



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: 05-04/07/2022

REQUEST FOR QUOTATION (RFQ) Cleaning service provider (one) to clean and sanitize train coaches at Vereeniging, Union, MLPS Braamfontein yard, Elandsfontein, Naledi and Metro Braamfontein staging yard in the South Gauteng Region

SECTION 1: SBD1

PART A INVITATION TO BID

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

BID NUMBER:	RFQ05-04/07/2022	CLOSING DATE:	11/07/2022	CLOSING TIME:	11:00AM
DESCRIPTION	Cleaning service provider (one) to clean and sanitize train coaches at Vereeniging, Union, MLPS Braamfontein yard, Elandsfontein, Naledi and Metro Braamfontein staging yard in the South Gauteng Region				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

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

Hand Delivery at:

30 WOLMARANS STREET

UMJANTSHI HOUSE.BRAAMFONTEIN

2001

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Thope Maphiri
TELEPHONE NUMBER	011 013 1687
E-MAIL ADDRESS	t.maphiri@prasa.com

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	TAX COMPLIANCE		OR	CENTRAL SUPPLIER	MAAA.....

STATUS	SYSTEM PIN:			DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No		

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ 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 ☐ NO

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

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

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

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

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

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE

PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.5. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

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.

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 [**RFQ05-02/06/2022**] 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. ELIGIBILITY CRITERIA

2.1 Only those Respondents who satisfy the following eligibility criteria are eligible to submit quotations as per section 3.

3. 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.

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 VAT.

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;
- Disqualify Quotations submitted after the stated submission deadline;
- Not necessarily accept the lowest priced Quotation or an alternative bid;
- Bids lodged at the incorrect venue that reach the correct venue late will be regarded as late.
- Reject all Quotations, if it so decides;
- Place an order in connection with this Quotation at any time after the RFQ's closing date;
- Make no award at all.
- Award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider should it at PRASA's discretion be more advantageous in terms of, amongst others, cost or developmental consideration; or

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

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions 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:

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 **90 Business 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 adjudication body has approved the process and award of the business to the successful respondent(s), the

validity of the successful respondent(s)' response will be deemed to remain valid until a final contract has been concluded.

15.DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on 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), on CIDB website for construction related RFQ's. (If 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:

17.Mandatory Returnable Documents

Failure to provide all these 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 these Documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

Stage1 & Stage2: Compliance Checklist Requirements for all Services/Goods and works

If you do not submit the following mandatory documents your Proposal/Quote will be disqualified automatically:

No.	Description of requirement	
a)	Price Schedule / Pricing form (Bidders must ensure documents are completed in full).	
b)	Completion of ALL RFQ documentation (includes ALL declarations, SBD documents/ forms and Commissioner of Oath signatures required)	
c)	Bidders to fill and sign the closing/ Submission register on submission of RFQ documents, failure to comply will result into disqualification	

The following documents are non-mandatory and where not submitted, Prasa may request the documents and must be made available at the time of request:

No.	Description of requirement	
a)	Company Registration Documents	
b)	Copies of Directors' ID documents;	
c)	Valid BBBEE Certificate from a SANAS accredited rating agency (Original or Certified) or affidavit signed by the Commissioner of Oath	
d)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin	
e)	CSD report / CSD reference number	
f)	Proof of Bank Account (i.e. cancelled cheque or letter issued by the bank	
g)	Valid and Original, or certified copy of Letter of Good Standing (COID)	

2.1 Stage 3- Price and B-BBEE

Evaluation criteria	Weighting
BBBEE	20
Price	80
TOTAL	100

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

Where:

P_s = Score for the Bid under consideration

P_t = Price of Bid under consideration

P_{min} = Price of lowest acceptable Bid

Evaluation of Preference

Evaluation and final weighted scoring

- a) Broad-Based Black Economic Empowerment criteria [weighted score 20 points] Preference Points will be awarded to a bidder for attaining the B-BBEE status level contribution in accordance with the table indicated in [Section 8 B-BBEE claim form](#).

SECTION 4

PRICING AND DELIVERY SCHEDULE

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

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

Local Content Obligations

Respondents are to note that the Local Content commitments made by the successful Respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local obligations, non-compliance penalties shall be applicable. Breach of Local Content obligations also provide PRASA cause to terminate the contract in certain cases where material non-compliance with Local Content requirements are not achieved.

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 Supplier may not assign or subcontract any part of this order/contract without the written consent of PRASA.

Termination

PRASA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to PRASA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of PRASA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

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 interest¹ 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:

.....

¹ 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.

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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² 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.

SECTION 7

B-BBEE PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [B-BBEE] Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable.

1.3 Either the **80/20** preference point system shall be applicable to this bid.

1.4 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.5 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5.1 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [SANAS], or a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership or more together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Black designated group**” has meaning assigned to it in codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 2.6 “**Black People**” meaning assigned to in Section 1 of Broad-Based Black Economic Empowerment Act.
- 2.7 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.8 “**CIPC**” means the Companies and Intellectual Property Commission, formerly known as CIPRO, the Companies and Intellectual Property Registration Office.
- 2.9 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.10 “**consortium or joint venture**” 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;
- 2.11 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.12 “**co-operative**” means a co-operative registered in terms of section 7 of Cooperatives Act, 2005 (Act No. 14 of 2005)

- 2.13 **“Designated Group”** means - i) Black designated groups; ii) Black People; iii) Women; iv) people with disabilities or v) Small enterprise, as defined in Section 1 of National Small Enterprise Act, (102 of 1996)
- 2.14 **“Designated Sector”** means, sub-sector or industry or product designated in terms of regulation 8(1)(a)
- 2.15 **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.16 **“firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.17 **“functionality”** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;
- 2.18 **“Military Veteran”** has meaning assigned to it in Section 1 of Military Veterans Act, 2011 (Act No. 18 of 2011);
- 2.19 **“National Treasury”** has meaning assigned to it in Section 1 of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- 2.20 **“non-firm prices”** means all prices other than “firm” prices;
- 2.21 **“person”** includes a juristic person;
- 2.22 **“People with disabilities”** meaning assigned to it in terms of Section 1 of Employment Equity Act, 1998 (Act No. 55 of 1998)
- 2.23 **“Price”** includes all applicable taxes less all unconditional discounts.
- 2.24 **“Proof of B-BBEE Status Level of Contributor”** i) the B-BBBEE status level certificate issued by an unauthorised body or person; ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or iii) any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 2.25 **“Rural Area”** i) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or ii) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have traditional land tenure system.

- 2.26 “**QSE**” means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.27 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.28 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.29 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.30 “**Township**” means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994
- 2.31 “**Treasury**” meaning assigned to it in Section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- 2.32 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.33 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.34 “**Youth**” meaning assigned to it in terms of Section 1 of National youth Development Agency Act, 2008 (Act No. 54 of 2008).

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal

points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 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 comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership. Furthermore EMEs may also obtain a sworn affidavit from CIPC (formerly CIPRO) Self Service Terminals when registering a business or filing annual returns. In these instances PRASA would require proof of turnover as well as proof of ownership. Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp.
- 5.3 QSEs that are at least 51% Black owned or higher are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership.
- 5.4 A Bidder other than EME or a QSE that is at least 51% Black owned must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating a Verification Agency accredited by SANAS.
- 5.5 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 5.9 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

6. **BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

6.2 B-BBEE Status Level of Contribution: . =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ☒	QSE ☒
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

8.6 **COMPANY CLASSIFICATION**

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the
- iv) purchaser that the claims are correct;
- v) If a bidder submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have.
 - (a) disqualify the person from the bidding 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) if the successful bidder subcontracted a portion of the bidder to another person without disclosing it, PRASA reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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

(f) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

SECTION 8

COMMISSIONER OF OATH

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON

STAMP :

NAME & SURNAME:

DESIGNATION/RANK :

PERSAL/EMPLOYEE NO:

PLACE/DATE:

SECTION 9

SPECIFICATION/SCOPE OF WORK

Insert Specification / Scope of Work here OR cross-reference to separate Annexure.....

1. INTRODUCTION

- 1.1. PRASA's mission is to provide a dignified travel experience that makes a lasting impression and build brand loyalty – both internally (employees) and externally (customers) – that adds benefit to the passenger. PRASACRES's objective is always to provide commuters with clean coaches. The bidders have an opportunity to tender for cleaning of coaches as set out in the specification below for period of three (6) months.
- 1.2. PRASA aims to provide a safe, comfortable, and efficient transport system to its passengers. Cleanliness of the metro coaches and at international standards is of paramount importance.
- 1.3. PRASACRES cleans and sanitizes the train set at the Naledi Staging yard

PRASA is currently running a reduced service in the region, with an estimate of 2 trains that require cleaning and sanitising. The operations hours during the service is from 5h00 until 20h00.
- 1.4. PRASACRES requires **light cleaning and semi-intensive, and including sanitising** services for all Metrorail and MLPS train sets. These coaches must be at highest level of cleanliness and must be cleaned regularly to provide better travelling environment for the commuters.
- 1.5. PRASA committed through its "*Passenger Charter*" to providing train service that is safe, reliable and with stations that are functional and clean.
- 1.6. An estimated 2400 passengers and estimated 10 on- onboard staff members make use of a single train set per trip. Given the numbers handled by these trains it becomes primary to maintain the cleanliness and hygiene of trains to ensure statutory compliance and provide a better customer experience.
- 1.7. With the trains being for public usage, exposure to various virus, dirt and environment, it is necessary to have suitably qualified contractor to ensure these trains / workmanship restores the highest level of cleanliness and that there is minimal interruption to the public at large

2. BACKGROUND INFORMATION

2.1. Status quo

- 2.1.1. There has been a practice of appointing service providers through quotations within SGR. The coach cleaning function has been outsourced and requires service provider to clean trains in various stations within South Gauteng Region (SGR). The current contract will expire on 21 June 2022.

2.2. Problem Statement

- 2.2.1. Presently PRASA CRES does not have a long-term contract for the provision of light coach cleaning services, semi-intensive and sanitising of trains at turnaround stations in South Gauteng Region. The level of service rendered has declined because of changing service provider within short space of time and this has resulted in standard not achieved. This is not only a health and safety hazard, and inconvenience to commuters but are a risk to business of PRASA and have reputational damage to PRASA. Most importantly, passengers will be exposed to the virus as we learned that COVID19 is commonly found in filthy environments and one of the methods to contribute the fight against this global pandemic as an organisation is to ensure trains are thoroughly cleaned every day and they are environmentally friendly

3. OBJECTIVES OF THE PROPOSED PROJECT

3.1. (Desired outcome for carrying out the proposed project)

- 3.1.1. PRASA intends through the provision of this service to achieve highest quality standard of cleanliness of the trains.
- 3.1.2. To ensure that trains are environmentally friendly and pleasing for passengers and, and that trains are clean and hygienic.
- 3.1.3. To ensure that the cleaning processes and methods complies with environmental and safety standards.
- 3.1.4. As we are faced with the global pandemic COVID -19, it is imperative to ensure that trains are light cleaned and sanitised to mitigate the risk of the spread of virus that might affect anyone who is train user including PRASA employees.
- 3.1.5. Improve service turnaround times to ultimately provide a better passenger experience and will uphold PRASA to be a public transport mode of choice.

3.2. Project benefits to PRASA

- 3.2.1. Clean PRASA trains at turnaround and at staging yards

3.2.2. Being in complaint with Occupational Health and Safety Standards

3.2.3. Continuation of semi-intensive coach cleaning services deep cleaning and light cleaning by experienced cleaning service provider.

3.2.4. Receiving a service from companies whose services are their area of expertise and are experienced in performing the tasks safely and thus can accomplish them efficiently

3.3. Current mechanisms in place to address the problem

3.3.1. There is no cleaning contractor appointed through RFQ to light clean and sanitize metro coaches at turnaround since the resumption of the service. SGR has however deployed some cleaners from Braamfontein to assist with cleaning of coaches as a stop gap measure. The sanitization contract was appointed in the interim to sanitize and decontaminate trains in all PRASA CRES Trains in the region. The cleaning process is closely supervised by both PRASACRES and Service providers Supervisors to ensure the contractual obligations are met as per contractual agreement.

4.1. Scope of desired solution

4.1.1 The scope of work shall cover light and semi-intensive cleaning and sanitising services of the entire fleet at turnaround stations. PRASA through tender process will invite professional cleaning companies hereinafter called “the Tenderers” to submit a tender for providing cleaning services for all train sets staged at turn around staging yard and turnaround stations during the day. The bullets below indicate the type of services required:

- Light Cleaning
- Semi intensive
- Sanitization

4.1.2 The service provider shall provide light, semi-intensive train cleaning and sanitising services during the day and night, on weekdays and weekends. The train cleaning is done to enhance the level of cleanliness

4.2. Extent and coverage of the Proposed Project

4.2.1. The required service shall be undertaken at:

Table: 4.2.1: List of Turnaround Stations

ITEM	Staging yard	CORRIDOR	CORRIDOR OPERATIONAL (Yes/No)
1	Vereeniging	Vereeniging to Union line	Yes

2	MLPS Braamfontein yard	Braamfontein to East London, Port Elizabeth, and Musina	Yes
3	Metro Braamfontein yard	Staging yard for maintenance purposes	Yes
4	Naledi staging	Naledi to Johannesburg	No, will resume in three months
5	Elandsfontein	Lerralla to Germiston	No, will resume in three months

NB: Disclaimer

Bidders should note that not all stations and trains are currently operational, the appointed bidder will therefore clean trains at staging yard that are operational and will invoice and be paid only for work done. As and when stations and trains operate ongoing, the appointed service provider will be expected to clean the operating trains at the station as and when they open and operate.

4.2.2. The table below illustrates a projection of the number of train sets cleaned per day with a total number of staff required per corridor.

NOTE: A set working schedule will be made available to the successful bidder that clearly indicates the arrival and departure time of all train sets (day).

Table 4.2.2: Number of Staff required for services

NB: The location and hours of work, schedule and shift is subject to change.

A set working schedule will be made available to the successful bidder that clearly indicates the arrival and departure time of all train sets.

Table 1: Staging yard

Staging Yard	Service Required	No of cleaners	No of trains per day
Vereeniging	Semi intensive cleaning and Light cleaning	4	4 trains
Union	Semi intensive cleaning and Light cleaning	2	2 trains
MLPS Braamfontein yard	Semi intensive and Light cleaning	20	15 train sets
Metro Braamfontein yard	Semi intensive and light cleaning	4	Estimated 2 sets per day
Naledi staging yard	Semi intensive and light cleaning	4	4 Train sets
Elandsfontein	Semi intensive and light cleaning	4	4 train sets

Table 2

The extent coverage of the proposed project estimated receiving times and handover times

Staging yard	Receiving times	Hand over times
Vereeniging	07H30	08h30
Union	07h30	09h30
MLPS train yard	07h30	10h30
Metro train yard	07h30	11h30
Naledi staging yard	07h30	11h30
Elandsfontein	07h30	11h30

4.2 The staffing Plan and Shift system

4.3.1. It must be noted that PRASA operates 7 days a week and including public holidays, any extended operating hours will be negotiated with the service provider should such requirements be deemed necessary during High Peak Periods (HPP). The total cleaning staff/personnel to be provided in this specification is thirty-eight (38) excluding (2) supervisors as per the table below.

Table 2. Number of staff required per shift per day

	Description	Total Number of Cleaners	Staging yards name	First Shift (Day)	Second Shift (Night)
			MLPS, Metro Braamfontein, Vereeniging, MLPS yard, Naledi and Elandsfontein		
1	Cleaners	38		07:00 – 16:10	19h00-04h00
2	Supervisors	2		07:00 -16:10	-19h00-04h00

NB: 1 Supervisor per shift is required

1. SPECIFICATION OF THE WORK, PRODUCTS OR SERVICES REQUIRED

5.1 Description of service and frequency

5.1.1. Semi Intensive Cleaning – Is the sweep cleaning and properly mopping with water and cleaning detergent of the train in the interior without leaving the mopping marks

5.1.2. Sanitization – using an appropriate chemical to spray hard surfaces to reduce the occurrence and growth of bacteria.

5.1.3 The specification below provides for the provision of the following services and service frequency as a minimum contract requirement. However, the service provider may employ the best innovation and best cleaning methods which will assure the highest level of cleanliness of train sets.

6.1	LIGHT CLEANING	
		Frequency
a.	Wet Microfiber cloth having water and specified cleaning agent. No area should be left	Daily
b.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and the surface is cleaned.	Daily
c.	Clean all corners and no area shall be left. Special tools may be required for cleaning non-accessible areas. Wipe all the interior panel with wet microfiber cloth	Daily
d.	Ensure that there is no water mark, dust, fingerprint; bubble gum should be left behind.	Daily
NB	- <i>Do not spray the water due to danger of high voltage equipment e.g., Heaters</i> - <i>25 litres of water are only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i>	
6.2 LIGHT CLEANING (EXTERNAL)		
a.	Wet Microfiber cloth/long handle brush broom having water and specified cleaning agent. No area should be left	Daily
b.	Scrub the area with microfiber cloth /long handle brush broom such that adamant marks, dirt are removed, and the surface is cleaned.	Daily
c.	Wipe the motor coach /plain trailer external body thoroughly with wet cloth.	Daily
d.	The Cab-External should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface.	Daily
e.	Clean all corners and no area shall be left. Special tools may be required for cleaning non-accessible areas. Wipe the entire Exterior body panel with wet microfiber cloth / long handle brush broom.	Daily
f.	Wipe off the coach body and leave to dry but do not use hose pipes	Daily

NB	- <i>The chemical to be used shall not be detrimental to the paint. The Contractor to acquaint himself/herself with the specifications of the Client preferred chemical list. Any other chemical shall be approved by the Client prior to being used.</i> - <i>Use only insulated material handle of mop and squeegee.</i> - <i>Do not spray the water due to danger of high voltage.</i> - <i>25 litres of water is only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i>	
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5.2.3 Drivers/Guard Cab Interior Panels, Door Panels, Coach Interior Panels and Window Glasses/Screens

a.	Ensure all windows and doors are closed before and after cleaning.	Daily
b.	Wet all the interior panels, window glasses with wet microfiber cloth having water and specified cleaning agent. No area should be left.	Daily
c.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and surface is cleaned.	Daily
d.	Clean all corners and no area shall be left.	Daily
e.	Wipe all interior panels with wet microfiber cloth.	Daily
f.	Ensure that no grease, no dust, no water, no gum, no graphite, no black spot, and no dirty marks should be left behind.	Daily
g.	All the interior panel and window glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface.	Daily
NB	- <i>No sharp knife for gum removal</i> - <i>25 litres of water are only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i>	

6.3 Interior Drivers Cab and Windscreen

a.	Wet the surface with microfiber mop soaked into water and specified cleaning agent.	Daily
b.	Squeegee the water with window squeegee.	Daily
c.	Use only insulated material handle of mop and squeegee.	Daily

6.4 Interior Floor Cleaning (Driver's cab and Interior Coach body)

a.	Clean the dust with broom / long feather duster to remove dirt from seats, behind heaters, in between seats, luggage racks and windowsills. Sweep clean the floor to be free of papers, tins, bottles, cigarettes butts, sweet papers, peanut shells, scrap bubble gum.	Daily
b.	Wet area with water and diluted specified cleaning agent.	Daily
c.	Scrub the floor thoroughly; wipe off the cleaning solution and dirt.	Daily
d.	Mop the floor with mop soaked with clean water.	Daily
e.	Ensure that no tissue, litter, footprint, bubble gum, dirt mark, water traces should be left behind.	Daily
f.	Apply the high shine Floor Polish with a clean mop and let it dry.	Daily
NB	- <i>The chemical to be used shall not be detrimental to the paint. The Contractor to acquaint himself/herself with the specifications of the Client preferred chemical list. Any other chemical shall be approved by the Client prior to being used.</i> - <i>No sharp knife for gum removal.</i> - <i>No stripes on the floor after cleaning.</i> - <i>Please avoid any water or detergent penetrating heaters and other electrical equipment</i> - <i>25 litres of water are only allowed to be used for only 2 coaches- after every 2 coaches water need to be changed</i>	

6.5 Exterior Window glasses / Cab Windscreens

a	Ensure all windows and doors windows are closed before and after cleaning.	Daily
b	Wet all the exterior panels, window glasses with wet microfiber cloth having water and specified cleaning agent. No area should be left.	Daily
c	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and surface is cleaned.	Daily

6.6 Seats, Grab Holes, Luggage racks and Handles (Driver's cab and Interior Coach body)

a.	Clean the dust with broom / long feather duster to remove dirt from seats, behind heaters, in between seats, luggage racks and windowsills. Sweeps	Daily
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	clean the floor to be free of papers, tins, bottles, cigarettes butts, sweet papers, peanut shells, scrap bubble gum.	
b.	Wet the areas with water and specified cleaning agent.	Daily
c.	Scrub the seats/grab holes/handles with hand soft scrubbing pad and wipe off the seats with microfiber cloth	Daily
d.	Ensure that grease, dust, fingerprint, water trace, bubble gum, black spot, dirt marks should be left behind.	Daily

Semi Intensive Cleaning (Day and Night shift)

6.7 Semi Intensive		
a.	Ensure all windows and doors are closed before and after cleaning.	Daily
b.	Wet all the interior panels, window glasses with wet microfiber cloth having water and specified cleaning agent. No area should be left.	Daily
c.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and surface is cleaned.	Daily
d.	Clean all corners and no area shall be left.	Daily
e.	Wipe all interior panels with wet microfiber cloth.	Daily
f.	Ensure that no grease, no dust, no water, no gum, no graphite, no black spot, and no dirty marks should be left behind.	Daily
g.	All the interior panel and window glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface.	Daily
NB	<i>No sharp object for gum removal rather uses scrappers</i>	

6.6 Semi Intensive Cleaning		
		Frequency
a.	Clean the dust with broom / long feather duster to remove dirt from seats, behind heaters, in between seats, luggage racks and windowsills. Sweeps clean the floor to be free of papers, tins, bottles, cigarettes butts, sweet papers, peanut shells, scrap bubble gum.	Daily
b.	Wet area with water and diluted specified cleaning agent.	Daily

c.	Scrub the floor thoroughly; wipe off the cleaning solution and dirt.	Daily
d.	Mop the floor with mop soaked with clean water.	Daily
e.	Ensure that no tissue, litter, footprint, bubble gum, dirt mark, water traces should be left behind.	Daily
f.	The specified polishing shall be done after Internal Heavy Cleaning is done	Daily
g.	Apply the polish and polish the surface. The surface should be shining after the application of polish.	Daily
NB	• <i>The chemical to be used shall not be detrimental to the paint. The Contractor to acquaint himself/herself with the specifications of the Client preferred chemical list. Any other chemical shall be approved by the Client prior to being used.</i> • <i>No sharp knife for gum removal.</i> • <i>Please avoid any water or detergent penetrating heaters and other electrical equipment</i>	
6.7 Semi Intensive (Drivers Coach/Motor Coaches)		
a.	Wet the areas with water and specified cleaning agent.	Daily
b.	Scrub the seats/grab holes/handles with hand soft scrubbing pad and wipe off the seats with microfiber cloth	Daily
c.	Ensure that grease, dust, fingerprint, water trace, bubble gum, black spot, dirt marks should be left behind.	Daily
d.	Where there is known blood or bodily fluid contamination (e.g., spills of vomit or faecal matter) spills should be cleaned immediately and any contaminated surfaces cleaned and disinfected.	Daily
e.	All gauges and meter instrument in the drivers' cabs should be dusted and follow with a damp cloth dipped in clean water mixed with detergent to remove stains.	Daily
NB	• <i>No sharp object for gum removal</i>	

6.8 Semi Intensive		
a.	Wet Microfiber cloth having water and specified cleaning agent. No area should be left	Daily
b.	Scrub the area with microfiber cloth such that adamant marks, dirt are removed, and the surface is cleaned.	Daily
c.	Clean all corners and no area shall be left. Special tools may be required for cleaning non-accessible areas. Wipe all the interior panel with wet microfiber cloth	Daily
d.	Ensure that there is no water mark, dust, fingerprint; bubble gum should be left behind.	Daily
NB	<i>Do not spray the water due to danger of high voltage equipment e.g., Heaters</i>	

5.1.4 Daily standard cleaning procedures (light cleaning and Semi-intensive cleaning)

Step 1	Step 2
Removal of litter - Litter must be removed from the coaches and placed into the litter bags. - Litter bags must be placed in the waste bin in a specified area	Floors Must be swept and mopped to ensure visible dirt is removed, if there's visible spillage of the spot must be wiped with wet cloth
Step 3	Step 4
Seats must be dusted with cloth or feather dusted to ensure dust is removed	Windows must be opened until the cleaning process is complete
Step 5	Step 6
Handrails - must be dusted with feather dust or cloth to remove dust	Luggage racks – must be dusted with feather dust or cloth to ensure dust is removed

Step 7	Step 8
Sanitization The coaches must be sanitized with chemical not harmful to humans	Handover Process Train must be handed over to customer service

4.3.1. It must be noted that PRASA operates during weekdays and including public holidays, any extended operating hours will be negotiated with the service provider should such requirements be deemed necessary during High Peak Periods. The total cleaning staff/personnel to be provided in this specification is thirty-two (32) excluding two (2) supervisors as per the table below.

Table 4.3.1: Number of staff required per shift per day

	Description	Total Number of Cleaners	Turn Around Station Name	First Shift (Day)	Second Shift (Night)
1	Cleaners	38	As per the stations listed on Table 4.2.2	07h00 – 16h00	16h00 -20h00
2	Supervisors	2			

NB: 2 Supervisor per shift is required

5.1.4 Daily standard cleaning procedures (light cleaning) in case of blue sets issued the cleaning procedure will be furnished to the preferred bidder.

Step 1	Step 2
Removal of litter - Litter must be removed from the coaches and placed into the litter bags. - Litter bags must be placed in the waste bin in a specified area	Floors Must be swept to ensure visible dirt is removed, if there's visible spillage of the spot must be wiped with wet cloth

Step 3	Step 4
Seats must be dusted with cloth or feather dusted to ensure dust is removed	Windows must be opened until the cleaning process is complete
Step 5	Step 6
Handrails - must be dusted with feather dust or cloth to remove dust	Luggage racks – must be dusted with feather dust or cloth to ensure dust is removed
Step 7	Step 8
Sanitization The coaches must be sanitized with chemical not harmful to humans	Handover Process Train must be handed over to customer service

6. Cleaning Material, Consumables, Tools, and Equipment

6.1.6 This section provides ONLY guideline for the type of cleaning material and consumables and type of equipment and tools which will guarantee that the requirements by PRASA can be satisfied. The service provider may employ the best innovation and best cleaning methods which will assure the highest level of cleanliness of train sets.

Cleaning Chemicals	Tools and Equipment
Cleaning detergents	Scrappers
Sanitising chemical – require specifying the contents of the chemical- not harmful to human or environment.	Spry bottles / or 10 litter back packs
All-purpose liquid cleaner 25ltr (per week)	Buckets 20 litre
Refuse bags (40 micron)	Dust Musk's
Stripper	Mutton cloth
Air freshener	Soft brooms

Steel Wool	Mop sticks
	Mop heads (industrial)
	Carpet Brooms and squeegee cleaners
	Protective gloves
	Feather dusters

The below is a summary of requirement as per the special conditions of contract and indicating the items applicable to local content requirement.

PROJECT NAME: CLEANING AND HORTICULTURAL SERVICES			
Items	100% LOCAL CONTENT FOR TEXTILE Description	Minimum Threshold for Local Content	Qty
1	Rain Suits	100%	
2	Cloth Mask	100%	
3	Coat (Two piece)	100%	
4	Pants (Two piece)	100%	
5	Reflective vest / Bibs	100%	
6	Safety foot ware (boots /shoes)	100%	
8	Face Shield	100%	

Tenderers are encouraged to use locally produced uniform as per the local content of DTI.

a. LC Requirements in Bid Documents

- i. It is a requirement that the following documents be listed as mandatory returnabledocuments, whenever a minimum threshold for LC is required:
- ii. Declaration Certificate for Local Production and Content [SBD 6.2]; and
- iii. Annexure C – Local Content Declaration: Summary Schedule.
- iv. The following documents are supporting schedules and may be requested as essentialreturnable documents if PRASA would like to verify them for a particular bid:
- v. Annexure D – Imported Content Declaration: Supporting Schedule to Annexure C; and
- vi. Annexure E – Local Content Declaration: Supporting Schedule to Annexure

7.Tender Requirements

7.1 Equipment, Consumable and Tools

- a) The Contractor shall undertake to provide and use environmentally friend (and SABS approved) products/detergents/material as required by PRASA.
- b) All electrical and non-electrically operated equipment should be SABS approved.
- c) The Contractor shall supply its own cleaning equipment and chemicals at their own cost.
- d) The Contractor shall maintain and ensure availability of Material Safety Data Sheets (MSDS) to be available.
- e) All cleaning material approved by the client shall be always available for execution of work.
- f) All safety precautions stipulated by the client shall be strictly adhered to.
- g) PRASA will inspect the condition of the cleaning material and equipment.
- h) 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 reliable for use in the environment.

7.2 Employees Identification

The Contractor employees cleaning PRASA stations under this Contract shall be identifiable (ID) with appropriate Company's badge and access card displayed all the time whilst on premises with the following information on it;

- a) The photo of the employee
- b) The Name of the Employee
- c) The position he or she occupies
- d) The Name of the Cleaning Company
- e) The Number of the Site Access operating under
- f) The Name of the area of deployment.

7.3. A name list of all employees, who are to be employed on this contract as well as their replacement must be furnish beforehand.

7.4. 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

7.5. If in the opinion of PRASA this is necessary. This will be done through a dedicated project Manager.

7.6 Compliance with act and regulations

- The Contractor's employees must observe all reasonable instruction of the PRASA Delegated Contract's Manager. The Contractor shall ensure full compliance with all applicable Statutory Regulations of the industry. The following Specific Legislative Requirement will be strictly complied with.
 - a) The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
 - b) The Labour Relations Act, 1995 (Act no 66 of 1995)
 - c) The Occupational and Safety Act, 1993 (Act no 85 of 1993)
 - d) The National Environmental Management Act (Act no 107 of 1998)
 - e) National Railway Safety Regulator Act (16/2002)

7.7 Rubbish collected from trains and its removal

- a. Rubbish collected from trains must be put in rubbish bags (black bags) using 40 microns.
- b. Under no circumstances may rubbish be swept onto the tracks, or between platforms.
- c. All collected rubbish must be removed from the staging yard after each shift work by the contractor to a designated area.

7.8. Equipment and material

- a. All materials must be kept in a good condition and needs to be replaced when necessary. When a PRASA CRES Coach cleaning supervisor / representative found equipment in a poor state the contractor will have to replace the equipment within 24 hours. All equipment utilised must be SABS approved.
- b. The supervisor of the contractor must be always reachable. The cell number must be made available to PRASA CRES should the contact details for any reason change PRASA CRES should be updated with the new number.

7.9. Locking of doors

- a. Once all coaches are cleaned the coach doors are to be locked.
- b. Drivers and Guards cabs / vans doors must also be locked once cleaned.

7.10. Tidiness of yard / station

- a. The contractor should keep the yard where he/she is always performing the cleaning function clean and neat.
- b. Under no circumstance should be dirt, papers, rubble be swept out of coaches onto or between the tracks and/platforms. PRASA CES staff will do random inspections on the condition of the yards.
- c. Contractor to clean the staging yard every day, removing all visible dirt on the area where he/she is cleaning trains

7.11. Identifiable Uniform and staff behaviour

- a. The employees of the contractor must always wear neat and tidy uniform. The companies name printed on the back of the uniform.

MINIMUM PPE REQUIREMENTS

- Overalls
- Safety Boots/Shoes
- Reflector Vests
- Rain suits
- Cloth Masks
- Rubber Hand Gloves
- Goggles/ face shield

7.12. Material and personnel

- a. The contractor shall at his/her own cost, provide the necessary material, equipment/tools and personnel, transport to carry out the required work to the satisfaction of PRASA CRES.

7.13. Safety

- a. The contractor to issue employees with SABS approved identifying safety uniform, reflective bibs, safety boots and dust masks that are worn by contractor's cleaners at all times(including identity cards)
- b. Supervisor to be on premises on daily basis with working contact cell phone and the cell number should be provided to the relevant PRASA CRES official
- c. Contractor and his personnel to undergo safety orientation training for the people working in operational areas within PRASA premises prior to commencement of contract.
- d. The contractor will be working under and adjacent to 3KV DC overhead lines and crossing of railway lines.
- e. Prior to the commencement of work, all personal will be inducted, as per the following:
 - The use of stepladders on the ballast in the yard (a non –conductive material the stepladder not longer than 1.5 meter)
 - The use of water while the Train set is powered or LIVE. (No hose water pipe to be used).
 - Lighting of Train set and shutting down of Train set.
 - The necessary training to be done prior to the commencement of the contract and all new employees during the duration of the contract should be trained as well.
- f. Safety boots shall be always worn, PRASA CRES will not be held responsible for any injuries.
- g. No cleaning of the roof of the trains and underframes.
- h. Material Data sheet of all chemical to be used, at all-time should be made readily available
- i. Where stepladders are used, service provider shall ensure that the ladders used are applicable and accepted by supervisors. And must be used in a safe manner.
- j. Tools / equipment shall always be kept in a good condition.
- k. Torches are to be made readily available in the unlikely event of train lights turned off, this the service provider shall ensure such equipment is supplied to all staff cleaning at night to assist in cleaning of the set at his/her own cost.

- k. The Contractor shall submit a Health & Safety file using the provided checklist in Table below which will include Risk Assessment with proposed work method and request for approval for site access (for PRASACRES's approval). Only when approval is granted, and induction is completed shall the Contractor be granted access to the site for the duration of the contract.
- l. good safety and housekeeping practices shall be entrenched in working methods and practices.
- m. Compliance with Environmental, Health and Safety Regulations as well as any such regulation prescribed by PRASA. It is the Contractors responsibility to know and understand them properly.
- n. Regular and routine or ad-hoc inspections of compliance with safety and housekeeping shall be undertaken and all necessary correction actions immediately implemented.

7.14. SHEQ Compliance

- a) The contractor shall keep on site a SHE is working file where all records generated during the project are kept. This file must always be available on site. The file will include all SHE related records, records of communication with the client (PRASA) toolbox talks, Inspection sheets, risk assessment etc.

The Contractor shall submit a SHE files according to the attached safety checklist.

A representative from PRASA has a right to do the following:

- Request the file at any given time
- Inspect the SHEQ documents at any given time
- Stop the work if he/she finds necessary or convinced that SHE is compromised

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

3	Employee List	- Only employees who will be working in Metrorail premises under the project. - ID Copies to be provided. (Persons without SA Citizenship to provide a valid work permit) - Next of kins information to be provided (name, contact, address, etc.)		
4	Organization Structure	- Organization structure to be in line with the specific project. (Cleaning of facilities/Buildings) - To start with the CEO/MD and followed by workers		
5	SHE Policy	To be signed by company most senior manager.		
6	SHE Plan	- SHE Plan to be in line with PRASA SHE specifications and relevant to the scope of work. - To be acknowledged by PRASA project team leader.		
7	Risk Assessments	- Department to provide a baseline risk assessment for the project to the contractor as per CR 2014. - Contractor to provide a detailed risk assessment based on scope of work. (Activity based) Note: prior to commencement of the work, PRASA Project team leader together with the contractor must conduct a start-up risk assessment taking into consideration the risk identified on the baseline and on the contractor risk assessment		

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
8	Tool Registers	<i>The list of all tool and equipment's that the contractor will use for the project.</i>		
9	SHE Induction Records	<i>SHE induction records to be on file</i>		
10	Proof of medical fitness	- Valid proof of medical fitness to be on file - Only Medical results issued and stamped by Occupational Health Doctor/Practitioner/Clinic will be accepted.		
11	Appointments	- All Appointment letters to be in line with OHS Act and applicable regulations. - Each appointment to be accompanied by proof of competency		
12	Tool inspections	<i>Inspection template of all tools to be on file. The inspections template must be linked to the tool list provided.</i>		
13	PPE Matrix	<i>A document indicating the contractor's positions and the applicable PPE to each position as per risk assessment outcome.</i>		
14	PPE Records	<i>Proof that employee was issued with the necessary PPE.</i>		
15	Training Records	<i>All other training records applicable to the scope.</i>		
16	Method Statement	<i>A detailed description of how work will be performed.</i>		
17	Safe Working Procedures	<i>Working instructions.</i>		
18	Toolbox Talks	<i>Proof that the system exists. Contractor to maintain this system throughout his duration of contract.</i>		
19	Equipment Maintenance (Calibrations, Safe Working load certificates etc)	To be on file		
20	Chemicals substances list	<i>All chemicals that will be used by the contractor to be documented and filed included on file</i>		
21	MSDS	<i>As per chemical list</i>		
23	Proof of training on MSDS	<i>All employees using the chemical to be trained. Copies of the MSDS to be where employees are using the chemical.</i>		
24	Declaration of Sub-contractors	<i>The principal contractors must declare if subcontractor will be appointed. Subcontractors are required to submit the safety file for their company.</i> <i>The declaration to be on file.</i>		

7.15. Maintenance records and reporting

- a) The CONTRACTOR shall ensure that proper records of equipment, consumables, consumption; inspection lists and staff attendance registers are maintained. These records must in the Depot Managers office and made available on request.
- b) 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.
- c) 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.
- d) Control Documents: Control documents shall be placed at the Station Mangers 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.
- e) The Contractor shall also provide the Station Managers 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.

Final Summary of Pricing Schedule/Bill of quantities

The tender amounts provided below must include ALL COSTS for providing coach cleaning in various staging yards. The quoted amount shall further include tools and equipment, uniform, labour, chemicals and all necessary material needed to offer the services Contractor undertakes to adhere in terms of section 6 (5) of the National Minimum Wage Act of No. 9 of 2018 amend the national minimum wages contained in schedule 1 and schedule 2 of the National Minimum Wage Act, published under Government Notice No 43026 of 17 February 2020, in accordance with the schedules here to and fix the 1 March 2021 as the date on which amendment shall be come binding, failure to adhere to this law / gazette will result in termination and cancellation of contract.

BILL OF QUANTITIES

The contract price below must include **schedule coaches as per SPECIFICATION** as well as staffing, operations (, uniform and consumables).

CLUSTER 1

Cost Breakdown per cleaners and material

Staging yards	Cost structure breakdown
Vereeniging	R
Braamfontein Metro	R
Braamfontein MLPS	R
Naledi staging yard	R
Elandsfontein	R
Sanitization cost	R
Material cost	R
Labor cost	R

SUB TOTAL

ADD TAX

R

GRAND TOTAL

R

Compiled by: IPOTSENG MAKOTWANE

COACH CLEANING MANAGER: PRASA CRES: SGR

DATE: 28/06/2020

