

## Scope of Work: Service Information

### Definitions:

In this Scope of Work: -

- 1) **“access-delayed time”** means the time taken from arrival on the *Site / Affected Property* by the *Contractor*, his sub-*Contractor* or specialist-*Contractor* and requesting access to the *Site / Affected Property* from the *Employer* or his Tenant until the time access is given.
- 2) **“ad hoc works”** also known as **“minor new works”** means any repair (s), replacement (s) of component (s) or additions/alterations of the installations other than inspection, repairs, servicing or replacement listed in this contract.
- 3) **“affected property”** shall mean the **Northern Cape** premises / sites.
- 4) **“break-down”** means a specific type of failure, where an item of an installation or equipment is completely unable to function.
- 5) **“call-out”** means an installation or related failure, requiring the *Contractor* to visit the *Site / Affected Property* outside of the scheduled maintenance period.
- 6) **“chargeable items”** mean the cost of replacement components or repairs required to maintain a reliable and safe Installation (excluding consumable items) and which are not covered under this Contract.
- 7) **“corrective maintenance’ (CM)”** means any maintenance activity which is required to correct a failure that has occurred or is in the process of occurring. This activity may consist of repair, restoration or replacement of components.
- 8) **“documentation”** means and includes any drawings, diagrams, calculations, designs and documents which are to be supplied to the *Employer* by the *Contractor* in terms of this Contract, together with any modifications to such documents as may from time to time be approved in writing by the *Employer*.
- 9) **“down-time”** the time that an item of equipment is out of service, as a result of equipment failure. The time that an item of equipment is available, but not utilized is generally not included in the calculation of downtime.
- 10) **“drawings / diagrams”** means drawings / diagrams referred to in the Specification and any modification of such drawings / diagrams approved in writing by the *Employer* and such other drawings / diagrams as from time to time may be furnished or approved in writing by the *Employer*.
- 11) **“emergency maintenance (EM)”** means maintenance work carried out in order to avert an immediate safety or environmental hazard, or to correct a failure with significant economic impact. This will be a danger to people, damage to property or the *Site / Affected Property*.
- 12) **“licences”** means the licences used / issued or deemed to be issued to the Service Provider from time to time in terms of applicable Act(s).
- 13) **“maintenance”** or **“check”** shall mean the efficient and effective examination, inspection, recording, deduction or calculation, service, repair and or replacement of components and parts of a unit / system / installation so that the unit / system / installation complies with the manufacturers, design and commissioning operational specifications and statutory / *Employer* requirements. This includes the cleaning, removal of components and waste, correct adjustment and setting, tightening, testing, fixing, refill, lubrication, balancing, rust prevention and touch up paint of the unit / system / installation.

- 14) **"maintenance plan"** will bear the same meaning as *Contractors Plan*.
- 15) **"non-inclusive contract"** will mean that Plant and Equipment (material) is excluded except that refer to in equipment of this scope of work below, the cost and quantity of spares and material is uncertain and therefore excluded.
- 16) **"normal working-hours"** means office hours, from 07h30 to 16h00 Monday to Friday excluding Public Holidays in South Africa.
- 17) **"person"** includes, a natural person, a partnership, a business trust, a foundation, any company or close corporation incorporated or registered in terms of any law, and other body of persons corporate or unincorporated.
- 18) **"preventative maintenance (PM)"** means the maintenance carried out at pre-determined intervals or corresponding to criteria and intended to reduce the probability of failure or the performance degradation of an Installation or equipment.
- 19) **"property"** means any movable, immovable or intellectual property or any right to such property.
- 20) **"repair"** means put into good condition after damage or wear, any component that forms part of the Installation or Equipment.
- 21) **"scheduled maintenance (SM)"** means the systematic inspection, cleaning, making of minor adjustments, testing, calibrating, measuring and recording, replacing of minor parts, and any other similar measures necessary to prevent deterioration, to assure reliability and availability.
- 22) **"scope of work"** will bear the same meaning as Service Information.
- 23) **"sensitive security area"** refers to computer centres, personnel records, cashiers, archives, top management office areas and all other areas indicated to the *Contractor*.
- 24) **"services"** means the work, functions, tasks, services, and / or goods to be performed, rendered and or supplied by the *Contractor*, including any subsequent variations or changes to such work, functions, tasks, services, or goods as may be agreed in terms of this Scope of Work.
- 25) **"service manager"** – means the building- / centre- / lodge- / hostel manager or representative of the *Employer* responsible for the management of a specific Site / Affected Property.
- 26) **"shut-down maintenance"** means maintenance that can only be performed while equipment is shut down (equipment is turned off).
- 27) **"site"** means any site, place regardless of whether it is or form part of any temporary or permanent structure, building which is the property of, or is occupied or used by, or is under the control and / or management of the *Employer*.
- 28) **"specifications"** the document to which is referred in this Scope of Work, in which the method and standards applicable to the rendering of the Service, as well as the materials to be provided and used, are described.
- 29) **"supervision"** means a competent person appointed by the *Contractor* to be on-site and responsible for the management of the *Contractor's* staff and Service provided in terms of this Scope of Work.
- 30) **"technical information"** means and includes all information provided in the Specification, together with all drawings, diagrams, calculations, designs, Specification and other pertinent documents as may from time to time be furnished in writing by the *Employer* to the *Contractor* in connection with the *Contractor's* Services.
- 31) **"tenant"** means any Person (including BU's of Transnet other than Transnet Property) with his staff, client's and service providers with whom the *Employer* has entered into a lease agreement for the whole or a portion of the Site / Affected Property.

- 32) **“tenant installation”** means all services, equipment and or installations paid for and owned by Other and not specifically describe as part of this Contract.
- 33) **“Transnet property”** means – a specialist unit of Transnet (Soc) Ltd, a public company duly incorporated in accordance with the laws of South Africa with registration number 1990/000900/30, duly represented herein by the Group Executive Officer and or his duly appointed delegate, who warrants that he is duly authorised hereto.
- 34) Expressions defined in this Scope of Work shall bear the same meanings in the specifications, schedule or annexure to this Scope of Work which do not themselves contain their own definitions;
- 35) Schedules and/or annexures to this Scope of Work shall be deemed to be incorporated into and form part of this Scope of Work and as such each reference herein to “the Scope of Work” shall be deemed to include a reference to all such schedules and/or annexures.

## 1. Employer's objectives

- 1.1. The *Employer's* objective is to enter into a term service contract with the *service providers* to provide Cleaning, Hygiene, Pest Control and Gardening Services (See **Annexure A** for all Sites) for a period of 12 months to ensure compliance with legislative requirements relating to the Occupational Health and Safety Act, 1993, (Act No 85 of 1993).

## 2. Executive overview

- 2.1. The *Employer* is desirous that its Employees, Tenants and Others should receive the Services so as to ensure that the *Site / Affected Property* will comply with all related standards through the conclusion of this Term Service Contract with the *Contractor*.

- 2.2. The service will be provided for 7 days a week including public holidays for the duration of the Contract as provided on the pricing schedule. The extent of the cleaning, hygiene, pest control and gardening services to be provided includes but not limited to:

### 2.2.1. Cleaning Services

2.2.2. Cleaning offices, rooms, stairs, parking, common areas and other areas.

2.2.3. Washing dishes and cups at the kitchens

2.2.4. Setting up refreshments for meetings in the boardrooms

### 2.2.5. Hygiene services

2.2.6. Deep cleaning services

2.2.7. Regular Disinfection of frequently touched surfaces

2.2.8. Sanitary waste services

### 2.2.9. All garden Services areas

2.2.10. Landscaped areas of any kind (Lawns, open grass cutting areas, etc)

2.2.11. Open air car parks

### 2.2.12. Pest control Services

2.2.13. Re-spraying and gel application

2.2.14. Fumigation

2.2.15. Bait station

2.2.16. Inspection and servicing of pest control equipment; and

2.2.17. Any other services arising out of or incidental to the above or required of the *Contractor* for the proper completion of the service in accordance with the true meaning and intent of the contract.

- 2.3. The Contractor shall at all times during the term of this contract ensure compliance to the following:

- Occupational Health and Safety Act (Act 85 of 1993)
- Waste Management Act (Act 59 of 2008)
- The Hazardous substance Act (Act 15 of 1973).
- The Environmental Conservation Act (Act 73 of 1989).
- Municipal by-laws and policies.
- Any other relevant legislation.

### 3. Description of the services

- 3.1. This service covers but not limited to the cleaning of, foyers, toilets, passages, stairs, glass/windows, parking (basement and carports), parking, main entrance, lifts, sidewalks, paved areas etc. (see frequency of Service) Garden Services, grass cutting, Pest control and the complete hygiene Service or any other work arising out of or incidental of the above, or required of the *Contractor* for the proper completion of the Service in accordance to the true meaning and intent of this Contract on a daily basis. The final acceptance of the Service lies with Transnet Property.
- 3.2. The employer (Transnet) reserves the right to reduce the number of cleaning personnel, hygiene, pest control and gardening services equipment in as and when deemed necessary. This could be because of reduced occupancy rate and or complete shutdown of the affected property. These reductions will also align to the reduction in payments due to the contractor.
- 3.3. The *Contractor* shall be obliged to supply all cleaning, hygiene, pest control and gardening and grass cutting services equipment plus other equipment required, at his own cost for the proper provision of the Service at the Premises.
- 3.4. The *Contractor* shall be responsible for the provision of all consumables, cleaning, hygiene, pest control and gardening agents that might be needed in order to render an efficient Service at his own cost.
  - 3.4.1. The *Employer* reserves the right to approve or disapprove these consumables and or other cleaning, hygiene, pest control and gardening agents.
  - 3.4.2. Only SANS or NCA approved chemicals must be used.
  - 3.4.3. The *Contractor* must submit the specification and Material Safety Data sheets of all consumables, cleaning, hygiene, pest control and gardening agents two weeks after the contract date and thereafter annually.
  - 3.4.4. The Manufacturer's instructions regarding the use of all chemical's agents complied with without failure.
  - 3.4.5. The *Contractor* shall be responsible but not limited for provision and replacing of the following consumables, cleaning, hygiene, pest control and gardening agents in good time:
    - Toilet-paper,
    - Paper-towel
    - Hand soap,
    - Dish washing soap,
    - Deodorisers,
    - Disinfectants/Detergents,
    - Floor and furniture Polish,
    - Lining bags for bins,
    - Plastic/refuse bags,
    - Wall mounted air-fresher's etc,
    - She bins,
    - Bait stations,
    - Rake,
    - Fork and spades,
    - Hand trowel,
    - Pruners,
    - Hose pipes,
    - Pruning saw,
    - Chain saw
    - Blower,
    - Shears,

- Pesticides and Herbicides,
- Lawn mower,
- Plastic/refuse bags,
- Garden hose,
- Wheelbarrow loppers,
- Edgers and trimmers
- Brush and bush cutters
- Etc.

3.4.6. Liquid Ammonia detergent cleaning agents must conform to SANS specification 1225.

3.4.7. Liquid soap supplied by the *Contractor* must conform to SANS specification 283.

3.4.8. Transnet Property reserves the right to take samples from any consumables, hygiene, pest control, gardening and or cleaning agents supplied by the *Contractor* for analysis (at the cost of the *Contractor*) if deemed necessary.

3.4.9. The *Contractor* will ensure that all consumables, hygiene, pest control, gardening and or cleaning agents provided by him are suitable for the furniture and or equipment installed in the Premises.

3.4.10. The *Contractor* shall ensure that all the public toilets in retail area have cleaners manning (stationed at the toilets) them at all times and the failure to do so the *Contractor* will take responsibility for vandalism.

3.4.11. No scouring powder or rough detergent may be used on glazed or enamel surfaces.

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

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

3.7. When personnel of the *Contractor* are not on the Premises at the stage Transnet Property may use the *Contractor's* equipment. Transnet Property shall be responsible for loss or damage to any of the *Contractor's* property provided that such loss or damage was caused by the intentional or negligent conduct of Transnet Property or its employees.

3.8. Where and when necessary, curtains or blinds that must be cleaned according to the discretion of the *Employer*, must be removed by the *Contractor* and given to an institution approved by Transnet Property for cleaning at the cost of Transnet Property. As soon as the relevant curtains/blinds are returned, they must be hanged again properly in the same position as previous.

3.9. Should curtains (lace curtains and linings include) or blinds be damaged during the handling thereof as a result of negligence on the part of the *Contractor*, they must be repaired or replaced (depending on the nature of the damage) at the cost of the *Contractor* to the satisfaction of the *Employer*.

3.10. Services in toilets and cloakrooms must be done by personnel of the same sex if possible. If not possible, proper signs must be provided mutually with regard to such services.

3.11. All surfaces and items covered by this Contract must appear clean and neat each day in accordance with the discretion of Transnet Property.

3.12. Should additional service be required excluding those services referred to in this scope of work, the Parties shall negotiate and agree mutually with regard to such services.

- 3.13. Pest control, cleaning, gardening and or Hygiene activities must take place during normal office hours except when it has agreed differently from time to time between the Parties.
- 3.14. The *Contractor* shall not use or keep any poisonous or highly flammable materials on the Premises without the approval of the Service manager for rendering of Service or for whatever purpose.
- 3.15. Should the Premises where the Service is provided during the period of validity of this scope of work, increase or decrease, the tender amount shall increase or decrease pro rata with the applicable amount that is calculated according to the area against the already tendered applicable price list/labour rates of this Contract.
- 3.16. The *Employer* reserves the right to inspect storerooms and make certain recommendations according to its discretion regarding the correct handling/storage of cleansing agents in view of any statutory requirements. The recommendations shall immediately be implemented by the *Contractor*.
- 3.17. The privacy, dignity, property and belongings of the tenants and personnel must at all-time be respected by the *Contractor's* personnel.
- 3.18. The *Contractor* and his personnel are prohibited from reading any documents of a third party or study any records.
- 3.19. Files and other documents on desks, shelves, etc. must be placed in the same position as in which the cleaner found them after the cleaner has completed the cleaning activities in an office.
- 3.20. Personnel who render services at sensitive security areas as pointed out to the *Contractor* must be on the permanent staff establishment of the *Contractor*. Such personnel must at the cost of the *Contractor* be cleared up to the level of "CONFIDENTIAL".
- 3.21. The occupier of an area/ office shall have the right to request a "cleaner" who is busy in his area/office to leave the area/office temporarily if relevant occupier receives a telephone call or visit at that time.
- 3.22. The services may be interrupted temporarily in hall or office when visitors are received or when a meeting has to take place.
- 3.23. The *Employer* shall:
  - 3.23.1. Report to the *Contractor* any irregular performance of or defect in, or damage to any items covered under this Contract.
  - 3.23.2. Use the items covered under this Contract in a normal and proper manner, including preventing a material change in the use or usage or the overloading thereof.
  - 3.23.3. Protect the items covered under this Contract against vandalism, abuse or misuse and accidental damage.
  - 3.23.4. Ensure that the *Site / Affected Property* with regards to the equipment spaces comply with the applicable regulations and local bylaws.
  - 3.23.5. At the request of the *Contractor*, shall arrange for necessary shutdowns of services and equipment to facilitate the execution of the Service wherever possible during normal working hours.
  - 3.23.6. Any disruptions which are deemed to be beyond the *Contractor's* control, and which result in the *Contractor's* workmen having to leave an area in or on the *Site / Affected Property* shall be logged in the applicable report book.
  - 3.23.7. Notwithstanding anything expressed or implied to the contrary in this Scope of Work, the *Contractor*, shall plan and execute the Service in this Contract in such a way with sufficient spares and materials available and with sufficient staff employed on *Site / Affected Property* that, subject to proper provision of the service by the *Employer* and or his Tenants, the downtime of the various pieces of equipment of the contractor will be limited to a reasonable time period comparable with the item of equipment being maintained.



- 3.23.8. The working of overtime is not intended under this Contract, and no overtime will be paid in respect of normal Service. Overtime will only be entertained in cases of emergencies where breakdowns occur to essential services or where it is agreed in the Accepted Plan / Cleaning Plan. Should an emergency arise, or where it is deemed necessary in the interests of the *Employer*, specific authority for such overtime must be obtained.

#### 4. Management structures

##### 4.1. The *Contractor's* plan for the Service

- 4.1.1. Within one (2) month of notification of acceptance of the tender, the *Contractor* shall submit to the *Employer* for his approval and acceptance a *Contractors* Plan. No deviation from programmed dates will be allowed once agreed between the *Employer* and the *Contractor*. The first payment certificate will not be passed for payment until this program has been lodged and approved by the *Employer*.
- 4.1.2. Acceptance of the *Contractors* Plan by the *Employer* shall not limit in any way the *Contractor's* responsibility to undertake whatever Service that is required during the Contract period to ensure a clean and neat working environment for the tenants. The Plan shall be structured and implemented so as to ensure a best cleaning practice in and around the Affected Property.
- 4.1.3. Performances Measures
- 4.1.3.1. Should *Contractor* fail to meet the service objectives set out in this scope of work and further fail to remedy the Non-Performance in accordance with the remedy period indicated in a Notice of Non-Performance, it shall be liable to the *Employer* for a deduction only in respect of the critical Items detailed in the Performance Index in Table 1 hereto and determined in accordance with the table below. Such deduction shall be assessed on a daily basis and set off against any payments due by the *Contractor*.
- 4.1.3.2. The deduction shall be calculated by multiplying the Amount at Risk (5% of the contract value) by the cumulative weighting factors incurred over the measurement period.

Key Performance Area	Key Performance Indicator	Key Performance Target	Penalties
Cleaning schedule compliance	% Compliance to scheduled dates	100%	<ul style="list-style-type: none"> <li>Minimum of 5 % of the monthly invoice, amount payable the following month</li> <li>3 consecutive non-conformances will result in termination of contract</li> </ul>
Services and Consumables	To provide the services and consumables timeously as set out in the Scope of Work	0 complaints received from tenants 100% availability during any random inspection	<ul style="list-style-type: none"> <li>Minimum 5 % of the monthly invoice, amount payable the following month</li> <li>3 consecutive non-conformances will result in termination of contract</li> </ul>
Statutory Inspection Compliance	Maintaining statutory (OHS Act and other Regulations) compliance of the premises and meeting the requirements	100%	<ul style="list-style-type: none"> <li>No non-compliances will be tolerated.</li> <li>Immediate termination of contract for any non-compliance</li> </ul>
Availability of cleaning, detergents and hygiene agents	Indicative list in Clause 3.5.5 consumables	100%	<ul style="list-style-type: none"> <li>Minimum 5 % of the monthly invoice, amount payable the following month</li> </ul>
Safety	Life Threatening Incidents	<0: Hours without LTI	<ul style="list-style-type: none"> <li>No non-compliances will be tolerated.</li> <li>Immediate termination of contract for any non-compliance</li> </ul>
Time to Quote	Average number of business days to get a quote to be approved by <i>Employer</i> .	2 days (Dependant on nature and extent of works).	<ul style="list-style-type: none"> <li>Minimum 5 % of the monthly invoice, amount payable the following month</li> <li>2 days (Dependant on nature and extent of works).</li> </ul>
Staff compliment	Staff compliment As per the pricing data/SOW requirements.	Full compliance on any inspection day (non- compliance will result in termination of contract)	<ul style="list-style-type: none"> <li>Deduction of the rate for the skill not found plus 20 % of the monthly invoice, amount payable the following month</li> <li>2 consecutive non-conformances will result in termination of contract</li> </ul>
Environmental Contraventions	Environmental standards are regularly monitored, reviewed and maintained in accordance with all legal and regulatory requirements.	0 contraventions	<ul style="list-style-type: none"> <li>No non-compliances will be tolerated.</li> <li>Immediate termination of contract for any non-compliance</li> </ul>
Equipment Requirements	Provide well maintained equipment without failure.	100% availability during equipment verification audit / any random inspection	<ul style="list-style-type: none"> <li>Minimum Minimum 5 % of the monthly invoice, amount payable the following month</li> <li>3 consecutive non-conformances will result in termination of contract</li> </ul>



Monthly Reports	Timeous submission of monthly report as per the scope of work	Full compliance to the submission deadlines ad agreed with the employer  Non conformance warnings	<ul style="list-style-type: none"><li>• Minimum 5 % of the monthly invoice, amount payable the following month</li><li>• 3 consecutive non-conformances will result in termination of contract</li></ul>
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**Table 1: Performance Index**

#### 4.2. Management meetings

- 4.2.1. The *Contractor* or its duly authorised representative on the Site/Affected Property shall be required to attend monthly (as needed) Co-ordination/Risk Reduction meetings with the *Employer* or his delegate at the *Site/Affected Property* to discuss the provision of Services, and the *Contractor* warrants that any representative who attends such Co-ordination/Risk Reduction meetings on its behalf shall be duly authorised to do and to bind the *Contractor* vis-a-vis all decisions taken and agreements reached. Minutes and records of such Co-ordination/Risk Reduction meetings shall be the responsibility of the *Employer*. Minutes will be made available to the *Contractor* within seven (7) working days.
- 4.2.2. The *Contractor* must present a monthly written report on the Services rendered by it, in respect of the Site/Affected Property. Unless the *Employer* prescribes otherwise, this report shall include the following:
  - Name, address and telephone number of the *Contractor*.
  - Date of report and reporting period.
  - Detail on the cleaning activities undertaken during the month outline any challenges that required the employer's attention.
  - Incidents/events.
  - Problems, including administrative problems with the *Employer* experienced during reporting period.
  - Any factors that affect, or may affect, the safety of the Site / Affected Property or people and equipment.
- 4.2.3. The *Employer* may request supplementary and interim written reports from the *Contractor*.

#### 4.3. Contractor's Management, Supervision and Key People

- 4.3.1. The *Contractor* shall appoint on the Site / Affected Property a "competent" person in charge. Any instruction to him / her by the *Employer* shall be deemed to have been issued to the *Contractor*. Whenever the representative (supervisor) is absent from the Site / Affected Property a suitable person shall be appointed to act as his / her deputy.
- 4.3.2. The *Contractor* shall ensure that at all times there is sufficient suitably qualified and experienced personal to provide the Service. The Service covered in this Contract must be executed under direct of a qualified supervision.
- 4.3.3. All employees provided by the *Contractor* in terms of this Contract shall at all times be neat and properly clothed to the satisfaction of the *Employer*, the *Employer* reserves the right to request such employees to wear a uniform or overall of a type, cut and design approved by the *Employer* and purchased by the *Contractor*. Employees must be identifiable as employees of the *Contractor* by means of their uniforms:
- 4.3.4. The *Contractor*, or any agent or employee of his, must wear protective clothing where necessary. The *Contractor* must supply the relevant protective clothing at his own cost and included in the pricing of the Service.
- 4.3.5. Personal hygiene must be maintained by the *Contractor's* employees and agents at all times.
- 4.3.6. The *Contractor* and its employees will maintain silence within reasonable bounds on the Site / Affected Property.
- 4.3.7. The salaries or wages paid by the *Contractor* to his employees must at all times comply with the applicable statutory requirements in respect of minimum wages **(See attached minimum wage guideline for Transnet Properties for 2023).**

- 4.3.8. All training and evaluation costs as provided for in terms of this Contract shall be borne by the *Contractor*.
  - 4.3.9. It is the intention of both Parties that employees provided in terms hereof shall, as far as practically possible, not fail to carry out their duties as a result of any form of intimidation. Should intimidation of employees be suspected, the *Contractor* shall take prompt action in conjunction with the South African Police Service to remedy the situation.
    - 4.3.9.1. Such action shall, if deemed necessary by the *Employer*, include immediate replacement of the employees involved.
    - 4.3.9.2. The *Contractor* shall forthwith notify the *Service Manager* of any form of intimidation its employees may be subjected to.
  - 4.3.10. Should the *Employer* at any time during the term of this Contract make any facility available to the *Contractor*, the *Contractor* shall, at its own cost maintain and keep such facility during the term of this Contract in a clean, tidy and sanitary condition and shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the *Contractor*, fair wear and tear excepted. The *Contractor* will be liable for all utilities i.e electricity, water costs etc.
  - 4.3.11. The *Contractor* shall make his own arrangements in respect of the installation and provision of telephones at the *Site / Affected Property* at his own cost, should the *Contractor* deem it necessary.
  - 4.3.12. The employees of the *Contractor* may only use toilet facilities that have been pointed out to them.
  - 4.3.13. The employees of the *Contractor* may use rest-room facilities that have been pointed out to the *Contractor* (if available). However, it is not the duty of the *Employer* to make such rest-room facilities available.
  - 4.3.14. The *Contractor* shall further ensure that all workmen are fully aware of the conditions and requirements of this Contract and shall furnish all workmen with copies of all relevant Standard Specifications and Regulations.
  - 4.3.15. If the *Employer* requires any information regarding any of the employees of the *Contractor* who are involved in the rendering of the Service in terms of this Contract, the *Contractor* will furnish such available information immediately.
- 4.4. Deliverables
- 4.4.1. The service *Contractors* shall submit the following reports, attached to all invoices:
    - 4.4.1.1. Report on services delivered/performed;
    - 4.4.1.2. Consumables used;
    - 4.4.1.3. Completed checklist where applicable;
    - 4.4.1.4. Ad hoc services requested where applicable;
    - 4.4.1.5. Any and all staff and labour issues that can affect service delivery to *Employer*;
    - 4.4.1.6. Incident report summary as compiled. All incidents shall be reported as soon as they occur and a flash/notice report generated within the same shift. A detailed investigative report with corrective and preventative detail shall be submitted within 48 hours from the occurrence of the incident.
    - 4.4.1.7. The weekly and monthly reports shall have a summary of key issues affecting the affected building or any major breakdowns etc. The *Employer* reserves the right to alter the format and information required on this report.
- 4.5. Documentation Control
- 4.5.1. The *Employer* will provide the *Contractor* at the appropriate times with the Technical Information necessary to enable the *Contractor* to complete the Services in accordance with the Accepted Plan

and schedules. All Technical Information shall be and remains the property of the *Employer* and on demand and on termination of the Contract shall be returned to the *Employer*.

- 4.5.2. During the progress of the Services/Task and prior to their completion, the *Contractor* will submit to the *Employer* any Documentation as requiring submission to the *Employer* prior to completion of the Contract/Task.
- 4.5.3. If it is agreed between the *Employer* and the *Contractor* that modifications to any such Documentation are necessary, then such modifications shall be incorporated in the relevant Documentation by the *Contractor* and the Documentation, thus modified will be re-submitted to the *Employer* prior to the completion of the Contract/Task.
- 4.5.4. Where applicable, the Documentation to be supplied to the *Employer* in terms of this Contract will include updated copies of the Documentation, duly modified where necessary to cover the *Contractor's* Services.
- 4.5.5. The *Employer* may from time to time during the progress of the Contract instruct the *Contractor* to submit for approval, perusal or prior to the completion of the Contract/Task such additional Documentation as the *Employer* may require.
- 4.5.6. The times for submission of the Documentation shall be as stipulated in the Scope of Works or where not so stipulated, then on dates to be mutually agreed between the *Employer* and the *Contractor*, but generally as soon as possible after such Documentation is completed by the *Contractor*.
- 4.5.7. The *Contractor* will maintain an up-to-date schedule of all Documentation showing the date of all such Documentation, which schedule shall be supplied to the *Employer* by the *Contractor* at agreed intervals.
- 4.5.8. The *Employer* will have the right at all reasonable times to inspect the Documentation of the *Contractor* or any Sub-*Contractor*.
- 4.5.9. All Documentation shall become and remain the property of the *Employer*. Title to all information, know how, inventions and improvements disclosed to the *Employer* by the *Contractor* under the Contract will become the property of the *Employer*.
- 4.5.10. Approval given by the *Employer* shall not relieve the *Contractor* from responsibility for due performance of this Contract and adherence to Technical Information provided by the *Employer*. The *Contractor* shall protect and save harmless the *Employer* and *Employer's* employees against all losses, expenses, demands, errors or omissions detailing of the *Contractor*, its sub-*Contractors*, agents or employees in the provision of any Documentation under the terms of the Contract. To this end, it shall be the *Contractor's* responsibility to arrange professional indemnity cover through an insurance company acceptable to the *Employer*, the limits of such cover to be determined by the *Employer* in relation to the Service.
- 4.5.11. The *Contractor* shall on a monthly basis provide the *Employer* with all records related to this Contract/Service.

#### 4.6. Invoicing and Payment

- 4.6.1. When making a claim for payment, the *Contractor* shall submit to the Service Manager or appointed *Employer* representative a complete and correct pro-forma invoice with all relevant service reports / sheets, log sheets, invoices, time sheets for any authorised additional work, schedules and reports properly complete setting out details of Services / Tasks carried out and recommendations for any additional work required for scrutiny and verification of the correctness. Thereafter, inspections will be carried out by the Service Manager or appointed *Employer* representative, to affect quality assurance. If the Service has been completed to his satisfaction, only upon agreement being reached on the amount to be included in the payment certificate shall the *Contractor* provide the *Employer* with a VAT invoice.

4.6.2. The following information shall be reflected on the pro-forma invoices and or VAT invoices:

4.6.2.1. Full description of Service / Task performed. (In respect of emergency call-outs, the time and date and name of the person who called the *Contractor* must be indicated).

4.6.2.2. Fixed monthly contracted services performed.

4.6.2.3. Detailed list of materials used showing unit prices, *Contractor's* mark-up, and sub-total. Descriptions such as "1 x floor cleaning soap, 1 x air freshener," are not acceptable.

4.6.2.4. Copies of all applicable invoices with the applicable inventory number (invoices without order numbers will not be processed for payment).

4.6.2.5. V.A.T.

4.6.2.6. Grand Total.

4.6.3. Supporting documentation must be furnished in respect of all materials / Consumables / hygienic detergents and sub-contract service bought out in the form of copies of *Contractor's* invoices or copies of priced delivery notes. Notwithstanding the foregoing, the Service Manager or appointed *Employer* representative shall have the right to call for invoices rendered by *Contractors* to the *Contractor* in respect of materials purchased and shall be entitled to withhold the issuing of the payment certificate to the *Contractor* until such information / documentation have been furnished to the *Employer*, provided that, in respect of additional documentation required by the *Employer*, the *Employer's* instruction shall have been given to the *Contractor* in sufficient time before any such payments certificate became due.

4.6.4. No payment for the labour portion of this contract will be considered without supporting documentation verifying the activity schedule execution against the approved cleaning schedule plan for the applicable period.

4.6.5. Payment will be made thirty (30) days from the date of receipt of the *Contractor's* signed invoice and credit notes.

4.6.6. In the event that any emergency service / work / task order or overtime is provided at the *Employers* request and subsequent inspection does not reveal any defect for which the *Contractor* is responsible the *Contractor* reserves the right to charge the *Employer*, in accordance with the agreed day work rates plus all travelling.

4.7. Training Workshops and Technology Transfer

4.7.1. All training and evaluation costs as provided for in terms of this Contract shall be borne by the *Contractor*.

4.8. Things Provided at the End of the Service Period for the *Employer's* Use

4.8.1. Equipment

a) The inventory materials and spares that were purchased by the *Employer* during the tenure of the contract should be returned provided the *Contractor* still holds some in stock.

4.8.2. Information

a) The *Employer* will provide the *Contractor* at the appropriate times with the Technical Information necessary to enable the *Contractor* to complete the Services in accordance with the Accepted Plan and schedules. All Technical Information shall be and remains the property of the *Employer* and on demand and on termination of the Contract shall be returned to the *Employer*.

4.9. Management of Work Done by Task Order



- 4.9.1. The *Contractor* shall in the event of the *Employer* requesting Services other than those described in this Scope of Work, submit a detailed estimate for such work to the Service Manager and obtain approval from the *Employer* before attending to the work.
- 4.9.2. No work other than that described in the Scope of Work will be done by the *Contractor* without a Task Order (official order number) issued to the *Contractor* by the Service Manager. This Task Order (order number) will refer to a complaint number and details regarding the work that must be attended to by the *Contractor* in writing.
- 4.9.3. Should the *Contractor* in the course of performance of the Service become aware of the necessity for any emergency work, such emergency will forthwith be reported to the Service Manager for further instructions, provided that nothing herein contained will preclude the *Contractor* or relieve the *Contractor* from the obligation of taking all such immediate and reasonable steps as may in the circumstances be necessary for the proper maintenance and upkeep of the Installations and the safety of the user(s). The *Contractor* shall at all times, follow and implement the specified and mandatory safety procedures.
- 4.9.4. The *Contractor* will not be entitled to preferential consideration in respect of new work in the site/ Affected Property. The *Employer* reserves the right to employ other *Contractors* on an open tender basis where works are done on a project basis and not be a Term Service Contract.
- 4.9.5. The *Employer* reserves the right to execute any work covered under this Contract with his own employees.
- 4.9.6. Should it be required from the *Contractor* to affect additional work not priced in this Contract such additional work will be identified and cost in terms of the Price List / Labour Rates as per this Contract.
- 4.9.7. Any additional work required beyond the scope of this Contract is to be noted as a quotation. Quotations for the additional work are to be received by the *Employer* within 7 days.
- 4.9.8. Where the Price (material or labour, or material and labour) is not stipulated in the Price List/Rates or is not of a similar nature the cost will be based on a fixed labour price as per Price List / Rates (during normal working hours) plus material content (excluding that in the Equipment clause) based on proven cost (*Contractor*'s quotations with deductions for all discounts, rebates and taxes which can be recovered) plus a agreed percentage Fee. Refer to Price List / Rates.
- 4.9.9. The *Contractor* must provide his job cards specifying detail of works, this Task Order (official order number(s)) and breakdown of cost into labour and material (for Non-Activity Schedule work) and signed off by the Service Manager. In addition to the original completed job card submitted with his account / invoice, the *Contractor* must submit a copy of the job card to the Service Manager for audit purposes and retain a third copy for his official records.

## 5. Health and Safety, Environment and Quality Assurance

### 5.1. Health and safety, Risk, Environmental Constraints and Management

- 5.1.1. The *Contractor* must, for the duration of this Contract, comply with the terms of any Act of Parliament and with the regulations and rules of any local or other authority with regard to the Service, and he must at all times notify such an authority when notice is required and pay all fees to the authority that are payable with regard to the Service. The *Contractor* undertakes to indemnify the *Employer* against all losses, costs, damage or expenses caused by the *Contractor*'s failure to comply with the requirements of any such local legislation or Act of Parliament, regulations and rules. Should such fees not be paid by the *Contractor*, the *Employer* may, although it is not obliged to do so, directly make the payment. Such payment and any expenses incurred by directly making the payment and arrangements with regard thereto shall be deducted from the payment due to the *Contractor*, or it shall be recovered from him.



- 5.1.2. The *Contractor* shall comply with the Occupational Injuries and Diseases Act. (Act 130 of 1993) and any amendments thereof: The *Contractor* shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act.
- 5.1.3. The *Contractor* shall comply with the Occupational Health and Safety Act (Act No. 85 of 1993). The *Contractor* is, in terms of section 37(2) of the Act deemed to be an *Employer* in his own right with duties as prescribed in the Act and agrees to ensure that all work will be performed or machinery or plant will be used in accordance with the provisions of the Act, that all persons in his employ, other persons at the place of any work performed by him and under his control and other persons who may be directly affected by his activities are not exposed to hazards to their health and safety, with particular reference to both the performance of the Service and the safety of the Installation maintained in terms of this Contract. This Contract and all documents attached or referred to, form an integral part of this Contract and procedures mentioned in the aforementioned section of the Act.
- 5.1.4. The *Contractor* shall at his own costs at all time comply with the provisions of all such Laws, Provincial Ordinances, Local Authority Bylaws and all relevant Regulations framed there under which are applicable to the Service to be undertaken.

## 5.2. Quality assurance requirements

- 5.2.1. All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the *Contractor* will be expected to draft quality plans for the Service Manager from time to time. Emphasis must be on improving system reliability and on ensuring that rostered maintenance work is indeed performed as and when required.

## 6. Procurement

### 6.1. Equipment

- 6.1.1. The supply of Equipment not covered in this Contract will be charged at nett cost plus a Fee as recorded in this Contract.
- 6.1.2. The *Contractor* shall ensure that any and all material procured by the *Contractor* for this Contract, are obtained at least at rates that are available to the *Employer* for similar material. Should the *Contractor* obtain material at a premium and should the *Employer* be able to prove that the *Contractor* did not endeavour to minimise the higher rate/s, the *Employer* may select not to reimburse the *Contractor* for the portion of the price for which the *Contractor* paid a premium. A minimum of Two (2) competitive quotes shall be sourced by the *Contractor* for such material to be supplied.
- 6.1.3. The *Employer* may supply Equipment for the Service on a free issue basis which means that the Fee will not be applicable on these items. Should the *Employer* provide or make available any Equipment, the *Contractor* shall be responsible for proper and economical transport, storage and use thereof. The cost of any loss or damage to the *Employer's* Equipment other than through normal wear and tear, and any uneconomical use or loss of Equipment provided by the *Employer*, will be recovered from the *Contractor*.
- 6.1.4. Only Equipment of the best quality and approved by SANS and / or satisfying the manufacturer's requirements are to be used in the execution of the Service and the Service is to be performed in a proper workmanlike manner to the full satisfaction of the *Employer* or any statutory institution.
- 6.1.5. Consumables, Equipment used must meet the original manufacture's requirements. Only parts that are correctly designed, manufactured and suitable in all respects shall be used. Any alternative replacement needs to be approved by the *Employer* and conform to SANS specifications and must where possible carry an appropriate mark of approval.
- 6.1.6. The *Contractor* shall provide and keep or have a list of all consumables. The *Employer* reserves the right to inspect the inventory list at any time during the term of this Contract.

- 6.1.7. Replaced or redundant parts remain the property of the *Employer* and shall be delivered to the *Employer* to be scrapped where after the *Contractor* will remove it unless otherwise decided by the *Employer*.
- 6.1.8. The *Contractor* shall inform the *Employer* at least one (1) week prior to commencing planned repairs, which may necessitate the Equipment being removed from service for periods exceeding two (2) hours.
- 6.1.9. Risk of loss of, or damage to any goods supplied shall remain with the *Contractor* until such goods supplied have been delivered by the *Contractor*, approved and taken over by the Service Manager.
- 6.1.10. No Plant, Material and Equipment shall be shipped or delivered to Site/Affected Property until permission has been obtained by the *Contractor* from the *Employer* that these may be delivered.
- 6.1.11. Except where specifically stated otherwise, the transport to, off-loading, positioning, stacking and storing on the Site/Affected Property of all material, consumables etc. used in connection with the Works by the *Contractor* shall be the responsibility of the *Contractor*, including all necessary supervision, labour and equipment for this purpose.
- 6.1.12. All Equipment stored on Site/Affected Property must be suitably protected and secured against deterioration through any cause whatsoever, including damage or loss by theft or otherwise. The *Contractor* shall remain fully responsible for all material and plant etc. until the completed Works are handed over to, or have been officially accepted by the *Employer*.
- 6.1.13. The *Contractor* shall be responsible for the provisioning of all material, products, consumables (cleaning materials etc.) that might be needed in order to render an efficient Service at his own cost and included in the Price List / Labour Rates.
- 6.1.14. The *Employer* reserves the right to take samples of any consumables and or material supplied by the *Contractor* for analysis if deemed necessary
- 6.2. Correction of defects
  - 6.2.1. If the *Employer* decide that any work done by the *Contractor* or any sub-contractor is defective or not in accordance with the Contract or does not fulfil the requirements of the Contract and as soon as reasonably practicable give to the *Contractor* notice in writing of such decision giving particulars of the alleged defect, the *Contractor* shall with all speed make good the defects so specified.
  - 6.2.2. Should the *Contractor* fail to fulfil any of its obligations in terms of this Contract or should such Service not be completed with due diligence and in a proper and workmanlike manner to the satisfaction of the *Employer* and should the *Contractor* fail to remedy such breach within the timeframe from the date of written notice from the *Employer* calling upon to do so, the *Employer* shall have the right without prejudice in terms of this Contract or at law, without further notice to the *Contractor*:
    - 6.2.2.1. Appoint another person other than the *Contractor* to complete the Service in question and to recover from the *Contractor* all cost to complete the work in question plus an administration costs of twenty five (25) percent (%) of the price the other *Contractor* charge the *Employer* to complete the Service, or
    - 6.2.2.2. Cancel this Contract and recover from the *Contractor* any damages that it may suffer as a result of such cancellation and / or breach.

## 7. Working on Affected Property

### 7.1. *Employer's* site entry and security control, permits, and site regulations

- 7.1.1. The *Contractor* shall at all times ensure that its employees, agents, representatives, specialist-, sub-contractors and *Contractors*:

- 7.1.1.1. Comply with all security measures and directives imposed by the *Employer*, or his delegate, tasked with managing the Services in or on the Site / Affected Property.
- 7.1.1.2. Keep the access gates / doors locked at all times. If any security problems are noticed, the *Contractor* shall immediately notify the Service Manager.
- 7.1.1.3. Shall in terms of this Scope of Work when on duty (unless the *Employer* should decide otherwise), wear an identity disc, tag or other device as agreed upon between the Parties. For the purposes of this Scope of Work, an identity disc, tag or other device prescribed by the *Employer* shall at least contain the following information in respect of the *Contractor's* personnel:
  - a colour photograph of the relevant member
  - full names and surname
  - identity number
- 7.1.1.4. The identity disc shall at all times be visibly displayed on the employee's person while he/she is on the Site / Affected Property. The necessary control must be exercised over such identity discs to prevent them from falling into unauthorised hands. The *Contractor* will be liable for the replacement cost of lost identity disc.
- 7.1.1.5. All employees of the *Contractor* will be subject to the requirements set out in section 2(2) of the Control of Access to Public Premises and Vehicles Act, 53 of 1985.
- 7.1.1.6. A list of names of employees that will be working on the Site / Affected Property during a given time must be made available to the Service Manager. Should any exchange of personnel take place, the Service Manager must be informed accordingly in writing. Unidentified employees, and employees whose names do not appear on the list, will not be allowed to enter the Site / Affected Property.
- 7.1.1.7. Employees of the *Contractor* may not walk about without any purpose on the Site / Affected Property and may not use chairs and seats in public areas for purposes of relaxation.
- 7.1.1.8. Employees of the *Contractor* have, subject to the terms of this Scope of Work, admission to all areas to perform their duties subject to approval by the *Employer* / Tenant. If a service does not have to be performed at a specific stage in a specific area, no admission is permitted. The *Contractor* must make provision in his costing for access delays in security areas.
- 7.1.1.9. Any disruptions which are deemed to be beyond the *Contractor's* control and which result in the *Contractor's* workmen having to leave the Site / Affected Property shall be logged in the applicable report book.
- 7.1.1.10. Within seven (7) days of the Contract Date and before such employee enters the Site / Affected Property to perform the Service, the *Contractor* shall furnish the Service Manager with the full names, identity numbers, residential addresses, two recent passport photographs and such other items of information as may be required by Service Manager, in respect of all persons who will be employed by the *Contractor* to undertake work at the Site / Affected Property in terms of this Contract.

## 7.2. People restrictions, hours of work, conduct and records

- 7.2.1. Service operations will be performed during Transnet "Office hours only". The times are Monday to Friday from 07h30 to 17h00 excluding public holidays. Service operating hours outside of these must be explicitly arranged by the Transnet authorised representative.
- 7.2.2. The *Contractor* shall at all-time render service that enhance and maintain at minimum the corporate image of Transnet Property.
- 7.2.3. The *Contractor* shall at all-time render service that is in line with Transnet Property's values and ethics.
- 7.2.4. The *Contractor* must exercise the highest possible standards of conduct in performing their duties in accordance with this Agreement.



- 7.2.5. The *Contractor* shall, upon receipt of written request from Transnet Property, provide Transnet Property with copies of all the Service Provider's operating procedures and processes relating to the Services.
- 7.2.6. The *Contractor* is responsible for overall management and supervision of the contracted staff performing duties at the Premises in accordance with the provisions of this Agreement.
- 7.2.7. The *Contractor* must ensure that a competent site manager is appointed as required ensuring deliverables and quality of service delivery.
- 7.2.8. The *Contractor* shall immediately inform Transnet Property in writing if any contracted staff is found guilty of improper conduct.
- 7.2.9. It is expected from the *Contractor* to ensure that all duties and tasks to be performed on site are adhered to.
- 7.2.10. The *Contractor* must exercise reasonable skill, care and diligence in the rendering of the services and the performance of its obligations to Transnet Property.
- 7.2.11. The *Contractor* shall provide written reports on progress made in the rendering of the Services to Transnet Property at such intervals and in such format as may be determined at the sole discretion of Transnet Property.
- 7.2.12. Transnet Property shall be entitled to request additional information pertaining to any matters or issues raised in or relevant matters or issues omitted from a progress report.
- 7.2.13. In the event of an unusual occurrence, the *Contractor* shall submit an Incident Report to Transnet authorise representative within twenty four (24) hours.
- 7.2.14. Any and all reports prepared during the term of this contract shall become the property of Transnet Property.
- 7.2.15. Where services are deteriorating a service improvement plan can be requested on how services will be improved.
- 7.2.16. The *Contractor* shall ensure that all necessary equipment, services or material as required are kept in the condition as required by law, regulations and procedures and readily available for Transnet Property to inspect and test without prior notice.
- 7.2.17. The *Contractor* shall, in the provision of the Services, have due regard to the operational requirements of Transnet Property and the Premises and other parties occupying or operating from the Premises and shall not do, or permit to be done, anything which may negatively impact on such parties' operational requirements.
- 7.2.18. The *Contractor* shall ensure that it and its contracted staff and site manager shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the Premises
- 7.2.19. Should Transnet Property at any time believe that any of the Service Provider's personnel is failing to comply with any such procedures or policies, Transnet Property shall be entitled to deny such person access to the relevant Premises and require the *Contractor* to replace such person without delay.

### 7.3. Personnel Standards

- 7.3.1. *Contractor* staff must be:
  - a) able to communicate the official language of Transnet which is English;
  - b) physically fit to perform the tasked duties as required;
  - c) presentable, clean, neat and portray a professional image at all times whilst conducting their duties in a professional manner;
- 7.3.2. Contracted staff must at all times be alert, vigilant and professional in their approach, bearing and actions and the following deviations will be regarded as extremely serious and may be regarded as sufficient reason to ask the *Contractor* to remove a particular contracted staff(s) from the Premises permanently:
  - a) Absence without proper notification;
  - b) Accepting any gifts or bribes in the line of duty;
  - c) Conduct unbecoming of a contracted staff or prejudicial to discipline, either on or off duty;
  - d) Drinking intoxicating liquor or using intoxicating substances while on duty or reporting for duty in an intoxicated condition;
  - e) Enabling any person to secure stolen property from the Premises;
  - f) False reporting;
  - g) Negligence in the application of Transnet instructions, after being duly informed thereof;

- h) Sleeping on duty or neglecting his/her duty;
- i) Using or carrying a weapon;
- j) Unnecessarily harsh or violent conduct or using profane language while performing his / her duties in accordance with this Agreement;
- k) Wilful disobedience of instructions, orders of a superior or a reasonable request by Transnet Property;
- l) Failing to report any security incident or safety hazard either observed by the contracted staff or brought to his/her attention by another person;
- m) Failing to wear the prescribed clothing or identification when on duty.
- n) Failing to present an acceptable image or an upright position, or to deal with any person in a respectful manner. This implies that a contracted staff shall not sit when he/she should be standing and shall not lounge about, smoke, eat, drink, read or occupy him/herself with any distracting activity while attending to any person in the performance of his / her duties.

7.3.3. *Contractor* staff may be subject to breathalyser testing by Transnet or Representative *Contractors* prior to the granting of permission onto its Site.

#### 7.4. Health and safety facilities on the Affected Property

- 7.4.1. The *Contractor* undertakes to comply with the *Employer's* safety and emergency measures and procedures the Site / Affected Property.
- 7.4.2. The *Contractor's* procedures for the procurement, storage, handling, transporting, application and general use of chemicals shall comply with all applicable legislation, Codes of Practice and Local, Regional or Provincial Authorities.
- 7.4.3. The *Contractor* shall not use or keep any poisonous or highly flammable materials on the *Site / Affected Property* without the approval of the Service Manager, for the rendering of the Service or for whatever purpose.
- 7.4.4. The obligation to take care of and protect the Service and everything connected therewith shall rest solely with the *Contractor* who shall take all necessary precautions to protect Others, the property of the Others, the property and personnel of the *Employer* from damage or injury, and to protect adjoining properties from trespass or damage during the Service.
- 7.4.5. The *Contractor* shall inform the *Employer* verbally and in writing and act immediately on any potentially hazard or undesirable situation which may cause harm to persons or which may damage or reduce the life expectancy of the Installation, even if the hazardous or undesirable situation does not form part of the *Contractor's* responsibilities.
- 7.4.6. The *Contractor* may not do or leave or permit anything on the Site / Affected Property that, in the opinion of Service Manager, might cause any damage to the property or that might be a nuisance or burden or danger or possible nuisance or burden or danger to any person on / in the Site / Affected Property.
- 7.4.7. The *Contractor* shall be obliged to display neat warning signs of which the size and design are of such a nature they are easily visible, at all places where the Services are undertaken by the *Contractor*, and where the rendering of the Services might cause injuries to any person, in order to focus the attention of such person on the Services that are undertaken in that area.
- 7.4.8. Special condition: It is hereby specially stipulated that, during the period of this Contract, the *Contractor* will be obliged to do everything that might be necessary and practically feasible in order to ensure that all signs, printing, notices or documents that are displayed on / in the Site / Affected Property, will appear in English plus at least one other official language.

#### 7.5. Records of *Contractor's* Equipment

- 7.5.1. The *Contractor* shall have all their Tools and Special Equipment, necessary for the execution of the works, either on site or readily available at their premises and shall be recorded and certified.



- 7.5.2. The *Contractor* shall complete or generate an inventory lists of their equipment and update inventory lists systems on a continuing basis (equipment type and location).

#### 7.6. Site services and facilities

##### 7.6.1. Provided by the *Employer*

- Rest room facilities
- Storage facilities
- Site office

- 7.6.2. (Shall at the termination of this Contract for whatsoever reason, reinstate any such facility to the same condition in which it was when handed to the *Contractor*)

##### 7.6.3. Provided by the *Contractor*

- The *Contractor* shall make his own arrangements in respect of the installation and provision of telephones at the Site/Affected Property at his own cost, should the *Contractor* deem it necessary.

#### 7.7. Tests and inspections

- 7.7.1. The *Employer* or its duly appointed representative shall retain the right to witness and/or verify the performance of any Service by the *Contractor* at any time.

- 7.7.2. Independent inspections: the *Employer* shall have the right to authorize the inspection of cleaning detergents / materials, and or serviced areas, inspections shall be promptly communicated in writing to the *Contractor*. Should any defects or remedial work be required in terms of this Contract, the *Contractor* shall expeditiously undertake it within a mutually agreed time period the corrective work. When the *Contractor's* work has been completed satisfactorily, the *Employer* or its duly appointed inspector shall be notified in writing. A further follow-up inspection by the *Employer* or its inspector may be conducted.

- 7.7.2.1. Should the follow-up inspection show that the work as agreed and undertaken by the *Contractor* has not been satisfactorily carried out; the procedure shall be repeated until the established standard of cleaning has been attained. The cost for the follow-up inspection shall be borne by the *Contractor*

- 7.7.2.2. Notwithstanding the *Employer's* rights in terms of this Contract, the *Contractor* shall refund the *Employer* its costs associated with the reapplication where the *Contractor* has not completed work satisfactorily as agreed.

- 7.7.2.3. The independent inspections shall in no way limit the *Contractor's* responsibility with respect to any obligation or liabilities in terms of this Contract.

### 8. List of Drawings

#### 8.1. Drawings issued by the *Employer*

Not Applicable



## Planned Cleaning Activity Schedule

(Please note: The below Planned Cleaning activity schedule is only indicative and not exhaustive, it is therefore the duty of the **Contractor** to update the Activity Schedule, one (1) month from the date of assuming responsibility as the contracted Service Provider)

AREA AND TASK	YES/ NO	FREQUENCY
<b>FLOOR MAINTENANCE</b>		
<b>HARD FLOORS (Ceramic, terrazzo, marble, etc)</b>		
Sweep with dust mop sweeper		Daily
Damp Mop		Daily
Burnish with machines(if sealed)		Daily
Strip and re-coat		3 monthly (or 2nd month of contract for short term contracts)
Brush thoroughly and vacuum		Daily
Spot removal of minor marks		On request
Dust all low- level ledges and fitting		Daily
Dust all high level ledges and fittings		3 x weekly
Dust all vertical surfaces		Weekly
Dust all light fittings in position		Monthly
Empty and clean all waste paper baskets, ashtrays and other receptacles		Daily
Remove Refuse to agreed location for dispatch		Daily
Completely clean all partition glass, doors, etc		Monthly
Spot clean all partition glass, doors, etc		Daily
Clean and polish all metal fittings		Weekly
Clean security booths – including glass windows and internal		Weekly
Spot clean walls, doors and painted surfaces		Weekly
Spot clean handles, light switches, etc		Weekly
Clean doormats and doors/ walls		Daily
Clean mirrors and tenant boards		Daily
Empty and clean waste receptacles		Daily
Cleaning workstations		Daily
Clean floor according to type		Daily
Clean doormats and doors/ walls		Daily
Clean mirrors and notice boards		Daily
Empty and clean waste receptacles		Daily
Clean floor according to type		Daily
Clean mirrors/ lift doors/ wall/ lift tracks		Daily
Clean floors according to type		Daily



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Description of Services: Provision of Cleaning, Hygiene, Pest Control and Gardening and grass cutting Services for a period of 36 months.

Clean stairs, treads, lands and risers according to finish		Daily
Clean handrails and fittings		Daily
Spot clean walls		Daily
Clean stairs according to type		Daily
General dusting		Daily
Waste disposal		Daily
Clean glass and metalwork		Daily
Clean floor according to type		Daily
Spot clean walls and paintwork		Daily
Wipe down Venetian blinds (where applicable)		Weekly
Wipe down Vertical blinds (where applicable)		Weekly
Sweep		Daily
Clean floors/ stairs according to type		Weekly
Police for litter		Daily
Sweep with Floor-boy		Weekly or as necessary
Overhead pipes		Quarterly
Ride on sweeper		On request
Disinfect frequently touched points		Hourly
Disinfect other areas		Weekly
Empty and clean all waste receptacles		Daily
Clean floor according to type		Daily
Clean and sanitize bowls, basins and urinals		Daily
Spot clean walls, doors and partitions		Daily
Clean mirrors and metal fittings		Daily
Wipe down working surfaces with disinfectant		Daily
Deep clean urinals – remove drain cup and clear all debris		2 monthly
Empty and clean all waste receptacles		Daily
Clean floor according to type		Daily
Spot clean walls, doors and partitions		Daily
Clean mirrors and metal fittings		Daily
Wipe down working surfaces with disinfectants		Daily

## Planned Hygiene Activity Schedule

(Please note: The below Planned Hygiene activity schedule is only indicative and not exhaustive, it is therefore the duty of the **Contractor** to update the Activity Schedule, one (1) month from the date of assuming responsibility as the contracted Service Provider)

TASK	YES/ NO	FREQUENCY
<b>Service Description</b>		
Deep Clean all Ablution facilities areas 2monthly		2 monthly
Removal sanitary waste three time a week or as agreed with project manager		104 times a year

## Planned Pest Control Activity Schedule

(Please note: The below Planned Pest Control activity schedule is only indicative and not exhaustive, it is therefore the duty of the *Contractor* to update the Activity Schedule, one (1) month from the date of assuming responsibility as the contracted Service Provider)

TASK	YES/ NO	FREQUENCY
<b>Service Description</b>		
Inspection and servicing of pest control equipment		Monthly
Pest Treatment (fumigation, gel application, etc)		Every 6 weeks
Baiting (Bait Stations – preferred plastic baits)		Continuously from the 1 <sup>st</sup> day of the contract
Treatment of occasional invasion by other pests		When required
Snake repellent treatment around the mentioned buildings		3 monthly or as requested
Replacement of Electric flying insect monitor light tubes		Annually
Catching and removal swarm of bees or wasps		When required

## Planned Gardening Activity Schedule

(Please note: The below Planned Gardening, grass cutting and Landscaping activity schedule is only indicative and not exhaustive, it is therefore the duty of the **Contractor** to update the Activity Schedule, one (1) month from the date of assuming responsibility as the contracted Service Provider)

TASK	YES/ NO	FREQUENCY
<b>Service Description</b>		
Cutting of lawn areas to fair finish and trimming of edges weekly		Weekly
Grass cutting of open areas within the yard (fence) and 3 meters outside the yard (fence). <b>(note all areas within the yard need to be rough cut with grass blades no longer than 8cm at any time)</b>		Weekly
Cultivating, digging, and pruning of flowerbeds weekly		Weekly
Removal of all dead flowers and pruning of trees as required by the Project Manager from time to time		As required
Provide seasonal flowers (as requested by project manager and quoted for separately)		Seasonally
Trim branches and shrubs		Weekly
Clear of weeds on site's where there is no grass		Daily
Trim branches, shrubs and cut grass by the fence		Daily
Remove all grass, branches, and rubble from site		Daily
Every porch entrance must be swept, as well as the paving and tarred road in front of the buildings		As required
No grass to be left on premises		Daily
Sweep and remove soil and/or leaves on entrances and exterior areas		Daily



Tree felling & trimming at the depot/precinct to be conducted safely by using a trained team and Safety precautions to be followed e.g., height management, machinery etc. (Supplier to supply their own equipment to perform this job)		As and when necessary
Personnel must be able to operate the borehole system i.e., monitor and report to the Facilities Manager if it broken		Weekly
Removal of trees		As required

## Northern Cape

Depot	Department	Building Asset no:	Approximate Size	No of Cleaners
Barkly West	Rail Network	02AF012K	42	1
Barkly West	Rail Network	02AF013K	83	
Barkly West	Rail Network	02AF014K	112	
237				
De Aar	Operations at Station	02XG003K	752	2
De Aar Yard	Operations / Rail Network	02XG002K	762	1
De Aar Yard	Ablution Facilities	02AG005K	32	
De Aar Yard	Ablution Facilities	02AG004K	148	
De Aar Yard	Operations	02AG035K	14	
De Aar Yard	Operations	02AG165K	14	
1722				
Groblershoop	MTV	11KA112S	31	1
Groblershoop	Rail Network Electrical	02BA273S	346	
Groblershoop	Rail Network Electrical	02BA274S	23	
Groblershoop	Rail Network Electrical	02BA276S	48	
Groblershoop	Rail Network Signals	02BA279S	157	
Groblershoop	Rail Network Signals	11LA169S	4	
Groblershoop	Rail Network Telecomms	02BA275S	204	
Groblershoop	Rail Network Telecomms	02BA278S	153	
Groblershoop	Rail Network Telecomms	02BA280S	102	
1068				
Hotazel	Operations	02AF223K	199	2
Hotazel	Operations	02AF227K	45	
Hotazel	Operations	02YF047K	23	
Hotazel	Operations	Rental	31	
Hotazel	Operations	Rental	31	
Hotazel	Operations	Rental	12	
341				
Kakamas	CAB	02DH015K	6	1
6				
Kenhardt	Rail Network	02DA338S	217	1



217				
Kenhardt (Loop 14)	Hostels	02BA234S	354	2
Kenhardt (Loop 14)	Hostels	02BA233S	164	
Kenhardt (Loop 14)	Hostels	02BA351S	163	
Kenhardt (Loop 14)	Hostels	11GN061S	18	
Kenhardt (Loop 14)	Hostels	11GN062S	18	
Kenhardt (Loop 14)	Hostels	11GN063S	18	
Kenhardt (Loop 14)	Hostels	11GN064S	18	
Kenhardt (Loop 14)	Hostels	11GN065S	18	
Kenhardt (Loop 14)	Hostels	11GN066S	18	
Kenhardt (Loop 14)	Hostels	11GN067S	18	
Kenhardt (Loop 14)	Hostels	11GN068S	18	
Kenhardt (Loop 14)	Hostels	11GN069S	36	
Kenhardt (Loop 14)	Hostels	11GN070S	9	
Kenhardt (Loop 14)	Hostels	11GN071S	18	
Kenhardt (Loop 14)	Hostels	11GN072S	18	
Kenhardt (Loop 14)	Hostels	11GN073S	18	
Kenhardt (Loop 14)	Hostels	11GN074S	18	
Kenhardt (Loop 14)	Hostels	11GN075S	18	
960				
Kimberley (Alex Yard)	Operations & Train Crew	02AB167K	14	5
Kimberley (Alex Yard)	Operations & Train Crew	02AB169K	80	
Kimberley (Alex Yard)	Operations & Train Crew	02AB170K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AB171K	26	
Kimberley (Alex Yard)	Operations & Train Crew	02AB175K	717	
Kimberley (Alex Yard)	Operations & Train Crew	02AB177K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AB182K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AB184K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AN007K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AN008K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AN009K	26	
947				
Kimberley ( Loco Yard)	Operations & Train Crew	02AB257K	105	8
Kimberley ( Loco Yard)	Operations & Train Crew	02AB254K	330	
Kimberley ( Loco Yard)	Operations & Train Crew	02AB223K	14	
Kimberley ( Loco Yard)	Operations & Train Crew	02AB222K	477	

Kimberley ( Loco Yard)	Operations & Train Crew	02AB221K	238	
Kimberley (Old Yard)	Operations & Train Crew	02AB232K	51	
Kimberley (Old Yard)	Operations & Train Crew	02AB233K	138	
Kimberley (Old Yard)	Operations & Train Crew	02AB304K	84	
Kimberley (Old Yard)	Operations & Train Crew	02AB263K	25	
Kimberley (Old Yard)	Operations & Train Crew	02AB301K	22	
Kimberley (Old Yard)	Operations & Train Crew	02AB189K	38	
Kimberley (Old Yard)	Operations & Train Crew	02AB264K	15	
<b>1537</b>				
Kimberley	Rail Network	02AB124K	242	6
Kimberley	Rail Network	02AB128K	45	2
Kimberley	Rail Network	02AB136K	30	
Kimberley	Rail Network	02AB140K	15	
Kimberley	Rail Network	02AB142K	111	
Kimberley	Rail Network	02AB143K	128	
Kimberley	Rail Network	02AB144K	39	
Kimberley	Rail Network	02AB145K	958	
Kimberley	Rail Network	02AB146K	19	2
Kimberley	Rail Network	02AB147K	219	
Kimberley	Rail Network	02AB148K	365	2
Kimberley	Rail Network	02AB149K	112	
Kimberley	Rail Network	02AB161K	111	2
Kimberley	Rail Network	02AB162K	45	
Kimberley	Rail Network	02AB265K	82	2
Kimberley	Rail Network	02AB267K	144	
Kimberley	Rail Network	02AB270K	99	
Kimberley	Rail Network	02AB305K	276	
Kimberley	Rail Network	02PB105K	8	
Kimberley	Rail Network Transport Telecomms	02HB007K	225	
<b>3273</b>				
Kimberley	Real Estate Management Buildings	02AB277K	860	2
Kimberley	Real Estate Management Buildings	02AB281K	147	
Kimberley	Real Estate Management Buildings	02MB029K	145	
Kimberley	Real Estate Management Buildings	02AB279K	39	
Kimberley	Real Estate Management Buildings	02AB278K	51	
Kimberley	Real Estate Management Buildings	02AB280K	717	
Kimberley	Real Estate Management Buildings	02AB277K		
Kimberley	Points and Crossings - Reclamation Yard	02AB292K	105	
Kimberley	Points and Crossings - Reclamation Yard	02AB271K	259	

Kimberley	Points and Crossings - Reclamation Yard	02DB024K	110	
2433				
Kimberley	Real Estate Management Technical	02AB133K	790	1
Kimberley	Real Estate Management Technical	02AB156K	176	2
Kimberley	Hazmat, Fire & Emergency Services	02AB155K	80	
Kimberley	Hazmat, Fire & Emergency Services	02AB135K	12	
Kimberley	Hazmat, Fire & Emergency Services	02AB154K	12	
Kimberley	Hazmat, Fire & Emergency Services	02AB155K	80	
Kimberley	Hazmat, Fire & Emergency Services	02AB132K	4	
Kimberley	Hazmat, Fire & Emergency Services	02AB157K	60	
Kimberley	Warehouse G101	02AB126K	80	1
Kimberley	Transtel Building Knight Street	02WA002K	985	12
Kimberley	Safety & Security	02AB231K	146	1
Kimberley	Safety & Security	02AB228K	421	
2846				
Kimberley	School of Rail	02AB211K	234	2
Kimberley	School of Rail	02AB207K	312	
Kimberley	School of Rail	02AB206K	254	
Kimberley	School of Rail	02AB210K	42	
Kimberley	School of Rail	02AB208K	74	
Kimberley	School of Rail	02AB212K	25	
Kimberley	School of Rail	02BN011K	67	
Kimberley	School of Rail	Simulator	31	
Kimberley	School of Rail	02AB211K	234	
1273				
Kimberley	RME Perway	02AB158K	160	2
Kimberley	RME Perway	Board Room	24	
Kimberley	RME Perway	A1	18	
Kimberley	RME Perway	A2	18	
Kimberley	RME Perway	A5	18	
Kimberley	RME Perway	A6	18	
Kimberley	RME Perway	02AB160K	39,5	
Kimberley	RME Perway	03FB068K	80	
375				
Lime Acres	Operations	03KF001K	134	2
134				
Lohatlha	CAB	Rental	31	1
Lohatlha	CAB	Rental	15	
Lohatlha	CAB	Rental	15	
Lohatlha	CAB		7	
Lohatlha	CAB	01AF061K	92	
Lohatlha	CAB	02AF161K	36	
Lohatlha	CAB	02AF160K	27	
Lohatlha	CAB	03FF022K	3	

<b>225</b>				
Olifantshoek (Loop 18)	Hostels	02BA225S	354	<b>2</b>
Olifantshoek (Loop 18)	Hostels	02BA256S	164	
Olifantshoek (Loop 18)	Hostels	02BN006S	163	
Olifantshoek (Loop 18)	Hostels	01BA777S	88	
Olifantshoek (Loop 18)	Hostels	11GN108S	18	
Olifantshoek (Loop 18)	Hostels	11GN109S	18	
Olifantshoek (Loop 18)	Hostels	11GN110S	9	
Olifantshoek (Loop 18)	Hostels	11GN111S	9	
Olifantshoek (Loop 18)	Hostels	11GN112S	36	
Olifantshoek (Loop 18)	Hostels	11GN113S	18	
Olifantshoek (Loop 18)	Hostels	11GN114S	18	
Olifantshoek (Loop 18)	Hostels	11GN115S	18	
Olifantshoek (Loop 18)	Hostels	11GN116S	18	
Olifantshoek (Loop 18)	Hostels	11GN117S	18	
Olifantshoek (Loop 18)	Hostels	11GN118S	18	
Olifantshoek (Loop 18)	Hostels	11GN119S	18	
Olifantshoek (Loop 18)	Hostels	11GN120S	18	
<b>1003</b>				
Postmasburg	Operations	02AF098K	15	<b>6</b>
Postmasburg	Operations	02AF101K	15	
Postmasburg	Operations	02AF122K	85	
Postmasburg	Operations	02AF125K	103	
Postmasburg	Operations	02AF127K	129	
Postmasburg	Operations	02XF001K	389	
Postmasburg	Staff Residence	02AF141K	134	
Postmasburg	Staff Residence	02AF141K	296	
Postmasburg	Transport Telecomms	02AF139K	122	
Postmasburg	Transport Telecomms	02YF035K	103	
Postmasburg	Transport Telecomms	02AF139K	122	
Postmasburg	Transport Telecomms	02YF035K	103	
Postmasburg	Security	02AF142K	316	
Postmasburg	Rail Network Infrastructure	02AF124K	71	
Postmasburg	Rail Network Infrastructure	02AF128K	122	
Postmasburg	Rail Network Infrastructure	02AF129K	247	

Postmasburg	Rail Network Infrastructure	02AF130K	94	
<b>2466</b>				
Sishen - Erts	Operations / Rail Network / Telecomms	02BA268S	843	<b>2</b>
Sishen - Erts	Rail Network	02BA270S	98	
Sishen - Erts	Welding Depot	03JA035S	50	
Sishen - Erts	Welding Depot	02BA340S	64	
Sishen - Erts	Operations		18	
Sishen - Erts	Operations		18	
Sishen - Erts	Rail Network Infrastructure		18	
Sishen - Erts	Rail Network Infrastructure		18	
<b>1073</b>				
Sishen - Point Zero	Operations / Train Crew	11GN121S	36	<b>2</b>
Sishen - Point Zero	Operations / Train Crew	11GN122S	23	
Sishen - Point Zero	Operations / Train Crew	11GN123S	18	
Sishen - Point Zero	Operations / Train Crew	11GN124S	36	
Sishen - Point Zero	Operations / Train Crew	11GN125S	27	
Sishen - Point Zero	Operations / Train Crew	11GN126S	69	
Sishen - Point Zero	Operations / Train Crew	11GN127S	27	
Sishen - Point Zero	Operations / Train Crew	11GN128S	36	
Sishen - Point Zero	Operations / Train Crew	11GN129S	18	
<b>290</b>				
Upington	Operations	02AH036K	251	<b>1</b>
Upington	Operations	02AH037K	228	
Upington	Rail Network	02AH018K	250	<b>2</b>
Upington	Rail Network (Saldanha)	02DH003K	399	
Upington	Security	02DH004K	117	
Upington	Rail Network / CAB	02ZA019K	544	
<b>1789</b>				
Warrenton	Operations	02DD006K	76	<b>1</b>
Warrenton	Operations	02AD165K	444	
Warrenton	Operations	02AD170K	84	
Warrenton	Operations	Rental	28,8	
Warrenton	Operations	Rental	9	
Warrenton	Safety & Security	02AD175K	56	
Warrenton	Safety & Security	02BN012K	13	
			<b>711</b>	<b>82</b>

## Gardening Staff in Northern Cape

Depot	Department	Building Asset no:	Approximate Size	No of Gardners
De Aar	Operations	02XG003K	752	1
De Aar	Operations	02XG002K	762	
1514				
Hotazel	Operations	02AF223K	199	1
Hotazel	Operations	Rental	12	
211				
Kimberley (Alex Yard)	Operations & Train Crew	02AB167K	14	9
Kimberley (Alex Yard)	Operations & Train Crew	02AB169K	80	
Kimberley (Alex Yard)	Operations & Train Crew	02AB170K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AB171K	26	
Kimberley (Alex Yard)	Operations & Train Crew	02AB175K	717	
Kimberley (Alex Yard)	Operations & Train Crew	02AB177K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AB182K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AB184K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AN007K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AN008K	14	
Kimberley (Alex Yard)	Operations & Train Crew	02AN009K	26	
947				
Kimberley ( Loco Yard)	Operations & Train Crew	02AB257K	105	2
Kimberley ( Loco Yard)	Operations & Train Crew	02AB254K	330	
Kimberley ( Loco Yard)	Operations & Train Crew	02AB223K	14	
Kimberley Knight Street	Multi storey admin building	02WA002K	985	0
Kimberley (Old Yard)	Operations & Train Crew	02AB232K	51	0
Kimberley (Old Yard)	Operations & Train Crew	02AB233K	138	
Kimberley (Old Yard)	Operations & Train Crew	02AB304K	84	
Kimberley (Old Yard)	Operations & Train Crew	02AB263K	25	
Kimberley (Old Yard)	Operations & Train Crew	02AB264K	15	
1747				
Lime Acres	Operations	03KF001K	134	1



Postmasburg	Operations	02AF098K	15	<b>2</b>
Postmasburg	Operations	02AF101K	15	
Postmasburg	Operations	02AF122K	85	
Postmasburg	Operations	02AF125K	103	
Postmasburg	Operations	02AF127K	129	
Postmasburg	Operations	02XF001K	389	
			<b>736</b>	
Sishen - Erts depot	Operations / Train Crew	02BA268S	843	
Sishen - Point Zero	Operations / Train Crew	11GN121S	36	
Sishen - Point Zero	Operations / Train Crew	11GN122S	23	
Sishen - Point Zero	Operations / Train Crew	11GN123S	18	<b>1</b>
Sishen - Point Zero	Operations / Train Crew	11GN124S	36	
Sishen - Point Zero	Operations / Train Crew	11GN125S	27	
Sishen - Point Zero	Operations / Train Crew	11GN126S	69	
Sishen - Point Zero	Operations / Train Crew	11GN127S	27	
Sishen - Point Zero	Operations / Train Crew	11GN128S	36	
Sishen - Point Zero	Operations / Train Crew	11GN129S	18	
			<b>1133</b>	
Warrenton	Operations	02DD006K	76	<b>1</b>
Warrenton	Operations	02AD165K	444	
Warrenton	Operations	02AD170K	84	
Warrenton	Operations	Rental	28,8	
Warrenton	Operations	Rental	9	
			<b>641,8</b>	<b>18</b>