



RFQ / TENDER

Tender No: CRAC-13477

Vendor No: 11001386

BOARD LIST
BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT
2000

Purchaser : Tshiamo Motitswe
Telephone : 011 584 0606
Fax Number:

Please quote reference:
K63/6000600507

Deliver to:
TFR Head Office
Supply Chain Services
2000 Johannesburg

Closing Date :18.03.2014
Validity Date :13.06.2014
RFQ No :6000600507

CLEANING, GARDEN AND GRASS CUTTING, PEST AND WEED CONTROL AT
NATALSPRUIT
FOR THE PERIOD OF SIX MONTHS.

BRIEFING SESSION DATE: 07.03.2014 @ 10:00
VENUE: NO: 1 VAN TILL ROAD, ALRODE, ALBERTON (NATALSPRUIT)

THE RFQ DOCUMENTS ARE OBTAINABLE FROM THE OFFICE OF TRANSNET FREIGHT RAIL, TENDER ADVISE CENTRE, GROUND FLOOR, INYANDA HOUSE 1, WELLINGTON ROAD, PARKTOWN, DURING OFFICE HOURS 08:00 TO 15:00 AND THE TENDER DOCUMENT IS FOR FREE.

QUOTATIONS MAYBE EMAILED OR FAXED TO : (011) 774-9129

FOR ANY TECHNICAL ENQUIRIES WITH REGARD TO THIS RFQ YOU CAN CONTACT :MS
THEMBI YIKA : TEL 011 773 5798 (083 268 8980)

1.1 QUOTATION/S MUST BE SUBMITTED PUNCTUALLY AT 10:00 ON OR BEFORE CLOSING DATE AND LATE QUOTATIONS WILL NOT BE CONSIDERED.

1.2 IF POSTED:

21 WELLINGTON ROAD
INYANDA HOUSE 1
PARKTOWN
2193

1.3 ,IF DELIVERED BY HAND:

TRANSNET FREIGHT RAIL-SUPPLY CHAIN SERVICES
21 WELLINGTON ROAD

DATE: SIGNATURE OF TENDERER(S):

CONTACT PERSON: TEL No:

RFQ / TENDER

Tender No: CRAC-13477 Page
Date : 27.02.2014 2

BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT

INYANDA HOUSE 1
PARKTOWN

2. CONDITIONS:

2.2 ANY PURCHASE ORDER PLACED AS A RESULT OF YOUR QUOTATION WILL BE SUBJECT TO THE STANDARD TERMS AND CONDITIONS OF CONTRACT, FORM US7, (LATEST), GENERAL TENDER CONDITIONS, FORM CSS5 (LATEST) AND CONDITIONS MENTIONED HEREIN.

2.3 TENDERERS MAY OFFER AN EARLIER VALIDITY DATE, BUT THEIR QUOTATION MAY, IN THAT EVENT, BE DISREGARDED FOR THIS REASON.

2.4 TENDERERS ARE REQUIRED TO OFFER ONLY FIRM PRICES. PRICES SUBJECT TO REVIEW IN TERMS OF CLAUSE 32 OF FORM US7 WILL ONLY BE CONSIDERED SHOULD THE DELIVERY PERIOD REQUIRED EXCEED 6 MONTHS.

2.5 BEST DELIVERY TIME MUST BE OFFERED.

2.6 DISCOUNT (TRADE DISCOUNT) CASH DISCOUNT (CONDITIONAL DISCOUNT) VALUE VALUE ADDED TAX (VAT) MUST BE SHOWN SEPARATELY.

2.7 TRANSNET RESERVES THE RIGHT TO NEGOTIATE PRICES AND COMMERCIAL ASPECTS AFTER THE CLOSING DATE OF THE QUOTATION.

"PREVIEW COPY ONLY"

DATE:

SIGNATURE OF TENDERER(S):

RFQ / TENDER

Tender No: CRAC-13477 Page
Date : 27.02.2014 3

BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT

2.8 DIRECT DELIVERY INTIMATES DELIVERY BEING EFFECTED INTO THE WAREHOUSE OR THE ACTUAL POINT OF SUPPLY AND SHOULD THEREFORE INCLUDE ANY TRANSPORTATION MODE DEEMED NECESSARY IN EXECUTING THIS METHOD OF DELIVERY BASIS IN ORDER TO MEET THE REQUIRED DELIVERY DATE.

TAX CLEARANCE CERTIFICATES:

The Regulations in terms of the Public Finance Management Act, 1999: Framework for Supply Chain Management as published in Government Gazette No. 25767 dated 5 December 2003, Clause 9 (1) (d), stipulates that the accounting officer or accounting authority of an institution to which these regulations apply must reject any bid from a supplier who fails to provide written proof from the South African Revenue that the supplier either has no outstanding tax obligations or has made arrangements to meet outstanding tax obligations. Tenderers will be disqualified if a valid tax clearance certificate or written proof from the South African Revenue Service that supplier has made arrangements to meet outstanding tax obligations is not submitted with the tender.

COMPANY DETAILS:

NAME OF COMPANY: _____
CONTACT PERSON: _____
TEL. NO. _____ FAX NO: _____
REG. NO. _____

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

Transnet fully endorses and supports the Government's Broad-based Black Economic Empowerment Programme and it is strongly of the opinion that all South African Business Enterprises have an equal obligation to redress the imbalances of the past. Transnet will therefore prefer to do business with local business enterprises who share these same values. Transnet will endeavour to do business with local business enterprises that possess a BBBEE "recognition level" of at least a level 5. Transnet urges Tenderers (large enterprises and QSE's - see below) to have themselves accredited by any one of the various Accreditation Agencies available, who do their BBBEE ratings in accordance with the latest Codes (i.e. those promulgated on 9 February 2007) and whose names appear on the present ABVA (Association of BEE Verification Agencies) - "List of Full Members" as displayed on the ABVA website (www.abva.co.za). Although no agencies have, as yet, been accredited by SANAS (SA National Accreditation System), Transnet will, in the interim, accept rating certificates of tenderers who have been verified by any of the listed agencies.

Enterprises will be rated by such agency based on the following:

1. Large Enterprises (i.e. annual turnover >R35million:
" Rating level based on all seven elements of the BBBEE scorecard.
2. Qualifying Small Enterprises - (QSE) (i.e. annual turnover >R5million but <R35million:
" Rating based on any four elements of the BBBEE scorecard.

NB:

3. Emerging Micro Enterprises - (EME) (i.e. annual turnover <R5m) are exempted from being rated/verified:
" Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition
" Black ownership >50% or Black Women ownership >30% automatically qualifies as Level 3 BBBEE, i.e. 110% BBBEE recognition
" EME's should provide certified documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% from the EME's Auditor/Accounting Officer.

4. In addition to the above, Tenderers who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their tenders the percentage of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor/s, as well as a breakdown of

DATE:

SIGNATURE OF TENDERER(S):

RFQ / TENDER

Tender No: CRAC-13477 Page
Date : 27.02.2014 4

BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT

the distribution of the aforementioned percentage must also be furnished

In view of the high emphasis which Transnet places on Broad-based Black Economic Empowerment, Transnet will allow certain preference points for BBBEE in the evaluation of all responses. Depending upon the value of the ensuing business award (i.e. below or in excess of R2m), the 80/20 or 90/10 point preference systems will be utilized where BBBEE will count out of 20 or 10 respectively in the evaluation process.

EACH RESPONDENT IS REQUIRED TO FURNISH PROOF OF THE ABOVE TO TRANSNET. FAILURE TO DO SO WILL RESULT IN A SCORE OF ZERO BEING ALLOCATED FOR BBBEE.

Turnover: Kindly indicate your company's annual turnover for the past year R_____

- " If annual turnover <R5m, please attach certified confirmation from your Auditor/Accounting Officer
- " If annual turnover >R5m please attach original or certified copy of accreditation certificate and detailed scorecard by an ABVA accreditation agency (registered as a "Full Member")

PAYMENT TERMS

The following payment terms will apply as from 1 October 2008.

- " All suppliers will be paid 30 days from receipt of month end statement, i.e. payment term F055.

CONDITIONS:

This quotation is subject to the provisions of the Standard Terms and Conditions of Contract, Form US7, (Latest) and the General Tender Conditions, Form CSS5 (Latest) and any other standard or special conditions mentioned and/or embodied in the quotation request.
Pre-qualification criteria Letter of good standing Company safety plan Provide statutory minimum labour wage Commercial (Scoring matrix)
Competitive pricing Reference/previous record Delivery schedule

Pre-qualification criteria
Compliance to specification
Completion of the She Management Questionnaires
Pest control certificate
Provide statutory labourers minimum wage schedule, hourly rate per cleaner

Commercial (Scoring matrix)
Competitive pricing

B-BBEE (Scoring Matrix)
B-BBEE certificate and scorecard

DATE:

SIGNATURE OF TENDERER(S):

RFQ / TENDER

Tender No: CRAC-13477
Date : 27.02.2014

Page
5

BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT

SCHEDULE OF REQUIREMENTS

PRICES TENDERED ARE TO BE "DIRECT" AND EXCLUDE VAT.

IN THIS REGARD THE TENDERER'S ATTENTION IS DIRECTED TO PARAGRAPH 16 OF FORM CSS5 (LATEST).

"PREVIEW COPY ONLY"

DATE:

SIGNATURE OF TENDERER(S):

RFQ / TENDER

Tender No: CRAC-13477 Page
Date : 27.02.2014 6

BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT

TRANSNET INSISTS ON HONESTY AND INTEGRITY BEYOND REPROACH AT ALL TIMES AND WILL NOT TOLERATE ANY FORM OF IMPROPER INFLUENCING, BRIBERY, CORRUPTION, FRAUD, OR ANY OTHER UNETHICAL CONDUCT ON THE PART OF BIDDERS/ TRANSNET EMPLOYEES. IF, IN THE OPINION OF TRANSNET'S CHIEF OPERATING OFFICER, A TENDERER / CONTRACTOR / SUPPLIER HAS OR HAS CAUSED TO BE PROMISED, OFFERED OR GIVEN TO ANY TRANSNET EMPLOYEE, ANY BRIBE, COMMISSION, GIFT, LOAN, ADVANTAGE OR OTHER COSIDERATION, TRANSNET SHALL BE ENTITLED TO REVOKE THE TENDER / CONTRACT BY FOLLOWING ITS INTERNAL POLICIES THAT GOVERN THE ECLUSION PROCESS. IN SUCH AN EVENT TRANSNET WILL BE ENTITLED TO PLACE ANY TENDERER / CONTRACTOR / SUPPLIER WHO HAS CONTRAVENED THE PROVISIONS OF TRANSNET'S BUSINESS ETHICS ON ITS LIST OF EXCLUDED TENDERERS. THIS LIST WILL ALSO BE DISTRIBUTED TO ALL OTHER STATE OWNED ENTERPRISES AND GOVERNMENT DEPARTMENTS.

TRANSNET INVITES ITS VALUED SUPPLIERS TO REPORT ANY ALLEGATIONS OF FRAUDCORRUPTION OR OTHER UNETHICAL ACTIVITIES TO TRANSNET TIP-OFFS ANONYMOUS,AT ANY OF THE FOLLOWING ADDRESSES / CONTACT NUMBERS:-

TOLL-FREE ANONYMOUS HOTLINE - 0800 003 056
EMAIL - Transnet@tip-offs.com
FAX NUMBER - 0800 007 788
FREEPOST DN 298, UMHLANGA ROCKS, 4320

CONFIDENTIALITY IS QUARANTEED

Item	Qty	Material	Description
00010	1	cleaning, gardening pest control	

R.....
Activity

FULL DETAILS OF DESCRIPTION

"PREVIEW COPY ONLY"

DATE:

SIGNATURE OF TENDERER(S):

RFQ / TENDER

Tender No: CRAC-13477 Page
Date : 27.02.2014 7

BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT

3. ADDITIONAL INFORMATION REQUIRED: (WHERE APPLICABLE)

3.1 THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:

- (A) DISCOUNT:
- (B) SETTLEMENT DISCOUNT:.....
- (C) PRICE/S FIRM:
- (D) PRICE/S FIRM UNTIL THEREAFTER SUBJECT TO REVIEW.
- (E) PRICE/S NOT FIRM:
- (F) SABS MARK:
- (G) SABS PERMIT NO:
- (H) BRAND/MAKE/TYPE:
- (I) FULL NAME AND ADDRESS OF MANUFACTURER:!
.....
.....
.....

(J) FULL NAME AND ADDRESS OF INSPECTION POINT:
.....
.....
.....

(K) COUNTRY OF ORIGIN:

Comply : _____ Does not Comply : _____ Not applicable : _____

Justification :

(L) SURPLUS MATERIAL:
TENDERERS MUST INDICATE IF THEY WILL BE PREPARED TO PURCHASE BACK FROM TRANSNET ANY SURPLUS MATERIAL WHICH MAY BECOME AVAILABLE FROM ANY RESULTING PURCHASE ORDER/CONTRACT ORIGINATED FROM THE QUOTATION SUBMITTED:
.....

(M) PAYMENT OVERSEAS:
ONLY IF TRANSNET LIMITED IS REQUESTED BY THE TENDERER TO EFFECT PAYMENT OVERSEAS DIRECT TO THE TENDERER'S PRINCIPAL/SUPPLIER THE FOLLOWING INFORMATION IS REQUIRED:

- * EXCHANGE RATE ON WHICH THE QUOTATION PRICE IS BASED: R1,00 (S.A. CURRENCY) BEING EQUAL TO (FOREIGN CURRENCY)
- * PERCENTAGE IN RELATION TO THE QUOTATION PRICE TO BE REMITTED OVERSEAS:
.....

* NAME OF COUNTRY TO WHICH PAYMENT IS TO BE MADE:
.....
.....

* APPLICABLE DATE OF EXCHANGE RATE:
.....

* BENEFICIARY'S NAME AND FULL ADDRESS:
.....
.....

DATE:

SIGNATURE OF TENDERER(S):

RFQ / TENDER

Tender No: CRAC-13477 Page
Date : 27.02.2014 8

BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT

.....
* BENEFICIARY'S BANKERS AND FULL ADDRESS:
.....
.....

.....
* APPLICABLE ACCOUNT NUMBER:
.....

(N) DELIVERY DATE:

TENDERERS MUST FURNISH THEIR ACTUAL DELIVERY AND MANUFACTURING PERIOD HEREUNDER NOTWITHSTANDING THE DELIVERY DATES SPECIFIED BY TRANSNET.

THE FOLLOWING MUST ALSO BE FURNISHED IN REGARD TO THE ABOVE:

1. PERIOD REQUIRED TO OBTAIN RAW MATERIAL.(DAYS)
2. MANUFACTURING PERIOD.(DAYS)
3. PERIOD TO TRANSPORT MATERIAL TO DESTINATION.(DAYS)

MATERIAL NO.	1.(PERIOD)	2.(PERIOD)	3.(PERIOD)
.....
.....
.....
.....
.....
.....

INDICATE THE PERCENTAGE (%) OF THE PRICE THAT IS SUBJECT TO THE VARIABLE COPPER FEE:%.

"PREVIEW COPY ONLY"

DATE:

SIGNATURE OF TENDERER(S):

BUILDING :

NATALSPRUIT

See attached Annexure A

GENERAL SPECIFICATION:**CONTACT PERSON ON SITE**

Kaserne – City Deep
Hendrick Seshibe- 011 330 6063

Any queries concerning work, please contact above person

SCOPE OF WORK CLEANING**AREAS TO BE CLEANED**

- (A) Main Entrance / Security / Ablution / Reception Area and surrounding depot area
- (B) Office and passages (including boardrooms, store rooms, etc.)
- (C) Toilets: Ladies /Gents
- (D) Supply two ply toilet paper
- (E) Kitchens
- (F) Entertainment areas / bars
- (G) Windows
- (H) Parking area
- (I) Surrounding area at (main entrance) and garden area (depot area as per enclosed plan)
- (J) Pest Control

DUTIES (all floors/areas where applicable)**1. DUSTING (OFFICES AND PASSAGES)**

- ❖ Carpets
- ❖ Vacuum
- ❖ Spot clean
- ❖ Steam clean

Weekly
As necessary
Quarterly

2. DUSTING (OFFICES AND PASSAGES)

- ❖ Clean all telephone and disinfect
- ❖ Dust all high ledges and fittings
- ❖ Dust all horizontal surface (low level)
- ❖ Dust all vertical surfaces (walls, cabinets, etc. to height of 2 meters)
- ❖ Dust all windows ledges/calls (low and high)

Daily
Weekly
Daily
Weekly
Daily

3. WASTE DISPOSAL (OFFICES, KITCHENS AND TOILET)

- ❖ Empty and clean all ashtrays
- ❖ Empty and clean all waste baskets and receptacles
- Remove all waste to bins for removal by Metropolitan Council

Daily
Daily
Daily

4. WALLS/DOORS AND PAINTWORK/WALL PAPER

- ❖ Spot clean all low surfaces (finger marks, etc.)
- ❖ Washing of entire walls

Daily
Quarterly

5. GLASS DOOR AND MENTAL WORK

- ❖ Spot clean main entrance glass doors

Weekly
Weekly

- ❖ Clean or polish all bright metal fittings to doors/frames

6. ENTRANCE FOYER/RECEPTION/RECEPTION OFFICE/LOBBY'S

- | | |
|-------------------------------------|-------|
| | Daily |
| ❖ Sweep entrance foyer and entrance | Daily |
| ❖ Clean door mats and dust blinds | Daily |
| ❖ Damp clean counter tops | Daily |
| ❖ Damp mop | Daily |
| ❖ Machine buff | Daily |
| ❖ Clean up Lobby's outside windows | |

7. TOILETS

- | | |
|--|-----------|
| ❖ Empty and clean all waste receptacles | Daily |
| ❖ Clean and sanitise all W.C. bowls, basins and urinals/-outlets | Daily |
| ❖ Clean all mirrors | Daily |
| ❖ Damp mop floors with disinfectant | Daily |
| ❖ Clean all metal fittings | Daily |
| ❖ Spot clean wall tiles, doors W.C. partitions | Daily |
| ❖ Treat against staining, fungal and bacterial growth | Quarterly |
| ❖ Replenish toilet paper | Daily |
| ❖ Wipe clean hand dryers and all other fixed services | Daily |
| ❖ Supply two ply toilet paper | Daily |

8. WINDOW CLEANING

- | | |
|---|-----------|
| ❖ Clean interior faces of all windows | quarterly |
| ❖ Clean exterior faces of all windows (low & high) | quarterly |
| ❖ Clean main entrance foyer glass windows internally and externally | Weekly |

9. VERTICAL BLINDS

- | | |
|--------|----------|
| ❖ Dust | Daily |
| ❖ Wash | Annually |

10. MISCELLANEOUS

- | | |
|--|-----------|
| ❖ Polish desk and office furniture | Weekly |
| ❖ Material –covered furniture to be vacuumed | Weekly |
| ❖ Material – covered furniture to be steam cleaned | Quarterly |

11. KITCHENS

- | | |
|--|-----------|
| ❖ Floors to be damp mopped | Daily |
| ❖ Sinks to be cleaned | Daily |
| ❖ Cupboard to be damp wipe | Daily |
| ❖ Cupboard to be washed (inside) | Quarterly |
| ❖ Wipe clean all electrical equipment and or other | Daily |
| ❖ Defrost fridge | Quarterly |

12. ALL PAVING AREAS/RAMP/GUARD HOUSE AT ENTRANCE

- | | |
|------------------------------------|-------|
| ❖ All surface refuse to be removed | Daily |
| ❖ Around buildings to be swept | Daily |

13. EXTERNAL AREA AT MAIN ENTRANCE, AREA IN FRONT OF ABLUTION AND GARDEN

- | | |
|---|-------|
| ❖ All surface refuse to be removed | Daily |
| ❖ Area to be swept | Daily |
| ❖ Garden area to be checked and cleaned where necessary | Daily |

14. ENTERTAINMENT AREAS/BARS AND LAPAS (inside & outside)

- | | |
|---|--------|
| ❖ Floor to be vacuumed/damp mopped | Weekly |
| ❖ Surface refuse to be removed | Daily |
| ❖ Stick's to be cleaned | Daily |
| ❖ Counter tops/bar tops to be damp wiped | Daily |
| ❖ Area to be swept | Daily |
| ❖ Garden area to be cleaned and grass cut | Weekly |

15. SUPERVISION

- | | |
|--|--------|
| ❖ Full time supervision to be provided by Contract | Daily |
| ❖ Quality Control will be done by client on site (sign off of job cards) | Weekly |

16. EQUIPMENT/MATERIALS/CONSUMABLES

To be provided by Contractor and delivered timorously

- ❖ Vacuum cleaners
- ❖ Polishers
- ❖ Brooms
- ❖ Mops
- ❖ All cleaning chemicals
- ❖ Consumables .e.g. toilet paper of an acceptable standard
- ❖ Toilet paper double ply
- ❖ Buckets
- ❖ Necessary sign boards e.g. floor Wet/Slippery, etc.
- ❖ Contractor to conform with all Safety Requirements including Safety, Health, Environment (SHE) Induction for Contractors as specified by Transnet.Freight Rail (copy enclosed)

All cleaning chemicals and Cleaning Machinery to be supplied by cleaning company and clearly marked by the contractor

Consumables e.g. cleaning chemicals be an acceptable standard meaning **SABS** Approved or Equivalent

NB: All equipment to be kept in good and safe condition at all times and to comply with all safety regulations including all extension cords etc.

- i) Toilet Area's are not to be used as change rooms. Cleaning of equipment will not be allowed in toilet areas.
- ii) Disposal of dirty water to be deposited directly into toilet Pans, Toilet areas to be cleaned after work has been completed or minimum daily.

17. STAFF REQUIREMENTS/WORKING HOURS

- a) Cleaning to commence from Monday to Friday 07:00 to 16H00 (times can be altered due to emergency requirements)

18. UNIFORM CLOTHING

- a) The Contractor shall at all times ensure that **all** cleaning staff has been provided with all necessary protective clothing, e.g. Gloves, Shoes, masks, etc.
All Cleaning staff to be identifiable with (Visible) identification at all times

19. **TERMS OF CONTRACT**

6 Months (1 April 2014 – 30 September 2014)

20. **PAYMENT**

ACCREDITED BEE SUPPLIERS

The following payment terms shall apply

(a) All suppliers shall be paid within 30 days from date/receipt of invoice by the accounting office, following acceptance of services by Transnet freight rail, provided normal procurement procedures have been followed. All suppliers must submit their BBBEE Certificate.

(b) A month will be calculated from the 1st of the month to the 30/31st of the month.

(c) In the event of full staff compliment not available, payment for that specific day will be withheld.

(d) Signed register of worked performed to be submitted with the invoice. Note that the invoice should indicate all buildings (by using the asset numbers or a clear description thereof)

(e) Register to be signed by Supervisor of the specific area

(f) Invoice to be signed by the relevant Manager to indicate that the work was performed to satisfaction before submitting for payment.

21. **OTHER TRADE SUPPLIERS**

(a) All suppliers are paid within **(30 days)** from month –end statement.

(b) Early settlements are discouraged unless very special circumstances prevail.

(c) Early settlements will only be approved by the Chief Procurement officer, or his delegate, based on the Settlement discount being more advantageous than the financing cost incurred by Transnet Freight Rail.

22. **BREACH OF CONTRACT**

The client (Transnet Freight Rail) will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to client's full satisfaction.

~00000~

"PREVIEW COPY ONLY"

SCOPE OF WORK

PEST CONTROL/ WEED CONTROL

LOCATION OF WORK

Area : KASERNE- CITY DEEP IN SERVICE

Please refer to attached Annexure A

OBJECTIVE:

This contract covers the following:

- ❖ Rendering of pest control services to office buildings and other buildings on an as and when basis, i.e. carry out inspections and treatments, bring under control any infestation of pesticides.
- ❖ Pest Management should offer innovative pest prevention programme for cockroaches, rodents, rats, booklice, flies and bees.
- ❖ The routine treatment programme should include but not be limited to "pest species" specific and focus on the identification of the pest species followed by specific elimination treatments and maintenance treatment methods.
- ❖ Installation of tamper proof bait boxes/stations.
- ❖ Service to be provided and delivered timeously by the Service Provider. (Inspections and treatments).
- ❖ A low odour pesticide to be used.

REQUIREMENTS:

- ❖ Registration with the Department of Agriculture.
- ❖ Registration with South African Pest Control Association (SAPCA).
- ❖ Chemicals used to comply with South African Bureau of Standards (SABS) and the Department of Agriculture approved.
- ❖ Submission of material safety data sheet (MSDS).
- ❖ Letter of Good standing with the Compensation Commissioner.

WORKS INFORMATION:

- ❖ Pest Management should offer innovative pest prevention programme for cockroaches, rodents, bees and flies as well as prevention programme against stored product pests such as rice weevils, indian meal moth, warehouse moth, mealworm beetle, flat grain beetle, lesser grain borer and granary weevils.
- ❖ The routine treatment programme should include but not be limited to "pest species" specific and focus on the identification of the pest species followed by the elimination treatments and maintenance treatment methods.
- ❖ Should the use of insecticides be necessary, the Service Provider should take the form of systematic applications in the form of insecticidal dust, liquid residuals, liquid non-residuals, baits, non-residual insecticidal gas or insecticidal thermal fog, all which will be expertly applied through the various parts of the affected facility.
- ❖ All treatment methods, pesticides and pest materials should be in strict compliance with the Department of Agricultural, SABS and local regulations.

DURATION OF CONTRACT:

This contract will be for the period of six months.

SUPERVISION:

- ❖ The Service Provider shall exercise supervision over the works at all times during the hours of work or shall be represented by an agent having full power and authority to act on his/her behalf.
- ❖ The Service Provider shall be responsible in adhering to the safety clauses of ACT 85 of 1993 as applicable on type of work performed.

HOURS OF WORK:

The Service Provider shall confine the work to normal working hours except when work outside these hours is permitted by the Supervisor in charge at the Service Provider's request or ordered by the Supervisor in charge.

Weekdays (Mondays to Fridays: 07h30 to 16h00).

VALUE-ADDED TAX:

- ❖ Value-added tax in terms of the Value-added Tax Act No.89 of 1991 should not be included in the rates. Provision is made in the Schedule of Prices for the lump addition of Value-added Tax.

SITE REGISTER:

- ❖ The Service Provider shall provide a site register and daily diary at the various sites as directed by the Supervisor for the duration of the agreement.
- ❖ The register shall only be used by the Supervisor or his/her deputy and will be used for the issuing of instructions to the Service Provider and the monitoring of services supplied.
- ❖ The Service Provider shall complete the register and a detailed description of the work done shall be recorded on a daily basis. The register shall not be removed from the site without the permission of the Supervisor.

PROTECTIVE CLOTHING:

Protective clothing according to the Safety Code should be worn at all times whenever executing services to fulfill contract obligations.

BREACH OF CONTRACT:

The client (Transnet Freight Rail) will be allowed to terminate the contract by giving 30 days' notice should the service not be according to specification and client's full satisfaction.

SPECIAL CONDITIONS:

- ❖ The Service Provider shall supply all the materials, chemicals and equipment required to perform the works.
- ❖ The Service Provider shall be responsible for the safe-keeping of all his/her material and equipment.
- ❖ Transnet Freight Rail shall not be responsible for any losses or damages to the material and equipment.
- ❖ All work shall be carried out in a neat and orderly manner to the satisfaction of the Supervisor.
- ❖ The tendered price for the above works must include the costs of all chemicals, material and labour necessary for the proper execution of the works in every aspect.
- ❖ No sub-contractors will be allowed on site without prior permission from the Supervisor.

SCOPE OF WORK
GARDENING and GRASS CUTTING

BUILDING : Kaserne- City Deep

Please refer to attached Annexure A

CONTACT PERSON ON SITE

Kaserne & City Deep- Hendrick Seshibe (011) 330 6063

Any queries concerning work, please contact above person

GENERAL SPECIFICATION: GARDENING

SCOPE OF WORK

AREAS TO BE CLEANED AND DUTIES

All gardens and grass and areas within 20m of the building or where applicable

1.GARDEN SERVICE

- | | |
|---|-------------|
| ❖ Cutting of lawn areas to fair finish and trimming of edges weekly | Weekly |
| ❖ Cultivating, digging and pruning of flowerbeds weekly | Weekly |
| ❖ Removal of all dead flowers and pruning of trees as required by the Project Manager from time to time | As required |
| ❖ Trim branches and shrubs | Weekly |
| ❖ Clear of weeds on site's where there is no grass | Daily |
| ❖ Remove all grass, branches and rubble from site | Daily |
| ❖ Every porch entrance must be swept, as well as the paving and tarred road in front of the buildings | Daily |
| ❖ No grass to be left on premises | As required |
| ❖ Sweep and remove soil and/or leaves on entrances and exterior areas | Daily |

2.SUPERVISION

- | | |
|---|--------|
| ❖ Full time supervision to be provided by Contractor/supplier | Daily |
| ❖ Quality Control will be done by client on site (sign off of job cards) | Weekly |
| ❖ The supplier shall be responsible for the efficient performance of the contract and for the good conduct of his employees whenever they carry out cleaning in the buildings. | |
| ❖ TFR REM reserves the right to monitor the clock-in time and clock-out time of the suppliers employees as well as to give working instructions directly to the suppliers employees if deemed fit (within the specifications) | |

3.EQUIPMENT/MATERIALS/CONSUMABLES

To be provided by Contractor and delivered timorously

- (b) A month will be calculated from the 1st of the month to the 30/31st of the month.
- (c) In the event of full staff compliment not available, payment for that specific day will be withheld.
- (d) Signed register of worked performed to be submitted with the invoice. Note that the invoice should indicate all buildings (by using the asset numbers or a clear description thereof)
- (e) Register to be signed by Supervisor of the specific area
- (f) Invoice to be signed by the relevant Manager to indicate that the work was performed to satisfaction before submitting for payment.

9. **OTHER TRADE SUPPLIERS**

- (a) All suppliers are paid within **(30 days)** from month –end statement.
- (b) Early settlements are discouraged unless very special circumstances prevail.
- (c) Early settlements will only be approved by the Chief Procurement officer, or his delegate, based on the Settlement discount being more advantageous than the financing cost incurred by Transnet Freight Rail.

10. **COMPLIANCE TO REGULATORY REQUIREMENTS AND REGISTRATION**

All bidders to ensure that they comply with:

- BCEA – Basic Conditions of Employment Act
- Registered with NCCA (KZN – National Contractors Cleaning Association). Please note that a valid Registration Certificate is required as proof of Registration.

11. **BREACH OF CONTRACT**

The client (Transnet Freight Rail) will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to client's full satisfaction.

-ooOoo-

"PREVIEW COPY ONLY"

Annexure A

Kaserne- Cleaning, Gardening, Pestcontrol and weed control

Department	Asset no.	Description	Square metres	Cleaning Frequency (cleaning)	Garden: Frequency (garden)	Pest control	Frequency (pest control)	Weed control	Frequency (weed control)	TOTAL PRICE PER 2 YEARS
	02AH102J	Abution	144							
	02AH099J	Abution	144	X twice daily	X daily	X	As and when	X	As and when	R
	02AH100J	Store	16,3	X twice daily	X daily	X	As and when	X	As and when	R
	02AH101J	Workshop & store	177	X twice daily	X daily	X	As and when	X	As and when	R
										R

TOTAL PRICE X24 MONTHS

2X SHIFTS

1X DAY

1X NIGHT

CLEANING REQUIRED 24/7

R

PREVIEW COPY ONLY