

TRANSNET FREIGHT RAIL, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[Hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No CRAC-ELF-21983

FOR THE PROVISION OF: CLEANING SERVICES AT ELANDSFONTEIN AND JET PARK DEPOTS FOR A PERIOD OF TWENTY FOUR (24) MONTHS.

ISSUE DATE : 14 JULY 2016
BRIEFING DATE : 22 JULY 2016
BRIEFING TIME : 10:00
**VENUE : CNR. NORTH REEF & JET PARK ROADS,
ELANDSFONTEIN, PARKING AREA**

FOR DIRECTIONS CONTACT: NANA OKENWA ON 011 878 7111 OR PHILLIP SERAGE ON 011 878 7236

CLOSING DATE : 28 JULY 2016
CLOSING TIME : 12:00
VALIDITY DATE : 02 DECEMBER 2016

PLEASE BRING YOUR SAFETY SHOES, REFLECTIVE VEST AND A VALID TENDER DOCUMENT ON THE DAY OF THE BRIEFING.

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
RFQ NUMBER CRAC-ELF-21983

**FOR THE PROVISION OF: CLEANING SERVICES AT ELANDSFONTEIN AND JET PARK
DEPOTS FOR A PERIOD OF TWENTY FOUR (24)
MONTHS.**

NOTICE TO BIDDERS

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

METHOD: [By hand or courier]
CLOSING VENUE: Main Reception Area, Transnet Freight Rail (TFM)
ELANDSFONTEIN
Cnr. North Reef & Jet Park Roads.

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. Transnet will accordingly allow a "preference" to companies who provide a valid B-BBEE Verification Certificate.

The value of this bid is estimated to be above R 1 000 000.00 (all applicable taxes included) and therefore the **90/10** system will be applicable.

2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note the following:

- Proposals will be evaluated on price which will be allocated 80 or 90 points and preference which will be allocated 20 or 10 points, dependent on the value of the Goods or Services.
- The 80/20 preference point system applies where the acquisition of the Services will be less than R1 000 000.00.
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000.00, the RFQ will be cancelled.

- The 80/20 preference point system applies where acquisition of the Services will exceed R1 000 000.00
- If the 90/10 preference point system is stipulated and all Bids received are equal to or below R1 000 000.00, the RFQ will be cancelled.
- In this RFQ, Transnet will apply **90/10** preference point system prescribed in the PPPFA.

In compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011, as from 1 October 2011 valid B-BBEE Verification Certificates must be issued by:

- Verification Agencies accredited by the South African National Accreditation System [SANAS]; or
- Registered Auditors approved by the Independent Regulatory Board of Auditors [IRBA], in accordance with the approval granted by the Department of Trade and Industry.

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

a) Large Enterprises [i.e. annual turnover greater than R35 million]:

- Rating level based on all seven elements of the B-BBEE scorecard

b) Qualifying Small Enterprises – QSE [i.e. annual turnover between R5 million and R35 million]:

- Rating based on any four of the elements of the B-BBEE scorecard

c) Exempted Micro Enterprises – EME [i.e. annual turnover less than R5 million]:

In accordance with B-BBEE Codes of Good Practice [Statement 000, Section 4], any enterprise with annual total revenue of R5 million or less qualifies as an EME.

- Automatic rating of B-BBEE Level 4 irrespective of race or ownership
- Black ownership greater than 50% or Black Women ownership greater than 50% automatically qualify a B-BBEE Level 3

Sufficient evidence to qualify as an EME would be a certificate (which may be in the form of a letter) from an auditor or accounting officer or a certificate from a Verification Agency accredited by SANAS. The certificate must confirm the company's turnover, black ownership / black female ownership, B-BBEE status level and validity date.

Respondents are required to furnish proof of the above to Transnet. [i.e. a valid detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or a valid certificate in respect of EMEs].

Transnet will accordingly allocate a maximum of **20 [twenty] points** in accordance with the **80/20** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating. [Refer **Annexure A- B-BBEE Preference Points Claim Form** for further details].

N.B. Failure to submit a B-BBEE certificate, which is valid as at the Closing Date of this RFP, 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: Phillip Serage
Telephone: 011 878 7236
Email: Phillip.serage@transnet.net

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:

Name: Tlalane Mokiba
Telephone: 011 878 7045
Email: Tlalane.mokiba@transnet.net

NB: The briefing session is compulsory and companies not attending will be overlooked during the tender awarding process.

4 Tax Clearance

The Respondent's original valid Tax Clearance Certificate must accompany the Quotation. Failure to provide this document with the RFQ submission will result in disqualification.

5 VAT Registration

The valid VAT registration number must be stated here: _____ [if applicable].

6 Legal Compliance

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

7 Changes to Quotations

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

8 Pricing

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

9 Prices Subject to Confirmation

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

10 Negotiations

Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents.

11 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.

12 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;
- 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; 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.

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.

Transnet reserves the right to lower the threshold for Technical by 10% [ten per cent] if no Bidders pass the predetermined minimum threshold or if only one bidder passes the threshold. This right will be exercised in Transnet's sole discretion.



In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been convicted of a serious breach of law during the preceding 5 [five] years, including but not limited to breaches of the Competition Act 89 of 1998. Respondents are required to indicate below whether or not they have been found guilty of a serious breach of law during the past 5 [five] years:

I/We _____ do hereby certify that *I/we have/have not been* 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.

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.

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**SECTION 2
EVALUATION CRITERIA AND RETURNABLE DOCUMENTS**

13 Evaluation Criteria

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

Administrative responsiveness - Completeness of response and returnable documents

- Letter of good standing

Phase 1: pre-qualification (Mandatory Documents)

- Compliance to specification (quoted all the item numbers)
- Completed clause by clause compliance to specification
- Minimum wage schedule
- Risk/Safety Plan (completion of Tender SHE Management Questionnaires)

Bidders who fail to provide the above mentioned documents will be disqualified and not proceed to the phase 2 of the evaluation.

Phase 2: Minimum Threshold 80% for Technical Criteria

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

Technical Criteria	Sub-weight	% Weightings
• Relevant Plant and Equipment resources	Provide list of plant and equipment to be used in this project	40 %
• Risk Health and safety Plan	Submit Risk Health and Safety Plan	20 %
• Previous experience	Letters of reference in similar projects and completed	40%
Total Weighting:		100%
Minimum qualifying score required:		80 %

Transnet reserves the right to lower the threshold for Technical by 10% [ten per cent] if no Bidders pass the predetermined minimum threshold or if only one bidder passes the threshold. This right will be exercised in Transnet's sole discretion.

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

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.

B-BBEE status of company

Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

14 Validity Period

Transnet desires a validity period of 90 [ninety] days from the closing date of this RFQ. This RFQ is valid until **02 December 2016**.

15 Banking Details

BANK: _____
 BRANCH NAME / CODE: _____
 ACCOUNT HOLDER: _____
 ACCOUNT NUMBER: _____

16 Company Registration

Registration number of company / C.C. _____
 Registered name of company / C.C. _____

17 Disclosure of Prices Quoted

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

YES NO

18 Returnable Documents

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

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

Failure to provide all these 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.

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the table below:

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 3 : Quotation Form	
- Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party]	

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.

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
- Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard	
- Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard	
- 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	
SECTION 6 : Vendor Application Form	
- Original cancelled cheque or bank verification of banking details	
- Certified copies of IDs of shareholder/directors/members [as applicable]	
- Certified copy of Certificate of Incorporation [CM29/CM9 name change]	
- Certified copy of share certificates [CK1/CK2 if C.C.]	
- Entity's letterhead	
- Certified copy of VAT Registration Certificate [RSA entities only]	



Returnable Documents	Submitted [Yes or No]
- Certified copy of valid Company Registration Certificate [if applicable]	
- Valid letter of good standing issued by compensation commissioner	
- A signed letter from Respondent's auditor or accountant confirming most recent annual turnover figures	
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.

In terms of paragraph 5.6 of the NATIONAL TREASURY SCHEM INSTRUCTION NO 4 OF 2017/2017, which became effective on 1 May 2016, Transnet may only award bids to suppliers after verifying that the supplier is registered as prospective suppliers on the National Treasury Central Supplier Database.

Supplier Number	Unique Registration Reference	Yes/No

If Yes column above, please confirm registration by providing National Treasury Unique Vendor Number

If No column above, please register your company on the National Treasury Central Supplier Database and confirm registration by submitting National Treasury with "MAAA" Supplier Reference number.

SECTION 3

RFQ NUMBER CRAC-ELF-21983

**FOR THE PROVISION OF: CLEANING SERVICES AT ELANDSFONTEIN AND JET PARK
DEPOTS FOR A PERIOD OF TWENTY FOUR (24) MONTHS.**

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 Terms and Conditions for the Supply of Goods or Services to Transnet [Section 3 hereof]; 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/services 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.

Price Schedule

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

Department	Asset no.	Description	Square metres	Frequency	Price per Month
ELANDSFONTEIN DEPOT					
Main Building	02AG873J	Main Building	0658m ²	5 Days	R
Main Building	02AG874J	Main Building	0505m ²	5 Days	R
Perway Building	02AG875	Perway Building	2340m ²	5 Days	R
Ablution & Showers	02BK177J	Ablution & Showers	0224m ²	5 Days	R



Signals Buildings	03MK058J	Signals Buildings	1238m ²	5 Days	R
Stores	03MK057	Stores	0260m ²	5 Days	R
Stores	02AK009J	Stores	0105m ²	5 Days	R
Stores	03MK057J	Stores	0260m ²	5 Days	R
Stores	03MG123J	Stores	0152m ²	5 Days	R
JET PARK DEPOT					
1 st Floor	02AJ053P	Offices	3948m ²	5 Days	R
	02AJ060P	Ablution		5 Days	R
Workshop	02AJ046P	Offices		5 Days	R
	02AJ054P	Ablution		5 Days	R
Total Price per Month					R
Total Price for Two Year period					R

Notes to Pricing:

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

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.

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:

Delivery Lead-Time from date of purchase order: _____ [days/weeks]

Notes to Pricing:

- c) All Prices must be quoted in South African Rand, exclusive of VAT
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.
- e) 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.



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: _____

CONTACT NUMBERS: _____

SECTION 4

RFQ NUMBER CRAC-ELF-21983

**FOR THE PROVISION OF: CLEANING SERVICES AT ELANDSFONTEIN AND JET PARK
DEPOTS FOR A PERIOD OF TWENTY FOUR (24)
MONTHS.**

SCOPE OF WORK

SCOPE OF REQUIREMENTS

AREAS TO BE CLEANED

- (A) Main Entrance / Security / Ablution / Reception Area and surrounding depot area
- (B) Office and passages (including boardrooms, store rooms, strong room etc.)
- (C) Toilets: Ladies /Gents
- (D) Supply toilet paper – SABS Quality (2ply)
- (E) Kitchens – micro waves, stoves, fridges etc.
- (F) Windows
- (G) Surrounding area at (main entrance) and garden area (depot area as per enclosed list of assets)

DUTIES (all floors/areas where applicable)

1. DUSTING (OFFICES AND PASSAGES)

- ❖ Carpets where applicable
 - ❖ 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 to the skip bin
- 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 METAL WORK

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



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

- ❖ Sweep entrance foyer and entrance Daily
- ❖ Clean door mats and dust blinds Daily
- ❖ Damp clean counter tops Daily
- ❖ Damp mop floors Daily
- ❖ Deep Cleaning of tiles Monthly
- ❖ Machine-buff floors Weekly

7. TOILETS

- ❖ Empty and clean all waste receptacles Daily
- ❖ Clean and sanitize all basins and urinals/-outlets Daily
- ❖ Clean all mirrors Daily
- ❖ Damp mop floors with disinfectant Daily
- ❖ Clean all metal fittings Daily
- ❖ Spot clean wall tiles, ceilings, doors Daily
- ❖ Deep Cleaning of tiles Monthly
- ❖ Treat against staining, fungal and bacterial growth Monthly
- ❖ Wipe and clean dryers Daily
- ❖ Provide and replenish toilet paper rolls to all holders in toilets Daily
- ❖ Supply "P" Mats in urinals When necessary
- ❖ Supply paper towels When necessary

8.WINDOW CLEANING

- ❖ Clean interior faces of all windows Monthly
- ❖ Clean exterior faces of all windows (low & high up to 1.8m) Monthly
- ❖ Clean main entrance foyer glass windows internally and externally Weekly

9. BLINDS

- Dust all blinds Weekly

10.MISCELLANEOUS

- ❖ Polish desk and office furniture Weekly
- ❖ Material-covered furniture to be vacuumed Weekly
- ❖ Clean all record rooms Weekly
- ❖ Clean all storage rooms Monthly

11. KITCHENS

- ❖ Vinyl Floors to be damp mopped Daily
- ❖ Sinks to be deep cleaned Daily
- ❖ Sinks to be deep cleaned Monthly
- ❖ Tiles to be deep cleaned Monthly
- ❖ Cupboard tops to be damp-wiped Daily
- ❖ Wash dishes and cups when required Ad-Hoc
- ❖ Dust all ceiling grids Daily
- ❖ Remove all surface refuse Daily

12. ENTERTAINMENT AND SMOKING AREAS

- ❖ All areas to be cleaned and all refuse removed Daily
- ❖ All cigarette butts to be removed Daily

13. STAIRS, LANDINGS, BALUSTRADES

"PREVIEW COPY ONLY"



- ❖ All floors, stairs and landings to be damp-mopped
 - ❖ Balustrades and hand rails to be damp-wiped
- Daily
Daily

14. SUPERVISION

- ❖ Full-time Supervisor/s to be provided by the Contractor (Compulsory). The Contractor to provide Transnet with full names, telephone numbers, fax and cellular phone numbers of the Supervisor/s responsible for the supervision of the works applicable to this contract and for each building listed on the Schedule.
 - ❖ Quality control will be done by the client on-site on a regular basis
- Daily

Weekly

15. EQUIPMENT/MATERIALS/CONSUMABLES

To be provided by Contractor and delivered timeously

- ❖ Vacuum cleaners/Industrial vacuum cleaners with water filters
- ❖ Polishers
- ❖ Brooms
- ❖ Mops
- ❖ All cleaning chemicals
- ❖ All cleaning equipment e.g. dusters, extension cables etc
- ❖ Consumables .e.g. toilet paper of an acceptable standard (2 Ply), Reflex paper Towels, Jumbo Paper Roll, liquid soap etc.
- ❖ 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

- 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 Areas 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.
 - iii) Contractor to conform with all Safety Requirements including Safety, Health, Environment (SHE) Induction for Contractors as specified by Transnet Freight Rail

16. STAFF REQUIREMENTS/WORKING HOURS

- a) Cleaning to commence from Monday to Friday 06:30 to 15H00 (**times can be altered due to emergency requirements**)
- b) The Contractor will ensure **a full staff compliment on all working days**, in order to maintain an efficient cleaning service at all times at all areas

17. 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

18. MESS ROOM FACILITIES FOR CLEANING CONTRACTORS

The Contractor will provide mess facilities i.e. mess area.

19. TERMS OF CONTRACT

The contract will be for a period of two (2) years.

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.

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:

Company Name	Nature of work	Value of work	Contact person	Contact details	Year completed

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CLAUSE BY CLAUSE COMPLIANCE SCHEDULE.

PROVISION FOR CLEANING SERVICES TO OFFICES AT ELANDSFONTEIN AND JET PARK DEPOTS FOR A PERIOD OF TWO (2) YEARS.

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 other clauses. Where either "Partial Compliance" or "Do not comply" are applied, remarks as to the reason for the deviation from the requirement are required.

DESCRIPTION	Comply /Not comply	Explanation/Deviation/Reason
Scope of Work		
(A) Entrance foyer/Reception/Reception Office		
(B) Offices and passages (including boardrooms, store room and strong rooms etc.)		
(C) Toilets (Ladies and Gents)		
(D) Kitchen (microwaves, fridges etc.)		
(E) Entertainment areas (if applicable)		
(F) Window Cleaning		
(G) Provide paper rolls in kitchen		
(H) Wash dishes (when necessary)		
Duties		
1. Cleaning of Offices (Offices & Passages)		
2. Dusting (Offices and Passages)		
3. Waste Disposal (Offices, Kitchens and Toilets)		
4. Walls/Doors and Paintwork/Wallpaper		
5. Glass Door and Metal Work		
6. Entrance Foyer/Reception/Lobby areas		
7. Cleaning of Toilets		
8. Window Cleaning		
9. Vertical Blinds/Curtains		
10. Miscellaneous		
11. Cleaning of Kitchens		
12. External Area at Main Entrance, Area in front of Ablution		

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13. Entertainment areas, Bars, Lapa's (if applicable)		
14. Supervision for Cleaners		
15. Equipment/Materials/Consumables		
Working Hours		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
Minimum Wage Schedule		
1. Cleaner		
2. Supervisor		
3. Project Manager		

GENERAL SERVICE PROVIDER OBLIGATIONS

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



MINIMUM WAGE SCHEDULE

ANNEXURE C - STATUTORY LABOURER'S MINIMUM WAGE SCHEDULE

Respondents are required to complete the following schedule:

LABOUR	RATE PER HOUR
Cleaner	_____
Supervisor	_____
Number of Cleaners to be used	_____
Monthly Salary for Cleaner	_____
Monthly Salary for Supervisor	_____

All prices must include the following:

- Monthly salary (UIF, Provident fund, Annual and sick leave, family responsibility and annual bonus)
- Safety clothing
- Cleaning chemicals
- Profit
- Training for employees to work with cleaning chemicals
- Cost for employees to be issued with medical certificate "fit for work"

Please confirm price quoted is efficient enough to cover the cost above as Transnet will not entertain the requests for additional cost.

NB: Price Escalation Will Be Accepted As Per The Labour Law And For Material As Per The Consumer

Company Name: _____



SECTION 5: CERTIFICATE OF ATTENDANCE OF SITE MEETING / RFQ BRIEFING

It is hereby certified that –

1. _____

2. _____

Representative(s) of _____ [name of entity]

attended the site meeting / RFQ briefing in respect of the proposed Services to be supplied in terms of this RFQ on _____ 20____

TRANSNET'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE _____

DATE _____

-ooOoo-

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SECTION 6

FOR THE PROVISION OF: CLEANING SERVICES AT ELANDSFONTEIN AND JET PARK DEPOTS FOR A PERIOD OF TWENTY FOUR (24) MONTHS.

VENDOR APPLICATION FORM

Respondents are to furnish the following documentation and complete the Vendor Application Form below:

1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details **[with bank stamp]**
2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
3. **Certified** copy of Certificate of Incorporation, CM29 / CM9 [name change]
4. **Certified** copy of Share Certificates [CK1/CK2 if CC]
5. A letter on the company's letterhead confirm physical and postal addresses
6. **Original** valid SARS Tax Clearance Certificate
7. **Certified copy** of VAT Registration Certificate
8. **Certified copy** of valid Company Registration Certificate [if applicable]
9. A signed letter from your auditor or accountant confirming most recent annual turnover figures

Vendor Application Form

Company trading name

Company registered name

Company Registration Number or ID Number if a Sole Proprietor

Form of entity [✓] CC Trust Pty Ltd Limited Partnership Sole Proprietor

VAT number [if registered]

Company telephone number

Company fax number

Company email address

Company website address

Bank name Branch & Branch code



Account holder Bank account number

Postal address Code

Physical Address Code

Contact person

Designation

Telephone

Email

Annual turnover range [last financial year] < R5 m R5 - 35 m > R35 m

Does your company provide Products Services Both

Area of delivery National Provincial Local

Is your company a public or private entity Public Private

Does your company have a Tax Directive or IRP30 Certificate Yes No

Main product or services [e.g. Stationery, Consulting]

Complete B-BBEE Ownership Details:

% Black ownership % Black women ownership % Disabled Black ownership

Does your company have a B-BBEE certificate Yes No

What is your B-BBEE status [Level 1 to 9 / Unknown]

How many personnel does the firm employ Permanent Part time

If you are an existing Vendor with Transnet please complete the following:

Transnet contact person

Contact number

Transnet Operating Division

Duly authorised to sign for and on behalf of Company / Organisation:

Name	<input type="text"/>	Designation	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

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**Transnet urges its clients, suppliers and the general public
to report any fraud or corruption to
TIP-OFFS ANONYMOUSLY 0800 003 056**

ooo000ooo

RFQ FOR THE PROVISION OF: CLEANING SERVICES AT ELANDSFONTEIN AND JET PARK DEPOTS FOR A PERIOD OF TWENTY FOUR (24) MONTHS

ANNEXURE A: B-BBEE PREFERENCE POINTS CLAIM FORM

This preference form contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [**B-BBEE**] Status Level of Contribution.

1. INTRODUCTION

- 1.1 A total of 10 (Ten) preference points shall be awarded for B-BBEE Status Level of Contribution.
- 1.2 Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [**SANAS**] or a Registered Auditor approved by the Independent Regulatory Board of Auditors [**IRBA**] or an Accounting Officer as contemplated in the Close Corporation Act [**CCA**] together with the bid will be interpreted to mean that preference points for B-BBEE Status Level of Contribution are not claimed.
- 1.3 Transnet 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 Transnet.

2. GENERAL DEFINITIONS

- 2.1 **"all applicable taxes"** include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status 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;
- 2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by Transnet;

- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928;
- 2.10 **"firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs and excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes reference to a juristic person;
- 2.14 **"QSE"** means any enterprise with an annual total revenue between R5 [five] million and R35 [thirty five] million as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of between R10 [ten] million and R50 [fifty] million as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928
- 2.15 **"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;
- 2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to another bidder.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored will be rounded off to 2 [two] decimal places.

- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.
- 3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 4.1 In terms of the Preferential Procurement Regulations, 2011, preference points shall be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points [Maximum 10]
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 4.2 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.
- 4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.5 In terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, Bidders who qualify as QSEs are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.6 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 4.7 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level

certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

- 4.9 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 subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 4.10 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] 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 subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.11 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

5. B-BBEE STATUS AND SUBCONTRACTING

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

B-BBEE Status Level of Contributor _____ = _____ [maximum of 10 points]

Note: Points claimed in respect of this paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1 above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit in the case of an EME or QSE.

5.2 Subcontracting:

Will any portion of the contract be subcontracted? YES/NO [delete which is not applicable]

If YES, indicate:

- (i) What percentage of the contract will be subcontracted?%
- (ii) The name of the subcontractor
- (iii) The B-BBEE status level of the subcontractor
- (iv) Is the subcontractor an EME? YES/NO

5.3 Declaration with regard to Company/Firm

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....
- (iv) Type of Company / Firm [TICK APPLICABLE BOX]

- Partnership/Joint Venture/Consortium
- One person business/sole propriety
- Close Corporations

Company (Pty) Ltd

(v) Describe Principal Business Activities

.....
.....
.....

(vi) Company Classification [TICK APPLICABLE BOX]

Manufacturer

Supplier

Professional Service Provider

Other Service Providers, e.g Transporter, etc

(vii) Total number of years the company/firm has been in business.....

BID DECLARATION

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the company/firm, certify that points claimed, based on the B-BBEE status level of contribution indicated in paragraph 4 above, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct
- (ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6 above, the contractor may be required to furnish documentary proof to the satisfaction of Transnet that the claims are correct.
- (iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, Transnet 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) restrict the Bidder or contractor, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after the *audi alteram partem* [hear the other side] rule has been applied; and/or
 - (e) forward the matter for criminal prosecution.

WITNESSES:

1.

2.

SIGNATURE OF BIDDER

DATE:.....

COMPANY NAME:

ADDRESS:.....

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