



**prasa**  
PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## **REQUEST FOR QUOTATION (RFQ)**

**RFQ NUMBER: [NGRCLEAN-DEPOT/06/23]**

**REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT VARIOUS DEPOTS IN NGR FOR A PERIOD OF FIVE (5) MONTHS.**

**SECTION 1: SBD1****PART A INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

BID NUMBER:	NGRCLEAN-DEPOT/06/23	CLOSING DATE:	07 July 2023	CLOSING TIME:	12:00PM
DESCRIPTION	<b>PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT VARIOUS DEPOTS IN NGR FOR A PERIOD OF FIVE (5) MONTHS.</b>				

**BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

**546 PAUL KRUGER c/o SCHEIDING STREET****PRASA CRES BUILDING****PRETORIA STATION PRECINCT****PRETORIA****BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	<b>Thobeka Shabangu</b>
TELEPHONE NUMBER	<b>012 748 7571</b>
E-MAIL ADDRESS	<a href="mailto:CresNGR.Quotation@prasa.com">CresNGR.Quotation@prasa.com</a>

**SUPPLIER INFORMATION**

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 SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NODOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NODOES 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 complaint

#### **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	
Technical/Functionality	Threshold of 60%
Stage 3 - Price and Specific Goals	
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 of 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)	Completion of ALL RFP documentation (includes ALL declarations)	
b)	Price Schedule and Pricing form (Section 4) To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule/BOQ and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
c)	Joint Venture , Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable.	

#### 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.

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

No.	Description of requirement	
a)	Valid Letter of Good Standing: COID	
b)	Supply of valid SARS Pin	
c)	CSD supplier registration number	

## Stage 2- Technical/Functionality

### Scoring of Functionality:

The minimum threshold for Technical/functionality criteria is **60%** and bidders who score below this minimum will not be considered for further evaluation in terms of price and B-BBEE.

CRITERIA	WEIGHT	SCORES
Proposal including Project plan	30%	
Track record and Experience	35%	
Financial Capability	15%	
Level of Adequacy of the Risk Assessment and Safety Plan	20%	
<b>Total</b>	<b>100%</b>	

Sub-Criteria	Description	Weightings
<b>Proposal including Project plan (30)</b>	The Bidder <b><i>must provide PRASA with the Implementation Plan</i></b> for Cleaning, Hygiene & Horticulture Services at PRASA Corridors stations. The Implementation Plan should seek to outline how the operations will be managed daily to ensure that level of cleanliness; hygiene and horticulture is consistently maintained at a highest level.	<b>30%</b>
	<p>The Implementation Plan of the Project must show the following:</p> <ul style="list-style-type: none"> <li>• Estimated Start and End times,</li> <li>• Staff Deployment Plan,</li> <li>• Shifts Schedules,</li> <li>• Daily Cleaning Schedules,</li> <li>• Peak Hour Plans,</li> <li>• Deep Cleaning Schedules</li> </ul>	
	No plan or a generic plan submitted or that is not related to the required services.	
	Submitted Implementation Plan with one (1) of the following requirements: <ul style="list-style-type: none"> <li>○ Staff Deployment Plan,</li> </ul>	



Sub-Criteria	Description	Weightings
	<ul style="list-style-type: none"> <li>○ Shifts Schedules (Start and End times),</li> <li>○ Daily Cleaning Schedules,</li> <li>○ Peak Hour Plans,</li> <li>○ Deep Cleaning Schedules.</li> </ul>	
	<p>Submitted Implementation Plan with two (2) of the following requirements:</p> <ul style="list-style-type: none"> <li>○ Staff Deployment Plan</li> <li>○ Shifts Schedules (Start and End times)</li> <li>○ Daily Cleaning Schedules</li> <li>○ Peak Hour Plans</li> <li>○ Deep Cleaning Schedules</li> </ul>	2
	<p>Submitted Implementation Plan with three (3) of the following requirements:</p> <ul style="list-style-type: none"> <li>○ Staff Deployment Plan</li> <li>○ Shifts Schedules (Start and End times)</li> <li>○ Daily Cleaning Schedules</li> <li>○ Peak Hour Plans</li> <li>○ Deep Cleaning Schedules</li> </ul>	3
	<p>Submitted Implementation Plan with four (4) of the following requirements:</p> <ul style="list-style-type: none"> <li>○ Staff Deployment Plan</li> <li>○ Shifts Schedules (Start and End times)</li> <li>○ Daily Cleaning Schedules</li> <li>○ Peak Hour Plans</li> <li>○ Deep Cleaning Schedules</li> </ul>	4
	<p>Submitted Implementation Plan with all the following requirements:</p> <ul style="list-style-type: none"> <li>○ Staff Deployment Plan,</li> <li>○ Shifts Schedules (Start and End times),</li> </ul>	5

Sub-Criteria	Description	Weightings
	<ul style="list-style-type: none"><li>○ Daily Cleaning Schedules,</li><li>○ Peak Hour Plans,</li><li>○ Deep Cleaning Schedules.</li></ul>	
Track record and Experience (35 %)	<b><i>Bidding Companies that have provided similar types of services (i.e. Cleaning, Hygiene and Horticulture services)</i></b>  A minimum of five (5) successfully completed projects of similar nature for projects not older than ten (10) years with contactable references and signed. See documents to be furnished below: <ul style="list-style-type: none"><li>• Attach an appointment letter from a client on a client letterhead inclusive of the value of works conducted. The appointment letter should be accompanied by either a signed reference Letter(s) or signed Testimonial(s) or a signed Completion Certificate(s) indicating positive performance for the past and active contracts not older than 10 years (from 2012 until 2022).</li></ul>	
	No submission or generic submission not applicable to the project or the required services (Cleaning, Hygiene or Horticulture Services)	0
	Bidder submitted One (1) set i.e., signed Appointment letter accompanied by a signed Reference Letter or signed Testimonial or signed Completion Certificate for either one of the required services (i.e. Cleaning, Hygiene and Horticulture).	1
	Bidder submitted Two (2) sets of signed Appointment Letter(s) accompanied by signed Reference Letters or Two (2) signed Testimonials or Two (2) signed Completion Certificates for either one of the required services (i.e., Cleaning, Hygiene and Horticulture).	2
	Bidder submitted Three (3) sets of signed Appointment Letter(s) accompanied by signed Reference Letters or Three (3) signed Testimonials or Three (3) signed Completion Certificates for either one of the required services (i.e., Cleaning, Hygiene and Horticulture).	3
	Bidder submitted Four (4) sets of signed Appointment Letter(s) accompanied by signed Reference Letters or four (4) signed Testimonials or Four (4) signed Completion Certificates for two of the required services (i.e., Cleaning and Hygiene/Horticulture).	4
	Bidder submitted Five (5) or more sets of signed Appointment Letter(s) accompanied by signed Reference Letters or Five (5) or more signed Testimonials or Five (5) or more signed Completion Certificates for two of the required services (i.e. Cleaning and Hygiene/ Horticulture).	5
20%		

Sub-Criteria	Description	Weightings																		
	<p><u>Experience of Key personnel (Supervisors) currently or previously in the employ of the bidding Company. The Bidder must provide comprehensive CV's that outlines work experience, qualifications, and contactable references:</u></p> <ul style="list-style-type: none"> <li>The number of CV's submitted should be based on the specified number of maximum of Six (6) Supervisors required for the Depots as per the scope.</li> <li>Matric Certificate or any other higher qualifications (Certified copies not older than six months)</li> </ul> <table> <tr> <td>No submission: no qualification provided and/or experience of the Supervisor is less than one year.</td><td>0</td><td></td></tr> <tr> <td>Experience of One (1) year but less than Two (2) years in Supervisory capacity with CV and qualifications attached with contactable references.</td><td>1</td><td></td></tr> <tr> <td>Experience of between Two (2) years and but less than Three (3) years in Supervisory capacity with CV and qualifications attached with contactable references.</td><td>2</td><td></td></tr> <tr> <td>Experience of between Three (3) years and but less than Four (4) years in Supervisory capacity with CV and qualifications attached with contactable references.</td><td>3</td><td></td></tr> <tr> <td>Experience of Four (4) years and but less than Five (5) years Supervisory capacity with CV and qualifications attached with contactable references.</td><td>4</td><td></td></tr> <tr> <td>Experience of Five (5) years and above in a Supervisory capacity with CV and qualifications attached with contactable references.</td><td>5</td><td></td></tr> </table>	No submission: no qualification provided and/or experience of the Supervisor is less than one year.	0		Experience of One (1) year but less than Two (2) years in Supervisory capacity with CV and qualifications attached with contactable references.	1		Experience of between Two (2) years and but less than Three (3) years in Supervisory capacity with CV and qualifications attached with contactable references.	2		Experience of between Three (3) years and but less than Four (4) years in Supervisory capacity with CV and qualifications attached with contactable references.	3		Experience of Four (4) years and but less than Five (5) years Supervisory capacity with CV and qualifications attached with contactable references.	4		Experience of Five (5) years and above in a Supervisory capacity with CV and qualifications attached with contactable references.	5		<p>(The experience will be averaged)</p> <p>15%</p>
No submission: no qualification provided and/or experience of the Supervisor is less than one year.	0																			
Experience of One (1) year but less than Two (2) years in Supervisory capacity with CV and qualifications attached with contactable references.	1																			
Experience of between Two (2) years and but less than Three (3) years in Supervisory capacity with CV and qualifications attached with contactable references.	2																			
Experience of between Three (3) years and but less than Four (4) years in Supervisory capacity with CV and qualifications attached with contactable references.	3																			
Experience of Four (4) years and but less than Five (5) years Supervisory capacity with CV and qualifications attached with contactable references.	4																			
Experience of Five (5) years and above in a Supervisory capacity with CV and qualifications attached with contactable references.	5																			
Financial Capability (15%)	<p><b><u>Financial Capability: Cash-flow</u></b></p> <p>Operating cash flow ratio measures a company's short-term liquidity. Formula: Operating Cash Flows Ratio = Net Cash Flow from Operations/Current Liabilities</p> <p><b>Bidders should submit a complete set of recent two year's financial statements for the company; prepared and signed by an independent registered accounting professional and also be signed by the company director.</b></p> <p><b>Financial Statements must include cashflow statements and balance sheet (incomplete financial statements will not be considered).</b></p>	15%																		

Sub-Criteria	Description			Weightings
		No Submission of Financial Statement is done	0	
		Incomplete Financial Statement submitted	1	
		Operating cash flow ratio $x < 0$	2	
		Operating cash flow ratio $x < 0.5$	3	
		Operating cash flow ratio $0.5 \leq x \leq 1$	4	
		Operating cash flow ratio $x > 1$	5	
<b>Level of Adequacy of the Risk Assessment and Safety Plan</b>  <b>(20 %)</b>	The Bidder is required to submit a Safety Plan that is in accordance with the Occupational Health & Safety Act of 1993 and comply with PRASA's Health & Safety Requirements not limited to:  1. Safe working procedures.  2. Frequency of the safety meetings.  3. PPE to be used by Cleaning Personnel.  4. Risk Management Plan reflecting functional risk assessment matrix.  5. Qualified Safety Officer in possession of a – SHE Representative Certificate and First Aid Certificate.			<b>20%</b>
		No submission	0	
		Bidder submitted only One (1) requirement	1	
		Bidder submitted Two (2) of the requirements	2	
		Bidder submitted Three (3) of the requirements	3	
		Bidder submitted Four (4) of the requirements	4	

Sub-Criteria	Description				Weightings
		Bidder submitted Five (5) of the requirements or more	5		
Total					100%

## 2.1 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
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

## 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)	ACCEPTABLE EVIDENCE- Required to claim points	Number of points claimed (80/20 system) (To be completed by the tenderer)
51 % Black Owned	4	B-BBEE Certificate/Affidavit	
Black Women Owned	4	B-BBEE Certificate/Affidavit	
Black Youth owned	4	B-BBEE Certificate/Affidavit	
EME or QSE 51% Black Owned	4	B-BBEE Certificate/Affidavit	
People with Disabilities	4	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability	

## SECTION 4

### PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule

Prices must be quoted in South African Rand, inclusive of all applicable taxes.

- 1 Price offer is firm and clearly indicate the basis thereof.
- 2 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 3 Cost breakdown must be indicated.
- 4 Price escalation basis and formula must be indicated.
- 5 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.
- 6 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.
- 7 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:
  - 8 negotiate a market-related price with the Respondent scoring the highest points;;
  - 9 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;

- 10 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;
- 11 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 State institution

- 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 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

<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.

<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.

~~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 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**

### **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.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

4.2 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.

4.3 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.

## 5 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).

## 6 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.2. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = 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 above.**

**(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.)**

## 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 11

### 1. SCOPE OF WORKS AND AREAS OF FOCUS

The successful bidder shall be required to provide highest quality Cleaning, Hygiene and Horticultural services for the following Depots as entailed in the specification.

#### 1.1. Terms and Conditions:

1.1.1. The successful Bidder will be responsible for day-to-day upkeep of the below noted Depots, to ensure that the cleanliness thereof is of high standard.

1.1.2. The appointed service provider shall assume all cleaning responsibility and that includes the below:

1.1.2.1. Cleaning material and consumables,

1.1.2.2. Hygiene services composes of:

1.1.2.2.1. Disposal of hygiene sanitary waste(feminine hygiene) in accordance with applicable legislation (The National Regulations on Health Care Risk Waste (NEMWA, act 59 of 2008)) and **thereafter submit hygiene disposal Certificate all disposed hygiene waste** and

1.1.2.2.2. Replenishment of hygiene dispensers installed in the bathrooms of these depots,

1.1.2.3. Labour that includes:

1.1.2.3.1. PPE of all cleaning personnel in the site or sites of responsibility and

1.1.2.3.2. All staff salaries which must comply with the latest Gazetted labour rate issued by Department of labour.

The cleaning Company will be responsible for the upkeep of the below listed Depots:

- Wolmerton Depot precinct as well as Pits facilities for Rollingstock and Gibela,
- Facilities, CTC and Electrical OHTE Depots at Pretoria North,
- Signal and Perway Depots at Hercules,
- Koedoespoort Signal and
- Rebecca Perway Depots,

The provision of this service shall comply with applicable and relevant regulations and laws that govern the cleaning sector as well as Health and Safety Act (Act 85 of 1993) and Railway Safety Act (Act 16 of 2002).

### **PART 1**

#### WOLMERTON DEPOTS

##### 1.1. The Depot Facilities and Size Wolmerton

1.1.1. The contract will provide to the cleaning of the mix of various facilities within the Wolmerton depot precinct.

1.1.2. This depot has

- **Security points**
- **Perway Depot**
  - Mess and ablutions
  - Offices
  - Parking bays
- **Signal Depot**
  - Mess and ablutions
  - Offices
  - Workshop
  - Parking bays
- **Clinic**
- **Train ops depot**
  - Training room
  - Staff offices
  - Control room
  - Mess and ablutions
  - Yard official building
  - Yard control points
- **Rolling stock depot**
  - Offices
  - Train Maintenance pits
    - New Train maintenance Pits
    - Old Train Maintenance Pits
  - Lifting shops
  - Mechanical and Electrical Repair Bay
  - Compressor housing
  - Parking bays
  - Warehouses
    - New warehouse
    - Old warehouses
  - Mess and ablutions
  - Corridor
  - Paved areas

Depot name	Platform	Mess room	Ablutions	Parking area	Entrance and Walkways	Store/Repair Bays/Lifting Shop	Offices	Waste Area/Facility
Rolling Stock depot	8	4	12	3	1	7	23	1
Train Ops depot	0	3	6	1	1	0	15	2
Signal depot	0	2	4	1	1	0	1	0
Perway Depot	0	2	4	1	1	0	3	0
Clinic	0	1	4	0	0	0	8	0
<b>TOTAL</b>	<b>8</b>	<b>4</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>

*Table 1A Illustrate all the facilities available per each depot.*



Depot name	Platform	Mess room (Tiled Surface)	Ablutions (Tiled)	Parking area	Entrance, Walkways, and road next to facilities	Warehouse/ Stores/Repair Bays/Lifting Shop	Offices	Waste Area/Facilit
Rolling Stock depot	27650 m <sup>2</sup>	214.97 m <sup>2</sup>	392.53 m <sup>2</sup>	3 167.18 m <sup>2</sup>	2 400 m <sup>2</sup>	8897.43 m <sup>2</sup>	633.02 m <sup>2</sup>	25 m <sup>2</sup>
Train Ops depot	0	344.45 m <sup>2</sup>	614.41 m <sup>2</sup>	5 400 m <sup>2</sup>	4 800 m <sup>2</sup>	51.43 m <sup>2</sup>	832.49 m <sup>2</sup>	50 m <sup>2</sup>
Signal depot	0	16.59 m <sup>2</sup>	42.92 m <sup>2</sup>	90 m <sup>2</sup>	40.53 m <sup>2</sup>	82.8 m <sup>2</sup>	22.86 m <sup>2</sup>	0
Perway Depot	0	64.25 m <sup>2</sup>	171.17m <sup>2</sup>	90 m <sup>2</sup>	100 m <sup>2</sup>	0	40.8 m <sup>2</sup>	0
Clinic	0	2 m <sup>2</sup>	37.24 m <sup>2</sup>	0	10 m <sup>2</sup>	0	280 m <sup>2</sup>	0
<b>TOTAL</b>	<b>27 650 m<sup>2</sup></b>	<b>642.26 m<sup>2</sup></b>	<b>1258.27 m<sup>2</sup></b>	<b>8747.18 m<sup>2</sup></b>	<b>7350.53 m<sup>2</sup></b>	<b>9031.66 m<sup>2</sup></b>	<b>1 809.17 m<sup>2</sup></b>	<b>75 m<sup>2</sup></b>

*Table 1B Illustrate the extend and size of the facilities*

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

*Table 1C Illustrate the number ablution facilities equipment and size of the facilities*

Depot name	Paved area along the road around the entire yard.	Track rail (Eastern and western side of the pits and workshop area)
Wolmerton depot	5000m <sup>2</sup>	8000 m <sup>2</sup>
<b>TOTAL</b>		<b>13000 m<sup>2</sup></b>

*Table 1D Illustrate the number ablution facilities equipment and size of the surfaces*

## 2. CLEANING ACTIVITIES FREQUENCY

### 2.1 WOLMERTON ROLLING STOCK DEPOT CLEANING FREQUENCY

Item	Description		Frequency
1.	Wolmerton Offices		5 Times a week
2.	Change rooms /Kitchen area		6 Times a week
3.	Wolmerton Fault room		6 Times a week
4.	Toilets include the security rooms		6 Times a week
5.	Basins		6 Times a week
6.	Showers		6 Times a week
7.	Painted surface	Passageway, both EMU and 10M5/5M2A Pits, lifting shops and	5 Times a week

		Painted surface including the workshop area.	
	Deep cleaning of Painted surface.	Passageway, both EMU and 10M5/5M2A Pits, lifting shops and painted surface including the workshop area.	Weekend only (Saturday and Sunday)
8.	Parking and paved area	1500 m <sup>2</sup>	Three times a week
9.	Asphalt surface (Entire Wolmerton Yard)	Road	Three times a week
10.	Guard House (Main Entrance Gate)	10.03 m <sup>2</sup>	5 times per week
11.	Staff compliments (7 am to 16pm) <b>Consumable purpose only</b>	180	5 Times a week
12.	Staff compliments (7 am to 13pm) <b>Consumable purpose only</b>	40	Weekend only (Saturday and Sunday)
13.	Deep cleaning of all mess room and Bathrooms		Once a week

## 2.2 WOLMERTON TRAIN OPS DEPOT CLEANING FREQUENCY

Item	Description		Frequency
1.	Wolmerton Offices		5 Times a week
2.	Change rooms /Kitchen area		6 Times a week
3.	Wolmerton Fault room		6 Times a week
4.	Toilets include the security rooms		6 Times a week
5.	Basins		6 Times a week
6.	Showers		6 Times a week
7.	Parking and paved area	1500 m <sup>2</sup>	Three times a week
8.	Asphalt surface (Entire Wolmerton Yard)	Road	Three times a week
9.	Staff compliments (7 am to 16pm) <b>Consumable purpose only</b>	170	5 Times a week
10.	Staff compliments (7 am to 13pm) <b>Consumable purpose only</b>	60	Weekend only (Saturday and Sunday)
11.	Deep cleaning of all mess room and bathrooms		Once a week

## 2.3 WOLMERTON PERWAY DEPOT CLEANING FREQUENCY

Item	Description		Frequency
1.	Wolmerton Offices		5 Times a week
2.	Change rooms /Kitchen area		5 Times a week
3.	Wolmerton Fault room		5 Times a week
4.	Toilets include the security rooms		5 Times a week
5.	Basins		5 Times a week
6.	Showers		5 Times a week
7.	Parking and paved area	200 m <sup>2</sup>	Three times a week
8.	Guard House (Main Entrance Gate)	10.03 m <sup>2</sup>	5 times per week
9.	Staff compliments (7 am to 16pm) <b>Consumable purpose only</b>	41	5 Times a week
10.	Deep cleaning of all mess room and bathrooms		Once a week

## 2.4 WOLMERTON SIGNAL DEPOT CLEANING FREQUENCY

Item	Description		Frequency
1.	Wolmerton Offices		5 Times a week
2.	Change rooms /Kitchen area		5 Times a week
3.	Wolmerton Fault room		5 Times a week
4.	Toilets include the security rooms		5 Times a week
5.	Basins		5 Times a week
6.	Showers		5 Times a week
7.	Parking and paved area	1500 m <sup>2</sup>	Three times a week
8.	Staff compliments (7 am to 16pm) <b>Consumable purpose only</b>	12	5 Times a week
9.	Deep cleaning of all mess room and bathrooms		Once a week

## 2.5 WOLMERTON CLINIC CLEANING FREQUENCY

Item	Description		Frequency
1.	Wolmerton Offices		5 Times a week
2.	Change rooms /Kitchen area		5 Times a week
3.	Wolmerton Fault room		5 Times a week
4.	Toilets		5 Times a week
5.	Basins		5 Times a week
6.	Staff compliments (7 am to 16pm) <b>Consumable purpose only</b>	2	5 Times a week
7.	Deep cleaning of all mess room and bathrooms		Once a week

## 2.6 HYGIENE SERVICE FREQUENCY

ITEM	HYGIENE SERVICES	NUMBER OF EQUIPMENT TO BE SERVICED	FREQUENCY OF SERVICE
1	Urinal sanitisers refilling and batteries replacement (2 x LR20 alkaline as & when they run out)	50	Regularly
2	Hand sanitisers refilling ( <i>SANS1853 approved &amp; effective against E-Coli, Aeruginosa, S. aureus, yeasts, moulds, etc</i> )	15	Regularly
3	Seat sanitisers refilling	44	Regularly
4	Sanitary bins liners	44	Regularly
5	Sanitary bins emptying ( <i>A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation</i> )	44	Biweekly
6	Sanitary bins sanitized	44	Regularly
7	<i>Air-freshener Dispensers refilling (readily biodegradable) and batteries replacement (2 x LR20 alkaline as &amp; when they run out)</i>	22	Regularly
8	Soap Dispensers refilling (Foam 1L)	30	Regularly
9	<i>Toilet roll (single ply, virgin paper (not recycled paper), SATMA compliant toilet paper, SABS 648:1980 compliant)</i>	405 staff compliments	Regularly
10	Auto paper Towel dispenser refilling and batteries replacement (4 x LR20 alkaline as & when they run out)	22	Regularly

		With 405 staff compliments before EMERGING VIRUSES	
12	Paper Towel Dispensers refilling	405 staff compliments	Regularly
13	Wall bins sanitizer	44	Biweekly

***NB Contractor shall submit hygiene disposal certificate for any feminine hygiene disposal activity.***

### 3. Pictorials







#### **4. The Staffing Plan and Shift System**

**4.1** The appointed cleaning Service provider shall be required to provide quality-cleaning services for Wolmerton Depot, The total cleaning staff/personnel to be provided for Wolmerton Depots is Thirty (30), compromising Twenty-eight (28) Cleaners and including Two (2) Supervisors as per the Table 4.1.1. The below table 4.1.1 further entails weekday shift allocation of Twenty (20) personnel day shift and Ten (10) night shift personnel and a reduced allocation of Ten (10) personnel on Saturdays, Sundays and/or public holidays at Wolmerton Rollingstock Pits:

#### 4.1.1 Walmerton Depots

ITEM	SITE NAME	TOTAL NUMBER OF CLEANERS	DAY SHIFT TO FRIDAY	MONDAY
1	Walmerton Depot	19	07:00 – 15:00 (19)	
2	Supervisor	1	07:00 – 15:00	(1)
Total		20		
ITEM	SITE NAME	TOTAL NUMBER OF CLEANERS	NIGHT SHIFT TO FRIDAY	MONDAY
1	Walmerton Rollingstock & Gibela Pits	9	20:00 – 04:00	(9)
2	Supervisor	1	20:00 – 04:00	(1)
Total		10		
ITEM	SITE NAME	TOTAL NUMBER OF CLEANERS	DAY SHIFT SATURDAYS & SUNDAYS HOLIDAYS	WEEKENDS PUBLIC
3	Walmerton Rollingstock	9	08:00 – 14:00 (9) (Rotational)	
4	Supervisor	1	08:00 – 14:00 (1) (Fortnightly)	
Total		10		

## **PART 2**

### **5.1 The Depot Facilities and Size**

**5.1.1** The contract will entail the cleaning of various facilities within the various depots. Table 4.3 below illustrate all the facilities available per Depot.

The Depots comprise of the following:

- **Security points**
- **Perway Depot**
  - **Mess and ablution facilities**
  - **Staff office and workspace**
  - **Parking bays**
- **Signal Depot**
  - **Mess and ablution facilities**
  - **specified Staff office space**
  - **Workshop**
  - **Parking bays**

- **Facilities Depot**
  - Mess and ablution facilities
  - Staff Office space
  - Workshop
  - Parking bays
- **Electrical Depot**
  - Mess and ablution facilities
  - Staff office space
  - Workshop
  - Parking bays
- **Train ops depot**
  - Training room
  - Staff office space
  - Train Control room
  - Mess and ablution facilities
  - Corridor
  - Paved areas

The below tables illustrate the facilities available per depot:

Depot name	Platform	Mess room	Ablutions	Parking area	Entrance and Walkways	Store/Repair Bays	Offices	Waste Area/Facility
Pretoria North CTC	0	1	4	1	1	0	7	0
Facilities Pretoria North Depot	0	2	4	1	1	1	8	0
OHTE Pretoria North Depot	0	2	3	1	1	1	3	0
Perway Hercules Depot	0	3	5	1	1	0	9	0
Signal Hercules Depot	0	2	2	0	1	4	1	0
Signal Koedoespoort Depot	0	2	3	1	1	1	11	0
Perway Rebecca Depot	0	2	4	2	1	0	8	1
<b>TOTAL</b>	<b>0</b>	<b>16</b>	<b>30</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>103</b>	<b>2</b>

Table 2A above illustrate all the facilities available per depot

Depot name	Platform	Mess room (Tiled Surface)	Ablutions (Tiled)	Parking area	Entrance , Walk ways and road next to facilities	Warehouse / Stores	Offices	Waste Area/Facility
Pretoria North CTC	0	22,755 m <sup>2</sup>	94 m <sup>2</sup>	90m <sup>2</sup>	140m <sup>2</sup>	0	198m <sup>2</sup>	0
Facilities Pretoria North Depot	0	22,755 m <sup>2</sup>	85,19 m <sup>2</sup>	100,201 m <sup>2</sup>	150m <sup>2</sup>	600m <sup>2</sup>	236,145 m <sup>2</sup>	0
OHTE Pretoria North Depot	0	45 m <sup>2</sup>	105m <sup>2</sup>	40m <sup>2</sup>	120m <sup>2</sup>	60m <sup>2</sup>	60m <sup>2</sup>	0
Perway Hercules Depot	0	250 m <sup>2</sup>	238.55 m <sup>2</sup>	84.02 m <sup>2</sup>	200m <sup>2</sup>	100m <sup>2</sup>	137.56m <sup>2</sup>	0
Signal Hercules Depot	0	250m <sup>2</sup>	152m <sup>2</sup>	90 m <sup>2</sup>	150m <sup>2</sup>	100m <sup>2</sup>	30m <sup>2</sup>	0

Signal Koedoespoort Depot	0	85.42	128.01	150m <sup>2</sup>	50m <sup>2</sup>	145.66	467.91	0
Perway Rebecca Depot	0	90m <sup>2</sup>	323m <sup>2</sup>	250m <sup>2</sup>	100m <sup>2</sup>	500m <sup>2</sup>	60m <sup>2</sup>	1
<b>TOTAL</b>	<b>0 m<sup>2</sup></b>	<b>815.93m<sup>2</sup></b>	<b>1213.75m<sup>2</sup></b>	<b>1004.221 m<sup>2</sup></b>	<b>1210 m<sup>2</sup></b>	<b>1705.66 m<sup>2</sup></b>	<b>1489.615 m<sup>2</sup></b>	<b>7m<sup>2</sup></b>

Table 2B illustrate the extent and size of the facilities in square meters

DEPOT NAME	BASIN	TOILET	URINALS	SHOWERS	CARPETED SURFACE	PAINTED SURFACE	PAVED SURFACE
Pretoria North CTC	8	9	3	6	0	0	140m <sup>2</sup>
Facilities Pretoria North Depot	9	7	3	4	240,565 m <sup>2</sup>	215.12 m <sup>2</sup>	200,201 m <sup>2</sup>
Ohte Pretoria North Depot	7	7	3	13	0	0	50m <sup>2</sup>
Perway Hercules Depot	10	10	7	12	0	0	516.24
Signal Hercules Depot	4	7	10	6	0	0	600
Signal Koedoespoort Depot	8	7	7	5	0	120	200m <sup>2</sup>
Perway Rebecca Depot	10	10	5	10	0	200m <sup>2</sup>	200m <sup>2</sup>
<b>TOTAL</b>	<b>66</b>	<b>67</b>	<b>43</b>	<b>54</b>	<b>3198.51 m<sup>2</sup></b>	<b>6135.12 m<sup>2</sup></b>	<b>4006 m<sup>2</sup></b>

Table 2C above illustrate the number ablution facilities equipment and size of the facilities

DEPOT NAME	PAVED AREA	TRACK RAIL (EASTERN AND WESTERN STAGING YARD) AND AREA AT THE BACK OF THE DEPOTS)
All depots	4000m <sup>2</sup>	8 000 m <sup>2</sup>
<b>TOTAL</b>		<b>12 000 m<sup>2</sup></b>

Table 2D illustrate the size of the surfaces

## 5.2 FREQUENCY OF CLEANING ACTIVITIES

### 5.2.1 PERWAY HERCULES DEPOT CONFIGURATION

ITEM	DESCRIPTION	AREA/NO.	CLEANING FREQUENCY
1.	Office areas (tiled floor)	137.56m <sup>2</sup>	5 Times a week
2.	Change Rooms & Toilet area (tiled floor)	238.55m <sup>2</sup>	5 Times a week
3.	Kitchen & dining areas (tiled floor)	166.90m <sup>2</sup>	5 Times a week
4.	Stairs, passages & entrance building entrance areas (tiled floor)	44.89m <sup>2</sup>	N/A
5.	Urinals	7	5 Times a week
6.	Toilets	10	5 Times a week
7.	Basins	11	5 Times a week
8.	Showers	12	5 Times a week
9.	Parking, asphalt and paved area	600.24m <sup>2</sup>	Once a week
10.	Staff compliment (7:00 to 15:00) <i>Consumable purpose only</i>	14	N/A



**5.2.2 SIGNALS HERCULES DEPOT CONFIGURATION**

ITEM	DESCRIPTION	AREA/NO	CLEANING FREQUENCY
1.	Office areas/ Classroom (tiled floor)	108m <sup>2</sup>	5 Times a week
2.	Change Rooms & Toilet area (tiled floor)	111m <sup>2</sup>	5 Times a week
3.	Kitchen & dining areas (tiled floor)	23m <sup>2</sup>	5 Times a week
4.	Stairs, passages & entrance building entrance areas (tiled floor)	20m <sup>2</sup>	5 Times a week
5.	Urinals	5	5 Times a week
6.	Toilets	7	5 Times a week
7.	Basins	10	5 Times a week
8.	Showers	6	5 Times a week
9.	Parking, asphalt and paved area	83.37m <sup>2</sup>	Once a week
10.	Staff compliment (7:00 to 15:00) <i>Consumable purpose only</i>	9	N/A

**5.3 HYGIENE SERVICE FREQUENCY AT HERCULES SIGNAL & PERWAY DEPOT**

ITEM	HYGIENE SERVICES	NUMBER OF EQUIPMENT TO BE SERVICED	FREQUENCY OF SERVICE
1	Urinal sanitisers refilling and batteries replacement (2 x LR20 alkaline as & when they run out)	10	Regularly
2	Hand sanitisers refilling ( <i>SANS1853 approved &amp; effective against E-Coli, Aeruginosa, S. aureus, yeasts, moulds, etc</i> )	4	Regularly
3	Seat sanitisers refilling	6	Regularly
4	Sanitary bins liners	6	Regularly
5	Sanitary bins emptying ( <i>A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation</i> )	6	Biweekly
6	Sanitary bins sanitized	6	Regularly
7	<i>Air-freshener Dispensers refilling (readily biodegradable) and batteries replacement (2 x LR20 alkaline as &amp; when they run out)</i>	5	Regularly
8	Soap Dispensers refilling (Foam 1L)	5	Regularly
9	<i>Toilet roll (single ply, virgin paper (not recycled paper), SATMA compliant toilet paper, SABS 648:1980 compliant)</i>	50 staff compliments	Regularly
10	Auto paper Towel dispenser refilling and batteries replacement (4 x LR20 alkaline as & when they run out)	50 staff compliments Hercules	Regularly
12	Paper Towel Dispensers refilling	50 staff compliments	Regularly
13	Wall bins sanitizer	4	Biweekly

***NB Contractor shall submit hygiene disposal certificate for any feminine hygiene disposal activity.***

### 5.3.1 PRETORIA NORTH CTC CLEANING FREQUENCY

ITEM	DESCRIPTION	AREA/NO	FREQUENCY
1.	Offices	694.48 m <sup>2</sup>	7 Times a week
2.	Change rooms /Kitchen area	12.6	7 Times a week
3.	Toilets include the security rooms	10	7 Times a week
4.	Basins	10	7 Times a week
5.	Showers	5	7 Times a week
6.	Parking and paved area	468 m <sup>2</sup>	3 Times a week
7.	Guard House (Main Entrance Gate)	10 m <sup>2</sup>	7 Times a week
8	Staff compliment (7 am to 15pm) <i>Consumable purpose only</i>	40	5 Times a week
9.	Staff compliment (7 am to 13pm) <i>Consumable purpose only</i>	20	Saturday, Sunday, Public Holiday
10.	Deep cleaning of all mess room and Bathrooms	For No/Sizes refer to Tables 4.3-4.3.1	Once a week

### 5.3.2 FACILITIES MANAGEMENT PRETORIA NORTH DEPOT CLEANING FREQUENCY

ITEM	DESCRIPTION	AREA/NO	FREQUENCY
1.	Offices	240,565 m <sup>2</sup>	5 Times a week
2.	Change rooms /Kitchen area	107.945	5 Times a week
3.	Workshop	215.12 m <sup>2</sup>	5 Times a week
4.	Toilets include the security rooms	7	5 Times a week
5.	Basins	7	5 Times a week
6.	Showers	6	5 Times a week
7.	Parking and paved area	400m <sup>2</sup>	3 Times a week
8.	Staff compliment (7:00 to 16:00) <i>Consumable purpose only</i>	35	5 Times a week
9.	Deep cleaning of all mess room and Bathrooms	For No/Sizes refer to Tables 4.3-4.3.1	Once a week

### 5.3.3 OHTE PRETORIA NORTH DEPOT CLEANING FREQUENCY

ITEM	DESCRIPTION	AREA/NO	FREQUENCY
1.	Offices	56.52	5 Times a week
2.	Change rooms /Kitchen area/ Standby rooms	212.13	5 Times a week
3.	Toilets	7	5 Times a week
4.	Basins	7	5 Times a week
5.	Staff compliments (7:00 to 16:00) <i>Consumable purpose only</i>	15	5 Times a week
6.	Deep cleaning of all mess room and Bathrooms	For No/Sizes refer to Tables 4.3-4.3.1	Once a week

### 5.4 HYGIENE SERVICE FREQUENCY AT PRETORIA NORTH DEPOTS

Item	Hygiene services	Number of equipment to be serviced	Frequency of service
1	Urinal sanitisers refilling and batteries replacement (2 x LR20 alkaline as & when they run out)	15	Regularly
2	Hand sanitisers refilling ( <i>SANS1853 approved &amp; effective against E-Coli, Aeruginosa, S. aureus, yeasts, moulds, etc</i> )	8	Regularly
3	Seat sanitisers refilling	10	Regularly
4	Sanitary bins liners	10	Regularly

5	Sanitary bins emptying ( <i>A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation</i> )	10	Biweekly
6	Sanitary bins sanitized	10	Regularly
7	<i>Air-freshener Dispensers refilling (readily biodegradable) and batteries replacement (2 x LR20 alkaline as &amp; when they run out)</i>	10	Regularly
8	Soap Dispensers refilling (Foam 1L)	15	Regularly
9	Toilet roll ( <i>single ply, virgin paper (not recycled paper), SATMA compliant toilet paper, SABS 648:1980 compliant</i> )	90 staff compliments	Regularly
10	Auto paper Towel dispenser refilling and batteries replacement (4 x LR20 alkaline as & when they run out)	90 staff compliment Pretoria North Depots	Regularly
12	Paper Towel Dispensers refilling	90 staff compliments	Regularly
13	Wall bins sanitizer	12	Biweekly

#### 5.4.1 PERWAY REBECCA DEPOT CONFIGURATION

ITEM	DESCRIPTION	AREA/NO	CLEANING FREQUENCY
1.	Office areas (tiled floor)	219.478m <sup>2</sup>	5 Times a week
2.	Change Rooms & Toilet area (tiled floor)	322.197m <sup>2</sup>	5 Times a week
3.	Kitchen & dining areas (tiled floor)	59.581m <sup>2</sup>	5 Times a week
4.	Stairs, passages & entrance building entrance areas (tiled floor)	99.351m <sup>2</sup>	5 Times a week
5.	Outside Toilet (plastered floor)	10.372m <sup>2</sup>	3 Times a week
6.	Urinals	9	5 Times a week
7.	Toilets	15	5 Times a week
8.	Basins	20	5 Times a week
9.	Showers	22	5 Times a week
10.	Parking, asphalt and paved area	2635.29m <sup>2</sup>	3 Times a week
11.	Staff compliment (7:00 – 16:00) <b>Consumable purpose only</b>	50 Members	N/A

#### 5.5 HYGIENE SERVICE FREQUENCY AT REBECCA PERWAY DEPOT

ITEM	HYGIENE SERVICES	NUMBER OF EQUIPMENT TO BE SERVICED	FREQUENCY OF SERVICE
1	Urinal sanitisers refilling and batteries replacement (2 x LR20 alkaline as & when they run out)	10	Regularly
2	Hand sanitisers refilling ( <i>SANS1853 approved &amp; effective against E-Coli, Aeruginosa, S. aureus, yeasts, moulds, etc</i> )	3	Regularly
3	Seat sanitisers refilling	10	Regularly
4	Sanitary bins liners	10	Regularly
5	Sanitary bins emptying ( <i>A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation</i> )	10	Biweekly
6	Sanitary bins sanitized	10	Regularly
7	<i>Air-freshener Dispensers refilling (readily biodegradable) and batteries replacement (2 x LR20 alkaline as &amp; when they run out)</i>	5	Regularly
8	Soap Dispensers refilling (Foam 1L)	5	Regularly

9	Toilet roll ( <i>single ply, virgin paper (not recycled paper), SATMA compliant toilet paper, SABS 648:1980 compliant</i> )	30 staff compliments	Regularly
10	Auto paper Towel dispenser refilling and batteries replacement (4 x LR20 alkaline as & when they run out)	30 staff compliment Rebecca Perway Depot	Regularly
12	Paper Towel Dispensers refilling	30 staff compliments	Regularly
13	Wall bins sanitizer	12	Biweekly

#### 5.5.1 SIGNALS KOEDOESPOORT DEPOT CONFIGURATION

ITEM	DESCRIPTION	AREA/NO	CLEANING FREQUENCY
1.	Tiled floor area (ceramic)	663m <sup>2</sup>	5 Times a week
2.	Carpet area	100 m <sup>2</sup>	5 Times a week
3.	Urinals	2	5 Times a week
4.	Toilets	3	5 Times a week
5.	Basins	4	5 Times a week
6.	Showers	4	5 Times a week
7.	Parking, asphalt, concrete and paved area	72m <sup>2</sup>	Once a week
8.	Staff compliment (7:00 – 16:00) <i>Consumable purpose only</i>	11 Members	N/A

#### 5.6 HYGIENE SERVICE FREQUENCY AT KOEDOESPOORT SIGNAL DEPOT

ITEM	HYGIENE SERVICES	NUMBER OF EQUIPMENT TO BE SERVICED	FREQUENCY OF SERVICE
1	Urinal sanitisers refilling and batteries replacement (2 x LR20 alkaline as & when they run out)	10	Regularly
2	Hand sanitisers refilling ( <i>SANS1853 approved &amp; effective against E-Coli, Aeruginosa, S. aureus, yeasts, moulds, etc</i> )	3	Regularly
3	Seat sanitisers refilling	10	Regularly
4	Sanitary bins liners	10	Regularly
5	Sanitary bins emptying ( <i>A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation</i> )	10	Biweekly
6	Sanitary bins sanitized	10	Regularly
7	<i>Air-freshener Dispensers refilling (readily biodegradable) and batteries replacement (2 x LR20 alkaline as &amp; when they run out)</i>	5	Regularly
8	Soap Dispensers refilling (Foam 1L)	5	Regularly
9	Toilet roll ( <i>single ply, virgin paper (not recycled paper), SATMA compliant toilet paper, SABS 648:1980 compliant</i> )	50 staff compliments	Regularly
10	Auto paper Towel dispenser refilling and batteries replacement (4 x LR20 alkaline as & when they run out)	50 staff compliments Koedoespoort Signal Depot	Regularly
12	Paper Towel Dispensers refilling	50 staff compliments	Regularly
13	Wall bins sanitizer	12	Biweekly

## 6 Pictorials



**Ablution facilities**



## 7. The Staffing Plan and Shift System for Pretoria North Depots

**7.1** The appointed cleaning Service provider shall be required to provide quality-cleaning services for Pretoria North Depots, The total cleaning staff/personnel to be provided for Pretoria North Depots is Seven (7), comprising Six (6) Cleaners and including One (1) Supervisor as per the Table 7.1.1 below. The below table further entails weekday shift allocation of Seven (7) personnel and a reduced allocation of Two (2) rotational personnel on Saturdays, Sundays and/or public holidays at Pretoria North CTC:

### 7.1.1 Pretoria North Depot

ITEM	SITE NAME	TOTAL NUMBER OF CLEANERS	DAY SHIFT	MONDAY
			TO FRIDAY	
1	CTC	2	07:00 – 15:00 (2)	
2	FM Depot	2	07:00 – 15:00	(2)
3	OHTE Depot	2	07:00 – 15:00 (2)	
4	Supervisor	1	07:00 – 15:00	(1)
Total		7		
WEEKEND STAFF MEMBERS				
ITEM	DEPOT	TOTAL NUMBER OF CLEANERS	DAY SHIFT (WEEKEND)	SATURDAY TO
			SUNDAY (PUBLIC)	
5	CTC	1	07:00 – 13:00 (1)	(Rotational)
6	Supervisor	1	07:00 – 13:00 (Fortnightly)	(1)
Total		2		

*The 2 weekend staff members are part of the 7 weekday personnel at Pretoria North Depots*

## 8. The Staffing Plan and Shift System for Hercules Depot

**8.1** The appointed cleaning Service provider shall be required to provide quality-cleaning services for Hercules Perway and Signal Depots, the total cleaning staff/personnel to be provided for Hercules Perway and Signal Depots is Six (6), compromising Five (5) Cleaners and including One (1) Supervisor as per the Tables 8.1.1 below:

### 8.1.1 Hercules Depot

ITEM	SITE NAME	TOTAL NUMBER OF CLEANERS	DAY SHIFT MONDAY TO FRIDAY
1	Signal Depot	2	07:00 – 15:00 (2)
2	Perway Depot	3	07:00 – 15:00 (3)
3	Supervisor	1	07:00 – 15:00 (1)
Total		6	



## 9. The Staffing Plan and Shift System Koedoespoort Signal Depot

**9.1** The appointed cleaning Service provider shall be required to provide quality-cleaning services for Koedoespoort Signal Depot, The total cleaning staff/personnel to be provided for Koedoespoort Signal Depot is Three (3), compromising Two (2) Cleaners and including One (1) Supervisor as per the Tables 9.1.1 below:

### 9.1.1 Koedoespoort Signal Depot

ITEM	SITE NAME	TOTAL NUMBER OF CLEANERS	DAY SHIFT MONDAY TO FRIDAY
1	Signal Koedoespoort Depot	2	07:00 – 15:00 (2)
2	Supervisor	1	07:00 – 15:00 (1)
Total		3	

## 10. The Staffing Plan and Shift System for Rebecca Perway Depot

**10.1** The appointed cleaning Service provider shall be required to provide quality-cleaning services for Rebecca Perway Depot, The total cleaning staff/personnel to be provided for Rebecca Perway Depot is Four (4), compromising Three (3) Cleaners and including One (1) Supervisor as per the Tables 10.1.1 below:

### 10.1.1 Rebecca Perway Depot

ITEM	SITE NAME	TOTAL NUMBER OF CLEANERS	DAY SHIFT MONDAY TO FRIDAY
1	Perway Rebecca Depot	3	07:00 – 15:00 (3)
2	Supervisor	1	07:00 – 15:00 (1)
Total		4	

## 11. CONTRACTORS' STAFF UNIFORM TO BE USED ON SITE:

- a. Prior to commencement of work on site the Contractors' Staff must:
  - Be inducted by the Prasa SHE Department before working on site and in any Prasa site.
  - Be in possession of and use safety and Personal Protective Equipment (PPE) necessary for the task to be performed on site and in the site.
  - Conform to the acceptable standards of behaviour and dress appropriately.
- b. Protective Clothing: The contractor shall provide all forms of safety and protective clothing for their personnel. It will be the responsibility of the contractor to ensure that it is worn. The clothing shall also clearly indicate the name of the firm on it in large and clear letters so that the public/staff can clearly

~~identify the firm if needed. Full Personal Protective Equipment (PPE) shall be worn at all times~~

whenever cleaning activities is performed and this shall include, but not be limited to, the following:

- Safety shoes/boots
- Overalls
- **Facemask (EMERGING VIRUSES requirements)**
- Hand hygiene gloves
- Full length rubber gloves
- Protective eyewear (*face shields only when performing Horticultural activity*)
- Protective leg wear (*leggings only when performing Horticultural activity*)
- Reflector bibs with company name.
- Rain suits

## 12. SPECIFICATION FOR HAND TOOLS AND CLEANING APPLIANCES

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

The hand tools and cleaning appliances shall be branded and of high quality. Specification in general to be followed as per below:

- |  |                                 |
|--|---------------------------------|
| a. Long Handle Brush                     | - Branded and High Quality      |
| b. Squeegee                              | - Branded and High Quality      |
| c. Microfiber cloth                      | (Colour coded cleaning cloths ) |
| d. Hand brush                            | - Branded and High Quality      |
| e. Dusters                               | - Branded and High Quality      |
| f. Gum remover                           | - Branded and High Quality      |
| g. General purpose cleaner (Blue colour) |                                 |
| h. Disinfectant Cleaner                  |                                 |
| i. 500g Industrial Mops                  | - Branded and High Quality      |
| j. Long handle feather Dusters           |                                 |
| k. Gum remover equipment                 |                                 |
| l. Disinfectant Cleaners                 |                                 |
| m. Two-way cleaning buckets              |                                 |
| n. Brooms                                |                                 |
| o. Step ladders                          |                                 |
| p. Vacuum cleaner                        |                                 |
| q. Garden hosepipe (150m)                |                                 |
| r. Leaf blower                           |                                 |
| s. Lawn mower                            |                                 |
| t. Wet Floor warning signage             |                                 |
| u. Dish cloth                            |                                 |



- v. Extension cord
- w. Caution / Hazard / Wet Floor Sign
- x. Feather dusters
- y. Brush cutter

### 13. LIST OF CONSUMABLES

- Ammoniated Cleaner
- Ammonia stripper / non-ammoniated stripper
- Heavy duty refuse bags
- All-purpose cleaner (for removal of lime and urine deposits on toilet bowls:  
Thick Highly foaming and Extremely acidic)
- Toilet scrubber
- Anti-wax
- General degreaser
- Probiotic cleaner
- Floor emulsion polish and wax
- Disposable gloves
- Deep cleaning liquid
- Wood polish
- Window cleaner
- Dishwashing liquid
- Furniture polish
- Mutton cloth
- Refuse bags
- General disinfectant
- Paper towels and cleaning rags
- Air freshener

- |  |
|--|
| • Anti-dust sprays                         |
| • Toilet paper SABS approved               |
| • Antimicrobial fog disinfectants solution |
| • Multi surface disinfectant cleaner       |
| • 500ml /1litre trigger bottles            |
| • Bleach                                   |

## 14. SPECIFICATION OF WORK, PRODUCTS OR SERVICES REQUIRED

### Description of Service and Frequency

The specification provides for the provision of the following services and service frequency as a minimum contract and COVID 19 requirements. However, the service provider may employ the best innovation and best cleaning methods, which will assure the highest level of cleanliness of stations and facilities.

Facility	Areas	Description of Service	Frequency
<b>Platforms (Pits) &amp; Railway tracks</b>	<i>Platform areas</i>	Sweep platforms	daily
		Remove papers and other foreign objects	Continuously
		Spot mopping all painted surfaces	Daily
		Empty Dustbins / replace waste bags daily and disinfect	Daily
		Remove litter all the time	Daily
		Sweep the railway tracks (Eastern and western side of the pits area)	Weekly
	<i>Railway tracks. Note: Employees work under protection on tracks and only during the off-peak)</i>	Remove papers and other foreign objects – Clean the railway tracks up to 250m beyond the edges of both sides of the platforms	Weekly
	<i>Grass and weeds</i>	Remove Grass and Weed	Weekly
<b>Staff office</b> <i>(Including Walls, Ceilings and Paintwork – all around the depot)</i>	<i>Glass and Metal Work</i>	Spot clean glass doors	As necessary
		Clean and polish all bright metal fittings	Weekly
	<i>Windows</i>	Clean wash windows	Weekly
	<i>Surfaces</i>	Spot clean all low surfaces (finger marks, etc.)	Daily
	<i>Walls and doors</i>	Glass walls, doors and light switches	Daily
	<i>Air vents</i>	dust and wipe air vents once every two months	Every second Month
<b>Depot Entrances, Walkways and Corridors</b>	<i>All areas around entrances, walkways and corridors</i>	Sweep clean building surrounds.	Continuous
		Dust/wipe clean walls.	Weekly
		Wipe clean signs and Lettering.	Daily
		Walk-off matting vacuumed and/or clean	Daily
		Corridors to be swept and auto scrubbed/damp mopped as required	Daily
		Access areas and concourses to be scrubbed.	Daily
		Air vents: dust and wipe air vents once every two months	Every second Month
		Remove Grass and Weed	Weekly
<b>Waste Collection Facility</b>	<i>Refuse Room and Collection Area</i>	Sort the waste and isolate recyclable waste from disposal waste	Daily
		Coordinate the processes of collection of waste (disposal and recyclable) - Call the collection Company and Maintain Records	Daily and as required
		Wash refuse containers	As required
		Wash floors with chemicals.	Daily
		Disinfect all areas with recommended insecticide.	Weekly
<b>Storm-water Drainage and Channels</b>	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.	Weekly
<b>(Wolmerton/ Pretoria north/</b>	<i>Floors, Carpets and Walk-off mats</i>	Sweep with dust mop sweepers	Daily
		Damp mop	Daily

<b>Hercules/ Rebecca/ Koedoespoort Depots</b>		<i>Disinfect the floor surface <b>an EPA (Environmental Protection Agency) registered household disinfectant</b></i>	Every 3 hourly
		Scrub with machine and polish	Monthly
		Vacuum all carpeted floors	Daily
		Vacuum walk-off mats	Daily
		Shampoo	Every month
		Spot cleaning	When requested and as required
		Clean seats, scrub/vacuum	Monthly
		<i><b>Disinfect the carpet with an EPA (Environmental Protection Agency) registered household disinfectant.</b></i>	Weekly
	<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
		Replace toilet paper and towel rolls	Continuously
		Replenish hand soap	Continuously
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily
		<i><b>Disinfect the all toilet bowls, basins and urinals with an EPA (Environmental Protection Agency) registered household disinfectant.</b></i>	<b>Every 30 minutes</b>
	<i>Kitchen, Boardrooms, Furniture and Lounges</i>	Wash dishes, dry and pack away	Continuously
		Empty and clean all waste receptacles	Continuously
		Clean floors, counters	Continuously
		Polish all wooden furniture	Daily
		<i>Disinfect the common surface <b>an EPA (Environmental Protection Agency) registered household disinfectant</b></i>	Every 30 minutes
	<i>Walls, Ceilings, and Paintwork.</i>	Spot clean all low surfaces (finger marks, etc).	Daily
		Glass walls, doors and light switches	Daily
	<i>Windows and Blinds</i>	Clean wash windows	Weekly
		Blinds – remove dust and Damp wipe	Daily
	<i>Dusting</i>	Dust all areas needed to be dusted (up to 2m)	Alternate days <b>(Preferably Mon, Wed, Fri)</b>
		High dusting (above 2m)	Weekly
	<i>Waste Collection and Disposal</i>	Empty and clean all waste baskets, receptacles	Continuously
		Remove all waste to a specified and designated area	Continuously
<b>Maintenance workshop, material stores &amp; Railway tracks</b>	<i>Platform areas</i>	Sweep platforms	Daily
		Remove papers and other foreign objects	Continuously
		Spot mopping all painted surfaces	Daily
		<i>Disinfect the platform surface <b>an EPA (Environmental Protection Agency) registered household disinfectant</b></i>	Every 3 hourly
		Empty Dustbins / replace waste bags daily and disinfect	Daily

		Remove litter all the time	Daily
		Dust the workshop Steel structures and machines	Daily
		Wipe off dirt on the signages, fire equipment	Daily
		Sweep the railway tracks (Eastern and western of building area)	Weekly
	<i>Railway tracks.</i> <b>Note: Employees work under protection on tracks and only during the off-peak)</b>	Remove papers and other foreign objects – Clean the railway tracks up to 250m beyond the edges of both sides of the platforms	Weekly
<b>Staff office</b> (Including Walls, Ceilings and Paintwork – all around the depot)	<i>Grass and weeds</i>	Remove Grass and Weeds	Weekly
	<i>Glass and Metal Work</i>	Spot clean glass doors	As necessary
		Clean and polish all bright metal fittings	Weekly
	<i>Windows</i>	Clean wash windows	Weekly
	<i>Surfaces</i>	Spot clean all low surfaces (finger marks, etc).	Daily
	<i>Walls and doors</i>	Glass walls, doors and light switches	Daily
	<b>(High touch surfaces include:</b> Pits handrails, Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks	Disinfect the high touch surface <b>an EPA (Environmental Protection Agency) registered household disinfectant</b>	Continuous
<b>Depot Entrances, Walkways and Corridors</b>	<i>Air vents</i>	dust and wipe air vents once every two months	Every second Month
	<i>All areas around entrances, walkways and corridors</i>	Sweep clean building surrounds.	Continuous
		Dust/wipe clean walls.	Weekly
		Wipe clean signs and Lettering.	Daily
		<i>Disinfect the common surface an EPA (Environmental Protection Agency) registered household disinfectant</i>	Continuous
		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
		Air vents: dust and wipe air vents once every two months	Every second Month
<b>Waste Collection Facility</b>	<i>Refuse Room and Collection Area</i>	Remove Grass and Weeds	Weekly
		Sort the waste and isolate recyclable waste from disposal waste	Daily
		Coordinate the processes of collection of waste (disposal and recyclable) - Call the collection Company and Maintain Records	Daily and as required
		Wash refuse containers	As required
		Wash floors with chemicals.	Daily

		<i>Disinfect all areas with recommended insecticide and EPA registered disinfectant</i>	Weekly
<b>Storm-water Drainage and Channels</b>	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.	Weekly
<b>Parking Area and Common External Areas of the facility</b>	<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 Weed	Weekly
<b>Facility</b>	<b>Areas</b>	<b>Description of Service</b>	<b>Frequency</b>
<b>Horticulture Activity</b>	<i>10m around depot precinct areas next to the building, maintenance workshop, lifting shop, Maintenance pits and parking bays</i>	Standard Tree Maintenance	Weekly
		The feathering up / crown lifting of low hanging branches that may impede staff flow or be a public risk.	
		Clearing of dead, diseased branches that may cause a risk.	
		Prune branches away from the property line of the depot.	
		Clear any branches that may become a risk encroaching over any facilities within the scope range.	
		Shape any tree that may have grown into an unbalanced deformed shape.	
		The contractors will be required to do collecting (clearing, chipping) of all branches, logs and debris from any work site within the Prasa Cres sites.	Daily
		This also to include the sweeping and raking up of all work sites and leave them in a clean and acceptable state.	
		This work of clearing branches, logs and debris will be in Wolmerton Depots, where tree pruning operations have been carried out.	
	<i>All Tarred and Paved surface around the depot</i>	Weeds eradication on paved surfaces: The contractor shall ensure that all the paved and tarred area are weeded out	Weekly
	<i>Garden</i>	Removal of weeds (or unwanted vegetation as shall be confirmed by Environmental Department)	Weekly
		Trimming or pruning of plants and grass.  Rehabilitation of gardens (e.g. mulching, soil loosening and related works), as and when required.	

<b>Hygiene services</b>	<i>Urinal sanitisers refilling, Hand sanitisers refilling, Seat sanitisers, Sanitary bins liners, Sanitary bins sanitisers, Toilet paper; Paper hand towels,</i>	The Contractor shall ensure that the hygiene consumables are always stocked, but not limited to: <ul style="list-style-type: none"> <li>• Urinal sanitisers refilling, Hand sanitisers refilling, Seat sanitisers, Sanitary bins liners, Sanitary bins sanitisers, Toilet paper; Paper hand towels, Air fresheners refilling; Wall bins sanitisers etc. at all time.</li> </ul>	Continuously
	<i>, Air fresheners refilling; Wall bins sanitisers.</i>	Disinfect the common surface <b>an EPA (Environmental Protection Agency) registered household disinfectant</b>	Every 30 minutes
		The Contractor shall ensure that all hygiene equipment is clean and free of obstructions.	Continuously
		The Contractor shall report any broken or Malfunctioning hygiene equipment immediately to the Soft Service Manager.	Weekly
<b>(EMERGING VIRUSES) Deep Cleaning</b>	<i>Workplace Facilities with Suspected/Confirmed COVID 19 cases</i>	Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait for as long as practical before beginning cleaning and disinfection. <b>Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment used by the ill persons</b> , focusing especially on frequently touched surfaces.	As and when required
		Cold/thermal fogging of the interior facilities and external surface including painted, paved, tar, tiles, maintenance areas	Once Daily

## 15. Expectations and Requirements

### GENERAL

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

1. No graffiti on all tiled surfaces and tiled walls *at all times*.
2. All areas are always free of litter and weeds growth (especially the platform area).
3. No bags of litter in any other area within the precinct, other than the allocated refuse area.
4. All areas are free of stains and dust/dirt *at all times*

5. All areas are free of papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, weeds, overflowing dirt bins.
6. All ablution facilities are free of bad odour and smell *at all times*

**OFFICES (Wolmerton Rollingstock, Perway, Signal, Clinic, Train OPS, Pretoria north Depots, Hercules, Capital Park, Signals Depot, Clinic, Perway Depot and Train ops depot *Staff Offices*)**

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

1. Garbage containers are free of dirt/dust, debris and marks.
2. Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
3. Hand soap and paper dispensers are free of dirt/dust, debris and marks and filled with appropriate hand soap and paper product.
4. All carpets are free of dirt/dust, debris and stains.
5. Sinks are free of all dirt/dust, debris and marks.
6. All glass and mirrors are free of dirt/dust, and stains.
7. Windows coverings are free of dirt/dust, and stains.
8. Light fixtures and lenses are free of all dirt/dust.
9. Air vents free of dust/dirt, debris and stains.
10. Desks and flat surfaces are free of dirt/dust, debris and stains.
11. 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 are met DAILY.**

1. Garbage containers are free of dirt/dust, debris and marks.
2. Floors and steps are free of dirt/dust, debris or stains. Floor finishes shine. Floors free water or any spillage.

3. Tables, chairs and/or benches are free of dirt/dust, debris and stains.
4. All glass and mirrors are free of dirt/dust, and stains.
5. Baseboards are free of dirt/dust, build-ups and marks.
6. Window coverings are free of dirt/dust, and stains.
7. Light fixtures and lenses are free of all dirt/dust.
8. Air vents are free of dust/dirt, debris and stains.
9. Walls, doors, shelving, lockers and electrical switch plates are free of dirt/dust, debris and marks.
10. Carpets are free of dirt/dust and stains.
11. All entrances are free of broken glasses.

## **CORRIDORS**

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

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



### **Access and Concourse Areas**

**Requirements:** Access and Concourse Areas within the precinct will be maintained as required below:

1. All access areas and concourses to be scrubbed using an automatic/electronic scrubber and are free of dirt.
2. Spot Cleaning should be done regularly using 750ml poly spray bottles with natural soap/detergent that is SABS approved and with neat mops.
3. Regular mopping where big spillages occurred should be carried regularly using double bucket trolleys with wringer and neat mops.
4. There should be continual use of dust mop sweepers all day to remove dust from the floor surfaces.
5. All walls and surfaces shall be free of dirt and spillages at all times.
6. All glazing in the public areas to be cleaned daily using natural soap/detergent and clean cloths.
7. No plastic/refuse bags to be kept on the Access areas and concourses.

### **External Paved and Tarred areas**

**Requirements:** Concourses within the precinct will be maintained as required below:

1. Regular sweeping of these areas using platform brooms and dirt picked up using metal hooded dust spans.
2. Footpaths must be kept cleaning by sweeping and picking up of dirt using platform brooms and metal hooded dust spans.
3. Storm water channels must be cleaned and free of dirt.
4. All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
5. Surfaces shall always be free of dirt and spillages.
6. No plastic/refuse bags to be kept on the Access areas and concourses.
7. All areas shall be free of grass and weeds.

### **Staff Ablution Facilities – Toilets (Staff Toilets)**

**Requirements:** *Staff ablution facilities will be maintained as required to enable Management, Staff, and any other persons to find the facility in a clean and tidy condition.*

1. Staff ablution facilities must always be kept in a clean and tidy condition and free of bad odour.

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

## Workshop painted surface shop Precinct

### Procedure to clean the Workshop painted floor surface

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

### Cleaning at Heights - Above 2.4m

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

**NB: THE BIDDER IS REQUIRED TO MAKE PROVISION FOR REQUIRED EQUIPMENT, SAFETY LADDERS, HARNESES, CHERRY PICKERS, ETC IN ORDER TO CLEAN THE WINDOWS – TAKE NOTES DURING THE SITE INSPECTION OF WHAT IS REQUIRED TO PERFORM THE TASKS**

#### The service provider shall ensure the following:

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

### Showers and change rooms

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

1. Garbage containers are free of dirt/dust, debris and marks.
2. Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
3. Hand soap, feminine hygiene and paper dispensers are free of dirt/dust, debris and marks and filled with appropriate hand soap and paper product.
4. Tables, chairs and/or benches are free of dirt/dust, debris and stains.

5. All glass and mirrors are free of dirt/dust, and stains.
6. Baseboards are free of dirt/dust, build-ups and marks.
7. Lockers are free dirt/dust, build ups and marks.
8. Window coverings are free of dirt/dust, and stains.
9. Light fixtures and lenses are free of all dirt/dust.
10. Air vents are free of dust/dirt, debris and stains.
11. Desks and flat surfaces are free of dirt/dust, debris and stains.
12. Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.
13. Hand basis, partitions, piping, toilets, urinals, floor drains, are free of dirt/dust, debris, marks and stains and sanitized daily.
14. Washrooms are spot-checked for cleanliness and vandalism as well as re-stocked as needed. Corrections made as needed after on an hourly basis.

**Horticulture services**

1. The cleaning contractor shall be responsible for horticultural service around the Depots precinct.
2. Standard Street Tree Maintenance. The scope of the work to be done is as follows:
  - The feathering up / crown lifting of low hanging branches that may impede staff flow or be a public risk.
  - Clearing of dead, diseased branches that may cause a risk.
  - Prune branches away from the property line of Station.
  - Clear any branch that may become a risk encroaching over any facilities within the scope range.
  - Shape any tree that may have grown into an unbalanced deformed shape.
  - Contractors will be required to do collecting (clearing, chipping) of all branches, logs and debris from any work site within the Prasa Cres sites. This also to include the sweeping and raking up of all work sites and leave them in a clean and acceptable state. This work of clearing branches, logs and debris will be in station, where tree pruning operations have been carried out.
  - Contractors will be responsible for provision of all transport for their workers / employees to all stipulated work sites.
  - Any work undertaken by the contractor that is not stipulated in the tender must in the first instance be discussed and agreed to in writing with the delegated Prasa Cres Project Manager.
  - Weeds eradication on paved surfaces: The contractor shall ensure that all the paved and tarred area are weeded out.
3. Maintenance of gardens shall comprise of:
  - Removal of weeds (or unwanted vegetation as shall be confirmed by Environmental Department),
  - Trimming or pruning of plants,
  - Rehabilitation of gardens (e.g. mulching, soil loosening and related works), as and when required.

## **Hygiene services**

### **Requirements:**

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

### **Stairs and all access ways**

#### **Requirements: Footbridge and stairs will be maintained as required.**

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

### **Parking Areas**

#### **Requirements: Parking areas must always be kept free of:**

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

### **Others**

- a) **Basins** – wet wipe with hard surface cleaner, remove mineral deposits, and fill liquid soap holders and paper hand towel dispensers when needed.
- b) **Blinds** – vertical: remove dust. Horizontal: damp wipe.
- c) **Carpets** – vacuum – high traffic and low traffic. Remove spots and stains as necessary. Interim clean as required. Restorative clean as required.
- d) **Ceilings** – dust and wipe air vents once every two months.
- e) **Chairs** – cloth: vacuum, spot clean as necessary and shampoo as required. Vinyl and leather – dust, daily and damp wipe fortnightly.
- f) **Desks** – natural, unsealed woods – dust. Sealed wood – polish. Scaled wood/glass/Formica – dust or damp wipe daily and polish weekly.

- g) **Doors** – remove finger-marks on glass and push plates daily, dust or damp wipe monthly and damp wipe door handles weekly.
- h) **Electrical Equipment** – dust daily, damp wipe weekly. Wet wipe and rinse inside surfaces of microwaves weekly or as necessary.
- i) **Mirrors** – in washrooms – wet wipe and dry daily or as necessary. Ornamental – use glass cleaner weekly.
- j) **Ovens/Stoves** – wet wipe hot plates with hard surface cleaner daily or as necessary. Use caustic aerosol spray on emulsified oven surfaces monthly.
- k) **Radiators / Aircon** – dust and damp wipe.
- l) **Refrigerators** – damp wipe top daily, damp wipe doors and sides daily.
- m) **Rubbish Bins** – empty and damp wipe daily and remove stains and disinfect weekly, or as necessary.
- n) **Shelves** – dust those that are empty weekly and damp wipe when shelves are cleared as required.
- o) **Sinks** – wet wipe as necessary daily
- p) **Skirting** – Wet wipe with hard surface cleaner weekly and remove stains and/or marks when necessary.
- q) **Tables** – in canteens wet wipe daily, other areas as for desks.
- r) **Taps** – wet wipe with hard surface cleaner daily and remove mineral deposits monthly.
- s) **Telephones** – dust and damp wipe with disinfectant weekly.
- t) **Floors: Resilient**
  - 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.
- u) **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.
- v) **Urinals** – remove litter as necessary. Wet wipe with hard surface cleaner or disinfectant daily. Wet wipe and dry wipe flushing mechanisms daily. Mop step and/or floor at urinal with disinfectant as necessary. Remove mineral deposits from gullies and drains monthly.
- w) **Walls/Windowsills** – Spot clean as necessary. Wet wipe and dry washable surfaces twice annually.

### 13. Measurement of Performance

The Service Provider's performance of cleaning service will be formally measured monthly according to the measurement criteria below.

	FOCUS CLEANLINESS ITEMS	MEASUREMENT
<b><u>MAINTENANCE WORKSHOP</u></b>	Papers, peels, cans/bottles, cigarette butts, leaves, excrement, bad smells, stagnant water, dirt bags, dusty, leaking sewage, rodents, animals (dead or alive)	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (No information at all. Information older than two days).</p> <p>2 = POOR (Notices are handwritten. Information older than expiry date. Notices are not clearly understandable and not informative).</p> <p>3 = GOOD (Minimum of elements present. Obvious sign that the place is cleaned).</p> <p>4 = EXCELLENT (No litter and an extra effort was put in to make the place look more attractive e.g. floor was washed with detergent).</p>
<b><u>ROAD, PAVE AREA</u></b>	Litter and hygiene e.g. Overgrown weeds papers, peels, cans/bottles, cigarette butts, leaves, general dirt, cobwebs, dust, excrement, bad smells, water pools, plastic bags.	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect).</p> <p>2 = POOR (Has not been swept in the last 1-2 hours. Visible signs of accumulated dirt).</p> <p>3 = GOOD (Minimum of elements present or visible sign that place is cleaned).</p> <p>4 = EXCELLENT (No litter and an extra effort was put in to make the place look more attractive e.g. floor was washed with detergent or polished).</p>
<b><u>TRACKS:</u></b>	E.g. papers, peels, cans/bottles, cigarette butts, leaves, plastic bags,	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (Most elements present and a general sense of neglect).</p> <p>2 = POOR (Visible signs of dirt that has accumulated).</p> <p>3 = GOOD (Minimum of elements present/visible sign that tracks are cleaned).</p> <p>4 = EXCELLENT (No litter. Tracks are cleaned at least once per day).</p>
<b><u>TOILETS:</u></b>	Papers, dust, cobwebs, peels, cans/bottles, cigarette butts, excrement on floor, bad	<p>0 = NOT APPLICABLE</p>

	smells, water pools, leaking sewage, rodents, animals (dead or alive), overflowing sanitary bins.	<p>1 = UNACCEPTABLE (Toilets out of order. Toilets not cleaned on daily basis).</p> <p>2 = POOR (Toilets cleaned, but still visible signs of dirt, e.g. dust, cobwebs).</p> <p>3 = GOOD (Obvious sign that toilets are cleaned daily).</p> <p>4 = EXCELLENT (Extra effort is put in to ensure cleanliness, e.g. using detergents).</p>
<b><u>CORRIDOR/WALKWAY</u></b>	E.g. papers, general dirt, dust, mud, water pools, peels, cans/bottles, cigarette butts, leaves, excrement, bad smells, plastic bags, leaking sewage, rodents, animals (dead or alive).	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (Most elements present and a general sense of neglect and no maintenance).</p> <p>2 = POOR (Has not been swept in the last 8-12 hours, visible signs of dirt).</p> <p>3 = GOOD (Minimum of elements present or visible).</p> <p>4 = EXCELLENT (No litter, extra effort was put in to make the place more attractive).</p> <p><b>NOTE:</b> If papers and leaves etc. are present due to wind, it will be taken into consideration.</p>
<b><u>AUTHORISED VERIFICATION POINTS: ACCESS CONTROL AREAS</u></b>	Litter and hygiene e.g. paper, peels, cans/bottles, cigarette butts, dust, bad smells, grime, graffiti, water pools, rodents, animals (dead or alive), overflowing bins for defaced tickets.	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect).</p> <p>2 = POOR (Has not been swept in the last 8-12 hours. Visible signs of dirt accumulated).</p> <p>3 = GOOD (Minimum of elements present or visible signs that the place is maintained).</p> <p>4 = EXCELLENT (No litter and an extra effort was put in to make the place look more attractive e.g. floor washed with detergent and / or polished).</p>
<b><u>PARKING AND EXTERNAL AREA</u></b>	Litter and hygiene - Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, hawkers catering food, overflowing dirt bins.	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect).</p> <p>2 = POOR (Has not been swept in the last 8-12 hours, some elements like papers, cigarette butts, leaves, condoms, etc.).</p> <p>3 = GOOD (Minimum of elements present, hardly any litter present).</p>



		<p>4 = EXCELLENT (No litter and extra effort was put in to make the place look more attractive e.g. shaded parking, painted lines etc.).</p> <p><b>NOTE:</b> If any of the above elements like papers, leaves, etc. is present due to the wind / wind blowing, it will be taken into consideration.</p>
<b><u>HORTICULTURE ACTIVITIES</u></b>	Overgrown grass, vegetation not removed, overgrown weeds, Garden maintenance overgrown trees (10m around the buildings)	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect).</p> <p>2 = POOR (Overgrown grass, vegetation not removed, overgrown weeds, overgrown trees, tree cut-off not removed, not swept off, and/or clean up debris or waste resulting from vegetation control is not removed).</p> <p>3 = GOOD (Minimum of elements present, hardly any overgrown grass /weeds/trees).</p> <p>4 = EXCELLENT (No litter and extra effort was put in to make the place look more attractive e.g. (Tree pruned, No overgrown grass /weeds, No debris /tree cut off on site).</p> <p><b>NOTE:</b> If any of the above elements like leaves, etc. is present due to the wind / wind blowing, it will be taken into consideration.</p>
<b><u>HYGIENE SERVICES</u></b>	Urinal sanitisers refilling, Hand sanitisers refilling, Seat sanitisers, Sanitary bins liners, Sanitary bins sanitisers, Toilet paper; Paper hand towels, Air fresheners refilling; Wall bins sanitisers	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect).</p> <p>2 = POOR (Failure to provide Hygiene services in line with the specified frequency will be deemed as a non-compliance).</p> <p>3 = GOOD (Minimum of elements present, hardly any non-compliances, no unavailability of supplies at the point of use).</p> <p>4 = EXCELLENT (supplies are always available at the point of use and requests for consumable stock to be made timeously).</p> <p><b>NOTE:</b> If the sanitary disposal certificate is not submitted, the sanitary service claims will not be processed.</p>
<b><u>COVID 19 DISINFECTANT SERVICE</u></b>	Disinfect frequently touched surfaces, Disinfect contaminated surface, Disinfect common areas, Disinfect floor surface, Disinfect Ablutions, Disinfect carpeted area, Disinfect Electronics surface, Fogging activity	<p>0 = NOT APPLICABLE</p> <p>1 = UNACCEPTABLE (There is a general sense of no maintenance and neglect and two of the items as per the Emerging viruses disinfection checklist have been covered).</p> <p>2 = POOR (Failure to provide disinfectants services in line with the specified frequency will be deemed as a non-compliance).</p>

		<p>3 – GOOD (Three of the items as per the Emerging viruses disinfection checklist have been covered).</p> <p>4 = EXCELLENT (All of the items as per the Emerging viruses checklist have been covered, and an extra effort was put in place to regularly disinfect the place. There are visible signs of cleanliness).</p>
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#### 14. Special Conditions of Contract

- a. This shall be a **performance-based contract** and shall be for a term of Seven (7) months.
- b. The performance of the contractor **shall be evaluated and assessed on month to month basis** and may be terminated on the ground of poor performance.
- c. Either party may terminate the Contract by giving another party a 30-day calendar month written termination notice.
- d. The Contractor shall provide and use **Totally Degradable Plastic Refuse Bags (TDP)** for daily refuse collection.
- e. The Contractor shall provide and use environmentally friendly (and SABS approved) products/detergents/material as required by PRASA.
- f. The monthly report must at least include the following: consumable stock-count report; staff attendance report; equipment breakdowns; and rectification report, schedules and duties performed, quality control report, staff turnover, customer complaints / compliments, staff disciplinary issues, as well as action plans to rectify any deficiencies
  - The format of the report should be discussed and agreed upon with the Soft Service Manager. The service provider should provide relevant information in a clear and legible format.
- g. The Contractor shall report all personnel shortages to Prasa Cres Representative and provide replacement staff:
  - Personnel shortages must be reported prior to the commencement of any duty shift, or if such shortages only come to light during a shift, such shortage must be reported within 15 (fifteen) minutes of the Contractor becoming aware of such shortage. Replacement staff must be deployed to site within 2 hours of the shortage being reported to Prasa Cres.
- h. The Contract shall be responsible for the efficient performance and for the good conduct of his/her employees whenever they carry out cleaning works at the depot in ensuring adherence to the contract.
- i. The Service Provider shall maintain the contracted number of cleaners at all times to properly fulfil his/her obligation under this Contract.

- j. The Service Provider's employees shall be properly supervised at all times by a supervisor(s) employed for this purpose by the Contractor.
- k. The Contractor shall provide clean and tidy uniforms for all his/her employees. The uniform must be worn by all employees who are engaged to carry out the works under this Contract.
- l. The Contractor's employees shall be identifiable (ID) with appropriate Company's badge and access card displayed all the time with the following information on it:
- The photo of the employee
  - The Name of the Employee
  - The position he or she occupies
  - The Name of the Cleaning Company
  - The Number of the Site Access operating under
  - The Name of the Depot of deployment.
- m. PRASA reserves the rights to monitor time and attendance of the Contractor's employees as well as to give working instruction directly to the Contractor's employees if in the opinion of PRASA this is necessary. This will be done through a dedicated Contracts Manager.
- n. The Contractor shall put in-charge a sound knowledgeable and experience Supervisor for daily operations of the cleaning team. These personnel shall be strong in supervisory and communication skills, initiative, enthusiastic and reliable. The Supervisor may be required to perform duties outside normal working hours and be reachable all the time.
- o. All Cleaner's should be trained to be observant, keen, alert, efficient, willing and pleasant. On the job, observation must be performed by Supervisor on an ongoing basis to ensure that cleaners perform the duties and responsibilities consistently above expectation.
- p. The Contractor ***shall perform cyclic or ad-hoc deep cleaning*** of the depot and the facilities to enhance the level of cleanliness.
- q. The Contractor shall provide all necessary machinery, tools and materials for the proper execution of the work. Such machinery and materials shall be of a high standard and suitable for use in the depot and/or station environment.
- All electrical and non-electrically operated equipment should be SABS approved
  - The Contractor shall supply their own cleaning equipment and chemicals at their own cost.
  - The Contractor shall maintain and ensure availability of Material Safety Data Sheets (MSDS).
  - All cleaning material approved by the client shall always be available for execution of work.
  - PRASA shall ensure availability of supply point for water and electricity, in the event where the water supply is disrupted or PRASA runs out of water the service provider needs to provide alternative means to get water to ensure all facilities are kept cleaned.
  - All safety precautions stipulated by the client shall be strictly adhered to.

## 15. DEFAULT

If the Contractor:

- 15.1. Has abandoned the Contract; or
- 15.2. Repeatedly fails to execute the service in accordance with this contract and PRASA has issued Three (3) notices of default/breach calling upon the Contractor to rectify such breach within Seven (7) days of the notice;

Then PRASA shall be entitled to terminate the contract by giving the Contractor seven-day notice of termination of contract. The contract would therefore automatically terminate at the end of the notice period and Contractor will be required to vacate all PRASA premises without delay.”

## 16. INSPECTION AND REJECTION

All services performed under this Contract shall be subject, before payment, to inspection by PRASA delegated Contract’s Manager who may withhold payment when in his/her opinion any services have not been performed in accordance with the requirement of the Contract.

## 17. SAFETY AND HOUSEKEEPING

- The Contractor ***shall submit a Health & Safety Plan***, which will include Risk Assessment with proposed work method and request for approval for site access (for PRASA CRES’s approval). Only when approval is granted the Contractor shall access to the site for the duration of the contract. *Please the attached Contractor Safety Checklist.*
- Good safety and housekeeping practices shall be entrenched in working methods and practices.
- Compliance with Environmental, Health and Safety Regulations as well as any such regulation prescribed by PRASA. It is the Contractor’s responsibility to know and understand them properly.
- Regular and routine or ad-hoc inspections of compliance with safety and housekeeping shall be undertaken and all necessary correction actions immediately implemented

## 18. MAINTENANCE RECORDS AND REPORTING

- The **CONTRACTOR** shall ensure that ***proper records of equipment, consumables, toilet paper consumption; inspection lists and staff attendance registers are maintained***. These records must be in the depot and made available on request.
- The **CONTRACTOR** shall ***produce monthly reports*** indicating the daily resource deployment for the month, ad-hoc costs, and costs depicting the monthly contract fee, consumable allocation per facility with costing, walk-about findings, non-conformances, and all actions taken.
- **Continual improvement**: This contract encourages the analysis of operations, to identify deficiencies, to introduce new technologies and provide proposals. This is the primary reason why proper record keeping and monthly reporting is prescribed in this contract.

- **Control Documents**: Control documents shall be placed at the Depot Office to confirm that all activities have been carried out as per specifications. These documents are to be signed by the Contractors' cleaning staff daily and must accompany the payment invoice each month. This is to enable Integrated Personnel Management System (IPMS) to determine the details of the cost drivers for this critical function at Depots.
- The Contractor shall also provide the Depot Office with documentation indicating the daily activities, i.e. starting, tea, lunch and finishing time, of the cleaning staff.
- Checking or inspection schedules to be always signed and placed at the cleaner's room.
- The Contractor shall comply strictly with requirements for the cleaning of the railway tracks between platforms at Wolmerton Rollingstock Depot.
- The track cleaning shall be done **UNDER PROTECTION** and with approved Health and Safety Plan.
- The Contractor shall ensure full compliance with all applicable Statutory Regulations of the industry. The following Specific Legislative Requirement will be strictly complied with;
  - The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
  - The Labour Relations Act, 1995 (Act no 66 of 1995)
  - The Occupational and Safety Act, 1993 (Act no 85 of 1993)
  - The National Environmental Management Act (Act no 107 of 1998)
  - National Railway Safety Regulator Act (16/2002)
  - Disaster management Act (no 27/2002)
  - EMERGING VIRUSES Safety Regulations

## **19. Rates of Wages and Payment of Wages**

- a. The minimum wages considered for the purpose of this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour, and that will be taken into consideration at the evaluation stage.*
- b. The contractor shall pay the staff and labour as per this notification/circular. However, if the new notification/circular is issued by the concerned authorities for revision of minimum wages during the current or before finalization of the contract, the Service provider shall be bound to implement the same immediately.*
- c. Prasa as a State-Owned Enterprise has an obligation to uphold the laws and regulations as stated by Government. Prasa Cres reserve the right to audit the wages of contractor's cleaning staff to verify that the contractor is complying with the Labour rates as and when it deems necessary to do so.*

## 20. Labour Law & Obligation of Contractor

In dealing with labour and employees, the Contractor shall comply fully with all laws and statutory regulations pertaining with engagement and payment. Some of the obligations of the contractor are as below for the guidance of contractor.

- a. Payment of wages must be made by no later than the 5<sup>th</sup> and or 20<sup>th</sup> of every month through bank only and same shall be submitted by the nominated representative of contractor and verified by Prasa Cres Facilities in the compliance of Minimum wages Act.
- b. Providing First Aid facilities to contract workers at work sites.
- c. Maintain Register of workers employed and shall ensure that all the workers sign on /off daily in the Prasa Cres Supervisors office without failure. Failure to sign on /off daily on the Prasa Register will result in non-payment.
- d. Issue employment card to contract workers.
- e. To provide all personal protection equipment at its own cost.

## 21. Safety Check list

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

Name of the Contractor :

Project :

Safety File Assessor and Date :

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit if the total project value is - more than R45 Million (If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports and Work Permits for foreign Nationals. Employee register to include home address;		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
	Contact Numbers; Residential Address; Name of Next of kin with Contacts		
6	Approved Organizational Structure		
7	Approved S/HE Policy		
8	Approved COVID 19 Policy / Declaration		
9	Approved S/HE Plan		
10	Risk Assessments for the projects as per project scope approved by the Risk Assessor and they should cover COVID 19 related risk and mitigation measures.		
11	Proof of medical fitness of employees who will be working on the project, from an Occupational Health Practitioner not a General Practitioner (Provide completed Annexure 3 of the Construction Regulations).		
12	Statutory Appointments including competency certificates and CVs e.g. First Aider, SHE Officer, etc.  (Signed by the appointer and accepted by appointee's include CV's and competency certificates)		
13	Tool inspections Checklists and Register		
14	PPE Matrix and Records include COVID 19 PPE Requirements when necessary.		
15	Safe Working Procedures or Method Statements for the scope of work.  The following should also be included: <ul style="list-style-type: none"> <li>- Waste management protocols</li> <li>- Incident reporting procedure.</li> <li>- Emergency procedures</li> <li>- COVID 19 case handling</li> </ul>		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
16	Tool box Talks Templates and contractor's induction material		
17	Equipment Maintenance (Calibrations, Safe Working load certificates and Decontamination or Sanitation Records etc) if applicable		
18	Chemicals substances list; MSDSs for chemicals to be used (14 point format) including Proof of training on MSDS if applicable.		
19	Excavation plan (when applicable)		
20	Scaffolding plan (when applicable)		
21	Declaration of Sub-contractors (when applicable)		
22	Proof of Third Party Liability Cover (Not older than 1 year)		
	<b>Conclusion / Statement of Compliance</b>		

**Note:**

- Contents of the file to be overseen by the SHE Coordinator of the Department
- This document should be used as the standard guideline and all contractors should comply with this guideline
- It is the responsibility of the SHE Coordinator to ensure that all required documents are on file prior to approval
- It is the responsibility of the Department that is overseeing the whole contract process to ensure that
  - A Safety File is implemented at the site where the contractor works,
  - **No contractor's duties are to commence without this file being approved.**
  - The scope of work is discussed with the risk department. This is to ensure that all special details and requirements are addressed when compiling this file.



- The approved file will be kept at the appointed Prasa Cres supervisor over the contractor for the duration of the project.
- For record keeping after the end of project. The file must be filed with the IRM of the department.
- This file should always be readily available.

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

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

## **22. NON-COMPLIANCE TO SPECIFICATION**

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

- If a Team Leader or Supervisor, cleaning staff are, found absent or short, a deduction at the rate of equivalent to **daily wage per employee shall be implemented.**
- If during inspection, the workers are not found in uniform, a penalty of **R 200.00** per employee per day will be imposed.
- If during inspection, the workers are not found in proper PPE (Personnel Protective Equipment) a penalty up to **R 200.00** per employee per day shall be imposed.
- In the case of unavailability of proper chemicals for described usage, a penalty of up to **R 1 000.00** per day shall be imposed.
- In case of unavailability of Hygiene services and disposal for described usage, a penalty of up to **R 1 000.00** per day shall be imposed.
- In the case of unavailability or use of improper hand tools and equipment e.g. mops, duster, sweeper scrubber, carpet deep cleaning machine, leave blower and vacuum cleaner etc. a penalty of **R 1 000.00** per incident per day shall be imposed.
- In the case where the contractor at the prescribed site does not do disposal of cleaning waste, a penalty of **R 1 000.00** per incident shall be imposed.
- In the case where the contractor at the prescribed site is not being cleaned, a penalty of **R 3 000.00** per incident shall be imposed.
- In the case where contractor's employees embark on a strike, a penalty of **R 3 000.00 per Depot or Station** shall be imposed.
- In the case of unavailability of consumables, e.g. Toilet paper, Room Freshener, Liquid Hand Wash etc. a penalty of **R 500.00** per incident shall be imposed.

- k. ~~In the case where the toilet(s) are found smelling bad, not spot cleaned, no signed inspection checklist and toilets are dirty, a penalty of R 1 000.00 per incident shall be imposed.~~
- l. In the case the removal of vegetation and/or tree pruning not done by the contractor at the prescribed schedule, a penalty of **R 2 000.00** per incident shall be imposed.
- m. In the case where the removal of **weeds removal is** not done by the Contractor at the prescribed site, a penalty of **R 1 000.00** per incident shall be imposed.
- n. In the case **deep cleaning services of** not done per specification, a penalty of **R 1 000.00** per incident shall be imposed.
- o. If during inspection the toilet attendant is not at his/her post a penalty of **R 1 000.00** shall be imposed.
- p. In the case where **Emerging viruses disinfectant services** are not done as per specification, a penalty of **R 2 000.00** per incident shall be imposed.
- q. If during inspection the toilet monitoring checklist not filled or not available of **R 200.00** shall be imposed.

### **23. Contractor non-compliances**

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

**PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT WOLMERTON DEPOT & PITS DAY & NIGHT SHIFTS IN NORTHERN GAUTENG REGION**

Item	Depot Name	Total number of cleaners	Cost/Cleaner	Monthly	(Monthly X 5)
	WOLMERTON DEPOT & PITS				
1	Labour as per schedule 4.1.1	28			
2	Supervisor as per schedule 4.1.1	2			
3	Hygiene services as per schedule 2.6	Sum			
4	Cleaning Material and consumables as per schedule 12 & 13	Sum			
5	Safety file (Once Off)	Sum			R 15 000.00
Sub Total Excluding VAT					
Vat 15%					
Total VAT Included					

*N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour, and that will be taken into consideration at the evaluation stage. Number of labour hours per Item must be taken to consideration when quoting.*

*Bidders must make provision for Ten (10) rotational cleaners' hours for weekends & PPH when quoting for Wolmerton Depot.*

**PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT PRETORIA NORTH FM, CTC, OHTE & STAGING YARD DEPOTS IN NORTHERN GAUTENG REGION**

Item	Depot Name	Total number of cleaners	Cost/Cleaner	Monthly	(Monthly X 5)
	PRETORIA NORTH DEPOT				
1	Labour as per schedule 7.1.1	6			
2	Supervisor as per schedule 7.1.1	1			
3	Hygiene services as per schedule 5.4	Sum			
4	Cleaning Material and consumables as per schedule 12 & 13	Sum			
5	Safety file (Once Off)	Sum			R 3 500.00
Sub Total Excluding VAT					
Vat 15%					
Total VAT Included					

*N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour, and that will be taken into consideration at the evaluation stage. Number of labour hours per Item must be taken to consideration when quoting.*

*Bidders must make provision for Two (2) rotational cleaners' hours for weekends & PPH when quoting for Pretoria North Depot(i.e. CTC).*

**PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT HERCULES DEPOTS IN NORTHERN GAUTENG REGION**

Item	Depot Name	Total number of cleaners	Cost/Cleaner	Monthly	(Monthly X 5)
	HERCULES DEPOT				
1	Labour as per schedule 8.1.1	5			
2	Supervisor as per schedule 8.1.1	1			
3	Hygiene services as per schedule 5.3	Sum			
4	Cleaning Material and consumables as per schedule 12 & 13	Sum			
5	Safety file (Once Off)	Sum			R 3 000.00
Sub Total Excluding VAT					
Vat 15%					
Total VAT Included					

*N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour, and that will be taken into consideration at the evaluation stage. Number of labour hours per Item must be taken to consideration when quoting.*

**PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT SIGNAL KOEDOSPOORT DEPOT IN NORTHERN GAUTENG REGION**

Item	Depot Name	Total number of cleaners	Cost/Cleaner	Monthly	(Monthly X 5)
	KOEDOPESPOORT SIGNAL DEPOT				
1	Labour as per schedule 9.1.1	2			
2	Supervisor as per schedule 9.1.1	1			
3	Hygiene services as per schedule 5.6	Sum			
4	Cleaning Material and consumables as per schedule 12 & 13	Sum			
5	Safety file (Once Off)	Sum			R 1 500.00
Sub Total Excluding VAT					
Vat 15%					
Total VAT Included					

*N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour, and that will be taken into consideration at the evaluation stage. Number of labour hours per Item must be taken to consideration when quoting.*

**PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT REBECCA PERWAY DEPOT IN NORTHERN GAUTENG REGION**

Item	Depot Name	Total number of cleaners	Cost/Cleaner	Monthly	(Monthly X 5)
	REBECCA PERWAY DEPOT				
1	Labour as per schedule 10.1.1	3			
2	Supervisor as per schedule 10.1.1	1			
3	Hygiene services as per schedule 5.5	Sum			
4	Cleaning Material and consumables as per schedule 12 & 13	Sum			
6	Safety file (Once Off)	Sum			R 2 000.00
Sub Total Excluding VAT					
Vat 15%					
Total VAT Included					

*N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour, and that will be taken into consideration at the evaluation stage. Number of labour hours per Item must be taken to consideration when quoting.*