

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort West, Laingsburg and Worcester for a period of thirty six (36) months**

**ANNEXURE A1 - AMENDED**

**SPECIFICATIONS**

**SCOPE OF WORK**

The service required is for the office and domestic cleaning of various Transnet assets for a period of thirty six (36) months.

**MATERIAL AND EQUIPMENT**

The successful service provider shall supply all necessary cleaning material and equipment for the proper cleaning of the offices and toilet facilities as required and as amplified in the scope of work.

Only SANS or NCA accredited chemicals/products must be used.

Service provider must submit valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies. .

Maintenance of equipment shall be responsibility of the service provider and all cost associated with maintenance of equipment shall be from service provider's own account.

The service provider shall ensure that defective equipment will either be replaced or repaired with 24 hour from the time that such defective equipment is reported by Transnet Property.

The Service provider must submit the specification and Material Safety Data Sheets of all consumables and cleansing agents two (2) weeks after the contract date and thereafter annually.

Inter alia but not limited to, this consist of the following:

**Toilets and washrooms**

1st grade toilet paper (2 ply) (SANS approved)  
Jumbo rolls (2 ply) (SANS approved) (120mmx1500mm)  
Anti -bacterial soap  
P. Mats for urinals  
Air freshener for toilets  
Disinfectant liquid for toilets (similar product to Germitol)  
S.H.E. Bins in each female toilet cubicles  
Install /refill/ maintain/ replace broken air freshener dispensers  
Install / refill / maintain / replace broken soap dispensers

**Kitchens**

Jumbo rolls (2 ply) (SANS approved) (120mmx1500mm)  
Dishwashing liquid (similar product to Sunlight)  
Liquid bleach  
Dish cloths & sponges  
Buckets and cleaning materials  
Black plastic bags for waste removal  
Plastic bin liners  
Surface cleaner (similar product to Handy Andy)  
Window cleaner (similar product to Windowlone)

Visible warning signage to inform tenants of work in progress.

### **Equipment**

Low noise industrial vacuum cleaners  
Mops (colour coded)/mop caddy  
Janitorial trolleys  
Buckets  
Ladders (long and short)  
Industrial cleaner  
High pressure cleaner  
Brooms (hard and soft)  
Electrical extensions lead.  
Wet floor/caution signs  
Toilet brushes, spray bottle  
Dustpan sets  
Feather duster (short and long)  
Landscaping and gardening services tools i.e., spade, wheelbarrow, grass cutter, rake, etc.

Should a toilet, urinal, washbasin get blocked, the Service provider must attend to unblock it by means of a rubber pump or any other domestic equipment. If this attempts are unsuccessful, the Service provider's personnel will provide a sign "OUT OF ORDER" and immediately report this condition to the Transnet supervisor who will take responsibility for the removal of the obstruction.

Should water in a building leak due to rain or defective water pipes etc., the Service provider must dry it. However, it shall not be expected of the Service provider to send personnel to the Premises outside normal working hours for such a task, but the personnel of the Service provider which are on the Premises at that stage will dry up the water and clean the damages.

### **WINDOW CLEANING**

External and Internal windows of all buildings to be cleaned on a **quarterly** basis.

Glass panels of shopfronts and glass doors are to be cleaned on a **weekly** basis.

Internal glass partitions and glass panels above partitioning needs to be cleaned on a **monthly** basis.

**In high rise buildings**, the windows have to be cleaned on a quarterly basis externally and internally. The Requirement of rope access to clean the external windows has to be included in the contract price. As this is a Specialist item the service provider is to outsource this service form a registered rope access supplier. The cost of such a service is to be added to the contended price. This agreement with the external supplier is for the cost of the contender and not Transnet directly.

**In low rise buildings**, Wash window frames internally and externally with detergent and allow time to dry. Polish brass window fittings with brass cleaning agent / polish. Wipe glass surface with damp cloth to remove surface grime. Then clean glass surface with window cleaning agent, the buff till shining. This cleaning method is also to be applied to all internal glass panelling and glass door panelling.

### **DEEP CLEAN**

Deep cleaning must be done every month on public surface and showers.

In showers and ablutions all tiled surfaces are to be stripped by using a recognized bacterial stripper. Once the surface has been washed it must be allowed to dry.

Tiled surfaces must be sprayed with an antifungal spray.

Shower mats are to be disinfected in this cleaning process by washing / scrubbing with an Anti-fungal cleaner and being allowed to dry by leaving in sun for approximately an hour.

Carpet cleaning will be performed per scheduled quarters, as well as on request.

All tiled surfaces are to be stripped by using a recognized bacterial stripper, and then treated with an antifungal spray.

A schedule is to be handed over to the supervisor to schedule inspections.

### **WASHING OF DISHES**

It is requested that the service provider makes allowance for cleaning of teacups and utensils at two periods where possible. The times are not set but requested to be at **11h00 and 14h00** each day. Cleaning of dishes for functions and meetings other than the normal tea breaks are required by service provider.

### **WASTE MANAGEMENT**

Where colour coded bins are supplied for the management of waste and recycling purposes, the service provider is to separate all waste collected accordingly

### **EMPTYING OF REFUSE BINS (WHEELIE BINS)**

The emptying of refuse bins forms part of the duties of the service provider; these bins must be placed in a position where it can be collected by the municipal vehicle. The bins must be cleaned and sanitized on a weekly basis.

Service provider has to adhere to the Occupational Health and Safety Act – Act 85/1993 at all times during cleaning operation. ***Cleaning Supplies, Equipment & Heavy Duty Plastic Bags to be supplied by cleaning service provider.***

### **DRAINS AND PAVEMENTS**

The Service provider to clean all drains, pavements, and parking around all buildings of bird droppings, dirt etc.

### **SUPPLY AND SERVICE SHE BINS**

Sanitary bins are to be placed in each toilet cubicle. It is to be noted that this is a **specialised hygienic service**, and the cost of such service is to be factored-in with the contended price. It is specifically recorded that the agreement with the external supplier in this regard shall be for the **sole cost** of the service provider. A disposal certificate /proof of service rendered shall be provided on a monthly basis as per substantiation that such service was indeed delivered in the given month to the supervisor or his duly appointed representative. It is further recorded that under no circumstances and especially due to the hygienic nature of this function that sanitary towels shall merely be disposed of or be regarded as part of general waste. She bins roster/ schedule must be updated with each removal. All sanitary waste to be handled by a registered service provider.

### **CLEANING OF LIFTS**

Special care should be given to the cleaning of the lifts, lifts should be cleaned a minimum of 3 times per

day as this is a high use area. This includes the Service Lifts. Deodorisers or air fresheners should be used after each cleaning.

## **SUPERVISION**

The service provider has to have a supervisor on site at all times. This supervisor will be the person that reports and liaise with the Transnet supervisor on a daily basis. Transnet representative will communicate with only this delegated person regarding inspections and / or defective work / workmanship. Transnet's representatives will not be acting as supervisors to the service provider's staff.

## **LANDSCAPING AND GARDENING SERVICES**

**The Service provider shall be responsible but not limited to the following:**

- Removal and containment of weeds and maintenance of the borders/ edges of the flower beds, shrubs, and irrigation thereof, sufficient, and careful breaking of the soil surface with a garden fork to improve the absorption of water, renew seasonal flowering plants and disease.
- Mowing and trimming lawns around trees, shrubs and any other object/ obstruction that prevent mowing of the lawns with a conventional lawn mower. The Service provider is also responsible for disease ,weed control, irrigation, and renewal of grass.
- Cutting and disposal of Veld-grass in and around the boundaries of the premises.
- The management of foreign plants and declared weeds on lawns, car shelters, roads and sidewalks, fences, substations, and paved/ covered surfaces.
- Support and binding of trees, disease / pruning, shaping, trimming and removal of branches, watering/ wetting and removing and replacing trees (ad-hoc).
- Managing the grass against/underneath palisades, walls, perimeters, and other fences. The grass in these localities must be controlled through the applications of growth inhibitors and soil sterilisers. Grass to be kept two meters clear of the perimeter fence line.
- Where development is required, the Service provider shall ensure soil preparation, planting / establishing of plant material according to accepted gardening principles, composting of flower beds and lawns, and regular upgrading of flowers is in accordance with the gardening principles and the complies to the Green building Council of South Africa standards.
- Sweeping and Gardening and Landscaping of all roads, parking areas and all paved, concrete, and tarred surfaces, removal of weeds and empty waste bins.
- Supply, operate and maintain industrial type road sweeping machine. Provide separate quote.
- Remove and dispose of all refuse, rubble, vegetation, and growth at an authorised dumping site.
- Watering all container-grown outside and inside the building weekly or as needed.
- Replace all malfunctioning or damaged irrigation nozzles, report on malfunctioning of the irrigation system, report on irrigation water pipes leakages to the Transnet service/building manager or delegated person.
- The Service provider shall be obliged to supply all cleaning and hygiene service equipment plus other equipment required, at his own cost for the proper provision of the Service at the Premises.

## **STAFF COMPLIMENT, ALLOCATION AND WORKING HOURS**

The full staff compliment as quoted in the tender document must be present at all times on site. This means the number of people on duty from the service provider staff compliment on site during normal working hours.

It is the responsibility of the service provider to train the cleaning staff according to cleaning standards in relation to the use of Cleaning Chemicals, Equipment and maintenance issues and in accordance with Labour Laws

The first tasks in the morning should be dedicated to the cleaning of the common spaces (toilets, corridors).

The Company awarded the contract shall ensure the impeccable presentation of its cleaners at all times by means of uniforms. The company shall also provide each worker with a name badge of identification, which must be worn at all times.

#### **STAFF COMPLIMENT**

<b>Worcester</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	0	5	1	<b>6</b>

<b>Laingsburg</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	0	2	1	<b>3</b>

<b>Beaufort West</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	0	4	1	<b>5</b>

#### **RELIEF STAFF**

The service provider is to provide temporary staff as relief for any period of absenteeism and illness. It is required that the replacement person be on site by 10H:00 on notice by supervisor.

Replacement during sick/local leave of cleaning personnel should be provided at all times. Failure to have a replacement person on duty will mean that the service provider will have to alter his tax invoice to make allowance for the period not covered by his personnel. It is in the interest of the service provider to keep accurate records of attendance of staff.

A list of names of employees that will be working on the Site / Affected Property during a given time must be made available to the Supervisor. Should any exchange of personnel take place, the Supervisor must be informed accordingly in writing. Unidentified employees, and employees whose names do not appear on the list, will not be allowed to enter the Site / Affected Property.

### **Requirement by Transnet from the successful service provider**

- Code of Conduct, Disciplinary Conduct is the responsibility of the service provider in line with Labour laws, Bill of rights as set out in our South African constitution.
- Uniforms with identifiable company logo are to be worn at all times. Protective shoes and reflector vests are to be worn in areas where there are railway train operations.
- Service providers are to provide raincoats to their staff during the rainy seasons for outside based areas such as in the yards.
- Attendance registers to be kept daily, and in accordance with the SLA.
- Compliance with the BCEA, UIF, provident fund and Labour laws in South Africa.
- Sufficient vacuum cleaners to be provided by the service provider (one vacuum cleaner per floor in high-rise buildings)
- Provision toilet paper during weekdays and weekends and ensure availability 24/7
- Cleaners are to sign on and off at the reception on Transnet register and undergo alcohol tests on a daily basis upon entering Transnet premises and/or admin buildings.
- All cleaners must undergo a safety induction.
- Supply all required cleaning materials/ consumables/products required to carry out the services.
- Working times must be adhered to
- Leave planning must be done upon awarding of the contract and submitted to the Supervisor no later than 6 weeks after the contract is awarded.
- service provider to ensure that the cleaning certificate is valid.
- Without limiting the liability of the Service Provider under this Agreement, the Service Provider shall take out insurance in respect of all risks for which it is prudent for the Service Provider to insure against, including any liability it may have as a result of its activities under this Agreement for theft, destruction, death or injury to any person and damage to property.

### **EXCLUSION OF CONSULTANTS**

This exclusion clause is merely added to exclude any agencies from securing contracts and then sub-contracting the work to sub-contracting companies or private individuals; it is in the interest of Transnet and the contenders that are currently operating in the Hygiene and Domestic cleaning environment. Sub-contracting in this contract only refers to the supply and service of the bins and window cleaning.

### **Information obtained from the site:**

The prospective Service providers shall visit the site of the proposed Works and acquaint themselves with the nature of the *Works*, the conditions under which the work is to be performed, the means of access, any limitations, or other authorities and in general with all matters that influence or affect the contract. *Service providers* shall be deemed to have allowed in their tender for any additional cost to be involved due to the foregoing, it is specifically emphasised that no claims for any extras in connection with the position or nature of the work flowing there from will be entertained.

### **Housekeeping:**

During the entire contract period the sites shall always be kept neat and tidy. The Supervisor may order the Service provider to stop all work, until such time as, in his opinion, this condition has been met and complied with.

### **Daily site diary and inspection book:**

The *Service provider* shall provide an A4 size triplicate book to be used as a Daily Diary for the duration of the Contract. The Supervisor shall retain the original copy and the Service provider shall retain the first and second copy. The diary shall be completed on a daily basis.

In addition to this the Service provider shall provide an A4 size triplicate book to act as Site Instruction Book. The *Supervisor* shall retain the original copy and the service provider shall retain the first and second copy. The diary shall be completed on a daily basis. Only the *Supervisor* or his delegated representative shall have the authority to issue site instructions to the *Service provider*. Under no circumstances shall personnel issue instructions to the service provider

**AREAS OF DEPLOYMENT AND WHERE SERVICES ARE REQUIRED MONTHLY,  
THESE AMOUNTS ARE ESTIMATES AND MIGHT INCREASE**

**WORCESTER AREA**

<b><u>NAME</u></b>	<b><u>Area in m<sup>2</sup></u></b>	<b><u>TOILET PAPER</u></b>	<b><u>ROLLER TOWEL</u></b>	<b><u>SHE BINS</u></b>	<b><u>SOAP DISPENSER</u></b>
02AFJ10C – PX BUILDING	642	48	4	2	1
02AFJ46 – DIESEL DEPOT	134	48	4	2	1
02WJF01C – SUNCITY	501	34	2	2	1
02AFK11 – GVB	313	34	2	1	1
02YFJ05C – SECURITY POST	41	6	2	0	1
02HFJ02C – CIVIL WORKSHOP	118.4	24	2	0	1
02BFJ01C – SECURITY	223	10	1	0	1
02DFJ01C – STATION BUILDING	222	20	1	1	1
02HFK04C - SPOORBAAN	166	20	1	0	1
02BFK04C - SIGNALS / OFFICE	306	48	3	0	1
02AFJ32C - SUN CITY MESS	187	20	2	2	1
02WFJ01C – SHUNTERS	283.1	34	2	0	1
02AFJ30C P & T DEPOT	63.2	26	1	0	1
02AFJ31C P & T MESS	163.3	26	2	2	1
02AFJ43C – MESS AND ABLUTION	84	20	1	0	1
02AFJ76C – SHUNTERS OFFICE	12	12	1	0	1
02 HFK05C / 02HFK07C GVB MESS	281.3	26	2	1	1
02AFK05C – TRANSTEL	79	20	2	0	1
02AFK06C – TRANSTEL	128	20	1	0	1
02AFK08C – TRANSTEL	221	20	2	2	1
02ZFK01C – TRANSTEL	167	12	2	0	1
<b>TOTAL</b>	<b>4337.3</b>	<b>528</b>	<b>40</b>	<b>16</b>	<b>21</b>

### **LAINGSBURG AREA**

<b><u>NAME OF BUILDING</u></b>	<b><u>ASSET NO.</u></b>	<b><u>Toilet paper</u></b>	<b><u>Roller towel</u></b>	<b><u>She-Bins</u></b>	<b><u>Soap dispensers</u></b>
OFFICE	02BFA04	0	2	1	1
MESS & ABLUTION	02BFA05	30	3	1	2
MESS & ABLUTION	02BFA06	30	3	1	2
RELAY ROOM	02BFA08	30	2	1	2
WORKSHOP & MESS	02NFA22	30	3	1	2
<b>TOTAL</b>		<b>120</b>	<b>13</b>	<b>5</b>	<b>9</b>

### **BEAUFORT WEST AREA**

<b><u>NAME OF BUILDING</u></b>	<b><u>ASSET NO.</u></b>	<b><u>SHE BINS</u></b>	<b><u>Toilet paper</u></b>	<b><u>Roller towel</u></b>	<b><u>Soap dispenser</u></b>
<b>DOUBLE STOREY</b>	02EG003C	2	30	<b>3</b>	<b>3</b>
<b>STATION BUILDING</b>	02EG001C	2	20	2	2
<b>OPS MAINTENANCE INFRA</b>					
OFFICES	02AG077C	0	10	3	2
MESS & ABLUTION	02AG075C	2	30	3	2
MESS & ABLUTION	02AG078C	1	30	0	1
WORKSHOP OFFICES	02AG078C	0	0	0	0
OFFICE AND TOILET EXTER	02AG075C	1	30	2	1
<b>WAGONS DEPOT</b>					
MESS & ABLUTION	02AG056C	1	0	0	0
OFFICES	02AG056C	0	30	2	1
MESS & ABLUTION	02BG133C	1	0	0	0
TOILET	02BG134C	2	30	2	1
OFFICE CONTROL CABIN	02AG063C	0	0	0	0
TOILET	02AG064C	1	30	0	0
<b>AMBULANCE OFFICE</b>	02BG097C	1	30	2	1
SECURITY OFFICES	02BG097C	0	20	2	1
<b>CIVIL WORKSHOP / OFFICE</b>	02BG096C	0	30	2	1
<b>SERVICE DELIVERY</b>					
GVB	02BG098C	1	30	3	1
BUIEPLIGTE T/B	02BG003C	0	0	0	0
BINNEPLIGTE	02BG003C	0	0	0	0
SITBOK	02BG177C	0	30	2	1



TELEMETER ROOM	02BG130C	0	20	2	1
TERREINBEAMPTERS	02BG132C	1	30	2	1
<b>TRANSTEL</b>					
OFFICE BLOCK	02BG099C	0	0	0	0
MESS & ABLUTION	02BG099C	1	30	3	2
<b>TOTAL</b>		<b>17</b>	<b>540</b>	<b>35</b>	<b>22</b>

## PERFORMANCE REQUIREMENTS

The service provider's work must conform to domestic cleaning practices, standards and specifications and the work must be completed to the satisfaction of the *Supervisor or his delegated representative*.

The Service provider and sub-service providers if any shall have suitably qualified Supervisors in charge of the service. The names and qualifications of the Supervisors together with full details of their experience in this field of work must be furnished. The service providers must furnish the names and addresses of all proposed sub-service providers, which is subject to prior approval.

The Service provider shall not change the project team as detailed in the organogram submitted by the Service provider and accepted by the Transnet Supervisor without the prior written approval of the Supervisor, which approval will not unreasonably be withheld by the Supervisor.

## OTHER REQUIREMENTS

### Security:

The Service provider shall arrange for access permits to enter the Transnet site for its staff with Transnet Security. The company shall provide each staff member with a badge of identification.

### Standard Specifications:

- All materials and quality of work shall comply with specifications.
- Health and Safety Specification TFR-ISM-RN-R&C-FM009.

### Compliance with statutory requirements

The successful service providers shall comply with the provision of.

- Act 130 of 1993, Compensation of Occupational Injuries and Diseases act.
- Act 85 of 1993, Occupational Health and Safety Act.
- Basic Conditions of Employment Act (BCEA) No. 75 of 1997.

### Details of the conditions in which the Service provider must operate:

Service providers must note that the facilities shall be occupied during working hours and that some areas operate on a 24/7 basis.

The successful service provider would be required to schedule his site work in such manner that it does not interfere with the operations or shall ensure there is minimal disturbance to operations.

The first task in the morning should be dedicated to the cleaning of common areas (toilets, corridors, stairwells, entrance and exit points).

The service provider shall be liable for any damages caused by him or his staff to any Transnet property or equipment.

### **Damage to Property and/or Services**

The service providers shall take adequate precaution against damage to existing assets and injury to persons during the course of the contract. The successful tender will be responsible for the repairs and/or the costs incurred in such repairs to any damages caused to TRANSNET'S property by the successful service providers s staff the carrying out of the required work.

### **CONSTRAINTS**

The facilities shall be occupied during working hours with high volume of Transnet staff, therefore, working areas shall be properly demarcated.

Mops and dirty water shall not be flushed into the sewer system.

Working equipment should not be left lying around, must be removed to the designated storage areas.

### **HEALTH AND SAFETY**

The Service provider shall submit a Health and Safety file according to Transnet Property requirements for approval and kept at depot for monthly audits.

The service provider shall ensure that it and its contracted staff and site manager shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the premises.

The Service provider to supply staff with PPE, i.e., safety boots, reflector vest, gloves, dust mask, etc.

### **LEGAL REQUIREMENTS FOR ALL CONTRACTS**

- The Health and Safety specifications shall be based on the task at hand vs. task specific.
- It is a service provider requirement that the principal service provider demonstrates that adequate provisions have been made for the cost of Health and Safety. The cost of health and safety therefore specifically must be included in the price list.

### **WINDOW CLEANING**

Window cleaning has been separated from the monthly cleaning and will be done on a quarterly basis. Here the service provider may use own staff or a window cleaning company. If a window cleaning company is used that invoice is for the service provider's account and not Transnet directly. A separate invoice must be submitted for the quarterly window cleaning.

Windows must be washed and gutters to be cleaned every three (3) months.

All bird nests and droppings must be removed from the windowsills, pavement, parking around all buildings.

## FREQUENCY OF SERVICE

The list below is the frequency that Transnet requires the service provider to do the cleaning of the specified items. The list is not exhaustive and complete; the service provider has to use common sense when applying this list with the items listed.

TOILETS AND MESSROOMS	DAILY	WEEKLY	MONTHLY
Clean basins & taps	Twice daily		
Clean toilet pans & seat	Twice daily		
Clean urinals	Twice daily		
Clean windows Internally			✓
Deep clean shower			✓
Clean shower	✓		
Dust walls		✓	
Dust windowsills		✓	
Empty "She bins" (by a registered supplier)			✓
Empty waste bins	✓		
Move and clean behind items			✓
Place Pee-pods and not deo-blocks (replace as required)			✓
Polish floors		✓	
Refill condom dispenser (replace as required)		✓	
Refill Roller towel (replace as required)			✓
Refill soap dispenser	✓		
Refill toilet paper	✓		
Remove cobwebs with duster	✓		
Shine doors		✓	
Shine polished surfaces - WOODEN		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Wash floors - VINYL FLOOR SURFACES		✓	
Wipe skirting boards		✓	
Wipe wall tiles	✓		
Shine mirrors	✓		
KITCHEN	DAILY	WEEKLY	MONTHLY
Clean basins & taps	Twice daily		
Clean kitchen sink / wash dishes	Twice daily		
Clean windows Internally			✓
Dust furniture / polish		✓	
Dust walls			✓

Respondent's Signature

Date &amp; Company Stamp

Dust windowsills		✓	
Move and clean behind items			✓
Shine polished surfaces - WOODEN		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Wash floors - VINYL / CERAMIC TILES		✓	
Shine doors		✓	
Shine polished surfaces		✓	
Wipe skirting boards		✓	
Wipe table surfaces	✓		
Wipe wall tiles		✓	
Empty waste bins	✓		
<b>OFFICES, HALLWAYS, LIFTS, AND PASSAGES</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Clean windows Internally			✓
shopfronts and glass doors		✓	
Dust furniture		✓	
Dust walls			✓
Dust windowsills		✓	
Move and clean behind items			✓
Polish floors			✓
Remove cobwebs with duster		✓	
Shine doors		✓	
Shine polished surfaces		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Vacuum carpets		✓	
Steam clean carpets		once	Annually
Wipe skirting boards		✓	
Wipe table surfaces	✓		
Wipe wall tiles		✓	
Empty waste bins	✓		
Cleaning of lifts	<b>Twice daily</b>		
<b>EXTERIOR OF BUILDING (PARKING, GARDEN AREAS, BALCONIES, STOOPS, ROOFS, GUTTERS, DOWN PIPES, AIR-CON, OTHER LOUVERS)</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Sweep roads, parking area and sidewalks	✓		
Pick up and remove all litter	✓		

Respondent's Signature

Date & Company Stamp

Damp wipe building name, information, emergency, and route signs		✓	
Remove graffiti			Where applicable
Clean all storm water drains by removing all litter, sand, etc	✓		
Clean and damp wipe ashtrays	✓		
Sweep footpaths	✓		
Treat garden furniture			✓
Dust and damp wipe garden light fittings		✓	
Remove all litter from water ponds	✓		
Dust and damp wipe air-con louvers on ground floor			✓
Sweep, mop, treat balcony floor surfaces	✓		
Dust, clean all doors, doorframes, walls	✓		
Dust and damp wipe pot plant holders	✓		
Clean out all gutters			✓

## WORKING HOURS

Working hours will include day shift, night shift, weekends and public holidays and this will be informed by the working schedule provided:

## WORCESTER AREA

<b><u>NAME</u></b>	<b><u>Area in m<sup>2</sup></u></b>	<b><u>Frequency</u></b>
02AFJ10C – PX BUILDING	642	5 days (Monday to Friday)/ Day shift
02AFJ46 – DIESEL DEPOT	134	5 days (Monday to Friday)/ Day shift
02WJF01C – SUNCITY	501	5 days (Monday to Friday)/ Day shift
02AFK11 – GVB	313	5 days (Monday to Friday)/ Day shift
02YFJ05C – SECURITY POST	41	5 days (Monday to Friday)/ Day shift
02HFJ02C – CIVIL WORKSHOP	118.4	5 days (Monday to Friday)/ Day shift
02BFJ01C – SECURITY	223	5 days (Monday to Friday)/ Day shift
02DFJ01C – STATION BUILDING	222	5 days (Monday to Friday)/ Day shift
02HFK04C - SPOORBAAN	166	5 days (Monday to Friday)/ Day shift
02BFK04C - SIGNALS / OFFICE	306	5 days (Monday to Friday)/ Day shift
02AFJ32C - SUN CITY MESS	187	5 days (Monday to Friday)/ Day shift
02WFJ01C – SHUNTERS	283.1	5 days (Monday to Friday)/ Day shift
02AFJ30C P & T DEPOT	63.2	5 days (Monday to Friday)/ Day shift

02AFJ31C P & T MESS	163.3	5 days (Monday to Friday)/ Day shift
02AFJ43C – MESS AND ABLUTION	84	5 days (Monday to Friday)/ Day shift
02AFJ76C – SHUNTERS OFFICE	12	5 days (Monday to Friday)/ Day shift
02 HFK05C / 02HFK07C GVB MESS	281.3	5 days (Monday to Friday)/ Day shift
02AFK05C – TRANSTEL	79	5 days (Monday to Friday)/ Day shift
02AFK06C – TRANSTEL	128	5 days (Monday to Friday)/ Day shift
02AFK08C – TRANSTEL	221	5 days (Monday to Friday)/ Day shift
02ZFK01C – TRANSTEL	167	5 days (Monday to Friday)/ Day shift

#### **LAINGSBURG AREA**

<b><u>NAME OF BUILDING</u></b>	<b><u>ASSET NO.</u></b>	<b>Frequency</b>
OFFICE	02BFA04	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION	02BFA05	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION	02BFA06	5 days (Monday to Friday)/ Day shift
RELAY ROOM	02BFA08	5 days (Monday to Friday)/ Day shift
WORKSHOP & MESS	02NFA22	5 days (Monday to Friday)/ Day shift

#### **BEAUFORT WEST AREA**

<b>NAME OF BUILDING</b>	<b>ASSET NO.</b>	<b>Frequency</b>
<b>DOUBLE STOREY</b>	02EG003C	5 days (Monday to Friday)/ Day shift
<b>STATION BUILDING</b>	02EG001C	5 days (Monday to Friday)/ Day shift
<b>OPS MAINTENANCE INFRA</b>		5 days (Monday to Friday)/ Day shift
OFFICES	02AG077C	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION	02AG075C	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION	02AG078C	5 days (Monday to Friday)/ Day shift
WORKSHOP OFFICES	02AG078C	5 days (Monday to Friday)/ Day shift
OFFICE AND TOILET EXTER	02AG075C	5 days (Monday to Friday)/ Day shift
<b>WAGONS DEPOT</b>		5 days (Monday to Friday)/ Day shift

MESS & ABLUTION	02AG056C	5 days (Monday to Friday)/ Day shift
OFFICES	02AG056C	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION	02BG133C	5 days (Monday to Friday)/ Day shift
TOILET	02BG134C	5 days (Monday to Friday)/ Day shift
OFFICE CONTROL CABIN	02AG063C	5 days (Monday to Friday)/ Day shift
TOILET	02AG064C	5 days (Monday to Friday)/ Day shift
<b>AMBULANCE OFFICE</b>	02BG097C	5 days (Monday to Friday)/ Day shift
SECURITY OFFICES	02BG097C	5 days (Monday to Friday)/ Day shift
<b>CIVIL WORKSHOP / OFFICE</b>	02BG096C	5 days (Monday to Friday)/ Day shift
<b>SERVICE DELIVERY</b>		
GVB	02BG098C	5 days (Monday to Friday)/ Day shift
BUIEPLIGTE T/B	02BG003C	5 days (Monday to Friday)/ Day shift
BINNEPLIGTE	02BG003C	5 days (Monday to Friday)/ Day shift
SITBOK	02BG177C	5 days (Monday to Friday)/ Day shift
TELEMETER ROOM	02BG130C	5 days (Monday to Friday)/ Day shift
TERREINBEAMPTERS	02BG132C	5 days (Monday to Friday)/ Day shift
<b>TRANSTEL</b>		
OFFICE BLOCK	02BG099C	5 days (Monday to Friday)/ Day shift
MESS & ABLUTION	02BG099C	5 days (Monday to Friday)/ Day shift

Respondent's Signature

Date & Company Stamp

TRANSNET PROPERTY

ENQUIRY NUMBER:

DESCRIPTION OF THE WORKS: PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING SERVICES FOR TRANSNET PROPERTY IN BEAUFORT WEST, LAINGSBURG AND WORCESTER FOR A PERIOD OF THIRTY SIX (36) MONTHS

## **ANNEXURE B1**

### **Gatekeepers (Mandatory)**

1. Submit valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies.

**The above requirement is mandatory. Bidders who fail to submit all documents shall be immediately disqualified.**

**All certified copies must not be older than 3 months from the closing date of this tender.**

qualifying Quality criteria	Sub-Criteria	Sub-Criteria Points Allocation	Maximum number of points
<b><u>Organogram and CV's of key persons:</u></b> <i>Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel).</i>	<b>Cleaning Supervisor</b>		25
	No CV attached/no experience	0	
	Provision of cleaning and hygiene services experience = 0 $\geq$ , $\leq$ 1 year	5	
	Provision of cleaning and hygiene services experience > 1 $\leq$ 3 years	10	
	Provision of cleaning and hygiene services experience > 3, $\leq$ 4 years.	15	
	Provision of cleaning and hygiene services experience > 4, $\leq$ 5 years.	20	
	Provision of cleaning and hygiene services experience) >5 years.	25	
<b><u>Risk Assessment</u></b> (Specific to the works) (Key elements of a Risk Assessment (RA)) <ol style="list-style-type: none"> <li>1. Tasks Identification,</li> <li>2. Hazards,</li> <li>3. Risk Identification,</li> <li>4. Risk Rating,</li> <li>5. Risk Control</li> <li>6. Measures/Treatment, residual risk, and treatment</li> </ol>	The Bidder failed to provide information or only provide one of the key elements	0	25
	The Bidder has submitted risk assessment, encompassing Two (2) elements with adequate detail and is relevant to the scope.	5	
	The Bidder has submitted risk assessment, encompassing Three (3) elements with adequate detail and is relevant to the scope.	10	
	The Bidder has submitted risk assessment, encompassing Four (4) elements with adequate detail and is relevant to the scope.	15	
	The Bidder has submitted risk assessment, encompassing Five (5) elements with adequate detail and is relevant to the scope.	20	
	The Bidder has submitted risk assessment, encompassing Six (6) elements with adequate detail and is relevant to the scope.	25	



TRANSNET PROPERTY

ENQUIRY NUMBER:

DESCRIPTION OF THE WORKS: PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING SERVICES FOR TRANSNET PROPERTY IN BEAUFORT WEST, LAINGSBURG AND WORCESTER FOR A PERIOD OF THIRTY SIX (36) MONTHS

<b><u>Company Previous Experience:</u></b> Bidders experience in providing cleaning, hygiene and gardening services	No evidence provided	0	25
	Bidder has successfully provided 1 cleaning, and hygiene services  Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	5	
	Bidder has successfully provided 2 to 3 cleaning, , and hygiene services.  Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	10	
	Bidder has successfully provided 4 cleaning, and hygiene services.  Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	15	
	has successfully provided 5 cleaning and hygiene services.  Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	20	
	Bidder has successfully provided >=6 cleaning, , and hygiene Services.  Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	25	
	No submission or method statement does not refer to the provision of cleaning, hygiene, and gardening services	0	

TRANSNET PROPERTY

ENQUIRY NUMBER:

DESCRIPTION OF THE WORKS: PROVISION OF OFFICE CLEANING, HYGIENE AND GARDENING SERVICES FOR TRANSNET PROPERTY IN BEAUFORT WEST, LAINGSBURG AND WORCESTER FOR A PERIOD OF THIRTY SIX (36) MONTHS

<i>Method Statement for Cleaning, Hygiene, and Gardening services:</i> <i>Key elements</i> <i>1. Health and Safety management plan</i> <i>2. Cleaning, Hygiene and Gardening method statement</i> <i>3. Company's COVID19 responsiveness / preparedness that covers the proposed scope of work including</i> <i>4. Task descriptions and how such tasks will be performed on daily basis;</i> <i>5. Proposed work schedule / work plan</i> <i>6. Equipment and products to be utilized.</i> <i>7. Resources to be utilized including organogram</i>	Method statement only covers 1 of the key elements on how the contractor will execute the provision of cleaning, hygiene, and gardening services	5	25
	Method statement covers $>1 \leq 3$ of the key elements on how the contractor will execute the provision of cleaning, hygiene and gardening services	10	
	Method statement covers $>3 \leq 4$ of the key elements on how the contractor will execute the provision of cleaning, hygiene and gardening services	15	
	Method statement covers $>4 \leq 6$ of the key elements on how the contractor will execute the provision of cleaning, hygiene, and gardening services	20	
	Method statement covers 7 of the key elements on how the contractor will execute the provision of cleaning, hygiene, and gardening services	25	
<b>Maximum possible score</b>			<b>100</b>

Maximum score for technical evaluation is 70/100

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort-West, Laingsburg and Worcester for a period of thirty six (36 months)**

**ANNEXURE C1 - AMENDED**

<b>PRICING LIST: Note: Bidders must comply with applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 and Basic Conditions of Employment Act, 75 of 1997. Gazetted Minimum wages should be adhered to and other benefits like bonuses, paid annual leave and sick leave should also be provided.</b>					
<b>Worcester, Laingsburg, and Beaufort- West</b>					
<b>1.Cleaning</b>	<b>Asset no.</b>	<b>Description</b>	<b>Square meters</b>	<b>Frequency</b>	<b>Price per Month</b>
<b>WORCESTER</b>	02AFJ10C	PX Building	642	5 days (Monday to Friday)/ Day shift	R
	02AFJ46	Diesel depot	134	5 days (Monday to Friday)/ Day shift	R
	02WJF01C	Suncity	501	5 days (Monday to Friday)/ Day shift	R
	02AFK11	GVB	313	5 days (Monday to Friday)/ Day shift	R
	02YFJ05C	Security post	41	5 days (Monday to Friday)/ Day shift	R
	02HFJ02C	Civil Workshop	118,4	5 days (Monday to Friday)/ Day shift	R
	02BFJ01C	Security	223	5 days (Monday to Friday)/ Day shift	R
	02DFJ01C	Station Building	222	5 days (Monday to Friday)/ Day shift	R
	02HFK04C	Spoorbaan Baanmeester	166	5 days (Monday to Friday)/ Day shift	R
	02BFK04C	Signals / office	306	5 days (Monday to Friday)/ Day shift	R

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort-West, Laingsburg and Worcester for a period of thirty six (36 months)**

	02AFJ32C	Sun City Mess	187	5 days (Monday to Friday)/ Day shift	R
	02WFJ01C	Shunters	283,1	5 days (Monday to Friday)/ Day shift	R
	02AFJ30C	P & T depot	63,2	5 days (Monday to Friday)/ Day shift	R
	02AFJ31C	P & T mess	163,3	5 days (Monday to Friday)/ Day shift	R
	02AFJ43C	Mess and Ablution	84	5 days (Monday to Friday)/ Day shift	R
	02AFJ76C	Shunters office	12	5 days (Monday to Friday)/ Day shift	R
	02 HFK05C / 02HFK07C	GVB mess	281,3	5 days (Monday to Friday)/ Day shift	R
	02AFK05C	Transtel	79	5 days (Monday to Friday)/ Day shift	R
	02AFK06C	Transtel	128	5 days (Monday to Friday)/ Day shift	R
	02AFK08C	Transtel	221	5 days (Monday to Friday)/ Day shift	R
	02ZFK01C	Transtel	167	5 days (Monday to Friday)/ Day shift	R

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort-West, Laingsburg and Worcester for a period of thirty six (36 months)**

<b>LAINGSBURG</b>	02BFA04	Office	61,2	5 days (Monday to Friday)/ Day shift	R
	02BFA05	Mess & Ablution	38,9	5 days (Monday to Friday)/ Day shift	
	02BFA06	Mess & Ablution	64,2	5 days (Monday to Friday)/ Day shift	
	02BFA08	Relay Room	67,35	5 days (Monday to Friday)/ Day shift	
	02NFA22	Workshop & Mess	65,7	5 days (Monday to Friday)/ Day shift	
<b>BEAUFORT- WEST</b>	02EG003C	Administration building Double storey	347,6	5 days (Monday to Friday)/ Day shift	
	02EG001C	Station building	493,5	5 days (Monday to Friday)/ Day shift	
		OPS Maintenance Infra			
	02AG077C	Offices	238	5 days (Monday to Friday)/ Day shift	
	02AG075C	Mess & Ablution	163,3	5 days (Monday to Friday)/ Day shift	R
	02AG078C	Mess & Ablution	79,1	5 days (Monday to Friday)/ Day shift	
	02AG078C	Workshop Offices	139,6	5 days (Monday to Friday)/ Day shift	

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort-West, Laingsburg and Worcester for a period of thirty six (36 months)**

		Wagons depot			
	02AG056C	Mess & Ablution	37,5	5 days (Monday to Friday)/ Day shift	
	02AG056C	Offices	31,7	5 days (Monday to Friday)/ Day shift	
	02BG133C	Mess & Ablution	22,6	5 days (Monday to Friday)/ Day shift	
	02BG134C	Toilet	7,6	5 days (Monday to Friday)/ Day shift	
	02AG063C	Office Control cabin	14,9	5 days (Monday to Friday)/ Day shift	
	02AG064C	Toilet	2,9	5 days (Monday to Friday)/ Day shift	
	02BG097C	Ambulance office	307,8	5 days (Monday to Friday)/ Day shift	
	02BG097C	Security offices	307,8	5 days (Monday to Friday)/ Day shift	
	02BG096C	Civil workshop / office	47,24	5 days (Monday to Friday)/ Day shift	
		Service delivery			
	02BG098C	GVB	311,3	5 days (Monday to Friday)/ Day shift	
	02B003	Buitepligte t/b	347,6	5 days (Monday to Friday)/ Day shift	
	02BG003C	Binnepligte	49,2	5 days (Monday to Friday)/ Day shift	

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort-West, Laingsburg and Worcester for a period of thirty six (36 months)**

	02BG177C	Sitbok	28,1	5 days (Monday to Friday)/ Day shift	
	02BG130C	Telemeter room	31,2	5 days (Monday to Friday)/ Day shift	
	02B132C	Terrain beampters	83,01	5 days (Monday to Friday)/ Day shift	
		Transtel			
	02BG099C	Office block	547,7	5 days (Monday to Friday)/ Day shift	
	02BG099C	Mess & Ablution	27,8	5 days (Monday to Friday)/ Day shift	
					R
<b>Monthly Total</b>					R
<b>2. RENTAL OF HYGEINE AND SERVICING</b>					
<b>ITEM NO.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Frequency</b>	<b>Price per month</b>
2.1	Supply & service she bins	32	each	weekly	R
2.2	Supply, install and service refreshener	64	each	weekly	R
2.3	Supply, install& service hand soap dispenser	64	each	weekly	R
<b>Monthly Total</b>					R
<b>3. Gardening</b>					<b>Price per month</b>
15m around all buildings					R
<b>Monthly Total</b>					R

**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort-West, Laingsburg and Worcester for a period of thirty six (36 months)**

PRICE LIST SUMMARY TABLE	
Affected Property	Service Cost for 12 Months
Cleaning services costs for Worcester, Laingsburg and Beaufort West depots	R
Hygiene equipment for rental	R
Gardening	R
<b>Grand Total (excl VAT)</b>	R

4.Escalation Rates				
Item No	Description	Year 1	Year 2	Year 3
4.1	Annual Escalation used in the price list for the 3 years	0%	%	%

5. Complete Service Cost Including Escalation				
<i>(Formula: Annual Price Incl. Escalation = (Grand Total Year # x Escalation Rate Year #) +Grand Total #</i>				
Item No	Description	Year 1	Year 2	Year 3
5.1	Complete Cleaning , Hygiene and Gardening Services	R	R	R
5.2	VAT 15%	R	R	R
5.3	Total (including VAT)	R	R	R
<b>GRAND TOTAL ( = Year 1 + Year 2+ Year 3)</b>				R
<b>Transfer the Grand Total to the Form of Offer and Acceptance</b>				



**Provision for office cleaning, hygiene and gardening services for Transnet Property in Beaufort-West, Laingsburg and Worcester for a period of thirty six (36 months)**

**STAFF COMPLIMENT**

<b>Worcester</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	0	5	1	<b>6</b>

<b>Laingsburg</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	0	2	1	<b>3</b>

<b>Beaufort West</b>	<b>Supervisor per area</b>	<b>Day Cleaners per area</b>	<b>No. of Gardeners</b>	<b>Total number of Staff Required</b>
<b>Weekdays</b>	0	4	1	<b>5</b>