

OFFICE CLEANING AT VARIOUS TRANSNET ASSETS FOR
REAL ESTATE MANAGEMENT IN BEAUFORT WEST FOR A 24 MONTH PERIOD.

SPECIAL CONDITIONS

1. SCOPE

1.1 Tenders are invited for the cleaning of offices at VARIOUS TRANSNET ASSETS FOR REAL ESTATE MANAGEMENT IN BEAUFORT WEST.

1.2 The Contractor shall include for the proper completion of the work as described and shall allow for all cost incurred.

1.3 The successful tenderer shall be required to enter into a standard contract.

2. GENERAL

2.1 Material and Equipment

2.1.1 The successful contractor shall supply all necessary cleaning material and equipment for the proper cleaning of the offices and toilet as required.

2.2 Accommodation

2.2.1 Accommodation for the successful tenderer's employees will be made available, if required. This accommodation is for a lockable place to store material and equipment.

2.3 Defects

2.3.1 All defects must be reported daily to Mr. DAWID ARNOLDUS on facsimile no. (021) 940 - 2903

3. PRICING

3.1 A tender for the work to be submitted in black ink.

3.2 The tenderer is required to acquaint him with the contents of the tender document and pricing must be based on the particular specification. By submitting a price, a tenderer is deemed to have acquainted him with the conditions and specifications of the contract/tender.

3.3 Payments will be made monthly, in arrears, within (30) days after the receipt of a TAX INVOICE.

3.4 No provision shall be entertained for any wage increases during the contract period.

4. DURATION OF CONTRACT

4.1 This contract is provisionally for a period of 24 months.

5. TIME TO COMPLETE THE WORK AND PENALTIES

5.1 The successful tenderer shall be required to complete the whole of the work, as set out in the Particular Specification. As this work is for a services based type of work and is to be completed in a cycle of thirty (30) days, correction to the defective work or complaint has to be completed within 24 hours. The contract is for completion within the 24 month period from the date the successful tenderer is advised of the acceptance of his/her tender.

6. SITE INSPECTION

6.1 A site inspection will be arranged. Interested tenderers should contact Mr Russell Yon on telephone no. (021) 940 - 2744, cell no 083 452 6827.

1. AMENDMENTS AND/OR ADDITIONS

7.1 TRANSNET reserves the right to add or withdraw the cleaning of any office at any time and adjust the payment due accordingly.

No amendments, variations and/or additions to the contract shall, however, be of any force or effect unless reduced to writing and signed by both parties.

8. BREACH OF CONTRACT

8.1 In the event of either party committing a remedial breach of the contract and failing to remedy such breach within 2 (two) days after the receipt of a written notice from the other party setting out details of the said breach and calling for the remedy thereof, then the aggrieved party shall be entitled forthwith, without prejudice to its legal remedies, to cancel this contract by notice in writing to the other party.

9. TERMINATION OF CONTRACT

9.1 Notwithstanding any of the aforementioned TRANSNET reserves the right to cancel the contract at any time and without giving any reason by giving the contractor thirty (30) days written notice.

10. WORKING HOURS

10.1 Working hours are between 07: 30 and 16: 00 - Mondays to Fridays. (Excluding public holidays)

11. DAMAGE TO PROPERTY AND/OR SERVICES

11.1 The Contractor shall take adequate precaution against damage to existing assets and injury to persons during the course of the contract. The successful tenderer 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 tenderers staff the carrying out of the required work.

12. COMPLIANCE WITH STATUTES

12.1 The successful tenderer shall comply with the provisions of.

- i) Act 130 of 1993, Compensation of Occupational Injuries and Diseases Act,
- ii) Act 85 of 1993, Occupational Health and Safety Act.
- iii) The Provincial Ordinance and Local Authority by-laws and all relevant regulations framed thereunder.

13. DOCUMENTS AND NUMBER TO BE SUPPLIED BY THE TENDERER

Registration number of company: _____
VAT Registration number: _____ (must be supplied)
District Council number : _____
Compensation for Occupational Injuries and Diseases Act, 1993
Registration number : _____

14. SITE INSTRUCTION BOOK

A site instruction book (with triplicate pages) must be in the possession of the contractor for each building to receive instructions or the recording of complaints.

STAFFING MATTERS :

15. SUPERVISION

The contractor has to have a supervisor on site at all times. This supervisor will be the person that reports to the contractor. 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 contractors staff.

16. STAFF COMPLIMENT

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 contractor staff compliment on site during normal working hours. Working hours are between 07: 30 and 16: 00 – Mondays to Fridays and where requested to work on a Saturday (Excluding public holidays)

BEAUFORT WEST STAFF REQUIRED	0 Supervisor	6 Females	0 Males
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17. RELIEF STAFF

The contractor 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. Failure to have a replacement person on duty will mean that the contractor 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 contractor to keep accurate records of attendance of staff.

18. INVOLVEMENT WITH OWN AND TRANSNET STAFF

Notice is hereby given that the contractors staff must not in any way get involved with Transnet or own staff. The same will be instructed to the staff of Transnet. Where cleaning staff becomes personally involved with Transnet workers The Project Manager reserves the right to request the contractor to relocate or remove the cleaning staff member completely from Transnet Property.

Examples of Involvement

- Sexual harassment
- Peer pressure to perform sexual favours
- Money lending
- Colluding with Transnet staff to steal Transnet property.
- The above list is not exhaustive but serves to indicate the prominent offences.

19. WASHING OF DISHES

It is requested that the contractor makes allowance for cleaning of the tea cups and utensils at two periods where possible. The times are not set but requested to be at 11H: 00 and 14H: 00 each day. **Cleaning of dishes for functions and meetings other than the normal tea breaks are for the account of the tenants and arrangement should be made with the contactor to provide a service and an estimate for the client to approve. The cost to have the contractor supply such a service is a separate agreement with this tenant and not part of this contract.**

20. EMPTYING OF REFUSE BINS (WHEELIE BINS)

The emptying of refuse bins is part of the duty of the contractor; 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.

21. SUBSTANCE ABUSE TESTING

The OHSA (Act 85 of 1993) clearly states in the Safety Regulations 2A “INTOXICATION” An employer or user, as the case may be, shall not permit any person who appears to be under the influence of intoxicating liquor or drugs, to enter or remain at a workplace. Transnet Freight Rail enforces this legislation by means of its Substance Abuse Policy, and therefore reserves the right to do substance abuse testing on anyone who enters their premises.

22. INVOLVEMENT WITH OWN AND TRANSNET STAFF

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Examples of Involvement

- Sexual harassment
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- The above list is not exhaustive but serves to indicate the prominent offences.

23. SLA AGREEMENT

A separate Service Level Agreement will be implemented between Transnet and the Contractor.

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ANNEXURE B

BLE52245 : OFFICE AND DOMESTIC CLEANING SERVICES FOR BEAUFORT WEST DEPOT

PROJECT SPECIFICATION

1. SCOPE

OFFICE AND DOMESTIC CLEANING AT VARIOUS TRANSNET ASSETS FOR REAL ESTATE MANAGEMENT IN BEAUFORT WEST.

The Contractor shall allow for the proper completion of the work as described and for all cost incurred. The successful contractor shall supply all necessary cleaning material and equipment for the cleaning of offices and toilet as required.

WINDOW CLEANING

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.
Glass panels of shop-fronts and glass doors is to be cleaned on a weekly basis, whereas glass panels above partitioning needs to be cleaned on a monthly basis.

STRIPPING OF VINYL FLOORS

Vinyl floors are to be stripped using a recognized stripping agent with a buffing machine.
Allow floor surface to dry.
Apply first coat of sealer.
The floor surface must be allowed to dry and thereafter second (2) coats of sealer must be applied.

DEEP CLEAN

Deep cleaning must be done every month.
Deep clean – shower cubicles,
All tile surfaces are to be stripped by using a recognized bacterial stripper.
Once surface has been washed it must be allowed to dry.
Lastly tiled surfaces must be sprayed with an antifungal spray.
Shower mats is to be disinfected in this cleaning process by washing / scrubbing with an Anti-fungal cleaner and allowed to dry by leaving in sun for approximately an hour.

PEST CONTROL

The Contractor has to allow for insecticide for any pests on an ad-hoc basis and any arrangements to have the areas vacated should be communicated with the Managers in Charge of that specific building. Notice should be given to the contract manager for control of cockroaches etc.

GENERAL

Any rubbish, debris and dirt arising from the cleaning operations must at all times be dumped at an approved dumping site of the Local Authority and not on Transnet land.
Contractor has to adhere to the Occupational Health and Safety Act – Act 85/1993 at all times during cleaning operation.

SUPPLY AND SERVICE SHE BINS

As this is a specialist item the contractor is to outsource this service form a registered 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.

VOLUMES FOR CALCULATIONS

Below is a guide to the amount of toilet paper and roller towels etc required per month.

Note: assets highlighted in yellow needs to be cleaned on a Saturday morning this is mainly to the mess rooms' bath rooms and the kitchen areas.

NAME OF BUILDING	ASSET NO.	SHE BINS	Toilet paper	Roller towel	Soap dispenser
DOUBLE STOREY	02EG003C	2	20	2	3
STATION BUILDING	02EG001C	2	20	1	2
OPS MAINTENANCE INFRA					
OFFICES	02AG077C		10	2	2
MESS & ABLUTION	02AG075C	2	4	2	2
MESS & ABLUTION	02AG078C		8	0	1
WORKSHOP OFFICES	02AG078C		0	0	0
OFFICE AND TOILET EXTER	02AG075C	1	12	1	1
WAGONS DEPOT					
MESS & ABLUTION	02AG056C		0	0	0
OFFICES	02AG056C		1	1	1
MESS & ABLUTION	02BG133C		0	0	0
TOILET	02BG134C	2	10	1	1
OFFICE CONTROL CABIN	02AG063C		0	0	0
TOILET	02AG064C		1	0	0
AMBULANCE OFFICE	02BG097C		4	1	1
SECURITY OFFICES	02BG097C		4	1	1
CIVIL WORKSHOP / OFFICE	02BG096C		4	1	1
SERVICE DELIVERY					
GVB	02BG098C	1	12	2	1
BUIEPLIGTE T/B	02BG003C		0	0	0
BINNEPLIGTE	02BG003C		0	0	0
SITBOK	02BG177C		4	1	1
TELEMETER ROOM	02BG130C		1	1	1
TERREINBEAMPTERS	02BG132C	1	10	1	1
TRANSTEL					
OFFICE BLOCK	02BG099C		0	0	0
MESS & ABLUTION	02BG099C	1	12	2	2
TOTAL		12	137	20	22

FREQUENCY OF SERVICE

The list below is the frequency that TRANSNET requires the contractor to do the cleaning of the specified items. The list is not exhaustive and complete; the contractor has to use common sense and experience 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			✓
Deep clean shower			✓
Clean shower	✓		
Dust walls		✓	
Dust window sills		✓	
Empty "She bins" (by a registered supplier)			✓
Empty waste bins	✓		
Move and clean behind items			✓
Place deo-blocks (men's toilet urinals)		✓	
Polish floors		✓	
Refill condom dispenser (as required)	✓		
Refill Roller towel (as required)			✓
Refill soap dispenser (AS AND WHEN REQUIRED)	✓		
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			✓
Dust furniture / polish		✓	
Dust walls			✓
Dust window sills		✓	
Move and clean behind items			✓
Shine polished surfaces - WOODEN		✓	
Strip floors – VINYL FLOOR SURFACES			✓
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, HALL WAYS AND PASSAGES	DAILY	WEEKLY	MONTHLY
Clean windows			✓
shop-fronts and glass doors		✓	
Dust furniture		✓	
Dust walls			✓
Dust window sills		✓	
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	✓		

SpecBLE52245

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Annexure C

RFQ NUMBER BLE52245

OFFICE AND DOMESTIC CLEANING SERVICES FOR BEAUFORT WEST DEPOT

CERTIFICATE OF ATTENDANCE OF SITE MEETING / BRIEFING SESSION

It is hereby certified that -

- 1.
- 2.

Representative(s) of
(name of company)

attended the site meeting / briefing session in respect of the proposed Goods to be rendered in terms of this RFQ on 2013.

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.....
TRANSNET'S REPRESENTATIVE

.....
RESPONDENT'S REPRESENTATIVE

DATE.....

DATE.....

CertificateOfAttendanceBLE52245



Annexure D

RFQ NUMBER BLE52245

OFFICE AND DOMESTIC CLEANING SERVICES FOR BEAUFORT WEST DEPOT

REFERENCES :

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels:

Name of Company	Contact Person	Telephone number

PastPerformanceBLE52245

Respondent's Signature

Date and Company Stamp



Annexure E

RFQ NUMBER BLE52245

OFFICE AND DOMESTIC CLEANING SERVICES FOR BEAUFORT WEST DEPOT

Contact details :

NAME OF RESPONDENT

PHYSICAL ADDRESS

Respondent's contact person:

Name.....

Designation.....

Telephone.....

Cell Phone.....

Facsimile.....

Email.....

Website.....

ContactDetailsNASTER2013

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Respondent's Signature

Date and Company Stamp