bidders should note that not all stations are currently operational, the appointed bidder will therefore clean stations that are operational and will invoice and be paid only for work done. As and when stations operate ongoing, the appointed service provider will be expected to clean the operating station as and when they open and operate. Also, bidders may be required to do a mop up operation/s in a selected station/s (i.e. capacitate a station for cleaning and horticultural services as a special project) as directed by operations.

**5. SPECIFICATION OF THE WORK, PRODUCTS OR SERVICES REQUIRED**

**5.1 Description of service and frequency**

5.1.1. The specification provides for the provision of the following services and service frequency as a minimum contract requirement.

	<i>Dusting</i>	Dust all areas needed to be dusted (up to 2m)	Alternate days( <b>Preferably Mon, Wed, Fri</b> )
		High dusting (above 2m)	Weekly
	<i>Waste Collection and Disposal</i>	Empty and clean all waste baskets, receptacles	Continuously
Remove all waste to a specified and designated area		Continuously	
<b>Public</b>	<i>Whole of Ablution</i>	Empty and clean all waste receptacles	Continuously
<b>Ablution Facilities</b>	<i>block</i>	Clean and sanitize all toilet bowls, basins and urinals	Continuously
		Clean all mirrors	Daily
		Damp mop with disinfectant	Daily
		Spot clean walls, doors and partitions	Daily
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily
<b>Platforms &amp; Railway tracks</b>	<i>Platform areas</i>	Sweep platforms	daily
		Remove papers and other foreign objects	Continuously
		Sweep the railway tracks.	Every three months
	<i>Railway tracks. <b>Note: Commuters work under protection on tracks and only during the off-peak</b></i>	Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms	daily
	<i>Grass and weeds</i>	Remove Grass and Weed	Weekly
<b>Station Concourse Area</b> (Including Walls, Ceilings and Paintwork – all around the station)	<i>Glass and Metal Work</i>	Spot clean glass doors	As necessary
		Clean and polish all bright metal fittings	Weekly
	<i>Windows</i>	Clean wash windows	Weekly
	<i>Surfaces</i>	Spot clean all low surfaces (finger marks, etc.)	Daily
	<i>Walls and doors</i>	Glass walls, doors and light switches	Daily
	<i>Waiting benches</i>	Clean benches	Daily
	<i>Air vents</i>	dust and wipe air vents once every two months	Every second Month
<b>Station Entrances, Walkways and Corridors</b>	<i>All areas around entrances, walkways and corridors (Including subways and bridges)</i>	Sweep clean building surrounds.	continuous
		Dust/wipe clean walls.	Weekly
		Wipe clean signs and Lettering.	Daily
		Walk-off matting vacuumed and/or clean	Daily
		Corridors to be swept and auto scrubbed/damp mobbed as required	Daily
		Access areas and concourses to be scrubbed.	Daily

Facility	Areas	Description of Service	Frequency
Staff Offices and Messrooms	<i>Floors, Carpets and Walk-off mats</i>	Sweep with dust mop sweepers	Daily
		Damp mop	Daily
		Scrub with machine and polish	Monthly
		Vacuum all carpeted floors	Daily
		Vacuum walk-off mats	Daily
		Shampoo	Every three months
		Spot cleaning	When requested and as required
		Clean seats, scrub/vacuum	Monthly
	<i>Staff Toilets &amp; Basins</i>	Empty and clean all waste receptacles	Continuously
		Clean and sanitize all toilet bowls, basins and urinals	Continuously
		Clean all mirrors	Daily
		Damp mop with disinfectant	Daily
		Spot clean walls, doors and partitions	Daily
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily
	<i>Kitchen, Boardrooms, Furniture and Lounges</i>	Wash dishes, dry and pack away	Continuously
		Empty and clean all waste receptacles	Continuously
		Clean floors, counters	Continuously
		Polish all wooden furniture	Daily
	<i>Walls, Ceilings, and Paintwork.</i>	Spot clean all low surfaces (finger marks, etc.)	Daily
		Glass walls, doors and light switches	Daily
<i>Windows and Blinds</i>	Clean wash windows	Weekly	
	Blinds – remove dust and Damp wipe	Daily	
		Air vents: dust and wipe air vents once every two months	Every second Month
		Remove Grass and Weed	Weekly
Lifts and Escalators (where applicable)	<i>All areas around the lifts</i>	Wipe Clean landings, removing all dirt butts, etc. from joints and crevices.	Daily
		Wipe clean handrails.	Daily
		Wax - polish handrails.	Monthly
		Spot clean deck panels.	Continuously

		All cut grass shall be removed from the PRASA site by the service provider. Cut grass shall be removed from the PRASA sites within two (2) days. Cut grass must NOT BE BURNED in any PRASA sites. The cutting of grass will be measured and paid for based on the total size of the area cut.	
		Thoroughly clean side panels.	Daily
		Machine clean the treads.	Monthly
<b>Waste Collection Facility</b>	<i>Refuse Room and Collection Area</i>	Sort the waste and isolate recyclable waste from disposal waste	Daily
		Coordinate the processes of collection of waste (disposal and recyclable)	Daily and As required
		Wash refuse containers	As required
		Wash floors with chemicals.	Daily
		Disinfect all areas with recommended insecticide.	Weekly
<b>Storm-water Drainage and Channels</b>	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.	Weekly
<b>Parking Area and Common External Areas of the facility</b>	<i>All common areas and parking</i>	Sweep surfaces	Daily
		Remove Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.	Daily
		Remove Grass and Weeds	As required
<b>Horticulture</b>	External Areas of the facility/yard	<p><b><u>To cut and remove grass and low growing vegetation</u></b></p> <p>The whole entire PRASA site shall be cleared of all litter and undesirable objects.</p> <p>All material resulting from the clearing process shall be disposed of at approved municipal dumping sites.</p> <p>The service provider shall obtain written approval from the local authorities on who's the dumping sites are situated.</p> <p>The grass and growing vegetation shall be cut and removed from the PRASA sites to the satisfaction of the PRASA representative.</p> <p>The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater).</p>	

**Others**

1. **Basins** – wet wipe with hard surface cleaner daily, remove mineral deposits monthly, fill liquid soap holders and paper hand towel dispensers when needed.
2. **Blinds** – vertical: remove dust monthly. Horizontal: damp wipe monthly.
3. **Carpets** – vacuum – high traffic, daily and low traffic, daily. Remove spots and stains as necessary. Interim clean as required. Restorative clean as required.

4. **Ceilings** – dust and wipe air vents once every two months.
5. **Chairs** – cloth: vacuum, daily, spot clean as necessary and shampoo as required. Vinyl and leather – dust, daily and damp wipe fortnightly.
6. **Desks** – natural, unsealed woods – dust daily. Sealed wood – polish weekly. Scaled wood/glass/formica – dust or damp wipe daily and polish weekly.
7. **Doors** – remove finger-marks on glass and push plates daily, dust or damp wipe monthly and damp wipe door handles weekly.
8. **Electrical Equipment** – dust daily, damp wipe weekly. Wet wipe and rinse inside surfaces of microwaves weekly or as necessary.
9. **Mirrors** – in washrooms – wet wipe and dry daily or as necessary. Ornamental – use glass cleaner weekly.
10. **Ovens/Stoves** – wet wipe hot plates with hard surface cleaner daily or as necessary. Use caustic aerosol spray on emancipated oven surfaces monthly.
11. **Radiators / Aircon** – dust and damp wipe weekly.
12. **Refrigerators** – damp wipe top daily, damp wipe doors and sides daily.
13. **Rubbish Bins** – empty and damp wipe daily and remove stains and disinfect weekly, or as necessary.
14. **Shelves** – dust those that are empty weekly and damp wipe when shelves are cleared as required.
15. **Sinks** – wet wipe as necessary daily
16. **Skirting** – Wet wipe with hard surface cleaner weekly and remove stains and/or marks when necessary.
17. **Tables** – in canteens wet wipe daily, other areas as for desks.
18. **Taps** – wet wipe with hard surface cleaner daily and remove mineral deposits monthly.
19. **Telephones** – dust and damp wipe with disinfectant weekly.
20. **Floors: Resilient** (vinyl, PVC, linoleum, sealed wood, etc.)
  - a. **High Traffic** – remove dust with mop – or disposable cloth sweeper three times weekly. Damp mop for soilage as necessary. Spray clean or burnish using a mechanized system three times weekly. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
  - b. **Low Traffic** – remove dust with mop or disposable cloth sweeper daily. Damp mop for soilage as necessary. Spray clean or burnish using mechanised system weekly. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
21. **Toilet** – ensures usability (report faults to ticket office) and replenishes consumables (toilet paper) daily. Remove spoilage from bowl and under flush rim with hard surface cleaner and a brush daily, and as necessary. Remove mineral deposits monthly. Wet wash seat and lid, cistern and pipes etc daily, and as necessary. Disinfect all components daily. Wet wipe doors and walls twice weekly or as necessary.
22. **Urinals** – remove litter as necessary. Wet wipe with hard surface cleaner or disinfectant daily. Wet wipe and dry wipe flushing mechanisms daily. Mop step and/or floor at urinal with disinfectant as necessary. Remove mineral deposits from gullies and drains monthly.
23. **Walls/Window sills** – Spot clean as necessary. Wet wipe and dry washable surfaces twice annually.
24. **Small business market** – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) two times a week.
25. **Paving areas/tar areas/walk ways** – – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) As and when required

## 5.1.2 Typical Daily Cleaning Procedures

Step 1	Step 2
<b>Lobby and entrances</b>	<b>Offices and Boardrooms</b>
<ul style="list-style-type: none"> <li>• Remove all trash debris, cordoning off any areas that may need extensive attention</li> <li>• Mop flooring/tiled areas using water mixed with cleaning detergent</li> <li>• Spot clean wall, doors and frames using all purpose cleaner and use degreaser for heavily soiled areas</li> <li>• Use spot remover to spot clean carpeted areas to remove stains and spillages that may occur</li> <li>• Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints</li> <li>• Complete thorough cleaning of wiping notice boards and picture frames</li> <li>• Remove all walk off mats and thoroughly vacuum them as well as around and underneath</li> <li>• 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</li> <li>• Ensure caution/wet signs left in the place are removed</li> <li>• Make sure all areas are completely dry and safe before removing the signs</li> <li>• All cleaning tools must be cleaned thoroughly and return them to the proper storage</li> </ul>	<ul style="list-style-type: none"> <li>• Visually check the areas offices/boardrooms/meeting rooms for any type of debris, dirt or paper</li> <li>• Sweep debris/dirt into a dust pan</li> <li>• Pick up papers and dispose them into the trash bin</li> <li>• Empty trash cans and must be cleaned and disinfected before replacing garbage bags</li> <li>• mop any dirt or debris on all tiled or hard surfaces that can't be removed by hand</li> <li>• Vacuum all carpeted flooring, starting with mats, runners if any.</li> <li>• Using a vacuum is great way to efficiently clean up around offices/cubicles and boardrooms</li> <li>• Dust all surfaces including desk, filling cabinet, tables, chairs, walls and shelves.</li> <li>• Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints</li> <li>• Wipe down all blinds using water mixed with detergent</li> <li>• Spots or stains on the carpets, floor, walls, furniture must be wiped off using water mixed with cleaning detergent.</li> <li>• Wipe desks, telephones, computer keyboards thoroughly using a disinfected spray that has been sprayed on the microfiber cloth or disinfected wipe.</li> <li>• Thoroughly wash and rinse cleaning tools until completely clean, hang up and dry them. Remove all wet floor caution signs and properly store them in storage.</li> </ul>
<b>Step 3</b>	<b>Step 4</b>

<p><b>Staff Rest Rooms</b></p> <ul style="list-style-type: none"> <li>• Pick up any debris/dirt on the floor, around the sink or toilet urinal areas.</li> <li>• Remove the trash can and clean and disinfect the trash can before place a new bag.</li> </ul>	<p><b>Staff Rest Rooms</b></p> <ul style="list-style-type: none"> <li>• Pick up any debris/dirt on the floor, around the sink or toilet urinal areas.</li> <li>• Remove the trash can and clean and disinfect the trash can before place a new bag.</li> </ul>
<ul style="list-style-type: none"> <li>• Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant.</li> <li>• Clean all toilet seats.</li> <li>• Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers.</li> <li>• Clean all mirrors with glass cleaner to remove any fingerprints or marks.</li> <li>• Wash the sink and taps with disinfectant and wipe with microfiber cloth.</li> <li>• NB: sweep and mop the floor using bathroom items only.</li> <li>• Replace all urinal block if necessary.</li> <li>• Remove all trash bags and dispose safely in the identified area.</li> <li>• Do not remove the caution /restroom close signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant.</li> <li>• Clean all toilet seats and bowls and disinfect them.</li> <li>• Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers.</li> <li>• Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria.</li> <li>• Clean all mirrors with glass cleaner to remove any fingerprints or marks.</li> <li>• Wash the sink and taps with disinfectant and wipe with microfiber cloth.</li> <li>• NB: sweep and mop the floor using bathroom items only.</li> <li>• Replace all urinal block if necessary.</li> <li>• Remove all trash bags and dispose safely in the identified area.</li> <li>• Do not remove the caution /restroom close signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>
<p><b>Step 5</b></p>	<p><b>Step 6</b></p>
<p><b>Access Control Points</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• A routine application of disinfectant to all frequently touched areas such as handrails, access gates etc. All glazing in the public areas to be cleaned daily using detergent and clean cloths.</li> <li>• Used ticket lying on the floor at these areas must always be picked up and disposed to an identified area by Metrorail.</li> </ul>	<p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• There should be a continual use of dust mop sweepers all day to remove dust from the floor</li> <li>• All walls surfaces shall be free of dirt and spillages at all times.</li> <li>• All glazing in the public areas to be cleaned daily detergent and clean cloths.</li> </ul>
<ul style="list-style-type: none"> <li>• All surfaces must be cleaned and wiped with water mixed with water and disinfectant to remove dirt and spillages at all times.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No</b> plastic/refuse bags to be kept on the concourses.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>
<p><b>Step 7</b></p>	<p><b>Step 8</b></p>

<p><b>Waiting Areas/Rooms</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• There should be a continual use of dust mop sweepers all day to remove dust from the floor</li> <li>• All walls surfaces shall be free of dirt and spillages at all times.</li> <li>• Waiting chairs must be wiped and cleaned with water mixed detergent and disinfected</li> <li>• All glazing in the public areas to be cleaned daily using natural soap/detergent and clean cloths.</li> <li>• <b>No</b> plastic/refuse bags to be kept on the Access areas and concourses.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<p><b>Subway and Bridges</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, paper and foreign objects</li> <li>• Sweep bridges and subways with hard industrial brooms</li> <li>• All visible weeds on the bridges must be removed</li> <li>• Litter must be disposed in a designated area</li> <li>• Subways and bridges are high traffic areas they must be scrubbed and cleaned with water mixed with cleaning detergent and disinfectant during off peak hours or at night when there is less or no movement at the station.</li> </ul>
<b>Step 8</b>	<b>Step 9</b>
<p><b>Platforms</b></p>	<p><b>Rail Tracks</b></p>
<ul style="list-style-type: none"> <li>• Pick up all visible litter, paper and foreign objects</li> <li>• Sweep platforms with hard industrial broom</li> <li>• All visible weeds on the platform must be removed</li> <li>• Litter must be placed in a designated area</li> <li>• Platforms must be scrubbed and cleaned with water during off peak hours or at night when there is less or no movement at the station</li> </ul>	<ul style="list-style-type: none"> <li>• Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms</li> <li>• <b>Note: Employees work under protection on tracks and only during the off-peak and shall exercise extreme safety measures) and employees who have trained for white flagmen who are allowed to clean rail tracks.</b></li> </ul>
<b>Step 10</b>	<b>Step 11</b>
<p><b>Change Rooms</b></p> <ul style="list-style-type: none"> <li>• Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria</li> <li>• Windows must be cleaned with window cleaner and wiped with clean cloth</li> <li>• Window sills &amp; frames excess dust must be removed with damp cloth until completely removed.</li> <li>• Mirrors cleaned with damp cloth and wiped with a dry cloth</li> <li>• Glass shower doors and handles a routine application of disinfectant to all frequently touched areas such as handrails</li> <li>• Lockers must be dusted and wiped with water mixed detergent and disinfectant</li> <li>• Shower mats must be removed and washed with scrubbing brush</li> <li>• Floors must be scrubbed with scrubbing brush afterwards floor must be moped with water mixed disinfected</li> </ul>	<p><b>Mess rooms</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter and paper and throw it in the trash bin</li> <li>• Sweep and mop floor with water mixed with a cleaning detergent and disinfectant</li> <li>• Wipe tables and chairs with clean water mixed with cleaning detergent and disinfectant</li> <li>• a routine application of disinfectant to all frequently touched areas such as door handles, light switches</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>

Step 12	Step 13
<p><b>Parking</b></p> <ul style="list-style-type: none"> <li>Remove and pick up visible litter and papers</li> <li>Sweep under the parking bays and remove litter</li> <li>Dispose Litter at a designated area</li> <li>Empty dust bins when they are full</li> <li>Remove weeds on all paved areas</li> <li>The chemical to kill the weeds must be used, to permanently kill the weeds.</li> </ul>	<p><b>Grass Cutting</b></p> <ul style="list-style-type: none"> <li>The entire PRASA site shall be cleared of all litter and undesirable objects.</li> <li>All material resulting from the clearing process shall be disposed of at approved municipal dumping sites.</li> <li>The contractor shall obtain written approval from the local authorities on who's the dumping sites are situated.</li> <li>The grass and low growing vegetation shall be cut and removed from the</li> </ul>
<ul style="list-style-type: none"> <li>☐ Footpaths into the station must be kept clean</li> <li>☐ Visible dirt on storm water channels must be cleaned and cleared of dirt</li> </ul>	<ul style="list-style-type: none"> <li>PRASA sites to the satisfaction of the PRASA representative.</li> <li>The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater).</li> <li>All cut grass shall be removed from the PRASA site by the contractor. Cut grass shall be removed from the PRASA sites within two (2) days.</li> <li>Cut grass must NOT BE BURNED in any PRASA sites</li> <li>The cutting of grass will be measured and paid for based on the total size of the area cut.</li> </ul>

## 5.2 Daily Expectations

### General

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

- No graffiti on all tiled surfaces and tiled walls *at all times*.
- All areas are free of litter and weed growth (especially the platform area) *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*

### Offices/Boardrooms

**Expectations: Offices are at an acceptable level of cleanliness when the following conditions apply DAILY.**

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Furniture is free of dirt/dust
- All carpets are free of dirt/dust, debris and stains.
- Sinks are free of all dirt/dust, debris and marks.
- All glass and mirrors are free of dirt/dust, and stains.
- Windows coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.

### Entrances

**Expectations: Entrances are at an acceptable level of cleanliness when the following conditions apply DAILY.**

- Garbage containers are free of dirt/dust, debris and marks.
- Floors and steps are free of dirt/dust, debris or stains. Floor finishes shine. Floors free water or any spillage.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.
- Walls, doors, shelving, lockers and electrical switch plates are free of dirt/dust, debris and marks.
- Carpets are free of dirt/dust and stains.
- All entrances are free of broken glasses.

### **Corridors/Passages**

**Expectations: Corridors are at an acceptable level of cleanliness when the following conditions apply DAILY.**

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Carpets are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.

### **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.

### Showers and change rooms

**Expectations:** Wash rooms, change rooms and showers are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine
- Hand soap, feminine hygiene and paper dispensers are free of dirt/dust, debris and marks and filled with appropriate hand soap and paper product.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks. □
- Lockers are free dirt/dust, build ups and marks
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.
- Hand basis, partitions, piping, toilets, urinals, floor drains, are free of dirt/dust, debris, marks and stains and sanitized daily.
- Washrooms are spot-checked for cleanliness and vandalism as well as re-stocked as needed. Corrections made as needed after each and every hour.

### Station platforms and rail track areas

**Expectations:** platform and rail tracks are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Platform surfaces to be swept and scrub and are free of dirt.
- Scrubbing of platforms to be carried off peak, unless otherwise instructed *in writing* by the Station Manager.
- Using of hose pipes are not allowed, service provider is to familiarize himself/herself with new water restrictions and consultant with the Facilities Department on this decision. The hosing can only be done with consultation and agreement with the Facilities Department for that particular instance.
- All platforms within the station precinct must be free of dirt, litter grass and weeds at all times.
- The cleaning of tracks must be done during the off-peak and *under strict safe operating condition*. This work can ***ONLY be done under PROTECTION*** by Flagmen or Flagwomen.
- All tracks within the station precinct must be free of dirt, litter or any spillages.
- All tracks must blown with a power blower regularly and the litter picked up immediately and put into refuse bags.
- No plastic bags to be stored on the platform or the rail track. These will only be stored in a place to be agreed upon between the service provider and the Facilities Department.
- All areas shall be free of grass and weed.

### Subways, stairs and all access ways

**Expectations:** Subways, stairs and access ways are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Floors to be scrubbed using a strong surface cleaner.
- Walls to be scrubbed down and are free of dirt.
- Stairs and floors to be swept regularly and as per arrangement and approval are hosed as and when required.
- Storm water channels are not blocked and are free of foreign objects
- Foot path (access to the station) to be kept clean *at all times*.
- Subways must be free of dirt and litter *at all times*.
- No plastic bags to be stored in the subways.

### Parking Areas

**Expectations:** Parking areas must at all times be kept free of:

- Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.
- All areas shall be free of grass and weed.

### **Small Business Market**

**Requirements:** Areas will be maintained as required

- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
- Floors must be swept & mopped daily
- Floors must be thoroughly scrubbed at night.
- The entire area must be free of dirt, litter or any spillages
- Paved area must be thoroughly washed/scrubbed during off peak every second day
- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas

## 5.3 CLEANING MATERIAL, CONSUMABLES, TOOLS AND EQUIPMENT

**NB:** 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 Contractor can use any equipment, tools and material which will assure the highest level of cleanliness of the station and all facilities.

- 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).
- PRASA would like to ensure that cleaning standards are not lowered in the execution of the contract to be signed for the provision of the services mentioned herein. Therefore, a start-up list of approved chemicals has been developed for bidders to use in the preparing of their bid.
- PRASA reserves the right to change or replace any of the below listed chemicals with equivalent specification chemicals.
- The successful bidder is encouraged to offer PRASA continuous improvement efforts which are aimed at enhancing cleaning efficiency and cleaning standards at the best price at all times.
- All chemicals must be SABS and/or SANS approved and must not be harmful to the environment

Table 4

NO	DESCRIPTION
	<b>Approved list of chemicals to be used</b>
1	Sanitary all-purpose cleaner with pleasant odour that prevents limescale build up leaving a shiny streak free gloss, not corrosive, kind to skin (suitable for all washable stainless steel, plastic, porcelain, ceramic, enamel, glass) 20lt
2	Biological double action cleaner/deodorizer for the cleaning and odour control in sanitary areas, toilets, urinals and odour control in carpets, per 20 lt
3	Viscous acidic toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and bactericide that removes dirt and limescale after a short period (must be free of hydrochloric acid) per 20 lt
4	Hard wear resistant polymer based self-shining dispersion that form a hard wearing, slip resistant protective film with a high gloss for high speed and ultra-speed polishing per 20lt
5	Window cleaner per 20lt
6	Powerful Alkaline cleaning agent for the machine cleaning of floor coverings, low foaming, not perfumed, removes soiling per 20 lt
7	Clear Liquid hand soap per 20lt
8	stainless steel polish read to use cleaner and polish
9	Furniture polish (no oil furniture polish)
10	Spray emulsion containing wax, to remove water solvent soluble solution and scuff marks which forms a protective film which can be polished per 20 lt (Mondo floor cleaner where applicable)
11	Powder for carpets per 20 lt
12	Jeyes Fluid per 25lt
13	Gum removing soluble agent in aerosol cans
14	Ready use abrasive liquid cleaner non scratching or corrosive per 20lt
15	Concentrated tile cleaner for porcelain, tiled areas and all washable surface, based on non-ionic and anionic surfaces. per 20lt
16	60% alcohol based hard surfaces disinfect (rate only)
17	60% alcohol-based floor cleaner (rate only)

Table 5

<b>Consumables/Materials to be used for Cleaning</b>
--

	DESCRIPTION	UNIT OF MEASUREMENT
1	Clear Hand soaps	HAND BAC SABS1828
2	or Bale -	500 Sheet per Roll as per SABS or SANS Regulations. Sheet Size: 100mm x 110mm 19gsm Paper. Single ply Toilet paper
3	Refuse Bags:	Flat packed made from 90% of recycled and re-processed polythene material. Micron: 22 Dimensions: 750 (L) x 950 (W) mm
4	300m Maslin Cloth	LACE ROLL - 400m x 24cm x 50cm perforation (ANY COLOUR)
5	:	General purpose cloth Weight: 370 g/sqm Composition: 81% Polyester 19% Polyamide Window cleaning cloth Weight: 400 g/sqm Composition: Made of 78% polyester 22% polyamide  Textured cleaning cloth Weight: 350 g/sm Composition: Made of 76% polyester 24% polyamide  Dusting cloth Weight: 280 g/sqm Composition: Made of 79% polyester 21% polyamide
6	ee Sleeves	
7	Gloves	Strong more durable – GREEN NITRILE GLOVES SIZE FIT ONE FIT ALL Household - YELLOW HOUSEHOLD GLOVES – SIZE FIT ONE FIT ALL
	Vacuum Bags	
8	Industrial/heavy duty (dependent on no. of areas requiring the use thereof	URPOS T (QAC) – WASHROOM CLEANER
9	Dust Mask	DUST MASKS FFP1
10	Urinal Mats	ANTI SPATTING URINALS MATS PREVENT URINE SPATTER

### 5.3.1. CLEANING MACHINERY AND EQUIPMENT

- All the machinery being provided on the contract must still be within its serviceable life.
- The successful bidder will be responsible for the service and maintenance costs of all machinery on the contract.
- The successful bidder must ensure that all staff operators of machinery have received the proper training for the usage of the machinery prior to the commencement of the contract.

- Service Level Agreement pertaining to the provision and use of the machinery on the contract can be found under Section
- The successful bidder is to submit a Machinery and Equipment deployment schedule which will clearly show the number of items and the areas in which they will be deployed on a daily basis. PRASA reserves the right to make changes to the equipment deployment in accordance with a change in requirements or operations.
- Please consider the following when obtaining machinery to be used in the provision of the services herein: a. Carpet machines must, as a minimum dryness of 80% – in the event of spillage / flooding
- High pressure machine up to 150 bar for outside / walkway areas – to be available on site at all times.
- Carpet extractor machines for cleaning of large areas
- All machinery being provided on the contract must still be within its serviceable life and used in accordance with the Service Levels for the duration of contract.
- In the event that any machinery breaks down, the said machinery shall be replaced on time with a temporary alternative machinery.
- Contractor should include service maintenance and consumables costs of the machinery for the duration of the contract as no additional charges will be accepted.

**Table 6**

NO	DESCRIPTION
<b>General Cleaning Machinery</b>	
1	Ride on Auto Scrubbers
2	Upright Industrial Vacuum Cleaners
2	Wet & Dry Vacuum Cleaners (90lt)
6	High Pressure Cleaner
7	Carpet extractor (used in accordance with carpet cleaning frequencies and requirements) – using powder / wet extraction method
8	Push Sweepers
9	Washing Machine - Washing of Microfibre Sleeves
10	High pressured steam cleaner for cleaning grime build up on tile grout
11	Escalator cleaning machine
12	Travelator cleaning machine
13	Carpet cleaning Machine
14	Blowers
15	Carpet extractor machines – dual use / powder or wet extraction method
16	Heavy duty Custom vacuum for tracks

**Note: All the equipment being provided on the contract must still be within its serviceable life.**

Table 7

NO	DESCRIPTION
<b>General Cleaning Equipment</b>	
1	Colour-coded split buckets on wheels with wringer
2	Microfibre Mops
3	Maslin Tools
4	Aluminium long handle jumbo mops (long hair)

5	Toilet kit (portable) <i>public areas/high traffic</i>
6	Janitorial Trolleys (twin bucket)
7	30m x 2mm Extension cords
8	Long Handle Dust Pans including whisk brooms
9	Big outdoor brooms hard and soft bristles
10	Window Squeegees with telepoles
11	Big Rectangular Buckets for Window Squeegees
12	Metal Scrapers
13	Toilet Brushes
14	Scrubbing Brushes & Scourers
15	Wet Floor Signs
16	Long Feather Dusters
17	Short Feather Dusters
18	Spray Bottles 750ml

#### 5.4 Personal Protective Clothing (PPE)

#### 5.5 Contract Records and Documentation

##### 5.5.1 Health and Safety File

- The contractor shall keep on site a SHE 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) tool box talks, Inspection sheets, risk assessment etc. (Table of checklist below)
- Prasa Cres operates stations within a strict railway operating environment with high commuter flow, particularly during operating peak periods. Safety of commuters is therefore a non-negotiable requirement safety should be strictly complied with
- The Contractor shall submit a SHE file according to the attached safety checklist.
- **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"> <li>• <i>Only employees who will be working in Metrorail premises under the project.</i></li> <li>• <i>ID Copies to be provided. (persons without SA Citizenship to provide a valid work permit)</i></li> <li>• <i>Next of kins information to be provided (name, contact, address, etc.)</i></li> </ul>		
4	Organization Structure	<ul style="list-style-type: none"> <li>• <i>Organization structure to be in line with the specific project. ( Cleaning of facilities/Buildings)</i></li> <li>• <i>To start with the CEO/MD and followed by workers</i></li> </ul>		
5	SHE Policy	<i>To be signed by company most senior manager.</i>		
6	SHE Plan	<ul style="list-style-type: none"> <li>• <i>SHE Plan to be in line with PRASA SHE specifications and relevant to the scope of work.</i></li> <li>• <i>To be acknowledged by PRASA project team leader.</i></li> </ul>		
7	Risk Assessments	<ul style="list-style-type: none"> <li>• <i>Department to provide a baseline risk assessment for the project to the contractor as per CR 2014.</i></li> <li>• <i>Contractor to provide a detailed risk assessment based on scope of work. (activity based)</i></li> </ul> <p><b>Note: prior to commencement of the work, PRASA Project team leader together with the contractor must conduct a start-up risk assessment taking into consideration the risk identified on the baseline and on the contractor risk assessment</b></p>		

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
8	Tool Registers	<i>The list of all tool and equipment 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	<i>Valid proof of medical fitness to be on file Only Medical results issued and stamped by Occupational Health Doctor/Practitioner/Clinic will be accepted.</i>		
11	Appointments	<i>All Appointment letters to be in line with OHSAct and applicable regulations. 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 Working load certificates etc)	To be on file		
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 Subcontractors	<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	<b>Yes</b>		<b>No</b>	
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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:	<b>Yes</b>		<b>No</b>	
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Date file was approved:

File to be handed over to the Risk manager: Risk manager to sign the certificate of access.

## 6 SPECIAL CONDITIONS FOR TENDERS

### 6.1 Limitation and Discretionary

Prasa reserves the right to limit the appointment to not more than two clusters per contractor in the ECR.

#### 7.1.1 MLPS CORRIDOR

Area: MLPS Corridor (Cluster 8)	Tender Amounts
Queenstown and Cradock	
	Monthly Rates
Horticultural Services	
Cleaning Services	
<b>TOTAL</b>	
<b>15 %VAT</b>	
<b>TOTAL INCL VAT</b>	

#### IMPORTANT NOTE

**The tender amounts provided must include ALL COSTS for providing daily cleaning and horticultural services, the tendered amount shall further include tools and equipment, uniform, labour, chemicals and all necessary material needed to offer the services.**

**Contractor undertakes to adhere to Act No. 9 of 2019 or the latest relevant gazette: National Minimum Wage Act, 2019 AND Gazette Vol. 643 23 January 2019 No. 42182 failure to adhere to this law / gazette will result in termination and cancellation of contract.**

**NOTE:**

## **THE PROVISION OF STATION CLEANING AND HORTICULTURAL SERVICES FOR A PERIOD OF 8 MONTHS IN PORT ELEZABETH aCORRIDOR**

PRASA requires a full station cleaning service for a mix of facilities which are found at various Commuter Railway stations. These facilities are staff offices and mess rooms, staff and public ablutions facilities, commuter waiting rooms, platform areas, depots, bridges and subways, access roads and concourse areas. Clearing of grass weeds, shrubs and bushy areas including cutting and/or trimming of hedges and trees. Facilities must be at highest level of cleanliness taking into consideration of COVID 19 imperatives and must be cleaned regularly to provide better environment for the commuters.

1.1 The provision of cleaning of railway tracks between platforms in the station precinct forms a critical part of the station cleaning service and is incorporated as part of the station cleaning contracts.

1.2. 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 modernized stations that will be required maintenance and cleaning of the highest standard.

## **2. BACKGROUND INFORMATION**

### **2.1 Status quo**

2.1.1 The Region has not appointed Cleaning & Horticultural service provider through an open tender process to provide cleaning services in the specified corridor for a period of (8)months

2.1.2 There are currently insufficient capacity internally to deal with the cleaning and horticultural services for stations. No Cleaning contractors servicing the region at the moment

as the request for Quotation (RFQ) system to provide cleaning services is being sort by a way of approvals.

## 2.2 Problem Statement

2.2.1. PRASA considers stations as crucial entry points into its business environment and they provide a crucial representation of its image.

2.3.2. The impression that customers have of PRASA depends on their experience of stations and therefore cleanliness of the stations and station facilities is extremely important in this regard. PRASA customers deserve clean stations and the PRASA committed in delivering cleaner facilities to its customers.

2.3.3. Filthy stations are not only health and safety hazards, environmental unfriendly and/or inconvenience to customers but are a risk to the business of PRASA and have reputational damages to image of PRASA. Also and most importantly station users will be at a risk of being exposed to viruses including COVID-19 which is commonly found in filthy and unsanitary environment. Cleaning is therefore one of the methods to contribute to the fight against this global pandemic as an organization is to ensure stations are thoroughly cleaned every day.

## 2.3 Objectives of the Provision of the Service

2.3.1. PRASA intends through the provision of this service to achieve highest quality standard of cleanliness of the stations.

2.3.2. To ensure that stations are environmentally friendly and pleasing for commuters and customers, and that station facilities are clean and hygienic.

2.3.3. To ensure that the cleaning processes and methods complies with environmental and safety standards.

2.3.4. PRASA has a legal and statutory obligation to maintain its operating environment in a safe, environmentally sound and responsible manner. Beyond PRASA legal obligation, it is the commitment of PRASA to be a public transport mode of choice and hence PRASA is talking about “a business service of the future” in its modernization state.

## 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 stations.

3.1.2. To ensure that stations are environmentally friendly and pleasing for commuters and customers, and that station facilities 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 by the global pandemic it is imperative to ensure stations are cleaned daily to mitigate the risk of the spread of the virus that might affect anyone who is in the station environment.

## 3.2 Project benefits to PRASA

3.2.1. Clean PRASA stations and facilities

3.2.2. Facilities that are in compliant with Occupational Health and Safety Standards

## 4. SCOPE OF WORK

### 4.2. Scope of The Desired Solution

4.2 1. The scope of work shall cover daily **cleaning and horticulture services** of the entire station precinct and the facilities of the station. PRASA through tender process will invite professional cleaning companies hereinafter called “the Tenderers” to submit a tender for providing cleaning and horticulture services for the one (1) corridor stations listed in herein as the following corridors.

**Port Elizabeth Corridor comprises of Twelve (12) stations with three (3) clusters**

4.2.2. The services required shall focus but not limited to below scope of work:

- General cleaning and horticultural services
- Deep cleaning services
- Covid-19 disinfecting and decontamination of surfaces

a.) The service providers shall comply strictly with health, safety and environmental requirements for cleaning of the railway tracks and platforms at the station. PRASA will provide training on methodology of cleaning tracks to the successful bidder. The tracks and platforms shall only be cleaned during the off-peak period during weekdays, though this will not apply to weekends and public holidays.

b.) The service providers shall ensure full compliance with all applicable Statutory Regulations of the industry. The legislative requirements to be complied with but not limited to the below:

- i. The Basic Conditions of Employment Act 1997 ( Act no 75 of 1993)
- ii. The Labour Relations Act, 1995 (Act no 66 of 1995)
- iii. The Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- iv. The National Environmental Management Act (Act no 107 of 1998)
- v. National Railway Safety Regulator Act (16/2002)
- vi. Bargaining Council for cleaning industry

c.) The service provider may employ the innovation and best cleaning methods which will ensure the highest level of cleanliness of Station facilities.

4.2.3. The service provider shall clean the facilities in line with detailed specification of the work and description of service, frequency and Daily Cleaning Procedure

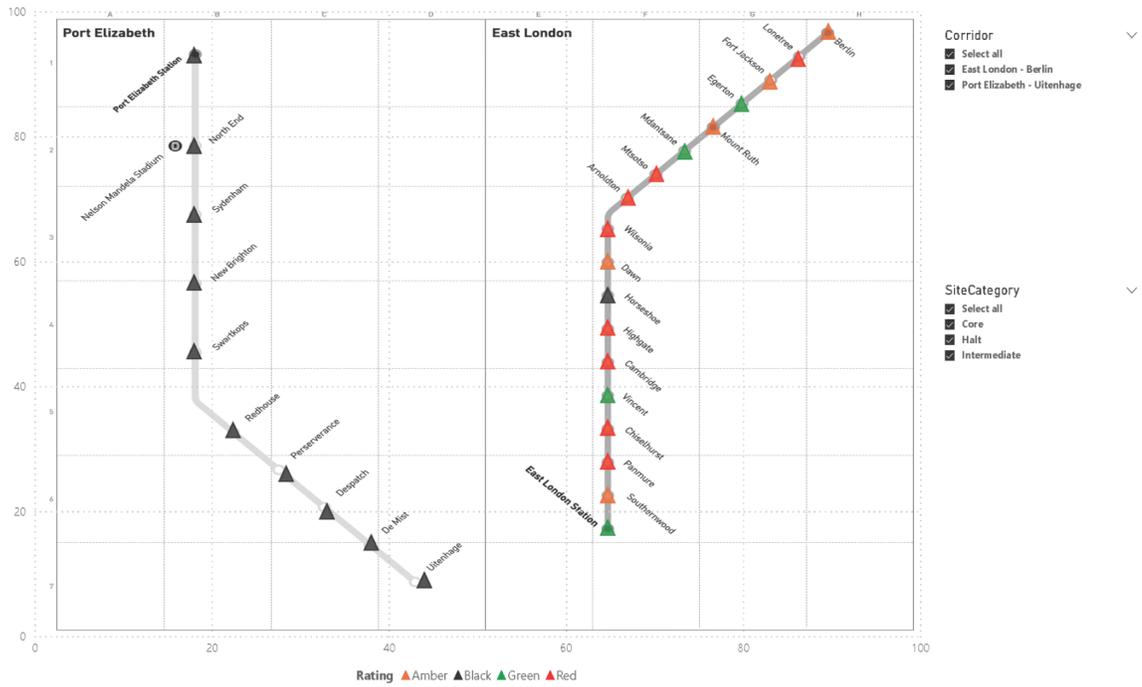
4.2.4. The service provider shall ensure periodically deep cleaning service is done to enhance the level of cleanliness at the station

4.2.5 The Service provider shall ensure that the washing of carpets and furniture with upholstery is provided on an as and when required basis.

#### 4.3. The Station Clustering

4.3.1. This corridor is clustered according to the portion of the Regional Rail network as illustrated in the diagram below.

Services will be clustered according to three corridors i.e. East London, Gqeberha and MLPS corridors.



4.2.2. The contract will cover the cleaning and horticulture services of various facilities within the station precinct.

**Port Elizabeth Corridor**

Station name	Platform m <sup>2</sup>	Track Rails m <sup>2</sup>	Public Toilets m <sup>2</sup>	Ticket Office m <sup>2</sup>	Waiting Areas m <sup>2</sup>	Staff Offices m <sup>2</sup>	Parking area m <sup>2</sup>	Access control m <sup>2</sup>	Entrances and Walkways m <sup>2</sup>
Port Elizabeth	12000	9000	60	160	0	300	6000	10	15
Northend	12000	9000	60	160	0	300	6000	10	15
Northend coach yard	6000	3000	40	40	30	30	1500	20	30
Sydenham	0		20	0	0	30	0	0	0
Swartkops	6000	3000	40	40	20	80	0	20	30
Redhouse	12000	6000	40	80	20	20	1000	10	15
Perseverance	6000	3000	40	30	20	20	0	20	30
Despatch	6000	3000	40	30	20	20	0	0	0

Demist	6000	3000	40	30	20	20	0	10	15
Uitenhage	3000	1500	40	30	20	20	0	10	15
<b>TOTAL</b>	<b>69000</b>	<b>40500</b>	<b>420</b>	<b>600</b>	<b>150</b>	<b>840</b>	<b>14500</b>	<b>110</b>	<b>165</b>

Station name	Platform	Track Rails	Public Toilets	Ticket Office	Waiting Areas	Staff Offices	Parking area	Access control	Concourse	Entrances and Walkways
Port Elizabeth	4	6	3	2	0	10	2	1	1	1
Northend	2	2	2	1	3	1	1	2	0	2
Northend coach yard	0	8	2	0	0	1	0	0	0	1
Sydenham	2	2	2	1	2	1	0	2	0	2
Swartkops	4	4	2	2	2	2	1	1	0	1
New Brighton	3	6	2	1	2	1	0	2	0	2
Redhouse	2	2	2	1	2	1	0	2	0	2
Perseverance	2	2	2	2	2	2	0	0	0	0
Despatch	2	2	2	1	2	1	0	1	0	1
Demist	1	1	2	1	2	1	0	1	0	1
Uitenhage	3	3	2	1	1	1	2	1	1	1
<b>TOTAL</b>	<b>25</b>	<b>38</b>	<b>23</b>	<b>13</b>	<b>18</b>	<b>22</b>	<b>6</b>	<b>13</b>	<b>2</b>	<b>14</b>

**Table 3: The number of Service Provider staff required per shift –Port Elizabeth Corridor (Cluster 6)**

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays	Sundays & Public Holidays
				Shift 1 07h00-16h010	07h00-12h30
5	Port Elizabeth (Horticulture Only)	Core	0	0	0
	North End (Horticulture Only)	Small	0	0	0
	North End yard (Horticulture Only)	Small	0	0	0
	Supervisor (Working)		0	0	0
<b>Cluster 5 Total</b>					

**Table 4: The number of Service Provider staff required per shift – Port Elizabeth a Corridor (Cluster 6)**

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays	Sundays & Public Holidays
				Shift 1	
				07h00-16h00	07h00-12h30
6	Sydenham	Small	2	2	
	Swartkops	Small	2	2	
	New Brighton	Intermediate	2	2	
	Mariska Student Accommodation (Cleaning Only)	N/A	3	3	2
	Supervisor (Working)		1	1	
	<b>Cluster 5 Total</b>		<b>10</b>	<b>10</b>	

**Table 5: The number of Service Provider staff required per shift – Port Elizabeth Corridor (Cluster 7)**

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays	Sundays & Public Holidays
				Shift 1	
				07h00-16h00	07h00-12h30
7	Redhouse	Small	2	2	
	Perseverance	Small	1	1	
	De Mist	Intermediate	2	2	
	Despatch	Small	2	2	
	Uitenhage (Horticulture only)	Intermediate	0	0	
	Supervisor (Working)		1	1	
	<b>Cluster 5 Total</b>		<b>8</b>	<b>8</b>	

**NB: Disclaimer**

Bidders should note that not all stations are currently operational, the appointed bidder will therefore clean stations that are operational and will invoice and be paid only for work done. As and when stations operate ongoing, the appointed service provider will be expected to clean the operating station as and when they open and operate. Also, bidders may be required to do a mop up operation/s in a selected station/s (i.e. capacitate a station for cleaning and horticultural services as a special project) as directed by operations.

## **5. SPECIFICATION OF THE WORK, PRODUCTS OR SERVICES REQUIRED**

### 5.1 Description of service and frequency

5.1.1. The specification provides for the provision of the following services and service frequency as a minimum contract requirement.

	<i>Dusting</i>	Dust all areas needed to be dusted (up to 2m)	Alternate days( <b>Preferably Mon, Wed, Fri</b> )
		High dusting (above 2m)	Weekly
	<i>Waste Collection and Disposal</i>	Empty and clean all waste baskets, receptacles	Continuously
Remove all waste to a specified and designated area		Continuously	
<b>Public</b>	<i>Whole of Ablution</i>	Empty and clean all waste receptacles	Continuously
<b>Ablution Facilities</b>	<i>block</i>	Clean and sanitize all toilet bowls, basins and urinals	Continuously
		Clean all mirrors	Daily
		Damp mop with disinfectant	Daily
		Spot clean walls, doors and partitions	Daily
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily
<b>Platforms &amp; Railway tracks</b>	<i>Platform areas</i>	Sweep platforms	daily
		Remove papers and other foreign objects	Continuously
		Sweep the railway tracks.	Every three months
	<i>Railway tracks. Note: Commuters work under protection on tracks and only during the off-peak)</i>	Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms	daily
	<i>Grass and weeds</i>	Remove Grass and Weed	Weekly
<b>Station Concourse Area</b> (Including Walls, Ceilings and Paintwork – all around the station)	<i>Glass and Metal Work</i>	Spot clean glass doors	As necessary
		Clean and polish all bright metal fittings	Weekly
	<i>Windows</i>	Clean wash windows	Weekly
	<i>Surfaces</i>	Spot clean all low surfaces (finger marks, etc.)	Daily
	<i>Walls and doors</i>	Glass walls, doors and light switches	Daily
	<i>Waiting benches</i>	Clean benches	Daily
	<i>Air vents</i>	dust and wipe air vents once every two months	Every second Month
<b>Station Entrances, Walkways and Corridors</b>	<i>All areas around entrances, walkways and corridors (Including subways and bridges)</i>	Sweep clean building surrounds.	continuous
		Dust/wipe clean walls.	Weekly
		Wipe clean signs and Lettering.	Daily
		Walk-off matting vacuumed and/or clean	Daily
		Corridors to be swept and auto scrubbed/damp mobbed as required	Daily
		Access areas and concourses to be scrubbed.	Daily

<b>Facility</b>	<b>Areas</b>	<b>Description of Service</b>	<b>Frequency</b>	
<b>Staff Offices and Messrooms</b>	<i>Floors, Carpets and Walk-off mats</i>	Sweep with dust mop sweepers	Daily	
		Damp mop	Daily	
		Scrub with machine and polish	Monthly	
		Vacuum all carpeted floors	Daily	
		Vacuum walk-off mats	Daily	
		Shampoo	Every three months	
		Spot cleaning	When requested and as required	
		Clean seats, scrub/vacuum	Monthly	
	<i>Staff Toilets &amp; Basins</i>	Empty and clean all waste receptacles	Continuously	
		Clean and sanitize all toilet bowls, basins and urinals	Continuously	
		Clean all mirrors	Daily	
		Damp mop with disinfectant	Daily	
		Spot clean walls, doors and partitions	Daily	
		Basins – wet wipe with hard surface cleaner	Daily	
		Basins – remove mineral deposits	Daily	
	<i>Kitchen, Boardrooms, Furniture and Lounges</i>	Wash dishes, dry and pack away	Continuously	
		Empty and clean all waste receptacles	Continuously	
		Clean floors, counters	Continuously	
		Polish all wooden furniture	Daily	
	<i>Walls, Ceilings, and Paintwork.</i>	Spot clean all low surfaces (finger marks, etc.)	Daily	
		Glass walls, doors and light switches	Daily	
	<i>Windows and Blinds</i>	Clean wash windows	Weekly	
		Blinds – remove dust and Damp wipe	Daily	
			Air vents: dust and wipe air vents once every two months	Every second Month
			Remove Grass and Weed	Weekly
<b>Lifts and Escalators (where applicable)</b>	<i>All areas around the lifts</i>	Wipe Clean landings, removing all dirt butts, etc. from joints and crevices.	Daily	
		Wipe clean handrails.	Daily	
		Wax - polish handrails.	Monthly	
		Spot clean deck panels.	Continuously	

		All cut grass shall be removed from the PRASA site by the service provider. Cut grass shall be removed from the PRASA sites within two (2) days. Cut grass must NOT BE BURNED in any PRASA sites. The cutting of grass will be measured and paid for based on the total size of the area cut.	
		Thoroughly clean side panels.	Daily
		Machine clean the treads.	Monthly
<b>Waste Collection Facility</b>	<i>Refuse Room and Collection Area</i>	Sort the waste and isolate recyclable waste from disposal waste	Daily
		Coordinate the processes of collection of waste (disposal and recyclable)	Daily and As required
		Wash refuse containers	As required
		Wash floors with chemicals.	Daily
		Disinfect all areas with recommended insecticide.	Weekly
<b>Storm-water Drainage and Channels</b>	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.	Weekly
<b>Parking Area and Common External Areas of the facility</b>	<i>All common areas and parking</i>	Sweep surfaces	Daily
		Remove Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.	Daily
		Remove Grass and Weeds	As required
<b>Horticulture</b>	External Areas of the facility/yard	<b><u>To cut and remove grass and low growing vegetation</u></b> The whole entire PRASA site shall be cleared of all litter and undesirable objects. All material resulting from the clearing process shall be disposed of at approved municipal dumping sites. The service provider shall obtain written approval from the local authorities on who's the dumping sites are situated. The grass and growing vegetation shall be cut and removed from the PRASA sites to the satisfaction of the PRASA representative. The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater).	

**Others**

26. **Basins** – wet wipe with hard surface cleaner daily, remove mineral deposits monthly, fill liquid soap holders and paper hand towel dispensers when needed.
27. **Blinds** – vertical: remove dust monthly. Horizontal: damp wipe monthly.
28. **Carpets** – vacuum – high traffic, daily and low traffic, daily. Remove spots and stains as necessary. Interim clean as required. Restorative clean as required.

29. **Ceilings** – dust and wipe air vents once every two months.
30. **Chairs** – cloth: vacuum, daily, spot clean as necessary and shampoo as required. Vinyl and leather – dust, daily and damp wipe fortnightly.
31. **Desks** – natural, unsealed woods – dust daily. Sealed wood – polish weekly. Scaled wood/glass/formica – dust or damp wipe daily and polish weekly.
32. **Doors** – remove finger-marks on glass and push plates daily, dust or damp wipe monthly and damp wipe door handles weekly.
33. **Electrical Equipment** – dust daily, damp wipe weekly. Wet wipe and rinse inside surfaces of microwaves weekly or as necessary.
34. **Mirrors** – in washrooms – wet wipe and dry daily or as necessary. Ornamental – use glass cleaner weekly.
35. **Ovens/Stoves** – wet wipe hot plates with hard surface cleaner daily or as necessary. Use caustic aerosol spray on emancipated oven surfaces monthly.
36. **Radiators / Aircon** – dust and damp wipe weekly.
37. **Refrigerators** – damp wipe top daily, damp wipe doors and sides daily.
38. **Rubbish Bins** – empty and damp wipe daily and remove stains and disinfect weekly, or as necessary.
39. **Shelves** – dust those that are empty weekly and damp wipe when shelves are cleared as required.
40. **Sinks** – wet wipe as necessary daily
41. **Skirting** – Wet wipe with hard surface cleaner weekly and remove stains and/or marks when necessary.
42. **Tables** – in canteens wet wipe daily, other areas as for desks.
43. **Taps** – wet wipe with hard surface cleaner daily and remove mineral deposits monthly.
44. **Telephones** – dust and damp wipe with disinfectant weekly.
45. **Floors: Resilient** (vinyl, PVC, linoleum, sealed wood, etc.)
  - a. **High Traffic** – remove dust with mop – or disposable cloth sweeper three times weekly. Damp mop for soilage as necessary. Spray clean or burnish using a mechanized system three times weekly. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
  - b. **Low Traffic** – remove dust with mop or disposable cloth sweeper daily. Damp mop for soilage as necessary. Spray clean or burnish using mechanised system weekly. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
46. **Toilet** – ensures usability (report faults to ticket office) and replenishes consumables (toilet paper) daily. Remove spoilage from bowl and under flush rim with hard surface cleaner and a brush daily, and as necessary. Remove mineral deposits monthly. Wet wash seat and lid, cistern and pipes etc daily, and as necessary. Disinfect all components daily. Wet wipe doors and walls twice weekly or as necessary.
47. **Urinals** – remove litter as necessary. Wet wipe with hard surface cleaner or disinfectant daily. Wet wipe and dry wipe flushing mechanisms daily. Mop step and/or floor at urinal with disinfectant as necessary. Remove mineral deposits from gullies and drains monthly.
48. **Walls/Window sills** – Spot clean as necessary. Wet wipe and dry washable surfaces twice annually.
49. **Small business market** – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) two times a week.
50. **Paving areas/tar areas/walk ways** - – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) As and when required

## 5.1.2 Typical Daily Cleaning Procedures

Step 1	Step 2
<b>Lobby and entrances</b>	<b>Offices and Boardrooms</b>
<ul style="list-style-type: none"> <li>• Remove all trash debris, cordoning off any areas that may need extensive attention</li> <li>• Mop flooring/tiled areas using water mixed with cleaning detergent</li> <li>• Spot clean wall, doors and frames using all purpose cleaner and use degreaser for heavily soiled areas</li> <li>• Use spot remover to spot clean carpeted areas to remove stains and spillages that may occur</li> <li>• Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints</li> <li>• Complete thorough cleaning of wiping notice boards and picture frames</li> <li>• Remove all walk off mats and thoroughly vacuum them as well as around and underneath</li> <li>• 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</li> <li>• Ensure caution/wet signs left in the place are removed</li> <li>• Make sure all areas are completely dry and safe before removing the signs</li> <li>• All cleaning tools must be cleaned thoroughly and return them to the proper storage</li> </ul>	<ul style="list-style-type: none"> <li>• Visually check the areas offices/boardrooms/meeting rooms for any type of debris, dirt or paper</li> <li>• Sweep debris/dirt into a dust pan</li> <li>• Pick up papers and dispose them into the trash bin</li> <li>• Empty trash cans and must be cleaned and disinfected before replacing garbage bags</li> <li>• mop any dirt or debris on all tiled or hard surfaces that can't be removed by hand</li> <li>• Vacuum all carpeted flooring, starting with mats, runners if any.</li> <li>• Using a vacuum is great way to efficiently clean up around offices/cubicles and boardrooms</li> <li>• Dust all surfaces including desk, filing cabinet, tables, chairs, walls and shelves.</li> <li>• Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints</li> <li>• Wipe down all blinds using water mixed with detergent</li> <li>• Spots or stains on the carpets, floor, walls, furniture must be wiped off using water mixed with cleaning detergent.</li> <li>• Wipe desks, telephones, computer keyboards thoroughly using a disinfected spray that has been sprayed on the microfiber cloth or disinfected wipe.</li> <li>• Thoroughly wash and rinse cleaning tools until completely clean, hang up and dry them. Remove all wet floor caution signs and properly store them in storage.</li> </ul>
Step 3	Step 4
<b>Staff Rest Rooms</b> <ul style="list-style-type: none"> <li>• Pick up any debris/dirt on the floor, around the sink or toilet urinal areas.</li> <li>• Remove the trash can and clean and disinfect the trash can before place a new bag.</li> </ul>	<b>Staff Rest Rooms</b> <ul style="list-style-type: none"> <li>• Pick up any debris/dirt on the floor, around the sink or toilet urinal areas.</li> <li>• Remove the trash can and clean and disinfect the trash can before place a new bag.</li> </ul>

<ul style="list-style-type: none"> <li>• Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant.</li> <li>• Clean all toilet seats.</li> <li>• Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers.</li> <li>• Clean all mirrors with glass cleaner to remove any fingerprints or marks.</li> <li>• Wash the sink and taps with disinfectant and wipe with microfiber cloth.</li> <li>• NB: sweep and mop the floor using bathroom items only.</li> <li>• Replace all urinal block if necessary.</li> <li>• Remove all trash bags and dispose safely in the identified area.</li> <li>• Do not remove the caution /restroom close signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant.</li> <li>• Clean all toilet seats and bowls and disinfect them.</li> <li>• Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers.</li> <li>• Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria.</li> <li>• Clean all mirrors with glass cleaner to remove any fingerprints or marks.</li> <li>• Wash the sink and taps with disinfectant and wipe with microfiber cloth.</li> <li>• NB: sweep and mop the floor using bathroom items only.</li> <li>• Replace all urinal block if necessary.</li> <li>• Remove all trash bags and dispose safely in the identified area.</li> <li>• Do not remove the caution /restroom close signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>
<b>Step 5</b>	<b>Step 6</b>
<p><b>Access Control Points</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• A routine application of disinfectant to all frequently touched areas such as handrails, access gates etc. All glazing in the public areas to be cleaned daily using detergent and clean cloths.</li> <li>• Used ticket lying on the floor at these areas must always be picked up and disposed to an identified area by Metrorail.</li> </ul>	<p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• There should be a continual use of dust mop sweepers all day to remove dust from the floor</li> <li>• All walls surfaces shall be free of dirt and spillages at all times.</li> <li>• All glazing in the public areas to be cleaned daily detergent and clean cloths.</li> </ul>
<ul style="list-style-type: none"> <li>• All surfaces must be cleaned and wiped with water mixed with water and disinfectant to remove dirt and spillages at all times.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No</b> plastic/refuse bags to be kept on the concourses.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>
<b>Step 7</b>	<b>Step 8</b>

<p><b>Waiting Areas/Rooms</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• There should be a continual use of dust mop sweepers all day to remove dust from the floor</li> <li>• All walls surfaces shall be free of dirt and spillages at all times.</li> <li>• Waiting chairs must be wiped and cleaned with water mixed detergent and disinfected</li> <li>• All glazing in the public areas to be cleaned daily using natural soap/detergent and clean cloths.</li> <li>• <b>No</b> plastic/refuse bags to be kept on the Access areas and concourses.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<p><b>Subway and Bridges</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, paper and foreign objects</li> <li>• Sweep bridges and subways with hard industrial brooms</li> <li>• All visible weeds on the bridges must be removed</li> <li>• Litter must be disposed in a designated area</li> <li>• Subways and bridges are high traffic areas they must be scrubbed and cleaned with water mixed with cleaning detergent and disinfectant during off peak hours or at night when there is less or no movement at the station.</li> </ul>
<b>Step 8</b>	<b>Step 9</b>
<p><b>Platforms</b></p>	<p><b>Rail Tracks</b></p>
<ul style="list-style-type: none"> <li>• Pick up all visible litter, paper and foreign objects</li> <li>• Sweep platforms with hard industrial broom</li> <li>• All visible weeds on the platform must be removed</li> <li>• Litter must be placed in a designated area</li> <li>• Platforms must be scrubbed and cleaned with water during off peak hours or at night when there is less or no movement at the station</li> </ul>	<ul style="list-style-type: none"> <li>• Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms</li> <li>• <b>Note: Employees work under protection on tracks and only during the off-peak and shall exercise extreme safety measures) and employees who have trained for white flagmen who are allowed to clean rail tracks.</b></li> </ul>
<b>Step 10</b>	<b>Step 11</b>
<p><b>Change Rooms</b></p> <ul style="list-style-type: none"> <li>• Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria</li> <li>• Windows must be cleaned with window cleaner and wiped with clean cloth</li> <li>• Window sills &amp; frames excess dust must be removed with damp cloth until completely removed.</li> <li>• Mirrors cleaned with damp cloth and wiped with a dry cloth</li> <li>• Glass shower doors and handles a routine application of disinfectant to all frequently touched areas such as handrails</li> <li>• Lockers must be dusted and wiped with water mixed detergent and disinfectant</li> <li>• Shower mats must be removed and washed with scrubbing brush</li> <li>• Floors must be scrubbed with scrubbing brush afterwards floor must be moped with water mixed disinfected</li> </ul>	<p><b>Mess rooms</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter and paper and throw it in the trash bin</li> <li>• Sweep and mop floor with water mixed with a cleaning detergent and disinfectant</li> <li>• Wipe tables and chairs with clean water mixed with cleaning detergent and disinfectant</li> <li>• a routine application of disinfectant to all frequently touched areas such as door handles, light switches</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>

Step 12	Step 13
<p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• Remove and pick up visible litter and papers</li> <li>• Sweep under the parking bays and remove litter</li> <li>• Dispose Litter at a designated area</li> <li>• Empty dust bins when they are full</li> <li>• Remove weeds on all paved areas</li> <li>• The chemical to kill the weeds must be used, to permanently kill the weeds.</li> </ul>	<p><b>Grass Cutting</b></p> <ul style="list-style-type: none"> <li>• The entire PRASA site shall be cleared of all litter and undesirable objects.</li> <li>• All material resulting from the clearing process shall be disposed of at approved municipal dumping sites.</li> <li>• The contractor shall obtain written approval from the local authorities on who's the dumping sites are situated.</li> <li>• The grass and low growing vegetation shall be cut and removed from the</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Footpaths into the station must be kept clean</li> <li>Visible dirt on storm water channels must be cleaned and cleared of dirt</li> </ul>	<ul style="list-style-type: none"> <li>• PRASA sites to the satisfaction of the PRASA representative.</li> <li>• The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater).</li> <li>• All cut grass shall be removed from the PRASA site by the contractor. Cut grass shall be removed from the PRASA sites within two (2) days.</li> <li>• Cut grass must NOT BE BURNED in any PRASA sites</li> <li>• The cutting of grass will be measured and paid for based on the total size of the area cut.</li> </ul>

## 5.2 Daily Expectations

### General

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

- No graffiti on all tiled surfaces and tiled walls *at all times*.
- All areas are free of litter and weed growth (especially the platform area) *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*

### **Offices/Boardrooms**

**Expectations: Offices are at an acceptable level of cleanliness when the following conditions apply DAILY.**

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Furniture is free of dirt/dust
- All carpets are free of dirt/dust, debris and stains.
- Sinks are free of all dirt/dust, debris and marks.
- All glass and mirrors are free of dirt/dust, and stains.
- Windows coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.

### **Entrances**

**Expectations: Entrances are at an acceptable level of cleanliness when the following conditions apply DAILY.**

- Garbage containers are free of dirt/dust, debris and marks.
- Floors and steps are free of dirt/dust, debris or stains. Floor finishes shine. Floors free water or any spillage.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.
- Walls, doors, shelving, lockers and electrical switch plates are free of dirt/dust, debris and marks.
- Carpets are free of dirt/dust and stains.
- All entrances are free of broken glasses.

### **Corridors/Passages**

**Expectations: Corridors are at an acceptable level of cleanliness when the following conditions apply DAILY.**

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Carpets are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.

### **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.

### Showers and change rooms

**Expectations:** Wash rooms, change rooms and showers are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine
- Hand soap, feminine hygiene and paper dispensers are free of dirt/dust, debris and marks and filled with appropriate hand soap and paper product.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and □ marks.
- Lockers are free dirt/dust, build ups and marks
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.
- Hand basis, partitions, piping, toilets, urinals, floor drains, are free of dirt/dust, debris, marks and stains and sanitized daily.
- Washrooms are spot-checked for cleanliness and vandalism as well as re-stocked as needed. Corrections made as needed after each and every hour.

### Station platforms and rail track areas

**Expectations:** platform and rail tracks are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Platform surfaces to be swept and scrub and are free of dirt.
- Scrubbing of platforms to be carried off peak, unless otherwise instructed *in writing* by the Station Manager.
- Using of hose pipes are not allowed, service provider is to familiarize himself/herself with new water restrictions and consultant with the Facilities Department on this decision. The hosing can only be done with consultation and agreement with the Facilities Department for that particular instance.
- All platforms within the station precinct must be free of dirt, litter grass and weeds at all times.
- The cleaning of tracks must be done during the off-peak and *under strict safe operating condition*.  
This work can ***ONLY be done under PROTECTION*** by Flagmen or Flagwomen.
- All tracks within the station precinct must be free of dirt, litter or any spillages.
- All tracks must blown with a power blower regularly and the litter picked up immediately and put into refuse bags.
- No plastic bags to be stored on the platform or the rail track. These will only be stored in a place to be agreed upon between the service provider and the Facilities Department.
- All areas shall be free of grass and weed.

### **Subways, stairs and all access ways**

**Expectations:** Subways, stairs and access ways are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Floors to be scrubbed using a strong surface cleaner.
- Walls to be scrubbed down and are free of dirt.
- Stairs and floors to be swept regularly and as per arrangement and approval are hosed as and when required.
- Storm water channels are not blocked and are free of foreign objects
- Foot path (access to the station) to be kept clean *at all times*.
- Subways must be free of dirt and litter *at all times*.
- No plastic bags to be stored in the subways.

### **Parking Areas**

**Expectations:** Parking areas must at all times be kept free of:

- Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.
- All areas shall be free of grass and weed.

### **Small Business Market**

**Requirements:** Areas will be maintained as required

- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
- Floors must be swept & mopped daily
- Floors must be thoroughly scrubbed at night.
- The entire area must be free of dirt, litter or any spillages
- Paved area must be thoroughly washed/scrubbed during off peak every second day
- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas

## 5.3 CLEANING MATERIAL, CONSUMABLES, TOOLS AND EQUIPMENT

**NB:** 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 Contractor can use any equipment, tools and material which will assure the highest level of cleanliness of the station and all facilities.

- 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).
- PRASA would like to ensure that cleaning standards are not lowered in the execution of the contract to be signed for the provision of the services mentioned herein. Therefore, a start-up list of approved chemicals has been developed for bidders to use in the preparing of their bid.
- PRASA reserves the right to change or replace any of the below listed chemicals with equivalent specification chemicals.
- The successful bidder is encouraged to offer PRASA continuous improvement efforts which are aimed at enhancing cleaning efficiency and cleaning standards at the best price at all times.
- All chemicals must be SABS and/or SANS approved and must not be harmful to the environment

Table 4

NO	DESCRIPTION
	<b>Approved list of chemicals to be used</b>
1	Sanitary all-purpose cleaner with pleasant odour that prevents limescale build up leaving a shiny streak free gloss, not corrosive, kind to skin (suitable for all washable stainless steel, plastic, porcelain, ceramic, enamel, glass) 20lt
2	Biological double action cleaner/deodorizer for the cleaning and odour control in sanitary areas, toilets, urinals and odour control in carpets, per 20 lt
3	Viscous acidic toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and bactericide that removes dirt and limescale after a short period (must be free of hydrochloric acid) per 20 lt
4	Hard wear resistant polymer based self-shining dispersion that form a hard wearing, slip resistant protective film with a high gloss for high speed and ultra-speed polishing per 20lt
5	Window cleaner per 20lt
6	Powerful Alkaline cleaning agent for the machine cleaning of floor coverings, low foaming, not perfumed, removes soiling per 20 lt
7	Clear Liquid hand soap per 20lt
8	stainless steel polish read to use cleaner and polish
9	Furniture polish (no oil furniture polish)
10	Spray emulsion containing wax, to remove water solvent soluble solution and scuff marks which forms a protective film which can be polished per 20 lt (Mondo floor cleaner where applicable)
11	Powder for carpets per 20 lt
12	Jeyes Fluid per 25lt
13	Gum removing soluble agent in aerosol cans
14	Ready use abrasive liquid cleaner non scratching or corrosive per 20lt
15	Concentrated tile cleaner for porcelain, tiled areas and all washable surface, based on non-ionic and anionic surfaces. per 20lt
16	60% alcohol based hard surfaces disinfect (rate only)
17	60% alcohol-based floor cleaner (rate only)

Table 5

<b>Consumables/Materials to be used for Cleaning</b>		
	<b>DESCRIPTION</b>	<b>UNIT OF MEASUREMENT</b>
1	Clear Hand soaps	<b>HAND BAC SABS1828</b>
2	Paper Bale -	500 Sheet per Roll as per SABS or SANS Regulations. Sheet Size: 100mm x 110mm 19gsm Paper. Single ply Toilet paper
3	Refuse Bags:	Flat packed made from 90% of recycled and re-processed polythene material. Micron: 22 Dimensions: 750 (L) x 950 (W) mm
4	300m Maslin Cloth	<b>NYLON ROLL - 400m x 24cm x 50cm perforation (ANY COLOUR)</b>
5	Various:	General purpose cloth Weight: 370 g/sqm Composition: 81% Polyester 19% Polyamide Window cleaning cloth Weight: 400 g/sqm Composition: Made of 78% polyester 22% polyamide  Textured cleaning cloth Weight: 350 g/sm Composition: Made of 76% polyester 24% polyamide  Dusting cloth Weight: 280 g/sqm Composition: Made of 79% polyester 21% polyamide
6	Protective Sleeves	
7	Gloves	Strong more durable – <b>GREEN NITRILE GLOVES SIZE FIT ONE FIT ALL</b> Household - <b>YELLOW HOUSEHOLD GLOVES – SIZE FIT ONE FIT ALL</b>
	Vacuum Bags	
8	Industrial/heavy duty (dependent on no. of areas requiring the use thereof)	<b>JRPOS (QAC) – WASHROOM CLEANER</b>
9	Dust Mask	<b>DUST MASKS FFP1</b>
10	Urinal Mats	<b>ANTI SPATTING URINALS MATS PREVENT URINE SPATTER</b>

### 5.3.2. CLEANING MACHINERY AND EQUIPMENT

- All the machinery being provided on the contract must still be within its serviceable life.
- The successful bidder will be responsible for the service and maintenance costs of all machinery on the contract.

- The successful bidder must ensure that all staff operators of machinery have received the proper training for the usage of the machinery prior to the commencement of the contract.
- Service Level Agreement pertaining to the provision and use of the machinery on the contract can be found under Section
- The successful bidder is to submit a Machinery and Equipment deployment schedule which will clearly show the number of items and the areas in which they will be deployed on a daily basis. PRASA reserves the right to make changes to the equipment deployment in accordance with a change in requirements or operations.
- Please consider the following when obtaining machinery to be used in the provision of the services herein: a. Carpet machines must, as a minimum dryness of 80% – in the event of spillage / flooding
- High pressure machine up to 150 bar for outside / walkway areas – to be available on site at all times.
- Carpet extractor machines for cleaning of large areas
- All machinery being provided on the contract must still be within its serviceable life and used in accordance with the Service Levels for the duration of contract.
- In the event that any machinery breaks down, the said machinery shall be replaced on time with a temporary alternative machinery.
- Contractor should include service maintenance and consumables costs of the machinery for the duration of the contract as no additional charges will be accepted.

**Table 6**

NO	DESCRIPTION
	<b>General Cleaning Machinery</b>
1	Ride on Auto Scrubbers
2	Upright Industrial Vacuum Cleaners
2	Wet & Dry Vacuum Cleaners (90lt)
6	High Pressure Cleaner
7	Carpet extractor (used in accordance with carpet cleaning frequencies and requirements) – using powder / wet extraction method
8	Push Sweepers
9	Washing Machine - Washing of Microfibre Sleeves
10	High pressured steam cleaner for cleaning grime build up on tile grout
11	Escalator cleaning machine
12	Travelator cleaning machine
13	Carpet cleaning Machine
14	Blowers
15	Carpet extractor machines – dual use / powder or wet extraction method
16	Heavy duty Custom vacuum for tracks

**Note: All the equipment being provided on the contract must still be within its serviceable life.**

Table 7

NO	DESCRIPTION
	<b>General Cleaning Equipment</b>
1	Colour-coded split buckets on wheels with wringer
2	Microfibre Mops
3	Maslin Tools
4	Aluminium long handle jumbo mops (long hair)
5	Toilet kit (portable) <i>public areas/high traffic</i>
6	Janitorial Trolleys (twin bucket)
7	30m x 2mm Extension cords
8	Long Handle Dust Pans including whisk brooms
9	Big outdoor brooms hard and soft bristles
10	Window Squeegees with telepoles
11	Big Rectangular Buckets for Window Squeegees
12	Metal Scrapers
13	Toilet Brushes
14	Scrubbing Brushes & Scourers
15	Wet Floor Signs
16	Long Feather Dusters
17	Short Feather Dusters
18	Spray Bottles 750ml

## 5.6 Personal Protective Clothing (PPE)

## 5.7 Contract Records and Documentation

### 5.7.1 Health and Safety File

- The contractor shall keep on site a SHE 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) tool box talks, Inspection sheets, risk assessment etc. (Table of checklist below)
- Prasa Cres operates stations within a strict railway operating environment with high commuter flow, particularly during operating peak periods. Safety of commuters is therefore a non-negotiable requirement safety should be strictly complied with
- The Contractor shall submit a SHE file according to the attached safety checklist.
- **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"> <li>• Only employees who will be working in Metrorail premises under the project.</li> <li>• ID Copies to be provided. (persons without SA Citizenship to provide a valid work permit)</li> <li>• Next of kins information to be provided (name, contact, address, etc.)</li> </ul>		
4	Organization Structure	<ul style="list-style-type: none"> <li>• Organization structure to be in line with the specific project. ( Cleaning of facilities/Buildings)</li> <li>• To start with the CEO/MD and followed by workers</li> </ul>		
5	SHE Policy	<i>To be signed by company most senior manager.</i>		
6	SHE Plan	<ul style="list-style-type: none"> <li>• SHE Plan to be in line with PRASA SHE specifications and relevant to the scope of work.</li> <li>• To be acknowledged by PRASA project team leader.</li> </ul>		
7	Risk Assessments	<ul style="list-style-type: none"> <li>• Department to provide a baseline risk assessment for the project to the contractor as per CR 2014.</li> <li>• Contractor to provide a detailed risk assessment based on scope of work. (activity based)</li> </ul> <p><b>Note: prior to commencement of the work, PRASA Project team leader together with the contractor must conduct a start-up risk assessment taking into consideration the risk identified on the baseline and on the contractor risk assessment</b></p>		

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
8	Tool Registers	<i>The list of all tool and equipment 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	<i>Valid proof of medical fitness to be on file Only Medical results issued and stamped by Occupational Health Doctor/Practitioner/Clinic will be accepted.</i>		

11	Appointments	All Appointment letters to be in line with OHSAct and applicable regulations. Each appointment to be accompanied by proof of competency		
12	Tool inspections	Inspection template of all tools to be on file. The inspections template must be linked to the tool list provided.		
13	PPE Matrix	A document indicating the contractor's positions and the applicable PPE to each position as per risk assessment outcome.		
14	PPE Records	Proof that employee was issued with the necessary PPE.		
15	Training Records	All other training records applicable to the scope.		
16	Method Statement	A detailed description of how work will be performed.		
17	Safe Working Procedures	Working instructions.		
18	Tool box Talks	Proof that the system exists. Contractor to maintain this system throughout his duration of contract.		
19	Equipment Maintenance (Calibrations, Safe Working load certificates etc)	To be on file		
20	Chemicals substances list	All chemicals that will be used by the contractor to be documented and filed included on file		
21	MSDS	As per chemical list		
23	Proof of training on MSDS	All employees using the chemical to be trained. Copies of the MSDS to be where employees are using the chemical.		
24	Declaration of Subcontractors	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.		

**To be confirmed by SHE Coordinator of the department**

All requirements are on file	Yes		No	
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Department	Name	Surname	Date signed	Signature

If **no**, please make comments:


Date file submitted :

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Please submit the file to risk department for approval

**Comments by Risk department - Compliance/ SHE:**


Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Date file was approved:

File to be handed over to the Risk manager: Risk manager to sign the certificate of access.


## PRICING

Prasa reserves the right to limit the appointment to not more than two (2) clusters per contractor with in ECR.

### PORT ELIZABETH CORRIDOR

Area: Port Elizabeth Corridor (Cluster 5) Gqeberha, North End, North End Yard (Horticulture only)	Tender Amounts
	<b>Monthly Rates</b>
Horticultural Services	
<b>TOTAL</b>	
<b>15 %VAT</b>	
<b>TOTAL INCL VAT</b>	

Area: Port Elizabeth Corridor (Cluster 6) Sydenham, New Brighton, Swaartkops and Mariska student accommodation (Cleaning only)	Tender Amounts
	<b>Monthly Rates</b>
Horticultural Services	
Cleaning Services	
<b>TOTAL</b>	
<b>15 %VAT</b>	
<b>TOTAL INCL VAT</b>	

<b>Area: Port Elizabeth Corridor (Cluster 7)</b> Redhouse, Perseverance, De Mist, Despatch, <b>Uitenhage (Horticulture only)</b>	<b>Tender Amounts</b>
	<b>Monthly Rates</b>
Horticultural Services	
Cleaning Services	
<b>TOTAL</b>	
<b>15</b>	
<b>%VAT</b>	
<b>TOTAL INCL</b>	
<b>VAT</b>	

**IMPORTANT NOTE**

**The tender amounts provided must include ALL COSTS for providing daily cleaning and horticultural services, the tendered amount shall further include tools and equipment, uniform, labour, chemicals and all necessary material needed to offer the services.**

**Contractor undertakes to adhere to Act No. 9 of 2019 or the latest relevant gazette: National Minimum Wage Act, 2019 AND Gazette Vol. 643 23 January 2019 No. 42182 failure to adhere to this law / gazette will result in termination and cancellation of contract.**

**NOTE:**

