

Specification Template

TE-IMS-PEMM ASSET UTH-SPEC **003** Specification

Office Cleaning and Deep Cleaning for Thirty-six (36) months				
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Local Business:	PEMM			
Location:	UITENHAGE MANUFACTURING PLANT			

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1. Scope of Work

This specification requirement covers all the requirements that will be needed to inform the supplier to carry out what is expected from him/her: The contract will be awarded as a cleaning project and the contractor will be responsible for all the work specified.

This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for cleaning services. Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering UITENHAGE MANUFACTURING PLANT at tender stage and optional prices for addressing such omissions must be provided.

The Supplier shall supply all the labour, tools, material, equipment, consumables, facilities, testing, and supervision required for the supply of the specified cleaning services for the duration of the contract.

2. Site Inspection

Tenderers must visit the site to familiarize themselves with all the aspects involved relating to the project that must be done.

3. Information Required

Tenderers shall confirm that the items that they are offering comply at a standard not less than the minimum required requirement asked for in the specifications. Tenderers must comply to these specifications, but alternative offers may, in addition, also be submitted. Such alternative offers must be fully motivated and substantiated.

4. Regulations and Standards:

Comply with the Occupational Health and Safety Act (Act 85 of 1993), as amended and its Regulations.

The contractor to have a SAFETY FILE, on site always.

The contractor shall submit the SAFETY FILE before commencing of the project with following mandatory documents but not limited to; Valid Letter of Good standing from compensation commissioner, medical fitness certificates from Occupational Medical Practitioner for all employees, Training certificates regarding the type of work to be performed e.g., HCS training, First Aid, SHE Rep, Incident Investigator, Risk Assessor, and covid-19 related training etc. Company Organogram, SHE Inspections checklists, Company Profile, SHEQ Management Plans including Emergency plan, Risk Assessment with Method statement, Procedures, Legal Appointment letters and Incident management Procedures and Processes.

4.1 Additional Technical Requirements/ Regulations

The specifications and standards below are incorporated and made part of this document and should be read in conjunction with this specification:

- Occupational Health and Safety Act (Act 85 of 1993).
- The Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act 36 of 1947) as amended.
- The Hazardous substance Act (Act 15 of 1973).
- The Environmental Conservation Act (Act 73 of 1989).
- The Compensation of Occupational Injuries and Diseases Act (Act 130 of 1993).
- The Basic Conditions of Employment Act (Act 75 of 1997) and Sectoral Determination 1: Contract Cleaning Sector.
- Any other applicable legislation, regulation, standard and subsequent amendments.
- The National Regulator for Compulsory Specifications (NRCS) in South Africa (Act 5 of 2008): V8054

Any other applicable legislation, regulation and standard, such as World Health Organisation, NICD, and the Department of Health guidelines on health and safety in relation to epidemics and pandemics as and when they occur.

Where equipment offered complies with the recognized standards of the country of manufacture and not specifically with the standards required by this specification, such equipment will be considered at the discretion of Management. In this case, tenders shall state fully all respects in which the equipment departs from the standard laid down in this specification.

The successful tender will at the conclusion of the installation provide a document along the lines “that the installation complies with national/international requirements and that all selected /designed items are compliant with Act 85 of 1995 and SABS practices applicable to the installation.

5. Definitions:

- **“Cleaning”** means removal of gross contamination, organic material, and debris from the premises or respective structures, via mechanical means like sweeping (dry cleaning) and/or the use of water and soap or detergent (wet cleaning). The goal is to minimize organic material so disinfection can be effective.
- **“Specifications”** the document which is referred to in the contract 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.
- **“Deep cleaning of building”** means the process of cleansing a building or part of a building to remove contaminants such as microorganisms or hazardous materials. The cleaning involves application of disinfectant to all touch points, working surfaces as well as walls and floors.
- **“Disinfection”** means methods used on surfaces to destroy or eliminate a specific species of infectious microorganism through physical (e.g. heat) or chemical (e.g. disinfectant) means. A combination of methods may be required.
- **“Routine cleaning”** is when offices and operational areas are cleaned continually and regularly with the sole purpose of keeping the area neat and clean from visible dirt, dust, spills, hazardous materials.

- **“Service”** means the work, functions, tasks, services to be rendered, and / or goods to be supplied by the Service Provider, including any subsequent variations or changes to such work, functions, tasks, services, or goods as may be agreed in terms of this the contract (Deliverables);
- **“Supervisor”** means any person appointed by the Service Provider from time to time to be on-site and responsible for the management of the Service Provider’s staff and service provided in terms of this Agreement.

6. Required Specifications		
6.1	The scope will cover the following:	Comply Yes/No
6.1.1	Offices, mess areas (offices and kitchens in the workshops) and Ablutions, halls, park homes, admin buildings.	
6.1.2	Deep Cleaning in every WC, Urinals, Basins, and Showers area	
6.1.3	Number of cleaners requires as follows: The grand number of cleaners in Uitenhage Manufacturing Plant is 24 cleaners including working supervisor.	
6.2 Office Cleaning		
6.3	Areas of Cleaning:	Comply Yes/No
6.3.1	Systems and procedures must be adhered to on a daily, weekly, and monthly basis, depending on personnel and visitor usage. Every part (high touch area) of the facility must be sanitized daily.	
6.3.2	A ready supply of trained cleaners working in Transnet Engineering UITENHAGE MANUFACTURING PLANT buildings.	
6.3.3	Sufficient staff to meet the agreed programme and the ability to monitor and improve cleaning services for the Plant.	
6.3.4	A guaranteed quality service meeting operational business and cleaning industry standards.	
6.3.5	Use of quality and SABS approved chemicals, which meet the legal requirement. Use environmentally friendly products.	
6.3.6	Sufficient capital to invest in tools, equipment, and consumables	
6.3.7	Compliance to the Basic Conditions of Employment Act: Sectoral Determination - Contract Cleaning Sector; Taxes: PAYE, VAT, UIF; Regional Services Levies and Skills Development Levy	
6.3.8	Compliance to the Compensation for Occupational Injuries and Diseases (COID), Occupational Health and Safety Act (Act No. 85 of 1993) as amended and its regulations such as the Hazardous Chemical Substances Regulations, Public Liability and Provident fund.	

6.3.9	Dirty water generated from the cleaning of offices shall not be discharged into storm-water drainages.	
6.3.10	always Washing of dishes and cups in the offices	
7. Site Inspection		
7.1	Compulsory for measuring performance:	Comply Yes/No
7.2	This is to be carried out weekly by the contractor and a representative from PEMM Business.	
8. Risk & Responsibility		
8.1	Contractor responsibility:	Comply Yes/No
8.1.1	The contractor accepts full responsibility for its staff's actions and will ensure that such actions at no time place the staff or property of Transnet Engineering UITENHAGE MANUFACTURING PLANT above mentioned sites in danger (specific reference to hazardous activities like cleaning chemicals). Should the contractor's workers participate in strikes, marches, riots, or any other actions which fall outside their duties, it is the contractor's responsibility to control its personnel, restore order or, if necessary, to remove them from. Transnet Engineering UITENHAGE MANUFACTURING PLANT premises	
8.1.2	The contractor must discourage its workers from participating in any actions that will affect Transnet operations	
8.1.3	In the case of any strike, stay-away or action where no, or only partial service is rendered, and where the contractor is not responsible for remuneration (no work, no pay) of such personnel, the contract price for the period concerned shall be adjusted accordingly.	
8.1.4	In the event of actions such as mentioned above, it is the responsibility of the contractor to calculate revised invoices and present them for payment at the end of the month in which only partial service was rendered.	
8.1.5	Where keys for access to areas of the site are required and keys are given to the contractor, the necessary care and responsibility for their safekeeping will be	

	observed. The contractor must ensure that keys are not misused or used to allow access by unauthorized persons.	
8.1.6	Comply with Compensation of Occupation Injuries and Diseases Act (Act 130 of 1993) as amended.	
8.1.7	Comply with Foodstuffs, Cosmetics and Disinfectants Act (Act 54 of 1972) as amended.	
8.1.8	The contractor shall submit a safety file for the project.	
8.1.9	Safety Induction shall be undertaken upon the approval of the safety file.	
8.1.10	Transnet Engineering shall issue valid access permits for entering the site.	
8.1.11	The contractor shall contact the Risk & Safety office and arrange with the Transnet Contracts Manager for SHE induction training and ensure that all his/her staff and new staff attend this training before he/she allows them to commence working inside Transnet Premises. This also applies to sub-contractors that may be used. The principal contractor is responsible for sub-contractors they use. Relieve workers shall be part of safety file.	
8.1.12	The Contractor shall comply with the Occupational Health and Safety Act 85 of 1993 and its regulations. The supervisor, a responsible employee of the contractor shall be present on site at all times (fulltime on site) to manage day-to-day activities. This representative shall be able to prove possession and proficiency in the use of a cellular phone on which he/she may be contacted at all reasonable hours. He/she shall also be able to contact the owner in the event of an emergency or for the purpose of urgent reporting. He/she shall be proficient in English and be literate and able to communicate with Transnet Management when necessary. The responsible person will be required to be able to manage the staff of the contractor on site and ensure all Transnet requirements are met including submission of reports required by Transnet.	
8.1.13	The contractor shall maintain the Health and Safety management file and provide a cleaning checklist to be used by cleaning personnel to ensure that work is carried out according to specified cleaning schedule.	
8.1.14	The Contractor shall provide a first aid box with applicable medical sundries for his/her staff and ensure that at least 5% of total workforce is trained in first aid. Contractor's staff is not accommodated by the Transnet clinic. In the event of an emergency the clinic will assist and costs incurred will be for the account of the Contractor.	

8.1.15	<p>The Contractor shall have a trained first aider and a SHE representative trained in health and safety. Certificates shall be attached in the safety file. MSDS sheets (which are in accordance with Annexure 1 of hazardous chemical substance regulations, framed under Occupational Health and Safety Act) of all chemicals used shall be provided by the Contractor to Transnet Management prior to commencement of this contract. The contents of such MSDS's shall be explained to the contract staff. It shall be in the prescribed 16-point format and a copy shall be kept by the contractor's responsible person on site.</p>	
8.1.16	<p>The following list the recommended personal protective equipment (PPE) to be used.</p> <ul style="list-style-type: none"> • Uniform clothing • Goggles/Face shields. • Nuisance Dust masks. • Appropriate respirators for chemicals. • Hearing Protection. • Sun Hats. • Sunscreen. • Overalls. • Steel toecap gum boots/safety boots & socks. • Aprons (full length). • Gloves. • Rain gear. • Reflective jackets. 	
8.1.17	<p>The Service Provider shall also be responsible for the following:</p> <ul style="list-style-type: none"> • Ensuring that all employees under his employment wear disposable gloves and masks for all tasks in cleaning process, including handling trash. • Additional Personnel Protective Equipment (PPE) might be required based on the cleaning / disinfectant products used and whether there is a risk of splash. • Ensuring that employees under his or her employment are trained adequately on correct use of the above-mentioned PPE to protect the and the surrounding areas. • Should a toilet, urinal or washbasin get blocked, the Service Provider must attempt to unblock it by means of a rubber pump or any other domestic equipment. • If his attempts are unsuccessful the Service Provider's personnel will provide an "out of order" and immediately report this condition to TE Service Manager who 	

8.1.18	<ul style="list-style-type: none"> • This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for sound practice. Any omissions or sub-standard requirements of this specification shall be brought to the attention of TE at tender stage and optional prices for addressing such omissions shall be provided. • Any matter relating to this work, which requires a decision from TE shall be presented to the manager in charge. • All offers shall be completed in every respect with this specification. Only completed tenders shall be considered. • The technical officer reserves the right to have the proposal checked independently by a 3rd party 	
9. Inspection		
9.1	Performance Measurement:	Comply Yes/No
9.2	All the services provide shall be subjected to inspection by the nominated officials of Transnet during any stage of the contract period.	
10. Reports		
10.1	Measuring Performance:	Comply Yes/No
10.2	checklists and attendance register must be submitted at PEMM business pertaining to services that are rendered by the contractor on a weekly basis.	
10.3	Invoices must be accompanied by the attendance register for the month and indicate daily attendance.	
10.4	Credit notes to be given where applicable.	

10.5 TOILET CLEANING			
10.5.1 AREAS TO BE SERVICED	FUNCTION	SERVICED FREQUENCY	Comply Yes/No
10.5.1.1 Toilets, seats and brims	Clean and sanitize	Daily	
10.5.1.2 Urinals	Clean and sanitize	Daily	
10.5.1.3 Basins	Clean and sanitize	Daily	
10.5.1.4 Sinks	Clean and sanitize	Daily	
10.5.1.5 Bins (Waste receptacles)	Put refuse bags and empty	Twice a day	
10.5.1.6 Mirrors	Wipe and Dry	Daily	
10.5.1.7 Tiled Floors	Sweep/damp-mob	Daily	
10.5.1.8 Doors	Wash/spot clean	Daily	
10.5.1.9 Toilet paper, towels etc.	Replenish items (Transnet to supply)	Daily/when necessary	
10.5.1.10 Toilets, Showers, WC, wash basins and urinals.	Deep Cleaning (Provide TE with Schedule). Every deep cleaning to be witnessed and signed off by TE appointed personnel.	Monthly	
10.5.1.11 Soap dispenser (rent to buy)	Refill with soap and install dispenser as and when required. Replace missing soap dispensers as when required.	Weekly/ when necessary	

10.6 COMMON AREAS			
10.6.1 AREAS TO BE SERVICED	FUNCTION	SERVICE FREQUENCY	Comply Yes/No
10.6.1.1 Carpets	Vacuum	Twice a week/as and when is required	
10.6.1.2 Walls	Wipe	Weekly	
10.6.1.3 Tiled floors	Sweep/damp mop	Daily	
10.6.1.4 Floor area	Sweep, damp mop, machine scrub and buff	Weekly	
10.6.1.5 Bins (Waste receptacles)	Put refuse bags and empty	Twice a day	
10.7 REFUSE REMOVAL			
10.7.1 AREAS TO BE SERVICED	FUNCTION	SERVICED FREQUENCY	Comply Yes/No
10.7.1.1 All refuse holders	Empty and wipe	Daily	
10.7.1.2 Bins (wastebaskets)	Empty and wipe	Daily	
10.8 CLEANING CONTRACTOR TO SUPPLY THE FOLLOWING			
10.8.1	Compulsory Items:		Comply Yes/No
10.8.1.1	All cleaning material, bin liners (refuse bags) and soap dispensers.		
10.8.1.2	All cleaning equipment including working at heights equipment's for cleaning of windows in elevated positions.		
10.8.1.3	Air freshener		
10.8.1.4	Protective clothing (including masks, shoes and gloves, safety reflectors, including any other PPE according to risk and safety assessment, etc;) for use by cleaning staff		
10.8.1.5	Clearly marked uniform and no Transnet clothing to be worn		
10.8.1.6	Personal Protective Equipment to be used and worn in the workshop and must comply to safety requirement as per Transnet standards, including any other PPE according to risk and safety assessment.		

11. Additional Areas

Balconies and stoops:	
<ul style="list-style-type: none"> Remove dust on hard floors and or skirting with suitable broom, mop- or disposable cloth sweeper in such a way that it does not raise dust by using the appropriate equipment. 	Daily
<ul style="list-style-type: none"> Damp mop hard floors and or skirting to remove soilage. 	Monthly
<ul style="list-style-type: none"> Spray, clean or burnish hard floors and or skirting using a mechanised system to remove accumulated soilage. 	When Applicable
<ul style="list-style-type: none"> Treat floor and surfaces. 	6=Monthly
<ul style="list-style-type: none"> Dry floor after rain. 	When Applicable
<ul style="list-style-type: none"> Remove and shake out entrance carpets. 	Daily
<ul style="list-style-type: none"> Remove spots and stains from entrance carpets. 	When Applicable
<ul style="list-style-type: none"> 11.1.8 Empty, damp wipe refuse bins and replace inner refuse bags. 	Daily
<ul style="list-style-type: none"> Remove stains and disinfect refuse bins, replace inner refuse bags. 	Weekly
<ul style="list-style-type: none"> Dust and or damp wipe all fire equipment. 	Monthly
<ul style="list-style-type: none"> Clean and damp wipe ashtrays. 	2 x Daily
<ul style="list-style-type: none"> Damp wipe electrical switches, plug points and light fittings. 	Monthly
<ul style="list-style-type: none"> Damp wipe door handle / push plates. 	Daily
<ul style="list-style-type: none"> Polish door handle / push plates. 	Monthly
<ul style="list-style-type: none"> Dust and damp wipe doors and doorframes. 	Daily
<ul style="list-style-type: none"> Spot clean spots on doors and or frames. 	When Applicable
<ul style="list-style-type: none"> Spot clean spots and marks on walls. 	When Applicable
<ul style="list-style-type: none"> Dust window frames and -sills on applicable floors. 	Monthly
<ul style="list-style-type: none"> Damp wipe window frames and -sills on applicable floors. 	Quarterly
<ul style="list-style-type: none"> Dust and damp wipe pot plant holders. 	Monthly
<ul style="list-style-type: none"> remove litter from pot plant holders 	Daily
<ul style="list-style-type: none"> Dust air-conditioning units on applicable floors. 	Monthly
<ul style="list-style-type: none"> Damp wipe air-conditioning units on applicable floors. 	Quarterly
<ul style="list-style-type: none"> Clean all rainwater drains by removing all litter. 	Daily
Walls:	

• Spot clean spots and marks on walls.	When Applicable
• Remove all graffiti.	When Applicable
• Damp wipe building name, emergency, information and route signs.	Monthly
• Polish building name, emergency, information and route signs.	Quarterly
• Damp wipe electrical switches, plug points and light fittings within three meters from ground level.	Monthly
• Dust window frames and -sills on ground and first floor level.	Monthly
• Damp wipe window frames and -sills on ground floor level.	Quarterly
• Dust air-conditioning units on ground and first floor level.	Monthly
• Damp wipe air-conditioning units on ground level.	Quarterly
• Dust and or damp wipe all fire equipment.	Monthly
Windows and Facades:	
• Ground floor windows and frames (on the outside) must be cleaned.	Monthly
• All other floors windows and frames (on the outside) that can open must be cleaned from the inside.	6=Monthly
• Windows and frames (on the inside) must be cleaned.	6=Monthly

12. Building Sizes

Asset no.	Building Name	Size (Square meters)
1204397	Isibanye Building	1148
1201111	RFR National Building	443
1201075	Regional Management Building	379
1200975	Finance/HC Building	93,29
1201080	Blue Building	1057
1200989	Training Centre	93,29
1201077	Promat Admin Building	535
1201112	Promat Mass and Ablution	181
1200981	Shunting Building	495
1200987	Canteen Mass and Ablution	107,5
1200090	Wagon Admin Building	372
1201063	Shop 12 Mass and Ablution Double Store	808
1201047	Shop 12 Mass and Ablution Double Store	825
1200985	Shop 12 Single Store Mass and Ablution	109, 25
1201064	Fabrication Ablution 1	339
1201036	Fabrication Mass Room 1	343
1201037	Fabrication Ablution 2	348
1201065	Fabrication Mass Room	342
1201045	Spray road Mass and Ablution 1	822
1201046	Spray road Mass and Ablution 2	826
1201066	Compressor Mass and Ablution 1	346
1201078	Compressor Mass and Ablution 2	359

Please note that the contractor is also expected to cleaning urinals and offices inside the workshops.