

# **THE CLEANING SPECIFICATION FOR A SUITABLE SERVICE PROVIDER THAT CAN RENDER CLEANING SERVICES AT GAUTENG NERVE CENTRE AND SHOSHOLOZA MEYL JUNCTION FOR A DURATION OF FOUR (4) MONTHS**

## **SECTION A**

### **1. Introduction**

#### **1.1. Cleaning service at Gauteng Nerve Centre**

Gauteng Nerve Centre (GNC) is one of PRASA owned building managed by Campuses. It's a core component of the GAUTENG Signalling Project officially launched in October 2015, as part of the PRASA re-capitalization program, it provides a central location to manage and control commuter train movement within Gauteng and will enable greater efficiencies in rail operations and train safety, while offering a more frequent service through higher line capacity. Facilities Management is required to maintain cleanliness, improved general building conditions and appearance of the facility.

The 3671m<sup>2</sup> building will serve as an "eye" that overlooks the entire PRASA network, its design concept consists of an elliptical form of a control room as generator, layers of an eye, strong dynamic form interacting with the road and a solid yet technological look. The building has 3 floors, lift motor room and a basement. It has a large yard with an open parking.



**Cnr R25 Bronkhorstspuit road & old Pretoria Road  
1961 R25, Essellen park  
Kalfontein, 1626**

## **1.2. Cleaning service at Shosholoza Meyl Junction**

Shosholoza Meyl Junction is one of PRASA owned building managed by Campuses. Facilities Management is required to maintain cleanliness, improved general building conditions and appearance of the facility.

The building is approximately 8857m<sup>2</sup>, with 8 floors, also comprises of two wings from the 1<sup>st</sup> floor to 6<sup>th</sup> floor. The building also has a lift motor room and two basements. It has a yard and open parking.

PRASA intends to provide effective cleaning, hygiene and professional quality service for Shosholoza Meyl Junction to ensure habitable environment. To achieve this, a long term and regular cleaning is required for the business to maintain OHS requirement.

**Shosholoza Meyl Junction  
Cnr. Leyds and Simmonds Street  
Braamfontein. 2021**

## **RENDERING OF HIGH-QUALITY CLEANING SERVICES AT GAUTENG NERVE CENTRE AND SHOSHOLOZA MEYL JUNCTION FOR FOUR (4) MOTHS.**

The objective of the specification is to appoint a suitable Service Provider that can render high quality cleaning services at Gauteng Nerve Centre and Shosholoza Meyl Junction for a duration of four (4) months.

PRASA wishes through this contract to secure timely, consistent and cost-effective high-quality cleaning services from the contractor.

It is PRASA's general objective that the contractor maintains cleanliness and improvement of general conditions and appearance of all facilities within the building in a suitable manner, at affordable maintenance while ensuring compliance to general occupational Health and Safety Applicable Legislation

## **SECTION B**

### **1. STAFF REQUIREMENTS**

#### **GAUTENG NERVE CENTER**

- ❖ Supervisor - 1
- ❖ Cleaners – 3

-Total of four resources

#### **SHOSHOLOZA MYEL JUNCTION**

- ❖ Supervisor - 1
- ❖ Cleaners - 13

-Total of fourteen resources

## SECTION C

### 1. CLEANING SCHEDULE FOR BOTH FOR GAUTENG NERVE CENTRE AND SHOSHOLOZA MEYL JUCTION

<b>Resilient Floors</b>	<b>Duration</b>	<b>Interval</b>
Sweep or damp mop	1 x Per Day	Daily

<b>Stone Floors (Ceramic Tiles, etc)</b>	<b>Duration</b>	<b>Interval</b>
Sweep	1 x Per Day	Daily
Damp Mop	1 x Per Day	Daily
Machine Buff	2 x Monthly	Off Peak hours
Machine Scrub	2 x Monthly	Off Peak hours

<b>Rugs and Carpeting</b>	<b>Duration</b>	<b>Interval</b>
Vacuum clean thoroughly:		
Heavy Traffic Areas	1 x Per Day	Daily
Medium Traffic	2 x Weekly	Off Peak hours
Light Traffic Area	2 x Weekly	Off Peak hours
Deep cleaning of Carpets (6780 m <sup>2</sup> )	Every 3 months	Weekend

<b>Dusting</b>	<b>Duration</b>	<b>Interval</b>
Dust all horizontal Surface (low Level)	2 x Weekly	Off Peak hours
Dust all high ledges and Fittings	2 x Weekly	Off Peak hours
Dust all vertical surface (walls, Cabinet, etc)	2 x Weekly	Off Peak hours
Dust all Window ledges (High and Low)	2 x Weekly	Off Peak hours

<b>Waste Disposal</b>	<b>Duration</b>	<b>Interval</b>
Empty and clean all ashtrays	2 x Per Day	Every 4 hours
Empty and clean all waste receptacles	3 x Per Day	Every 3 hours

Remove all waste to specified area	3 x Per Day	Every 3 hours
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<b>Walls and Paintworks</b>	<b>Duration</b>	<b>Interval</b>
Spot-clean all low surfaces, i.e. glass, walls, doors and light switches.	1 x Weekly	Off Peak hours

<b>Glass and metal work</b>	<b>Duration</b>	<b>Interval</b>
Spot clean glass doors	3 x Per Day	Daily
Clean and polish all bright metal fittings	2 x Weekly	Bi- Weekly
Clean all aluminium door frames	2 x Weekly	Bi- Weekly

<b>Entrances and Receptions</b>	<b>Duration</b>	<b>Interval</b>
Sweep entrance steps	3 x Per Day	Daily
Spot clean the entrance revolving door & frames	3 x Per Day	Daily
Clean doormats	2 x Per Day	Daily
Wash steps	1 x Weekly	

<b>All Toilet and Ablutions</b>	<b>Duration</b>	<b>Interval</b>
Maintenance floor according to type	1 x Per Day	Daily
Damp mop floor with disinfectant	1 x Per Day	Daily
Empty and clean all waste receptacles	1 x Per Day	Daily
Clean and sanitize all bowls, basins, urinal (where applicable)	1 x Per Day	Daily
Clean all mirrors	1 x Per Day	Daily
Clean all metal fittings	1 x Per Day	Daily
Spot clean walls, doors and partition and lockers, where applicable	1 x Per Day	Daily
Replenish consumables i.e. toilet papers, soap,	1 x Per Day	Daily
<b>Lifts</b>	<b>Duration</b>	<b>Interval</b>
Completely clean interior of all lifts including indicator boards	1 x Per Day	Daily
Clean lift door tracks	1 x Weekly	Weekly

<b>All Staircases</b>	<b>Duration</b>	<b>Interval</b>
Dust handrails fittings	1 x Per Day	Daily
Maintain landings, treads and risers according to finish	1 x Per Day	Daily
Clean fire escapes	1 x Weekly	Weekly

<b>Windows Cleaning</b>	<b>Duration</b>	<b>Interval</b>
Clean partitions glass (spot clean)	1 x Per Day	Daily

Clean interior faces of all accessible windows	Monthly	Monthly
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<b>Blinds</b>	<b>Duration</b>	<b>Interval</b>
Dust	1 x Daily	Daily
Clean and disinfect all telephones	1 x Daily	Daily
Clean and disinfect computer (must be switched off)	1 x Daily	Daily
<b>Lights</b>	<b>Duration</b>	<b>Interval</b>
Light diffuser cover	1 x weekly	Weekly

<b>Open / Covered Parking</b>	<b>Duration</b>	<b>Interval</b>
Pick up litter and remove to agreed area	1 x per day	Daily
Sweep	Daily	Daily

<b>Walkways / building surrounds</b>	<b>Duration</b>	<b>Interval</b>
Pick up litter and remove to agreed area	1 x per day	Daily
Pick up litter the hole yard	1 x per day	Daily
sweep	2 x Weekly	Bi-Weekly

<b>Refuse Area</b>	<b>Duration</b>	<b>Interval</b>
Maintain refuse area in a clean and hygienic condition	1 x per day	Daily

<b>Dining rooms / seating areas</b>	<b>Duration</b>	<b>Interval</b>
Maintain floor according to type	1 x per day	Daily
Dust all vertical and horizontal surfaces to a height of 2,5m	1 x per day	Daily
Damp wipe furniture	1 x per day	Daily
Empty and clean ashtrays and waste receptacles	2 x per day	Daily
Damp mop spills	1 x per day	Daily

## SECTION D

### SERVICES AND CONSUMABLES AT GAUTENG NERVE CENTRE

DESCRIPTION OF MONTHLY CONSUMABLE PRODUCTS	QUANTITY
Hand sanitizers 70% alcohol based 10L	3
Dish washing liquid 10L	1
cleaning cream 10L	1
Multi-purpose cleaner 10L	1
Floor stripper 25L	1
Basement cleaner 25L	1
Refuse bags	2 bags
Toilet bowl cleaner 10L	1
Dish washing cloth	2
Steel wool	1 roll
Colour coded cloth (green, blue & red)	2 per colour
bleach 10L	1

### SERVICES AND CONSUMABLES AT SHOSHOLOZA MEYL JUNCTION

DESCRIPTION OF MONTHLY CONSUMABLE PRODUCTS	QUANTITY
Hand sanitizers 70% alcohol based 10L	3
Dish washing liquid 10L	1
cleaning cream 10L	1
Multi-purpose cleaner 10L	1
Floor stripper 25L	1
Basement cleaner 25L	1
Refuse bags	6 bags
Toilet bowl cleaner 10L	1
Dish washing cloth	6
Steel wool	1 roll
Colour coded cloth (green, blue & red)	6 per colour
bleach 10L	1

## SECTION E

### 1. Evaluation Criteria:

**Stage 1: Compliance Checklist Requirements for all Services/Goods and works.**

**Stage 1A: Mandatory Compliance Requirements for all Services/Goods and works.**

**If you do not submit the following mandatory documents your Proposal/Quote will be disqualified automatically:**

No.	Description of requirement	
a)	BOQ/Price Schedule and Pricing form C	
b)	Completion of ALL RFQ documentation (includes All declarations, All Standard Bidding Documents (SBD). Bidders must ensure all documents are completed in full and signed.	
c)	Joint Venture / Consortium agreement / Trust Deed/ JV or consortium agreement signed by all parties (if applicable).  <b>NB:</b> SBD 4 (Declaration of Interest) must be completed by all parties of the JV/ Consortium.	
d)	Bidders to fill and sign the correct closing/ submission register on submission of tender documents.	

**Stage 1B: Non-Mandatory Compliance Requirements for all Services/Goods and works.**

**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	Tick
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)	Valid Letter of Good Standing (COID)	

## Stage 2: Technical Evaluation criteria

### Technical Evaluation

**Stage 2:** Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is **60%**. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3 Price and specific goals.

**Table 1: Technical Evaluation Criteria**

#### Criteria A

CRITERIA	SUB-CRITERIA	SCORING	WEIGHTING
<b>Track Record of Tenderer</b>	<p>Points shall be allocated for submitting evidence of the number of cleaning services completed in the past 7 years.</p> <p>Documents to be submitted:</p> <ol style="list-style-type: none"> <li>Letter of Appointment (LOA) from the client.</li> <li>Reference letter</li> </ol> <p><i>(The letters should be on a company Letterhead).</i></p> <p><b>If both documents are not submitted per cleaning services, the submission will be deemed incomplete</b></p>	<p>5 points - 5 or more LOAs and reference letters</p> <p>4 points - 4 LOAs and reference letters</p> <p>3 points - 3 LOAs and reference letters</p> <p>2 points - 2 LOAs and reference letters</p> <p>1 point - 1 LOA and reference letter</p> <p>0 point - 0 No submission / Submission not relevant or incomplete</p>	35%

<b>Experience of key personnel</b>	<p>Points shall be awarded for CVs submitted of Supervisor indicating relevant verifiable experience and contactable references in the cleaning services.</p> <p>PRASA reserve the right to validate the information submitted by contacting the relevant references.</p>	<p>5 points - cleaning experience of more than Ten (10) years</p> <p>4 points - cleaning experience above five (5) and below Ten (10) years</p> <p>3 points – Cleaning experience above three (3) and below five (5) years</p> <p>2 points – Cleaning experience above one (1) year and below three (3) years</p> <p>1 point - cleaning experience below one (1) year</p> <p>0 point - No cleaning experience or irrelevant experience</p>	<p>35%</p>
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CRITERIA	SUB-CRITERIA	SCORING	WEIGHTING
<b>Level of Adequacy of the Risk assessment and safety plan</b>	<p>The bidder to submit a safety plan that is in accordance with the OHS ACT OF 1993 but not limited to:</p> <p><b>Required elements.</b></p> <ol style="list-style-type: none"> <li>Safe working Procedures,</li> <li>Frequency of the safety meetings,</li> <li>PPE to be used by Cleaning Personnel</li> <li>Risk management plan reflecting functional risk assessment matrix.</li> <li>Qualified safety officer – with a first aid valid certificate (First aid training):</li> </ol>	<p>5. points - 5 of the requirements met</p> <p>4. points - 4 of the requirements met</p> <p>3. points - 3 of the requirements met</p> <p>2. points - 2 of the requirements met</p> <p>1. point - 1 of the requirement met</p> <p>0. point - No submission of the required elements or irrelevant experience</p>	<p>30%</p>
<p style="text-align: right;"><b>Total</b></p>			<p><b>100%</b></p>

**Note: Bidders that fail to achieve the minimum overall qualifying score of 60% on functional/ technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation**

### STAGE 3: PRICING AND SPECIFIC GOALS

Bidders should provide their price and also provide proof of Specific Goals.

#### Specific Goals:

SPECIFIC GOALS	ACCEPTABLE EVIDENCE
B-BBEE contributor status of at least level 2	B-BBEE Certificate / Affidavit (In case of a JV consolidated scorecard will be accepted)
51 % Black owned	CIPC Documents / B-BBEE Certificates / Affidavit

**NB: A tenderer must submit proof of its B-BBEE status level of contributor (SANAS B-BBEE Certificate / Affidavit certificate).**

*A tenderer failing to submit proof of a B-BBEE status level of contributor or is non-compliant contributor to B-BBEE status may not be disqualified. But will not be allocated points for specific goals.*

*The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:*

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

### FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

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

A maximum of 20 points is allocated for specific goals on the following basis:

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table below: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Acceptable Evidence	Number of points allocated. (80/20 system)  (To be completed by the organ of state)	Number of points claimed (80/20 system)  (To be completed by the tenderer)
B-BBEE contributor status of at least level 2	B-BBEE Certificate / Affidavit, (In case of a JV consolidated scorecard will be accepted)	10	
51 % Black owned	C B-BBEE Certificates / Affidavit	10	
<b>TOTAL</b>		20	

NB: A tenderer must submit proof of its B-BBEE status level of contributor.

A tenderer failing to submit proof of a B-BBEE status level of contributor or is non-compliant contributor to B-BBEE status may not be disqualified. But will not be allocated points for specific goals.

## SECTION E

### 1. OPERATING TIMES

- Day Cleaning (Including Saturday, as and when requested)
- Monday to Friday (07h00 - 16h00)

### 2. UNDER SUPERVISION

- Electrical and mechanical plant rooms
- Strong rooms
- Storerooms
- All areas not mentioned in the scope of work.

## SECTION F

PRASA recommends that the supplier should be in possession or use the following equipment for cleaning purposes and in an event the supplier doesn't have the said equipment s/he should supply equivalent equipment to achieve the same results.

### EQUIPMENT& MACHINERY

#### EQUIPMENTS REQUIRED AT GAUTENG NERVE CENTRE

DESCRIPTION	QUANTITY
Vacuum cleaner	2
5-meter extension cord	2
Colour coded bucket (blue, white, grey)	2 per colour
Wet floor signs	3
Mop trolley	2
Mop	2(changed every month)
Flat mop	2
Dish washing cloth	2

#### EQUIPMENTS REQUIRED AT SHOSHOLOZA MEYL JUCTION

DESCRIPTION	QUANTITY
Vacuum cleaner	6
Carpet cleaner	1
3-meter extension cord	1
Colour coded bucket (blue, white, grey)	6 per colour
Wet floor signs	6
Mop trolley	6
Mop	6 (changed every month)
Flat mop	3
Dish washing cloth	2

## SECTION G

### PRICING SCHEDULE

IMPORTANT NOTE
<p>The tender amounts provided must include <b>ALL COSTS</b> for providing cleaning service, the tendered amount shall further include VAT, tools and equipment, uniform, labour, chemicals and all necessary material needed to offer the services.</p> <p>The 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.</p> <p>Failure to adhere to this law / gazette will result in termination and cancellation of contract.</p>

#### 1) GAUTENG NERVE CENTRE

PRICING SCHEDULE FOR LABOUR COSTS				
DESCRIPTION OF RESOURCES	FREQUENCY	QUANTITY	RATE	Total
Supervisor	Monthly	1		
Cleaners	Monthly	3		
Sub-Total exclusive of VAT				
VAT @ 15%				
Total Inclusive of VAT				

Cleaning Services
The monthly prices provided below must include <b>(Equipment, Chemicals, Personnel, and all related time schedules cleaning)</b>

Description	Rates per month	Rand Total (Incl. VAT)
Office cleaning		

<b>Total Monthly Rate of the uniform, Labour, and Office cleaning cost (Incl. VAT)</b>  R _____
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## 2) CLEANING SERVICE AT SHOSHOLOZA MEYL JUCTION

PRICING SCHEDULE FOR LABOUR COSTS				
DESCRIPTION OF RESOURCES	FREQUENCY	QUANTITY	RATE	Total
Supervisor	Monthly	1		
Cleaners	Monthly	13		
Sub-Total exclusive of VAT				
VAT @ 15%				
Total Inclusive of VAT				



### Cleaning Services

The monthly prices provided below must include **(Equipment, Chemicals, Personnel, and all related time schedules cleaning)**

Description	Rate Per Month	Total (Incl. VAT)
Office cleaning		

**Total Monthly Rate of the uniform, Labour, and Office cleaning cost**

R\_\_\_\_\_ (Incl. VAT)

### SUMMARY SCHEDULE

#### 3) CLEANING SERVICE AT GAUTENG NERVE CENTRE + SHOSHOLOZA MEYL JUCTION

**Total Monthly Rate of the uniform, Labour, and Office cleaning cost.  
for both GAUTENG NERVE CENTRE and SHOSHOLOZA MEYL JUCTION**

R\_\_\_\_\_ (Incl. VAT)

**-END-**