



TRANSET FREIGHT RAIL , a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[Hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No CRAC-EFQ-18133

FOR THE OFFICE CLEANING AND GARDEN FOR 21 MONTHS AT KRUGERSDORP, LANGLAAGTE AND ROODEPOORT.

FOR DIRECTIONS CONTACT: ALLONA MAJOLA 011 773 2624 OR 083 388 4060

ISSUE DATE : 03 JULY 2015
BRIEFING DATE : 09 JULY 2015 (COMPULSORY MEETING)
BRIEFING TIME : 10:00
VENUE : KRUGERSDORP THEN PROCEED TO LANGLAAGTE AND ROODEPOORT.
CLOSING DATE : 14 JULY 2015
CLOSING TIME : 10:00
OPTION DATE : 19 NOVEMBER 2015

PLEASE BRING THE VALID DOCUMENT ON THE DAY OF BRIEFING, ALSO MAKE SURE THAT YOU BRING YOUR SAFETY SHOES AND REFLECTIVE VEST ON SITE.

PLEASE NOTE THAT IF YOU DON'T BRING VALID TENDER DOCUMENT, SAFETY BOOTS AND REFLECTIVE VEST YOU WILL NOT BE ALLOWED IN A BRIEFING SESSION AND TO GO ON SITE.

ON CLOSING DATE PLEASE SUBMIT TWO (2) DOCUMENTS ORIGINAL & COPY IN ONE ENVELOPE IT MUST BE INSCRIBED ON THE OUTSIDE WITH THE TENDER NUMBER AND THE CLOSING DATE.

SECTION 1

FOR THE OFFICE CLEANING AND GARDENING FOR 21 MONTHS AT KRUGERSDORP, LANGLAAGTE & ROODEPOORT.

NOTICE TO BIDDERS

Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

METHOD: [post and/or courier]
CLOSING VENUE: The Secretary, Transnet Freight Rail Acquisition Council, Tender Box on the
Ground Floor, Inyanda House 1, 21 Wellington Road, Parktown

1 Responses to RFQ

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

2 Broad-Based Black Economic Empowerment [B-BBEE]

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. As described in more detail in the attached B-BBEE Claim Form Transnet will allow a "preference" to companies who provide a valid B-BBEE Verification Certificate.

The value of this bid is estimated to be less than R1 000 000 (all applicable taxes included); and therefore the **90/10** system shall be applicable.

Respondents are required to complete Annexure A [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Note: Failure to submit a valid and original B-BBEE certificate or a certified copy thereof at the Closing Date of this RFQ will result in a score of zero being allocated for B-BBEE.

3 Communication

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

A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:

Name: Nobahle Mjoli Email: nobahle.mjoli@transnet.net
Telephone: 011 584 1141

RFQ for the Office Cleaning and Gardening for 21 Months at Krugersdorp, Langlaagte & Roodepoort.

Respondents may also, at any time after the closing date of the RFQ, communicate with the Secretariat of the Transnet Acquisition Council on any matter relating to its RFQ response:

Telephone 011 544 9486

Email: Prudence.Nkabinde@transnet.net

4 Legal Compliance

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

5 Changes to Quotations

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

6 Pricing

All prices must be quoted in South African Rand on a fixed price basis, excluding VAT.

7 Prices Subject to Confirmation

Prices quoted which are subject to confirmation will not be considered.

8 Binding Offer

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

9 Disclaimers

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

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- reject all Quotations, if it so decides;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations ; or
- make no award at all.

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

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

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Transnet reserves the right to conduct Post Tender Negotiations (PTN) with selected Respondents or any number of short-listed Respondents, such PTN to include, at Transnet's discretion, any evaluation criteria listed in the RFQ document.

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

10 Specification/Scope of Work

Description: **FOR THE OFFICE CLEANING AND GARDENING 21 MONTHS AT KRUGERSDORP, LANGLAAGTE AND ROODEPOORT.**

Transnet urges its clients, suppliers and the general public to report any fraud or corruption to TIP-OFFS ANONYMOUS: 0800 003 056
FOR THE OFFICE CLEANING AND GARDENING 21 MONTHS AT KRUGERSDORP, LANGLAAGTE AND ROODEPOORT.
CLOSING VENUE: Tender Box, ground floor, Inyanda House 1, 21 Wellington Road, Parktown CLOSING DATE & TIME: 14 July 2015 VALIDITY PERIOD: 19 November 2015

"PREVIEW COPY ONLY"

SECTION 2

EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

11 Validity Period

Transnet desires a validity period of 90 [ninety] Business Days from the closing date of this RFQ.

This RFQ is valid until 19 November 2015.

12 Disclosure of Prices Quoted

Respondents must indicate here whether Transnet may disclose their quoted prices and conditions to other Respondents:

YES NO

13 Returnable Documents

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

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

a) Respondents are required to submit with their Quotations the **mandatory Returnable Documents**, as detailed below.

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

Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the tables below:

14 Evaluation Criteria

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

Phase 1: Administrative responsiveness - Completeness of response and returnable Documents:-

- Letter of Good Standing.

Substantive Responsiveness Test (Mandatory Documents):-

- Completion of Detailed Breakdown Cost.

Phase 2: Pre-qualification (functionality)

- Compliance to specifications and Clause by Clause.
- Pricing

Bidders must obtain minimum threshold of 100% on functionality in order for them to go for Pricing and BEE Stage. Bidders who failed to obtain 100% on Functionality will automatically be disqualified.

Phase 3: COMMERCIAL (90/10 in respect of price and preference claimed points)

Pricing and price basis [firm] – whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ will be critical

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 3 : Attendance Certificate & Quotation Form	
SECTION 4 : Pricing Schedule	
SECTION 4 : Completion of Clause by Clause	
SECTION 4 : Detailed Breakdown of Costs	

b) In addition to the requirements of section (a) above, Respondents are further required to submit with their Quotations the following **essential Returnable Documents** as detailed below.

Failure to provide all these Returnable Documents may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these documents are returned with their Quotations.

Essential Returnable Documents	Submitted [Yes or No]
SECTION 5 : RFQ Declaration and Breach of Law Form	
<ul style="list-style-type: none"> - Valid and original, or a certified copy, of your entity's B-BBEE Verification Certification as per the requirements stipulated in Annexure A: B-BBEE Claims Form - Note: failure to provide these required documents at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference 	
Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
ANNEXURE A – B-BBEE Preference Points Claim Form	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFQ. 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 forthwith without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

¹ Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.

SECTION 3

RFQ SITE MEETING

A COMPULSORY INFORMATION MEETING WILL BE HELD AT THE FOLLOWING VENUE:

Venue : **KRUGERSDORP**

Time : **10H00**

Date : **09 JULY 2015**

The briefing session and site inspection meeting are compulsory and companies not attending **will be overlooked** during the tender awarding process.

2.1 ATTENDANCE CERTIFICATE

This is to certify that.....

Representative/s of

Has/have today attended the Tender briefing in respect of the proposed:

•

TRANSNET'S REPRESENTATIVE

TENDERER'S REPRESENTATIVE

DATE :

DATE :

VERY IMPORTANT

ANY TENDERER NOT ATTENDING THE INFORMATION MEETING WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS

"PREVIEW COPY ONLY"

QUOTATION FORM

I/We _____
hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet; and
- any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless Transnet should otherwise decide and so inform me/us, this Quotation [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.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, Transnet may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having to accept any less favourable offer.

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RFQ for the Office Cleaning and Gardening for 21 Months at Krugersdorp, Langlaagte & Roodepoort.

SECTION 4**Price Schedule**

I/We quote as follows for the goods required, on a "delivered nominated destination" basis,

SCHEDULE OF QUANTITIES AND PRICING

Item No	Description of Goods /Services	Unit of Measure	Unit Price (ZAR)	Total Price (ZAR)
1	OFFICE CLEANING AND GARDENING FOR 21 MONTHS AT KRUGERSDORP, LANGLAAGTE AND ROODEPOORT.			

"PREVIEW COPY ONLY"_____
Respondent's Signature_____
Date & Company Stamp

SCOPE OF WORK

GENERAL SPECIFICATION FOR THE CLEANING OF BUILDINGS AND GARDENING SERVICES



STATION: KRUGERSDORP

DEPOT: OPERATIONS

ASSET	DESCRIPTION	SIZE
02AL277J	GOODS OFFICE	±234m ²
02AL270J	CABIN SHUNTERS	±17m ²
02AL276J	STORE	±43m ²
02AL280J	CONTROL POINT	±46m ²
02AL269J	MESS & ABLUTION	±16m ²
02AL275J	MESS & ABLUTION	±268m ²
11GG062J	SECURITY HUT	±9m ²

CONTACT DETAILS: Lebo Lehaha
011-950 1376

STATION: KRUGERSDORP

DEPOT: INFRASTRUCTURE TELECOMMS

ASSET	DESCRIPTION	SIZE
02YL196J	Telecomms building	±178m ²
05ZL058J	Lapa	±19m ²
11AL088J	Store	±5m ²
No number	Security Hut	±4m ²

CONTACT DETAILS: Kgomoiso Ramatlapeng
011 950 1377 / 083 414 1758

STATION: KRUGERSDORP

DEPOT: ENTERPRISE RISK MANAGEMENT

ASSET	DESCRIPTION	SIZE
02AL272J	Office	±23m ²
02AL274J	Office	±16m ²

CONTACT DETAILS: Archie Sorinyane
073 379 1683

STATION: KRUGERSDORP

RFQ for the Office Cleaning and Gardening for 21 Months at Krugersdorp, Langlaagte & Roodepoort.

DEPOT:**ORDER ENTRY**

ASSET	DESCRIPTION	SIZE
02AL170J	Office	±23m ²

**CONTACT
DETAILS:**

Piet van Heerden
016 420 6233

STATION:

LANGLAAGTE

DEPOT:**OPERATIONS**

ASSET	DESCRIPTION	SIZE
02AL014J	CABIN SHUNTERS	±12m ²
02AL018J	SHUNTING CABIN	±12m ²
02YL121J	TOILET SHUNTERS	±4m ²
02YL596J	TOILET SHUNTERS	±4m ²
02AL024J	OFFICE YARD MASTER	±374m ²
02AL025J	MESS & ABLUTION	±62m ²
03LL003J	CARPORTS SHUNTERS	17m ²
02AL033J	MESS & ABLUTION	±37m ²
11GG059J	Security Hut	±9m ²

**CONTACT
DETAILS:**

Lebo Lehaha
011-950 1376

STATION:

LANGLAAGTE

DEPOT:**INFRA (SIGNAL)**

ASSET	DESCRIPTION	SIZE
02AL173J	GAS SHELTER	±21m ²
02AL180J	STORE	±374m ²
02BL187J	GARAGE / STOOR	±182m ²
02RL088J	OFFICE WORKSHOP	±124.8m ²
02BL089J	WORKSHOP	±415m ²
02BL090J	WORKSHOP	±376m ²
02NL644J	OFFICE	±35m ²
02YL091J	WORKSHOP	±14m ²
02YL092J	AMBULANCE ROOM	±31m ²
02ZL093J	WORKSHOP	±164m ²
03FL060J	WORKSHOP / STORE	±42m ²
03FL061J	STORE	±35m ²
03JL059J	WORKSHOP	±56m ²
03ML115J	CARPORTS	±77m ²
03ML118J	SHELTER	±64m ²
03RL282J	CARPORTS	±69m ²
03RL286J	STORE	±104m ²
11GG099J	SECURITY HUT	±5m ²

RFQ for the Office Cleaning and Gardening for 21 Months at Krugersdorp, Langlaagte & Roodepoort.

CONTACT DETAILS: Thabo Sekati
011 583 0171

STATION: LANGLAAGTE

DEPOT: INFRASTRUCTURE TELECOMMS

ASSET	DESCRIPTION	SIZE
02AL050J	Office	±444m ²
02AL052J	Mess & Ablution	±172m ²
02AL053J	Tool Shed	±105m ²
02AL111J	Store	±41m ²
02AL392J	Comms Building	±164m ²
02AL393J	STORE & GARAGE	±65m ²
03NG040J	Carpports	±25m ²
03HL020J	Store	±86m ²
11GG057J	SECURITY HUT	±9m ²

CONTACT DETAILS: Jabi Selebalo
0832762705

STATION: LANGLAAGTE

DEPOT: SUPPLY CHAIN SERVICES

ASSET	DESCRIPTION	SIZE
02BL044J	CLOTHING STORE	±2893m ²
03MG120J	CARPORTS	±194m ²
02AL035J	SECURITY HUT	±10m ²

CONTACT DETAILS: Arthur Bramford
011 583 0790

STATION: LANGLAAGTE - 45 Main Reef

DEPOT: FIRE

ASSET	DESCRIPTION	SIZE
03BB008J	Workshop & Office	±1440m ²
02AB547J	Mess & Ablution	±214m ²
03NB031J	Carpport + Guard room	±1m ²

CONTACT DETAILS: Jimmy Spogter
011 960 2100

STATION: LANGLAAGTE - 45 Main Reef

DEPOT: INFRA ELECTRICAL

ASSET	DESCRIPTION	SIZE
03BB009J	Store	±589m ²

RFQ for the Office Cleaning and Gardening for 21 Months at Krugersdorp, Langlaagte & Roodepoort.

CONTACT DETAILS: Richard Thebeko
011 583 0159

STATION: ROODEPOORT

DEPOT: OPERATIONS

ASSET	DESCRIPTION	SIZE
02AL186J	Office / Shunter's cabin	±16m ²
02AL187J	Mess & Ablution	±115m ²
03LG216J	Carport	±79m ²

CONTACT DETAILS: Lebo Lehaha
011-950 1376

STATION: ROODEPOORT

DEPOT: INFRASTRUCTURE

ASSET	DESCRIPTION	SIZE
02AL203J	Toilet	±74m ²
02AL206J	Office	±108m ²
02AL729J	Locker Room	±27m ²
02ML520J	Sleep Quarters	±33.90m ²
02ML522J	MESS & ABLUTION	±24m ²
02ZL165J	FUEL STORE	±1m ²
03FL258J	STORE	±32m ²
03RL277J	CARPORTS	±174m ²

CONTACT DETAILS: John Mabe
083 709 1011

Any queries concerning work, please contact above person

SCOPE OF WORK

AREAS TO BE CLEANED

- (A) Main Entrance / Security / Ablution / Reception Area and surrounding depot area
- (B) Stairs and Landings (service and main stairs)
- (C) Offices and passages (including boardrooms, store rooms, etc.)
- (D) Lift Foyers
- (E) Toilets: Ladies / Gents
- (F) Kitchens
- (G) Entertainment areas / lapa / braai area
- (H) Lifts
- (I) Windows
- (J) Parking area
- (K) Surrounding area (at main entrance) and garden area
- (L) Lobby's on floors outside windows

- (M) Store rooms
 (n) Diesel Pump House and Surrounding Area
 (o) Decanting and surrounding Area
 (p) Refuelling and surrounding Area
 (q) Garden Services

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

Vacuum	Weekly
Spot Clean	As necessary
Steam clean / washing of carpets	Twice yearly

(B) OFFICE FURNITURE

Vacuum (cloth chairs)	Weekly
Spot clean	As necessary
Steam clean / wash cloth of furniture	As necessary

(C) OTHER

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

2. WASTE DISPOSAL (OFFICES, KITCHENS AND TOILET)

Empty and clean all ashtrays	Daily
Empty and clean all waste baskets and receptacles	Daily
Remove all waste from premises	Daily

3. WALLS / DOORS AND PAINTWORK / WALL PAPER

Spot clean all low surfaces (finger marks, etc)	Daily
Washing of walls (top to bottom)	Quarterly

4. GLASS DOOR AND METAL WORK

Spot clean main entrance glass door	Weekly
Clean or polish all bright metal fittings to doors / frames	Weekly

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

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	Daily

6. TOILETS

Empty and clean all waste receptacles	Daily
Clean and sanitise all W.C. bowls, basins, 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 (double ply)	Daily
	Wipe clean hand dryers and all other fixed services	Daily
7. WINDOW CLEANING		
	Clean interior faces of all windows (low & high)	Quarterly
	Clean exterior faces of all windows (low & high)	Quarterly
	Clean main entrance foyer glass window internally & externally	Weekly
8. VERTICAL BLINDS		
	Dust	Daily
	Wash	Quarterly
9. MISCELLANEOUS		
	Polish desk and office furniture	Weekly
	Material covered furniture to be vacuumed	Weekly
	Material covered furniture to be steam cleaned	As necessary
	Clean all gullies and gutters in depot	As necessary
10. KITCHENS		
	Floors to be damp mopped	Daily
	Sinks to be cleaned	Daily
	Cupboard to be damp wiped	Daily
	Cupboard to be washed (inside)	Quarterly
	Wipe clean all electrical equipment and or other	Daily
11. Lifts		
	Floors mats to be removed and cleaned	Weekly
	Walls and fittings to be cleaned	Daily
	Surface refuse from floors to be removed	Daily
	Door / door frames (internal & external to be damp cleaned)	Daily
	Ceiling grids to be dusted	Daily
12. ALL PARKING AREAS / RAMP / GUARD HOUSE & OUT BUILDINGS		
	All surface refuse to be removed	Daily
	Sweep around buildings	Daily
13. EXTERNAL AREA AT MAIN ENTRANCE & VARIOUS ASSEMBLY POINTS		
	All surface refuse to be removed	Daily
	Area to be swept	Daily
	Garden area to be kept clean & neat where necessary	Daily
14. ENTERTAINMENT AREAS / BRAAI AND LAPAS (INSIDE & OUTSIDE)		
	Floor to be vacuumed / damp mopped	Weekly
	Surface refuse to be removed	Daily
	Sink'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. STAIRS / LANDINGS / BALUSTRADES	
Floors to be vacuumed / swept	Daily
Ceramic Floors to be damp mopped	Daily
Wall panels to be damp wiped	Daily
16. LIFT FOYER	
Floors to be vacuumed	Daily
Ceramic floors to be damp mopped	Daily
Wall panels to be damp wiped	Daily
17. DIESEL PUMP HOUSE AND SURROUNDING AREA	
Grass to be cut and trimmed around premises	As required
Flower beds to be kept neat and clean	As required
Trees to be pruned	As required
Rough cutting	As required
Contractor to supply lawn mowers, weed-eater / brush cutter, garden tools and PPE	As required
All garden refuse (leaves, etc.) to be removed by contractor	As required
Pump House to be cleaned	Daily
Spillages to be cleaned	Daily
Equipment to be cleaned	Daily
18. DECANTING AND SURROUNDING AREA	
Grass to be cut and trimmed around premises	As required
Flower beds to be kept neat and clean	As required
Trees to be pruned	As required
Rough cutting	As required
Contractor to supply lawn mowers, weed-eater / brush cutter, garden tools and PPE	As required
All garden refuse (leaves, etc.) to be removed by contractor	As required
Cement floors to be washed with chemical	As required
Spillages to be cleaned with chemical	As required
Equipment to be cleaned	Daily
19. REFUELING AND SURROUNDING AREA	
Cement floors to be washed with chemical	As required
Spillages to be cleaned with chemical	As required
Equipment to be cleaned	Daily
<u>Safety file to be on site and to consist of the following:</u>	Daily
Risk Assessment and Safety Plan	
Written Safe Work Procedures and Job Observations	
Valid Appointment letters (First Aid / Pest Control / SHE Reps)	
Valid Certificates (First Aid / Pest Control / SHE Rep / Site Access)	
Recording of IOD Incidents	
Audit and Inspection of all machinery	
Minutes of Meetings	
Register of Personal Protective Equipment	
Training Certificates for all employees	
General issues	

20. GARDEN SERVICE

Grass to be cut and trimmed in and around premises	Weekly
Flower beds to be kept neat and clean	Weekly
Trees to be pruned	As required
Rough cutting	As required
Contractor to supply lawn movers, weed-eater / brush cutter, garden tools and PPE	As required
All garden refuse (leaves, etc.) to be removed by contractor	As required

21. SUPERVISION

Full time supervision to be provided by Contract	Daily
Quality Control will be done by client on site (sign job cards)	Weekly
<u>Safety file to be on site and to consist of the following:</u>	
Risk Assessment and Safety Plan	
Written Safe Work Procedures and Job Observations	
Valid Appointment letters (First Aid / Pest Control / SHE Reps)	
Valid Certificates (First Aid / Pest Control / SHE Rep / Site Access)	
Recording of IOD Incidents	
Audit and Inspection of all machinery	
Minutes of Meetings	
Register of Personal Protective Equipment	
Training Certificates for all employees	
General issues	
Valid letter of Good Standing	

22. EQUIPMENT / MATERIALS / CONSUMABLES

TO BE PROVIDED / SERVICED BY CONTRACTOR AND DELIVERED TIMEOUSLY

- Vacuum cleaners
- Polishers
- Brooms
- Mops
- All Cleaning Chemicals (properly marked)
- Consumables e.g. toilet paper of an acceptable standard (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)
- Consumables e.g. cleaning chemicals be in an acceptable standard meaning **SABS** approved of equivalent.

NB: All cleaning chemicals and cleaning machinery to be supplied by the cleaning company and clearly marked by the contractor.

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

Toilet Area's are not be used as change rooms. Cleaning of equipment will not be allowed in toilet / kitchen areas
Disposal of dirty water to be deposited directly into toilet pans,

toilet areas to be cleaned after work has been completed or minimum twice daily.
23. CLEANING OF DISHES All dishes to be cleaned in all areas. Contractor to supply dish washing liquid and dish cloths Daily
24. STAFF REQUIREMENTS / WORKING HOURS Cleaning to commence from Monday to Friday 07:00 to 16:00 (times can be altered due to emergency requirements) Areas to be cleaned Saturday & Sunday will be identified Site book to be kept at each depot to record working hours of employees and to record complaints.
25. UNIFORM CLOTHING 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
26. TERMS OF CONTRACT Contract period 01 August 2015 - 30 April 2017
27. PAYMENT ACCREDITED BEE SUPPLIERS The following payment terms shall apply All suppliers shall be paid within 30 days from date/receipt of invoice by accounting office, following acceptance of services by Transnet Freight Rail, provided normal procurement procedures have been followed. All suppliers must submit their BBBEE Certificate. A month will be calculated from the 1st of the month to the 30/31st of the month. In the event of full staff compliment not available, payment for that specific day will be withheld / deducted. Signed register of worked performed to be submitted with the invoice. Noted that the invoice should indicate all buildings (per depot) by using the asset number of the serviced building. Register to be signed by Supervisor of the specific area. Invoice to be signed by the relevant Manager to indicate that the work was performed to satisfaction before submitting for payment.
28. OTHER TRADE SUPPLIERS All suppliers are paid within 30 days from month end statement. Early settlements are discouraged unless very special circumstances prevail 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.

29. BREACH OF CONTRACT

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 the client's full satisfaction. This will include non-conformance to all Health and Safety Standards as required by Transnet Freight Rail.

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CLAUSE BY CLAUSE COMPLIANCE SCHEDULE.

The compliance response is to contain ONLY the following statements, "Noted", "Comply", "Partial Compliance" or "Do not comply".

Noted is to be applied against statements and either of the other responses for all other clauses. Where either "Partial Compliance" is inserted, remarks as to the reason for the deviation from the requirement is required.

DUTIES	Compliance response	Explanation / Deviation / Reason
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RFQ for the Office Cleaning and Gardening for 21 Months at Krugersdorp, Langlaagte & Roodepoort.

Detailed Breakdown of costs

Description	Calculation	Per month
Cleaner (basic salary)		
Annual bonus		
UIF		
COID		
Provident Fund		
Annual leave		
Sick pay		
Family responsibility		
NCCA		

Total amount per cleaner/gardener

R _____ per month (all above costs inclusive)

_____ x cleaners at		
R _____ per cleaner (all costs above inclusive)		
Supervisor salary per month (all costs above inclusive)		
Total Labour per month (all costs above inclusive)		

Total bid value over a period of 21 months

Total Labour (all labour related costs inclusive)		
Consumables, Chemicals and equipment		
Toilet paper		
Uniforms, name tags and safety clothing		
Training		
Admin or any other costs		
Profit/Margin		
TOTAL BID VALUE EXCLUDING VAT		
TOTAL BID VALUE INCLUSIVE VAT		

Company Name: _____

Contact person: _____

Tel: _____

Date: _____

COMPANY INFORMATION

STATEMENT OF WORK (S) SUCCESSFULLY CARRIED OUT BY THE TENDERER:

- Tenderers are to advise which other companies have they successfully provided or are currently providing similar services.

Service Description	For whom done	Period	Contact person and Telephone or Cell number

"PREVIEW COPY ONLY"

RFQ for the Office Cleaning and Gardening for 21 Months at Krugersdorp, Langlaagte & Roodepoort.

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

1. Specifications and drawings included in this RFQ - if applicable; and
2. The following documents all of which are available on Transnet’s website or upon request:
 - 2.1. General Bid Conditions;
 - 2.2. Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet;
 - 2.3. Supplier Integrity Pact;
 - 2.4. Non-disclosure Agreement; and
 - 2.5. Vendor Application Form and all supporting documents (first time vendors only)

Alternatively, for all existing vendors, please provide vendor number(s) here:

Transnet Operating Division	Unique Vendor Number	Yes / No
Transnet Group		
TFR, etc.		

In the Yes/No column above, please confirm that all the information e.g. company address and contact details, banking details etc. are still correct as at the time of allocation of the vendor number(s). Alternatively, Respondents are required to provide the updated information with their bid submission.

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: _____

SECTION 5

RFQ 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 RFQ Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Quotation [RFQ];
3. we have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Supply of the Goods as well as Transnet information and Employees, and has 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 RFQ from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFQ documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFQ and the requirements requested from Bidders in responding to this RFQ have been conducted in a fair and transparent manner; and
6. furthermore, 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.
7. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the Transnet Group.
8. If such a relationship as indicated in paragraph 6 and/or 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER: _____ 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]

9. 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.

BREACH OF LAW

10. We further hereby certify that I/we ~~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__

_____	AS WITNESS: !
duly authorised hereto	
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Registration No of Company/CC _____
Place:	Registration Name of Company/CC _____