



**prasa**  
PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: **ECR/CRES/01/04/2023**

**REQUEST FOR QUOTATION (RFQ) FOR THE *PROVISION OF STATION CLEANING AND HORTICULTURAL SERVICES FOR A PERIOD OF 2 MONTHS FOR VARIOUS STATIONS WITHIN EAST LONDON CORRIDOR* .**

## SECTION 1: SBD1

### PART A INVITATION TO BID

#### YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	ECR/CRES/01/04/2023	CLOSING DATE:	03 May 2023	CLOSING TIME:	12::00
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE <i>PROVISION OF STATION CLEANING AND HORTICULTURAL SERVICES FOR A PERIOD OF 2 MONTHS FOR VARIOUS STATIONS WITHIN EAST LONDON CORRIDOR</i>				
<b>BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:</b>					
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT ( <i>STREET ADDRESS</i> ): <b>PRASA CRES ECR</b> <b>NO8 STATION ROAD</b> <b>EAST LONDON STATION</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					
CONTACT PERSON	Luleka Mtyala				
TELEPHONE NUMBER	043 700 2170				
E-MAIL ADDRESS	Emailed to: lmtyala@prasa.com				
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE		OR	CENTRAL SUPPLIER	
	SYSTEM PIN:			DATABASE No:	MAAA.....

<p>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

#### PART B: TERMS AND CONDITIONS FOR BIDDING

##### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

##### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD

NUMBER MUST BE PROVIDED.

- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**NB:**

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

## **SECTION 2**

### **NOTICE TO BIDDERS**

#### **1. RESPONSES TO RFQ**

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above, and must be enclosed in a sealed envelope.

#### **2 COMMUNICATION**

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

#### **3 BIDDERS COMPLAINTS PROCESS**

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name;

3.1.5 Supplier Contact details

3.1.6 The detailed compliant

#### **4 LEGAL COMPLIANCE**

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

#### **5 CHANGES TO QUOTATIONS**

Changes by the Respondent to its submission will not be considered after the closing date and time.

#### **6 PRICING**

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

## **7 BINDING OFFER**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

## **8 DISCLAIMERS**

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

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue ;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

## **9 LEGAL REVIEW**

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

## **10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a

respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

## 11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

## 12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 2	
Technical/Functional Requirements	Threshold of 70%
Stage 3	
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100</b>

## 13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

## 14 VALIDITY PERIOD

14.1 PRASA requires a validity period of ...**60**.....**Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity

period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the award.),

## 15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), on CIDB website for construction related RFQ's. (*Where applicable*).

## 16 RETURNABLE DOCUMENTS

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

### 15.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

## SECTION 3

### 1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

#### Stage 1A – Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Price Schedule and Pricing form To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	Completion of ALL RFP documentation (includes ALL declarations)	

c)	Bidders to fill and sign the closing / submission register on submission of the tender documents, failure to comply will result into disqualification	
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### Stage 1B –Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

No.	Description of requirement	
a)	Company Registration Documents	
b)	Copies of Directors' ID documents;	
c)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin	
d)	CSD report / CSD reference number	
i)	Valid Original, or certified copy of Letter of Good Standing (COIDA)	

## 2.1 Stage 2

### Technical / Functionality Requirements

#### Scoring of Functionality:

The minimum threshold for the Technical/functionality criteria is (70%) and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals.

**Table 8.1: Technical Evaluation Criteria**

Sub-Criteria	Description			Weightings
Track record of bidder on similar type and Experience	<i>Bidder of companies that have provided similar services type of contracts, with contactable references.( works or projects must be last recent 10 years)</i> <ul style="list-style-type: none"><li>• Attach letters of appointment and references letters indicating level of performance.</li><li>• All letters submitted should be on the client's company letterheads. (where service is and or was rendered)</li></ul>			50%
	No Proof of letters provided or only one (1) set of letters submitted	1		
	Only two (2) set of letters submitted	2		
	Only three (3) set of letters submitted	3		
	Only four (4) set of letters submitted	4		
	Five (5) and above set of letters submitted	5		
	<b><u>Previous Experience of Key personnel (Supervisors)</u></b> Reference: Comprehensive CV's that detail combined work experience of supervisors and contactable references. <i>(The following formula to be used in calculating the experience):</i> <i>Number of combined years of Supervisors / Number of Supervisors = Average Number of Combined Years</i>			50%
	Average combined Experience or experience of one (1) year but less than two (2) years in Supervisory capacity with CV attached	1		
	Average combined Experience of between two (2) years but less than three (3) years in Supervisory capacity with CV attached	2		
	Average combined Experience of between three (3) years but less than four (4) years in Supervisory capacity with CV attached	3		
	Average Combined Experience of four (4) years and but less than 5 years in Supervisory capacity with CV attached	4		

## 2.2 Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders :

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

### FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

##### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51 % Black Owned (CIPC Documents / B-BBEE Certificate/Affidavit)	10	
Black Women Owned (Certified copy of ID Documents of the Owners)	10	

## SECTION 4

### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:** .....

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
  - 9 negotiate a market-related price with the Respondent scoring the highest points;;
  - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
  - 11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
  - 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.



I / We \_\_\_\_\_ (Insert Name of  
Bidding \_\_\_\_\_ Entity) \_\_\_\_\_ of  
\_\_\_\_\_

\_\_\_\_\_ code

(Full address) conducting business under the style or title of:  
\_\_\_\_\_ represented by:

\_\_\_\_\_ in my capacity as:

\_\_\_\_\_ being duly

authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices  
quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract,  
at a lumpsum, of \_\_\_\_\_ R

\_\_\_\_\_ (amount in  
numbers);

\_\_\_\_\_ (amount in words) Incl. VAT.

**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ..... working days from date of order. (To be completed by Service  
provider)

## SECTION 5

### PRASA GENERAL CONDITIONS OF PURCHASE

#### General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items  
(goods/services/works) as described in the order/contract.

#### Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding  
anything to the contrary in any document issued or sent by the Supplier, these conditions apply except  
as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

### **Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

### **Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

### **Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

### **Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

### **Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time



required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

### **Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

### **Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

### **Assignment and sub-contracting**

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

### **Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

**SECTION 6****SBD4****BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,  
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## **SBD 6.1**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.2. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

### 3.3. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.3.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51 % Black Owned (CIPC Documents / B-BBEE Certificate/Affidavit)	10	
Black Women Owned (Certified copy of ID Documents of the Owners)	10	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

**SECTION 9****CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING(No briefing)**

<b>Request number:</b>	
<b>Request for Proposal:</b>	

**Attendance**

This is to certify that \_\_\_\_\_ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
for / on behalf of PRASA

\_\_\_\_\_  
Designation

**Acknowledgement**

**This is to certify that the Bidder attended the above mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates**

**THUS DONE and SIGNED at \_\_\_\_\_**

**on this \_\_\_\_\_ day of \_\_\_\_\_**

**DULY AUTHORISED SIGNATORY(IES)      WITNESSES**

**1. \_\_\_\_\_ 1. \_\_\_\_\_**

**2. \_\_\_\_\_ 2. \_\_\_\_\_**

**3. \_\_\_\_\_ 3. \_\_\_\_\_**

## **SECTION 11**

### **SPECIFICATION/SCOPE OF WORK**

#### **1. INTRODUCTION**

**THE PROVISION OF STATION CLEANING AND HORTICULTURAL SERVICES FOR A PERIOD OF 2 MONTHS IN EAST LONDON.**

PRASA requires a full station cleaning service for a mix of facilities which are found at various Commuter Railway stations. These facilities are staff offices and mess rooms, staff and public ablutions facilities, commuter waiting rooms, platform areas, depots, bridges and subways, access roads and concourse areas. Clearing of grass weeds, shrubs and bushy areas including cutting and/or trimming of hedges and trees. Facilities must be at highest level of cleanliness taking into consideration of COVID 19 imperatives and must be cleaned regularly to provide better environment for the commuters.

- 1.1. The provision of cleaning of railway tracks between platforms in the station precinct forms a critical part of the station cleaning service and is incorporated as part of the station cleaning contracts.
- 1.2. PRASA committed through its “Passenger Charter” to providing train service that is safe, reliable and with stations that are functional and clean. This is the commitment of the business objective of providing a train service of the future at modernized stations that will be required maintenance and cleaning of the highest standard.

#### **2. BACKGROUND INFORMATION**

##### **2.1. Status quo**

- 2.1.1. The Region has not appointed Cleaning & Horticultural service provider through an open tender process to provide cleaning services in the specified corridor for a period of (8) months.
- 2.1.2. There are currently insufficient capacity internally to deal with the cleaning and horticultural services for stations. No Cleaning contractors servicing the region

at the moment as the request for Quotation (RFQ) system to provide cleaning services is being sort by a way of approvals.

## **2.2. Problem Statement**

**2.2.1. PRASA considers stations as crucial entry points into its business environment and they provide a crucial representation of its image.**

**2.2.2. The impression that customers have of PRASA depends on their experience of stations and therefore cleanliness of the stations and station facilities is extremely important in this regard. PRASA customers deserve clean stations and the PRASA committed in delivering cleaner facilities to its customers.**

**2.2.3. Filthy stations are not only health and safety hazards, environmental unfriendly and/or inconvenience to customers but are a risk to the business of PRASA and have reputational damages to image of PRASA. Also and most importantly station users will be at a risk of being exposed to viruses including COVID-19 which is commonly found in filthy and unsanitary environment. Cleaning is therefore one of the methods to contribute to the fight against this global pandemic as an organization is to ensure stations are thoroughly cleaned every day.**

## **2.3. Objectives of the Provision of the Service**

**2.3.1. PRASA intends through the provision of this service to achieve highest quality standard of cleanliness of the stations.**

**2.3.2. To ensure that stations are environmentally friendly and pleasing for commuters and customers, and that station facilities are clean and hygienic.**

**2.3.3. To ensure that the cleaning processes and methods complies with environmental and safety standards.**

**2.3.4. PRASA has a legal and statutory obligation to maintain its operating environment in a safe, environmentally sound and responsible manner. Beyond PRASA legal obligation, it is the commitment of PRASA to be a public transport mode of choice and hence PRASA is talking about “a business service of the future” in its modernization state.**

## **3. OBJECTIVES OF THE PROPOSED PROJECT**

**3.1. Desired outcome for carrying out the proposed project**

- 3.1.1. **PRASA intends through the provision of this service to achieve highest quality standard of cleanliness of the stations.**
- 3.1.2. **To ensure that stations are environmentally friendly and pleasing for commuters and customers, and that station facilities are clean and hygienic.**
- 3.1.3. **To ensure that the cleaning processes and methods complies with environmental and safety standards.**
- 3.1.4. **As we are faced by the global pandemic it is imperative to ensure stations are cleaned daily to mitigate the risk of the spread of the virus that might affect anyone who is in the station environment.**

### **3.2. Project benefits to PRASA**

- 3.2.1. **Clean PRASA stations and facilities**
- 3.2.2. **Facilities that are in compliant with Occupational Health and Safety Standards**

## **4. SCOPE OF WORK**

### **4.1. Scope of The Desired Solution**

- 4.1.1. **The scope of work shall cover daily cleaning and horticulture services of the entire station precinct and the facilities of the station. PRASA through tender process will invite professional cleaning companies hereinafter called “the Tenderers” to submit a tender for providing cleaning and horticulture services for the tone (1) corridor stations listed in herein as the following corridors.**

- **The East London comprises of fourteen (14) stations with four clusters and shall be allocated two (2) service providers.**

- 4.1.2. **The services required shall focus but not limited to below scope of work:**

- **General cleaning and horticultural services**
  - **Deep cleaning services**
  - **Covid-19 disinfecting and decontamination of surfaces**
  - **Supply of toilet paper**

**a.) The service providers shall comply strictly with health, safety and environmental requirements for cleaning of the railway tracks and platforms at the station. PRASA will provide training on methodology of cleaning tracks to the successful bidder. The tracks and platforms**

shall only be cleaned during the off-peak period during weekdays, though this will not apply to weekends and public holidays.

b.) The service providers shall ensure full compliance with all applicable Statutory Regulations of the industry. The legislative requirements to be complied with but not limited to the below:

- i. The Basic Conditions of Employment Act 1997 ( Act no 75 of 1993)
- ii. The Labour Relations Act, 1995 (Act no 66 of 1995)
- iii. The Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- iv. The National Environmental Management Act (Act no 107 of 1998)
- v. National Railway Safety Regulator Act (16/2002)
- vi. Bargaining Council for cleaning industry

c.) The service provider may employ the innovation and best cleaning methods which will ensure the highest level of cleanliness of Station facilities.

4.1.3. The service provider shall clean the facilities in line with detailed specification of the work and description of service, frequency and Daily Cleaning Procedure

4.1.4. The service provider shall ensure periodically deep cleaning service is done to enhance the level of cleanliness at the station

4.1.5. The Service provider shall ensure that the washing of carpets and furniture with upholstery is provided on an as and when required basis.

4.2. The Station Clustering

4.2.1. This corridor is clustered according to the portion of the Regional Rail network as illustrated in the diagram below.

4.2.2. The contract will cover the cleaning and horticulture services of various facilities within the station precinct.

**Table 1- East London**

Station name	Platform	Track Rails	Public Toilets	Ticket Office	Waiting Areas	Staff Offices	Parking area	Access control	Concourse	Entrance and Walkways
Vincent	2	2	2	2	3	3	2	2	0	2

Highgate	2	4	2	1	3	1	2	1	0	2
Dawn	2	2	0	2	2	2	0	2	0	2
Wilsonia	2	2	0	0	2	0	0	2	0	2
Panmure	2	2	2	2	2	2	0	2	0	2
Chiselhurst	3	2	2	2	0	2	1	1	0	1
Mtsotso	2	2	2	2	2	2	1	2	0	2
Arnoldton	2	2	0	0	0	0	1	2	0	2
Mdantsane	2	2	2	2	2	2	2	2	0	2
Mt Ruth	3	3	4	2	0	2	1	2	0	2
Egerton	2	2	2	2	4	2	0	2	0	2
Fort Jackson	1	2	2	1	2	1	2	1	0	1
Berlin	1	2	2	1	1	1	2	1	0	1
King Williams Town	1	2	2	1	2	1	1	0	0	1
TOTAL	27	31	24	21	25	22	15	22	0	24

Table 2- East London

Station name	Platform m <sup>2</sup>	Track Rails m <sup>2</sup>	Public Toilets m <sup>2</sup>	Ticket Office m <sup>2</sup>	Waiting Areas m <sup>2</sup>	Staff Office m <sup>2</sup>	Parking area m <sup>2</sup>	Access control m <sup>2</sup>	Entrances and Walkways m <sup>2</sup>
Vincent	6500	3000	120	30	50	30	500	12	10
Highgate	5500	6000	120	15	50	15	500	12	10
Dawn	4500	3000	0	30	40	30	0	24	10
Wilsonia	4500	3000	0	30	40	30	0	24	10
Panmure	6000	3000	120	30	40	30	0	24	10
Chiselhurst	6000	3000	120	30	40	30	0	12	10
Mtsotso	6000	3000	120	60	40	30	400	24	10

Arnoldton	6000	3000	0	0	0	0	0	24	10
Mdantsane	6000	3000	120	60	40	30	800	24	10
Egerton	5500	3000	120	30	60	30	0	24	10
Mt Ruth	9000	6000	240	65	0	50	700	24	25
Fort Jackson	3000	3000	120	30	30	15	2000	12	10
Berlin	3000	3000	120	30	20	15	1500	12	10
King Williams Town	3000	3000	120	80	60	60	800	24	10
<b>TOTAL</b>	<b>75 000</b>	<b>50 000</b>	<b>1 440</b>	<b>480</b>	<b>430</b>	<b>350</b>	<b>7 600</b>	<b>228</b>	<b>115</b>

**Table 3: The number of Service Provider staff required per shift – East London Corridor (Cluster 1)**

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays Shift 1	Sundays & Public Holidays
				7h00-16h00	07h00-12h30
	Vincent	Core	2	2	
1	Highgate	Small	2	2	0
	Dawn	Small	2	2	0
	Wilsonia	Small	2	2	0
	Supervisor (Working)		1	1	
	<b>Cluster 1 Total</b>		<b>9</b>	<b>9</b>	

**Table 4: The number of Service Provider staff required per shift – East London corridor (Cluster 2)**

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays	Sundays & Public Holidays
				Shift 1 7h00-16h00	07h00-12h30
2	Panmure	Small	2	2	0
	Chesilhurst	Small	2	2	0
	Mtsotso	Intermediate	2	2	0
	Arnoldton	Small	2	2	0
	Supervisor (Working)		1	1	
	Cluster 2 Total		9	9	

**Table 5: The number of Service Provider staff required per shift – East London corridor (Cluster 3)**

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays	Sundays & Public Holidays
				Shift 1 7h00-16h00	07h00-12h30
3	Mdantsane	Intermediate	2	2	
	Mt Ruth,	Core	2	2	
	Egerton	Core	1	1	
	Supervisor (Working)		1	1	
	Cluster 3 Total		6	6	

**Table 6: The number of Service Provider staff required per shift – East London corridor (Cluster 4)**

Cluster	Station Name	Station Classification	Total Number of Cleaners	Monday - Saturdays Shift 1	Sundays & Public Holidays
				7h00-16h00	07h00-12h30
4	Fort Jackson	Core	2	2	0
	Berlin	Core	2	2	0
	King William's Town	Core	2	2	2
	Supervisor (Working)		1	1	0
	Cluster 4 Total		7	7	2

**NB: Disclaimer**

Bidders should note that not all stations are currently operational, the appointed bidder will therefore clean stations that are operational and will invoice and be paid only for work done. As and when stations operate ongoing, the appointed service provider will be expected to clean the operating station as and when they open and operate. Also, bidders may be required to do a mop up operation/s in a selected station/s (i.e. capacitate a station for cleaning and horticultural services as a special project) as directed by operations.

**5. SPECIFICATION OF THE WORK, PRODUCTS OR SERVICES REQUIRED**

**5.1. Description of service and frequency**


**5.1.1. The specification provides for the provision of the following services and service frequency as a minimum contract requirement.**

	<b>Dusting</b>	Dust all areas needed to be dusted (up to 2m)	Alternate days (Preferably Mon, Wed, Fri)
		High dusting (above 2m)	Weekly
	<b>Waste Collection and Disposal</b>	Empty and clean all waste baskets, receptacles	Continuously
		Remove all waste to a specified and designated area	Continuously
<b>Public</b>	<b>Whole of</b>	Empty and clean all waste receptacles	Continuously
<b>Ablution Facilities</b>	<b>block</b>	Clean and sanitize all toilet bowls, basins and urinals	Continuously
		Clean all mirrors	Daily
		Damp mop with disinfectant	Daily
		Spot clean walls, doors and partitions	Daily
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily
		Supply of Toilet Paper	Daily
<b>Platforms &amp; Railway tracks</b>	<b>Platform areas</b>	Sweep platforms	daily
		Remove papers and other foreign objects	Continuously
		Sweep the railway tracks.	Every three months
	<b>Railway tracks.</b>	Remove papers and other foreign objects	daily
	<b>Note: Commuters work under protection on tracks and only during the off-peak)</b>	Clean the railway tracks up to 200m beyond the edges of both sides of the platforms	
	<b>Grass and weeds</b>	Remove Grass and Weed	Weekly
<b>Station Concourse Area (Including</b>	<b>Glass and Metal Work</b>	Spot clean glass doors	As necessary
		Clean and polish all bright metal fittings	Weekly
	<b>Windows</b>	Clean wash windows	Weekly
	<b>Surfaces</b>	Spot clean all low surfaces (finger marks, etc.)	Daily

<b>Walls, Ceilings and Paintwork – all around the station)</b>	<b>Walls and doors</b>	Glass walls, doors and light switches	Daily
	<b>Waiting benches</b>	Clean benches	Daily
	<b>Air vents</b>	dust and wipe air vents once every two months	Every second Month
<b>Station Entrances, Walkways and Corridors</b>	<b>All areas around entrances, walkways and corridors (Including subways and bridges)</b>	Sweep clean building surrounds.	continuous
		Dust/wipe clean walls.	Weekly
		Wipe clean signs and Lettering.	Daily
		Walk-off matting vacuumed and/or clean	Daily
		Corridors to be swept and auto scrubbed/damp mobbed as required	Daily
		Access areas and concourses to be scrubbed.	Daily

Facility	Areas	Description of Service	Frequency
Staff Offices and Messrooms	<i>Floors, Carpets and Walk-off mats</i>	Sweep with dust mop sweepers	Daily
		Damp mop	Daily
		Scrub with machine and polish	Monthly
		Vacuum all carpeted floors	Daily
		Vacuum walk-off mats	Daily
		Shampoo	Every three months
		Spot cleaning	When requested and as required
		Clean seats, scrub/vacuum	Monthly
	<i>Staff Toilets &amp; Basins</i>	Empty and clean all waste receptacles	Continuously
		Clean and sanitize all toilet bowls, basins and urinals	Continuously
		Clean all mirrors	Daily
		Damp mop with disinfectant	Daily
		Spot clean walls, doors and partitions	Daily
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily
		Supply of Toilet paper	Daily
	<i>Kitchen, Boardrooms, Furniture and Lounges</i>	Wash dishes, dry and pack away	Continuously
		Empty and clean all waste receptacles	Continuously
		Clean floors, counters	Continuously
		Polish all wooden furniture	Daily
	<i>Walls, Ceilings, and Paintwork.</i>	Spot clean all low surfaces (finger marks, etc.)	Daily
		Glass walls, doors and light switches	Daily
	<i>Windows and Blinds</i>	Clean wash windows	Weekly
		Blinds – remove dust and Damp wipe	Daily
		Air vents: dust and wipe air vents once every two months	Every second Month
		Remove Grass and Weed	Weekly
Lifts and	<i>All areas around the lifts</i>	Wipe Clean landings, removing all dirt butts, etc. from joints and crevices.	Daily

Escalators (where applicable)		Wipe clean handrails.	Daily
		Wax - polish handrails.	Monthly
		Spot clean deck panels.	Continuously
		Thoroughly clean side panels.	Daily
		Machine clean the treads.	Monthly
Waste Collection Facility	<i>Refuse Room and Collection Area</i>	Sort the waste and isolate recyclable waste from disposal waste	Daily
		Coordinate the processes of collection of waste (disposal and recyclable)	Daily and As required
		Wash refuse containers	As required
		Wash floors with chemicals.	Daily
		Disinfect all areas with recommended insecticide.	Weekly
Storm-water Drainage and Channels	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.	Weekly
Parking Area and Common External Areas of the facility	<i>All common areas and parking</i>	Sweep surfaces	Daily
		Remove Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.	Daily
		Remove Grass and Weeds	As required
Horticulture	External Areas of the facility/yard	<u>Cut and remove grass, vegetation, bushes and shrubs</u> . The whole entire PRASA site shall be cleared of all litter and undesirable objects. All material resulting from the clearing process of all vegetation shall be disposed of at approved municipal dumping sites. The service provider shall obtain written approval from the local authorities on who's the dumping sites are situated.	

		All cut grass shall be removed from the	
		PRASA site by the service provider. Cut grass shall be removed from the PRASA sites within two (2) days. Cut grass must NOT BE BURNED in any PRASA sites. The cutting of grass will be measured and paid for based on the total size of the area cut.	
		The grass and growing vegetation shall be cut and removed from the PRASA sites to the satisfaction of the PRASA representative. The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater).	
Pruning of Trees	External Areas of the facility/yard	<u>Cutting, Pruning and remove of trees where required</u> The whole entire PRASA site shall be pruned/cleared of all trees that are threat to endanger the building, entrances, driveways. (etc.)	

#### Others

1. Basins – wet wipe with hard surface cleaner daily, remove mineral deposits monthly, fill liquid soap holders and paper hand towel dispensers when needed.
2. Blinds – vertical: remove dust monthly. Horizontal: damp wipe monthly.
3. Carpets – vacuum – high traffic, daily and low traffic, daily. Remove spots and stains as necessary. Interim clean as required. Restorative clean as required.
4. Ceilings – dust and wipe air vents once every two months.
5. Chairs – cloth: vacuum, daily, spot clean as necessary and shampoo as required. Vinyl and leather – dust, daily and damp wipe fortnightly.
6. Desks – natural, unsealed woods – dust daily. Sealed wood – polish weekly. Scaled wood/glass/formica – dust or damp wipe daily and polish weekly.

7. **Doors** – remove finger-marks on glass and push plates daily, dust or damp wipe monthly and damp wipe door handles weekly.
8. **Electrical Equipment** – dust daily, damp wipe weekly. Wet wipe and rinse inside surfaces of microwaves weekly or as necessary.
9. **Mirrors** – in washrooms – wet wipe and dry daily or as necessary. Ornamental – use glass cleaner weekly.
10. **Ovens/Stoves** – wet wipe hot plates with hard surface cleaner daily or as necessary. Use caustic aerosol spray on emancipated oven surfaces monthly.
11. **Radiators / Aircon** – dust and damp wipe weekly.
12. **Refrigerators** – damp wipe top daily, damp wipe doors and sides daily.
13. **Rubbish Bins** – empty and damp wipe daily and remove stains and disinfect weekly, or as necessary.
14. **Shelves** – dust those that are empty weekly and damp wipe when shelves are cleared as required.
15. **Sinks** – wet wipe as necessary daily
16. **Skirting** – Wet wipe with hard surface cleaner weekly and remove stains and/or marks when necessary.
17. **Tables** – in canteens wet wipe daily, other areas as for desks.
18. **Taps** – wet wipe with hard surface cleaner daily and remove mineral deposits monthly.
19. **Telephones** – dust and damp wipe with disinfectant weekly.
20. **Floors: Resilient (vinyl, PVC, linoleum, sealed wood, etc.)**
  - a. **High Traffic** – remove dust with mop – or disposable cloth sweeper three times weekly. Damp mop for soilage as necessary. Spray clean or burnish using a mechanized system three times weekly. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
  - b. **Low Traffic** – remove dust with mop or disposable cloth sweeper daily. Damp mop for soilage as necessary. Spray clean or burnish using mechanised system weekly. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
21. **Toilet** – ensures usability (report faults to ticket office) and replenishes consumables (toilet paper) daily. Remove spoilage from bowl and under flush rim with hard surface cleaner and a brush daily, and as necessary. Remove mineral deposits monthly. Wet wash seat and lid, cistern and pipes etc daily, and as necessary. Disinfect all components daily. Wet wipe doors and walls twice weekly or as necessary.

22. Urinals – remove litter as necessary. Wet wipe with hard surface cleaner or disinfectant daily. Wet wipe and dry wipe flushing mechanisms daily. Mop step and/or floor at urinal with disinfectant as necessary. Remove mineral deposits from gullies and drains monthly.
23. Walls/Window sills – Spot clean as necessary. Wet wipe and dry washable surfaces twice annually.
24. Small business market – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) two times a week.
25. Paving areas/tar areas/walk ways - – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) As and when required

#### 5.1.2. Typical Daily Cleaning Procedures

Step 1	Step 2
Lobby and entrances	Offices and Boardrooms
<ul style="list-style-type: none"> <li>Remove all trash debris, cordoning off any areas that may need extensive attention</li> <li>Mop flooring/tiled areas using water mixed with cleaning detergent</li> <li>Spot clean wall, doors and frames using all purpose cleaner and use degreaser</li> </ul> <p>for heavily soiled areas</p> <ul style="list-style-type: none"> <li>Use spot remover to spot clean carpeted areas to remove stains and spillages that may occur</li> <li>Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints</li> </ul>	<ul style="list-style-type: none"> <li>Visually check the areas offices/boardrooms/meeting rooms for</li> </ul> <p>any type of debris, dirt or paper</p> <ul style="list-style-type: none"> <li>Sweep debris/dirt into a dust pan</li> <li>Pick up papers and dispose them into the trash bin</li> <li>Empty trash cans and must be cleaned and disinfected before replacing garbage bags</li> <li>mop any dirt or debris on all tiled or hard surfaces that can't be removed by hand</li> <li>Vacuum all carpeted flooring, starting with mats, runners if any.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Complete thorough cleaning of wiping notice boards and picture frames</b></li> <li>• <b>Remove all walk off mats and thoroughly vacuum them as well as around and underneath</b></li> <li>• <b>Remove any trash and place it in a garbage bag and tie it once full and it must be properly disposed in the specified areas</b></li> <li>• <b>Ensure caution/wet signs left in the place are removed</b></li> <li>• <b>Make sure all areas are completely dry and safe before removing the signs</b></li> <li>• <b>All cleaning tools must be cleaned thoroughly and return them to the proper storage</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Using a vacuum is great way to efficiently clean up around offices/cubicles and boardrooms</b></li> <li>• <b>Dust all surfaces including desk, filling cabinet, tables, chairs, walls and shelves.</b></li> <li>• <b>Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints</b></li> <li>• <b>Wipe down all blinds using water mixed with detergent</b></li> <li>• <b>Spots or stains on the carpets, floor, walls, furniture must be wiped off using water mixed with cleaning detergent.</b></li> <li>• <b>Wipe desks, telephones, computer keyboards thoroughly using a disinfected spray that has been sprayed on the microfiber cloth or disinfected wipe.</b></li> <li>• <b>Thoroughly wash and rinse cleaning tools until completely clean, hang up and dry them. Remove all wet floor caution signs and properly store them in storage.</b></li> </ul>
Step 3	Step 4
<b>Staff Rest Rooms</b> <ul style="list-style-type: none"> <li>• <b>Pick up any debris/dirt on the floor, around the sink or toilet urinal areas.</b></li> <li>• <b>Remove the trash can and clean and disinfect the trash can before place a new bag.</b></li> </ul>	<b>Staff Rest Rooms</b> <ul style="list-style-type: none"> <li>• <b>Pick up any debris/dirt on the floor, around the sink or toilet urinal areas.</b></li> <li>• <b>Remove the trash can and clean and disinfect the trash can before place a new bag.</b></li> </ul>

- Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant.
- Clean all toilet seats.
- Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers.
- Clean all mirrors with glass cleaner to remove any fingerprints or marks.
- Wash the sink and taps with disinfectant and wipe with microfiber cloth.
- NB: sweep and mop the floor using bathroom items only.
- Replace all urinal block if necessary.
- Remove all trash bags and dispose safely in the identified area.
- Do not remove the caution /restroom close signs until all work is completed and all surfaces including floors are completely dry.

#### Step 5

- Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant.
- Clean all toilet seats and bowls and disinfect them.
- Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers.
- Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria.
- Clean all mirrors with glass cleaner to remove any fingerprints or marks.
- Wash the sink and taps with disinfectant and wipe with microfiber cloth.
- NB: sweep and mop the floor using bathroom items only.
- Replace all urinal block if necessary.
- Remove all trash bags and dispose safely in the identified area.
- Do not remove the caution /restroom close signs until all work is completed and all surfaces including floors are completely dry.

#### Step 6

Access Control Points	Common Areas
<ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• A routine application of disinfectant to all frequently touched areas such as handrails, access gates etc. All glazing in the public areas to be cleaned daily using detergent and clean cloths.</li> <li>• Used ticket lying on the floor at these areas must always be picked up and disposed to an identified area by Metrorail.</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• There should be a continual use of dust mop sweepers all day to remove dust from the floor</li> <li>• All walls surfaces shall be free of dirt and spillages at all times.</li> <li>• All glazing in the public areas to be cleaned daily detergent and clean cloths.</li> </ul>

<ul style="list-style-type: none"> <li>• All surfaces must be cleaned and wiped with water mixed with water and disinfectant to remove dirt and spillages at all times.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<ul style="list-style-type: none"> <li>• No plastic/refuse bags to be kept on the concourses.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>
Step 7	Step 8

<p><b>Waiting Areas/Rooms</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, dirt and foreign object</li> <li>• Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant</li> <li>• Litter must be disposed in a designated area</li> <li>• There should be a continual use of dust mop sweepers all day to remove dust from the floor</li> <li>• All walls surfaces shall be free of dirt and spillages at all times.</li> <li>• Waiting chairs must be wiped and cleaned with water mixed detergent and disinfected</li> <li>• All glazing in the public areas to be cleaned daily using natural soap/detergent and clean cloths.</li> <li>• No plastic/refuse bags to be kept on the Access areas and concourses.</li> <li>• Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.</li> </ul>	<p><b>Subway and Bridges</b></p> <ul style="list-style-type: none"> <li>• Pick up all visible litter, paper and foreign objects</li> <li>• Sweep bridges and subways with hard industrial brooms</li> <li>• All visible weeds on the bridges must be removed</li> <li>• Litter must be disposed in a designated area</li> <li>• Subways and bridges are high traffic areas they must be scrubbed and cleaned with water mixed with cleaning detergent and disinfectant during off peak hours or at night when there is less or no movement at the station.</li> </ul>
<p><b>Step 8</b></p>	<p><b>Step 9</b></p>

Platforms	Rail Tracks
<ul style="list-style-type: none"> <li>• Pick up all visible litter, paper and foreign objects</li> <li>• Sweep platforms with hard industrial broom</li> <li>• All visible weeds on the platform must be removed</li> <li>• Litter must be placed in a designated area</li> <li>• Platforms must be scrubbed and cleaned with water during off peak hours or at night when there is less or no movement at the station</li> </ul>	<ul style="list-style-type: none"> <li>• Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms</li> <li>• <i>Note: Employees work under protection on tracks and only during the off-peak and shall exercise extreme safety measures) and employees who have trained for white flagmen who are allowed to clean rail tracks.</i></li> </ul>
Step 10	Step 11
Change Rooms	Mess rooms
<ul style="list-style-type: none"> <li>• Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria</li> <li>• Windows must be cleaned with window cleaner and wiped with clean cloth</li> <li>• Window sills &amp; frames excess dust must be removed with damp cloth until completely removed.</li> <li>• Mirrors cleaned with damp cloth and wiped with a dry cloth</li> <li>• Glass shower doors and handles a routine application of</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up all visible litter and paper and throw it in the trash bin</li> <li>• Sweep and mop floor with water mixed with a cleaning detergent and disinfectant</li> <li>• Wipe tables and chairs with clean water mixed with cleaning detergent and disinfectant</li> <li>• a routine application of disinfectant to all frequently touched areas such as door handles, light switches</li> <li>• Do not remove the caution /wet floor signs until all work is</li> </ul>

<p>disinfectant to all frequently touched areas such as handrails</p> <ul style="list-style-type: none"> <li>• Lockers must be dusted and wiped with water mixed detergent and disinfectant</li> <li>• Shower mats must be removed and washed with scrubbing brush</li> <li>• Floors must be scrubbed with scrubbing brush afterwards floor must be moped with water mixed disinfected</li> </ul>	<p>completed and all surfaces including floors are completely dry.</p>
<p><b>Step 12</b></p>	<p><b>Step 13</b></p>
<p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• Remove and pick up visible litter and papers</li> <li>• Sweep under the parking bays and remove litter</li> <li>• Dispose Litter at a designated area</li> <li>• Empty dust bins when they are full</li> <li>• Remove weeds on all paved areas</li> <li>• The chemical to kill the weeds must be used, to permanently kill the weeds.</li> </ul>	<p><b>Grass Cutting</b></p> <ul style="list-style-type: none"> <li>• The entire PRASA site shall be cleared of all litter and undesirable objects.</li> <li>• All material resulting from the clearing process shall be disposed of at approved municipal dumping sites.</li> <li>• The contractor shall obtain written approval from the local authorities on who's the dumping sites are situated.</li> <li>• The grass and low growing vegetation shall be cut and removed from the</li> </ul>
<p><input type="checkbox"/> Footpaths into the station must be kept clean</p> <p><input type="checkbox"/> Visible dirt on storm water channels must be cleaned and cleared of dirt</p>	<ul style="list-style-type: none"> <li>• PRASA sites to the satisfaction of the PRASA representative.</li> <li>• The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater).</li> </ul>

- All cut grass shall be removed from the PRASA site by the contractor. Cut grass shall be removed from the PRASA sites within two (2) days.
- Cut grass must NOT BE BURNED in any PRASA sites
- The cutting of grass will be measured and paid for based on the total size of the area cut.

## 5.2. Daily Expectations

### General

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

- No graffiti on all tiled surfaces and tiled walls *at all times*.
- All areas are free of litter and weed growth (especially the platform area) *at all times*.
- No bags of litter in any other area within the precinct, other than the allocated refuse area.
- All areas are free of stains and dust/dirt *at all times*
- All areas are free of papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, weed, overflowing dirt bins.
- All ablution facilities are free of bad odor and smell *at all times*
- All ablution facilities should have sufficient supply of consumables (toilet paper) daily

## **Offices/Boardrooms**

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

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Furniture is free of dirt/dust
- All carpets are free of dirt/dust, debris and stains.
- Sinks are free of all dirt/dust, debris and marks.
- All glass and mirrors are free of dirt/dust, and stains.
- Windows coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.

## **Entrances**

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

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

### **Corridors/Passages**

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

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Carpets are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.

### **Cleaning at Heights - Above 2.4m**

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

The service provider shall ensure the following:

- Staff are fully equipped Staff trained and supervised as per legislative
- All applicable requirements met particularly in respect of regulations about working at heights Windows and glass surfaces are free of dust, fingerprints, stains, smudges and markings with a dry streak/smear free finish achieved on completion of each clean
- Provide appropriate cleaning equipment and safety gear for the specific function.

### **Showers and change rooms**

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

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

### **Station platforms and rail track areas**

**Expectations:** platform and rail tracks are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Platform surfaces to be swept and scrub and are free of dirt.
- Scrubbing of platforms to be carried off peak, unless otherwise instructed *in writing* by the Station Manager.
- Using of hose pipes are not allowed, service provider is to familiarize himself/herself with new water restrictions and consultant with the Facilities Department on this decision. The hosing can only be done with consultation and agreement with the Facilities Department for that particular instance.
- All platforms within the station precinct must be free of dirt, litter grass and weeds at all times.
- The cleaning of tracks must be done during the off-peak and *under strict safe operating condition*.

This work can **ONLY be done under PROTECTION** by Flagmen or Flagwomen.

- All tracks within the station precinct must be free of dirt, litter or any spillages.
- All tracks must blown with a power blower regularly and the litter picked up immediately and put into refuse bags.
- No plastic bags to be stored on the platform or the rail track. These will only be stored in a place to be agreed upon between the service provider and the Facilities Department.
- All areas shall be free of grass and weed.

**Subways, stairs and all access ways**

**Expectations:** Subways, stairs and access ways are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Floors to be scrubbed using a strong surface cleaner.
- Walls to be scrubbed down and are free of dirt.
- Stairs and floors to be swept regularly and as per arrangement and approval are hosed as and when required.
- Storm water channels are not blocked and are free of foreign objects
- Foot path (access to the station) to be kept clean *at all times*.
- Subways must be free of dirt and litter *at all times*.
- No plastic bags to be stored in the subways.

**Parking Areas**

**Expectations:** Parking areas must at all times be kept free of:

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

**Small Business Market**

**Requirements:** Areas will be maintained as required

- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
- Floors must be swept & mopped daily
- Floors must be thoroughly scrubbed at night.
- The entire area must be free of dirt, litter or any spillages
- Paved area must be thoroughly washed/scrubbed during off peak every second day
- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas

### 5.3. CLEANING MATERIAL, CONSUMABLES, TOOLS AND EQUIPMENT

**NB:** This section provides *ONLY* guideline for the type of cleaning material and consumables and type of equipment and tools which will guarantee that the requirements by PRASA can be satisfied. The Contractor can use any equipment, tools and material which will assure the highest level of cleanliness of the station and all facilities.

- Disinfect all cleaning equipment after use and before using in other areas (e.g. Disinfect buckets by soaking in bleach solution or rinse in hot water with soap).
- PRASA would like to ensure that cleaning standards are not lowered in the execution of the contract to be signed for the provision of the services mentioned herein. Therefore, a start-up list of approved chemicals has been developed for bidders to use in the preparing of their bid.
- PRASA reserves the right to change or replace any of the below listed chemicals with equivalent specification chemicals.
- The successful bidder is encouraged to offer PRASA continuous improvement efforts which are aimed at enhancing cleaning efficiency and cleaning standards at the best price at all times.
- All chemicals must be SABS and/or SANS approved and must not be harmful to the environment

**Table 7**

NO	DESCRIPTION
	Approved list of chemicals to be used
1	Sanitary all-purpose cleaner with pleasant odour that prevents limescale build up leaving a shiny streak free gloss, not corrosive, kind to skin (suitable for all washable stainless steel, plastic, porcelain, ceramic, enamel, glass) 20lt
2	Biological double action cleaner/deodorizer for the cleaning and odour control in sanitary areas, toilets, urinals and odour control in carpets, per 20 lt
3	Viscous acidic toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and bactericide that removes dirt and limescale after a short period (must be free of hydrochloric acid) per 20 lt

4	Hard wear resistant polymer based self-shining dispersion that form a hard wearing, slip resistant protective film with a high gloss for high speed and ultra-speed polishing per 201t
5	Window cleaner per 20lt
6	Powerful Alkaline cleaning agent for the machine cleaning of floor coverings, low foaming, not perfumed, removes soiling per 20 lt
7	Clear Liquid hand soap per 20lt
8	stainless steel polish read to use cleaner and polish
9	Furniture polish (no oil furniture polish)
10	Spray emulsion containing wax, to remove water solvent soluble solution and scuff marks which forms a protective film which can be polished per 20 lt (Mondo floor cleaner where applicable)
11	Powder for carpets per 20 lt
12	Jeyes Fluid per 25lt
13	Gum removing soluble agent in aerosol cans
14	Ready use abrasive liquid cleaner non scratching or corrosive per 20lt
15	Concentrated tile cleaner for porcelain, tiled areas and all washable surface, based on non-ionic and anionic surfaces. per 20lt
16	60% alcohol based hard surfaces disinfect (rate only)
17	60% alcohol-based floor cleaner (rate only)

**Table 8**

Consumables/Materials to be used for Cleaning (Ensure these items are provided to the site continuously)		
Item	DESCRIPTION	UNIT OF MEASUREMENT
1	Clear Hand soaps	HAND BAC SABS1828
2	Toilet paper per Bale -	500 Sheet per Roll as per SABS or SANS Regulations. Sheet Size: 100mm x 110mm 19gsm Paper. Single ply Toilet paper
3	Refuse Bags:	Flat packed made from 90% of recycled and re-processed polythene material. Micron: 22

		<b>Dimensions: 750 (L) x 950 (W) mm</b>
<b>4</b>	<b>300m Maslin Cloth</b>	<b>45gsm SPUNLACE ROLL - 400m x 24cm x 50cm perforation (ANY COLOUR)</b>
<b>5</b>	<b>Microfibre Cloths:</b>	<b>General purpose cloth</b> <b>Weight: 370 g/sqm</b> <b>Composition: 81% Polyester</b> <b>19% Polyamide Window cleaning cloth</b> <b>Weight: 400 g/sqm Composition:</b> <b>Made of 78% polyester</b> <b>22% polyamide</b>  <b>Textured cleaning cloth</b> <b>Weight: 350 g/sm</b> <b>Composition: Made of 76% polyester</b> <b>24% polyamide</b>  <b>Dusting cloth</b> <b>Weight: 280 g/sqm</b> <b>Composition: Made of 79% polyester</b> <b>21% polyamide</b>
<b>6</b>	<b>Microfibre Sleeves</b>	
<b>7</b>	<b>Gloves</b>	<b>Strong more durable –</b> <b>GREEN NITRILE GLOVES SIZE FIT ONE FIT ALL</b> <b>Household - YELLOW HOUSEHOLD GLOVES – SIZE FIT ONE FIT ALL</b>
	<b>Vacuum Bags</b>	
<b>8</b>	<b>Industrial/heavy duty (dependent on no. of areas requiring the use thereof)</b>	<b>3 IN 1 MULTI PURPOS DISINFECTANT (QAC) – WASHROOM CLEANER</b>
<b>9</b>	<b>Dust Mask</b>	<b>DUST MASKS FFP1</b>
<b>10</b>	<b>Urinal Matts</b>	<b>RUBBERMAID ANTI SPATTING URINALS MATS PREVENT URINE SPATTER</b>

### 5.3.1. CLEANING MACHINERY AND EQUIPMENT

- All the machinery being provided on the contract must still be within its serviceable life.
- The successful bidder will be responsible for the service and maintenance costs of all machinery on the contract.
- The successful bidder must ensure that all staff operators of machinery have received the proper training for the usage of the machinery prior to the commencement of the contract.
- Service Level Agreement pertaining to the provision and use of the machinery on the contract can be found under Section
- The successful bidder is to submit a Machinery and Equipment deployment schedule which will clearly show the number of items and the areas in which they will be deployed on a daily basis. PRASA reserves the right to make changes to the equipment deployment in accordance with a change in requirements or operations.
- Please consider the following when obtaining machinery to be used in the provision of the services herein: a. Carpet machines must, as a minimum dryness of 80% – in the event of spillage / flooding
- High pressure machine up to 150 bar for outside / walkway areas – to be available on site at all times.
- Carpet extractor machines for cleaning of large areas
  - All machinery being provided on the contract must still be within its serviceable life and used in accordance with the Service Levels for the duration of contract.
  - In the event that any machinery breaks down, the said machinery shall be replaced on time with a temporary alternative machinery.
- Contractor should include service maintenance and consumables costs of the machinery for the duration of the contract as no additional charges will be accepted.

Table 9

NO	DESCRIPTION
	General Cleaning Machinery
1	Ride on Auto Scrubbers
2	Upright Industrial Vacuum Cleaners
2	Wet & Dry Vacuum Cleaners (90lt)
6	High Pressure Cleaner
7	Carpet extractor (used in accordance with carpet cleaning frequencies and requirements) – using powder / wet extraction method

8	Push Sweepers
9	Washing Machine - Washing of Microfibre Sleeves
10	High pressured steam cleaner for cleaning grime build up on tile grout
11	Escalator cleaning machine
12	Travelator cleaning machine
13	Carpet cleaning Machine
14	Blowers
15	Carpet extractor machines – dual use / powder or wet extraction method
16	Heavy duty Custom vacuum for tracks

**Note: All the equipment being provided on the contract must still be within its serviceable life.**

**Table 10**

NO	DESCRIPTION
	<b>General Cleaning Equipment</b>
1	Colour-coded split buckets on wheels with wringer
2	Microfibre Mops
3	Maslin Tools
4	Aluminium long handle jumbo mops (long hair)
5	Toilet kit (portable) <i>public areas/high traffic</i>
6	Janitorial Trolleys (twin bucket)
7	30m x 2mm Extension cords
8	Long Handle Dust Pans including whisk brooms
9	Big outdoor brooms hard and soft bristles
10	Window Squeegees with telepoles
11	Big Rectangular Buckets for Window Squeegees
12	Metal Scrapers
13	Toilet Brushes
14	Scrubbing Brushes & Scourers
15	Wet Floor Signs
16	Long Feather Dusters
17	Short Feather Dusters
18	Spray Bottles 750ml

#### 5.4. Personal Protective Clothing (PPE)

#### 5.5. Contract Records and Documentation

##### 5.5.1. Health and Safety File

- The contractor shall keep on site a SHE working file where all records generated during the project are kept. This file must be available at all times on site. The file will include, all SHE related records, records of communication with the client (PRASA) tool box talks, Inspection sheets, risk assessment etc. (Table of checklist below)
- Prasa Cres operates stations within a strict railway operating environment with high commuter flow, particularly during operating peak periods. Safety of commuters is therefore a non-negotiable requirement safety should be strictly complied with
- The Contractor shall submit a SHE file according to the attached safety checklist.
- A representative from PRASA has a right to do the following:
  - Request the file at any given time
  - Inspect the SHEQ documents at any given time
  - Stop the work if he/she finds necessary or convinced that SHE is compromised.
  -

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
1	Scope of work	<i>The detailed documents explaining the work to done.</i>		
2	Letter of Good Standing	<i>Valid letter of Good Standing to be on file, Letter to be on the contractor's company name.</i>		

3	Employee List	<ul style="list-style-type: none"> <li>• <i>Only employees who will be working in Metrorail premises under the project.</i></li> <li>• <i>ID Copies to be provided. (persons without SA Citizenship to provide a valid work permit)</i></li> <li>• <i>Next of kins information to be provided (name, contact, address, etc.)</i></li> </ul>		
4	Organization Structure	<ul style="list-style-type: none"> <li>• <i>Organization structure to be in line with the specific project. (Cleaning of facilities/Buildings)</i></li> <li>• <i>To start with the CEO/MD and followed by workers</i></li> </ul>		
5	SHE Policy	<i>To be signed by company most senior manager.</i>		
6	SHE Plan	<ul style="list-style-type: none"> <li>• <i>SHE Plan to be in line with PRASA SHE specifications and relevant to the scope of work.</i></li> <li>• <i>To be acknowledged by PRASA project team leader.</i></li> </ul>		
7	Risk Assessments	<ul style="list-style-type: none"> <li>• <i>Department to provide a baseline risk assessment for the project to the contractor as per CR 2014.</i></li> <li>• <i>Contractor to provide a detailed risk assessment based on scope of work.</i></li> </ul> <p><i>(activity based)</i></p> <p><i>Note: prior to commencement of the work, PRASA Project team leader together with the contractor must conduct a start-up risk assessment taking into consideration the risk identified on the baseline and on the contractor risk assessment</i></p>		

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
8	Tool Registers	<i>The list of all tool and equipment that the contractor will use for the project.</i>		
9	SHE Induction Records	<i>SHE induction records to be on file</i>		
10	Proof of medical fitness	<i>Valid proof of medical fitness to be on file Only Medical results issued and stamped by Occupational Health Doctor/Practitioner/Clinic will be accepted.</i>		
11	Appointments	<i>All Appointment letters to be in line with OHSAct and applicable regulations. Each appointment to be accompanied by proof of competency</i>		
12	Tool inspections	<i>Inspection template of all tools to be on file. The inspections template must be linked to the tool list provided.</i>		
13	PPE Matrix	<i>A document indicating the contractor's positions and the applicable PPE to each position as per risk assessment outcome.</i>		
14	PPE Records	<i>Proof that employee was issued with the necessary PPE.</i>		
15	Training Records	<i>All other training records applicable to the scope.</i>		
16	Method Statement	<i>A detailed description of how work will be performed.</i>		
17	Safe Working Procedures	<i>Working instructions.</i>		
18	Tool box Talks	<i>Proof that the system exists. Contractor to maintain this system throughout his duration of contract.</i>		

19	Equipment Maintenance (Calibrations, Safe Working load certificates etc)	To be on file		
20	Chemicals substances list	<i>All chemicals that will be used by the contractor to be documented and filed included on file</i>		
21	MSDS	<i>As per chemical list</i>		
23	Proof of training on MSDS	<i>All employees using the chemical to be trained. Copies of the MSDS to be where employees are using the chemical.</i>		
24	Declaration of Subcontractors	<i>The principal contractors must declare if subcontractor will be appointed. Subcontractors are required to submit the safety file for their company.  The declaration to be on file.</i>		

<b>To be confirmed by SHE Coordinator of the department</b>				
All requirements are on file			Yes	No
Department	Name	Surname	Date signed	Signature
If no, please make comments:				
Date file submitted :				
Please submit the file to risk department for approval				
Comments by Risk department - Compliance/ SHE:				

Approved:	Yes		No	
Date file was approved:				
File to be handed over to the Risk manager: Risk manager to sign the certificate of access.				

## 6. SPECIAL CONDITIONS FOR TENDERS

### 6.1. Limitation and Discretionary

**Prasa reserves the right to limit the appointment to not more than ONE (1) cluster per contractor in the EC**

#### IMPORTANT NOTE

The tender amounts provided must include ALL COSTS for providing daily cleaning and horticultural services, the tendered amount shall further include tools and equipment, uniform, labour, chemicals and all necessary material needed to offer the services.

Contractor undertakes to adhere to Act No. 9 of 2019 or the latest relevant gazette: National Minimum Wage Act, 2019 AND Gazette Vol. 643 23 January 2019 No. 42182 failure to adhere to this law / gazette will result in termination and cancellation of contract.

#### NOTE:

#### BOQ/ PRICING SCHEDULE

##### East London CORRIDOR

Area: East London Corridor (Cluster 1) Vincent, Highgate, Dawn and Wilsonia	Tender Amounts
	Monthly Rates
Horticultural Services	
Cleaning Services	
TOTAL	
15%	
TOTAL INCL VAT	

Area: East London Corridor (Cluster 2) Panmure, Chiselhurst, Mtsotso and Arnoldton	Tender Amounts
	Monthly Rates
Horticultural Services	
Cleaning Services	
TOTAL	
15%	
TOTAL INCL VAT	

Area: East London Corridor (Cluster 3) Mdantsane, Mt Ruth and Egerton.	Tender Amounts
	Monthly Rates
Horticultural Services	
Cleaning Services	
TOTAL	
15%	
TOTAL INCL VAT	

Area: East London Corridor (Cluster 4) Fort Jackson, Berlin and King Williams town	Tender Amounts
	Monthly Rates
Horticultural Services	
Cleaning Services	
TOTAL	
15%	
TOTAL INCL VAT	