



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: [COMM-STAT/08/2026]

REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES AT 4 COMMUNITY STATIONS IN NGR FOR A PERIOD OF 12 MONTHS

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

BID NUMBER:	COMM-STAT/08/2026	CLOSING DATE:	03 SEPTEMBER 2026	CLOSING TIME:	12:00PM
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES AT 4 COMMUNITY STATIONS IN NGR FOR A PERIOD OF 12 MONTHS				

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	Thulisile Shabangu
TELEPHONE NUMBER	012 748 7571
E-MAIL ADDRESS	CresNGR.Quotation@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 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?	☐ 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, 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.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

NB:

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

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

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

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

2 COMMUNICATION

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

3 BIDDERS COMPLAINTS PROCESS

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

- 3.1.1 Bid/Tender Description
- 3.1.2 Bid/Tender Reference Number
- 3.1.3 Closing date of Bid/Tender
- 3.1.4 Supplier Name;
- 3.1.5 Supplier Contact details
- 3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

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

5 CHANGES TO QUOTATIONS

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

6 PRICING

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

7 BINDING OFFER

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

8 DISCLAIMERS

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

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

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

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

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

9 LEGAL REVIEW

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

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

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

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

11 PROTECTION OF PERSONAL DATA

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

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

12 EVALUATION METHODOLOGY

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

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 60%
Stage 3	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

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), 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:

16.1. Mandatory Returnable Documents

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

SECTION 3

1 EVALUATION CRITERIA:

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

Stage 1A – Mandatory Requirements

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

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

No.	Description of requirement	
a)	Price Schedule and Pricing form (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.	
b)	Joint Venture, Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable.	
c)	Compliance with the latest circular of the gazetted labour rate for Contract cleaners, in accordance with section 6(2) of the National Minimum Wage Act, No. 9 of 2018.	

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)	Completion of ALL RFP documentation (includes ALL declarations)	
b)	Valid Letter of Good Standing (COIDA) issued by Department of labour / licensed compensation insurer as contemplated in the COID Act 130	
c)	Supply of valid SARS Pin	
d)	CSD supplier registration number	

1. STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 60% as per the standard Evaluation Criteria presented in Table 23 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in the below table 26 below:

ITEM	CRITERIA	WEIGHT
1.	COMPANY'S TRACK RECORD	35
2.	COMPETENCY AND EXPERIENCE OF KEY PERSONNEL	35
3.	FINANCIAL CAPABILITY	30
	TOTAL	100

Table 26: Technical Evaluation Criteria

1.1. Technical / Functionality Requirement

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 Specific Goals.

Technical / Functionality will be evaluated against the following detailed requirements:

CRITERIA	SUB-CRITERIA	SCORES	WEIGHT
1. COMPANY'S TRACK RECORD	Bidders should indicate the experience of previously completed and ongoing Projects within the	Bidder(s) will score:	35

Cleaning or Cleaning and Hygiene or Cleaning and Horticultural/Gardening sector for the past **15 years (i.e. 2011 to date)**. Only projects with a minimum contract value of **R 150, 000.00 and a minimum contract duration of Three (3) months** will be accepted as previous experience.

Evidence required:

The bidders are to submit the following documents:

- Provide traceable Appointment Letter/Contract/Purchase Order for each project.

AND

- Provide traceable Reference Letter or Testimonial or Completion certificate relating to the above appointment Letter/Contract/Purchase Order provided. Evidence provided should indicate the following: company name, contact person and confirmation that work was completed.

NB – One of the provided documents must indicate value of the contract. Points will be awarded only if **both** documents are submitted.

NOTE – **Letters provided will be checked and verified by PRASA.**

5 points = if Bidder submitted Five (5) sets of signed Appointment Letters/Contracts/Purchase Orders accompanied by Five (5) signed Reference Letters or Five (5) signed Testimonials or Five (5) signed Completion Certificates for either one of the required services (i.e. Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening services).

4 points = if Bidder submitted Four (4) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by a Four (4) signed Reference Letters or Four (4) signed Testimonials or Four (4) signed Completion Certificates for either one of the required services (i.e. Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening services).

3 points = if Bidder submitted Three (3) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by a Three (3) signed Reference Letters or Three (3) signed Testimonials or Three (3) signed Completion Certificates for either one of the required services (i.e. Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening services).

		2 points = if Bidder submitted Two (2) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by a Two (2) signed Reference Letters or Two (2) signed Testimonials or Two (2) signed Completion Certificates for either one of the required services (i.e. Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening services). 1 point = if Bidder submitted One (1) set of signed Appointment letter/Contract/Purchase Order accompanied by a signed Reference Letter or signed Testimonial or signed Completion Certificate for either one of the required services (i.e. Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening services). 0 point = Incomplete submission or No submission or not applicable to the project or the required services or illegitimate documents (Cleaning or Cleaning and Hygiene or Cleaning and Horticulture/Gardening Services)	
2. COMPETENCY AND EXPERIENCE OF KEY PERSONNEL Experience of Key personnel (Supervisors). The Cleaning or Horticulture or Hygiene experience of the supervisors must clearly	2.1. Minimum qualifications required are Matric Certificate/ NQF Level 4 or any other higher qualifications (Certified copies not older than six months) 2.2. The number of CV's submitted should be based on One (1) Supervisor required per Station(Piensaarspoort OR Mamelodi Gardens OR Eerstefabrieke OR Saulsville) as per the scope. Experience of	Bidder(s) will score: 5 points = if Supervisor's average Years of Experience is Five (5) years and above with CV and qualifications attached with contactable references. 4 points = if Supervisor's average Years of Experience is Four (4)	35

be reflected on the CV. Bidders must provide comprehensive CV's that clearly outlines work experience, qualifications, and contactable references.	each supervisor to be clearly specified in the CV, if not specified the bidder will lose points for that specific supervisor. 2.3. Bidders who are bidding for more than one station are required to provide corresponding number of supervisors per station AND allocate or appoint supervisors per station(i.e. 1 Supervisor for Pienaarspoort, 1 Supervisor for Mamelodi Gardens, 1 Supervisor for Eerstefabrieke, 1 Supervisor for Saulsville). 2.4. Supervisor(s) who is or are considered at one station will not be considered for other station(s), no duplications of Supervisor(s) will be accepted for scoring points. N.B – Not providing supervisors' CVs will be equivalent to incomplete submission, bidder will be awarded zero (0) points.	years but less than Five (5) years with CV and qualifications attached with contactable references. 3 points = if Supervisor's average Years of Experience is Three (3) years but less than Four (4) years with CV and qualifications attached with contactable references. 2 points = if Supervisor's average Years of Experience is Two (2) years but less than Three (3) years with CV and qualifications attached with contactable references. 1 point = if Supervisor's average Years of Experience is One (1) year but less than Two (2) years with CV and qualifications attached with contactable references. 0 point = Incomplete submission or No submission or irrelevant submission not applicable to the project or the required services	
3. FINANCIAL CAPABILITY The operating cash flow ratio measures a company's short-term liquidity. Use the formula below: Operating cash flow ratio = Net Cash flow from Operations/Current liabilities. Bidders should submit a complete set of recent financial statements for the company.	Recent year's set of financial year end statements of 2024-2025: latest financial year period. Financials prepared and signed by an Independent Registered Accounting Professional and signed by the Company Director. Incomplete Financial Statements will not be considered. JVs must submit financial statements for all members of the JV.	5 points = Operating Cash Flow Ratio $X > 1.5$ 4 points = Operating Cash Flows Ratio $1.0 > X \leq 1.5$ 3 points = Operating Cash Flow Ratio $0.5 > X \leq 1.0$ 2 points = Operating Cash Flow Ratio $0 > X \leq 0.5$ 1 point = Operating Cash Flow Ratio $X \leq 0$	30

JVs must submit financial statements for all members of the JV.

0 point = No Submission/
Financial Statement are not
signed by Registered
Professional Accountant and
Director/ Incomplete Financial
Statements/ Non-compliant
Financial Statement

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

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

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)	Ownership Level	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
Black Women Owned	4	100% black women		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	3	75% – 99% black women		
	2	60% – 74% black women		
	1	51 – 59% black women		
	0	0 – 50% black women or irrelevant submission/No submission		
Black Youth Owned	4	100% black youth		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE
	3	75% – 99% black youth		
	2	60% – 74% black youth		
	1	51 – 59% black youth		
	0	0 – 50% black youth or irrelevant submission/No submission		

				Certificate for JVs/Consortiums.
Black owned	4	100% black owned		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	3	75% – 99% black owned		
	2	60% – 74% black owned		
	1	51 – 59% black owned		
	0	0 – 50% black owned or irrelevant submission/No submission		
Owned by Black people with Disability (PWD)	4	100% Owned by Black people with Disability (PWD)		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	3	75% – 99% Owned by Black people with Disability (PWD)		
	2	60% – 74% Owned by Black people with Disability (PWD)		
	1	51 – 59% Owned by Black people with Disability (PWD)		
	0	0 – 50% Owned by Black people with Disability (PWD)or irrelevant submission/No submission		

Black Companies operating in rural, underdeveloped, and local communities in Atteridgeville/Saulsville/Lotus Gardens (Applicable to Saulsville Station), Mamelodi/Nellmapius/Phomolong(Mamelodi East)/Cullinan (Applicable to Pienaarspoort, Mamelodi Gardens, Eerstefabrieke Stations)	4	Bidders who provided the necessary proof of operational address/ proof of residence		Proof of residence- Municipality rates certificate/Eskom bill/Letter from councilor confirming residential address not older than 3 months/Lease agreement signed by all parties.
	0	Bidders who DID NOT provided the necessary proof of operational address/ proof of residence or irrelevant submission/No submission		
TOTAL	20			

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 interest¹ in the enterprise,

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.

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 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

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

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.

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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
Total points for Price and Specific Goals	100

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: 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

2. INTRODUCTION

2.1. PRASA requires suitably qualified and experienced Cleaning, Hygiene, and Horticulture service provider(s) to render comprehensive daily cleaning services for a period of twelve (12) months.

2.2. The Region has identified the following four (4) stations where contractors or private companies will work in coordination with local community members to ensure the delivery of quality cleaning, hygiene, and horticultural services:

2.2.1. Pienaarspoort Station

2.2.2. Mamelodi Gardens

2.2.3. Eerste fabrieke Station

2.2.4. Saulsville Station

2.3. Key Personnel and Cleaning Personnel – Special Instructions

2.3.1. Cleaning personnel shall be recruited strictly from communities located around or adjacent to the respective stations.

2.3.2. Notwithstanding clause 1.3.1, the successful bidder(s) may recruit supervisory personnel from outside the identified communities.

2.3.3. The successful bidder(s) shall appoint a suitably qualified, knowledgeable, and experienced Supervisor for each shift to oversee daily cleaning activities. Such Supervisors shall demonstrate strong leadership, effective communication skills, initiative, enthusiasm, and reliability, and shall ensure that cleaning services are delivered to a satisfactory and acceptable standard.

3. OPERATIONAL ENVIRONMENT AND SCOPE CONSIDERATIONS

- 3.1. There is a significant presence of informal traders at these stations, which necessitates additional cleaning attention to maintain acceptable hygiene standards.
- 3.2. The stations also comprise various facilities utilized by PRASA employees and commuters, including offices, staff mess rooms, staff and public ablution facilities, commuter waiting areas, platform areas, bridges, subways, access roads, railway tracks, and concourse areas. These facilities must be maintained at the highest level of cleanliness and hygiene through regular and thorough cleaning to ensure a safe and pleasant environment for commuters.
- 3.3. The railway tracks between platforms within the station environment must be adequately and regularly cleaned to prevent storm-water flooding caused by dirt, paper, or foreign objects blocking drainage systems. Failure to maintain these areas may negatively impact train operations.
- 3.4. In alignment with its Passenger Charter, PRASA remains committed to providing a train service that is safe, reliable, and supported by functional and clean station environments. In pursuit of delivering a modernized train service of the future, PRASA therefore requires cleaning services of the highest possible standard.

4. BACKGROUND INFORMATION

- 4.1. Early in 2012, PRASA resolved to intensify its contribution to South Africa's fight against poverty, unemployment, and under-development, with a deliberate focus on creating sustainable job opportunities within local communities.
- 4.2. Passenger train stations managed by Facilities Management were identified as an appropriate starting point for this initiative. In alignment with this strategic direction, PRASA further resolved that the cleaning of stations would increasingly be implemented in a manner that promotes community development. This approach includes the sourcing and appointment of cleaning companies that render services in collaboration with community members residing adjacent to the identified stations, thereby ensuring that economic benefits are directly extended to surrounding communities.

5. OBJECTIVES OF THE PROPOSED PROJECT

- 5.1. PRASA intends through the provision of this service to achieve the highest quality standard of cleanliness of the stations.
- 5.2. To ensure that stations are environmentally friendly and pleasing for commuters and customers, while they also offer clean and hygienic facilities.
- 5.3. To ensure that the cleaning processes and methods comply with environmental health and safety standards.

5.4. PRASA has a legal and statutory obligation to maintain its operational environment in a safe and responsible manner.

5.5. Contractor(s) employing local labour.

6. SPECIAL CONDITIONS TO TENDER

6.1. Compliance with the latest circular of the gazetted labour rate for Contract cleaners, in accordance with section 6(2) of the National Minimum Wage Act, No. 9 of 2018.

6.2. Prasa reserves the right to appoint different Companies for different stations. Bidders are required to indicate the station they are bidding for by ticking (x) on the below table:

6.3. Below table 1 provides stations bidders should select from:

NO.	STATION NAME	TICK (X) THE STATION YOU ARE BIDDING
1.	Pienaarspoort Station	
2.	Mamelodi Gardens Station	
3.	Eerste Fabrieke Station	
4.	Saulsville Station	

Table 1 Station(s) selection

- Bidding companies are permitted to bid for more than one station, however Prasa reserves the right to award one station per bidding company.
- Terms and Conditions of tender in terms of preference point system (i.e. Pricing and Specific Goals).
- Requirements of other station/ stations.

7. SCOPE OF WORK

7.1. Scope of The Desired Solution

7.1.1. The scope of work shall cover daily cleaning, hygiene and horticulture services for the entire station precinct and facilities of the stations mentioned above. Through the tender process, PRASA invites professional cleaning companies to submit a tender for the provision of Cleaning, Hygiene and Horticultural Services for the four (4) stations listed on the below table:

7.1.2. The services required shall focus on, but not limited to below scope of work:

7.1.2.1. General cleaning and horticultural services;

7.1.2.2. Hygiene services;

7.1.2.3. Deep cleaning services; and

7.1.2.4. Emerging and Re-emerging Viruses disinfecting and decontamination of surfaces.

7.1.3. The cleaning company shall comply strictly with health, safety, and

- environmental requirements for the cleaning of the railway tracks and platforms at the various train stations. PRASA will provide training on the methodology of cleaning the railway tracks to the successful bidder(s). The railway tracks and platforms shall only be cleaned during the off-peak period during weekdays, though this will not apply on weekends and public holidays.
- 7.1.4. The cleaning company shall ensure full compliance with all applicable Statutory Regulations of the industry. The legislative requirements to be complied with but not limited to are listed below:
- 7.1.4.1. The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
 - 7.1.4.2. The Labour Relations Act, 1995 (Act no 66 of 1995)
 - 7.1.4.3. The Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
 - 7.1.4.4. The National Environmental Management Act (Act no 107 of 1998)
 - 7.1.4.5. National Railway Safety Regulator Act (16/2002)
 - 7.1.4.6. Bargaining Council for cleaning industry
 - 7.1.4.7. Emerging Viruses Safety Regulation
- 7.1.5. The Cleaning company may employ innovation and best cleaning methods which will ensure the highest level of cleanliness of Station facilities.
- 7.1.6. The Cleaning company shall clean the facilities in line with the detailed specification of the work and description of service, the frequency and the Daily Cleaning Procedure.
- 7.1.7. The Cleaning company shall ensure periodically deep cleaning services are done to enhance the level of cleanliness at the station.
- 7.1.8. The Cleaning company shall ensure that the washing of carpets and furniture with upholstery is provided on an as and when required basis.

7.2. The Station Clustering

7.2.1. This corridor is clustered according to the Regional Rail network as illustrated in the diagram below:



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

Table 2 The below table illustrates the targeted areas within the station precinct

Station	Platform	Number of Footbridge/Subway	Track Rails	Public Toilets	Ticket Office	Waiting Areas	Staff Offices	Parking area	Access control	Concourse/Common area	Entrances and Walkways	Lifts	Escalators	Waste Area/Facility
Pienaarspoort Station	1	0	2	2	2	2	5	1	1	0	1	0	0	1
Mamelodi Gardens Station	1	1	2	4	1	1	3	0	1	0	1	0	0	1
Eerste Fabrieke Station	2	1	4	2	2	4	14	1	1	1	1	0	0	1
Saulsville Station	2	1	6	2	2	4	7	1	1	0	1	0	0	1
Total	6	3	14	10	7	11	29	3	4	1	4	0	0	4

Table 2 illustrates the targeted areas

Table 3 The table below illustrates the extent and coverage of the proposed project:

Station name	Platform	Footbridge/Subway	Track Rails	Public Toilets	Ticket Office	Staff Offices	Parking area	Access control	Concourse/common area	Entrances and Walkways	Waste Area/Facility
Pienaarspoort Station	1900m ²	0m ²	1704m ²	40m ²	40m ²	40m ²	200m ²	50m ²	0m ²	50m ²	50m ²
Mamelodi Gardens Station	2200m ²	240m ²	1704m ²	40m ²	40m ²	120m ²	200m ²	50m ²	0m ²	50m ²	0m ²
Eerste Fabrieke Station	9400m ²	480m ²	8520m ²	100m ²	160m ²	90m ²	120m ²	240m ²	1020m ²	50m ²	50m ²
Saulsville Station	7200m ²	480m ²	5112m ²	80m ²	160m ²	180m ²	300m ²	120m ²	450m ²	50m ²	50m ²
Total	20 700m ²	1 200m ²	17 040m ²	260m ²	400m ²	430m ²	820m	460m ²	1 470m ²	200m ²	150m ²

Table 3

The Staffing Plan and Shift System

The staffing plan and shift system is explained further on Tables below.

7.2.3. Staff Deployment – Pienaarspoort, Mamelodi Gardens Eerste fabrieke and Saulsville Stations

7.2.3.1. The total number of cleaning staff/personnel to be provided for Pienaarspoort station are Seven (7) staff members comprising of Six (6) Cleaning personnel and One (1) Supervisor and the below table 4 entails weekday shifts allocation of Six (6) Cleaning personnel including one (1) Supervisor per shift at Pienaarspoort Station, and a reduced allocation of Two (2) Cleaning personnel including one (1) Supervisor on Saturdays and Public Holidays.

Table 4 below illustrates the number of staff required per shift for Pienaarspoort station:

Facility	Cleaners	First Shift Weekdays (Monday to Friday)	Second Shift Weekdays (Monday to Friday)
Pienaarspoort	6	06h00 - 12h30 (3)	12h30 - 19h00 (3)
	Supervisor	Weekdays (Monday to Friday)	
	1	06h00 - 15h00 (1)	-
Facility	Cleaners	Shift Saturday & Public Holiday Shift	
Pienaarspoort	2	07h00-14h00 (2)	
	Supervisor	Shift Saturday & Public Holiday Shift	
	1	07h00-14h00 (1)	

Table 4 Staff required per shift for Pienaarspoort station

The total number of cleaning staff/personnel to be provided for Mamelodi Gardens station are Six (6) staff members comprising of Five (5) Cleaning personnel and One (1) Supervisor and the below table 5 entails weekday shifts allocation of Five (5) Cleaning personnel including one (1) Supervisor per shift at Mamelodi Gardens Station, and a reduced allocation of Two (2) Cleaning personnel including one (1) Supervisor on Saturdays and Public Holidays.

Table 5 below illustrates the number of staff required per shift for Mamelodi Gardens station:

Facility	Cleaners	First Shift Weekdays (Monday to Friday)	Second Shift Weekdays (Monday to Friday)
Mamelodi Gardens	5	06h00 - 12h30 (3)	12h30 - 19h00 (2)

	Supervisor	Weekdays to Friday) (Monday
	1	06h00 - 15h00 (1)
Facility	Cleaners	Shift Saturday & Public Holiday Shift
Mamelodi Gardens	2	07h00-13h00 (2)
	Supervisor	Shift Saturday & Public Holiday Shift
	1	07h00-13h00 (1)

Table 5 Staff required per shift for Mamelodi Gardens station

The total number of cleaning staff/personnel to be provided for Eerstefabrieke station are Eight (8) staff members comprising of Seven (7) Cleaning personnel and One (1) Supervisor and the below table 6 entails weekday shifts allocation of Seven (7) Cleaning personnel including one (1) Supervisor per shift at Eerstefabrieke Station, and a reduced allocation of Three (3) Cleaning personnel including one (1) Supervisor on Saturdays and Public Holidays.

Table 6 below illustrates the number of staff required per shift for Eerstefabrieke station:

Facility	Cleaners	First Shift Weekdays (Monday to Friday)	Second Shift Weekdays (Monday to Friday)
Eerstefabrieke	7	06h00 – 12h30 (4)	12h30 – 19h00 (3)
	Supervisor	Weekdays (Monday to Friday)	
	1	06h00 – 15h00 (1)	
Facility	Cleaners	Shift Saturday & Public Holiday Shift	
Eerstefabrieke	3	07h00-13h00 (3)	
	Supervisor	Shift Saturday & Public Holiday Shift	
	1	07h00-13h00 (1)	

Table 6 Staff required per shift for Eerstefabrieke station

The total number of cleaning staff/personnel to be provided for Saulsville station are Seven (7) staff members comprising of Six (6) Cleaning personnel and One (1) Supervisor and the below table 7 entails weekday shifts allocation of Six (6) Cleaning personnel including one (1) Supervisor per shift at Saulsville Station, and a reduced allocation of Two (2) Cleaning personnel including one (1) Supervisor on Saturdays and Public Holidays.

Table 7 below illustrates the number of staff required per shift for Saulsville station:

Facility	Cleaners	First Shift Weekdays (Monday to Friday)	Second Shift Weekdays (Monday to Friday)
Saulsville	6	06h00 - 12h30 (3)	12h30 - 19h00 (3)
	Supervisor	Weekdays (Monday to Friday)	
	1	06h00 - 15h00 (1)	
Facility	Cleaners	Saturday Shift & Public Holiday Shift	
Saulsville	2	07h00-14h00 (2)	
	Supervisor	Saturday Shift & Public Holiday Shift	
	1	07h00-14h00 (1)	

Table 7 Staff required per shift for Saulsville station

7.3. SPECIAL INSTRUCTION AND GUIDELINE FOR CALCULATING LABOUR RATE FOR STATIONS:

N.B: LABOUR RATE WILL BE BASED ON THE TOTAL LABOUR RATE PER HOUR FOR CALENDAR PERIOD OF 01 August 2026 – 31 July 2027, THAT WILL INCLUDE SATURDAYS, SUNDAYS (WHERE APPLICABLE) AND OR PUBLIC HOLIDAYS AS PER OUR SCHEDULE FOR PIENAARSPOORT, MAMELODI GARDENS, EERSTEFABRIEKE & SAULSVILLE STATIONS (TABLE 4, 5, 6 & 7).

Labour Rate Calculation for Calendar Period for Pienaarspoort, Mamelodi Gardens, Eerstefabrieke & Saulsville Stations 01 August 2026 – 31 July 2027 (12 Months)	
Period of Appointment for Monthly X 12	Number of Days
Total Week/ Working Days for Calendar Months (01 August 2026 – 31 July 2027)	260
Total Saturdays for Calendar Year (01 August 2026 – 31 July 2027)	52
Total Sundays for Calendar Year (01 August 2026 – 31 July 2027)	53
Total PPH for Calendar Year (01 August 2026 – 31 July 2027)	12

Table 8 Calendar Months and Days

8. SPECIFICATION OF THE WORK AND SERVICES REQUIRED

8.1. Description of service and frequency

Table 9: The specification provides for the provision of the following services and service frequency as a minimum contract requirement.

FACILITY	AREAS	DESCRIPTION OF SERVICE	FREQUENCY
Staff Offices and Messrooms	Floors, Carpets and Walk-off mats	Sweep with dust mop sweepers	Daily
		Damp mop	Daily
		Scrub with machine and polish	Monthly
		Vacuum all carpeted floors	Daily
		Vacuum walk-off mats	Daily
		Shampoo of carpets	Every three months
		Spot cleaning	When requested and as required
		Clean, scrub and vacuum seats,	Monthly
	Staff Toilets & Basins	Empty and clean all waste receptacles	Continuously
		Clean and sanitize all toilet bowls, basins and urinals	Continuously
		Clean all mirrors	Daily
		Damp mop with disinfectant	Daily
		Spot clean walls, doors and partitions	Daily
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily
	Kitchen, Boardrooms, Furniture and Lounges	Wash dishes, dry and pack away	Continuously
		Empty and clean all waste receptacles	Continuously
		Clean floors and counters	Continuously
		Polish all wooden furniture	Daily
	Walls, Ceilings, and Paintwork.	Spot clean all low surfaces (finger marks, etc).	Daily
		Glass walls, doors and light switches	Daily
	Windows and Blinds	Clean and wash windows	Weekly
		Blinds – remove dust and Damp wipe	Daily
	Walls and Ceilings	Air vents: dust and wipe air vents once every two months	Every second Month

FACILITY	AREAS	DESCRIPTION OF SERVICE	FREQUENCY
Lifts and Escalators applicable	All areas around the lifts (where applicable)	Air vents: dust and wipe air vents once every two months	Daily
		Wipe Clean landings, removing all dirt butts, etc. from joints and crevices.	Daily

			Wipe clean handrails.	Monthly
			Wax - polish handrails.	Continuously
			Spot clean deck panels.	Daily
			Thoroughly clean side panels.	Monthly
			Machine clean the treads.	Daily
Waste Collection Facility	<i>Refuse Room and Collection Area</i>		Wash refuse containers	Daily
			Wash floors with chemicals.	Daily
			Disinfect all areas with recommended insecticide.	Weekly
Storm-water and Channels	Drainage	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.	Weekly
Parking Area and Common External Areas of the facility		<i>All common areas and parking</i>	Sweep surfaces	Daily
			Remove Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.	Daily
			Remove Grass and Weeds	As required
			The Contractor shall ensure that all hygiene equipment is clean and free of obstructions.	Continuously
			The contractor shall supply and install hygiene equipment for all public ablutions	As and when required
			<i>Disinfect the common surface an EPA (Environmental Protection Agency) registered household disinfectant</i>	Every 30 minutes
			The Contractor shall report any broken or Malfunctioning hygiene equipment immediately and replace within 72 hours.	As and when required

FACILITY	AREAS	DESCRIPTION OF SERVICE	FREQUENCY
Hygiene services	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.	The Contractor shall ensure that the hygiene consumables are always stocked, but not limited to: 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 at all times	Continuously
		The Contractor shall ensure that all hygiene equipment is clean and free of obstructions.	Continuously
		The contractor shall supply and install hygiene equipment for all public ablutions	As and when required
		Disinfect the common surface an EPA (Environmental Protection Agency) registered household disinfectant	Every 30 minutes
		The Contractor shall repost any broken or Malfunctioning hygiene equipment immediately and replace within 72 hours.	Weekly
	Dusting	Dust all areas that need to be dusted (up to 2m in height)	Alternate days (Preferably Mon, Wed, Fri)
		High dusting (above 2m height)	Weekly
	Waste Collection and Disposal	Empty and clean all waste baskets and receptacles	Continuously
		Remove all waste to a specified and designated area	Continuously
Public	Whole of Ablution	Empty and clean all waste receptacles	Continuously
Ablution Facilities	Block	Clean and sanitize all toilet bowls, basins and urinals	Continuously
		Clean all mirrors	Daily
		Damp mop with disinfectant	Daily
		Spot clean walls, doors and partitions	Daily
		Basins – wet wipe with hard surface cleaner	Daily
		Basins – remove mineral deposits	Daily

FACILITY	AREAS	DESCRIPTION OF SERVICE	FREQUENCY
Platforms & Railway tracks	Platform areas	Sweep platforms	Daily
		Remove papers and other foreign objects	Continuously
		Sweep the railway tracks.	Every three months

		<i>Railway tracks. Note: Cleaning companys must work under protection on tracks and only during the off-peak)</i>	Remove papers and other foreign objects – Clean the railway tracks up to 20m beyond the edges of both sides of the platforms	Daily
		<i>Grass and weeds</i>	Remove Grass and Weed	Weekly
Station Concourse Area <i>(Including Walls, Ceilings and Paintwork – all around the station)</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 and wash windows	Weekly	
	<i>Surfaces</i>	Spot clean all low surfaces (finger marks, etc).	Daily	
	<i>Walls and doors</i>	Clean Glass walls, doors and light switches	Daily	
	<i>Waiting benches</i>	Clean benches	Daily	
	<i>Air vents</i>	Dust and wipe air vents once every two months	Every second Month	
Station Entrances, Walkways and Corridors	<i>All areas around entrances, walkways and corridors (Including subways and bridges)</i>	Sweep and clean building surroundings.	Continuous	
		Dust/wipe and clean walls.	Weekly	
		Wipe and clean signs and Lettering.	Daily	
		Vacuumed and clean carpet and mat surfaces	Daily	
		Corridors to be swept and auto scrubbed/damp mobbed as required	Daily	
		Access areas and concourses to be scrubbed.	Daily	

FACILITY	AREAS	DESCRIPTION OF SERVICE	FREQUENCY
Platforms & Railway tracks	<i>Platform areas</i>	Sweep platforms	Daily
		Remove papers and other foreign objects	Continuously
	<i>Railway tracks. Note: Cleaning companies must work under protection on tracks and only during the off-peak</i>	Sweep the railway tracks.	Every three months
		Remove papers and other foreign objects – Clean the railway tracks up to 20m beyond the edges of both sides of the platforms	Daily
		Grass and weeds	Weekly
Station Concourse Area <i>(Including Walls, Ceilings and Paintwork – all around the station)</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 and wash windows	Weekly
	<i>Surfaces</i>	Spot clean all low surfaces (finger marks, etc).	Daily
	<i>Walls and doors</i>	Clean Glass walls, doors and light switches	Daily
	<i>Waiting benches</i>	Clean benches	Daily
	<i>Air vents</i>	Dust and wipe air vents once every two months	Every second Month
Station Entrances, Walkways and Corridors	<i>All areas around entrances, walkways and corridors (Including subways and bridges)</i>	Sweep and clean building surroundings.	Continuous
		Dust/wipe and clean walls.	Weekly
		Wipe and clean signs and Lettering.	Daily
		Vacuumed and clean carpet and mat surphases	Daily
		Corridors to be swept and auto scrubbed/damp mobbed as required	Daily
		Access areas and concourses to be scrubbed.	Daily

Table 10: Horticultural services and frequency

FACILITY	AREAS	DESCRIPTION OF SERVICE	FREQUENCY
Horticulture	External Areas of the facility/yard	<u>To cut and remove grass and low growing vegetation.</u> The entire PRASA site shall be cleared of all litter and undesirable objects. All material resulting from the clearing process shall be disposed of at approved municipal dumping sites. The service provider shall obtain written approval from the local authorities on where the dumping sites are situated. The grass and growing vegetation shall be cut and removed from the PRASA sites to the satisfaction of the PRASA representative. The grass shall be cut to an average height from 30mm to 50mm. Grass must be cut by means of brush cutters (weed eater).	Weekly
		All cut grass shall be removed from the PRASA site by the service provider. Cut grass shall be raked and disposed to allocated PRASA's waste area at the station. Cut grass must NOT BE BURNED in any PRASA sites.	As and when required
		Remove Grass and Weed	Weekly

9. MEASUREMENT OF PERFORMANCE

The service provider's performance of cleaning services will be formally measured monthly according to the measurement criteria set in Table 11 below.

AREA	FOCUS ITEMS	CLEANLINESS	MEASUREMENT
<u>PLATFORMS:</u>	Papers, peels, cans/bottles, cigarette butts, leaves, excrement, bad smells, stagnant water, dirt bags, leaking sewage, rodents, animals (dead or alive)		1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 1-2 hours. Visible signs of accumulated dirt). 3 = GOOD (Few of elements present. Obvious sign that the place is cleaned). 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).
WAITING ROOMS AND SHELTERS:	Litter and hygiene e.g. papers, peels, cans/bottles, cigarette butts, leaves, general dirt, cobwebs, dust, excrement, bad smells, water pools, plastic bags.		1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 1-2 hours. Visible signs of accumulated dirt). 3 = GOOD (Minimum of elements present or visible sign that place is cleaned). 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).

AREA	FOCUS CLEANLINESS ITEMS	MEASUREMENT
TRACKS:	E.g. papers, peels, cans/bottles, cigarette butts, leaves, plastic bags,	1 = UNACCEPTABLE (Most elements present and a general sense of neglect). 2 = POOR (Visible signs of dirt that has accumulated). 3 = GOOD (Few of elements present/visible sign that tracks are cleaned). 4 = EXCELLENT (No litter. Tracks are cleaned at least once per day).
TOILETS:	Papers, dust, cobwebs, peels, cans/bottles, cigarette butts, excrement on floor, bad smells, water pools, leaking sewage, rodents, animals (dead or alive), overflowing sanitary bins.	1 = UNACCEPTABLE (Toilets out of order, no record that cleaners have reported the incident. Floors dirty, Toilet(s) cistern(s) dirty, Urinal(s) smelly and unclean, Wash basins smudgy and not cleaned on daily basis). 2 = POOR (Toilets cleaned, but still visible signs of dirt, e.g. dust, cobwebs). 3 = GOOD (Obvious sign that toilets are cleaned daily). 4 = EXCELLENT (Extra effort is put in to ensure cleanliness, smelling fresh e.g. using detergents).
SUBWAYS AND BRIDGES:	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).	1 = UNACCEPTABLE (Most elements present and a general sense of neglect and no cleaning maintenance). 2 = POOR (Has not been swept in the last 8-12 hours, visible signs of dirt). 3 = GOOD (Few of elements present or visible). 4 = EXCELLENT (No litter, extra effort was put in to make the place more attractive). NOTE: If papers and leaves etc. are present due to wind, this factor will be considered.
AUTHORISED VERIFICATION POINTS: ACCESS CONTROL AREAS	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.	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 8-12 hours. Visible signs of dirt accumulated). 3 = GOOD (Few of elements present or visible signs that the place is maintained). 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).
AREA	FOCUS CLEANLINESS ITEMS	MEASUREMENT
<u>PARKING AND EXTERNAL AREA</u>	Litter and hygiene - Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used condoms, bad smells, stagnant water, dirt bags,	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect).

	rodents, dead animals, hawkers catering food overflowing dirt bins.	2 = POOR (Has not been swept in the last 8-12 hours, some elements like papers, cigarette butts, leaves, condoms, etc). 3 = GOOD (Few of elements present, hardly any litter present). 4 = EXCELLENT (No litter and extra effort was put in to make the place look more attractive e.g. shaded parking, painted lines etc). NOTE: If any of the above elements like papers, leaves, etc. is present due to the wind / wind blowing, this factor will be considered.
FOYER – STATION FORECOURT AND PARKING AREAS	Litter and hygiene - Papers, peels, cans/bottles, cigarette butts, leaves, water pools or mud, dust, grime, graffiti, leaking sewage, rodents, animals (dead or alive), ticket windows (clean outside), overflowing dirt bins.	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last 1-2 hours, visible signs of dirt that has accumulated). 3 = GOOD (Minimum of elements present and obvious signs that the place is maintained). 4 = EXCELLENT (No litter and extra effort was put in to make the place look more attractive e.g. floor was washed with detergent or polished). NOTE: If any of the above elements like papers, leaves etc. is present due to the wind blowing, this factor will be considered.
AREA	FOCUS CLEANLINESS ITEMS	MEASUREMENT
<u>HORTICULTURE ACTIVITIES</u>	Overgrown grass, vegetation not removed, overgrown weeds, Garden maintenance overgrown trees	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Overgrown grass, vegetation not removed, overgrown weeds, overgrown trees, Tree cut-off not removed, not swept off, and/or cleaned up debris or waste resulting from vegetation control activity). 3 = GOOD (Few of elements present, hardly any overgrown grass /weeds/trees). 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 and disposed from site) NOTE: If any of the above elements like leaves, etc. is present due to the wind / wind blowing, this factor will be considered.
<u>HYGIENE SERVICES</u>	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	1 = UNACCEPTABLE (Most or ALL the dispensers empty and not stocked or replenished, and there is a general sense of no maintenance and neglect). 2 = POOR (Failure to provide Hygiene services in line with the specified frequency will be deemed as a non-compliance) 3 = GOOD (Majority or 90% of Hygiene dispensers are stocked and replenished, and are in working condition)

		4 = EXCELLENT (ALL or 100% of Hygiene dispensers are stocked and replenished, and are in working condition) NOTE: If the sanitary disposal certificate is not submitted the sanitary service claims will not be processed.
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AREA	FOCUS CLEANLINESS ITEMS	MEASUREMENT
<u>TRAIN SET LIGHT CLEANING</u>	Removal of all visible dirt from floors, seats and windowsills: All papers, tins, dust, bottles, sand, cigarettes butts, sweet papers, peanut shells, bubble gum on floors must be removed from the coaches by picking it up. Quick sweeping removal of dirt from floors and seats, Papers, tins, dust, bottles, sand, windowsills, cigarettes butts, sweet papers, peanut shells, bubble gum on floors, soft drink stains, Sweeping is carried out with a soft haired office broom. NB: Train set light cleaning will be required only at Turnaround Stations i.e. Pienaarspoort, Eerste Fabrieke and Saulsville Stations.	1 = UNACCEPTABLE (Most elements present and there is a general sense of no maintenance and neglect). 2 = POOR (Has not been swept in the last train trip, visible signs of dirt that has accumulated). 3 = GOOD (Few of elements present and obvious signs that the Train sets is maintained). 4 = EXCELLENT (No litter and extra effort was put in to make the Train look more attractive) NOTE: If any of the above elements like mud, water etc. is present due to the rain, the factor will be considered.
<u>DISINFECTANT SERVICE</u>	Disinfect frequently touched surfaces, disinfect contaminated surface, disinfect common areas, Disinfect floor surface, Disinfect Ablutions, Disinfect carpeted area, Disinfect Electronics surface, Fogging activity	1 = UNACCEPTABLE – Response time of between 12 - 24 Hours 2 = POOR – Response time of between 6 - 12 Hours 3 = GOOD – Response time of between 3 – 6 Hours 4 = EXCELLENT – Response time of between 1 – 3 Hours (Disinfectants service is being performed timeously in line with the EMERGING VIRUSES disinfection checklist and extra effort is applied into ensuring the frequency at which it is performed.)

Others

- a) **Basins** – wet wipe with hard surface cleaner daily, remove mineral deposits monthly, fill liquid soap holders and paper hand towel dispensers when needed.
- b) **Blinds** – vertical blinds: remove dust monthly. Horizontal blinds: damp wipe monthly.
- c) **Carpets** – vacuum – high traffic, daily and low traffic, daily. 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, daily, spot clean as necessary and shampoo as required. Vinyl and leather – dust, daily and damp wipe fortnightly.

- f) ~~**Desks** – natural, unsealed woods – dust daily. Sealed wood – polish weekly. 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 weekly.
- 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** (vinyl, PVC, linoleum, sealed wood, etc).
- u) **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.
- v) **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.
- w) **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.
- x) **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.
- y) **Walls/Windowsills** – Spot clean as necessary. Wet wipe and dry washable surfaces twice annually.

- z) ~~Small business market – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) two times a week.~~
- aa) Paving areas/tar areas/walkways – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres) As and when required

10. TYPICAL CLEANING PROCEDURES:

Table 12 below illustrates the typical cleaning procedures:

Step 1	Step 2
Lobby and entrances	Offices and Boardrooms
- Remove all trash debris, cordoning off any areas that may need extensive attention - Mop flooring/tiled areas using water mixed with cleaning detergent - Spot clean wall, doors and frames using all-purpose cleaner and use degreaser for heavily soiled areas - Use spot remover to spot clean carpeted areas to remove stains and spillages that may occur - Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints - Complete thorough cleaning of wiping notice boards and picture frames - Remove all walk off mats and thoroughly vacuum them as well as around and underneath - Remove any trash and place it in a garbage bag and tie it once it is full and it must be properly disposed in the specified areas - Ensure caution/wet signs left in the place are removed - Make sure all areas are completely dry and safe before removing the signs - All cleaning tools must be cleaned thoroughly and returned to the proper storage facility	- Visually check the areas offices/boardrooms/meeting rooms for any type of debris, dirt or paper - Sweep debris/dirt into a dustpan - Pick up papers and dispose them into the trash bin - Empty trash cans and must be cleaned and disinfected before replacing garbage bags - mop any dirt or debris on all tiled or hard surfaces that can't be removed by hand - Vacuum all carpeted flooring, starting with mats, runners if any. - Using a vacuum is great way to efficiently clean up around offices/cubicles and boardrooms - Dust all surfaces including desk, filing cabinet, tables, chairs, walls and shelves. - Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints - Wipe down all blinds using water mixed with detergent - Spots or stains on the carpets, floor, walls, furniture must be wiped off using water mixed with cleaning detergent. - Wipe desks, telephones, computer keyboards thoroughly using a disinfected spray that has been sprayed on the microfiber cloth or disinfected wipe. - Thoroughly wash and rinse cleaning tools until completely clean, hang up and dry them. Remove all wet floor caution signs and properly store them in storage.
Step 3	Step 4

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

Step 5	Step 6
Access Control Points • Pick up all visible litter, dirt and foreign objects • Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant • Litter must be disposed in a designated area • A routine application of disinfectant to all frequently touched areas such as handrails, access gates, etc. All glazing in the public areas to be cleaned daily using detergent and clean cloths. • Used tickets lying on the floor at these areas must always be picked up and disposed to an identified area by Metrorail. • All surfaces must always be cleaned and wiped with water mixed with water and disinfectant to remove dirt and spillages. • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.	Common Areas • Pick up all visible litter, dirt and foreign objects • Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant • Litter must be disposed in a designated area • There should be a continual use of dust mop sweepers all day to remove dust from the floor • All walls surfaces shall always be free of dirt and spillages. • All glazing in the public areas to be cleaned daily detergent and clean cloths. • No plastic/refuse bags to be kept on the concourses. • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry
Step 7	Step 8
Waiting Areas/Rooms • Pick up all visible litter, dirt and foreign object • Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant • Litter must be disposed in a designated area • There should be a continual use of dust mop sweepers all day to remove dust from the floor • All walls surfaces shall always be free of dirt and spillages. • Waiting chairs must be wiped and cleaned with water mixed detergent and disinfected • All glazing in the public areas to be cleaned daily using natural soap/detergent and clean cloths. • No plastic/refuse bags to be kept on the Access areas and concourses. • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.	Subway and Bridges • Pick up all visible litter, paper and foreign objects • Sweep bridges and subways with hard industrial brooms • All visible weeds on the bridges must be removed • Litter must be disposed in a designated area • Subways and bridges are high traffic areas they must be scrubbed and cleaned with water mixed with cleaning detergent and disinfectant during off peak hours or at night when there is less or no movement at the station.
Step 9	Step 10
Platforms	Rail Tracks

• Pick up all visible litter, paper and foreign objects • Sweep platforms with hard industrial broom • All visible weeds on the platform must be removed • Litter must be placed in a designated area • Platforms must be scrubbed and cleaned with water during off peak hours or at night when there is less or no movement at the station	• Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms • <i>Note: Employees are required to work under protection on tracks and only during the off-peak period and shall exercise extreme safety measures). Only employees who have trained for white flagmen who are allowed to clean rail tracks.</i>
Step 11	Step 12
Change Rooms	Mess rooms
• Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria • Windows must be cleaned with window cleaner and wiped with clean cloth • Windowsills & frames excess dust must be removed with damp cloth until completely removed. • Mirrors cleaned with damp cloth and wiped with a dry cloth • Glass shower doors and handles require a routine application of disinfectant to all frequently touched areas such as handrails • Lockers must be dusted and wiped with water mixed detergent and disinfectant • Shower mats must be removed and washed with scrubbing brush • Floors must be scrubbed with scrubbing brush afterwards floor must be mopped with water mixed with a disinfected	• Pick up all visible litter and paper and throw it in the trash bin • Sweep and mop floor with water mixed with a cleaning detergent and disinfectant • Wipe tables and chairs with clean water mixed with cleaning detergent and disinfectant • A routine application of disinfectant to all frequently touched areas such as door handles, light switches • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.
Step 13	Step 14
Parking	Grass Cutting

- Remove and pick up visible litter and papers
- Sweep under the parking bays and remove litter
- Dispose Litter at a designated area
- Empty dust bins when they are full
- Remove weeds on all paved areas
- The chemical to kill the weeds must be used, to permanently kill the weeds.
- Footpaths into the station must be kept clean
- Visible dirt on storm water channels must be cleaned and cleared of dirt

- The entire PRASA site shall be cleared of all litter and undesirable objects.
- All material resulting from the clearing process shall be disposed of at approved municipal dumping sites.
- The contractor shall obtain written approval from the local authorities on where the dumping sites are situated.
- The grass and low growing vegetation shall be cut and removed from the
- PRASA sites to the satisfaction of the PRASA representative
- The grass shall be cut to an average height from 30mm to 50mm. Grass must be cut by means of brush cutters (weed eater).
- All grass shall be removed from the PRASA site by the contractor. Cut grass shall be removed from the PRASA sites within two (2) days.
- Cut grass must NOT BE BURNED in any of the PRASA sites

11. DAILY EXPECTATIONS

Table 13 below demonstrates the daily cleaning expectations:

General

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

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

Offices/Boardrooms

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

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

Entrances

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

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

Corridors/Passages

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

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

Access and Concourse areas

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

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

External Paved and Tarred areas

Expectations: External paved areas are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Regular sweeping of these areas using platform brooms and dirt picked up using metal hooded dust spans.
- Foot paths must be kept clean by sweeping and picking up of dirt using platform brooms and metal hooded dust spans.
- Storm water channels must be cleaned and free of dirt .
- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
- Surfaces shall always be free of dirt and spillages.
- **No** plastic/refuse bags to be kept on the Access areas and concourses.
- All areas shall be free of grass and weed.

PUBLIC ABLUTIONS FACILITIES/TOILETS

Requirements: Public Ablution Facilities will be maintained as required to enable management, staff, and any other persons who have reason to enter, to use the facility safely and hygienically.

- Public ablution facilities must be kept in a clean and tidy condition and free of bad odour **throughout** the day.
- Public ablution facilities floors to be scrubbed every night using a detergent.
- There shall at any given time always be a cleaning person in the public ablution facilities.
- There shall be a person neatly dressed in uniform assigned to welcome each person visiting the toilet 24 hours a day 7 days a week.
- Public ablution facilities must be inspected regularly for cleanliness by the cleaning staff and quality inspected, on a **30 minutes** basis during the peak period and **hourly**
- During off-peak period, by the cleaning supervisor of the contracting company and the traceable quality inspection checklist signed-off.
- Inspection checklist to include all defects including maintenance defects and these must be elevated to the facilities manager for maintenance response.
- Graffiti to be removed from all tiled surfaces daily.
- All public ablution facilities must always be free of dirt and litter.
- No plastic bags to be stored in the toilet facilities.
- **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.

- **Soap dispensers** must be cleaned and replenished with hand soap on regular basis; under no circumstance should the soap dispenser be found empty.
- **Moist toilet seat wipes holder** must be cleaned.
- **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.
- **Hand towel holder** must be cleaned.
- Mirrors must always be clean and spotless.
- Condom holders must always be clean and spotless.

Access Control Cubicles

Requirements: Access Control Areas will be maintained as required.

- Floors to be scrubbed once a day using a strong surface cleaner or more often if prevailing circumstances dictate it.
- Walls to be scrubbed down once per week.
- Access Controllers cubicles to be free of litter and dirt/dust always.
- Remove stains and gum from the floors.
- Guard rails to be wiped and cleaned daily with a sanitizer and must be polished
- Access control areas must always be free of dirt and litter.
- No plastic bags to be stored in the Access Control Areas.

Cleaning at Heights - Above 2.4m

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

The service provider shall ensure the following:

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

Showers and change rooms

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

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Hand soap, feminine hygiene and paper dispensers are free of dirt/dust, debris and marks and filled with appropriate hand soap and paper product.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Lockers are free of dirt/dust, build ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.

- Hand basin, partitions, piping, toilets, urinals, floor drains, are free of dirt/dust, debris, marks and stains and are sanitized daily.
- Washrooms are spot-checked for cleanliness and vandalism as well as re-stocked as needed. Corrections made as needed after each and every hour.

Station platforms and rail track areas

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

- Platform surfaces to be swept and scrub and are free of dirt.
- Scrubbing of platforms to be carried during off peak period, unless otherwise instructed *in writing* by the Station Manager.
- The using of hose pipes is not allowed, the service provider is required to familiarize himself/herself with new water restrictions and consult with the Facilities Department on this decision. The use of hose pipes can only be done with proper consultation and agreement with the Facilities Department for any given instance and occurrence.
- All platforms within the station precinct must be free of dirt, litter grass and weeds at all times.
- The cleaning of tracks must be done during the off-peak period and *under strict and safe operating condition*. This work can **ONLY be done under PROTECTION** by Flagmen or Flag women.
- All tracks within the station precinct must be free of dirt, litter or any spillages.
- All tracks must be blown with a power blower regularly and the litter picked up immediately and put into refuse bags.
- No plastic bags to be stored on the platform or the rail track. These will only be stored in a place to be agreed upon between the service provider and the Facilities Department.
- All areas shall be free of grass and weed.

Subways, stairs and all access ways

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

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

Parking Areas

Expectations: Parking areas must always be kept free of:

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

Small Business Market

Requirements: Areas will be maintained as required

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

12. CLEANING MATERIAL, CONSUMABLES, TOOLS AND EQUIPMENT

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

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

Table 14: The table below illustrates the approved list of chemicals to be used:

NO	DESCRIPTION
APPROVED LIST OF CHEMICALS TO BE USED	
1.	Sanitary all-purpose cleaner with pleasant odour that prevents limescale build up leaving a shiny streak free gloss, notcorrosive, kind to skin (suitable for all washable stainless steel, plastic, porcelain, ceramic, enamel, glass)
2.	Biological double action cleaner/deodorizer for the cleaning and odour control in sanitary areas, toilets, urinals and odour control in carpets,
3.	Viscous acidic toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and bactericide thatremoves dirt and limescale after a short period (must be free of hydrochloric acid)
4.	Hardware resistant polymer based self-shining dispersion that form a hard wearing, slip resistant protective film with ahigh gloss for high speed and ultra-speed polishing
5.	Window cleaner
6.	Powerful Alkaline cleaning agent for the machine cleaning of floor coverings, low foaming, not perfumed, removes soiling
7.	Clear Liquid hand soap
8.	stainless steel polish read to use cleaner and polish
9.	Furniture polish (no oil furniture polish)

10.	Spray emulsion containing wax, to remove water solvent soluble solution and scuff marks which forms a protective film which can be polished (Mondo floor cleaner where applicable)
11.	Powder for carpets
12.	Disinfectant
13.	Gum removing soluble agent in aerosol cans
14.	Ready use abrasive liquid cleaner non scratching or corrosive
15.	Concentrated tile cleaner for porcelain, tiled areas and all washable surface, based on non-ionic and anionic surfaces.
16.	60% alcohol based hard surfaces disinfect
17.	60% alcohol-based floor cleaner

Table 15 below details the consumables and materials to be used for cleaning:

CONSUMABLES/MATERIALS TO BE USED FOR CLEANING		
NO	DESCRIPTION	UNIT OF MEASUREMENT
1.	Clear Hand soaps	Hand Bac Sabs1828
2.	Toilet paper per Bale	500 Sheet Per Roll as Per SABS Or SANS Regulations. Sheet Size: 100mm X 110mm 19gsm Paper. Single Ply Toilet Paper
3.	Refuse Bags	Flat Packed Made From 90% Of Recycled and Re-Processed Polythene Material. Micron: 22 Dimensions: 750 (L) X 950 (W) Mm
4.	300m Maslin Cloth	5Gsm SPUNLACE ROLL - 400m X 24cm X 50cm Perforation (ANY COLOUR)
5.	Microfiber Cloths:	General Purpose Cloth Weight: 370 G/Sqm Composition: 81% Polyester 19% Polyamide Window Cleaning Cloth Weight: 400 G/Sqm Composition: Made Of 78% Polyester 22% Polyamide Textured Cleaning Cloth Weight: 350 G/Sm Composition: Made Of 76% Polyester 24% Polyamide Dusting Cloth Weight: 280 G/Sqm Composition: Made Of 79% Polyester 21% Polyamide
6.	Microfiber Sleeves	With Velcro Backing
7.	Gloves	Strong More Durable – GREEN NITRILE GLOVES SIZE FIT ONE FIT ALL Household - YELLOW HOUSEHOLD GLOVES – SIZE FIT ONE FIT ALL
8.	Vacuum Bags	

9.	Industrial/heavy duty (dependent on no. of areas requiring the use thereof)	3 In 1 Multi-Purpose Disinfectant (Qac) – Washroom Cleaner
10.	Dust Mask	Dust Masks Ffp1
11.	Urinal Matts	d Anti Spatting Urinals Mats Prevent Urine Spatter

Table 16 below depicts the cleaning machinery to be used:

NO	DESCRIPTION
	General Cleaning Machinery
1.	Upright Industrial Vacuum Cleaners
2.	Wet & Dry Vacuum Cleaners (90lt)
3.	High Pressure Cleaner
4.	Carpet extractor (used in accordance with carpet cleaning frequencies and requirements) – using powder / wet extraction method
5.	Push Sweepers
6.	Washing of Microfibre Sleeves
7.	High pressured steam cleaner for cleaning grime build up on tile grout
8.	Carpet cleaning Machine
9.	Carpet extractor machines – dual use / powder or wet extraction method
10.	Heavy duty Custom vacuum for tracks

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

Table 17 below depicts the general cleaning equipment to be used:

NO	DESCRIPTION
	GENERAL CLEANING EQUIPMENT
1.	Colour-coded split buckets on wheels with wringer
2.	Microfibre Mops
3.	Maslin Tools
4.	Aluminium long handle jumbo mops (long hair)
5.	Janitorial Trolleys (twin bucket)
6.	30m x 2mm Extension cords
7.	Long Handle Dust Pans including whisk brooms
8.	Big outdoor brooms hard and soft bristles
9.	Window Squeegees with tele poles
10.	Big Rectangular Buckets for Window Squeegees
11.	Metal Scrapers
12.	Toilet Brushes
13.	Scrubbing Brushes & Scourers
14.	Wet Floor Signs
15.	Long Feather Dusters
16.	Short Feather Dusters
17.	Spray Bottles 750ml

13. HYGIENE SERVICES AND EQUIPMENT REPLENISHMENT TABLE PER STATION

The below tables gives an overview of the hygiene Services and Equipment replenishment for each Cleaning company Stations:

13.1. Pienaarspoort Station

Hygiene services	Cleaning company to replace and or Install the following for period of the contract	Frequency of service for Staff Facilities	Frequency of service for Commuter Facilities
Urinal sanitisers refilling	None	Once a week	Regularly (Duo Blocks)
1 litre Auto instant Hand sanitisers refilling (80% ethanol or 75% isopropyl alcohol based)	None	Regularly	Regularly
Seat sanitisers refilling	None	Regularly	Regularly
Sanitary bins liners	Continuously	Regularly	Regularly
Sanitary bins emptying <i>(A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation)</i>	Plastic sanitary she bins (2)	Once weekly (1)	Bi weekly (4)
Sanitary bins sanitized	Continuously	Regularly	Regularly
<i>Air-freshener Dispensers refilling (readily biodegradable)</i>	<i>Air freshener dispensers (2)</i>	Regularly	Regularly
Soap Dispensers refilling	Hand soap dispensers (2)	Regularly	Regularly
Toilet Roll Holder	Continuously	Regularly	Regularly
Paper Towel Dispensers refilling	Paper towel dispensers (2)	Regularly	Regularly
Wall bins sanitizer	Plastic Wall bins (2)	Biweekly	Biweekly

Table 18: Pienaarspoort Station hygiene equipment and services

NB:

- ***The supplier shall provide hygiene services for both staff and public in the stations.***
- ***Contractor shall be responsible for the replacement of any public facilities hygiene equipment stolen/broken on site.***

13.2. Mamelodi Gardens Station

Hygiene services	Cleaning company to replace and or Install the following for period of the contract	Frequency of service for Staff Facilities	Frequency of service for Commuter Facilities
Urinal sanitisers refilling	None	Once a week	Regularly (Duo Blocks)
1 litre Auto instant Hand sanitisers refilling (80% ethanol or 75% isopropyl alcohol based)	None	Regularly	Regularly
Seat sanitisers refilling	None	Regularly	Regularly
Sanitary bins liners	Continuously	Regularly	Regularly
Sanitary bins emptying <i>(A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation)</i>	Plastic sanitary she bins (2)	Once weekly (1)	Bi weekly (4)

Sanitary bins sanitized	Continuously	Regularly	Regularly
<i>Air-freshener Dispensers refilling (readily biodegradable)</i>	<i>Air freshener dispensers (2)</i>	Regularly	Regularly
Soap Dispensers refilling	Hand soap dispensers (2)	Regularly	Regularly
Toilet Roll Holder	Continuously	Regularly	Regularly
Paper Towel Dispensers refilling	Paper towel dispensers (2)	Regularly	Regularly
Wall bins sanitizer	Plastic Wall bins (2)	Biweekly	Biweekly

Table 19: Mamelodi Gardens Station hygiene equipment and services

NB:

- ***The supplier shall provide hygiene services for both staff and public in the stations.***
- ***Contractor shall be responsible for the replacement of any public facilities hygiene equipment stolen/broken on site.***

13.3. Eerstefabrieke Station

Hygiene services	Cleaning company to replace and or Install the following for period of the contract	Frequency of service for Staff Facilities	Frequency of service for Commuter Facilities
Urinal sanitisers refilling	None	Once a week	Regularly (Duo Blocks)
1 litre Auto instant Hand sanitisers refilling (80% ethanol or 75% isopropyl alcohol based)	None	Regularly	Regularly
Seat sanitisers refilling	None	Regularly	Regularly
Sanitary bins liners	Continuously	Regularly	Regularly
Sanitary bins emptying <i>(A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation)</i>	Plastic sanitary she bins (3)	Once weekly (1)	Bi weekly (4)
Sanitary bins sanitized	Continuously	Regularly	Regularly
<i>Air-freshener Dispensers refilling (readily biodegradable)</i>	<i>Air freshener dispensers (2)</i>	Regularly	Regularly
Soap Dispensers refilling	Hand soap dispensers (2)	Regularly	Regularly
Toilet Roll Holder	Continuously	Regularly	Regularly
Paper Towel Dispensers refilling	Paper towel dispensers (2)	Regularly	Regularly
Wall bins sanitizer	Plastic Wall bins (2)	Biweekly	Biweekly

Table 20: Eerstefabrieke Station hygiene equipment and services

NB:

- *The supplier shall provide hygiene services for both staff and public in the stations.*
- *Contractor shall be responsible for the replacement of any public facilities hygiene equipment stolen/broken on site*

13.4.Saulsville Station

Hygiene services	Cleaning company to replace and or Install the following for period of the contract	Frequency of service for Staff Facilities	Frequency of service for Commuter Facilities
Urinal sanitisers refilling	None	Once a week	Regularly (Duo Blocks)
1 litre Auto instant Hand sanitisers refilling (80% ethanol or 75% isopropyl alcohol based)	None	Regularly	Regularly
Seat sanitisers refilling	None	Regularly	Regularly
Sanitary bins liners	Continuously	Regularly	Regularly
Sanitary bins emptying (A waste transfer/ disposal certificate must be provided, as per compliance with South African legislation)	Plastic sanitary she bins (3)	Once weekly (1)	Bi weekly (4)
Sanitary bins sanitized	Continuously	Regularly	Regularly
Air-freshener Dispensers refilling (readily biodegradable)	Air freshener dispensers (2)	Regularly	Regularly
Soap Dispensers refilling	Hand soap dispensers (2)	Regularly	Regularly
Toilet Roll Holder	Continuously	Regularly	Regularly
Paper Towel Dispensers refilling	Paper towel dispensers (2)	Regularly	Regularly
Wall bins sanitizer	Plastic Wall bins (2)	Biweekly	Biweekly

Table 21: Saulsville Station hygiene equipment and services requirements

NB:

- *The supplier shall provide hygiene services for both staff and public in the stations.*
- *Contractor shall be responsible for the replacement of any public facilities hygiene equipment stolen/broken on site.*

14. 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.

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 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; Contact Numbers; Residential Address; Name of Next of kin with Contacts		
6.	Approved Organizational Structure		
7.	Approved S/HE Policy		
8.	Approved S/HE Plan		
9.	Risk Assessments for the projects as per project scope, approved by the Risk Assessor. These should cover any prevalent communicable diseases at the time.		
10.	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).		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
11.	All applicable Statutory Appointments e.g. First Aider, SHE Officer, etc. (Signed by the appointer and accepted by appointee's, include CV's and competency certificates)		
12.	Tool inspections Checklists and Register		
13.	PPE Matrix and Issue Records		
14.	Equipment Maintenance (Calibrations, Safe Working load certificates, etc.) if applicable		
15.	Chemicals substances list and Safety Data Sheets (SDSs) for chemicals to be used (14-point format). Include Proof of training on SDSs if applicable.		
16.	Excavation plan (when applicable)		
17.	Fall Protection plan, including scaffolding plan (when applicable)		
18.	Declaration of Sub-contractors (when applicable)		
19.	Proof of Third-Party Liability Cover (Not older than 1 year)		
20.	Conclusion / Statement of Compliance		

15. TENDER REQUIREMENTS

15.1. Employee Identification

The company's personnel cleaning PRASA stations shall wear identifiable (ID) clothing 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 cleaning company's member

- b) ~~The Name of the cleaning company's member~~
- c) The position he or she occupies
- d) The Name of the Cleaning company
- e) The Name of the Station of deployment.

15.2. Name list

The name list of all members of cleaning company, who are to be employed to clean stations as well as their replacement, must be furnished beforehand. PRASA reserves the right to monitor time and attendance of the cleaning company and to give working instruction directly to the employees of the cleaning company.

15.3. If in the opinion of PRASA this is necessary, this will be done through a delegated Project Manager.

15.4. Subject to the final agreement made by the parties, the Cleaning company shall be remunerated by PRASA monthly in accordance with the price agreed.

15.5. Personal Protective Clothing (PPE)

15.5.1. A great attention should be given on how PPE is handled.

15.5.2. Cleaners must always wear mask, gloves, safety shoes, reflector jackets overalls when executing their duties.

15.5.3. Where there is visible contamination with body fluids, additional PPE to protect the cleaners' eyes, mouth and nose must be used.

15.5.4. All disposable PPE should be removed after each use and discarded in sealable bags and bins with lids.

15.5.5. Hands should be washed with soap and water for 20 seconds after PPE has been removed following the cleaning and disinfection.

15.5.6. To prevent spreading of germs, discard cleaning material made of cloth (i.e. wiping cloth etc). in appropriate bags after cleaning and disinfecting. A new pair of gloves must be worn.

15.5.7. There are other areas that will require a shorter replacement cycle e.g. outside areas.

TABLE 1(Piensaarspoort Station): Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 4 of the Specification document (Staff required per Shift).

1. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 of Tender:									
Item	Cleaners Description	Shifts	Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Cleaners per Shift	Total Cost for ALL shifts and for ALL Cleaners for the period of 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Cleaners per Shift
1.1.	Cleaners Weekdays Piensaarspoort Station (06:00 – 12:30 & 12:30 – 19:00)	Weekdays as per Table 4	6	R.....	6.5	R.....	R.....	R.....	R.....

1.2.	Cleaners Saturdays Shift Pienaarspoort Station (07:00 – 14:00)	Saturdays as per Table 4	2	R.....	7	R.....	R.....	R.....	R.....
1.3.	Cleaners Public Holidays Shift Pienaarspoort Station (07:00 – 14:00)	Public Holidays as per Table 4	2	R.....	7	R.....	R.....	R.....	R.....
1.4.	Total for ALL Cleaners Excl Vat (Feeder to Item 6.1. in Summaries TABLE 6)							R.....	R.....

TABLE 2(Pienaarspoort Station): Supervisor(s) Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 4 of the Specification document (Staff required per Shift).

2. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 of Tender:									
Item	Supervisor(s) Description	Shifts	Number of Supervi sor Per Shift	Rate per Hour per Supervisor	Number of Hours per Shift	Daily Rate per Supervisor	Total Cost for ALL Supervisor(s) Shift	Total Cost for ALL Supervisor(s) shifts for the period of 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Supervisor per Shift
2.1.	Supervisor Weekdays Shift Pienaarspoort Station (06:00 – 15:00)	Weekdays as per Table 4	1	R.....	9	R.....	R.....	R.....	R.....

2.2.	Supervisor Saturdays Shifts Pienaarspoort Station (07:00 – 14:00)	Saturdays as per Table 4	1	R.....	7	R.....	R.....	R.....	R.....
2.3.	Supervisor Public Holidays Shifts Pienaarspoort Station (07:00 – 14:00)	Public Holidays as per Table 4	1	R.....	7	R.....	R.....	R.....	R.....
2.4.	Total for ALL Supervisor Excl Vat (Feeder to Item 6.2. in Summaries TABLE 6)							R.....	R.....

TABLE 3: Hygiene services Pricing Schedule (Listed under Table 18 of the specification document – Pienaarspoort Station)

3. Hygiene services Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Service description	Unit	Monthly service Rate as listed under Table 18	Annual (Monthly X 12) Service Rate as listed under Table 18
3.1.	Hygiene maintenance services as listed under Table 18	Sum	R.....	R.....
3.2.	Total for Hygiene Services Excl Vat (Feeder to Item 6.3. in Summaries Table 6)		R.....	R.....

TABLE 4: Cleaning Consumables Pricing Schedule (Listed under Heading/Paragraph 15 of the specification document)

4. Cleaning Consumables Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under Consumables in Heading/Paragraph 15	Annual (Monthly X 12) Rate as listed Consumables in Heading/Paragraph 15
4.1.	Cleaning consumables as listed under Heading/Paragraph 15	Sum	R.....	R.....
4.2.	Total for Cleaning Consumables Excl Vat (Feeder to Item 6.4. in Summaries TABLE 6)		R.....	R.....

TABLE 5: Cleaning Equipment Pricing Schedule (Listed under Heading/Paragraph 16 & 17 of the specification document)

5. Cleaning Equipment Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under in Cleaning equipment in Heading/Paragraph 16 & 17	Annual (Monthly X 12) Rate as listed under Cleaning equipment in Heading/Paragraph 16 & 17
5.1.	Cleaning Equipment as listed under Heading/Paragraph 16 & 17	Sum	R.....	R.....
5.2.	Total for Cleaning Equipment Excl Vat (Feeder to Item 6.5. in Summaries TABLE 6)		R.....	R.....

TABLE 6(Piensaarspoort Station): Summaries of Rates fed from the Monthly and Annual (Monthly X 12) Totals of TABLES 1, 2, 3, 4 and 5

TENDER: PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT PIENAARSPORT STATION IN NORTHERN GAUTENG REGION				
No.	Station Name	Total number of cleaners	Annual (Monthly X 12)	
			Annual (Monthly X 12)	Monthly
PIENAARSPORT STATION				
6.1.	Total Price for Cleaners as per item 1.4. of TABLE 1 for Cleaners Rates	6		
6.2.	Total Price for Supervisor/s as per item 2.4. of TABLE 2 for Supervisor/s Rates	1		
6.3.	Total Price for Hygiene Services as per the item 3.2. of TABLE 3 for Hygiene services	Sum		
6.4.	Total Price for Consumables as per item 4.2. of TABLE 4 for Cleaning Consumables	Sum		
6.5.	Total Price for Cleaning Equipment as per item 5.2. of TABLE 5 for Cleaning Equipment	Sum		
6.6.	Provisioned Safety file Monthly X 12		R 4, 000.00	R 0.00
Sub Total Excluding VAT				
Vat 15%				
Total VAT Included				

Piensaarspoort Station Pricing Schedule(Refer to Table 8 for Calendar Months and Days)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 5(Staff required per Shift). Bidders must ensure that they factor in their profits and any other costs associated with delivering the service efficiently within their costing(i.e. leave days, relievers).

TABLE 1(Mamelodi gardens Station): Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 5 of the Specification document (Staff required per Shift).

1. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027of Tender:									
Item	Cleaners Description	Shifts	Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Cleaners per Shift	Total Cost for ALL shifts and for ALL Cleaners for the period of 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Cleaners per Shift
1.1.	Cleaners Weekdays Mamelodi Gardens Station (06:00 – 12:30 & 12:30 – 19:00)	Weekdays as per Table 5	5	R.....	6.5	R.....	R.....	R.....	R.....

1.2.	Cleaners Saturdays Shift Mamelodi Gardens Station (07:00 – 13:00)	Saturdays as per Table 5	2	R.....	6	R.....	R.....	R.....	R.....
1.3.	Cleaners Public Holidays Shift Mamelodi Gardens Station (07:00 – 13:00)	Public Holidays as per Table 5	2	R.....	6	R.....	R.....	R.....	R.....
1.4.	Total for ALL Cleaners Excl Vat (Feeder to Item 6.1. in Summaries TABLE 6)							R.....	R.....

TABLE 2(Mamelodi Gardens Station): Supervisor Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 5 of the Specification document (Staff required per Shift).

2. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027of Tender:									
Item	Supervisor Description	Shifts	Number of Supervisor Per Shift	Rate per Hour per Supervisor	Number of Hours per Shift	Daily Rate per Supervisor	Total Cost for All Supervisor(s) Shift	Total Cost for ALL Supervisor(s) shifts for the period of 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Supervisor(s) per Shift
2.1.	Supervisor(s) Weekdays Shift Mamelodi Gardens Station (06:00 – 15:00)	Weekdays as per Table 5	1	R.....	9	R.....	R.....	R.....	R.....

2.2.	Supervisor(s) Saturdays Shifts Mamelodi Gardens Station (07:00 – 13:00)	Saturdays as per Table 5	1	R.....	6	R.....	R.....	R.....	R.....
2.3.	Supervisor(s) Public Holidays Shifts Mamelodi Gardens Station (07:00 – 13:00)	Public Holidays as per Table 5	1	R.....	6	R.....	R.....	R.....	R.....
2.4.	Total for ALL Supervisor(s) Excl Vat (Feeder to Item 6.2. in Summaries TABLE 6)							R.....	R.....

TABLE 3: Hygiene services Pricing Schedule (Listed under Table 18 of the specification document – Mamelodi Garden Station)

3. Hygiene services Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Service description	Unit	Monthly service Rate as listed under Table 18	Annual (Monthly X 12) Service Rate as listed under Table 18
3.1.	Hygiene maintenance services as listed under Table 18	Sum	R.....	R.....
3.2.	Total for Hygiene Services Excl Vat (Feeder to Item 6.3. in Summaries Table 6)		R.....	R.....

TABLE 4: Cleaning Consumables Pricing Schedule (Listed under Heading/Paragraph 15 of the specification document)

4. Cleaning Consumables Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under Consumables in Heading/Paragraph 15	Annual (Monthly X 12) Rate as listed Consumables in Heading/Paragraph 15
4.1.	Cleaning consumables as listed under Heading/Paragraph 15	Sum	R.....	R.....
4.2.	Total for Cleaning Consumables Excl Vat (Feeder to Item 6.4. in Summaries TABLE 6)		R.....	R.....

TABLE 5: Cleaning Equipment Pricing Schedule (Listed under Heading/Paragraph 16 & 17 of the specification document)

5. Cleaning Equipment Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under in Cleaning equipment in Heading/Paragraph 16 & 17	Annual (Monthly X 12) Rate as listed under Cleaning equipment in Heading/Paragraph 16 & 17
5.1.	Cleaning Equipment as listed under Heading/Paragraph 16 & 17	Sum	R.....	R.....
5.2.	Total for Cleaning Equipment Excl Vat (Feeder to Item 6.5. in Summaries TABLE 6)		R.....	R.....

TABLE 6(Mamelodi Gardens Station): Summaries of Rates fed from the Monthly and Annual (Monthly X 12) Totals of TABLES 1, 2, 3, 4 and 5

TENDER: PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT MAMELODI GARDENS STATION IN NORTHERN GAUTENG REGION				
No.	Station Name	Total number of cleaners	Annual (Monthly X 12)	
			Annual (Monthly X 12)	Monthly
MAMELODI GARDENS STATION				
6.1.	Total Price for Cleaners as per item 1.4. of TABLE 1 for Cleaners Rates	5		
6.2.	Total Price for Supervisor/s as per item 2.4. of TABLE 2 for Supervisor/s Rates	1		
6.3.	Total Price for Hygiene Services as per the item 3.2. of TABLE 3 for Hygiene services	Sum		
6.4.	Total Price for Consumables as per item 4.2. of TABLE 4 for Cleaning Consumables	Sum		
6.5.	Total Price for Cleaning Equipment as per item 5.2. of TABLE 5 for Cleaning Equipment	Sum		
6.6.	Provisioned Safety file Monthly X 12		R 3, 500.00	R 0.00
Sub Total Excluding VAT				
Vat 15%				
Total VAT Included				

Mamelodi Gardens Station Pricing Schedule(Refer to Table 8 for Calendar Months and Days)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 6(Staff required per Shift). Bidders must ensure that they factor in their profits and any other costs associated with delivering the service efficiently within their costing(i.e. leave days, relievers).

TABLE 1(Eerstefabrieke Station): Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 6 of the Specification document (Staff required per Shift).

1. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027of Tender:									
Item	Cleaners Description	Shifts	Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Cleaners per Shift	Total Cost for ALL shifts and for ALL Cleaners for the period of 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Cleaners per Shift
1.1.	Cleaners Weekdays Shift Eerstefabriek e Station (06:00 – 12:30 & 12:30 – 19:00)	Weekdays as per Table 6	7	R.....	6.5	R.....	R.....	R.....	R.....

1.2.	Cleaners Saturdays Shift Eerstefabriek e Station (07:00 – 14:00)	Saturdays as per Table 6	3	R.....	6	R.....	R.....	R.....	R.....
1.3.	Cleaners Public Holidays Shift Eerstefabriek e Station (07:00 – 14:00)	Public Holidays as per Table 6	3	R.....	6	R.....	R.....	R.....	R.....
1.4.	Total for ALL Cleaners Excl Vat (Feeder to Item 6.1. in Summaries TABLE 6)							R.....	R.....

TABLE 2(Eerstefabrieke Station): Supervisor(s) Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 6 of the Specification document (Staff required per Shift).

2. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 of Tender:									
Item	Supervisor(s) Description	Shifts	Number of Supervisor(s) Per Shift	Rate per Hour per Supervisor	Number of Hours per Shift	Daily Rate per Supervisor	Total Cost for All Supervisor(s) Shift	Total Cost for ALL shifts and for ALL Supervisor(s) for the period 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Supervisor(s) per Shift
2.1.	Supervisor(s) Weekdays Shift Eerstefabrieke Station (07:00 – 16:00)	Weekdays as per Table 6	1	R.....	9	R.....	R.....	R.....	R.....

2.2.	Supervisor(s) Saturdays Shift Eerstefabriek e Station (07:00 – 13:00)	Saturdays as per Table 6	1	R.....	6	R.....	R.....	R.....	R.....
2.3.	Supervisor(s) Public Holidays Shift Eerstefabriek e Station (07:00 – 13:00)	Public Holidays as per Table 6	1	R.....	6	R.....	R.....	R.....	R.....
2.4.	Total for ALL Supervisor(s) Excl Vat (Feeder to Item 6.2. in Summaries TABLE 6)							R.....	R.....

TABLE 3: Hygiene services Pricing Schedule (Listed under Table 20 of the specification document – Eerstefabrieke Station)

3. Hygiene services Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Service description	Unit	Monthly service Rate as listed under Table 20	Annual (Monthly X 12) Service Rate as listed under Table 20
3.1.	Hygiene maintenance services as listed under Table 20	Sum	R.....	R.....
3.2.	Total for Hygiene Services Excl Vat (Feeder to Item 6.3. in Summaries Table 6)		R.....	R.....

TABLE 4: Cleaning Consumables Pricing Schedule (Listed under Heading/Paragraph 15 of the specification document)

4. Cleaning Consumables Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under Consumables in Heading/Paragraph 15	Annual (Monthly X 12) Rate as listed Consumables in Heading/Paragraph 15
4.1.	Cleaning consumables as listed under Heading/Paragraph 15	Sum	R.....	R.....
4.2.	Total for Cleaning Consumables Excl Vat (Feeder to Item 6.4. in Summaries TABLE 6)		R.....	R.....

TABLE 5: Cleaning Equipment Pricing Schedule (Listed under Heading/Paragraph 16 & 17 of the specification document)

5. Cleaning Equipment Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under Cleaning equipment in Heading/Paragraph 16 & 17	Annual (Monthly X 12) Rate as listed under Cleaning equipment in Heading/Paragraph 16 & 17
5.1.	Cleaning Equipment as listed under Heading/Paragraph 16 & 17	Sum	R.....	R.....
5.2.	Total for Cleaning Equipment Excl Vat (Feeder to Item 6.5. in Summaries TABLE 6)		R.....	R.....

TABLE 6(Eerstefabrieke Station): Summaries of Rates fed from the Monthly and Annual (Monthly X 12) Totals of TABLES 1, 2, 3, 4 and 5

TENDER: PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT EERSTEFABRIEKE STATION IN NORTHERN GAUTENG REGION				
No.	Station Name	Total number of cleaners	Annual (Monthly X 12)	
			Annual (Monthly X 12)	Monthly
EERSTEFABRIEKE STATION				
6.1.	Total Price for Cleaners as per item 1.4. of TABLE 1 for Cleaners Rates	7		
6.2.	Total Price for Supervisor/s as per item 2.4. of TABLE 2 for Supervisor/s Rates	1		
6.3.	Total Price for Hygiene Services as per the item 3.2. of TABLE 3 for Hygiene services	Sum		
6.4.	Total Price for Consumables as per item 4.2. of TABLE 4 for Cleaning Consumables	Sum		
6.5.	Total Price for Cleaning Equipment as per item 5.2. of TABLE 5 for Cleaning Equipment	Sum		
6.6.	Provisioned Safety file Monthly X 12	Sum	R 4, 500.00	R 0.00
Sub Total Excluding VAT				
Vat 15%				
Total VAT Included				

Eerstefabrieke Station Pricing Schedule(Refer to Table 8 for Calendar Months and Days)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 7(Staff required per Shift). Bidders must ensure that they factor in their profits and any other costs associated with delivering the service efficiently within their costing(i.e. leave days, relievers).

TABLE 1(Saulsville Station): Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 7 of the Specification document (Staff required per Shift).

1. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027 of Tender:									
Item	Cleaners Description	Shifts	Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Cleaners per Shift	Total Cost for ALL shifts and for ALL Cleaners for the period of 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Cleaners per Shift
1.1.	Cleaners Weekdays Shift Saulsville Station (06:00 – 12:30 & 12:30 – 19:00)	Weekdays as per Table 7	6	R.....	6.5	R.....	R.....	R.....	R.....

1.2.	Cleaners Saturdays Shift Saulsville Station (07:00 – 13:00)	Saturdays as per Table 7	2	R.....	6	R.....	R.....	R.....	R.....
1.3.	Cleaners Public Holidays Shift Saulsville Station (07:00 – 13:00)	Public Holidays as per Table 7	2	R.....	6	R.....	R.....	R.....	R.....
1.4.	Total for ALL Cleaners Excl Vat (Feeder to Item 6.1. in Summaries TABLE 6)							R.....	R.....

TABLE 2(Saulsville Station): Supervisor Rates for Calendar period of 01 August 2026 – 31 July 2027 (Refer to Table 8 of the Specification document)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 7 of the Specification document (Staff required per Shift).

2. Cleaners Rates for Calendar period of 01 August 2026 – 31 July 2027of Tender:									
Item	Supervisor(s) Description	Shifts	Number of Supervi sor(s) Per Shift	Rate per Hour per Supervisor	Number of Hours per Shift	Daily Rate per Supervisor	Total Cost for All Supervisor(s) Shift	Total Cost for ALL shifts and for ALL Supervisor(s) for the period of 01 August 2026 – 31 July 2027 (Refer to Table 8)	Monthly Cost for All Supervisor(s) per Shift
2.1.	Supervisor(s) Weekdays Shift Saulsville Station (06:00 – 15:00)	Weekdays as per Table 6	1	R.....	9	R.....	R.....	R.....	R.....

2.2.	Supervisor(s) Saturdays Shift Saulsville Station (07:00 – 13:00)	Saturdays as per Table 6	1	R.....	6	R.....	R.....	R.....	R.....
2.3.	Supervisor(s) Public Holidays Shift Saulsville Station (07:00 – 13:00)	Public Holidays as per Table 6	1	R.....	6	R.....	R.....	R.....	R.....
2.4.	Total for ALL Supervisor(s) Excl Vat (Feeder to Item 6.2. in Summaries TABLE 6)							R.....	R.....

TABLE 3: Hygiene services Pricing Schedule (Listed under Table 18 of the specification document – Saulsville Station)

3. Hygiene services Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Service description	Unit	Monthly service Rate as listed under Table 18	Annual (Monthly X 12) Rate as listed under Table 18
3.1.	Hygiene maintenance services as listed under Table 18	Sum	R.....	R.....
3.2.	Total for Hygiene Services Excl Vat (Feeder to Item 6.3. in Summaries Table 6)		R.....	R.....

TABLE 4: Cleaning Consumables Pricing Schedule (Listed under Heading/Paragraph 15 of the specification document)

4. Cleaning Consumables Monthly & Monthly X 12 Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under Consumables in Heading/Paragraph 15	Annual (Monthly X 12) Rate as listed Consumables in Heading/Paragraph 15
4.1.	Cleaning consumables as listed under Heading/Paragraph 15	Sum	R.....	R.....
4.2.	Total for Cleaning Consumables Excl Vat (Feeder to Item 6.4. in Summaries TABLE 6)		R.....	R.....

TABLE 5: Cleaning Equipment Pricing Schedule (Listed under Heading/Paragraph 16 & 17 of the specification document)

5. Cleaning Equipment Monthly & Annual (Monthly X 12) Rate BOQ				
Item	Description	Unit	Monthly Rate as listed under in Cleaning equipment in Heading/Paragraph 16 & 17	Annual (Monthly X 12) Rate as listed under Cleaning equipment in Heading/Paragraph 16 & 17
5.1.	Cleaning Equipment as listed under Heading/Paragraph 16 & 17	Sum	R.....	R.....
5.2.	Total for Cleaning Equipment Excl Vat (Feeder to Item 6.5. in Summaries TABLE 6)		R.....	R.....

TABLE 6(Saulsville Station): Summaries of Rates fed from the Monthly and Annual (Monthly X 12) Totals of TABLES 1, 2, 3, 4 and 5

TENDER: PROVISION OF CLEANING, HYGIENE AND HORTICULTURE SERVICES AT SAULSVILLE STATION IN NORTHERN GAUTENG REGION				
No.	Station Name	Total number of cleaners	Annual (Monthly X 12)	
			Annual (Monthly X 12)	Monthly
SAULSVILLE STATION				
6.1.	Total Price for Cleaners as per item 1.4. of TABLE 1 for Cleaners Rates	6		
6.2.	Total Price for Supervisor/s as per item 2.4. of TABLE 2 for Supervisor/s Rates	1		
6.3.	Total Price for Hygiene Services as per the item 3.2. of TABLE 3 for Hygiene services	Sum		
6.4.	Total Price for Consumables as per item 4.2. of TABLE 4 for Cleaning Consumables	Sum		
6.5.	Total Price for Cleaning Equipment as per item 5.2. of TABLE 5 for Cleaning Equipment	Sum		
6.6.	Provisioned Safety file Monthly X 12	Sum	R 3, 500.00	R 0.00
Sub Total Excluding VAT				
Vat 15%				
Total VAT Included				

Saulsville Station Pricing Schedule(Refer to Table 8 for Calendar Months and Days)

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. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per Table 8(Staff required per Shift). Bidders must ensure that they factor in their profits and any other costs associated with delivering the service efficiently within their costing(i.e. leave days, relievers).