

TRANSNET PROPERTY

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

REQUEST FOR PROPOSAL [RFP] [SERVICES]

**FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE INLAND REGION:
GAUTENG CARLTON CENTRE (TOWER & RETAIL) AREAS FOR A PERIOD OF THIRTY-SIX (36)
MONTHS**

RFP NUMBER	TP/2023/11/0002/50833/RFP
ISSUE DATE:	28 NOVEMBER 2023
CLOSING DATE:	08 DECEMBER 2023
CLOSING TIME:	12H00 PM
BID VALIDITY PERIOD:	180 Business Days from Closing Date

Note to the bidders:

Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.

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Respondent's Signature

Date & Company Stamp

**RFP FOR THE PROVISION OF THE CLEANING AND HYGIENE SERVICES FOR THE INLAND REGION:
GAUTENG CARLTON CENTRE (TOWER & RETAIL) AREAS FOR A PERIOD OF THIRTY-SIX (36) MONTHS****SECTION 1: SBD1 FORM****PART A****INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET PROPERTY, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	TP/2023/11/0002/50312/RFP	ISSUE DATE:	28 NOV 2023	CLOSING DATE:	08 DEC 2023	CLOSING TIME:	12H00 PM
DESCRIPTION	PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE INLAND REGION: GAUTENG CARLTON CENTRE (TOWER & RETAIL) AREAS FOR A PERIOD OF THIRTY-SIX (36) MONTHS						
BID RESPONSE DOCUMENTS SUBMISSION							
RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED (<i>please refer to section 2, paragraph 3 for a detailed process on how to upload submissions</i>): https://transnetetenders.azurewebsites.net							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	PUMLA NGAMLANA			CONTACT PERSON			
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	Pumla.Ngamlana@transnet.net			E-MAIL ADDRESS			
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	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	

Respondent's Signature

Date & Company Stamp

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]			
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER QUESTIONNAIRE BELOW]
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 1.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 1.2 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. 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE: _____

Respondent's Signature

Date & Company Stamp

SECTION 2: NOTICE TO BIDDERS**1 INVITATION TO BID**

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**].

DESCRIPTION	PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE INLAND REGION: GAUTENG CARLTON CENTRE (TOWER & RETAIL) AREAS FOR THE PERIOD OF THIRTY-SIX (36) MONTHS
TENDER ADVERT	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
RFP DOWNLOADING	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge. To download RFP and Annexures: - Click on "Tender Opportunities"; - Select "Advertised Tenders"; - In the "Department" box, select Transnet SOC Ltd. Once the tender has been in the list, click on the "Tender documents" tab and process to download all uploaded documents. The RFP may also be downloaded from the Transnet Portal at https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link/site) free of charge (<i>refer to section 2, paragraph 3 below for detailed steps</i>)
COMMUNICATION	Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP. Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.
BRIEFING SESSION	No briefing session will be held. Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: Pumla.Ngamlana@transnet.net This is to ensure that Transnet may make the necessary arrangements for the briefing session. Refer to paragraph 2 for details.
CLOSING DATE	12:00 pm on Friday 08 December 2023 Bidders must ensure that bids are uploaded timeously onto the system. Generally, if a bid is late, it will not be accepted for consideration. <i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will</i>

	<i>not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i>
VALIDITY PERIOD	180 Business Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded. Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process. With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 10.12

Any additional information or clarification will be published on the e-Tender portal and Transnet website, if necessary.

2 FORMAL BRIEFING

A formal briefing session will not be held but should Respondents have specific queries they should email these to the Transnet employee(s) indicated in paragraph 6 [Communication] below: pumla.ngamlana@transnet.net

3 PROPOSAL SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website/ Portal ((transnetetenders.azurewebsites.net) Please use **Google Chrome** to access Transnet link/site);
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net

4 RFP INSTRUCTIONS

- 4.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 4.2 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**

- 4.3 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.4 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 12 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

5 JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Transnet through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

- Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 4.1 of the specific goals Claim Form.

COMMUNICATION

- 5.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to [Pumla Ngamlana] before **12:00 pm on 04 December 2023**, substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- 5.2 After the closing date of the RFP, a Respondent may only communicate with the Pumla Ngamlana, at telephone number 011 037 9884, email pumla.ngamlana@transnet.net on any matter relating to its RFP Proposal.
- 5.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 5.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- 5.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- 5.6 Transnet will publish the outcome of this RFP in the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and Transnet website for the results of the tender process. All unsuccessful

bidders have a right to request Transnet to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form

6 CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from Transnet.

7 COMPLIANCE

The successful Respondent [hereinafter referred to as the **Service provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

8 EMPLOYMENT EQUITY ACT

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

9 DISCLAIMERS

Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that Transnet reserves the right to:

- 9.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 9.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 9.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 9.4 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 9.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;
- 9.6 split the award of the contract between more than one Service provider, should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 9.7 cancel the bid process;
- 9.8 validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;
- 9.9 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 9.10 not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;
- 9.11 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;

- 9.12 Not to held liable if tenderers do not provide the correct details during the clarification session and do not receive the latest information regarding this RFP with the possible consequence of being disadvantaged or disqualified as a result thereof.
- 9.13 to perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:
- unduly high or unduly low tendered rates or amounts in the tender offer;
- 9.14 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender has been published the outcome of the bid process on the National Treasury e-tender Portal and Transnet website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods at their quoted price.
- 9.15 to perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:

Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

10 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

11 SECURITY CLEARANCE

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the Goods/Services and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of **CONFIDENTIAL/ SECRET/TOP SECRET**. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

12 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. Respondents must register on the CSD prior to submitting their bids. 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.

For this purpose, the attached SBD 1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

13 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to Transnet and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

Transnet urges its clients, suppliers and the general public to report any fraud or corruption to

TIP-OFFS ANONYMOUS:



Ethics Helpdesk (Pty) Ltd.
Ethics Management System™

You can choose to be **Anonymous** or **Non-Anonymous** on **ANY** of the platforms
PLEASE RETAIN YOUR REFERENCE NUMBER

				
	AI Voice Bot "Jack" Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.	What's App Speak to an Agent via What's App.	Speak to an Agent Speak to an Agent via the platform with no call or data charge	Telegram Speak to an Agent via Telegram

 **0800 003 056**

 **086 551 4153**

 **reportit@ethicshelpdesk.com**

 ***120*0785980808#**

SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1 BACKGROUND

The Employer's objective is to enter a term service contract with the Contractor to provide Cleaning and Hygiene Services at Transnet Property buildings/premises in the Inland Region: Gauteng Carlton Centre (Tower and Retail) areas for the period of thirty-six (36) months to ensure compliance with legislative requirements relating to the Occupational Health and Safety Act, 1993, (Act No 85 of 1993).

2 EXECUTIVE OVERVIEW

Whereas Transnet is seeking a partner(s) to provide solutions for its provision of office cleaning and hygiene services nationally, it also seeks to improve its current processes for providing these Goods/Services to its end user community throughout its locations.

The selected Supplier/Service provider(s) must share in the mission and business objectives of Transnet. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of team of teamwork, joint participation, flexibility, innovation and open communications. In the spirit of partnership, Transnet and its Supplier/Service provider(s) will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow Transnet to reach higher levels of quality, service and profitability.

Specifically, Transnet seeks to benefit from this partnership in the following ways:

2.1 Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Supplier/Service provider's economies of scale and streamlined service processes.

2.2 Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Supplier/Service provider(s).

2.3 Transnet must receive proactive improvements from the Supplier/Service provider with respect to supply/provision of Goods/Services and related processes.

2.4 Transnet's overall competitive advantage must be strengthened by the chosen Supplier/Service provider's leading-edge technology and service delivery systems.

2.5 Transnet end users must be able to rely on the chosen Supplier/Service provider's personnel for service enquiries, recommendations, and substitutions.

2.6 Transnet must reduce costs by streamlining its acquisition of Goods/Services, including managed service processes on a Group basis.

3 SCOPE OF REQUIREMENTS

3.1 The services will be provided for seven (7) days a week including public holidays for the duration of the Contract as provided on the pricing schedule for a period of thirty-six (36) months. The services to be provided includes but not limited to the following:

- Cleaning Services
- Hygiene Services
- Deep Cleaning Services

- Sanitary Waste Services
 - Waste Removal
- 3.2 The Contractor shall always during the term of this contract ensures compliance to the following:
- Occupational Health and Safety Act (Act 85 of 1993)
 - Waste Management Act (Act 59 of 2008)
 - The Hazardous Substance Act (Act 15 of 1973)
 - The Environmental Conservation Act (Act 73 of 1989)
 - Municipal by-laws and policies
 - Any other relevant legislations

4 DESCRIPTION OF SERVICES:

Provision of Cleaning and Hygiene Services for a period of thirty-six (36) months.

- 4.1 This service covers but not limited to the cleaning of foyers, toilets, passages, stairs, glass/windows, parking (basement and carpots), parking, main entrance, lifts, sidewalks, pave areas etc. (see frequency of Service) and the complete Hygiene Service or any other work arising out of or incidental of the above, or required of the Contractor for the proper completion of the Service in accordance with the true meaning and intent of this Contract on aa daily basis. The final acceptance of the Service lies with Transnet Property.
- 4.2 The employer (Transnet Property) reserves the right to reduce the number of cleaning personnel and hygiene services equipment in an as and when deemed necessary. This could be because of reduced occupancy rate and or complete shutdown of the affected property. These reductions will also align to the reduction in payments due to the contractor.
- 4.3 The Contractor shall be obliged to supply all cleaning and hygiene services equipment plus other equipment required, at his own cost for the proper provision of the service at the Premises.
- 4.4 The Contractor shall be responsible for the provision of all consumables, cleaning, hygiene and waste removal services agents that might be needed in order to render an efficient Service at his own cost.
- 4.5 The Employer reserves the right to approve or disapprove these consumables and or other cleaning and hygiene services agents and the pricing schedule for a period of thirty-six (36) months. The services to be provided includes but not limited to the following:
- 4.5.1 Only SANS or NCCA approved chemicals must be used.
 - 4.5.2 The Contractor must submit the specification and Material Safety Data Sheets for all consumables, Cleaning, Hygiene, Pest Control and Waste Removal Services agents two weeks after the contract date and thereafter annually.
 - 4.5.3 The Manufacturer's instructions regarding the use of all chemical's agents complied without failure.
 - 4.5.4 The Contractor shall be responsible but not limited for provision and replacing of the following consumables, cleaning and hygiene services agents in good time.

5 GREEN ECONOMY / CARBON FOOTPRINT

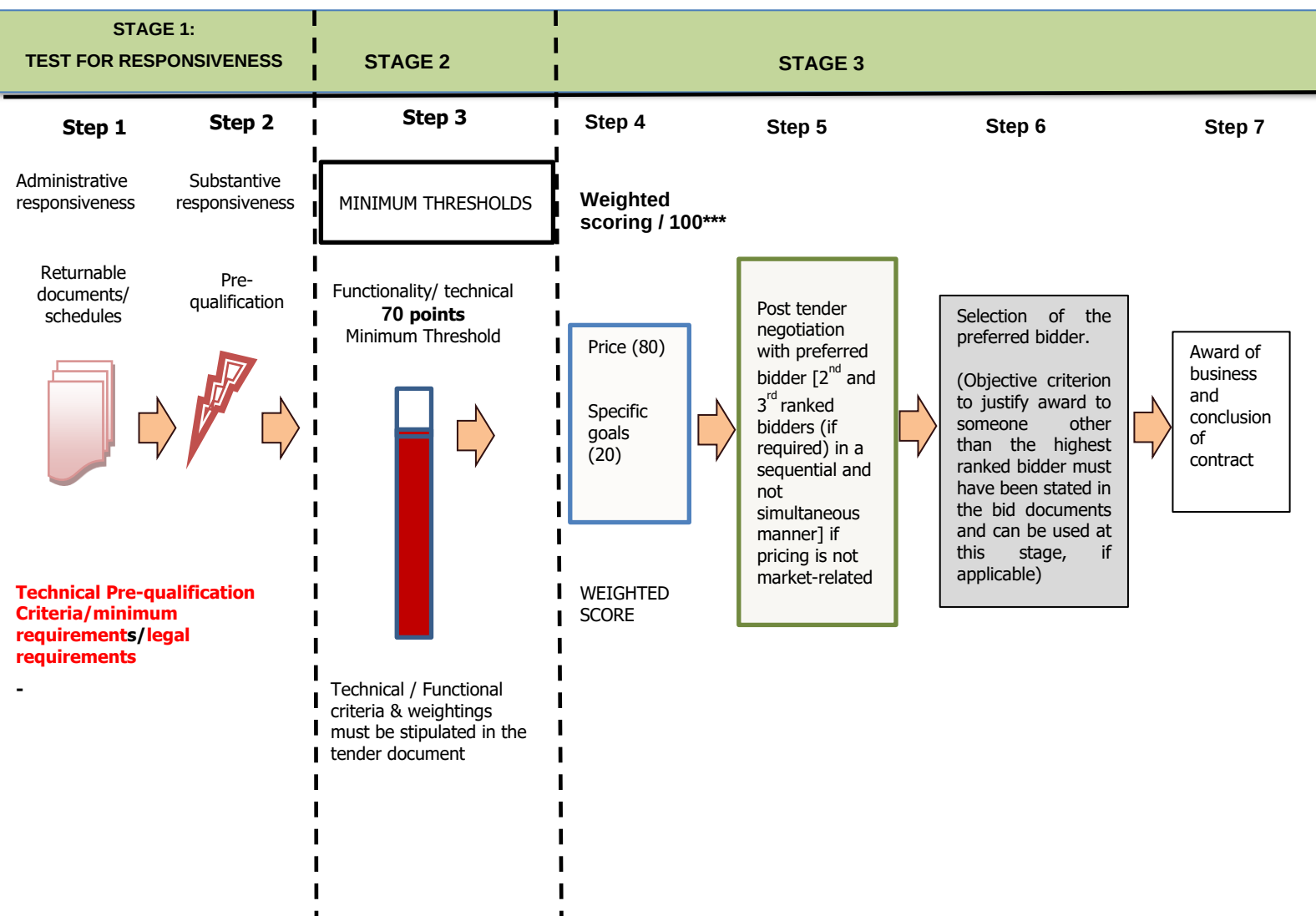
Transnet wishes to have an understanding of your company's position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity's policies in this regard.*

6 GENERAL SERVICE PROVIDER OBLIGATIONS

- 6.1 The Service provider(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 6.2 The Service provider(s) must comply with the requirements stated in this RFP.

7 EVALUATION METHODOLOGY

Transnet will utilise the following methodology and criteria in selecting a preferred Service provider:



NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different steps of the evaluation process in parallel. In such instances

the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

7.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
Whether the Bid has been lodged on time	<i>Section 1 paragraph 3</i>
Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	<i>Section 5</i>
Verify the validity of all returnable documents	<i>Section 5</i>
Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further pre-qualification

7.2 STEP TWO: Test for Substantive Responsiveness to RFP

The test for substantive responsiveness to this RFP will include the following:

Check for substantive responsiveness	RFP Reference
Whether any general and legislation qualification criteria set by Transnet, have been met	<i>All sections including: Section 2 paragraphs, 2.2, 6, 11.2, General Bid Conditions clause 20</i>
Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule	<i>Section 4</i>
Whether the Bid materially complies with the scope and/or specification given	<i>All Sections</i>
- Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows: - Threshold 70% minimum requirement	<i>Section 3 – Scope of Work Annexure C</i>
Valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies	
Proof of Residence / Business Address	

The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation

7.3 STEP THREE: Minimum Threshold 70 points for Technical Criteria

The test for the Technical and Functional threshold will include the following:

Technical Evaluation Criteria	Points Weightings
Organogram and CV's of key persons	25
Risk Assessment	25
Company Previous Experience	25
Method Statement for Cleaning and Hygiene services	25
Total Weighting:	100
Minimum qualifying score required:	70

Respondents must complete and submit **Annexure C** which include a **Technical Questionnaire**. A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to Annexure C.

Respondents are to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation

7.4 STEP FOUR: Evaluation and Final Weighted Scoringa) **Price and TCO Criteria** [Weighted score 80 points]:

Evaluation Criteria	RFP Reference
• Commercial offer	Section 4

Transnet will utilise the following formula in its evaluation of Price:

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

Where:

Ps = Score for the Bid under consideration
 Pt = Price of Bid under consideration
 $Pmin$ = Price of lowest acceptable Bid

b) **Specific Goals** [Weighted score 20 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 4.1 of the specific goals Claim Form.

7.5 **SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

Thresholds	Minimum Threshold
Technical / functionality	70

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80
Specific goals - Scorecard	20
TOTAL SCORE:	100

7.6 **STEP FIVE: Post Tender Negotiations (if applicable)**

- Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

7.7 **STEP SIX: Objective Criteria (if applicable)**

Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:

- Skills Transfer and Capacity Building for Transnet;
- Impact on Transnet's Return On Investment;
- Rotation of Suppliers to promote opportunities for other suppliers, by overlooking a supplier that has been awarded business repeatedly overtime in order to benefit other suppliers in the market;
- the tenderer:
 - is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
 - is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,

- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- has the legal capacity to enter into the contract
- is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- complies with the legal requirements, if any, stated in the tender data and
- is able, in the option of the employer to perform the contract free of conflicts of interest.

7.8 STEP SEVEN: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

SECTION 4: PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the table below:

NOTES TO CONSIDER PRIOR TO PRICING:

Bidders must comply with applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 and Basic Conditions of Employment Act, 75 of 1997. Gazetted Minimum wages should be adhered to and other benefits such as bonuses, paid annual leave and sick leave should also be provided. Bidders who are found to be in contravention of the gazetted minimum wage, will be disqualified or will have their contract cancelled depending at the stage which this contravention get discovered.

Service Providers who fail to comply with the above gazetted minimum wage rate and its stipulations and consequently end up in a situation whereby the disruption of services by their disgruntled employees occur in Transnet premises, Transnet will terminate the contract with immediate effect.

Supplier/s who get awarded the business must ensure that they have sufficient capital to deliver on the contract/s as Transnet does not make advance payments prior to receiving services that have not been rendered. Should Service Provider/s fail to deliver on the contract/s subsequent award, it will be regarded as breach and such contract/s will be terminated immediately as the required service is critical to provide Transnet employees a clean and hygienic working environment as required by the Law and the health of Transnet employees cannot be compromised due to someone failing to deliver on their obligations.

Bidders are required to submit their bids in line with their region of choice as per the pricing schedules annexed to the document. Bidders can either choose one region or all the regions depending on bidder's level of interest. Transnet will evaluate the bids and award to the highest ranked bidder per region. The estimated quantities set out in the schedule are subject to Transnet's assessment of its business requirements and Transnet reserves the right to vary the quantities of employees or equipment at any time "as and when" required based on operational requirements.

Kindly indicate the region or regions of your interest by placing a mark on the appropriate column and thereafter ensure that the pricing schedule for the region of the bidder's interest is fully completed to ensure that the bids are reduced to a comparative basis. Bidders who fail to adhere to the requirement of proving a price on all line items in the pricing schedules per region will be disqualified from the bid adjudication process.

Pricing Schedule

Area / Region	Please tick	Amount (in Rand incl. VAT)
Gauteng Carlton Centre - Tower		
Gauteng Carlton Centre - Retail		

Respondents are to note that Transnet:

- will round off final pricing scores to the nearest 2 (two) decimal places.
- Will not award all sites to 1 bidder hence the winning bidder will only be awarded a maximum of one Area/Cluster and the rest will be awarded to the next in line according to their scoring.

*Bidders are to refer to **Annexure B** for Pricing Schedules of the above stated areas.*

Notes to Pricing:

- Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
 - negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;

Respondent's Signature

Date & Company Stamp

- (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
- (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.

If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.

- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- e) Quantities given are estimates only. Any orders resulting from this RFP will be on an "as and when required" basis.
- f) Prices are to be quoted on a delivered basis to the affected sites.
- g) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- h) Where a Respondent's price(s) includes imported goods/items, the rate of exchange to be used must be in South African Rands for purposes of determining whether the price is market related or not and must be the currency's rate published by the South African Reserve Bank on the date of the advertisement of the bid:
Currency rate of exchange utilised: _____
- i) In respect of incoterms conditions, if applicable, please refer to paragraph 25 of the General Bid Conditions which is attached to the RFQ as Annexure F.
- j) Manufacturing and delivery lead time calculated from date of receipt of purchase order: _____ weeks.
- k) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for the contract duration. [Not to be confused with bid validity period Section 2, clause 1]

YES	
-----	--

1. DISCLOSURE OF CONTRACT INFORMATION

PRICES TENDERED

Respondents are to note that, on award of business, Transnet is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016.

JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

Transnet may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO)

Transnet is free to procure the services of any person within or outside the Republic of South Africa in accordance with applicable legislation. Transnet shall not conduct or conclude business transactions, with any Respondents without having:

- Considered relevant governance protocols;
- Determined the DPIP or FPPO status of that counterparty; and
- Conducted a risk assessment and due diligence to assess the potential risks that may be posed by the business relationship.

As per the Transnet Domestic Prominent Influential Persons (DPIP) and Foreign Prominent Public Officials (FPPO) and Related Individuals Policy available on Transnet website <https://www.transnet.net/search/pages/results.aspx?k=FPIDP#k=DPIP>, Respondents are required to disclose any commercial relationship with a DPIP or FPPO (as defined in the Policy) by completing the following section:

The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld.						
Is the Respondent (Complete with a "Yes" or "No")						
A DPIP/FPPO		Closely Related to a DPIP/FPPO		Closely Associated to a DPIP/FPPO		
List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.						
No	Name of Entity / Business	Role in the Entity / Business (Nature of interest/ Participation)	Shareholding %	Registration Number	Status (Mark the applicable option with an X)	
					Active	Non-Active
1						
2						
3						

Respondents declaring a commercial relationship with a DPIP or FPPO are to note that Transnet is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

2. PRICE REVIEW

The successful Respondent(s) [the Service provider] will be obliged to submit to an annual price review. Transnet will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Service provider's price(s) is/are found to be higher than the benchmarked price(s), then the Service provider shall match or better such price(s) within 30 [thirty] calendar days, failing which the contract may be terminated at Transnet's discretion or the particular item(s) or service(s) purchased outside the contract.

3. "AS AND WHEN REQUIRED" CONTRACTS

- 3.1 Purchase orders will be placed on the Service provider(s) from time to time as and when Services are required.
- 3.2 Transnet reserves the right to place purchase orders until the last day of the contract for deliveries to be effected, within the delivery period / lead time specified, beyond the expiry date of the contract under the same terms and conditions as agreed upon.
- 3.3 Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for. However, delivery periods and maximum monthly rates of delivery offered by the Respondents will be used as guidelines in establishing lead times and monthly delivery requirements with the Supplier.
- 3.4 Where scheduled deliveries are required, the delivery period(s) specified must be strictly complied with, unless otherwise requested by Transnet. Material supplied earlier than specified may not be paid for or may be returned by Transnet, with the Supplier being held liable for all expenses so incurred, e.g. handling and transport charges.
- 3.5 If the delivery period offered by the Respondents is subject to a maximum monthly production capacity, full particulars must be indicated in Section 4 [*Pricing and Delivery Schedule*]
- 3.6 The Respondent must state hereunder its annual holiday closedown period [if applicable] and whether this period has been included in the delivery lead time offered:
- 3.7 Respondents are required to indicate below the action that the Respondent proposes to take to ensure continuity of supply during non-working days or holidays.

4. SERVICE LEVELS

- 4.1 An experienced national account representative(s) is required to work with Transnet's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 4.2 Transnet will have quarterly reviews with the Service provider's account representative on an on-going basis.
- 4.3 Transnet reserves the right to request that any member of the Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.
- 4.4 The Service provider guarantees that it will achieve a 95% [ninety-five per cent] service level on the following measures:
- a) Random checks on compliance with quality/quantity/specifications
 - b) On-time delivery

If the Service provider does not achieve this level as an average over each quarter, Transnet will receive a 1.5% [one and a half per cent] rebate on quarterly sales payable in the next quarter

- 4.5 The Service provider must provide a telephone number for customer service calls.
- 4.6 Failure of the Service provider to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty to Transnet, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

Acceptance of Service Levels:

YES		NO	
------------	--	-----------	--

5. TOTAL COST OF OWNERSHIP AND CONTINUOUS IMPROVEMENT INITIATIVES

- 5.1 Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with Transnet in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation Goods/Services and related logistics provided by Transnet's operating divisions within South Africa to the ultimate benefit of all end-users.

Accepted:

YES		NO	
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If "yes", please specify details in paragraph 6.2 below.

- 5.2 Respondents must briefly describe their commitment to TCO and continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be introduced. Specific areas and proposed potential savings percentages should be included. Additional information can be appended to the Respondent's Proposal if there is insufficient space available below.

6. RISK

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Transnet pertaining to potential non-performance by the Respondent, in relation to:

6.1 Quality and specification of Goods/Services delivered:

6.2 Continuity of supply:

6.3 Compliance with the Occupational Health and Safety Act, 85 of 1993:

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

 Respondent's Signature

 Date & Company Stamp

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS

I/We _____
[name of entity, company, close corporation or partnership] of *[full address]*

carrying on business trading/operating as

represented by _____

in my capacity as _____

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Transnet decide to enter into Post Tender Negotiations with highest ranked bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to provide the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in Transnet's:

- (i) Master Agreement (which may be subject to amendment at Transnet's discretion if applicable);
- (ii) General Bid Conditions; and
- (iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless Transnet should otherwise decide and so inform me/us in the letter of award, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

Respondent's Signature

Date & Company Stamp

Should Transnet decide that a formal contract should be signed and so inform me/us in a letter of award [the **Letter of Award**], this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence] together with Transnet's Letter of Award, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the provision of Services within 2 [two] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

Furthermore, I/we agree to a penalty clause/s which will allow Transnet to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Goods/Services due to non-performance by ourselves, etc.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide Transnet with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its *domicilium citandi et executandi* hereunder:

Name of Entity:

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [the **Service provider**] will be informed of the acceptance of its Proposal. Transnet will also publish the outcome of the tender, including successful and unsuccessful bidders, in the National Treasury e-tender portal. Any unsuccessful bidder has a right to request reasons for the bid not to be successful and Transnet has a duty to provide those reasons on receipt of the request from the bidder.

VALIDITY PERIOD

Transnet requires a validity period of **180 Business Days** [from closing date] against this RFP, excluding the first day and including the last day.

Respondent's Signature

Date & Company Stamp

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the RFP is submitted.

- (i) Registration number of company / C.C. _____
- (ii) Registered name of company / C.C. _____
- (iii) Full name(s) of director/member(s) Address/Addresses ID Number(s)
- _____
- _____
- _____

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 their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP <u>will</u> result in a Respondent's disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i>

All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed, stamped and dated by the Respondent.

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents**, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 4: Pricing and Delivery Schedule with all items on the schedule fully priced per bidder's region of interest (Annexure B)	
Signed minimum wage schedule as acknowledgement to pay minimum salaries as indicated on the annexure for cleaners and declaration of paying no less than minimum wage or industrial standards for all employees whose salaries are not legislated (Annexure D)	

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Valid Letter of Good Standing for Compensation of Occupational Injuries and Diseases Act (COIDA) from Department of Labour	
Proof of Residence / Business Address	

Note that the core operation of this tender is cleaning hence Service Providers may feel free to subcontract services which are not their core business with a sub-contractor of choice (note this is NOT a Supply Development or transformational objective requirement hence bidders will not be scored or penalised for not subcontracting should their company meet all requirement hence not compulsory)

All certified copies must NOT be older than 3 months for the closing date of this tender.

All above requirements are mandatory. Bidders who fail to submit all documents shall be immediately disqualified.

b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	SUBMITTED [Yes or No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP	
Annexure J: Organogram and CV's of key persons	
Annexure K: Risk assessment	
Annexure L: Company Previous Experience	
Annexure M: Method of Statement for Cleaning and Hygiene Services	
Annexure N: Proof of Residence / Business Address	
Section 9: Specific Goals Point Claim Form	

c) Essential Returnable Documents:

Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Latest Financial Statements signed by your Accounting officer or latest Audited Financial Statements plus 2 previous years this to determine Entity's financial stability and capability to deliver on the projects	
Proof of CSD registration	
TAX compliance status (TCS)	
Section 1: SBD1 Form	
SECTION 5: Proposal Form and List of Returnable documents	
SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7: RFP Declaration and Breach of Law Form	
SECTION 9: Specific Goals Points Claim Form	
SECTION 13: Protection of Personal Information	
ANNEXURE E – Master Agreement	
ANNEXURE F – Schedule of Requirements	
ANNEXURE G – Transnet's General Bid's Condition	
ANNEXURE H – Transnet's Supplier Integrity Pact	
ANNEXURE I – Non-Disclosure Agreement	
Certified copies of IDs of shareholders/directors/members [as applicable]	
Certified copies of the relevant company registration documents from Companies and Intellectual	
Certified copy of VAT Registration Certificate [RSA entities only]	

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present Transnet with such renewals as and when they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Respondent's Signature

Date & Company Stamp

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date & Company Stamp

SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1	Transnet's General Bid Conditions
2	Master Agreement and SLA attached
3	Transnet's Supplier Integrity Pact
4	Non-disclosure Agreement
5	Specifications attached to this RFP

Note: Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier Declaration Form for registration as a vendor onto the Transnet vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond on, before submitting the bid. **The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.**

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date & Company Stamp

SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. Transnet has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
3. We have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Goods/Services as well as Transnet information and Employees, and have had sufficient time in which to conduct and perform a thorough due diligence of Transnet's operations and business requirements and assets used by Transnet. Transnet will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. At no stage have we received additional information relating to the subject matter of this RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;
5. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner;
6. We have complied with all obligations of the Bidder/Supplier as indicated in the Transnet Supplier Integrity which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with Transnet;
7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid;
8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of Transnet;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of Transnet in the past 10 years. I further declare that if they were a former employee or board member of Transnet in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFP; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

Respondent's Signature_____
Date & Company Stamp

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER/EMPLOYEE:

ADDRESS:

Indicate nature of relationship with Transnet:

[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with Transnet. Information provided in the declarations may be used by Transnet and/or its affiliates to verify the correctness of the information provided]

11. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet [other than any existing and appropriate business relationship with Transnet] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

BIDDER'S DISCLOSURE (SBD4)

12 PURPOSE OF THE FORM

12.1 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.

12.2 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.

13 Bidder's declaration

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

13.1.1. 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

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.

13.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

13.2.1. If so, furnish particulars:

.....
.....

13.3 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

13.3.1. If so, furnish particulars:

.....
.....

14 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:

14.1 I have read and I understand the contents of this disclosure;

14.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

14.3 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.

14.4 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,

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.

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.

14.5 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.

14.6 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.

14.7 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 12, 13 and 14 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.

BREACH OF LAW

We further hereby certify that *I/we* (the bidding entity and/or any of its directors, members or partners) ***have/have not been*** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____ 20____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Registration No of Company/CC
Place:	Registration Name of Company/CC

Respondent's Signature_____
Date & Company Stamp

SECTION 9: SPECIFIC GOALS POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for specific goals Contribution. Transnet will award preference points to companies who provide valid proof of evidence of as per the table below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contribution; and
- (c) Any other specific goal determined in Transnet preferential procurement policy.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION BBBEE Level of Contribution (Level 1 or 2 – 10 points) EME or QSE 51% Black Youth – 10 points	20
Total points for Price and Specific Goals must not exceed	100

1.5 Failure on the part of a bidder to submit proof of evidence for any of the specific goals together with the bid will be interpreted to mean that preference points are not claimed.

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

2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black

Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (d) **"Ownership"** means 51% black ownership
- (e) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (f) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (h) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (i) **"Price"** includes all applicable taxes less all unconditional discounts.
- (j) **"Proof of B-BBEE Status Level of Contributor"**
 - i) the B-BBEE status level certificate issued by an authorised body or person;
 - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (k) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (l) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (m) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor (1 or 2)	10
EME or QSE 51% Black Owned	10

4. EVIDENCE REQUIRED FOR CLAIMING SPECIFIC GOALS

- 4.1 In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below:

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
30% Black Women Owned Entities	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
+50% Black Youth Owned Entities	Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
Entities Owned by People with Disability (PWD)	Certified copy of ID Documents of the Owners / Doctor's note and /or EEA1 form confirming the disability
Entities/Black People living in rural areas	Entity 's Municipal/ESKOM bill or letter from Induna/chief confirming residential address not older than 3 months.
South African Enterprises	CIPC Certificate
EME or QSE 51% Black Owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate
Entities that are 51 % Black Owned	CI B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
Promoting exports Orientated for Job creation	Section.....Job Creation Schedule Returnable documents
Local Content and Local Production	Returnable Local Content and production Annexures
NIPP	NIPP Returnable documents
Creation of new jobs and labour intensification	Section.....Job Creation Schedule Returnable documents
The promotion of supplier development through sub-contracting or JV for a minimum of 30% of the value of a contract to South African Companies which are: I. 30% Black Women owned, 51% Black Youth and 51% Black people with disabilities II. Entities with a specified minimum B-BBEE level (1 and 2) III. EMEs and/or QSEs who are 51% black-owned	Sub-contracting agreements and Declaration / Joint Venture Agreement and CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate as per DTIC guideline

The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area	CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines and Proof Registered address of entity
---	---

4.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
EME ³	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by Transnet or regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

- 6.1 B-BBEE Status Level of Contribution: . =(maximum of 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with any of the following enterprises:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional Service provider
- ☐ Other Service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If a bidder submitted false information regarding its B-BBEE status level of contributor or any other matter required in terms of the Preferential Procurement Regulations, 2022 which will affect or has affected the evaluation of a bid the purchaser may, in addition to any other remedy it may have
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (f) forward the matter for criminal prosecution.

WITNESSES	
1.	
2.	

.....	
SIGNATURE(S) OF BIDDERS(S)	
DATE:	
ADDRESS:	

SECTION 10: JOB-CREATION SCHEDULE**(Please ensure that you return this schedule with your bid submission)**

The Government has identified State Owned Enterprises sourcing activities as a key enabler to achieve the National Development Plan (NDP) objective of reducing unemployment from the current baseline of 28% to 6%. In order to give effect to these job creation objectives, Respondents are required to provide the following undertaking of new jobs that will be created (either by them or by their subcontractors) should they be awarded this bid.

Note that this undertaking is not required if a NIPP obligation is applicable to a Respondent's bid as indicated in Section **Respondents are required to indicate below whether the NIPP obligation is applicable to their bid:**

YES		NO	
------------	--	-----------	--

(a) Please indicate total number of new jobs that will be created over the term of the contract:

Total number and value of new jobs created	Total number of new jobs	Total rand value of new jobs created

(b) Of the total number of new jobs created, please indicate the number and value of new jobs to be created for the following designated groups:

	Total number of new jobs	Total rand value of new jobs
Black men		
Black women		
Black Youth		
Black people living in rural or underdeveloped areas or townships		
Black People with Disabilities		

(c) Of the total number of new jobs created, please indicate the number of skilled, semi-skilled and unskilled new jobs that will be created over the term of the contract:

	Total number of Skilled jobs	Total number of Semi-skilled jobs	Total number of Unskilled jobs
Black men			
Black women			
Black Youth			
Black people living in rural or underdeveloped areas or townships			
Black People with Disabilities			
Other			

(d) Please indicate the number of new jobs to be created, broken down per quarter over the term of the contract.

 Respondent's Signature

 Date & Company Stamp

Year 1	Q1	Q2	Q3	Q4
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

Year 2	Q1	Q2	Q3	Q4
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

Year 3	Q1	Q2	Q3	Q4
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				

Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

Respondent's Signature

Date & Company Stamp

SECTION 11: SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**INTRODUCTION**

The National Industrial Participation Programme (NIPP), which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIPP requirements. NIPP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

- 1.1 The NIPP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$5 million or other currency equivalent to US\$5 million will have a NIP obligation. This threshold of US\$5 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$5 million.
 - or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$5 million.
 - or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$5 million.
 - or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$5 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIPP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIPP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

Respondent's Signature_____
Date & Company Stamp

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with their bid documentation at the closing date and time of the bid.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIPP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid number;
 - Description of the goods or services;
 - Date on which the contract was awarded;
 - Name, address and contact details of the contractor;
 - Value of the contract; and
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIPP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTIC will determine the NIPP obligation;
 - b. the contractor and the DTI will sign the NIPP obligation agreement;
 - c. the contractor will submit a performance guarantee to the DTI;
 - d. the contractor will submit a business concept for consideration and approval by the DTI;
 - e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
 - f. the contractor will implement the business plans; and
 - g. the contractor will submit bi-annual progress reports on approved plans to the DTI.
- 4.2 The NIPP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number

Closing date:

Name of bidder.....

Postal address

.....

Signature.....

Name (in print).....

Date.....

Respondent's Signature

Date & Company Stamp

SECTION 12: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is “Transnet” and the Data subject is the “Respondent”. Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.
8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).
9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must

take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES		NO	
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12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforegl/>, click on contact us, click on complaints.IR@justice.gov.za

ANNEXURE - A

SCOPE OF WORK – CARLTON CENTRE (TOWER & RETAIL)

Provision Cleaning and Hygiene Services at Carlton Centre (Tower and Retail) for a period of thirty-six (36) months

SPECIFICATIONS

SCOPE OF WORK

The service required is for the office and domestic cleaning of various Transnet assets for a period of thirty-six (36) months.

MATERIAL AND EQUIPMENT

The successful service provider shall supply all necessary cleaning material and equipment for the proper cleaning of the offices and toilet facilities as required and as amplified in the scope of work.

Only SANS or NCA accredited chemicals/products must be used.

Service provider must submit valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies.

Maintenance of equipment shall be responsibility of the service provider and all cost associated with maintenance of equipment shall be from service provider's own account.

The service provider shall ensure that defective equipment will either be replaced or repaired with 24 hours from the time that such defective equipment is reported by Transnet Property.

The Service provider must submit the specification and Material Safety Data Sheets of all consumables and cleansing agents two (2) weeks after the contract date and thereafter annually.

Inter alia but not limited to, this consist of the following:

Toilets and washrooms

1st grade toilet paper (2 ply) (SANS approved)
Jumbo rolls (2 ply) (SANS approved) (120mmx1500mm)
Anti -bacterial soap
P. Mats for urinals
Air freshener for toilets
Disinfectant liquid for toilets (similar product to Germitol)
S.H.E. Bins in each female toilet cubicles
Install /refill/ maintain/ replace broken air freshener dispensers
Install / refill / maintain / replace broken soap dispensers

Kitchens

Jumbo rolls (2 ply) (SANS approved) (120mmx1500mm)
Dishwashing liquid (similar product to Sunlight)
Liquid bleach
Dish cloths & sponges
Buckets and cleaning materials
Black plastic bags for waste removal
Plastic bin liners
Surface cleaner (similar product to Handy Andy)
Window cleaner (similar product to Windowlene)
Visible warning signage to inform tenants of work in progress.

Equipment

Low noise industrial vacuum cleaners
Mops (colour coded)/mop caddy.
Janitorial trolleys
Buckets
Ladders (long and short)
Industrial cleaner
High pressure cleaner
Brooms (hard and soft)
Electrical extensions lead.
Wet floor/caution signs
Toilet brushes, spray bottle
Dustpan sets
Feather duster (short and long)

Should a toilet, urinal, washbasin get blocked, the Service provider must attend to unblock it by means of a rubber pump or any other domestic equipment. If these attempts are unsuccessful, the Service provider's personnel will provide a sign "OUT OF ORDER" and immediately report this condition to the Transnet supervisor who will take responsibility for the removal of the obstruction.

Should water in a building leak due to rain or defective water pipes etc., the Service provider must dry it. However, it shall not be expected of the Service provider to send personnel to the Premises outside normal working hours for such a task, but the personnel of the Service provider which are on the Premises at that stage will dry up the water and clean the damages.

WINDOW CLEANING

External and Internal windows of all buildings to be cleaned on a **quarterly** basis.
Glass panels of shopfronts and glass doors are to be cleaned on a **weekly** basis.
Internal glass partitions and glass panels above partitioning needs to be cleaned on a **monthly** basis.

In high rise buildings, the windows have to be cleaned on a quarterly basis externally and internally. The Requirement of rope access to clean the external windows has to be included in the contract price. As this is a Specialist item the service provider is to outsource this service from a registered rope access supplier. The cost of such a service is to be added to the contended price. This agreement with the external supplier is for the cost of the contender and not Transnet directly.

In low rise buildings, Wash window frames internally and externally with detergent and allow time to dry. Polish brass window fittings with brass cleaning agent / polish. Wipe glass surface with damp cloth to remove surface grime. Then clean glass surface with window cleaning agent, the buff till shining. This cleaning method is also to be applied to all internal glass panelling and glass door panelling.

DEEP CLEAN

Deep cleaning must be done every month on public surface and showers.
In showers and ablutions all tiled surfaces are to be stripped by using a recognized bacterial stripper. Once the surface has been washed it must be allowed to dry.
Tiled surfaces must be sprayed with an antifungal spray.

Shower mats are to be disinfected in this cleaning process by washing / scrubbing with an Anti-fungal cleaner and being allowed to dry by leaving in sun for approximately an hour.

Carpet cleaning will be performed per scheduled quarters, as well as on request.

All tiled surfaces are to be stripped by using a recognized bacterial stripper, and then treated with an antifungal spray.

A schedule is to be handed over to the supervisor to schedule inspections.

WASHING OF DISHES

It is requested that the service provider makes allowance for cleaning of teacups and utensils at two periods where possible. The times are not set but requested to be at **11h00 and 14h00** each day. Cleaning of dishes for functions and meetings other than the normal tea breaks are required by service provider.

EMPTYING OF REFUSE BINS (WHEELIE BINS)

The emptying of refuse bins forms part of the duties of the service provider; these bins must be placed in a position where it can be collected by the municipal vehicle. The bins must be cleaned and sanitized on a weekly basis.

Service provider has to adhere to the Occupational Health and Safety Act – Act 85/1993 at all times during cleaning operation. ***Cleaning Supplies, Equipment & Heavy-Duty Plastic Bags to be supplied by cleaning service provider.***

DRAINS AND PAVEMENTS

The Service provider to clean all drains, pavements, and parking around all buildings of bird droppings, dirt etc.

SUPPLY AND SERVICE SHE BINS

Sanitary bins are to be placed in each toilet cubicle. It is to be noted that this is a **specialised hygienic service**, and the cost of such service is to be factored-in with the contended price. It is specifically recorded that the agreement with the external supplier in this regard shall be for the **sole cost** of the service provider. A disposal certificate /proof of service rendered shall be provided on a monthly basis as per substantiation that such service was indeed delivered in the given month to the supervisor or his duly appointed representative. It is further recorded that under no circumstances and especially due to the hygienic nature of this function that sanitary towels shall merely be disposed of or be regarded as part of general waste. She bins roster/ schedule must be updated with each removal. All sanitary waste to be handled by a registered service provider.

CLEANING OF LIFTS

Special care should be given to the cleaning of the lifts, lifts should be cleaned a minimum of 3 times per day as this is a high use area. This includes the Service Lifts. Deodorisers or air fresheners should be used after each cleaning.

SUPERVISION

The service provider has to have a supervisor on site at all times. This supervisor will be the person that reports and liaise with the Transnet supervisor on a daily basis. Transnet representative will communicate with only this delegated person regarding inspections and / or defective work / workmanship. Transnet's representatives will not be acting as supervisors to the service provider's staff.

STAFF COMPLIMENT, ALLOCATION AND WORKING HOURS

The full staff compliment as quoted in the tender document must be present at all times on site. This means the number of people on duty from the service provider staff compliment on site during normal working hours.

It is the responsibility of the service provider to train the cleaning staff according to cleaning standards in relation to the use of Cleaning Chemicals, Equipment and maintenance issues and in accordance with Labour Laws

The first tasks in the morning should be dedicated to the cleaning of the common spaces (toilets, corridors).

The Company awarded the contract shall ensure the impeccable presentation of its cleaners at all times by means of uniforms. The company shall also provide each worker with a name badge of identification, which must be worn at all times.

STAFF COMPLIMENT

Carlton Centre (Retail)	Supervisor per area	Day Cleaners per area	Night Cleaners	No. of Gardeners	Total number of Staff Required
Weekdays	1	27	22	0	49
Weekends	0	22	22	0	44

Carlton Towers	Supervisor per area	Day Cleaners per area	Night Cleaners	No. of Gardeners	Total number of Staff Required
Weekdays	1	20	0	0	20
Weekends			0		0

RELIEF STAFF

The service provider is to provide temporary staff as relief for any period of absenteeism and illness. It is required that the replacement person be on site by 10H:00 on notice by supervisor.

Replacement during sick/local leave of cleaning personnel should be provided at all times. Failure to have a replacement person on duty will mean that the service provider will have to alter his tax invoice to make allowance for the period not covered by his personnel. It is in the interest of the service provider to keep accurate records of attendance of staff.

A list of names of employees that will be working on the Site / Affected Property during a given time must be made available to the Supervisor. Should any exchange of personnel take place, the Supervisor

must be informed accordingly in writing. Unidentified employees, and employees whose names do not appear on the list, will not be allowed to enter the Site / Affected Property.

Requirement by Transnet from the successful service provider

- Code of Conduct, Disciplinary Conduct is the responsibility of the service provider in line with Labour laws, Bill of rights as set out in our South African constitution.
- Uniforms with identifiable company logo are to be worn at all times. Protective shoes and reflector vests are to be worn in areas where there are railway train operations.
- Service providers are to provide raincoats to their staff during the rainy seasons for outside based areas such as in the yards.
- Attendance registers to be kept daily, and in accordance with the SLA.
- Compliance with the BCEA, UIF, provident fund and Labour laws in South Africa.
- Sufficient vacuum cleaners to be provided by the service provider (one vacuum cleaner per floor in high-rise buildings)
- Provision toilet paper during weekdays and weekends and ensure availability 24/7
- Cleaners are to sign on and off at the reception on Transnet register and undergo alcohol tests on a daily basis upon entering Transnet premises and/or admin buildings.
- All cleaners must undergo a safety induction.
- Supply all required cleaning materials/ consumables/products required to carry out the services.
- Working times must be adhered to
- Leave planning must be done upon awarding of the contract and submitted to the Supervisor no later than 6 weeks after the contract is awarded.
- service provider to ensure that the cleaning certificate is valid.
- Without limiting the liability of the Service Provider under this Agreement, the Service Provider shall take out insurance in respect of all risks for which it is prudent for the Service Provider to insure against, including any liability it may have as a result of its activities under this Agreement for theft, destruction, death or injury to any person and damage to property.

EXCLUSION OF CONSULTANTS

This exclusion clause is merely added to exclude any agencies from securing contracts and then sub-contracting the work to sub-contracting companies or private individuals; it is in the interest of Transnet and the contenders that are currently operating in the Hygiene and Domestic cleaning environment. Sub-contracting in this contract only refers to the supply and service of the bins and window cleaning.

Information obtained from the site:

The prospective Service providers shall visit the site of the proposed Works and acquaint themselves with the nature of the *Works*, the conditions under which the work is to be performed, the means of access, any limitations, or other authorities and in general with all matters that influence or affect the contract. *Service providers* shall be deemed to have allowed in their tender for any additional cost to be involved due to the foregoing, it is specifically emphasised that no claims for any extras in connection with the position or nature of the work flowing there from will be entertained.

Housekeeping:

During the entire contract period the sites shall always be kept neat and tidy. The Supervisor may order the Service provider to stop all work, until such time as, in his opinion, this condition has been met and complied with.

Daily site diary and inspection book:

The *Service provider* shall provide an A4 size triplicate book to be used as a Daily Diary for the duration of the Contract. The Supervisor shall retain the original copy and the Service provider shall retain the first and second copy. The diary shall be completed on a daily basis.

In addition to this the Service provider shall provide an A4 size triplicate book to act as Site Instruction Book. The *Supervisor* shall retain the original copy and the service provider shall retain the first and second copy. The diary shall be completed on a daily basis. Only the *Supervisor* or his delegated representative shall have the authority to issue site instructions to the *Service provider*. Under no circumstances shall personnel issue instructions to the service provider

**AREAS OF DEPLOYMENT AND WHERE SERVICES ARE REQUIRED MONTHLY,
THESE AMOUNTS ARE ESTIMATES AND MIGHT INCREASE**

Carlton Centre

<u>NAME</u>	<u>Area in m²</u>	<u>TOILET PAPER Holder TR3</u>	<u>Toilet seat Sanitizer</u>	<u>Urinal Dispensers</u>	<u>Wall Bins</u>	<u>Hand Dryers</u>	<u>SHE BINS</u>	<u>SOAP DISPENSER</u>
Carlton Centre Precincts (Carlton Towers)	item	215	215	100	66	66	110	100
TOTAL		215	215	100	66	66	100	100

Number of toilet paper per Depot

Depot	Asset Number	Description	Toilet Paper roll per day
Carlton Towers	item	Commercial	120
Carlton Retail	item	Retail	336
Total			456

PERFORMANCE REQUIREMENTS

The service provider's work must conform to domestic cleaning practices, standards and specifications and the work must be completed to the satisfaction of the *Supervisor or his delegated representative*.

The Service provider and sub-service providers if any shall have suitably qualified Supervisors in charge of the service. The names and qualifications of the Supervisors together with full details of their experience in this field of work must be furnished. The service providers must furnish the names and addresses of all proposed sub-service providers, which is subject to prior approval.

The Service provider shall not change the project team as detailed in the organogram submitted by the Service provider and accepted by the Transnet Supervisor without the prior written approval of the Supervisor, which approval will not unreasonably be withheld by the Supervisor.

OTHER REQUIREMENTS

Security:

The Service provider shall arrange for access permits to enter the Transnet site for its staff with Transnet Security. The company shall provide each staff member with a badge of identification.

Standard Specifications:

- All materials and quality of work shall comply with specifications.
- Health and Safety Specification TFR-ISM-RN-R&C-FM009.

Compliance with statutory requirements

The successful service providers shall comply with the provision of.

- Act 130 of 1993, Compensation of Occupational Injuries and Diseases act.
- Act 85 of 1993, Occupational Health and Safety Act.
- Basic Conditions of Employment Act (BCEA) No. 75 of 1997.

Details of the conditions in which the Service provider must operate:

Service providers must note that the facilities shall be occupied during working hours and that some areas operate on a 24/7 basis.

The successful service provider would be required to schedule his site work in such manner that it does not interfere with the operations or shall ensure there is minimal disturbance to operations.

The first task in the morning should be dedicated to the cleaning of common areas (toilets, corridors, stairwells, entrance and exit points).

The service provider shall be liable for any damages caused by him or his staff to any Transnet property or equipment.

Damage to Property and/or Services

The service providers shall take adequate precaution against damage to existing assets and injury to persons during the course of the contract. The successful tender will be responsible for the repairs and/or the costs incurred in such repairs to any damages caused to TRANSNET'S property by the successful service providers s staff the carrying out of the required work.

CONSTRAINTS

The facilities shall be occupied during working hours with high volume of Transnet staff, therefore, working areas shall be properly demarcated.

Mops and dirty water shall not be flushed into the sewer system.

Working equipment should not be left lying around, must be removed to the designated storage areas.

HEALTH AND SAFETY

The Service provider shall submit a Health and Safety file according to Transnet Property requirements for approval and kept at depot for monthly audits.

The service provider shall ensure that it and its contracted staff and site manager shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the premises.

The Service provider to supply staff with PPE, i.e., safety boots, reflector vest, gloves, dust mask, etc.

LEGAL REQUIREMENTS FOR ALL CONTRACTS

- The Health and Safety specifications shall be based on the task at hand vs. task specific.
- It is a service provider requirement that the principal service provider demonstrates that adequate provisions have been made for the cost of Health and Safety. The cost of health and safety therefore specifically must be included in the price list.

WINDOW CLEANING

Window cleaning has been separated from the monthly cleaning and will be done on a quarterly basis. Here the service provider may use own staff or a window cleaning company. If a window cleaning company is used that invoice is for the service provider's account and not Transnet directly. A separate invoice must be submitted for the quarterly window cleaning.

Windows must be washed and gutters to be cleaned every three (3) months.

All bird nests and droppings must be removed from the windowsills, pavement, parking around all buildings.

FREQUENCY OF SERVICE

The list below is the frequency that Transnet requires the service provider to do the cleaning of the specified items. The list is not exhaustive and complete; the service provider has to use common sense when applying this list with the items listed.

TOILETS AND MESSROOMS	DAILY	WEEKLY	MONTHLY
Clean basins & taps	Twice daily		
Clean toilet pans & seat	Twice daily		
Clean urinals	Twice daily		
Clean windows Internally			✓
Deep clean shower			✓

Clean shower	✓		
Dust walls		✓	
Dust windowsills		✓	
Empty "She bins" (by a registered supplier)			✓
Empty waste bins	✓		
Move and clean behind items			✓
Place Pee-pods and not deo-blocks (replace as required)			✓
Polish floors		✓	
Refill condom dispenser (replace as required)		✓	
Refill Roller towel (replace as required)			✓
Refill soap dispenser	✓		
Refill toilet paper	✓		
Remove cobwebs with duster	✓		
Shine doors		✓	
Shine polished surfaces - WOODEN		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Wash floors - VINYL FLOOR SURFACES		✓	
Wipe skirting boards		✓	
Wipe wall tiles	✓		
Shine mirrors	✓		
KITCHEN	DAILY	WEEKLY	MONTHLY
Clean basins & taps	Twice daily		
Clean kitchen sink / wash dishes	Twice daily		
Clean windows Internally			✓
Dust furniture / polish		✓	
Dust walls			✓
Dust windowsills		✓	
Move and clean behind items			✓
Shine polished surfaces - WOODEN		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Wash floors - VINYL / CERAMIC TILES		✓	
Shine doors		✓	
Shine polished surfaces		✓	
Wipe skirting boards		✓	
Wipe table surfaces	✓		
Wipe wall tiles		✓	

Empty waste bins	✓		
OFFICES, HALLWAYS, LIFTS, AND PASSAGES	DAILY	WEEKLY	MONTHLY
Clean windows Internally			✓
shopfronts and glass doors		✓	
Dust furniture		✓	
Dust walls			✓
Dust windowsills		✓	
Move and clean behind items			✓
Polish floors			✓
Remove cobwebs with duster		✓	
Shine doors		✓	
Shine polished surfaces		✓	
Strip floors – VINYL FLOOR SURFACES		once	Annually
Sweep floor surfaces	✓		
Vacuum carpets		✓	
Steam clean carpets		once	Annually
Wipe skirting boards		✓	
Wipe table surfaces	✓		
Wipe wall tiles		✓	
Empty waste bins	✓		
Cleaning of lifts	Twice daily		
EXTERIOR OF BUILDING (PARKING, GARDEN AREAS, BALCONIES, STOOPS, ROOFS, GUTTERS, DOWN PIPES, AIR-CON, OTHER LOUVERS)	DAILY	WEEKLY	MONTHLY
Sweep roads, parking area and sidewalks	✓		
Pick up and remove all litter	✓		
Damp wipe building name, information, emergency, and route signs		✓	
Remove graffiti			Where applicable
Clean all storm water drains by removing all litter, sand, etc	✓		
Clean and damp wipe ashtrays	✓		
Sweep footpaths	✓		
Treat retail furniture			✓
Dust and damp wipe light fittings		✓	
Remove all litter from water ponds	✓		

Dust and damp wipe air-con louvers on ground floor			✓
Sweep, mop, treat balcony floor surfaces	✓		
Dust, clean all doors, doorframes, walls	✓		
Dust and damp wipe pot plant holders	✓		
Clean out all gutters			✓

WORKING HOURS

Working hours will include day shift, night shift, weekends and public holidays and this will be informed by the working schedule provided:

Depot	Description	Building	Department	Square Meter	Frequency
	Retail	Carlton Centre	Retail	Item	Day & night (Monday to Sunday)
	Office Tower	Carlton Centre	Transnet Properties & others	Item	5 days excluding public holidays, Monday to Friday

ANNEXURE - B

PRICING SCHEDULE – CARLTON CENTRE (TOWER & RETAIL)

Transnet Property: TP/2023/11/0002/50833/RFP

Description of Services: Provision of Cleaning and Hygiene Services for a period of 36 months at Carlton Centre – Tower & Retail

1. Carlton Centre <i>(The prices below include comprehensive cleaning services and any consumables/materials/equipment required to successful provide the services as per the scope of works)</i>						
Department	Asset Number	Description	Square Meters	Frequency	Rate	Price per month
Retail		Retail common walkway (incl. Ablutions, Basements, Service Floor, Sky rink and Waste area)	11 224,03m ²	Day & night (Monday to Sunday)	R	R
				Total exc. Vat		R

2. Carlton Tower <i>(The prices below include comprehensive cleaning services and any consumables/materials/equipment required to successful provide the services as per the scope of works)</i>						
Description	Asset Number	Department	Square Meters	Frequency	Rate	Price per month
Office	3 rd Floor	Transnet Properties	1651m ²	(Monday to Friday)	R	R
	5 th Floor	National Property Office & ITC	1651m ²	(Monday to Friday)	R	R
	6 th Floor	TFR Security	1651m ²	(Monday to Friday)	R	R
	8 th Floor	TCC Corporate affairs: 1) Group Legal 2) Corporate Comms CONTRACT X 4 OFFICES 3) Group Safety 4) Group Strategy 5) Business Development	1651m ²	(Monday to Friday)	R	R
	14 th Floor	1) GROUP LEGAL CLO 2) GROUP RISK	1651m ²	(Monday to Friday)	R	R
	16 th	GROUP IT/Group Procurement &	1651m ²	(Monday to Friday)	R	R

Transnet Property: TP/2023/11/0002/50833/RFP

Description of Services: Provision of Cleaning and Hygiene Services for a period of 36 months at Carlton Centre – Tower & Retail

		National Property Office				
		Transnet People Management		(Monday to Friday)	R	R
	17 th Floor		1651m ²			
	18 th Floor	TP: CE's Office	1651m ²	(Monday to Friday)	R	R
	19 th Floor	TFR HERITAGE LIBRARY	1651m ²	(Monday to Friday)	R	R
	20 th Floor	FM Boardrooms	1651m ²	(Monday to Friday)	R	R
	23 rd Floor	Transnet Shared Services	1651m ²	(Monday to Friday)	R	R
	24 th Floor	Transnet Foundation	1651m ²	(Monday to Friday)	R	R
	25 th Floor	Transnet Shared Services	1651m ²	(Monday to Friday)	R	R
	26 th Floor	Transnet Group Business Development	1651m ²	(Monday to Friday)	R	R
	27 th Floor	Transnet Shared Services	1651m ²	(Monday to Friday)	R	R
	28 th Floor	TP Supply Chain	1651m ²	(Monday to Friday)	R	R
	29 th Floor	TP Supply Chain	1651m ²	(Monday to Friday)	R	R
				Total exc. Vat		R

3. Rental of Hygiene Equipment and Servicing for Carlton Towers & Retail.					
ITEM NO.	Description	Quantity	Unit Rate (each)	Rate Per Service Per Month	Total price for all Services (x 36 Months)
3.1	Supply & service she bins	110	R	R	R
3.2	Supply, install and service Urinal dispenser	100	R	R	R
3.3	Supply, install & service toilet seat Sanitizer	215	R	R	R
3.4	Supply, install and service air-freshener	66	R	R	R

Transnet Property: TP/2023/11/0002/50833/RFP

Description of Services: Provision of Cleaning and Hygiene Services for a period of 36 months at Carlton Centre – Tower & Retail

3.5	Monthly deep cleaning of units (Including basins and toilets)	240	R	R	R
3.6	Quarterly Deep Cleaning of Carpets	6000m ²	R	R	R
3.7	Monthly supply of toilet papers for TR3	380	R	R	R
3.8	Supply, install and service hand dryers	66	R	R	R
3.9	Supply and install 3 tier lockable tissue holder	215	R	R	R
3.10	Supply, install & service hand soap dispenser	100	R	R	R
3.11	Supply, install and service wall bins	66	R	R	R
Total exc. Vat					R

4.Escalation Rates				
Item No	Description	Year 1	Year 2	Year 3
4.1	Annual Escalation used in the price list for the 3 years	0%	%	%

5.Complete Service Cost Including Escalation			
<i>(Formula: Annual Price Incl. Escalation = (Grand Total Year # x Escalation Rate Year #) +Grand Total #</i>			
Description	Year 1	Year 2	Year 3
Cleaning Services	R	R	R
Hygiene Services	R	R	R
Sub-Total excluding VAT			R

VAT @ 15%	R
GRAND TOTAL (= Year 1 + Year 2 + Year 3)	R
Transfer the Grand Total to the Form of Offer and Acceptance	

5. Price List Summary table	
Cleaning and Hygiene cost for Carlton Retail	R
Cleaning and Hygiene cost for Carlton Towers	R
Sub-Total excluding VAT	R
VAT @ 15%	R
Grand Total for 36 months incl. VAT	R

C2.3 Labour Rates

All Rates must be excluding VAT.

1. Normal office hours: (07h30 to 16h30)

Site Supervisor R...../ hour.

Cleaning Personnel R...../ hour.

2. Overtime weekdays and Saturday:

Site Supervisor R...../ hour.

Cleaning Personnel R...../ hour.

3. Sundays and Public Holidays:

Site Supervisor R...../ hour.

Transnet Property: TP/2023/11/0002/50833/RFP

Description of Services: Provision of Cleaning and Hygiene Services for a period of 36 months at Carlton Centre – Tower & Retail

Cleaning Personnel

R...../ hour.

4. Mark up (third party procured items/services) on materials and spares:

MARK-UP ON MATERIALS	
VALUE of MATERIAL	% MARK-UP
R0 up to R9,999.99	
R10,000.00 up to R49,999.99	
R50,000.00 up to R99,999.00	
R100,000.00 up to R199,999.99	
R200,000.00 and above.	

ANNEXURE - C

TECHNICAL EVALUATION

Qualifying Quality criteria	Sub-Criteria	Sub-Criteria Points Allocation	Maximum number of points
<u>Organogram and CVs of key persons:</u> <i>Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel).</i>	Cleaning Supervisor		25
	No CV attached/no experience	0	
	Provision of cleaning and hygiene services experience = $0 \geq, \leq 1$ year	5	
	Provision of cleaning and hygiene services experience $> 1 \leq 3$ years	10	
	Provision of cleaning and hygiene services experience $> 3, \leq 4$ years.	15	
	Provision of cleaning and hygiene services experience $> 4, \leq 5$ years.	20	
	Provision of cleaning and hygiene services experience) > 5 years.	25	
<u>Risk Assessment</u> (<i>Specific to the works</i>) (Key elements of a Risk Assessment (RA) 1. Tasks Identification, 2. Hazards, Risks 3. Identification, Risk 4. Rating, Control 5. Measures/Treatment , residual risk and treatment)	The Bidder failed to provide information or only provide one of the key elements	0	25
	The Bidder has submitted risk assessment, encompassing Two (2) elements with adequate detail and is relevant to the scope.	5	
	The Bidder has submitted risk assessment, encompassing Three (3) elements with adequate detail and is relevant to the scope.	10	
	The Bidder has submitted risk assessment, encompassing Four (4) elements with adequate detail and is relevant to the scope.	15	
	The Bidder has submitted risk assessment, encompassing Five (5) elements with adequate detail and is relevant to the scope.	20	
	The Bidder has submitted risk assessment, encompassing Six (6) elements with adequate detail and is relevant to the scope.	25	
<u>Company Previous Experience:</u> Bidders experience in providing cleaning and hygiene services	No evidence provided	0	
	Bidder has successfully provided 1 cleaning and hygiene services.	5	
	Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by		

	completion certificates or contract with the client contact details, project title and description of works.		25
	Bidder has successfully provided 2 to 3 cleaning and hygiene services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	10	
	Bidder has successfully provided 4 cleaning, and hygiene services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	15	
	has successfully provided 5 cleaning and hygiene services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	20	
	Bidder has successfully provided ≥ 6 cleaning and hygiene Services. Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.	25	
<i>Method Statement for cleaning and hygiene services:</i> <i>Key elements</i> 6. <i>Health and Safety management plan</i> 7. <i>Cleaning and Hygiene method statement</i> 8. <i>Company's COVID19 responsiveness / preparedness that</i>	No submission or method statement does not refer to the provision of cleaning and hygiene services	0	25
	Method statement only covers 1 of the key elements on how the contractor will execute the provision of cleaning and hygiene services	5	
	Method statement covers $>1 \leq 3$ of the key elements on how the contractor will execute the provision of cleaning and hygiene services	10	
	Method statement covers $>3 \leq 4$ of the key elements on how the contractor will execute	15	

Transnet Property: TP/2023/11/0002/50833/RFP

Description of Services: Provision of Cleaning and Hygiene Services for a period of 36 months at Carlton Centre (Tower and Retail).

<i>covers the proposed scope of work including.</i> 9. <i>Task descriptions and how such tasks will be performed on daily basis;</i> 10. <i>Proposed work schedule / work plan</i> 11. <i>Equipment and products to be utilized.</i> 12. <i>Resources to be utilized including organogram</i>	the provision of cleaning and hygiene services		
	Method statement covers >4 ≤ 6 of the key elements on how the contractor will execute the provision of cleaning and hygiene services	20	
	Method statement covers 7 of the key elements on how the contractor will execute the provision of cleaning and hygiene services	25	
Maximum possible score			100

Maximum score for technical evaluation is 70/100

ANNEXURE - D

MINIMUM WAGE SCHEDULE

CONTRACT CLEANING MINIMUM WAGE PRICE SCHEDULE

#	ITEM	DESCRIPTION	AMOUNT
1	Basic monthly wage cost	R27,56 x 40 hours per week x 4.33 weeks	R 4 844,40
	Hourly rate	Hourly rate	R 27,97
	Daily rate	8 hrs per day	R 223,76
	Weekly wage cost	Hourly wage x 40 hours (week)	R 1 118,80
2	Leave provisions		R 633,99
	Annual leave	21 days per year	R 391,58
	Sick leave	10 days per year	R 186,47
	Family responsibility	3 days per year	R 55,94
3	Other: Employer contribution		R 992,95
	Provident fund	5.25% of monthly wage	R 146,84
	Bonus	4.33 weeks for a full 12 months	R 403,70
	UIF	1% of basic monthly wage	R 48,44
	COID	1.6% of basic monthly wage	R 77,51
	Training levy	SDL = 1% of wage	R 48,44
	Uniform	R1500 per year	R 125,00
	Severence pay	1.92% of basic monthly wage	R 93,01
	Employee medical examinations	R600 per annum	R 50,00
4	Monthly Labour Cost (per 1 x cleaner)	A1 + A2 + A3	R 6 471,34
5	Total monthly labour cost (per total number of cleaners required	1	R 6 471,34

TOTAL LABOUR COST FOR THE CONTRACT PERIOD OF __ MONTHS

(including all required cleaners including Supervisor)

R _____

I, _____ hereby commit my company to pay my employees according to the above-mentioned salary template.

Signed by:

Full name and surname

Capacity

IMPORTANCE NOTICE

*** Bidders must not pay anything less than the approved labour rate to its employees. Failure to comply will result in disqualification**

***Random payslips will be requested from the cleaning personell once contract**

is in place

*Include the weekend and public holidays rates where applicable on Pricing
Schedule