



TRANSNET LIMITED

(REGISTRATION NO 1990/000900/30)
trading as TRANSNET ENGINEERING
(hereinafter referred to as TE)

Description: (Specification for Cleaning offices in the Salt River, Bellville and Saldanha areas)

KEYWORDS: Cleaning, hygiene, vacuum, dusting, sweeping, mopping, polishing, strip, steam cleaning and window cleaning

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Location:	Salt River, Bellville and Saldanha			

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Transnet Engineering

Specification for Cleaning offices in the Salt River, Bellville and Saldanha area

1. Introduction

Transnet Engineering Salt River, Bellville and Saldanha requires the services of a suitably qualified Cleaning Company to provide cleaning services on the Transnet Engineering's premises at Salt River, Bellville and Saldanha. The contract will include cleaning of offices, messrooms, toilets, ablutions and change rooms as per areas specified on the list of buildings for cleaning contract Annex 2. The contract is being offered on the basis of an initial term of a year renewable annually at the discretion of the Transnet Engineering for two further periods of one year each to a maximum of three years, subject always to satisfactory performance and the Transnet Engineering's business needs.

2. Specification of Requirements

2.1 Cleaning offices in the Salt River, Bellville and Saldanha area

The work will involve all Cleaning, hygiene, vacuum, dusting, sweeping, mopping, polishing, strip, steam cleaning and window cleaning. The tenderer shall provide adequate staff in his tender price to ensure that the whole area is cleaned on a daily basis. A list of detailed specific requirements is attached at Annex 1. Tenderers are required to submit a full service and equipment proposal setting out how they propose to meet the specific requirements as set out.

The successful tenderer will be required to be on site 5 days a week, in accordance with Transnet Engineering working hours, between 06:00 am and 16:00 pm on a daily basis. Table 1 below stipulate the minimum working arrangement that the tenderers are obliged to consider during quoting for each area.

Table 1

Plant	Schedule	Minimum number of Staff Members	Number of Days per week	Minimum working Hours per Day
Salt River	Monday to Friday	23 Staff +Supervisor (7 males and 16 females and supervisor)	5	8

Bellville Locomotives	Monday to Friday	8 Staff + Supervisor (6 men and 2 ladies and supervisor)	5	8
Bellville Wagons	Monday to Friday	3 Staff (2 ladies and 1 men)	5	8
Saldanha	Monday to Friday	18 Staff + Supervisor (4men and 14 ladies and supervisor)	5	8

This minimum requirement, however, the tenderer is required to submit their own proposal working schedule and hours. The tenderer will be required to report to the Transnet Engineering Contract Supervisor on a daily basis. A weekly log of hours worked will be recorded and submitted to the Transnet Engineering's contract manager/supervisor who will supervise the provision of this service. Tenderers shall provide daily a minimum of employees and supervisor per areas on Table1 who should be flexible to supervise and monitor. Tenderers should ensure that they have replacements on standby to ensure they comply daily with minimum employees if the permanent employees will not be on site.

3. Capacity of Tenderers

Tenderers must be established cleaning service provider with appropriately qualified and experienced staff capable of providing the services required. Tenderers must submit a service proposal including CVs of proposed personnel and management and confirming that they are able to meet all of the Transnet Engineering's requirements as set out in Annex 1 together with details of all equipment being provided for the performance of the services. Tenderers must provide evidence of appropriate employer's and public liability insurance to cover the risk of injury to the contractor's staff and/or any third parties such as staff of the Transnet engineering or members of the public who may be injured accidentally during the course of office cleaning operations. The tenderers must provide at least the minimum cleaning equipment as per table 2 and cleaning material as per the table 3 below but not limited to and the required quantity shall be determined by the tenderers during site visit.

Table 2: Minimum cleaning equipment shall be provided by the service provider and shall be replaced and or maintained by the service provider.

Recommended Minimum cleaning equipment	Quantity (Shall be determined by the tenderer)
Brooms	
33LT mopping trolley with wringer	
Mops	
Feather dusters	
Polish/Shining Machine	
Buckets	
Wet and Dry Vacuum and Vacuum cleaners	
Ladders (step)	
Scrubbing brushes	
Yellow dusters	
Mutton Cloth	
Squeegees (long reach and short)	
Wet sign boards	

Table 3: Minimum cleaning material shall be provided by the service provider and shall be replaced and or maintained by the service provider.

Recommended Minimum cleaning material	Quantity (Shall be determined by the tenderer)
Mr Min	
Cleaning Liquid (floors, windows, walls etc.)	
Stripper (for scrubbing floor)	
Polish for floors (sealer for shining)	
Toilet bowl	
Bleach (normal and thick)	
Dish wash	

Handy andy	
Floor bright	
Urinal blocks	
Yellow pine (men ablutions)	
Lavender (female ablutions)	

4. Health and Safety requirements

The contractor who undertakes to do the work will supply a detailed “Safety, Health and Environment Plan” - documented plan which includes the means and ways to manage the hazards identified and indicates measures, procedures and systems for compliance to the SHE specification. Appropriate protection signage to be in place whilst works are in progress to ensure the health and safety of Transnet employees, contractor’s operatives and the general public where applicable. All chemicals used must be non-hazardous to people and used according to manufacturer’s instructions, material data sheet and control measures must be provided prior to any works being undertaken. All work is to be carried out in accordance with the occupational health and safety act.

All work shall be conducted in line with Transnet Coronavirus Disease (Covid-19) Guidelines and Directives including **but not limited** to Standard Operating Procedure for Facilities Management (TRN-IMS-GRP-SOP 009.002) i.e., Facilities Management SOP; Transnet Standard Operating Procedure (SOP) for Cleaning & Hygiene Services (TRN-IMS-GRP-SOP 009.001) i.e., Cleaning of Transnet Office Buildings SOP; etc.

5. Cost Proposal

Tenderers must provide an all-in fixed price proposal per annum in the trial balance (price breakdown) format. The cost of all overheads, including insurance, travel, subsistence/meals for workers, transport for workers to/from the Transnet Engineering’s premises, office cleaning equipment, including fuel costs, must be included in an all-in fixed tender price.

6. Payment

Payment will be monthly in arrears subject to submission of a correct invoice with time and attendance registers and all necessary supporting documentation (credit note for no replacement due to absenteeism) being in order including confirmation of compliance with any applicable insurance requirements, environmental and labor standards, and tax compliance requirements.

7. Selection Criteria

Tenderers will be required to demonstrate that they are capable of providing Office Cleaning They must therefore provide:

- Details on previous track record and experience delivering Office Cleaning to clients of a similar nature and scale to those of Transnet Engineering. Tenderers must include at least three (3) references letters indicating the term of the contract, which Transnet Engineering reserves it's right to contact.
- The Tenderer shall comply with the provisions of the following:
 - a. The Compensation of Occupational Injuries and Diseases Act (Act 130 of 1993)
 - b. The Occupational Health and Safety Act (Act 85 of 1993)
 - c. The Basic Conditions of Employment Act (Act 75 of 1997) and Sectoral Determination 1: Contract Cleaning Sector
 - d. The South African National Standards (SANS) 235 and 238 for toilet soaps
 - e. The South African National Standards (SANS) 648 for Toilet papers
 - f. CKS 614 for Paper towels
- Should an inspection visit reveal any fault, neglect or shortcoming in the service on the part of the tenderer such fault, neglect or shortcoming shall immediately be remedied by the tenderer at his own expense and to the entire satisfaction of the Plant Engineer or his authorized representative.
- Transnet reserves the right to arrange itself for another tenderer to carry out the service if the service is not adhered to. All costs including supervision in which Transnet is involved shall be borne solely by the tenderer.

Annex 1: Specification of Requirements

1.	FLOOR MAINTENANCE: HARD FLOORS	Frequency	Comply (Yes) or not Comply (N)
a)	Sweep all floors areas with dust control mops or hard brooms according to situation	Daily	
b)	Buff vinyl or linoleum floor areas with high speed floor machines	Monthly	
c)	Buff parquet or wooden areas with high speed floor machines	Monthly	
d)	Strip traffic areas and recoat	Bi-annually	
e)	Damp mop marble or ceramic floors	Daily	
f)	Buff terrazzo or quarry tile areas with high speed floor machine	Weekly	
g)	Sweep and mop all outside sealed concrete areas	Daily	
h)	Apply polish and varnish with floor machine – Strip and recoat	Monthly	
2.	FLOOR MAINTENANCE: CARPETED AREAS		
(a)	Vacuum clean all carpeted areas	Daily	
(b)	Steam clean all carpeted areas	Bi annually	
3.	STAIRCASES		
(a)	Clean staircase according to type of floor covering in frequencies as specified above	Daily	
4.	MISCELLANEOUS		
(a)	Empty and clean all waste paper baskets and receptacles	Daily	
(b)	Remove rubbish to area provide in black bags supplied by you	Daily	
(c)	Dust all window ledges to a height of 2 meters	Daily	
(d)	Dust all office furniture, e.g. desks, tables, filing cabinets and chairs daily	Daily	
(e)	Dust accessible light fittings	Weekly	
(f)	Polish all desk tops and tables	Weekly	
(g)	Damp wipe vinyl covered furniture	Weekly	
(h)	Hygienically clean all telephones	Weekly	
(i)	Clean both faces of glass doors	Daily	
(j)	Polish all bright metal fittings	Weekly	
(k)	Wash walls to height of 2 meters	Monthly	
5.	WINDOWS AND PARTITIONS		
(a)	Clean both sides of partition glass	Weekly	
(b)	Clean exterior and interior faces of all windows	Bi-annually	
(c)	Clean display windows in entrance areas	Daily	

6.	KITCHENS		
(a)	Clean and disinfect sinks	Daily	
(b)	Clean outside of refrigerators, stoves and microwave ovens	Daily	
(c)	Clean inside cupboards, refrigerator, stoves and microwave ovens, wet wipe and disinfect	Monthly	
(d)	Empty and clean all waste baskets and receptacles	Daily	
(e)	Clean metal furnishings	Daily	
(f)	Floors to be damp mopped	Daily	
(g)	Doors to be damp wiped	Daily	
(h)	Wash and clean all dishes	Daily	
(i)	Ice maker to be cleaned	Weekly	
7.	DEEP CLEANING SERVICES		
(a)	Toilets and washrooms and mess rooms	Daily	
(b)	De-scale and remove algae, bacteria and uric incrustations from all areas	Daily	
(c)	Clean and disinfect both internal and external surfaces	Daily	
(d)	Remove all uric encrustation and other deposits from WC bow, s-bend and under flushing rim	Daily	
(e)	Thoroughly clean and disinfect all surfaces of the appliance, including top and underneath surfaces of seat, flap cover, cistern handle and compartment door handles	Daily	
8.	URINALS		
(a)	De-scale and remove algae, bacteria and uric incrustations from the unit of fitment	Daily	
(b)	Remove trap where possible and clean/disinfect and clear all waste around and inside trap	Daily	
(c)	Clean and disinfect both internal and external surfaces of the unit	Daily	
(d)	Remove all uric encrustation and other deposits from all surfaces on and around unit	Daily	
9.	HAND BASINS, SHOWERS, BATHS & SINKS		
(a)	Clear all overflows and waste pipes of accumulated waste deposits	Daily	
(b)	Clear and disinfectant all taps, plugs, chains, outlets, channels and gullies	Daily	
(c)	De-scale and remove algae, bacteria and uric incrustations from all internal and external surfaces	Daily	
(d)	Clean deposits and any other deposits form overflow	Daily	
(e)	Thoroughly clean taps, plug outlets and adjacent areas	Daily	
(f)	Thoroughly clean and remove deposits from floor channel, outlets and grids	Daily	
(g)	Apply chemicals to remove deposits from inside of waste pipes	Daily	

10.	CHANNELS AND GULLIES		
(a)	Clear and remove deposits from surfaces and gratings where applicable	Daily	
(b)	Clear and remove all accumulated waste deposits form the traps	Daily	
(c)	Clean and disinfect all surfaces	Daily	
12.	GENERAL		
(a)	Clean and disinfect all accessible surfaces of fixtures	Daily	
(b)	Where possible remove shower drains, traps on urinals and basins, gratings and other parts so that the unit can be cleaned thoroughly	Daily	
13.	CLEANING UP AFTER FUNCTIONS		
(a)	Transnet Engineering does have many functions /meetings on their premises For these functions we would require cleaning staff to set up for the meetings/functions and will have to clean up after functions are done.	As and when required	