



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-JHB-18795

FOR THE SUPPLY AND DELIVERY OF: OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.

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

ISSUE DATE : 02 SEPTEMBER 2015

BRIEFING DATE : 09 SEPTEMBER 2015 (COMPULSORY MEETING)

BRIEFING TIME : 10:00

**VENUE : KLERKSDORP STATION, PROCEED TO
POTCHEFSTROOM AND FOCHVILLE**

CLOSING DATE : 15 SEPTEMBER 2015

CLOSING TIME : 10:00 (PUNCTUALLY)

OPTION DATE : 31 DECEMBER 2015

PLEASE BRING YOUR SAFETY SHOES, REFLECTIVE VEST AND A VALID TENDER DOCUMENT ON THE DAY OF THE BRIEFING OTHERWISE YOU WILL NOT BE ALLOWED TO GO TO 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.

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SECTION 1

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 exceed 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: Mohale Rapetswa Email: mohale.rapetswa@transnet.net
 Telephone: 011 584 0821

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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

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

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.

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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.

10 Specification/Scope of Work

Description: **OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP,
POTCHEFSTROOM AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.**

"PREVIEW COPY ONLY"

**RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM
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SCOPE OF WORK

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
 - Spot Clean
 - Steam clean / washing of carpets
- (B) OFFICE FURNITURE
 - Vacuum (cloth chairs)
 - Spot clean
 - Steam clean / wash cloth of furniture
- (C) OTHER
 - Clean all telephone and disinfect
 - Dust all high ledges and fittings
 - Dust all horizontal surfaces (low level)

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Dust all vertical surfaces (walls, cabinets,
etc. to the height of 2 meters
Dust all windows / ledges / walls

2. WASTE DISPOSAL (OFFICES, KITCHENS AND TOILET)

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

3. WALLS / DOORS AND PAINTWORK / WALL PAPER

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

4. GLASS DOOR AND METAL WORK

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

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

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

6. TOILETS

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

7. WINDOW CLEANING

Clean interior faces of all windows (low & high)
Clean exterior faces of all windows (low & high)
Clean main entrance foyer glass window internally & externally

8. VERTICAL BLINDS

Dust
Wash

9. MISCELLANEOUS

Polish desk and office furniture

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Material covered furniture to be vacuumed

Material covered furniture to be steam cleaned

Clean all gullies and gutters in depot

10. KITCHENS

Floors to be damp mopped

Sinks to be cleaned

Cupboard to be damp wiped

Cupboard to be washed (inside)

Wipe clean all electrical equipment and or other

11.

Lifts

Floors mats to be removed and cleaned

Walls and fittings to be cleaned

Surface refuse from floors to be removed

Door / door frames (internal & external to be damp cleaned)

Ceiling grids to be dusted

12. ALL PARKING AREAS / RAMP / GUARD HOUSE & OUT BUILDINGS

All surface refuse to be removed

Sweep around buildings

13. EXTERNAL AREA AT MAIN ENTRANCE & VARIOUS ASSEMBLY POINTS

All surface refuse to be removed

Area to be swept

Garden area to be kept clean & neat where necessary

14. ENTERTAINMENT AREAS / BRAAI AND LAPAS (INSIDE & OUTSIDE)

Floor to be vacuumed / damp mopped

Surface refuse to be removed

Sink's to be cleaned

Counter tops / bar tops to be damp wiped

Area to be swept

Garden area to be cleaned and grass cut

15. STAIRS / LANDINGS / BALUSTRADES

Floors to be vacuumed / swept

Ceramic Floors to be damp mopped

Wall panels to be damp wiped

16. LIFT FOYER

Floors to be vacuumed

Ceramic floors to be damp mopped

Wall panels to be damp wiped

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17. DIESEL PUMP HOUSE AND SURROUNDING AREA

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

18. DECANTING AND SURROUNDING AREA

Grass to be cut and trimmed around premises
 Flower beds to be kept neat and clean
 Trees to be pruned
 Rough cutting
 Contractor to supply lawn movers, weed-eater / brush cutter, garden tools and PPE
 All garden refuse (leaves, etc.) to be removed by contractor
 Cement floors to be washed with chemical
 Spillages to be cleaned with chemical
 Equipment to be cleaned

19. REFUELING AND SURROUNDING AREA

Cement floors to be washed with chemical
 Spillages to be cleaned with chemical
 Equipment to be cleaned
Safety file to be on site and to consist of the following:
 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
 (entire area within fenced area (including 2m outside perimeter fence)
 and 5m around stand alone buildings)
 Flower beds to be kept neat and clean
 Trees to be pruned
 Rough cutting

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Contractor to supply lawn movers, weed-eater / brush cutter, garden tools and PPE
All garden refuse (leaves, etc.) to be removed by contractor

21. SUPERVISION

Full time supervision to be provided by Contract
Quality Control will be done by client on site (sign job cards)
Safety file to be on site and to consist of the following:
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 or 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 extension 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.

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23. CLEANING OF DISHES

All dishes to be cleaned in all areas. Contractor to supply dish washing liquid and dish cloths

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 **19 October 2015 - 30 April 2017 (19 months)**

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 / decuted.

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

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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.

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

TIP-OFFS ANONYMOUS: 0800 003 056

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CLOSING VENUE: Tender Box, ground floor, Inyanda House 1, 21 Wellington Road, Parktown

CLOSING DATE & TIME: 15 SEPTEMBER 2015 - 10:00

VALIDITY PERIOD: 31 DECEMBER 2015

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SECTION 2

EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

11 Validity Period

Transnet desires a validity period of 30 [thirty] Business Days from the closing date of this RFQ.

This RFQ is valid until _____.

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.

Administrative responsiveness:

- Valid letter of good standing

Substantive responsiveness: (Mandatory Returnable Documents)

- Safety plan (SHE Rep training certificate)
- Statutory labourers minimum salary wage
- Compliance to specification clause by clause declaration
- Material Safety Data Sheet (fit for purpose-Standard 217 , hazardous chemicals, substances control).

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:

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Mandatory Returnable Documents	Submitted [Yes or No]
<ul style="list-style-type: none"> • Safety plan (SHE Rep training certificate) • Statutory labourers minimum salary wage • Compliance to specification clause by clause declaration • Material Safety Data Sheet (fit for purpose-Standard 217, hazardous chemicals, substances control. <p>SECTION 4 : Quotation Form/ Pricing</p>	

- 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 2 : Evaluation criteria and list of returnable documents	
- SECTION 5 : RFQ Site meeting Form	
SECTION 6 : RFQ Declaration and Breach of Law Form	
- 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]	

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.

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SECTION 3

STATUTORY LABOURERS MINIMUM SALARY WAGE

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 24 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: _____

Respondent's Signature

Date & Company Stamp

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SECTION 4

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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Price Schedule

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

COMPLIANCE TO SPECIFICATION DECLARATION

Please note that we have a total number of 22 cleaners including gardeners currently For all these three sites. (The minimum number of cleaners should not be less than 20) please tick

COMPLY

DO NOT COMPLY

STATION: KLERKSDORP

DEPOT: OPERATIONS

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AJ003K	Waiting Room	±55m ²		
02AJ068K	Sand Store	±42m ²		
02AJ081K	STORE	±7m ²		
02AJ082K	STORE	±7m ²		
02DJ205K	Locker room	±136m ²		
03RJ003K	Garages GVB	±582m ²		
02AJ094K	CTC BUILDING	±139m ²		
02AJ090K	SIGNAL CABIN	±14m ²		
02AJ093K	OFFICE	±156m ²		
02AJ096K	Lamp Room	±16m ²		
02AJ108K	SHUNTING CABIN	±18m ²		
02AJ115K	SHUNTING CABIN	±18m ²		
02XJ001K	MESS & ABLUTION	±213m ²		
02AJ004K	OFFICE	±109m ²		
02AJ002K	Ticket Office	±12m ²		
03AJ003K	Carports	±246.3m ²		
02AJ073K	MESS & ABLUTION	±251m ²		
02DJ001K	Safety Office	±136m ²		
02XJ001K	MESS & ABLUTION	±514m ²		

CONTACT Trysie Nieuwoudt
DETAILS: 018 406 2546

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STATION: KLERKSDORP

DEPOT: OPERATIONS + CLINIC (RISK MANAGEMENT)

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AJ013K	Garages	±65m ²		
02AJ014K	Garages	±125m ²		
02AJ015K	STORE	±13m ²		
02BJ002K	STORE	±18m ²		
02BJ003K	Office & Clinic	±870m ²		

CONTACT DETAILS: Piet van Heerden 016 420 6233 &
Amanda 018 406 2124

STATION: KLERKSDORP

DEPOT: INFRASTRUCTURE

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AJ010K	Workshop	±486m ²		
02AJ086K	Signal Cabin	±455m ²		
02AJ094K	CTC Building	±541m ²		
02BJ001K	Office	±256m ²		
02BJ004K	Cloak Room	±57m ²		
02YJ017K	Sub Station	±3m ²		
02YJ003K	Cold Storage	±26m ²		
02YJ020K	Machine Room	±3m ²		
03FD077K	Store	±1m ²		
03LJ049K	Shelter	±77.8m ²		
03LJ050K	Shelter	±73m ²		

CONTACT DETAILS: Betsie van Rooyen
011 950 1317

STATION: KLERKSDORP

DEPOT: INFRASTRUCTURE TELECOMMS

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)

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02AJ045K	Test Room	±318m ²	
02AJ046K	Garages	±75m ²	
03RJ012K	Shelter	±57m ²	

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

STATION: KLERKSDORP

DEPOT: IN SERVICE

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AJ100K	Offices	±336m ²		
02PJ018K	Store	±24m ²		

CONTACT Albert Manaswe
DETAILS: '0164206400 / 0832586065

STATION: KLERKSDORP

DEPOT: SECURITY

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AJ104K	Police Post	±8m ²		

CONTACT Michael Kalipa
DETAILS: 0117744596

STATION: Potchefstroom

DEPOT: INFRA ELECTRICAL

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AL401J	Workshop & Office	±86m ²		
02NL637J	WAREHOUSE (TEMPORARY)	±118m ²		
02NL638J	MESS & ABLUTION	±52m ²		
03AL183J	CARPORT	±60m ²		

**RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM
AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.**



03ML110J	CARPORT	±43m ²	
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CONTACT DETAILS: John Mabe
083 709 1611

STATION: Potchefstroom

DEPOT: INFRASTRUCTURE

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
01AL698J	OFFICE	±87m ²		
02AL369J	CTC Building	±327m ²		
02AL372J	MESS & ABLUTION	±46m ²		
02AL373J	MESS & ABLUTION	±36m ²		
02AL374J	RESTROOM & OFFICE	±56m ²		
02AL375J	STORE CARPENTERS	±32m ²		
02AL376J	STORE CEMENT	±24m ²		
02AL377J	OFFICE & LECTURE ROOM	±77m ²		
02AL378J	STORE	±22m ²		
02AL379J	TOILET	±4m ²		
02AL380J	TOILET	±4m ²		
02AL407J	TOOL SHED	±27m ²		
02BL318J	ABLUTION FACILITY	±23m ²		
02DL317J	Office	±125m ²		
02AL407J	Store fuel	±19m ²		
02ML316J	Office	±14m ²		
02ML319J	Workshop	±51m ²		
02ML320J	Store	±65m ²		
02ML690J	MESS & ABLUTION	±20m		
02NL640J	MESS & ABLUTION	±28m ²		
03AL183J	Carports	±1m ²		
03AL194J	Garage	±101m ²		
03FL179J	STORE	±195m ²		

**RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM
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	MATERIAL		
03FL262J	STORE	±33m ²	
03FL263J	STORE	±33m ²	
03LL171J	Carports	±76m ²	
03LL187J	Carports	±34m ²	
03ML110J	Carports	±43m ²	
03PL018J	Fuel Store	±9m ²	
11LL015J	IGLOO STORE	±6m ²	
03ML108J	Carports	±43m ²	

CONTACT DETAILS: Betsie Van Rooyen
011 950 1317

STATION: POTCHEFSTROOM

DEPOT: OPERATIONS

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
01AL699J	OFFICE	±86.5m ²		
01AL700J	OFFICE	±86.5m ²		
02AL381J	SHUNTERS CABIN	±27m ²		
02AL369J	CTC	±654.2m ²		

CONTACT DETAILS: Trysie Nieuwoudt
018 406 2546

STATION: POTCHEFSTROOM

DEPOT: SECURITY

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AL368J	OFFICE	±202m ²		
03AL174J	Carports	±74m ²		

CONTACT DETAILS: Michael Kalipa
0117744596

STATION: POTCHEFSTROOM

**RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM
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**DEPOT: RME PERWAY SIGNALS**

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
01DL687J	HOUSE	±246m ²		
No number	Mess + Ablution (Parkhome)	±18m ²		
No number	Sleeping quarters (Parkhome)	±36m ²		

CONTACT DETAILS: C Herselman
011 8787037

STATION: POTCHEFSTROOM

DEPOT: INFRASTRUCTURE TELECOMMS

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AL392J	MESS & ABLUTION	±112m ²		
02AL393J	Offices	±161m ²		

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

STATION: POTCHEFSTROOM

DEPOT: REM TECHNICAL - ELECTRICAL

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AL370J	Office / Workshop	±150m ²		

CONTACT DETAILS: J. Zaayman
083 704 1561

STATION: Potchestroom

DEPOT: IN SERVICE

**RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM
AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.**



ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
01AL701J	OFFICE	86.5m ²		
	CHANGE ROOM			
	KITCHEN			
	MATERIAL STORE			
	SHOWER ROOM			
	TOILET OUTSIDE			

CONTACT Albert Manaswe
DETAILS: '0164206400 / 0832586065

STATION: FOCHVILLE

DEPOT: INFRASTRUCTURE

ASSET	DESCRIPTION	SIZE	OFFICE CLEAN (PRICE)	GARDENING (PRICE)
02AL438J	Workshop & Store	±367m ²		
02AL439J	Oil Store	±18m ²		
02AL440J	MESS & ABLUTION	±111m ²		

CONTACT John Mabe
DETAILS: 083 709 1611

Any queries concerning work, please contact above person

RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.



CLAUSE BY CLAUSE COMPLIANCE SCHEDULE

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

Where either "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
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3.		
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**RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM
AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.**



25.		
26.		
27.		
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RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.



SECTION 5

RFQ SITE MEETING

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

Venue : **KLERKSDORP**
Time : **10H00**
Date : **09 SEPTEMBER 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

**RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM
AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.**



DELIVERY SCHEDULE

Tenderers are further required to indicate the turnaround times from receipt of Order to delivery.

_____ Days/Weeks/Months

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:

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.		

RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.



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: _____

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RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.



SECTION 6

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:

RFQ FOR OFFICE CLEANING AND GARDENING SERVICES AT KLERKSDORP, POTCHEFSTROOM AND FOCHVILLE FOR A PERIOD OF NINETEEN (19) MONTHS.



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 _____