



**REQUEST FOR PROPOSAL (RFP) FOR THE
APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF
CLEANING, HYGIENE AND HORTICULTURAL SERVICES AT
WOLMERTON DEPOTS IN THE NORTHERN GAUTENG REGION
(NGR) FOR A PERIOD OF THREE (3) YEARS**

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PASSENGER RAIL AGENCY
OF SOUTH AFRICA

Disclaimer

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy, or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offer to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided by PRASA, or any of its officers, employees, agents or advisers (the "Confidential Information Provided"). The Confidential Information provided may be made available to Bidder's subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agree to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

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

- Modify the RFP's goods / service(s) / works and request Bidders to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any bidder;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- Disqualify Proposals submitted after the stated submission deadline;
- Call a bidder to provide additional documents which PRASA may require which have not been submitted to PRASA;
- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Make no award at all;
- Validate any information submitted by Bidders in response to this bid. This would include, but is not limited to, requesting the Bidders to provide supporting evidence. By submitting a bid, Bidders hereby irrevocably grant the necessary consent to PRASA to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Bidder to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.

All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Bidder, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Bidder on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

PRASA reserves the right to negotiating the Best and Final Offer (BAFO) with selected Bidders where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP.

PRASA will not reimburse any Bidder for any preparatory costs or other work performed in connection with its Proposal, whether or not the Bidder is awarded a contract.



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SITE INSPECTION CERTIFICATE / PRE-TENDER BRIEFING SESSION	Form D
STATEMENT OF WORK SUCCESSFULLY CARRIED OUT BY BIDDER	Form E
SECURITY SCREENING FORM	Form F
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1 LIST OF ANNEXURES TO THE RFP

Draft Contract	Annexure 1
RFP CLARIFICATION FORM	Annexure 2
Appendices Prasa Returnable Forms	Annexure 3
Pricing Schedule & Bid Form C	Annexure 4



2 ACRONYMS

BBBEE	Broad Based-Black Economic Empowerment
CIDB	Construction Industries Development Board
CPG	Contract Participation Goals
DTiC	The Department of Trade and Industry and Competition
EDSD	Enterprise Development and Supplier Development
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System



3 INTERPRETATION

In this RFP, unless inconsistent with or otherwise indicated by the context –

- 4.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 4.2 any reference to one gender shall include the other gender;
- 4.3 words in the singular shall include the plural and vice versa;
- 4.4 any reference to natural persons shall include legal persons and vice versa;
- 4.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 4.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 4.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- 4.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 4.9 this RFP shall be governed by and applied in accordance with South African law.

4 DEFINITIONS

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 5.1 “Accounting Authority” means the Board of PRASA or a controlling body and that Board or controlling body is the accounting authority of PRASA or a person designated as an accounting authority under the PFMA;
- 5.2 “Contract” means the Contract to be entered between PRASA and the successful Bidder for the provision of the *services* procured in this RFP;
- 5.3 “Bid” means the Bid(s) to the RFP submitted by Bidder(s);
- 5.4 “Bidders Briefing Session” means the compulsory briefing session to be held at the offices of PRASA, in order to brief the Bidders about this tender;
- 5.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 5.6 “Black Equity” means the voting equity held by Black People from time to time;
- 5.7 “Black People” has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended;
- 5.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 5.9 “Briefing Note” means any correspondence to Bidders issued by the PRASA;
- 5.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 5.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 5.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 5.13 “Contractor” the successful Bidders who has signed a Contract with PRASA in terms of this RFP.
- 5.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **20 OCTOBER 2026;**
- 5.15 “Project” means this project for the ***PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES FOR WOLMERTON DEPOTS IN THE NORTHERN GAUTENG REGION (NGR) FOR A PERIOD OF THREE (3) YEARS***
- 5.16 “RFP” means the Request for Proposal issued by PRASA for this tender; and
- 5.17 “Scope of Work” means the scope of work for this project as detailed out in the RFP technical specifications.

SECTION 1

NOTICE TO BIDDERS

1 INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity, Bidder**].

BID DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES FOR WOLMERTON DEPOTS IN THE NORTHERN GAUTENG REGION
BID ADVERT	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge. With effect from 18TH SEPTEMBER 2026
ISSUE DATE	18TH SEPTEMBER 2026
BRIEFING SESSION	NON-COMPULSORY 29th SEPTEMBER 2026 @10:00AM; WOLMERTON DEPOT; Gibela Parking – Wolmerton Depot Training Room – (Rolling Stock side-Lifting shop) GPS Coordinates: 25°39'12.85"S, 28°09'45.04"E Decimal: -25.65357, 28.16251 (NB: Bidders to attend site briefing in full PPE i.e. (safety boots, reflective vest and hard hat). Non-compliance to the required PPE above will result in bidders not being allowed to attend the site briefing.
CLOSING DATE	20TH SEPTEMBER 2026 @ 12:00 MIDDAY PASSENGER RAIL AGENCY OF SOUTH AFRICA TENDER BOX LOCATED IN RECEPTION AREA OF PRASA CRES NGR SCM OFFICES, DARK GREY BUILDING CORNER 546 PAUL KRUGER & SCHEIDING STREETS PRETORIA STATION PRECINCT 0001 Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	90 Working Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.
CLOSING DATE FOR QUESTIONS	9TH OCTOBER 2026 @ 14:00 PM
CLOSING DATE FOR RESPONSES	12TH OCTOBER 2026 @16:00 PM
CONTACT PERSON	THULISILE SHABANGU

Any additional information or clarification will be emailed to all Bidders, if necessary.

2 FORMAL BRIEFING

A non-compulsory pre-proposal RFP briefing will be conducted at:

PASSENGER RAIL AGENCY OF SOUTH AFRICA WOLMERTON DEPOT

Gibela Parking – Wolmerton Depot

GPS Coordinates: **25°39'12.85"S, 28°09'45.04"E**

Decimal: **-25.65357, 28.16251**

on the **29TH OF SEPTEMBER 2026**, at **10:00**.

[Bidders to provide own transportation and accommodation]. The non – compulsory briefing session will start punctually, and information will not be repeated for the benefit of Bidders arriving late.

- 2.1 Despite the briefing session being non-compulsory, PRASA nevertheless encourages all Bidders to attend. PRASA will not be held responsible if any Bidder who did not attend the non-compulsory session subsequently feels disadvantaged as a result thereof.

3 BRIEFING SESSION MINUTES AND NOTES

- 3.1 PRASA will issue briefing session minutes or notes together with the response to the clarification questions on the **12th of October 2026** (***Bidders are urged to monitor the e-tender portal website for any feed update***).
- 3.2 Clarifications will be issued to all Bidders to this RFP utilizing the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.
- 3.3 Bidders / Bidders are requested to promptly confirm receipt of any clarifications sent to them.
- 3.4 Bidders / Bidders must ensure responses to the clarifications are received on or before the deadline date stated.

4 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses should be submitted to PRASA in a sealed envelope addressed as follows:

The Secretariat / Tender Office	PASSENGER RAIL AGENCY OF SOUTH AFRICA DARK GREY BUILDING, 546 PAUL KRUGER cnr. SCHEIDING STREET, PRETORIA STATION PRECINCT
RFP No:	PRASA/NGR/002/09/2026)
Description of Bid:	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES FOR WOLMERTON DEPOTS IN THE NORTHERN GAUTENG REGION (NGR) FOR A PERIOD OF THREE (3) YEARS
Closing date and time:	20th October 2026 at 12:00 Midday
Closing address	<i>[Refer to options in paragraph 6 below]</i>

5 DELIVERY INSTRUCTION FOR RFP

Delivery of Bid

The Bid envelopes should be deposited in the PRASA tender box which is located in the reception area of Prasa Cres SCM Offices and should be addressed as follows:

**PASSENGER RAIL AGENCY OF SOUTH AFRICA Corner 546 PAUL KRUGER & SCHEIDING STREETS,
PRETORIA STATION PRECINCT**

5.1 B-BBEE Joint Ventures or Consortiums

Bidders who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, should state their intention to do so in their RFP submission. Such Bidders should also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners should submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process. This written confirmation should clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to PRASA.

6 COMMUNICATION

- 6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to [\[thulisile.shabangu@prasa.com\]](mailto:thulisile.shabangu@prasa.com) before **14:00PM** on **09th of October 2026**, substantially in the form set out in Annexure 2 hereto.
- 6.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to the other Bidders who have attended a compulsory and a non-compulsory briefing session. For this purpose, PRASA will communicate with Bidders using the contact details provided at the compulsory and a non-compulsory briefing session.
- 6.3 After the closing date of the RFP, a Bidder may only communicate in writing with the Bid Secretariat, at telephone number [012 748 7471], email thulisile.shabangu@prasa.com on any matter relating to its RFP Proposal.
- 6.4 Bidders are to note that changes to its submission will not be considered after the closing date.
- 6.5 Bidders are warned that a response will be liable for disqualification should any attempt be made by a Bidder either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the

closing date and the date of the award of the business. Furthermore, Bidders found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

- 6.6 Bidders are advised to utilize this email address (Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:
- 7.6.1 Bid/Tender Description;
 - 7.6.2 Bid/Tender Reference Number;
 - 7.6.3 Closing date of Bid/Tender;
 - 7.6.4 Supplier Name;
 - 7.6.5 Supplier Contact details; and
 - 7.6.6 The detailed complaint.
- 6.7 PRASA also encourages bidders to visit the PRASA website for whistleblowing contract details for alleged activities of suspected Fraud and or Corruption.

7 CONFIDENTIALITY

- 7.1 PRASA shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Bidders / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to PRASA's business, written approval to divulge such information should be obtained from PRASA.
- 7.2 Bidders must clearly indicate whether any information submitted or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.
- 7.3 By participating in the bidding process and submitting documentation you consent that we may process the same for the purposes of the bid. We may disclose your information [including your personal information, that of your directors, agents, service providers, joint venture partners, and service providers, collectively referred as "related parties"] to our service providers, including data storage and processing providers. We may obtain your information including that of your related parties from our service providers and Government agencies, Industry Regulators such as the Construction Industry Development Board, the Central Supplier Database. In case of our service providers, we will ensure that such third-party service providers will process your information and

that of related parties for the purposes specified by us and such parties employ the appropriate security to protect that information.

7.4 We may disclose your information:

- as a result of our reporting obligations under the law, including to Parliament of the Republic of South Africa, to our external auditors, the Public Protector;
- where we are obliged by law [to the Government departments and entities such as Department of Trade and Industry/BEE Commission/ the CIDB, South African Revenue Services, Unemployment Insurance Fund, the industry Regulators, Industry Ombudsmen, etc.] or industry codes authorized by the various Regulator to do so;
- where we believe it is necessary to protect our rights
- on our website in connection with the supply chain management process
- to the payment processing service providers such as banks to assist with payment instructions;
- to law enforcement and Government Agencies for the purposes of fraud prevention;
- for security screening and checks to verify your personal information and that of related parties;
- to obtain tax clearance certificates;
- to our brokers/insurers;
- to service providers providing information and communication services.

7.5 Please refer to our Privacy Notice on our website.

8 INSTRUCTIONS FOR COMPLETING THE RFP

8.1 All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical and compliance response, the second envelop/box shall only have the pricing response and BBBEE response.

8.2 Bidders are required to package their response/Bid as follows:

Volume 1 (Envelop 1/Package 1)

- **Part A:** Mandatory Requirements Response
- **Part B:** Technical or Functional Response (response to scope of work)

Volume 2 (Envelop 2/ Package 2)

- **Part C:** Financial /price Proposal (BOQs) and Specific Goals and form C

Volume 2 should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package 2.

8.3 Bidders must submit 1 original response and may submit copies and an electronic version which must be contained in a Memory Card/External hard drive etc clearly marked in the Bidders name. PRASA



reserves the right to consider information provided in all formats irrespective the format i.e original/copy/electronic.

- 8.4 Bidders should ensure that their response to the RFP is in accordance with the structure of this document.
- 8.5 Where Bidders are required to sign forms, they are required to do so using preferably black ink pen.
- 8.6 Any documents forming part of the original responses to RFP but which are not original in nature, should be certified as a true copy by a Commissioner of Oaths.
- 8.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP should be neatly and functionally bound, preferably according to their different sections.
- 8.8 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.
- 8.9 The responses to RFP formulation should be clear and concise and follow a clear methodology which responses to RFP should explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 8.10 Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- 8.11 Information submitted as part of a responses to RFP should as far as possible, be orderly according to the order of the required information requested by PRASA. All pages should be consecutively numbered.
- 8.12 Responses to RFP should ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 8.13 Response to RFP documents are to be submitted to the address specified in [this RFP](#), and Bidders should ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.
- 8.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.

- 8.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Bidder to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Bidder to the actual RFP documents.
- 8.16 Bidders are required to review the Contract. Bidders may further amend and/ or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. **It must be noted that the marked-up Contract will form part of contract negotiations processes with the preferred bidder.**

9 RFP TIMETABLE

PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum/ Briefing Notes.

RFP PROCESS	MILESTONE DATES
Bid issue date	18 th September 2026
Non-Compulsory Briefing Session for Bidders at the Prasa, Wolmerton, Gibela Parking – Wolmerton Depot Training Room – (Rolling Stock Side-Lifting shop) GPS Coordinates: 25°39'12.85"S, 28°09'45.04"E Decimal: -25.65357, 28.16251	29 th September 2026 from 10:00 to 12:00AM
Closing date for Questions	09 th October 2026 @14:00PM
Closing date for Responses to questions	12 th October 2026 @16:00PM
Closing Date for Submission of final Bid	20 th October 2026 @ 12:00 MIDDAY
Evaluation of Proposals (Bidders note that PRASA may call for Presentation of bidders offers at any stage of the evaluation process)	6 weeks
Appointment of the successful Bidder	1 week
Contract Negotiations	2 weeks
Signing of Contract	1 week
Contract Commencement	1 week

10 LEGAL COMPLIANCE

- 10.1 Bidders should ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids may, at the sole discretion of PRASA, be disqualified. PRASA reserves the right to call a Bidder to provide additional documents which may have not been submitted.
- 10.2 The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

11 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Bidders 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. 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>. Bidders are required to provide the following to PRASA in order to enable it to verify information on the CSD:

Supplier Number: _____ **Unique registration reference number:** _____.

12 TAX COMPLIANCE

- 12.1 Bidders must be compliant when submitting a proposal to PRASA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) as amended and Value Added Tax Act, 1991 (Act No. 89 of 1991) as amended.
- 12.2 It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 12.3 The Tax Compliance status requirements are also applicable to foreign Bidders/ individuals who wish to submit bids.
- 12.4 Bidders are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 12 and the National Treasury shall verify the Bidder's tax compliance status through the Central Supplier Database (CSD).
- 12.5 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

For this purpose, the attached **SBD 1 marked Annexure..... must be completed and submitted as an essential returnable document by the closing date and time of the bid.**

New Tax Compliance Status (TCS) System



- 12.6 SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.
- 12.7 Bidders are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

Tax Compliance Status (TCS) Pin:_____.

13 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders or any of its/his/her/their officers, employees, agents or advisers. PRASA agrees that it shall only process the information disclosed by Bidders 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 Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

SECTION 2

BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS

1 INTRODUCTION AND BACKGROUND

- 1.1. Wolmerton Rollingstock Maintenance Depot, Wolmerton Train Operations Depot, Wolmerton Perway Depot, and Wolmerton Signals Depot are critical operational facilities that support rolling stock maintenance, train operations, perway maintenance, and signalling infrastructure. These environments operate continuously and require high standards of cleanliness, hygiene, and landscape maintenance to ensure safe, efficient, and compliant operations.
- 1.2. The purpose of this Request for Proposal (RFP) is to invite suitably qualified and experienced service providers to submit proposals for the provision of comprehensive cleaning, hygiene, and horticultural services across the Wolmerton operational facilities. The scope includes cleaning of offices, workshops, ablution facilities, and operational areas; deep cleaning of maintenance of train pits; provision and maintenance of hygiene services; and horticultural services to ensure that all landscaped and external areas are properly maintained.
- 1.3. The successful service provider will be required to deliver professional, reliable, and compliant services that support operational continuity, promote occupational health and safety, and maintain a clean, hygienic, and well-presented working environment. The service provider must demonstrate proven experience in industrial cleaning, hygiene services, train pit deep cleaning, and horticultural maintenance within operational or heavy industrial environments.
- 1.4. This RFP forms part of the organization's commitment to maintaining high environmental, safety, and operational standards across all Wolmerton depots. The appointed service provider will be expected to provide trained personnel, appropriate equipment, compliant cleaning and horticultural materials, and effective supervision to ensure consistent service delivery in accordance with contractual and regulatory requirements.

2. BACKGROUND INFORMATION

- 2.1. PRASA requires the services of a Cleaning, Hygiene and Horticulture Service Provider with the necessary skills and experience to provide daily cleaning services for a period of three (3) years.
- 2.2. PRASA requires comprehensive depot cleaning services for various facilities at Wolmerton Depot. These facilities include staff offices, mess rooms, staff ablution facilities, maintenance platform areas, access roads, parking areas, and the Clinic. These areas must be maintained at the highest

standards of cleanliness and hygiene. Regular cleaning is required to ensure a clean, safe, and hygienic environment for PRASA employees. The cleaning of maintenance train pits, railway tracks, and platforms within the Rolling Stock Depot forms a critical component of the depot cleaning function and is therefore included as part of the depot cleaning contract.

3. STATUS QUO

- 3.1. PRASA entered a multi-year contract through a Request for Proposal (RFP) process for the provision of cleaning services at Wolmerton Depot for a period of thirty-six (36) months. The contract commenced in accordance with the approved procurement process and is scheduled to expire on 26th of December 2026. Upon the expiration of this contract, and in the absence of a replacement service provider, the Wolmerton Depot will be left without the necessary cleaning services required to maintain acceptable standards of cleanliness, hygiene, and environmental compliance.

The cleaning services provided under this contract are essential for ensuring that all operational and support facilities within the depot are maintained in a clean, safe, and hygienic condition. These services support the daily functioning of the depot by ensuring that workspaces, operational areas, and common facilities remain conducive to employee health, safety, and productivity. Without a valid and active contract in place beyond the expiry date, PRASA may face operational challenges, including deterioration of hygiene standards, accumulation of waste, and non-compliance with occupational health, safety, and environmental requirements.

It is therefore critical that the necessary procurement processes be initiated well in advance to ensure continuity of cleaning services at Wolmerton Depot beyond 27 December 2026. This will prevent any service interruptions and ensure that PRASA maintains its commitment to providing a safe and hygienic working environment for employees and stakeholders operating within the depot.

3.2. PROBLEM STATEMENT

- 3.2.1. PRASA considers its depots to be critical operational environments that serve as key entry points into the organisation's broader business activities. As such, these facilities play an important role in representing the organisation's image, standards, and operational discipline. Depots are frequently accessed by employees, contractors, and other stakeholders involved in the railway operations environment, and therefore their condition and cleanliness contribute significantly to the overall perception of PRASA as a responsible and well-managed public entity.

- 3.2.2. The cleanliness and proper maintenance of depot facilities are therefore of paramount importance. Maintaining high standards of hygiene and cleanliness within staff offices, ablution facilities, mess rooms, operational areas, and surrounding environments ensures that employees are provided with a safe, healthy, and dignified working environment. PRASA recognises that its employees are its most valuable resource and is committed to ensuring that they are supported by facilities that promote health, safety, and wellbeing. Consistent and effective cleaning services are essential in achieving this objective.
- 3.2.3. Poorly maintained and dirty staff facilities present significant risks to the organisation. Such conditions may lead to health and safety hazards, including the spread of illness, exposure to unhygienic environments, and unsafe working conditions. In addition, unclean facilities negatively impact the environment through improper waste management and poor sanitation practices. These conditions may also result in employee dissatisfaction and reduced morale. Furthermore, neglected facilities can harm the reputation of PRASA as a public transport operator, potentially damaging stakeholder confidence and the organisation's public image. For these reasons, maintaining high standards of cleanliness and hygiene within depot facilities is essential for operational efficiency, employee wellbeing, and the protection of PRASA's reputation.

4. OBJECTIVE OF THE PROPOSED PROJECT

PRASA intends, through the provision of this service, to achieve and maintain the highest standards of cleanliness and hygiene within the Depot, including the effective cleaning and maintenance of depot facilities and maintenance of train pits. This will ensure a safe, clean, and well-maintained working environment that supports operational efficiency and the wellbeing of PRASA employees.

4.1. DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

- 4.1.1. To ensure that staff facilities are consistently maintained in a clean, hygienic, safe, and environmentally responsible condition, thereby creating a conducive and pleasant working environment for employees at the Depot.
- 4.1.2. To ensure that all cleaning processes, procedures, methods, and practices comply with applicable environmental, occupational health and safety standards, legislation, and regulatory requirements.

- 4.1.3.** To support PRASA in fulfilling its legal and statutory obligations to maintain its operational environment in a safe, hygienic, environmentally responsible, and compliant manner, in accordance with all relevant legislation, standards, and regulatory requirements.

4.2. PROJECT BENEFITS TO PRASA

The implementation of this project will provide PRASA with significant operational, health, safety, and environmental benefits. These include reducing the spread of germs and communicable illnesses, improving indoor air quality, eliminating unpleasant odours, controlling and reducing pest infestations, and maintaining acceptable standards of cleanliness and hygiene throughout the Depot.

The project will further contribute to a healthier, safer, cleaner, and more productive working environment for employees, while supporting regulatory compliance, protecting PRASA assets and facilities, and enhancing the overall operational efficiency and professional image of the organisation.

5. SPECIAL CONDITIONS OF TENDER

- 5.1.** Bidders must comply with the latest gazetted labour rates for contract cleaners, in accordance with Section 6(2) of the National Minimum Wage Act, No. 9 of 2018, and any applicable sectoral determinations or amendments thereto.
- 5.2.** Failure to comply with special condition 5.1. will result in disqualification.

6. SCOPE OF WORKS AND AREAS OF FOCUS WOLMERTON DEPOT

6.1. SCOPE OF THE DESIRED SOLUTION

6.1.1. Description of what needs to be done

- (a) The appointed service provider shall be required to provide highest quality cleaning services for Wolmerton Depot precinct including maintenance of train pits facilities.
- (b) The successful bidder is encouraged to source cleaning personnel from the communities around or adjacent to these depot facilities as a means of contributing to the fight against poverty, unemployment, and underdevelopment. This approach will also benefit surrounding communities through the creation of new job opportunities and may assist in preventing underlying community challenges that could negatively affect operations or service delivery.

- (c) The successful bidder shall put in-charge a sound knowledgeable and experienced supervisor per shift, overseeing daily activities of the cleaning team. These personnel shall be strong in supervisory and communication skills, initiative, enthusiastic and reliable.
- (d) The provision of this service shall comply with applicable and relevant Laws and Regulations that govern the cleaning sector as well as the Health and Safety Act (Act 85 of 1993) and the Railway Safety Act (Act 30 of 2024).

6.2 The Depot Facilities and Size

6.2.1 The contract will entail the cleaning of various facilities within the Wolmerton Depot precinct.

6.2.2 The precinct comprises of the following:

- **Security points**
- **Perway Depot**
 - **Mess and ablutions**
 - **Offices**
 - **Parking bays**
- **Signal Depot**
 - **Mess and ablutions**
 - **Offices**
 - **Workshop**
 - **Parking bays**
- **Clinic**
- **Train ops Depot**
 - **Training room**
 - **Staff offices**
 - **Control rooms**
 - **Mess and ablutions**
 - **Yard official building**
 - **Yard control points**
- **Rolling stock Depot**
 - **Old Metrorail Offices and Gibela Offices**
 - **Train Maintenance Train pits**
 - **New Train maintenance Train pits**
 - **Old Train Maintenance Train pits**
 - **Lifting shops**
 - **Mechanical and Electrical Repair Bay**

- Compressor housing
- Parking bays
- Warehouses
 - New warehouse
 - Old warehouses
- Mess and ablutions
- Corridor
- Paved areas

Tables depicting extent of the facility

Depot name	Platform	Mess room	Ablutions	Parking area	Entrance and Walkways	Store/Repair Bays/Lifting Shop	Offices	Waste Area/Facility
Rolling Stock Depot	8	4	12	3	1	7	28	1
Train Ops Depot	0	3	6	1	1	0	15	2
Signal depot	0	2	4	1	1	0	1	0
Perway Depot	0	2	4	1	1	0	3	0
Clinic	0	1	4	2	0	0	8	0
TOTAL	8	12	30	6	4	7	55	3

Table 1 Illustrate all the facilities available per Depot.

Depot name	Platform	Mess room (Tiled Surface)	Ablutions (Tiled)	Parking area	Entrance , Walkways and road next to	Warehouse/ Stores/Rep air	Offices	Waste Area/Facilit
Rolling Stock Depot	27 650 m ²	214.97 m ²	392.53 m ²	3 167.18 m ²	2 400 m ²	8 897.43 m ²	833.02 m ²	25 m ²
Train Ops Depot	0	344.45 m ²	614.41 m ²	5 400 m ²	4 800 m ²	51.43 m ²	832.49 m ²	50 m ²
Signal Depot	0	16.59 m ²	42.92 m ²	90 m ²	40.53 m ²	82.8 m ²	22.86 m ²	0
Perway Depot	0	64.25 m ²	171.17m ²	90 m ²	100 m ²	0	40.8 m ²	0
Clinic	0	2 m ²	37.24 m ²	0	10 m ²	0	280 m ²	0
TOTAL	27 650 m²	642.26 m²	1258.27 m²	8747.18 m²	7350.53 m²	9031.66 m²	1 809.17 m²	75 m²

Table 2 Illustrate the extent and size of the facilities



Depot name	Basin	Toilet	Urinals	Showers	Carpeted surface	Painted surface	Paved Surface
Rolling Stock Depot	61	34	26	39	0	36547.43m ²	3 167.18 m ²
Train Ops Depot including Coach cleaning Supervisor office	32	41	23	28	293.39 m ²	0	0
Signal Depot	3	2	2	3	0	82.8 m ²	0
Perway Depot	9	8	4	12	0	0	200 m ²
Clinic	5	4	3	0	0	0	280 m ²
TOTAL	108	88	58	86	293.39 m²	36 630.23 m²	647.18 m²

Table 3. Illustrates the number of ablution facilities equipment and size of the facilities

Depot name	Paved area along the road around the entire yard.	Track rail (Eastern and western side of the train pits and workshop area)
Wolmerton Depot	5000m ²	8000 m ²
TOTAL		13000 m²

Table 4. Illustrate the number of ablution facilities equipment and size of the surfaces

6.1.2. FREQUENCY OF CLEANING ACTIVITIES

6.1.2.1. WOLMERTON ROLLING STOCK DEPOT CLEANING FREQUENCY

Item	Description	Frequency
1.	Wolmerton Offices	5 Times a week
2.	Change rooms /Kitchen area	7 Times a week
3.	Wolmerton Fault room	7 Times a week
4.	Toilets including the security rooms	7 Times a week
5.	Basins	7 Times a week
6.	Showers	7 Times a week
7.	Painted surface	Passageway, both EMU Train pits, lifting shops and painted surface including the workshop area. 5 Times a week
8.	Deep cleaning of Painted surface	Passageway, both EMU Train pits, lifting shops and painted surface including the workshop area. Weekends only (Saturdays and Sundays)
9.	Parking and paved area	1500 m ² 3 times a week
10.	Asphalt surface (Entire Wolmerton Yard)	Road 3 times a week

11.	Guard House (Main Entrance Gate)	10.03 m ²	5 times per week
12.	Staff compliment (7 am to 16:00) Consumable purpose only	220	5 Times a week
13.	Staff compliment (7 am to 13:00) Consumable purpose only	40	Weekends only (Saturdays and Sundays)
14.	Deep cleaning of all mess rooms and Bathrooms		Daily (3 hourly)

Table 5

6.1.2.2. WOLMERTON TRAIN OPERATIONS DEPOT CLEANING FREQUENCY

Item	Description	Frequency
1.	Wolmerton Offices	5 Times a week
2.	Change rooms /Kitchen area	7 Times a week
3.	Wolmerton Fault room	7 Times a week
4.	Toilets including the security rooms	7 Times a week
5.	Basins	7 Times a week
6.	Showers	7 Times a week
7.	Parking and paved area	1500 m ² 3 times a week
8.	Asphalt surface (Entire Wolmerton Yard)	Road 3 times a week
9.	Staff compliment (7 am to 16:00) Consumable purpose only	170 5 Times a week
10.	Staff compliment (7 am to 13:00) Consumable purpose only	60 Weekends only (Saturdays and Sundays)
11.	Deep cleaning of all mess rooms and Bathrooms	Daily (3 hourly)

Table 6

6.1.2.3. WOLMERTON PERWAY DEPOT CLEANING FREQUENCY

Item	Description	Frequency
1.	Wolmerton Offices	5 Times a week
2.	Change rooms /Kitchen area	5 Times a week
3.	Wolmerton Fault room	5 Times a week
4.	Toilets including the security rooms	5 Times a week
5.	Basins	5 Times a week
6.	Showers	5 Times a week
7.	Parking and paved area	200 m ² 3 times a week
8	Guard House (Main Entrance Gate)	10.03 m ² 5 times per week



9.	Staff compliment (7 am to 16:00) Consumable purpose only	41	5 Times a week
10.	Deep cleaning of all mess rooms and Bathrooms		Daily (3 hourly)

Table 7

6.1.2.4. WOLMERTON SIGNAL DEPOT CLEANING FREQUENCY

Item	Description	Frequency
1.	Wolmerton Offices	5 Times a week
2.	Change rooms /Kitchen area	5 Times a week
3.	Wolmerton Fault room	5 Times a week
4.	Toilets including the security rooms	5 Times a week
5.	Basins	5 Times a week
6.	Showers	5 Times a week
7.	Parking and paved area	1500 m ² 3 times a week
8.	Staff compliment (7 am to 16:00) Consumable purpose only	12 5 Times a week
9.	Deep cleaning of all mess rooms and bathrooms	Daily (3 hourly)

Table 8

6.1.2.5. WOLMERTON CLINIC CLEANING FREQUENCY

Item	Description	Frequency
1.	Wolmerton Offices	5 Times a week
2.	Change rooms /Kitchen area	5 Times a week
3.	Wolmerton Fault room	5 Times a week
4.	Toilets	5 Times a week
5.	Basins	5 Times a week
6.	Staff compliment (7 am to 16:00) Consumable purpose only	2 5 Times a week
7.	Deep cleaning of all mess rooms and Bathrooms	Daily (3 hourly)

Table 9

6.1.2.6. HYGIENE SERVICE FREQUENCY

Item	Hygiene services	Number of equipment to be serviced	Frequency of service
1	Urinal sanitisers refilling and batteries replacement (2 x LR20 alkaline as & when they run out)	58	Regularly
2	Hand sanitisers refilling (<i>SANS1853 approved & effective against E-Coli, Aeruginosa, S. aureus, yeasts, moulds, etc</i>)	15	Regularly
3	Seat sanitisers refilling	44	Regularly
4	Sanitary bins liners	44	Regularly
5	Sanitary bins emptying (<i>A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation</i>)	44	Biweekly
6	Sanitary bins sanitized	44	Regularly
7	<i>Air-freshener Dispensers refilling (readily biodegradable) and batteries replacement (2 x LR20 alkaline as & when they run out)</i>	22	Regularly
8	Soap Dispensers refilling (Foam 1L)	30	Regularly
9	Toilet roll (<i>single ply, virgin paper (not recycled paper), SATMA compliant toilet paper, SABS 648:1980 compliant</i>)	405 staff compliments	Regularly
10	Auto paper Towel dispenser refilling and batteries replacement (4 x LR20 alkaline as & when they run out)	22 With 405 staff compliments before COVID-19	Regularly
12	Paper Towel Dispensers refilling	405 staff compliments	Regularly
13	Wall bins sanitizer	44	Biweekly

Table 10

NB:

- The supplier shall provide hygiene services for all facilities within the Depots' facilities.
- The supplier shall provide replenishment of consumables or spares of all hygiene equipment and services for Wolmerton Depot.
- The successful bidder will be required to submit the Hygiene Waste Disposal Licence Post Contracting before execution of work.
- The successful Bidder will be required to submit Hygiene waste disposal (service delivery note) for every disposal throughout the monthly duration of the contract period. This must be taken into consideration when pricing for Hygiene Services, which comprises of both replenishing or refill of equipment and disposal of hygiene waste.



6.2. Pictorials

Below are pictures of the Wolmerton Depot facilities:

Picture 1 – 3 Wolmerton Arial View:



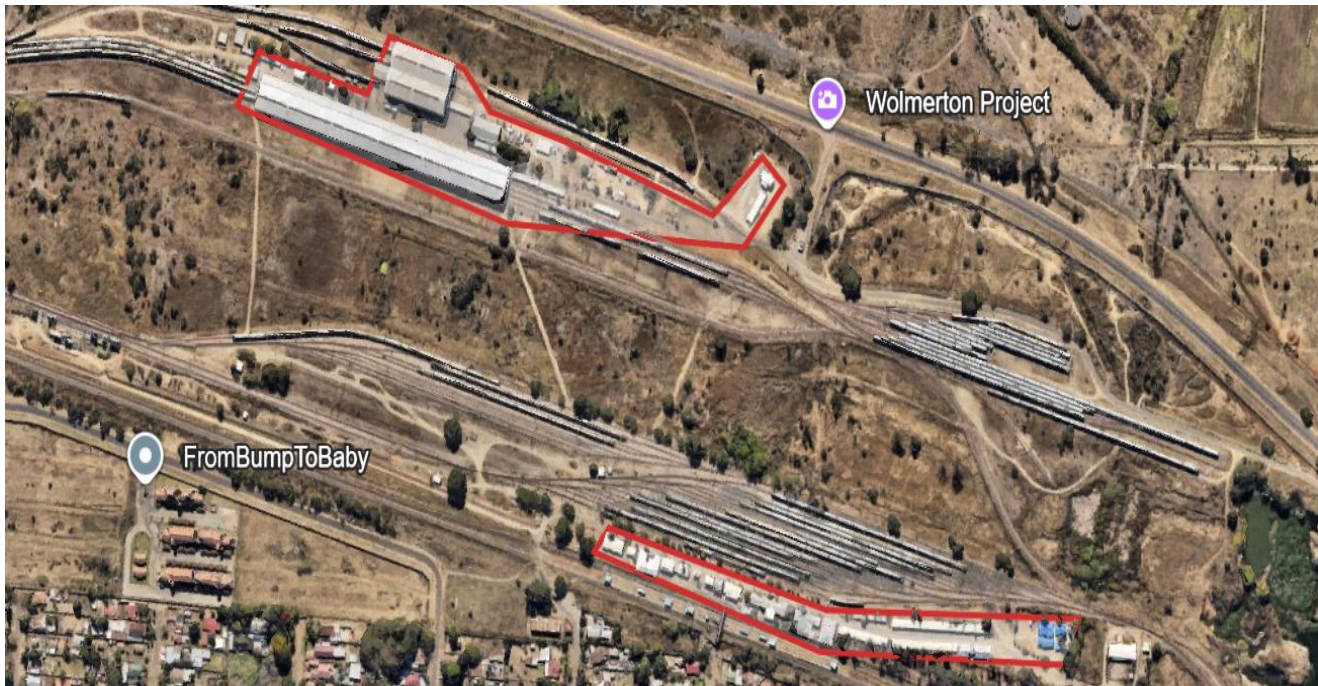
Picture 1: Rolling Stock Side.



Picture 2: Train Operations Sides



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OF SOUTH AFRICA



Picture 3: Rolling Stock & Train Ops Sides.

Operational Pictures:

Figure 1 Gibela & Rollingstock Maintenance Sheds





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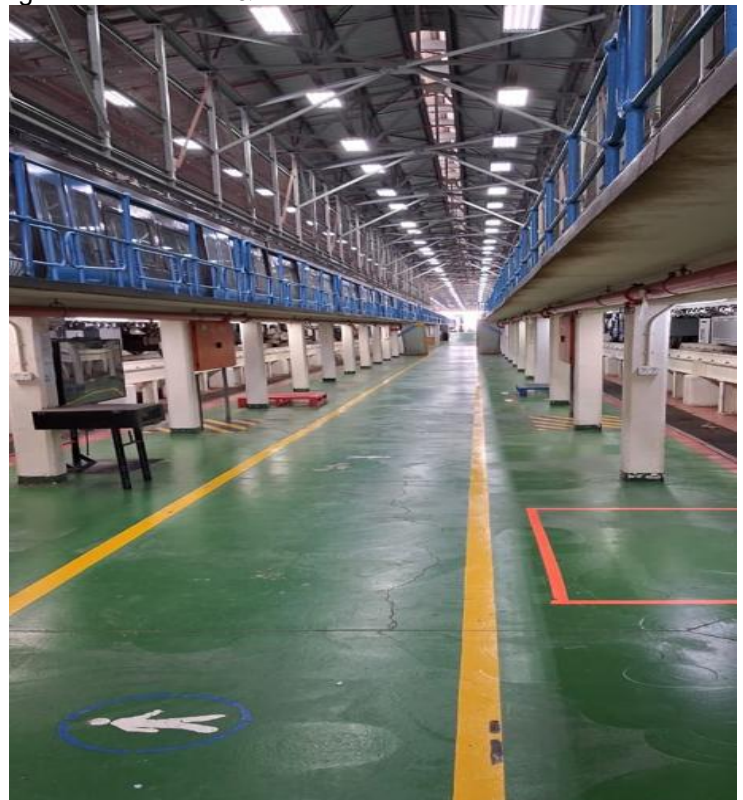
PASSENGER RAIL AGENCY
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Rolling Stock Train Pits & Platforms



Lifting Shop & Rolling Stock Train Pits



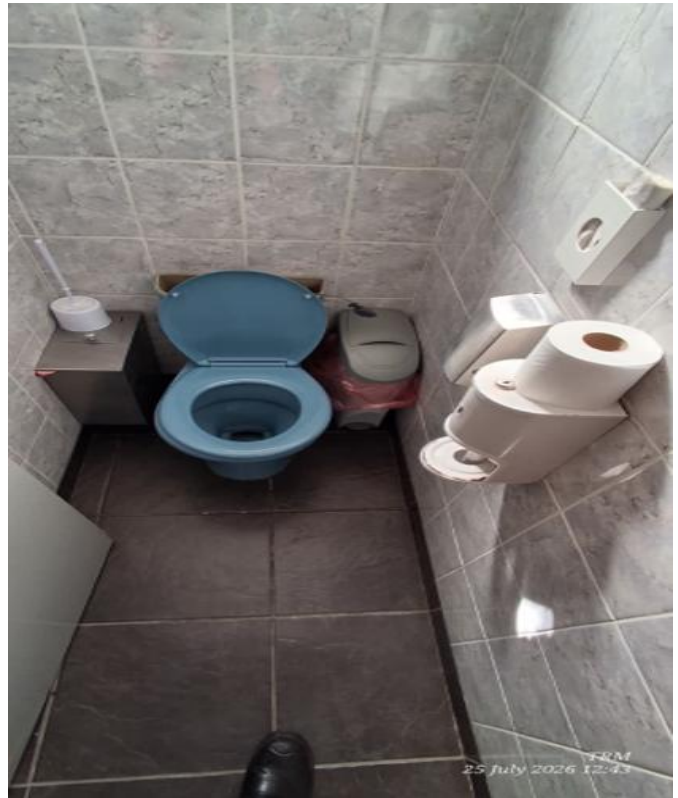


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Soap & Auto towel Dispensers





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Wall Bin, Auto towel, Auto Urinals & Soap Dispenser



Rollingstock Messroom



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Parking Bays with paving & Tar road

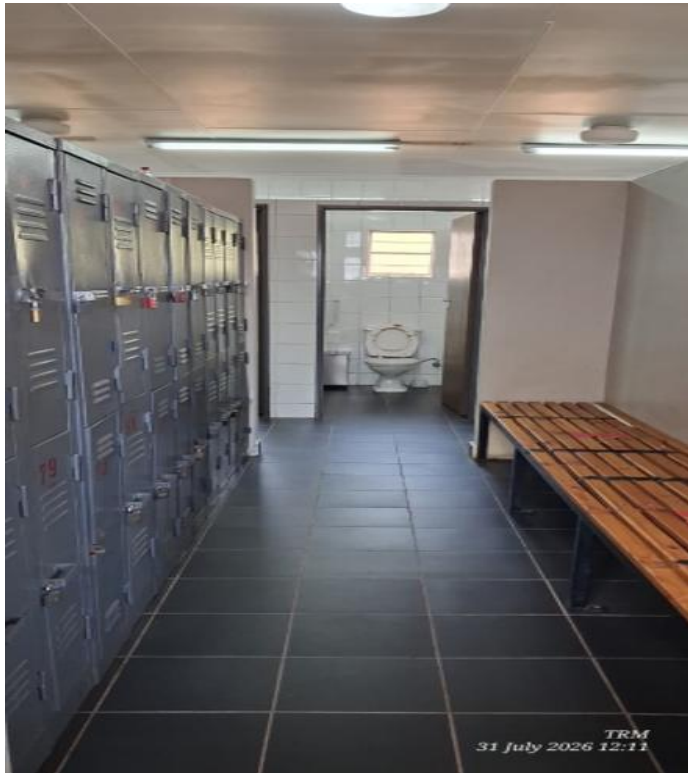


Training Centre & Roster Offices

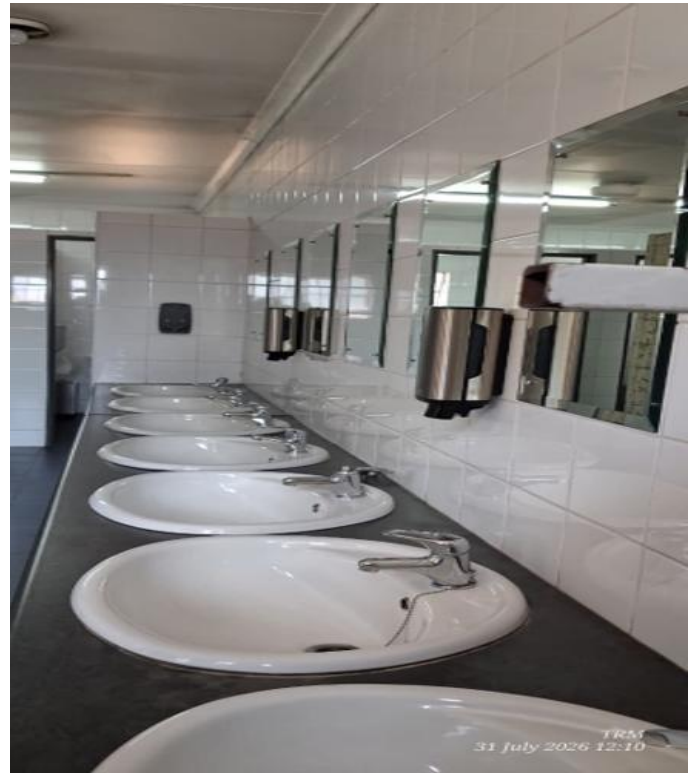


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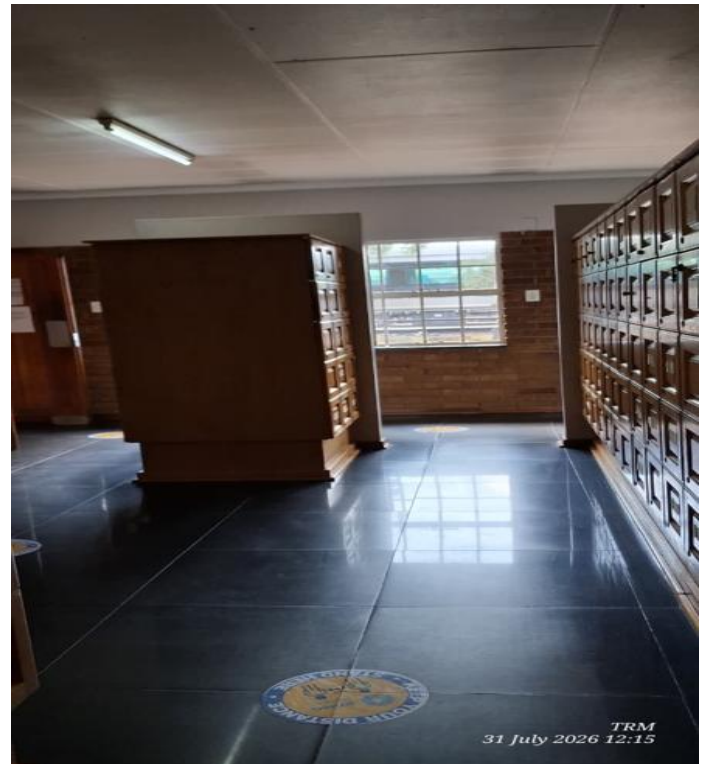
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1 Female Change rooms



1 Kitchen with wood shelves





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Training Centre Lecture Room



Female Toilet with hygiene dispensers(Toilet Roll Holder, Hygiene bag, Seat Sanitizer, SHE Bin)

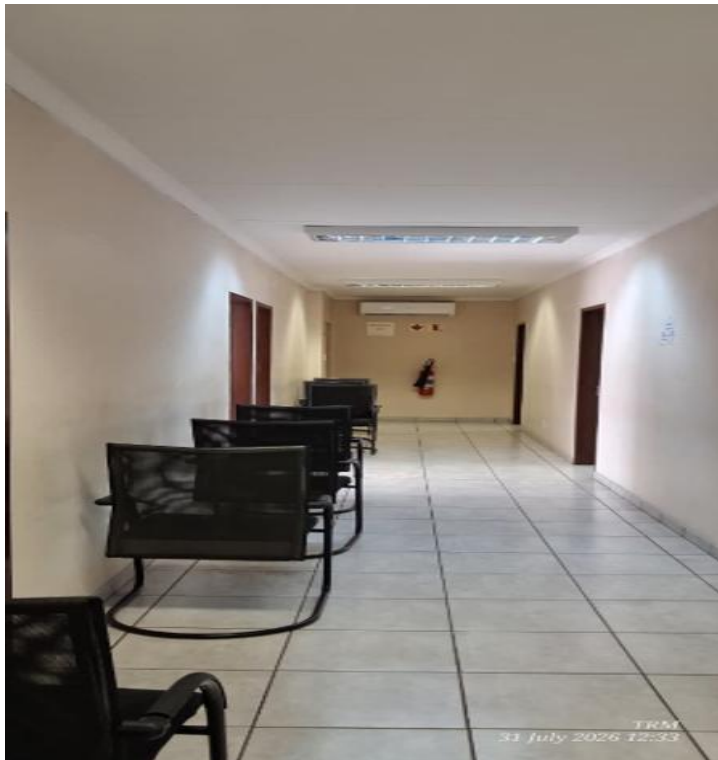


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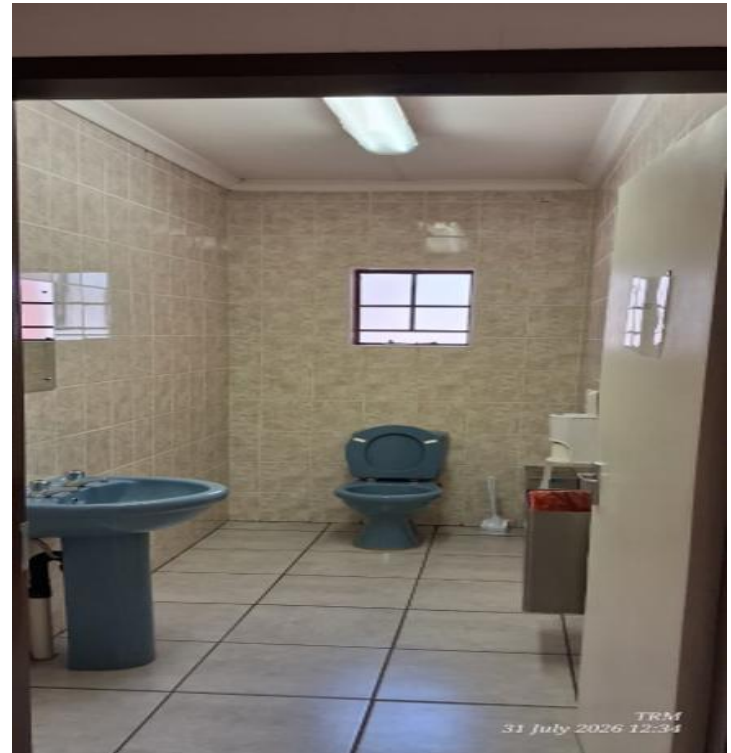
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OHS Clinic Reception area



OHS Clinic Corridor & Doctors Toilet





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OHS workstation with dispensers



Track master's Office with carpeted floors

The Staffing Plan and Shift System

6.2.1. The total number of cleaning staff/personnel to be provided in this specification is Thirty (30) including Two (2) supervisors. The below table entails midweek shift allocation of Thirty (30) personnel and a reduced allocation of Ten (10) personnel on Saturday, Sunday and/or public holiday.

Item	Wolmerton Depots	Total Number of Cleaners	First day Shift (Day) Monday to Friday
1	Depot	20	07:00 – 15:00 (20)
2	Supervisor(s)	1	1
Item	Site name	Total Number of Cleaners	First Night Shift (Night) Monday to Saturday
3	Rolling Stock & Gibel workshop train pits	10	20:00 – 04:00 (10)
4	Supervisors	1	1
Item	Depot	Total Number of Cleaners	Saturday to Sunday & Public Holidays
5	Wolmerton Rollingstock & Gibela workshop train pits with Train Ops Operational Offices	10	08:00 – 14:00 (10)
6	Supervisor(s)	1	1
Item	Wolmerton Depots	Total Number of Cleaners	Public Holidays
7	Rolling Stock & Gibela workshop train pits	5	20:00 – 04:00 (05)
8	Supervisors	1	1

Table 11

- *The ten (10) rotational weekend & public holidays day shift staff members are from the total of Twenty (20) weekday personnel at Wolmerton Depots.*
- *The five (5) rotational weekend & public holidays night shift staff members are from the total of Ten (10) night shift personnel at Wolmerton Depots.*
- *The Staffing Plan and Shift System – Wolmerton Depot, Bidding Companies must ensure that they factor in costs for relievers and annual leaves as PRASA expects the successful bidder to maintain the total number of staff complement daily without failure.*

5.5. SPECIAL INSTRUCTION AND GUIDELINE FOR CALCULATING ANNUAL LABOUR RATE FOR WOLMERTON DEPOT CLEANING:

N.B: LABOUR RATE WILL BE BASED ON THE TOTAL LABOUR RATE PER HOUR FOR CALENDAR PERIOD OF 27 DECEMBER 2026 – 26 DECEMBER 2027, THAT WILL INCLUDE WEEKDAYS AND PUBLIC HOLIDAYS AS PER OUR SCHEDULE FOR WOLMERTON DEPOT (TABLE 11 ABOVE).

Labor Rate Calculation for Calendar Period for Wolmerton Depot – 27 December 2026 – 26 December 2027	
Calendar Period for Year 1	Number of Days
Total Week/ Working Days for Calendar Period (27 December 2026 – 26 December 2027)	251
Total Saturdays for Calendar Period (27 December 2026 – 26 December 2027)	50
Total Sundays for Calendar Period (27 December 2026 – 26 December 2027)	53
Total PPH for Calendar Period (27 December 2026 – 26 December 2027)	11

Table 12 Calendar Period Days and Months for Year 1

Note: please refer to the table 6 below.

7. CONTRACTORS' STAFF UNIFORM TO BE USED ON SITE:

- a. Prior to commencement of work on site the Contractor must:
 - Submit a SHE File to the PRASA Risk Department for evaluation to acquire site access certificate.
 - Be inducted by the PRASA Risk Department before working in any PRASA site.
 - Be in possession of Personal Protective Equipment (PPE) necessary for the task to be performed on site.
 - Conform to the acceptable standards of behaviour and dress appropriately.
- b. Protective Clothing: The contractor shall provide all forms of safety and protective clothing for their personnel. It will be the responsibility of the contractor to ensure that it is worn. The clothing shall also clearly indicate the name of the cleaning contractor on it in large and clear letters so that the public/staff can clearly always identify the cleaning personnel. Full Personal Protective Equipment (PPE) shall be always worn when cleaning activities are performed and this shall include, but not be limited to, the following:
 - Safety shoes/boots
 - Overalls/ Work suits
 - Facemask
 - Hand hygiene gloves

- Full length rubber gloves
- Protective eyewear (**face shields only when performing Horticultural activity**)
- Suitable Work suits with long pants (**when performing Horticultural activity**)
- Reflector bibs with company name and employee name tag
- Rain suits (during rainy days)

8. SPECIFICATION FOR HAND TOOLS AND CLEANING APPLIANCES

The contractor shall submit the details of hand tools and cleaning appliances which the company intends to use for approval by the Facilities Technical Department. The Facilities Technical Department may reject the proposed consumables by the contractor and direct the contractor to a particular item at its discretion. The contractor shall follow the Technical Officer's direction. The hand tools and cleaning appliances shall be of recognized high quality.

Specification in general to be followed as per below:

Table 13 Hand Tools and Appliances (Minimum acceptable machinery, tools & appliances)

Items	Hand Tools & Appliances	SANS/SABS & Applicable Regulatory Compliance
1	Long Handle Brush	heavy duty industrial brush, durable synthetic bristles.
2	Squeegee	heavy duty industrial, approximately 450-60 mm.
3	Microfiber cloth	commercial/industrial-grade washable/useable.
4	Hand brush	heavy duty suitable for industrial cleaning.
5	Dusters	commercial-grade microfiber/extendable suitable for high and low dusting.
6	Gum remover	heavy-duty scrapper suitable for removing gum without damaging approved surfaces.
7	500g Industrial Mops	heavy-duty industrial mop, highly absorbent, durable with industrial handle.
8	Long handle feather Dusters	Applicable SANS/SABS where applicable
9	Gum remover equipment	heavy-duty scrapper suitable for removing gum
10	500g Industrial Mops	heavy-duty industrial mop, highly absorbent, durable with industrial handle.
11	Long handle feather Dusters	Applicable SANS/SABS where applicable
12	Two-way cleaning buckets	Applicable SANS/SABS where applicable
13	Brooms	Heavy-duty industrial broom; durable synthetic bristles and handle
14	Step ladders	Industrial duty; stable; non-slip feet; secure steps; manufacturer's load rating



15	Industrial vacuum cleaner *	Heavy-duty wet/dry capability where required; filtration; overload protection; durable hose
16	Industrial Walk behind sweeper *	Industrial grade; guarded moving parts; dust-control system; safe operator controls
17	Industrial Walk behind scrubber *	Recovery and solution tanks; suitable brushes/pads; water recovery; operator safety features
18	Industrial high-pressure cleaner *	Industrial pressure rating; safety trigger; rated hose; overload/thermal protection
19	Garden hosepipe (150m) with pressure fittings *	Heavy-duty UV-resistant hose; defined diameter/length; suitable pressure rating and fittings
20	Leaf blower	Commercial/industrial grade; guarded fan; safe controls
21	Lawn mower	Commercial-duty; blade guard; adjustable cutting height; safe shut-off
22	Wet Floor warning signage	Stable, highly visible, durable; clearly indicates wet/slippery floor
23	Trisodium phosphate cleaner degreaser	Industrial grade; controlled dilution; suitable for grease/oil; surface-compatible
24	Dish cloth	Absorbent, durable, washable/reusable
25	Extension cord	Heavy-duty; correct conductor size; suitable plug/socket; appropriate rating; safe for intended environment
26	Caution / Hazard / Wet Floor Sign	Highly visible, stable and durable; appropriate hazard symbol/wording
27	Long handled Feather dusters	Extendable heavy-duty handle; non-shedding head
28	Janitors Cart with Heavy duty bag *	Heavy-duty frame; non-marking wheels; compartments; secure heavy-duty waste bag

Table 13

NOTE: ALL HAND TOOLS AND CLEANING APPLIANCES MUST BE SANS/SABS COMPLIANCE.

They must be of industrial grade, fit for purpose, durable and compliant with applicable SANS/SABS requirements.

All hand tools (machinery) marked * would be expected to be fully on site within the first quarter of service, failure of which results in penalties.

9. LIST OF CONSUMABLES

- Ammoniated Cleaner
- Ammonia stripper / non-ammoniated stripper
- Heavy duty refuse bags

• All-purpose cleaner (for removal of lime and urine deposits on toilet bowls. Thick. Highly foaming. Extremely acidic)
• Toilet scrubber
• Anti-wax
• General degreaser
• Probiotic cleaner
• Floor emulsion polish and wax
• Disposable gloves
• Deep cleaning liquid
• Wood polish
• Window cleaner
• Dishwashing liquid
• Furniture polish
• Mutton cloth
• General purpose cleaner (Blue colour)
• Paper towels and cleaning rags
• Air freshener
• Anti-dust sprays
• Toilet paper SABS approved
• Antimicrobial fog disinfectants solution
• Multi surface disinfectant cleaner
• 500ml /1litre trigger bottles
• Electronic equipment disinfectant cleaner
• Bleach

10. SPECIFICATION OF THE WORK, PRODUCTS OR SERVICES REQUIRED

Description of Service and Frequency

The specification provides for the provision of the following services and service frequency as a minimum contract and health and safety requirements. However, the service provider may employ the best innovation and best cleaning methods which will assure the highest level of cleanliness of Depots and facilities.

Table 14 Cleaning Specification with areas and frequency

Facility	Areas	Description of Service	Frequency
(Rolling Stock Depot, Signals Depot, Clinic, Perway Depot and Train ops depot)	Floors, Carpets and Walk-off mats	Sweep with dust mop sweepers	Daily
		Damp mop	Daily
		Disinfect the floor surface an EPA (Environmental Protection Agency) registered household disinfectant	Every 3 hourly
		Scrub with machine and polish	Monthly



		<i>Disinfect the floor surface using registered household disinfectant compliant with South African Laws and Regulations</i>	Weekly
		Vacuum all carpeted floors	Daily
		Vacuum walk-off mats	Daily
		Shampoo	Every month
		Spot cleaning	When requested and as required
		Clean seats, scrub/vacuum	Monthly
		Disinfect the all-toilet bowls, basins and urinals <i>using registered household disinfectant compliant with South African Laws and Regulations</i>	<i>Weekly</i>
	<i>Staff Toilets & 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
		Replace toilet paper and towel rolls	Continuously
		Replenish hand soap	Continuously
		Basins – wet wipe with hard surface cleaner	Daily
		Disinfect all-toilet bowls, basins and urinals <i>using registered household disinfectant compliant with South African Laws and Regulations</i>	Daily
		<i>Disinfect all toilet bowls, basins and urinals with an EPA (Environmental Protection Agency) registered household disinfectant.</i>	<i>Every 30 minutes</i>
	<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>Disinfect the common surface an EPA (Environmental Protection Agency) registered household disinfectant</i>	<i>Every 30 minutes</i>
	<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
	<i>Dusting</i>	Dust all areas needed to be dusted (up to 2m)	Alternate days (Preferably Mon, Wed, Fri)
		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
Platforms (Train pits) & Railway tracks	<i>Platform areas</i>	Sweep platforms	daily
		Remove papers and other foreign objects	Continuously
		Spot mopping all painted surfaces	Daily
		<i>Disinfect the platform surface an EPA (Environmental Protection Agency) registered household disinfectant</i>	Every 3 hourly
		Empty Dustbins / replace waste bags daily and disinfect	Daily
		Remove litter all the time	Daily
		Dust the workshop Steel structures and machines	Daily
		Wipe off dirt on the lifting shop jacks, signages, fire equipment	Daily
		Sweep the railway tracks (Eastern and western side of the train pits area)	Weekly
		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
		Replace toilet paper and towel rolls	Continuously
		Replenish hand soap	Continuously
		Basins – wet wipe with hard surface cleaner	Daily
		<i>Disinfect the all-toilet bowls, basins and urinals using registered household disinfectant compliant with South African Laws and Regulations</i>	Every 30 minutes
		Empty and clean all waste receptacles	Continuously
	<i>Railway tracks. Note: Employees work under protection on tracks and only during the off-peak)</i>	Remove papers and other foreign objects – Clean the railway tracks up to 250m beyond the edges of both sides of the platforms	Weekly
	<i>Grass and weeds</i>	Remove Grass and Weeds	Weekly
Staff offices (Including Walls, Ceilings and Paintwork – all around the depot)	<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



	(High touch surfaces include: train pits handrails, Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks	Disinfect the high touch surface an EPA (Environmental Protection Agency) registered household disinfectant	Continuous
	<i>Air vents</i>	dust and wipe air vents once every two months	Every second Month
Depot Entrances, Walkways and Corridors	<i>All areas around entrances, walkways and corridors</i>	Sweep clean building surrounds.	Continuous
		Dust/wipe clean walls.	Weekly
		Wipe clean signs and Lettering.	Daily
		Disinfect the common surface an EPA (Environmental Protection Agency) registered household disinfectant	Continuous
		Walk-off matting vacuumed and/or clean	Daily
		Corridors to be swept and auto scrubbed/ as required	Daily
		Access areas and concourses to be scrubbed.	Daily
		Air vents: dust and wipe air vents once every two months	Every second Month
		Remove Grass and Weeds	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
		Thoroughly clean side panels.	Daily
		<i>Disinfect the high touch surface using registered household disinfectant compliant with South African Laws and Regulations</i>	Continuously
Waste Collection Facility	<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) - Call the collection Company and Maintain Records	Daily and as required
		Wash refuse containers	As required
		Wash floors with chemicals.	Daily
		Disinfect all areas with recommended insecticide <i>using registered household disinfectant compliant with South African Laws and Regulations</i>	Weekly

Storm-water Drainage and Channels	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.	Weekly
Parking Area and Common External Areas of the facility	<i>All common areas and parking</i>	Sweep surfaces	Daily
		Remove Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smell, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.	Daily
		Remove Grass and Weeds	Weekly

Table 14

Table 15 Cleaning Specification with areas and frequency

Facility	Areas	Description of Service	Frequency
Horticulture Activity	<i>10m around depot precinct areas next to the building, maintenance workshop, lifting shop, Maintenance train pits and parking bays.</i>	Standard Tree Maintenance	Weekly
		The feathering up / crown lifting of low hanging branches that may impede staff flow or be a public risk.	
		Clearing of dead, diseased branches that may pose a risk.	
		Prune branches away from the property line of depot.	
		Clear any branches that may become a risk encroaching over any facilities within the scope range.	
		Shape any tree that may have grown into an unbalanced deformed shape.	Daily
		Contractors will be required to do collecting (clearing, chipping) of all branches, logs and debris from any work site within the Prasa sites.	
		This is to also include the sweeping and raking up of all work sites and leave them in a clean and acceptable state.	
		This work of clearing branches, logs and debris will be in Wolmerton Depots, where tree pruning operations have been carried out.	
	<i>All Tarred and Paved surfaces around the depot</i>	Weeds eradication on paved surfaces: The contractor shall ensure that all the paved and tarred areas are weeded out	Weekly



	<i>Garden</i>	Removal of weeds (or unwanted vegetation as shall be confirmed by the Environmental Department)	Weekly
		Trimming or pruning of plants and grass. Rehabilitation of gardens (e.g. mulching, soil loosening and related works), as and when required.	

Table 15

Table 16 Cleaning Specification with areas and frequency

Facility	Areas	Description of Service	Frequency
Hygiene services	<i>Urinal sanitisers refilling, Hand sanitisers refilling, Seat sanitisers, Sanitary bins liners, Sanitary bins sanitisers, Toilet paper, Paper hand towels, , Air fresheners refilling; Wall bins sanitisers.</i>	The Contractor shall ensure that the hygiene consumables are always stocked, but not limited to: Urinal sanitisers refilling, Hand sanitisers refilling, Seat sanitisers, Sanitary bins liners, Sanitary bins sanitisers, Toilet paper; Paper hand towels, Air fresheners refilling; Wall bins sanitisers etc. at all times.	Continuously
		Disinfect the common surface an EPA (Environmental Protection Agency) registered household disinfectant	Every 30 minutes
		The Contractor shall ensure that all hygiene equipment is clean and free of obstructions.	Continuously
		The Contractor shall report any broken or Malfunctioning hygiene equipment immediately to the Soft Service Manager or Supervisor.	Weekly
		Disinfect all areas with recommended insecticide <i>using registered household disinfectant compliant with South African Laws and Regulations</i>	Every 30 minutes
		The Contractor shall report any broken or Malfunctioning hygiene equipment immediately and replace within 72 hours.	Weekly
Deep Cleaning	<i>Workplace Facilities with confirmed/emerging disease</i>	Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or if practical before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment used	As and when required



		by the ill persons, focusing especially on frequently touched surfaces.	
		Cold/thermal fogging of the interior facilities and external surface including painted, paved, tar, tiles, maintenance areas	Once Daily

Table 16

TABLE 17 Deep cleaning Emerging viruses' areas

Facility	Areas	Description of Service	Frequency
Emerging viruses Deep Cleaning	<i>Facilities with Suspected/Confirmed Emerging viruses' cases.</i>	<i>Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces.</i>	As and when required
		<i>Cold/thermal fogging of the interior facilities and external surface including painted, paved, tar, tiles, maintenance areas</i>	As and when required

Table 17

11. SPECIFICATION REQUIREMENTS AND EXPECTATIONS

11.1. The Contractor shall ensure full compliance with all applicable Statutory Regulations of the industry. The following Specific Legislative Requirement will be strictly complied with when performing Cleaning, Hygiene and Horticultural services at Wolmerton Depot;

- The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
- The Labour Relations Act, 1995 (Act no 66 of 1995)
- The Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- The National Environmental Management Act (Act no 107 of 1998)
- National Railway Safety Regulator Act (30 of 2024).
- Disaster management Act (no 27/2002)
- Emerging viruses Safety Regulations

Table 18



GENERAL

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

1. No graffiti on all tiled surfaces and tiled walls *always*.
2. All areas are always free of litter and weeds (especially the platform area).
3. No bags of litter in any other area within the precinct, other than the allocated refuse area.
4. All areas are always free of stains and dust/dirt.
5. 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, weeds, overflowing dirt bins.
6. All ablution facilities are always free of bad odour.

ENTRANCES

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

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



CORRIDORS

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

1. Garbage containers are free of dirt/dust, debris and marks.
2. Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
3. Tables, chairs and/or benches are free of dirt/dust, debris and stains.
4. All glass and mirrors are free of dirt/dust, and stains.
5. Carpets are free of dirt/dust, and stains.
6. Base boards are free of dirt/dust, build-ups and marks.
7. Window coverings are free of dirt/dust, and stains.
8. Light fixtures and lenses are free of all dirt/dust.
9. Air vents are free of dust/dirt, debris and stains.

External Paved and Tarred areas

Requirements: Access and Walkway areas within the precinct will be maintained as per the requirements below:

1. Regular sweeping of these areas using platform brooms and dirt picked up using metal hooded dust spans.
2. Foot paths must be kept clean by sweeping and picking up of dirt using platform brooms and metal hooded dust spans.
3. Storm water channels must be cleaned and free of dirt.
4. All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
5. All areas shall be free of grass and weeds.

Expectations:

- a. Surfaces shall be always free of dirt and spillages.
- b. All areas shall be free of dust and refuse bags/plastic.
- c. Storm water channels free of dirt and blockages.

Staff Ablution Facilities – Toilets (Staff Toilets)



Requirements: *Staff Ablution Facilities shall be maintained as required to enable management, staff, and any other persons who have reason to enter, to use the facility safely and hygienically.*

1. Staff ablution facilities must always be kept in a clean and tidy condition and free of bad odour.
2. Staff ablution Facilities floors must be scrubbed using an approved and environmentally sensitive detergent.
3. There shall be an inspection sheet and schedule at every ablution facility.
4. Staff ablution facilities must be quality inspected regularly for cleanliness by the cleaning supervisor/staff of the contracting company on **a 30-minute basis during the peak period** and **hourly during off-peak period**.
5. Inspection checklists shall include all defects including maintenance defects, these must be elevated to the Depot Manager for maintenance response. Inspection checklists shall be signed off.
6. The ablution facilities shall be free of graffiti from all tiled and painted surfaces.
7. All staff ablution facilities must always be free of dirt and litter.
8. No plastic bags to be stored in the toilet facilities.
9. **Timed air fresheners** must be cleaned and replenished with air freshener on a regular basis, under no circumstance should the timed air fresher be found empty.
10. **Soap dispensers** must be cleaned and replenished with hand soap on a regular basis, under no circumstance should the soap dispenser be found empty.
11. **Moist toilet seat wipes holder** must be cleaned and replenished with toilet seat wipes on a regular basis, under no circumstance should the holder be found empty.
12. **Lockable toilet roll holders** must be cleaned and replenished with quality toilet roll on a regular basis, under no circumstance should the toilet roll holder be found empty.
13. **Hand towel holder** must be cleaned and replenished with a hand towel on a regular basis, under no circumstance should the hand towel holder be found empty.
14. Waste must be removed from the waste bins, and SHE bins at all times.
15. Mirrors must always be cleaned and spotless.
16. Condom holders must always be cleaned and spotless.

Expectations:



- a. No graffiti from all tiled and painted surfaces.
- b. Toilets shall be free of bad odour.
- c. Dispensers shall be clean and always be replenished.
- d. No waste in the bins and SHE bins.
- e. No marks or spots on mirrors.

Wolmerton Train pits and Lifting shop Precinct

Procedure to clean the Wolmerton train pits area and Lifting shop painted floor surface and Train pits.

1. Sweep and vacuum the concrete slab area thoroughly to remove any dirt or debris from the surface. **Use a scraper, or putty knife to dislodge (NB: Some areas spades must be used)** and remove any built-up surface materials.
2. Prepare a solution of **trisodium phosphate cleaner degreaser** according to the manufacturer's instructions. Mix the TSP in a bucket with hot water, then apply liberally to the concrete surface and scrub the slab using a **floor scrub brush** to help remove oil, grease or other surface contaminants.
3. Rinse the slab area using a **High-pressure cleaning machine and spray nozzle**. Allow the floor to dry completely before proceeding.
4. Rinse the concrete slab again with clean water and allow to thoroughly dry.

Expectations:

- a. Concrete slabs free of dirt or debris or any built up surface material.
- b. Concrete slabs free of oil, grease or another surface contaminants.
- c. Concrete slabs clean, dry and free of wet and slippery floors.

Cleaning at Heights - Above 2.4m

To provide cleaning services for both internal and external windows and any other surface above 2.4 meters.

NB: BIDDER TO MAKE PROVISION FOR REQUIRED EQUIPMENT, SAFETY LADDERS, HARNESES, CHERRY PICKERS, ETC IN ORDER TO CLEAN THESE WINDOWS – BIDDERS MUST TAKE NOTE DURING SITE INSPECTIONS OF WHAT WILL BE REQUIRED TO PERFORM THIS TASK

The service provider shall ensure the following:

1. Staff is fully equipped.
2. Staff is trained and supervised as per legislative requirements.
3. All applicable requirements are met particularly in respect of regulations about working at heights.
4. 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.
5. Provide appropriate cleaning equipment and safety gear for the specific function.



Expectations:

- d. Cleaning staff well trained and fully equip to perform their duties in accordance with all safety requirements.
- e. Windows shall be free of dirt, dust, smudges, stains and streak marks.

Showers and change rooms.

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

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

Maintenance platforms and rail track areas



Requirements: Maintenance platforms and railway track areas within the precinct will be maintained as per the requirements below:

1. Maintenance Platform surfaces to be swept, scrubbed and are free of dirt.
2. Deep Cleaning of platforms to be carried during off peak, unless otherwise instructed *in writing* by the Soft services Manager or Supervisor.
3. Using of hose pipes is not allowed. The contractor is to familiarize himself/herself with new water restrictions and consult with the Facilities Department in this regard. The hosing can only be done in consultation and in agreement with the Facilities Department for that instance.
4. All platforms within the Depot precinct must be free of dirt, litter, grass and weeds at all times.
5. 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 Flag women.
6. All tracks within the Depot precinct must be free of dirt, dust, litter or any spillages.
7. No plastic bags to be stored on the platform or the rail track. These shall only be stored in a place to be agreed upon between the contractor and the Facilities Department.
8. Wet cleaning & wiping of passages and different types of floor areas provided in workshop bays.
9. Scrubbing & deep cleaning of passages and different types of floor areas provided in workshop bays.
10. Cleaning of Portable fire extinguishers.
11. Cleaning of Sign Boards/ Name Boards/Notice boards/ Handrails.

Expectations:

- a. Platform surface shall always be free of dirt and litter.
- b. All tracks within the Rollingstock & Gibela Sheds must be free of dirt, litter or any spillages.
- c. All rail tracks and platforms shall always be free of refuse bags and plastics.
- d. All Sign Boards/ Name Boards/Notice boards/ Handrails free of dirt and dust.

Others

- a) **Basins** – wet wipe with hard surface cleaner, remove mineral deposits, fill liquid soap holders and paper hand towel dispensers when needed.
- b) **Blinds** – vertical: remove dust. Horizontal: damp wipe.
- c) **Carpets** – vacuum – high traffic and low traffic. Remove spots and stains as necessary. Interim clean as required. Restorative clean as required.
- d) **Ceilings** – dust and wipe air vents once every two months.



- e) **Chairs** – cloth: vacuum, spot clean as necessary and shampoo as required. Vinyl and leather – dust, daily and damp wipe fortnightly.
- f) **Desks** – natural, unsealed woods – dust. Sealed wood – polish. Scaled wood/glass/Formica – dust or damp wipe daily and polish weekly.
- g) **Doors** – remove finger-marks on glass and push plates daily, dust or damp wipe monthly and damp wipe door handles weekly.
- h) **Electrical Equipment** – dust daily, damp wipe weekly. Wet wipe and rinse inside surfaces of microwaves weekly or as necessary.
- i) **Mirrors** – in washrooms – wet wipe and dry daily or as necessary. Ornamental – use glass cleaner weekly.
- j) **Ovens/Stoves** – wet wipe hot plates with hard surface cleaner daily or as necessary. Use caustic aerosol spray on emulsified oven surfaces monthly.
- k) **Radiators / Aircon** – dust and damp wipe.
- l) **Refrigerators** – damp wipe top daily, damp wipe doors and sides daily.
- m) **Rubbish Bins** – empty and damp wipe daily and remove stains and disinfect weekly, or as necessary.
- n) **Shelves** – dust those that are empty weekly and damp wipe when shelves are cleared as required.
- o) **Sinks** – wet wipe as necessary daily.
- p) **Skirting** – Wet wipe with hard surface cleaner weekly and remove stains and/or marks when necessary.
- q) **Tables** – in canteens wet wipe desks daily.
- r) **Taps** – wet wipe with hard surface cleaner daily and remove mineral deposits monthly.
- s) **Telephones** – dust and damp wipe with disinfectant weekly.
- t) **Floors: Resilient**
 - i. **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.
 - ii. **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.
- u) **Toilet** – ensures usability (report faults to depot manager 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.
- v) **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.
- w) **Walls/Windowsills** – Spot clean as necessary. Wet wipe and dry washable surfaces twice annually.

Expectations:

- a. All blinds must be free of dust.
- b. Carpets must always be free of stain and spots.
- c. No finger marks and spots on glass doors and handles always.
- d. Rubbish bins must always be emptied and free of litter.
- e. Mirrors, Tables, Refrigerators, Skirtings must always be free of marks and stains.
- f. Walls and windowsills free of spots always.
- g. No bags of litter in any other area within the precinct, other than the allocated refuse area.
- h. All areas are always free of stains and dust/dirt.
- i. 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, weeds, overflowing dirt bins.



Stairs and all access ways

Requirements: Footbridge and stairs will be maintained as per the requirements below:

1. Floors to be scrubbed using a strong surface cleaner.
2. Walls to be scrubbed down and are free of dirt.
3. Stairs and floors to be swept regularly and as per arrangement and approval shall be hosed as and when required.
4. Storm water channels are not blocked and are free of foreign objects.
5. Foot path and road (access to the depot) to be always kept clean.
6. No plastic bags to be stored in the subways.

Parking Areas

Requirements: Parking areas must always be kept free of:

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

Horticulture services

Requirements and Expectations

1. The cleaning contractor shall be responsible for horticultural service within 10m around depot precinct i.e. areas next to the building, maintenance workshop, lifting shop, Maintenance train pits and parking bays.
2. Standard Street Tree Maintenance The scope if the work to be done is:
 - The feathering up / crown lifting of low hanging branches that may impede staff flow or be a public risk.
 - Clearing of dead, diseased branches.
 - Prune branches away from the property line of depot.
 - Clear any branch that may become a risk encroaching over any facilities within the scope range.
 - Shape any tree that may have grown into an unbalanced deformed shape.
 - Contractors will be required to collect (clearing, chipping) all branches, logs and debris from any work site within the Prasa sites, including sweeping and raking up of all work sites leaving them in a clean and acceptable state. This work of clearing branches, logs and debris will be in Wolmerton Depots where tree-pruning operations have been carried out.
 - Contractors will be responsible for provision of transport for their workers / employees to all stipulated work sites.
 - Any work undertaken by the contractor that is not stipulated in the tender must in the first instance be discussed and agreed to in writing with the delegated Prasa Project Manager/Soft service Manager or Supervisor.
 - Weeds eradication on paved surfaces: The contractor shall ensure that all the paved and tarred areas are weeded out.



3. Maintenance of gardens shall comprise of:

- Trimming or pruning of plants.
- Rehabilitation of gardens (e.g. mulching, soil loosening and related works), as and when required.

Expectations:

- a. All dead and diseased branches and leaves are cleared and removed.
- b. All branches pruned away from property lines always.
- c. All work sites shall be free of branches, logs and leaves.
- d. Paved surfaces shall be free of weeds and protruding grass.
- e. Garden shall be well kept and maintained always.

Hygiene services

Requirements:

1. The Contractor shall provide a sanitary waste collection and disposal service; whereby sanitary bins will be used to collect and store sanitary waste hygienically and safely.
2. All sanitary services are to be performed in line with the National Environmental Waste Management Act 59 of 2008 and the By-laws of the Tshwane Municipality in which the site is located.
3. All bins, liners and cleaning material/consumables must be provided by the Contractor as part of the service.
4. The bins are to be cleaned and disinfected to kill all bacteria; the bin liner shall be replaced with each service.
5. All bins shall always be in a neat and working condition.
6. All sanitary waste shall be removed discretely from each site.
7. Waste Disposal Certificates must be supplied by the Supplier to the Soft Service Manager or Supervisor.

Expectations:

- a. All SHE bins emptied of sanitary waste always.
- b. All sanitary waste shall be collected discretely and stored hygienically.
- c. All bin liners replaced per service and bins disinfected always.
- d. All Hygiene dispensers should be operational and stocked always.

Others

- x) **Basins** – wet wipe with hard surface cleaner, remove mineral deposits, fill liquid soap holders and paper hand towel dispensers when needed.
- y) **Blinds** – vertical: remove dust. Horizontal: damp wipe.
- z) **Carpets** – vacuum – high traffic and low traffic. Remove spots and stains as necessary. Interim clean as required. Restorative clean as required.
- aa) **Ceilings** – dust and wipe air vents once every two months.
- bb) **Chairs** – cloth: vacuum, spot clean as necessary and shampoo as required. Vinyl and leather – dust daily and damp wipe fortnightly.



- cc) **Desks** – natural, unsealed woods – dust. Sealed wood – polish. Scaled wood/glass/Formica – dust or damp wipe daily and polish weekly.
- dd) **Doors** – remove finger-marks on glass and push plates daily, dust or damp wipe monthly and damp wipe door handles weekly.
- ee) **Electrical Equipment** – dust daily, damp wipe weekly. Wet wipe and rinse inside surfaces of microwaves weekly or as necessary.
- ff) **Mirrors** – in washrooms – wet wipe and dry daily or as necessary. Ornamental – use glass cleaner weekly.
- gg) **Ovens/Stoves** – wet wipe hot plates with hard surface cleaner daily or as necessary. Use caustic aerosol spray on emulsified oven surfaces monthly.
- hh) **Radiators / Aircon** – dust and damp wipe.
- ii) **Refrigerators** – damp wipe top daily, damp wipe doors and sides daily.
- jj) **Rubbish Bins** – empty and damp wipe daily, remove stains and disinfect weekly or as necessary.
- kk) **Shelves** – dust those that are empty weekly and damp wipe when shelves are cleared as required.
- ll) **Sinks** – wet wipe as necessary daily.
- mm) **Skirting** – Wet wipe with hard surface cleaner weekly and remove stains and/or marks when necessary.
- nn) **Tables** – in canteens wet wipe daily, other areas as for desks.
- oo) **Taps** – wet wipe with hard surface cleaner daily and remove mineral deposits monthly.
- pp) **Telephones** – dust and damp wipe with disinfectant weekly.
- qq) **Floors: Resilient**
 - b. **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.
 - c. **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.
- rr) **Toilet** – ensures usability (report faults to depot manager office) and replenish 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.

ss) **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.

tt) **Walls/Windowsills** – Spot clean as necessary. Wet wipe and dry washable surfaces twice annually.

Table 18

12. MEASUREMENT OF PERFORMANCE

The successful service provider's performance of cleaning service will be formally measured monthly according to the measurement criteria listed below:

Table 19: Measurement of performance

AREAS	FOCUS CLEANLINESS ITEMS	MEASUREMENT
<u>PLATFORMS:</u>	Papers, peels, cans/bottles, cigarette butts, leaves, excrement, bad smells, stagnant water, dirt bags, leaking sewage, rodents, animals (dead)	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 1-2 hours. Visible signs of accumulated dirt). 3 = GOOD (Few of elements present. Obvious sign that the place is cleaned). 4 = EXCELLENT (No litter and an extra effort was put in to make the place look more attractive e.g. floor was washed with detergent).
<u>MAINTENANCE PLATFORMS, LIFTING SHOPS:</u>	Papers, peels, cans/bottles, cigarette butts, leaves, excrement, bad smells, stagnant water, dirt bags, dusty, leaking sewage, rodents, animals (dead or alive)	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 1-2 hours. Visible signs of accumulated dirt). 3 = GOOD (Few of elements present. Obvious sign that the place is cleaned). 4 = EXCELLENT (No litter and an extra effort was put in to make the place look more attractive e.g. floor was washed with detergent).
<u>ROAD, PAVE AREA</u>	Litter and hygiene e.g. overgrown weeds, papers, peels, cans/bottles, cigarette butts, leaves, general dirt, cobwebs, dust,	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 1-2 hours. Visible signs of accumulated dirt). 3 = GOOD (Few of elements present. Obvious sign that the place is cleaned).

	excrement, bad smells, water pools, plastic bags.	4 = EXCELLENT (No litter and an extra effort was put in to make the place look more attractive e.g. floor was washed with detergent or polished).
<u>CORRIDOR/WALKWAY</u>	E.g. papers, general dirt, dust, mud, water pools, peels, cans/bottles, cigarette butts, leaves, excrement, bad smells, plastic bags, leaking sewage pipes (not reported), rodents, animals (dead or alive).	1 = UNACCEPTABLE (Most elements present and a general sense of neglect). 2 = POOR (Has not been swept in the last 8-12 hours, visible signs of dirt). 3 = GOOD (Few of elements present. Obvious sign that the place is cleaned). 4 = EXCELLENT (No litter, extra effort was put in to make the place more attractive). NOTE: If papers and leaves etc. are present due to wind, it will be taken into consideration.
<u>TRACKS:</u>	E.g. papers, peels, cans/bottles, cigarette butts, leaves, plastic bags,	1 = UNACCEPTABLE (Most elements present and a general sense of neglect). 2 = POOR (Visible signs of dirt that has accumulated). 3 = GOOD (Few of element's present/visible sign that tracks are cleaned). 4 = EXCELLENT (No litter. Tracks are cleaned at least once per day).
<u>TOILETS:</u>	Papers, dust, cobwebs, peels, cans/bottles, cigarette butts, excrement on floor, bad smells, water pools, leaking sewage, rodents, animals (dead), overflowing sanitary bins.	1 = UNACCEPTABLE (Toilets out of order, no record that cleaners have reported the incident. Floors dirty, Toilet(s) cistern(s) dirty, Urinal(s) smelly and unclean, wash basins smudgy and not cleaned on daily basis). 2 = POOR (Toilets cleaned, but still visible signs of dirt, e.g. dust, cobwebs). 3 = GOOD (Obvious sign that toilets are cleaned daily). 4 = EXCELLENT (Extra effort is put in to ensure cleanliness, smelling fresh e.g. using detergents).
<u>PARKING AND EXTERNAL AREA</u>	Litter and hygiene - Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used condoms, bad smells, stagnant water, dirt bags, rodents, dead	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 8-12 hours, some elements like papers, cigarette butts, leaves, condoms, etc). 3 = GOOD (Few of elements present, hardly any litter present). 4 = EXCELLENT (No litter and extra effort was put in to make the place look more attractive e.g. shaded parking, painted lines etc).



	animals, overflowing dirt bins.	NOTE: If any of the above elements like papers, leaves, etc. is present due to the wind / wind blowing, this factor will be considered.
<u>HORTICULTURE ACTIVITIES</u>	Overgrown grass, vegetation not removed, overgrown weeds, Garden maintenance overgrown trees	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Overgrown grass, vegetation not removed, overgrown weeds, overgrown trees, Tree cut-off not removed, not swept off, and/or cleaned up debris or waste resulting from vegetation control activity). 3 = GOOD (Few of elements present, hardly any overgrown grass /weeds/trees). 4 = EXCELLENT (No litter and extra effort was put in to make the place look more attractive e.g. (Tree pruned, no overgrown grass /weeds, no debris /tree cut off and disposed from site) NOTE: If any of the above elements like leaves, etc. is present due to the wind / wind blowing, this factor will be considered.
<u>HYGIENE SERVICES</u>	Urinal sanitisers refilling, Hand sanitisers refilling, Seat sanitisers, Sanitary bins liners, Sanitary bins sanitisers, Toilet paper; Paper hand towels, Air fresheners refilling; Wall bins sanitisers	1 = UNACCEPTABLE (Most or ALL the dispensers empty and not stocked or replenished, and there is a general sense of no maintenance and neglect). 2 = POOR (Failure to provide Hygiene services in line with the specified frequency will be deemed as a non-compliance) 3 = GOOD (Majority or 90% of Hygiene dispensers are stocked and replenished, and are in working condition) 4 = EXCELLENT (ALL or 100% of Hygiene dispensers are stocked and replenished, and are in working condition) NOTE: If the sanitary disposal certificate is not submitted the sanitary service claims will not be processed.

<u>DISINFECTANT SERVICE</u>	Disinfect frequently touched surfaces, Disinfect contaminated surface, disinfect common areas, disinfect floor surface, Disinfect Ablutions, Disinfect carpeted area, Disinfect Electronics surface, Fogging activity, checklist.	1 = UNACCEPTABLE – Response time of between 12 - 24 Hours 2 = POOR – Response time of between 6 - 12 Hours 3 = GOOD – Response time of between 3 – 6 Hours 4 = EXCELLENT – Response time of between 1 – 3 Hours (Disinfectants service is being performed timeously in line with the EMERGING VIRUSES disinfection checklist and extra effort is applied into ensuring the frequency at which it is performed.)
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Table 19

13. SPECIAL CONDITIONS OF CONTRACT

- a. This shall be a **performance- based contract** and shall be for a term of 3 years (or 36 months) commencing from the date of signature of agreement.
- b. Either party may terminate the Contract by giving the other party a 30-day calendar month written termination notice.
- c. The Contractor shall undertake to provide and use **Totally Degradable Plastic Refuse Bags (TDP)** for daily refuse collection.
- d. The Contractor shall undertake to provide and use environmentally friendly (SABS approved) products/detergents/material as required by PRASA.
- e. The performance of the contractor **shall be evaluated and assessed on month-to-month basis** and may be terminated on the ground of poor performance and/or non-responsiveness.
- f. The monthly report must at least include the following: consumable stock-count report; staff attendance report; equipment breakdowns; and rectification report, schedules and duties performed, quality control report, staff turnover, customer complaints / compliments, staff disciplinary issues, as well as action plans to rectify any deficiencies.
 - The format of the report should be discussed and agreed upon with the Soft Service Manager. The service provider should provide relevant information in a clear and legible format.

- g. The Contractor shall be responsible for the efficient performance of the Contract and for the good conduct of his/her employees whenever they carry out cleaning works at the Depots.
- i) The Contractor shall always maintain contracted number of cleaners to properly fulfil his/her obligation under this Contract, unless agreed upon by PRASA and the contractor to adjust the number of cleaning staff.
- j) The Contractor's employees shall always be supervised by a supervisor(s) employed for this purpose by the Contractor.
- k) The Contractor shall provide clean and tidy uniform: for all his/her employees. The uniform must be worn by all employees who are engaged to carry out the works under this Contract.
- l) The Contractor employees cleaning Depots under this Contract shall be identifiable with appropriate Company's badge and access card displayed all the time with the following information on it;
 - The photo of the employee
 - The Name of the Employee
 - The position he or she occupies
 - The Name of the Cleaning Company
 - The Number of the Site Access operating under
 - The Name of the Depots of deployment.
- m) PRASA reserves the rights to monitor time and attendance of the Contractor's employees as well as to give working instruction directly to the Contractor's employees if in the opinion of PRASA this is necessary. This will be done through a dedicated Contract Owner/End-User.
- n) The Contract shall put in-charge a sound knowledgeable and experienced Supervisor, in charge of daily operations of cleaning team. These personnel shall be strong in supervisory and communication skill, initiative, enthusiastic and reliable. The Supervisor may be required to perform duties outside normal working hours and be reachable all the time.
- o) All Cleaners should be trained to be observant, keen, alert, efficient, willing and pleasant. On job work observation must be performed by Supervisor on an ongoing basis to ensure that cleaners perform the duties and responsibilities consistently above expectation.
- p) The Contractor ***shall perform cyclic or ad-hoc deep cleaning*** of the Wolmerton Depots and the facilities to enhance the level of cleanliness.

q) The Contractor shall provide all necessary machinery, tools and materials for the proper execution of the work. Such machinery and materials shall be of a high standard and suitable for use in the Depots' environment.

- All electrical and non-electrically operated equipment should be SABS approved.
- The Contractor shall supply its own cleaning equipment and chemicals at their own cost.
- The Contractor shall maintain and ensure availability of Material Safety Data Sheets (MSDS) of all chemicals.
- All cleaning material approved by the client shall be always available for execution of work.
- PRASA shall ensure availability of supply point for water supply and electricity, in the event where the water supply is disrupted or PRASA runs out of water the service provider needs to provide alternative means to get water to ensure all facilities are kept clean.
- All safety precautions stipulated by the client shall be strictly adhered to.

13.1. DEFAULT

13.1.1. If the Contractor:

- a. Repeatedly fails to execute the service in accordance with this contract, and PRASA has issued notices of default/breach calling upon the Contractor to rectify such breach within seven (7) days of the notice, subject to the following limits:
 - **Year 1:** A maximum of three (3) notices;
 - **Year 2 and Year 3:** One (1) notice per year;
- b. Then PRASA shall be entitled to terminate the contract by giving the Contractor thirty (30) days' written notice of termination. The contract shall automatically terminate at the end of the notice period, and the Contractor shall be required to vacate all PRASA premises without delay.

14. SAFETY FILE CHECKLIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Regional Departments or Head Office for evaluation before a site access is issued.

Name of the Contractor :

Project :

Safety File Assessor and Date :



Table 20

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit (If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports and Work Permits for foreign Nationals. Employee register to include home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts		
6	Approved Organizational Structure		
7	Approved S/HE Policy		
8	Approved S/HE Plan		
9	Risk Assessments for the projects as per project scope, approved by the Risk Assessor. These should cover any prevalent communicable diseases at the time.		
10	Proof of medical fitness of employees who will be working on the project, from an Occupational Health Practitioner not a General Practitioner (Provide completed Annexure 3 of the Construction Regulations).		
11	All applicable Statutory Appointments e.g. First Aider, SHE Officer, etc.		



#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
	(Signed by the appointer and accepted by appointee's, include CV's and competency certificates)		
12	Tool inspections Checklists and Register		
13	PPE Matrix and Issue Records		
14	Safe Working Procedures or Method Statements for the scope of work and the following: - Waste management protocols - Incident reporting procedures - Emergency procedures - Protocols for reporting any prevalent communicable diseases		
15	Toolbox Talks Templates and contractor's induction material		
16	Equipment Maintenance (Calibrations, Safe Working load certificates, etc.) if applicable		
17	Chemicals substances list and Safety Data Sheets (SDSs) for chemicals to be used (14-point format). Include Proof of training on SDSs if applicable.		
18	Excavation plan (when applicable)		
19	Fall Protection plan, including scaffolding plan (when applicable)		
20	Declaration of Sub-contractors (when applicable)		
21	Proof of Third-Party Liability Cover (Not older than 1 year)		
22	Conclusion / Statement of Compliance		

Table 20



Note:

- Hard copy of the file must be submitted to PRASA's Risk Department.
- This document should be used as the standard guideline, and all contractors should comply with this guideline
- It is the responsibility of the SHE Coordinator to ensure that all required documents are on file prior to approval.
- It is the responsibility of the Department that is overseeing the whole contract process to ensure that
 - A safety file is implemented at the site where the contractor works,
 - **No contractor's duties are to commence without this file being approved.**
 - The scope of work is discussed with the risk department. This is to ensure that all special details and requirements are addressed when compiling this file.
- The approved file will be kept by the appointed Prasa supervisor for the duration of the project for record keeping.
- At the end of project, the file must be filed with the Information Risk Manager (IRM) of the department.
- This file should always be readily available.

The contractor must compile a SHE working file where all records generated during the project will be filed. This file must always be available on site. The file will include, SHE Related records, Records of communication with the Client (Prasa), toolbox talks, Inspections, risk assessments, etc

- The Risk Department, Prasa Management and or representatives has the right to
 - Request for the file at any given time
 - Inspect the contractor documents at any given time
 - Stop the work if he or she finds it necessary or is convinced that Safety, Health, and Environment is compromised.

15. NON-COMPLIANCE TO SPECIFICATION

Penalty for poor quality of work shall be imposed subject to non-compliances of the contractor. The decision regarding Penalty & Imposing Penalty shall be of **Prasa**. This is in addition to the proportional amount to be deducted for non-completion or not carrying out the work.

- a. In the case where the contractor's employees embark on a strike, a penalty of equivalent to the wage per employee will be imposed based on the rate per hour for the duration of the strike.
- b. If Team Leader/Supervisor and/or cleaning staff are found absent or short, a deduction at the rate of equivalent to a **daily wage per employee shall be implemented.**



- c. If during inspection, the workers are not wearing uniform, a penalty of **R 200.00** per employee per day shall be imposed.
- d. If during inspection, the workers are not found in proper PPE (Personnel protective equipment) of **R 200.00** per employee per day shall be imposed.
- e. In the case of unavailability of proper chemicals for described usage, penalty of **R 1 000.00** per day shall be imposed.
- f. In the case of unavailability of Hygiene services and disposal for described usage, penalty of **R 1 000.00** per day shall be imposed.
- g. In the case of unavailability or use of improper hand tools and equipment e.g. mops, duster, sweeper scrubber, carpet deep cleaning machine, leave blower and vacuum cleaner etc. a penalty of **R 1 000.00** per incident per day shall be imposed.
- h. In the case where the contractor at the prescribed site does not do disposal of cleaning waste, a penalty of **R 1 000.00** per incident shall be imposed.
- i. In the case of unavailability of consumables e.g. Toilet paper, Room Freshener, Liquid Hand Wash etc. a penalty of **R 500.00** per incident shall be imposed.
- j. In the case where removal of vegetation is not done by the contractor at the prescribed site, a penalty of **R 2 000.00** per incident shall be imposed.
- k. In the case where **deep cleaning services are** not done as per the specification, a penalty of **R 1 000.00** per incident shall be imposed.
- l. If during inspection the **Toilet Attendant is** not at his/her post, a penalty of **R 1 000.00** shall be imposed.
- m. In the case where the removal of **weed is** not done by the contractor at the prescribed site, a penalty of **R 1 000.00** per incident shall be imposed.
- n. If during inspection the **toilet monitoring checklist is not filled or not available, a penalty of R 200.00** shall be imposed.
- o. In the case where the Depot in any area is **found dirty**, a penalty of **R 2 000.00** shall be imposed.
- p. In the case where **disinfectant services are** not done as per specification, a penalty of **R 2 000.00** per incident shall be imposed.
- q. In the case where the **Depot Toilet Facility is found locked, but is in working order**, a penalty of **R 1 000.00** shall be imposed.
- r. In the case of an unreported accident and or incident on site a penalty of **R 200.00** per incident/accident.

15.1. CONTRACTOR NON-COMPLIANCES

- a. All contractor non-compliances shall result in penalties.
- b. All non-compliances amount shall be deducted in the invoice of the non-compliances period.
- c. The contractor shall always ensure compliance to PRASA's cleaning specification, failure to comply will result in non-compliances penalties.
- d. The *Contractor* shall: - ensure that all cleaning equipment used in the provision of the *Service* are in good working condition with no parts missing; inspect the cleaning equipment to ensure compliance with this responsibility; repair or replace all cleaning equipment to the extent required to comply with the responsibilities stipulated in this Agreement.
 - No incident of failure to comply with this responsibility and/or Service Level may be determined during the period of this contract.
- e. The *Contractor* shall, at its own cost acquire, maintain, replace and/or replenish all cleaning equipment required to provide the *Service*.
 - No incident of failure to comply with this responsibility may be determined/accepted during the period of this contract.
- f. Failure to report an incident and or accident of any sort immediately by the supervisor shall constitute a non-compliance.
- g. Failure to deep clean office chairs, couches and carpets shall result in non-compliance.
- h. Failure to deep clean toilets and showers shall result in non-compliance.

16. TIME FRAMES / PROGRAMS

Contract period:

The planned time frame for the implementation of this proposed project is 3 years (36 months).

17. EVALUATION METHODOLOGY

The evaluation of the Bids by the evaluation committees will be conducted at various levels as per the Table 23 below.

NB: Bidders to note that Submission of fraudulent document(s) or any misrepresentations will result in immediate disqualification

The following levels will be applied in the evaluation:

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids will be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is [70%], any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.
Specific Goals	Evaluate Specific Goals
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Best and Final Offer	PRASA may go into the Best and Final Offer process in the instance where no bid meets the requirements of the RFP and/or the Bids are to close in terms of points awarded.
Approval	Approval and notification of the final Bidder.

Table 23 Evaluation and scoring Methodology

18 EVALUATION CRITERIA

Interested bidders for this project shall be evaluated in terms of their business credentials, financial standing, empowerment, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table 24 below for the selection of the preferred bidder that shall render cleaning, hygiene and horticultural services

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A &B - Mandatory Requirements	
Stage1C - Other Mandatory Requirements	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 70%
Stage 3	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

Table 24: Evaluation criteria for the selection of a potential bidder

The details of the stages outlined in Table 24 above are presented in following sections below.

18.1 STAGE 1: COMPLIANCE REQUIREMENTS

Bidders must comply with the following requirements and failure to comply will lead to immediate disqualification (Stage 1A and 1B).

18.1.1 Stage 1A – Mandatory Requirements

Bidders must ensure that they only include pricing documents / pricing information in Envelope 2. Non-complying bidders will result in disqualification

NO.	DESCRIPTION OF REQUIREMENT	TICK
a)	Fully Completed Price Schedule /Bill of Quantities and Bid/Tender Form C	

Table 25 Mandatory Requirements

18.1.2 Stage 1B – Mandatory Requirements (To be submitted in envelop 1)

Only bidders who comply with stage 1B will be evaluated further

NO.	DESCRIPTION OF REQUIREMENT	TICK
a)	Joint Venture, Consortium Agreement or Partnering Agreement / Subcontract Agreement signed by all parties (If applicable). The agreement should indicate the leading bidder where applicable.	
b)	Bidders to fill and sign the Closing/ Submission register on submission of tender documents.	

19.3 Stage 1C – Other Mandatory Requirements - (To be submitted in envelope 1)

If you do not submit the following mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

NO.	DESCRIPTION OF REQUIREMENT	TICK
a)	Letter of Good Standing: COIDA	
b)	Supply of valid SARS Pin	
c)	CSD supplier registration number	
d)	Completion of ALL RFP documentation	

Table 26 Other Mandatory Requirements

20. STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS - (To be submitted in envelope 1)

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70% as per the standard Evaluation Criteria presented in Table 24 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in the Table 27 below:

ITEM	CRITERIA	WEIGHT
1.	COMPANY'S TRACK RECORD	34
2.	COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 1	16
3.	COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 2	16
4.	FINANCIAL CAPABILITY – Operating Cash Flow Ratio	17
5.	FINANCIAL CAPABILITY- Cash Ratio	17
6.	TOTAL	100

Table 27: Technical Evaluation Criteria

FUNCTIONAL EVALUATION CRITERIA

20.1 Technical / Functionality Requirement

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 Specific Goals.

Technical / Functionality will be evaluated against the following detailed requirements:



Criteria	Score	Sub-Weight	Weight
1. COMPANY'S TRACK RECORD	Bidders should indicate the experience of previously completed and ongoing projects within the Cleaning or Cleaning and Hygiene or Cleaning and Horticultural/Gardening sector for the past 15 years (i.e. 2011 to date). Only completed projects and/or ongoing projects with a minimum duration of 09 months or above, with minimum monthly payments/value of R190,000.00 will be accepted as previous experience. Evidence required: The bidders are to submit the following documents: - Provide Appointment Letter/Contract/Purchase Order for each project. AND - Corresponding Reference Letter or Testimonial or Completion certificate relating to the above appointment Letter/Contract/Purchase Order provided. The Reference Letter or testimonial should indicate the following: company name, contract number, contact person and their contact details (email and phone number) and confirmation that work was successfully completed or ongoing.	Bidder(s) will score: 5 points = if Bidder submitted Five (5) sets of signed Appointment Letters/Contracts/Purchase Orders accompanied by Five (5) signed Reference Letters or Five (5) signed Testimonials or Five (5) signed Completion Certificates for either one of the required services (i.e. Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening services) 4 points = if Bidder submitted Four (4) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by a Four (4) signed Reference Letters or Four (4) signed Testimonials or Four (4) signed Completion Certificates for either one of the required services (i.e. Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening services) 3 points = if Bidder submitted Three (3) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by a Three (3) signed Reference Letters or Three (3) signed Testimonials or Three (3) signed Completion Certificates for either one of the required services (i.e. Cleaning OR Cleaning and Hygiene OR Cleaning and Horticulture/Gardening services) 2 points = if Bidder submitted Two (2) sets of signed Appointment letters/Contracts/Purchase Orders	34%



	NB – Both documents shall indicate the contract description, contract value, and contract duration. And the information on both documents must correspond and be presented in a Company letterhead. NB - Purchase Orders- should reflect the full description & value of the contract. NOTE – PRASA reserves the right to verify the legitimacy of the documents submitted by the bidder(s) to claim points. Bidders to ensure that they submit valid contactable details. Submissions without valid contact would result in bidders losing points.	accompanied by a Two (2) signed Reference Letters or Two (2) signed Testimonials or Two (2) signed Completion Certificates for either one of the required services (i.e. Cleaning OR Hygiene or Cleaning and Horticulture/Gardening services) 1 point = if Bidder submitted One (1) set of signed Appointment letter/Contract/Purchase Order accompanied by a signed Reference Letter or signed Testimonial or signed Completion Certificate for either one of the required services (i.e. Cleaning OR Hygiene or Cleaning and Horticulture/Gardening services) 0 point = Incomplete submission or No submission or not applicable to the project or the required services or invalid or irrelevant documents (Cleaning and Hygiene or Cleaning and Horticulture/Gardening Services).	
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Table 28

Criteria	Sub-Criteria	Weight
COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISORS (Relevant Supervisory Experience of Key Personnel (Supervisors): -Cleaning OR -Combined Cleaning and Horticulture/Gardening OR -Combined Cleaning and Hygiene)	N.B – Not submitting two CV's and or qualifications and or submitting uncertified qualifications and or certification older than 6 months will be equivalent to incomplete submission; bidder(s) will be awarded zero (0) points. Minimum qualifications required are Matric Certificate/ NQF Level 4 or any other higher qualifications (Certified copies not older than six months) Bidders must provide comprehensive CVs that clearly outline work experience, qualifications, and contactable references.	32%



Criteria	Score	Sub-Weight	Weight
1.COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 1	5 points = Above Four (4) Years relevant experience.	16%	32%
	4 points = Above Three (3) to four (4) years relevant experience.		
	3 points = Above Two (2) to Three (3) years relevant experience.		
	2 points = One (1) year to (2) years relevant experience.		
	1 point = Below One (1) year relevant experience. OR relevant experience without supervision or supervision in unrelated field.		
	0 point = Incomplete submission OR No submission OR uncontactable references OR irrelevant submission not applicable to the project or the required services		
2.COMPETENCY AND EXPERIENCE OF KEY PERSONNEL – SUPERVISOR 2	5 points = Above Four (4) Years relevant experience.	16%	
	4 points = Above Three (3) to four (4) years relevant experience.		
	3 points = Above Two (2) to Three (3) years relevant experience.		
	2 points = One (1) year to (2) years relevant experience.		
	1 point = Below One (1) year relevant experience. Or relevant experience without supervision or supervision in unrelated field.		
	0 point = Incomplete submission OR No submission OR uncontactable references OR irrelevant submission not applicable to the project or the required services		

Tale 29



Criteria	Score	Sub-Criteria	Sub-Weight	Weight
1.FINANCIAL CAPABILITY The operating cash flow ratio measures a company's short-term liquidity. Use the formula below: Operating cash flow ratio = Net Cash flow from Operations/Current liabilities. Bidders should submit a complete set of recent financial statements for the company. JVs must submit financial statements for all members of the JV.	Recent year's complete set of financial statements: latest financial year period. Financials prepared and signed by an Independent Registered Accounting Professional and signed by the Company Director. Incomplete Financial Statements will not be considered. JVs must submit financial statements for all members of the JV.	5 points = Operating Cash Flow Ratio $X > 1.5$ 4 points = Operating Cash Flows Ratio $1.0 > X \leq 1.5$ 3 points = Operating Cash Flow Ratio $0.5 > X \leq 1.0$ 2 points = Operating Cash Flow Ratio $0 > X \leq 0.5$ 1 point = Operating Cash Flow Ratio $X \leq 0$ 0 point = No Submission/ Financial Statement are not signed by Registered Professional Accountant and Director/ Incomplete Financial Statements/ Non-compliant Financial Statement.	17 %	34 %



2. FINANCIAL CAPABILITY The cash ratio measures a company's absolute ability to pay off its short-term debts using only its most direct, liquid assets. Use the formula below: Cash ratio = cash and cash equivalents / Current liabilities. Bidders should submit a complete set of recent financial statements for the company. JVs must submit financial statements to all members of the JV.	Recent year's set of financial statements: latest financial year period. Financials prepared and signed by an Independent Registered Accounting Professional and signed by the Company Director. Incomplete Financial Statements will not be considered. JVs must submit financial statements for all members of the JV.	5 points = Operating Cash Flow Ratio $X > 1.5$ 4 points = Operating Cash Flows Ratio $1.0 > X \leq 1.5$ 3 points = Operating Cash Flow Ratio $0.5 > X \leq 1.0$ 2 points = Operating Cash Flow Ratio $0 > X \leq 0.5$ 1 point = Operating Cash Flow Ratio $X \leq 0$ 0 point = No Submission/ Financial Statement are not signed by Registered Professional Accountant and Director/ Incomplete Financial Statements/ Non-compliant Financial Statement.	17 %	
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Table 30

19.1. Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score [70] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid.

Details of the scoring methodology presented above are outlined below:

Functionality evaluation matrix & Criteria:

Note: Bidders that fail to achieve the minimum overall qualifying score of 70% on functional/ technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation.

20. STAGE 3: PRICING AND SPECIFIC GOALS

Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and provide proof of 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
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

Table 31 Pricing and Specific Goals

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Ownership Level	Evidence required for specific goals
Black Women Owned	5	100% black women owned	Certified Valid BBB-EE Certificate / Original or Certified Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	4	80% – 99% black women owned	
	3	70% – 79% black women owned	
	2	60% – 69% black women owned	
	1	51% – 59% black women owned	
	0	0 – 50% black women owned	
Black Youth Owned	5	100% black youth	Certified Valid BBB-EE Certificate / Original or Certified Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	4	80% – 99% black youth	
	3	70% – 79% black youth	
	2	60% – 69% black youth	
	1	51% – 59% black youth	
	0	0 – 50% black youth	
Black Companies operating in rural, underdeveloped, and local	10	Bidders who provided the necessary proof of operational address/ proof of residence	Proof of residence – Municipality rates certificate/Eskom bill/Letter from councilor or Letter from Tribal Office

communities in in and within 30 km radius from Wolmerton Depot. Garankuwa/Atteridgeville/ Mamelodi/ Rosslyn/ Soshanguve/Itsoseng next to Mabopane /Mabopane/ Hebron/Winterneest /Salvakop.	0	Bidders who DID NOT provide the necessary proof of operational address/ proof of residence	(Induna/Chief) confirming residential address not older than 3 months. OR Lease agreement signed by all parties accompanied by proof of payments of the last three (3) months rental payments.
TOTAL	20		

Table 32 Specific Goals

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:

80/20

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

Were

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

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 29 below as may be supported by proof/ documentation stated in the conditions of this tender:

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 33: Specific goals for the tender and points claimed are indicated as per the Table 33 below.

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	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Youth Owned	5	
Black Women Owned	5	
Black Companies operating in rural, underdeveloped, and local communities in and within 30 km radius from Wolmerton Depot. Garankuwa/Atteridgeville/Mamelodi/Rosslyn/ Soshanguve/Itsoseng next to Mabopane/Mabopane/Hebron/Winterneest /Salvakop.	10	

Table 33 Tenderer/ Bid

21 APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

21.1 PRASA may appoint a bidder other than the successful bidder under the following instances:

- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;
- (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;
- (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding or safety file within 14 days of acceptance of award); and
- (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.

21.2 PRASA will only award a bid to a bidder other than the highest scoring bidder provided that the bid is still within the bid validity period.

21.3 Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

22 VALIDITY PERIOD

This RFP shall be valid for *[90 working days]* calculated from Bid closing date.

23 POST TENDER NEGOTIATION (IF APPLICABLE)

PRASA reserves the right to conduct post tender negotiations with a shortlist of Bidder(s). The shortlist could comprise of one or more Bidders. Should PRASA conduct post tender negotiations, Bidders will be requested to provide their best and final offers to PRASA based on such negotiations. A final evaluation will be conducted in terms of 80/20.

24 FINAL CONTRACT AWARD

PRASA will negotiate the final terms and conditions of the contract with the successful Bidder(s). This may include aspects such as Enterprise Development and Supplier Development, the B-BBEE Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Bidder(s).

25 FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA.

The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

SECTION 3

PRICING AND DELIVERY SCHEDULE

Bidders are required to complete the Pricing Schedule/ BOQ **Annexure 4** and Bid Form C (Volume 2 /Envelope 2)

1 PRICING

- 1.1. Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 1.2. Price offer is firm and clearly indicate the basis thereof.
- 1.3. Pricing Bill of Quantity is completed in line with issued schedule / BOQ
- 1.4. Cost breakdown must be indicated.
- 1.5. Price escalation basis and formula must be indicated where applicable
- 1.6. To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule / BOQ and not utilise a different format. Deviation from this pricing schedule would result in a bid being declared non-responsive.
- 1.7. Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.8. Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
 - 1.8.1. negotiate a market-related price with the Bidder scoring the highest points or cancel the RFP;
 - 1.8.2. if that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points or cancel the RFP; and
 - 1.8.3. if the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the third highest points or cancel the RFP.
 - 1.8.4. If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFP.

2 DISCLOSURE OF PRICES QUOTED

Bidders are to note that, on award of business, PRASA is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Bidders inter alia on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za) , the other medium used to advertise the bid i.e CIDB as required per National Treasury Instruction Note 09 of 2022/2023.

3 OWNERSHIP OF DESIGN

- 4.1. The plans and design developed and to be provided by PRASA shall at all times remain the property of PRASA.

4 SERVICE LEVELS

- 5.1. An experienced national account representative(s) is required to work with PRASA's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 5.2. PRASA will have quarterly reviews with the Service provider's account representative on an on-going basis.
- 5.3. PRASA reserves the right to request that any member of the Service Provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.
- 5.4. The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:
- a) Random checks on compliance with quality/quantity/specifications
 - b) On time delivery.
- 5.5. The Service provider must provide a telephone number for customer service calls.
- 5.6. Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

Acceptance of Service Levels:

YES	
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5 TOTAL COST OF OWNERSHIP (TCO)

- 6.1. PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- 6.2. Bidders shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by PRASA's operating divisions within South Africa to the ultimate benefit of all end-users.

6 FINANCIAL STABILITY

Bidders are required to submit their latest financial statements prepared and signed off by a professional accountant for the following year-end (2024/2025 or 2025/2026) with their Proposal in order to enable PRASA to establish financial stability.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

7 VALIDITY OF RETURNABLE DOCUMENTS

The successful Bidder will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Bidder be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Bidder.

SIGNED at _____ on this _____ day of _____ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

8 CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate the Bidder is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. PRASA's General Bid Conditions*

2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

9 GENERAL CONDITIONS

10.1 ALTERNATIVE BIDS

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that PRASA may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

10.2 PRASA'S TENDER FORMS

Bidders must sign and complete the PRASA's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

10.3 PRECEDENT

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

10.4 RESPONSE TO RFP-CONFIDENTIALITY

Response to RFPs must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;
- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:

- i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
- ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
- iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

10.5 RESPONSE TO THE RFP – RFP DISQUALIFICATION

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

10.6 CORRUPTION, GIFTS AND PAYMENTS

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

10.7 INSURANCE

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by PRASA may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

10.8 NO CONTACT POLICY

Bidders may only contact the bid administrator of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

10.9 CONFLICT OF INTEREST

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

10.10 BIDDER'S DECLARATION REGARDING PEP/PIP

PRASA requires bidders to disclose if they have Politically Exposed Persons ("PEP")¹ or Prominent Influential Persons ("PIP")² and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.³

10.10.1 Is the bidder a PEP/PIP? **YES/NO**

10.10.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

10.10.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of Exposure/Influence	Term of the office	Description of activities relating to Exposure/Influence

¹Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

²As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

³Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

10.10.4 Declaration:

I/We the undersigned _____
 (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

 Signature

 Date

 Position

 Name of bidder
10.11 COLLUSION AND CORRUPTION

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).
 . The Bidders represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Biding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Biding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of such any agreement, arrangement or understanding or any such like.; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

10.2 CONSORTIUM CHANGES

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within 10 (TEN) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -
 - i. Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or
 - ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
 - iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.

10.3 COSTS OF RESPONSE TO THE RFP SUBMISSION

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

10.4 RESPONSE TO THE RFP WARRANTY

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

10 CONDITIONS OF TENDER

General

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| Actions | 1 | PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective. |
| Interpretation | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract. |
| | 3 | Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender. |
| | 4 | The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender. |
| Communication | 5 | Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> . |
| PRASA's rights to accept or reject any tender | 6 | PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA or PRASA's <i>Representative</i> will not accept or incur any liability to a <i>tenderer</i> for such cancellation and rejection, but will give reasons for the action. PRASA reserves the right to accept the whole or any part of any tender. |
| | 7 | After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time. |

Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

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| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification. |
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Cost of tendering	2	Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender.
Check documents	3	Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing.
Copyright of documents	4	Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation.
Standardised specifications and other publications	5	Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference.
Acknowledge receipt	6	Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation.
	7	Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which PRASA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account.
Site visit and / or clarification meeting	8	Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, <i>i-tender</i> website and CIDB website.
Seek clarification	9	Request clarification of the <i>tender documents</i> , if necessary, by notifying PRASA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .
Insurance	10	Be informed of the risk that needs to be covered by insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance.
Pricing the tender	11	Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> .
	12	Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices.

- 13 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the *conditions of contract*.
- 14 State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected *conditions of contract* may provide for part payment in other currencies.
- Alterations to documents** 15 Not make any alterations or an addition to the tender documents, except to comply with instructions issued by PRASA's *Representative* or if necessary to correct errors made by the *tenderer*. All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like.
- Alternative tenders** 16 Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the *tender documents* is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the *tender documents* with the alternative requirements the *tenderer* proposes.
- 17 Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA.
- Submitting a tender** 18 Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification.
- NOTE:** 19 **Return the completed and signed *PRASA Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification***
- 20 **Submit the *tender as an original* plus an electronic version which should be contained in USB clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**
- 21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.

- 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the tenderer's name and contact address**. Where the tender is based on a two envelop system tenderers should further indicate in the package whether the document is **envelope / box 1 or 2**.
- 23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package should be marked "CONFIDENTIAL"
- 24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

PRASA prefers not to receive tenders by post, and takes no responsibility for delays in the postal system or in transit within or between PRASA offices.

PRASA prefers not to receive tenders by fax, PRASA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

PRASA employees are not permitted to deposit a tender into the PRASA tender box on behalf of a tenderer, except those lodged by post or courier.

Closing time

- 25 Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the *deadline for tender submission*. Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.
- 26 Accept that, if PRASA extends the *deadline for tender submission* for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

Tender validity	27	Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i> .
	28	Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.
Clarification of tender after submission	29	Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by PRASA's <i>Representative</i> with the concurrence of the <i>tenderer</i> , shall be binding upon the <i>tenderer</i>
Submit bonds, policies etc.	30	If instructed by PRASA's <i>Representative</i> (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>tenderer</i> in terms of the <i>conditions of contract</i> .
	31	Undertake to check the final draft of the contract provided by PRASA's <i>Representative</i> , and sign the Form of Agreement all within the time required.
	32	Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent should be submitted with the tender.
Fulfil BEE requirements	33	Comply with PRASA's requirements regarding BBBEE Suppliers.

PRASA'S UNDERTAKINGS

PRASA, and PRASA's *Representative*, shall:

Respond to clarification	1	Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>tenderers</i> .
Issue Addenda	2	If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for</i>

clarification of queries, Addenda that may amend, amplify, or add to the *tender documents*. If a *tenderer* applies for an extension to the *deadline for tender submission*, in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's *Representative* shall notify the extension to all *tenderers*.

Return late tenders	3	Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.
Non-disclosure	4	Not disclose to <i>tenderers</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.
Grounds for rejection	5	Consider rejecting a tender if there is any effort by a <i>tenderer</i> to influence the processing of tenders or contract award.
Disqualification	6	Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.
Test for responsiveness	7	Determine before detailed evaluation, whether each tender properly received • meets the requirements of these Conditions of Tender, • has been properly signed, and • is responsive to the requirements of the <i>tender documents</i>.
	8	Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA 's opinion would • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, • change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or • affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.
Non-responsive tenders	10	Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

Arithmetical errors	11	Check responsive tenders for arithmetical errors, correcting them as follows: • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected. • Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>tenderer's</i> addition of prices, the total of the Price offer will remain.
Evaluating the tender	12	Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price will be disclosed only to the relevant PRASA tender committee and will not be disclosed to <i>tenderers</i> or any other person.
Clarification of a tender	13	Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	14	Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> .
Notice to unsuccessful tenderers	15	After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures.
Prepare contract documents	16	Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of: • Addenda issued during the tender period; • inclusion of some of the <i>tender returnables</i>; and • other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender).

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| Issue final contract | 17 | Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of PRASA's notice of acceptance. |
| Sign Form of Agreement | 18 | Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request. |
| Provide copies of the contracts | 19 | Provide to the successful <i>tenderer</i> the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender. |