



Good day

Please find the attached tender for advertising

**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-23467**

**FOR THE PROVISION OF CLEANING, GARDENING, GRASS CUTTING & WEED CONTROL SERVICES AT GERMISTON (INDIA DEPOT) FOR THE PERIOD OF TWENTY FOUR (24) MONTHS.**

|                              |  |
|------------------------------|--|
| <b>FOR DELIVERY TO</b>       | <b>: INDIA DEPOT</b>   |
| <b>ISSUE DATE</b>            | <b>: 07 MARCH 2017</b>   |
| <b>COLLECTION DUE DATE</b>   | <b>: 10 MARCH 2017</b>   |
| <b>BRIEFING SESSION DATE</b> | <b>: 13 MARCH 2017, 08:30AM</b>  |
| <b>BRIEFING VENUE</b>        | <b>: INDIA DEPOT, LAMBERT STREET, INDIA CONTROL STATION, GERMISTON</b> |
| <b>CLOSING DATE</b>          | <b>: 23 MARCH 2017</b>   |
| <b>CLOSING TIME</b>          | <b>: 10:00 AM</b>  |
| <b>VALIDITY PERIOD</b>       | <b>: 03 AUGUST 2017</b>  |

**PLEASE NOTE THAT THE BRIEFING SESSION WILL START AT GERMISTON DEPOT (GERMISTON C/N KESWICK AND STORES ROAD INFRA NETWORK DEPOT) THEN MOVE TO INDIA DEPOT AND THEN LASTLY UNION DEPOT**

**PLEASE CONTACT THEMBI PHAKATHI @ 083 268 8980**



**PLEASE BRING VALID RFQ DOCUMENT, SAFETY SHOES WITH STEEL TOE  
CAP AND  
REFLECTOR VEST ON THE DATE OF BRIEFING SESSION**

**Section 1**  
**NOTICE TO BIDDERS**

|  |   |                       |   |                       |         |   |               |                |   |           |             |   |        |
|--|---|-----------------------|---|-----------------------|---------|---|---------------|----------------|---|-----------|-------------|---|--------|
| <b>DESCRIPTION</b>                       | Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot For the Period Of Twenty Four (24) Months.   |                       |   |                       |         |   |               |                |   |           |             |   |        |
| <b>INSPECT / COLLECT DOCUMENTS FROM</b>  | <p>This bid may be downloaded free of charge directly from the National Treasury e-Tender portal: <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p>Alternatively, this RFQ may be purchased at R250 [inclusive of VAT] per set for those Bidders that require a copy from Transnet rather than downloading from the website. If a copy of the tender document is required, prior arrangements must be made one (1) day in advance and the tender document may be collected between <b>09:00</b> and <b>15:00</b> from <b>07 March 2017</b> until <b>10 March 2017</b>.</p> <p>This RFQ then can be picked up from the following address:<br/><b>RECEPTION, TENDER ADVICE CENTRE, INYANDA HOUSE 1, GROUND FLOOR, 21 WELLINGTON ROAD, PARKTOWN, JOHANNESBURG</b></p>                         |                       |   |                       |         |   |               |                |   |           |             |   |        |
| <b>TENDERS COLLECTED FROM NT PORTAL:</b> | If Bidders intend to download the bid off the Portal, they are required to indicate their intention to respond to this bid by <b>10 March 2017</b> by sending an email with their contact details to the following address: <a href="mailto:Anthonie.Erasmus@transnet.net">Anthonie.Erasmus@transnet.net</a> or <a href="mailto:Lerato.Morailane@transnet.net">Lerato.Morailane@transnet.net</a> This is to ensure that any required communication (e.g. addenda to the bid) in relation to this bid reaches those intending to respond.  |                       |   |                       |         |   |               |                |   |           |             |   |        |
| <b>IMPORTANT INFORMATION</b>             | <b>Transnet will not be held liable if Bidders do not respond by this date and do not receive the latest information regarding this Bid as a result thereof.</b>  |                       |   |                       |         |   |               |                |   |           |             |   |        |
| <b>BID FEE AND BANKING DETAILS</b>       | <p>R250.00 [inclusive of VAT] per set. Payment is to be made as follows:</p> <table style="margin-left: 20px;"> <tr> <td>Account Name</td> <td>:</td> <td>Transnet Freight Rail</td> </tr> <tr> <td>Account</td> <td>:</td> <td>Standard Bank</td> </tr> <tr> <td>Account number</td> <td>:</td> <td>203158598</td> </tr> <tr> <td>Branch code</td> <td>:</td> <td>004805</td> </tr> </table> <p>NOTE – This amount is not refundable. A receipt for such payment made must be presented when collecting the RFP documents and submitted thereafter with your Proposal.</p>   | Account Name          | : | Transnet Freight Rail | Account | : | Standard Bank | Account number | : | 203158598 | Branch code | : | 004805 |
| Account Name                             | :   | Transnet Freight Rail |   |                       |         |   |               |                |   |           |             |   |        |
| Account                                  | :   | Standard Bank         |   |                       |         |   |               |                |   |           |             |   |        |
| Account number                           | :   | 203158598             |   |                       |         |   |               |                |   |           |             |   |        |
| Branch code                              | :   | 004805                |   |                       |         |   |               |                |   |           |             |   |        |
| <b>COMPULSORY BRIEFING SESSION</b>       | <p>A compulsory pre-proposal site briefing will be conducted at India Depot, Lambert Street, Indian Control Station, Germiston on <b>13 March 2017</b>, at 08:30 am for a period of ± 1.5 hours. [Respondents to provide own transportation and accommodation]. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.</p> <p><i>1.1 A Certificate of Attendance set out in Section 7 hereto must be completed and submitted with your Proposal as proof of attendance is required for a <b>compulsory</b> site briefing.</i></p> <p>1.2 Respondents failing to attend the compulsory site briefing will be disqualified.<br/>1.3 Respondents must bring valid RFQ document, safety shoes with steel toe cap and a reflector vest.</p> |                       |   |                       |         |   |               |                |   |           |             |   |        |
| <b>CLOSING DATE</b>                      | <p><b>10:00 am on Thursday 23 March 2017.</b></p> <p>This tender shall close punctually at the following address:</p> <p><b>The Chairperson, Transnet Freight Rail Acquisition Council, Inyanda House 1, 21 Wellington Rd, Parktown, JOHANNESBURG, 2001.</b></p> <p>As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.</p>   |                       |   |                       |         |   |               |                |   |           |             |   |        |
| <b>VALIDITY PERIOD</b>                   | <p><b>90 Business Days from Closing Date.</b><br/><b>End of validity period: Date 03 August 2017</b></p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.</p>  |                       |   |                       |         |   |               |                |   |           |             |   |        |
| <b>SPECIAL CONDITIONS</b>                | Bidders are to note that this bid may also be downloaded directly from the Transnet Freight Rail tender website free of charge. If Bidders intend to download the bid off the Portal, they are required to indicate their intention to respond to this bid by Friday, <b>10 March 2017 between 09:00 and 15:00</b> by sending an email with their contact details   |                       |   |                       |         |   |               |                |   |           |             |   |        |

|  |  |
|--|--|
|  | <p>to the following address: <a href="mailto:Lerato.Morailane@transnet.net">Lerato.Morailane@transnet.net</a> or <a href="mailto:Anthonie.Erasmus@transnet.net">Anthonie.Erasmus@transnet.net</a>. This is to ensure that any required communication (e.g. addenda to the bid) in relation to this bid reaches those intending to respond.</p> <p><b>Transnet will not be held liable if Bidders do not respond by this date and do not receive the latest information regarding this Bid as a result thereof</b></p>  |
| <p><b>SUPPLIER REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD)</b></p> | <p>In terms of paragraph 3 of the NATIONAL TREASURY SCM INSTRUCTION NO 4 OF 2016/2017, which became effective on 1 May 2016,</p> <p>Transnet must ensure that</p> <p>3.1.1 Suppliers are registered on the Central Supplier Database [CSD] before any procurement related activities commences;</p> <p>3.1.2 The CSD can be used as the single on only list of prospective suppliers for Transnet</p> <p>Furthermore, according to paragraph 5.6</p> <p>5.6 Transnet may only award bids to suppliers after verifying that the supplier is registered as prospective suppliers on the National Treasury Central Supplier Database.</p> <p>Please ensure that you register your company on the CSD by following these steps:</p> <p>Step 1: Access the CSD site on <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a></p> <p>Step 2: Register a new CSD account<br/><a href="https://secure.csd.gov.za/Account/Register">https://secure.csd.gov.za/Account/Register</a></p> <p>Step 3: Receive an activation email and click activate account</p> <p>Step 4: Activate account by requesting and entering the OTP</p> <p>Step 5: Log in the CSD</p> <p>Step 6: Complete supplier identification information</p> <p>Step 7: Complete contact information</p> <p>Step 8: Complete address information</p> <p>Step 9: Complete bank account information</p> <p>Step 10: Complete tax information</p> <p>Step 11: Complete directors/members information (if non-CIPC company)</p> <p>Step 12: Complete associations (if relevant)</p> <p>Step 13: Complete commodities information</p> <p>Step 14: Complete B-BBEE information (future phase)</p> <p>Step 15: Maintain users</p> <p>Step 16: Complete notification information</p> <p>Step 17: Complete accreditations</p> <p>Step 18: Click on submit</p> <p>Step 19: A CSD supplier number and unique registration reference number is auto-generated and communicated</p> |
| <p><b>RFQ ANNEXURES</b></p>  | <p>Annexure A: Compliance To Specification (Clause By Clause Declaration)<br/>Annexure B: Salary Schedule<br/>Annexure C: She Management Questionnaire</p>   |

## 1 Invitation to bid

### 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 explained in more detail in the B-BBEE Claim Form (Section 6), Transnet will award preference points to companies who provide proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

The value of this bid is estimated to be below R1 000 000 (all applicable taxes included) taxes; and therefore the **80/20** system shall be applicable.

Respondents are required to complete Section 6 and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI.

**Note: Failure to submit valid and original (or certified copy of) proof of the Respondent's compliance with the B-BBEE requirements stipulated in Section 6 of this RFQ (the B-BBEE Preference Points Claim Form) 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: Tshegofatso Mohambi Email: [Tshegofatso.Mohambi@transnet.net](mailto:Tshegofatso.Mohambi@transnet.net)

Telephone: 011 584 1175

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

**Telephone** 011 544 9366 **Email:** [Phillippa.barnard@transnet.net](mailto:Phillippa.barnard@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;

make no award at all;

Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;

request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or

Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it.

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 and/or place the Respondent on Transnet's list of Restricted Suppliers.

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 undertake post-tender negotiations [PTN] with selected Respondents or any number of short-listed Respondents, such PTN to include, at Transnet's option, any evaluation criteria listed in this RFQ document. In the event of any Respondent being notified of such short-listed/preferred bidder status, his bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.

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.

Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required goods at their quoted price, even after they have been issued with a Letter of Regret.

Transnet reserves the right to lower the threshold for Technical from **80% to 60%** if no Bidders pass the predetermined minimum threshold.

## **10. SCOPE OF WORK**

### **SPECIFICATION FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF 24 MONTHS**

#### **1. Background**

Transnet Freight Rail requires the services of a cleaning service provider for the provision of good quality cleaning service for India Depot

The scope of works includes cleaning of building's internal floors, ablutions, kitchens, deep cleaning, vacuuming and other cleaning-related and complementary services.

The Service provider shall provide all necessary machinery, tools and materials for the proper cleaning of above mentioned areas and execution of the work. Such machinery and materials shall be of a high standard, appropriately maintained and suitable for use within the Buildings.

The Service provider shall ensure that the OHS Act and any other relevant legislative prescripts, policies and procedures are observed, and shall ensure that all cleaning functions and activities are carried out in a compliant manner.

#### **2. Service requirements**

##### **2.1 General service requirement**

- 2.1.1 The Service provider is duly required to ensure the neat appearance of TFR buildings at all times. Effectiveness of manual cleaning depends on the worker, therefore Transnet requires all personnel to be appropriately trained in the cleaning competencies needed for the service that they provide.
- 2.1.2 The Selected bidder shall conduct proper training and induction of cleaning requirements to ensure personnel are well-trained in all areas they service.
- 2.1.3 The Service provider shall provide suitable equipment, protective clothing and training on proper use of chemicals, to ensure appropriate safety and wellness measures are taken to protect his employees and those of Transnet.
- 2.1.4 The minimum requirements and frequency of intervention are as illustrated in the schedule.
- 2.1.5 The Selected bidder's cleaning programme must demonstrate fair distribution of the work-load; ensuring that each and every person is productive.
- 2.1.6 Situations of over-utilisation and under-utilisation of staff i.e. where person has either too much or too little work to do, must be addressed as soon reported through an improved service programme with more efficient use of all personnel and fair model of work allocation.
- 2.1.7 This contract requires hands-on supervision with each Supervisor being aware of the contribution of their personnel. The Supervisor must be able to competence gaps, and ensure the personnel receive the required training.

- 2.1.8 Service concerns and areas of development will also from part of the Supervisor’s responsibilities to ensure personnel are developed and given the right support.
- 2.1.9 The bidder shall meet the minimum capacity requirements for resources i.e. plant, machinery and personnel.
- 2.1.10 The Service provider shall take cognisance that cleaning service is regarded as an essential service and shall therefore ensure the continuity of service in the event of employees’ absenteeism, sickness or any form of leave, during industrial action or any other service interruptive actions.
- 2.1.11 Duties and responsibilities assigned to personnel must be well balanced in the allocated working area.
- 2.1.12 The Service provider shall consider and adopt industry cleaning standards and norms where personnel are kept up to date with new developments, cost saving initiatives are institutionalised, appropriate benchmarks for cleaning in terms of type of cleaning required, frequency of such cleaning, correct cleaning methods that not damage surfaces and upholsteries are used and correct chemicals and equipment are at all times used.
- 2.1.13 Working hours are between 07h00 and 15h00 weekdays Monday to Friday and on weekends where required. Working hours exclude public holidays.
- 2.1.14 Transnet shall monitor the cleaning activities to ensure adherence to the agreement.

**2.2 Personnel requirements**

- 2.2.1 The average personnel requirements are as indicate in Table A below. Figures are indicative staff compliment based on historic service level requirements and are therefore intended to serve as minimum requirement.
- 2.2.2 Bidder is expected to allocate as a minimum the number of personnel stipulated in the schedule to the contract.
- 2.2.3 The Successful Bidder shall deploy the total number of personnel contracted for to site, daily for the total number of designated hours for entire duration of the contract. Not at any point shall there be less staff than was agreed.

Table 1 Personnel requirements

|             |           |
|-------------|-----------|
| Total staff | 1 cleaner |
|-------------|-----------|

- 2.2.4 The contractor shall bear sole responsibility for the recruitment, training, and provision of uniform, remuneration and engagement with cleaning personnel whatsoever is required for the provision cleaning services.
- 2.2.5 The Successful Bidder shall provide to Transnet within 7 days of appointment, the identity of all staff allocated to the contract, specifying whether they are employed on a permanent or temporary basis and furthermore supply copies of identification documents for each individual.
- 2.2.6 Transnet prefer low supervisor to personnel ration to avoid Supervisors being overwhelmed by the large number of employees to supervise.
- 2.2.7 There must be good coordination and communication between supervisors and their subordinate, and teams must be efficiently managed.

**2.3 Cleaning personnel**

- 2.3.1 Cleaners should be observant, keen, alert, efficient, willing and pleasant; and adequately trained to guarantee a high cleaning standard.
- 2.3.2 Personnel shall at all times be neatly dressed in identifiable uniform.
- 2.3.3 The Successful Bidder is encouraged to retain their staff for total duration of the contract, however in the event of staff replacement; the Contractor shall inform Transnet in writing immediately prior to the replacement of any staff and submit identification of the new appointee(s).
- 2.3.4 The Service provider shall immediately substitute any staff found to be absent for whatever reason in order to ensure continued of service, refer to clause 2.4.
- 2.3.5 Personnel shall report maintenance matters, faults, and health and safety concerns to their supervisor for attention. Supervisors must follow up and escalate maintenance issues to Property Management.



## 2.4 Relief staff

- 2.4.1 The Service provider is responsible for providing a continuous service to Transnet. If a cleaner is ill, away or on leave, it is the Contractor's responsibility to ensure that the service is still provided, as such shall make alternative arrangements.
- 2.4.2 The contractor is expected to have bank of temporary relief staff as contingency to absenteeism.
- 2.4.3 The Site Manager shall be responsible for the proper arrangement of substitute staff and such person shall be on site for total working hours for the total days for which they are required.
- 2.4.4 In case of emergency or unplanned leave, the Site Manager shall be allowed until 09h00 to have the substitute staff on site.

## 2.5 Site Manager/Customer Service Manager

- 2.5.1 The Service provider shall appoint a Site Manager/Customer Service Manager to the contract.
- 2.5.2 The Manager shall have the experience and competence to address contractual and service problems, provide guidance to supervisors and personnel alike, remedy situations that arise and present feedback to Transnet Property Manager as required.
- 2.5.3 Transnet representative shall direct all communication to Manager of their delegated person regarding any service and contract related matters and the onus shall rest with the Manager to communicate further to Supervisors and cleaning staff and/or remedy the situation as the situation may require.

## 3. Training

- 3.1 Training shall be given to the staff and be exposed to mentoring and coaching.
- 3.2 Staff shall be afforded the opportunity to be upskilled and developed during the course of the contract.
- 3.3 The bidder shall provide a comprehensive training plan on formal and on the job training various skills and modules.
- 3.4 The selected bidder is expected to conduct refresher training for personnel, assess skill gaps and developmental needs and provide the needed training to personnel.

## 4. Site File

- 4.1 The appointed service provider is required to provide a Transnet specific Site File which will include all statutory and management information and documents such as:
  - OHS Policy and Procedures;
  - Safe works Procedures;
  - Risk Assessments Procedures;
  - Department of Labour documents e.g. COIDA, UIF and etc.
- 4.2 The Service provider will be required to provide a comprehensive site file within 30 days after appointment.
- 4.3 The service provider will conduct a site assessment and to update, if required, any of its standard procedures as listed above, to suit any Transnet specific site requirements.

## 5. Orientation sessions

- 5.1 Orientation sessions will be conducted annually by the Property Manager for the newly appointed Service provider and staff.
- 5.2 Newly appointed staff will be orientated if there is staff turnover during the contract period. However, the selected bidder is encouraged to retain their staff for total duration of the contract and a plan on how this will be achieved should be submitted.

## 6. Meetings

- 6.1 Monthly meetings shall be held between Property Management, Contract manager/Site manager to discuss the contract and service. Minutes of these must be kept in the Site file and be made available to Property Management on request.
- 6.2 Emergency meetings may be held in urgent and emergency situations.

- 6.3 The Service provider shall hold monthly meetings with personnel to discuss among other things hygiene and cleanliness, Occupational Health and Safety, skills and development, training etc.

## 7. General service requirements

- 7.1 The Contractor shall provide and promote good customer service  
 7.2 Display openness and transparency  
 7.3 Utilise protective clothing in all cleaning functions as appropriate  
 7.4 Ensure timeous cleaning of venues before and after events  
 7.5 Display signage all times in areas where cleaning personnel are working.  
 7.6 Cleaning during emergencies:
- In the event of an emergency, cleaning service must only be conducted as soon as it is deemed safe to do so.
  - In the event of flooding, emergency cleaning must be undertaken within 24 hours or as soon as deemed safe.
- 7.7 Contractor's staff are prohibited from taking in their possession any objects property of Transnet irrespective of size or value.

## 8. Equipment

- 8.1 The service Provider shall supply all equipment and tools required to render the daily cleaning service.  
 8.2 Maintenance of equipment shall be responsibility of the Service Provider and all costs associated with maintenance of equipment shall be borne by him.  
 8.3 The Service Provider shall ensure that defective equipment is either be replaced or repaired as the case may require, within 24 hours from the time that such defective equipment is reported by personnel or Transnet Freight Rail Property Management.

| <b>Equipment list</b>                                  |                            |
|--|----------------------------|
| Low noise industrial vacuum cleaners                   |                            |
| Mops/mop caddy   |                            |
| Floor machines and burnishers                          |                            |
| Mop bucket and wringer                                 |                            |
| Pressure washer  |                            |
| Mops and pads  | microfiber                 |
| Wet/dry mop  |                            |
| Janitorial trolleys                                    |                            |
| Cleaning caddy   |                            |
| Buckets  | Single and double bucket   |
| Ladders  | Long & short               |
| Industrial cleaner                                     |                            |
| High pressure cleaner                                  |                            |
| Industrials scrubbing machine with buffing accessories |                            |
| Colour coded cleaning cloths                           | Microfiber (3 per cleaner) |
| Brooms   | Hard and soft brooms       |
| Extension cord   |                            |
| Caution/hazard sign                                    |                            |
| Toilet brushes   |                            |
| General purpose/ Heavy duty elbow-length gloves        |                            |
| Spray bottle   |                            |
| Dustpan and brush sets                                 |                            |
| Feather duster   | short and long             |
| Plastic putty knife/soft scrub (to scrape soap scum)   |                            |
| Scrubby sponge/ sponges                                |                            |
| Dish scrubber  |                            |
| plunger  |                            |
| Knee pads  |                            |

|                                    |  |
|------------------------------------|--|
| Flood pumper                       |  |
| Squeegee                           |  |
| Janitor's cart with heavy duty bag |  |

- 8.4 Great care must be taken to assure that brushes and equipment are cleaned to avoid cross-contamination
- 8.5 Cloths, mops and pads must be laundered after use and dried as necessary.
- 8.6 No dirty or foul smelling equipment shall be used.

## 9. Cleaning consumables

- 9.1 The contractor shall provide chemicals and materials which are not harmful to either persons or the environment.
- 9.2 Transnet has preferred products based of historic use. However their proposed use will not advantage the tenderer in any way.
- 9.3 Alternative products may be considered provided they are proven safe and desirable.
- 9.4 Such alternative products may be subject to Transnet prior approval, and samples may be required from shortlisted bidders when appropriate during the tender process.

| <b>List of consumables</b>  |
|---|
| Ammoniated cleaner  |
| Ammonia stripper/ non ammoniated stripper   |
| Liquid polish stripper  |
| Heavy duty refuse bags  |
| All Purpose cleaner (For removal of lime and urine deposits on toilet bowls. Thick. Highly foaming. Extremely acidic) |
| Toilet scrubber   |
| Antiwax   |
| General degreaser   |
| Probiotic Cleaner   |
| Floor emulsion polish and wax   |
| Shoe covers   |
| Disposable gloves   |
| Deep cleaning liquid  |
| Wood polish   |
| Window cleaner  |
| Dishwasher  |
| Furniture Polish  |
| Colour coding cloth   |
| Mutton cloth  |
| General disinfectant  |
| Heavy duty soap   |
| Neutral soap  |
| Carpet cleaner/ shampoo   |
| Paper towels and cleaning rags  |
| Waste bags (to fit rubbish bins)  |
| Air freshener   |
| Antibacterial soap  |
| Dish soap   |
| Bleach  |
| Anti-dust spray   |
| Insecticides  |
| Two ply toilet paper  |

## 10. Scope of service and schedule

- The Service provider shall render good quality service wherein proper equipment, biodegradable chemicals and material are used, well trained personnel and experienced supervisors provide the cleaning service and general expertise is applied in ensure a satisfactory service.
- Cleaning personnel shall have access to areas in the building as inducted by the Property manager. Personnel should be allowed to carry out their duties in these areas, unless a department requests differently.
- The confidentiality and sensitivity of some work areas must be considered; therefore reasonable arrangement must be made with Property management for access to these areas.
- It shall be the responsibility of related employees to ensure adherence to good governance and have all confidential documentation kept under lock and key.

### 10.1 Cleaning of floor types

- **Polished concrete floors**

- Sweep clean of soil and dust – mop floor with wet mop in detergent solution – remove all excess water from surface with wringed mop.
- An approved floor wax may be applied where a highly polished finish is desirable.

- **Tiles**

- Sweep clean of all dust – scrub with approved liquid detergent solution – wash down thoroughly with clean water – remove all excessive water from surface with clean cloth.
- An approved water emulsion polish may be applied to tile walls where a highly polished finish is desirable.

N.B. – Unsafe cleaning detergents that will eat away the concrete grouting surrounding the tiles must be avoided.

- **Terrazzo**

- Sweep clean of all dust – scrub with approved liquid detergent solution – wash down thoroughly with clean water – remove all excess water from surface with clean cloth.
- An approved water emulsion polish may be applied to mosaic tile walls and dados where a highly polished finish is desirable.

N.B. – Avoid unsafe cleaning detergents, acids or other corrosive liquids that may eat the concrete matrix away from the marble chips.

- **White or Coloured Rubbed Granite**

- Sweep clean of all dust – scrub with approved liquid detergent solution – wash down thoroughly with clean water and remove all excess water with clean cloth.

N.B. – Avoid the use of metal brushes or wire wool.

- **Marble**

- Sweep clean of all dust – scrub with warm water and a non-caustic detergent. Wash down with clean water and remove all excessive water with clean cloth.
- The surface may be polished where a brilliant finish is desirable. As required, a non-slippery liquid wax may be applied onto marble finishes.

N.B. – Avoid the use of acid which is harmful to marble.

- **Thermo-Plastic (asphalt or Vinyl) Tiles**

- Sweep clean of all dust – wash with a weak solution of approved liquid detergent, wash down thoroughly with clean water and dry with clean cloth.
- Apply a thin film of water emulsion Polymer type polish which is self-polishing and dries with a bright surface in about 20 minutes.
- After repeated applications of polish, a “build-up” old polish may occur – this may be removed by the use of an approved concentrated detergent cleanser of the appropriate type of stripping agent.

- **Quarry Tiles**

- Sweep clean of all dust – scrub with an approved liquid detergent solution - wash down thoroughly with clean water and dry thoroughly with clean cloth.
- If a dust free surface is required a coat of spirit solvent wax can be applied.
- Allow drying out and when thoroughly dried buff to a brilliant finish preferably with a suitable polishing machine.

N.B. Do not use pigmented polishes without prior consent from the Manager.

- **Teak Block Floors**

- Sweep clean of all dust – apply a film of spirit solvent wax (do not use water emulsion wax unless the floor has been thoroughly sealed), or, where the traffic density is high, natural paste wax.
- Allow the liquid polish time to harden. Buff daily with a suitable polishing machine.

- **Glazed Tiles**

- Brush clean of all dust – scrub with an approved liquid detergent solution – wash down thoroughly with clean water and dry thoroughly with clean cloth.

N.B. – Each operator should clean, rinse and dry an area of about 1m<sup>2</sup> at one time. This allows time to rinse before the cleaning solution has had time to dry and cause streaks.

- **Linoleum**

- As for Thermo-plastic Tiles.

N.B. – High quality paste wax and spirit solvent wax can be used if traffic conditions are heavy. They should be applied generously, allowed to dry thoroughly and then buffed to a brilliant finish using a suitable polishing machine.

- **Rubber Flooring**

- Before waxing it is essential that the surface should be perfectly clean.
- Avoid excessive use of water as this might creep between the joints of the flooring and affect the adhesion of the rubber to the sub-floor.
- The best method of cleaning of the rubber floor is by means of a paste cleanser applied with a damp cloth.
- Thorough rinsing is essential, again a minimum amount of water should be used and the floor dried thoroughly with a clean cloth.
- Good quality bar or liquid soap can also be used but soft soaps with high alkalinity, liquids containing essential oils (e.g. turpentine and pine oil) and coarse abrasives should be avoided.
- When clean, the floor should be treated with an approved water emulsion Polymer type polish, which should be allowed to dry thoroughly before traffic is allowed to pass over it.

**N.B.** – Solvent based waxes should not be used on rubber floors. White spirit and other solvents such as petrol, benzene and paraffin attack rubber flooring causing it to become soft and sticky and “bleeding” of colours may occur.

- **Cork Flooring**

- The floor should first be cleaned with a good quality neutral soap or detergent.
- A minimum amount of water should be used as excess water may seep between the tiles and loosen them from the floor.
- The floor should then be rinsed with clean water and thoroughly dried. Then dry steel wool (or gauze) may be used to remove stains and clean badly soiled areas.
- When dry, the floor should be sealed with either a polyurethane or oleo resinous seal. Such sealing is a specialized process and should not be attempted other than under experienced supervision.
- If the floor is not sealed, it then requires to treat the surface with several coats of high-grade polish or to fill up the pores. Over this base any polish including emulsions can be used. However, whatever polish is applied, it is to be stripped at regular intervals and followed by frequent maintenance detailed below.
- For subsequent maintenance, an occasional application of floor wax, either solvent bound or an emulsion polish will considerably extend the life of the seal and provide a better resistance to scuff marks.

- **Painted Surface (Oil)**

- (i) Flat finish

- Remove all surface dust with a soft brush, wipe down with damp cloth containing weak approved detergent solution. Wipe down with a clean damp cloth.
- Persistent stains may be removed by the sparing use of a fine abrasive paste or powder.

- (ii) High gloss finishes

- As above, but do not use any form of abrasive to remove stains.
- The use of washing soda or any other highly alkaline material should also be avoided.
- For a superior finish a high quality paste wax can be applied and buffed to the required finishes.

- **Stainless Steel**

- To maintain the original bright and clean appearance, accumulation of deposit from the atmosphere must be prevented.
- Frequent careful washing with soap and water or an approved detergent solution will maintain appearance indefinitely.
- Avoid the use of abrasives and steel wool. Accumulated dirt may be removed by the use of nylon web pad.

- **Bronze Finishes**

- Bright bronze must be kept free from dust during the process of toning down, so that the atmosphere may act on it evenly until the required colour is obtained. This action must then be checked and the surface preserved by building up on it (by frequent applications of wax polish) a coating of hard wax, impervious to moisture and easily polished.
- Chemically toned bronze requires the action of the atmosphere for a short time after fixing to "see" it to its permanent shade, during which it should be kept free from dust by occasionally cleaning with a little petrol. After which the surface should be protected in the same way as natural toned bronze.

N.B. – The usual kinds of metal polish, and oil such as paraffin, should on no account be used. An approved natural wax may be used. Apply with a cloth pad and allow to dry. When thoroughly dry buff to a brilliant finish.

- **Aluminium**

- Thoroughly wash down with water containing non-alkaline soap or detergent and dry thoroughly with clean cloth. Accumulated dirt may be removed by the use of nylon pad. Occasional application of a wax polish may preserve an attractive appearance.

N.B. – Avoid the use of abrasive and steel wool.

- **Chrome Finishes**

- Chrome finishes rarely require anything more than a rub down with a soft cloth, but to prevent pitting such finishes may be cleaned once a month with chrome cleaners.

## 10.2 **Windows and blinds**

- Blinds in offices to be deep cleaned twice a year;
- High windows to be cleaned four times a year;
- Window sills must be wiped clean of all dust daily;
- Window handles must be cleaned and polished with metallic polish once monthly;
- All ground and eye level windows (inside and outside) must be cleaned once monthly.

## 10.3 **Doors**

- All revolving / entrance glass doors must be cleaned daily;
- Office doors must be wiped clean of dust and dirt weekly;
- Door handles to be dusted and cleaned weekly.

## 10.4 **Walls and surfaces**

- Walls and surfaces must be wiped clean of all marks and dirt with a clean damp cloth, daily;
- High dusting of walls and corners to be done weekly;

- Low walls must be wiped off weekly;
- Washing of walls monthly using SABS approved cleaning detergents;
- Damp cleaning of doors, door frames and cupboard doors weekly.

#### 10.5 **Restrooms and ablution facilities:**

- Restrooms and ablution facility floors must be cleaned daily;
- Walls and wall tiles cleaning of weekly
- Daily cleaning and disinfection of all toilets, urinals, basins and drains;
- Cleaning of restroom door handles, taps, and equipment must be done weekly;
- Mirrors must be cleaned weekly to a clear and shiny finish.

#### 10.6 **Equipment and appliances**

- Cleaning and disinfection of domestic appliances with SABS approved cleaning materials daily.

#### 10.7 **Workstations**

- Tables must be wiped clean twice weekly with clean damp cloth;
- Office machinery and utilities (telephones, photocopier machine, desktop, laptop etc.) must be dusted and wiped clean twice weekly

#### 10.8 **Upholstery (suites, chairs, couches etc.)**

- Deep cleaning of upholstered furniture quarterly.

#### 10.9 **Cleaning scope and schedule**

- Water/detergent solutions must be changed frequently and cleaning must be done with clean water solution.
- Soil must be removed from the equipment by scraping the surfaces or soft rubbing depending on surface type, and swept off prior to application of water solution.

| Area   | Cleaning function   | Frequency                                    |
|--|---|--|
| <b>Offices, workstations, boardrooms and entertainment areas</b>                       |   |  |
| Office equipment, Photocopier Machines, Printers , Phones, handsets, computers/Laptops | Dust all equipment with microfiber cloth<br>Wipe clean with clean damp cloth                              | Twice weekly<br>Twice weekly                 |
| Desk, tables, chairs   | Dust clean with microfiber cloth<br>Wipe clean with clean damp cloth<br>Polish with furniture/wood polish | Twice weekly<br>Twice weekly<br>Twice weekly |
| Waste bins   | Empty bins in morning and afternoon<br>Wipe bins clean<br>Disinfect with liquid disinfectant              | Twice daily<br>Daily<br>Daily                |
| Floors   | <Clean according to floor type>   | Daily  |
| <b>Kitchen</b>   |   |  |
| Appliances and kitchen equipment   | Wash with liquid soap solution and wipe clean<br>Wipe clean   | Twice weekly<br>Daily                        |
| Kitchen sink   | Wash with liquid soap solution and wipe clean<br>Disinfect with liquid disinfectant                       | Daily<br>Daily                               |
| Floors   | <Clean according to floor type>   | Daily  |
| Light fitting and switches   | Wipe clean with damp cloth  | Twice weekly                                 |
| Furniture  | Wipe clean with damp cloth<br>Polish  | Twice weekly<br>Twice weekly                 |
| Cupboards and counters   | Wipe clean with damp cloth<br>Polish with furniture/wood polish   | Twice weekly<br>Weekly                       |

|  |  |                              |
|--|--|------------------------------|
| The cleaning of will take place at specific intervals during the day   |  |                              |
| Tea cups and utensils  | Wash with warm water and liquid dishwasher<br>Rinse and dry  | Twice daily                  |
| <b>Rest rooms and ablution facilities</b>  |  |                              |
| Ablutions must be cleaned fully once a day (in the morning) and spot cleaned in the afternoon. In a reception area or in high traffic areas ablutions must be fully cleaned twice daily. |  |                              |
| Toilet bowls   | Wash the inside with soapy solution and toilet brush<br>Wipe clean with clean damp cloth<br>Sanitize       | Twice daily                  |
| Urinals  | Wash the inside with soapy solution and brush<br>Wipe clean with clean damp cloth<br>Sanitize              | Twice daily                  |
| Hand basins  | Wash with soapy solution and cloth<br>Wipe clean with clean damp cloth<br>Sanitize                         | Twice daily                  |
| Taps   | Wash with soapy solution and cloth<br>Wipe clean with clean damp cloth<br>Sanitize                         |                              |
| Mirrors  | Wipe clean with damp cloth and window cleaner<br>dry with dry cloth<br>Shine with cloth and window cleaner | Daily                        |
| Floors   | <Clean according to floor type>  | Daily                        |
| Walls and wall tiles   | Wipe with damp cloth<br>Disinfect<br>Spot clean  | Daily<br><br>When required   |
| Doors, door frames and handles   | Spot clean<br>Wipe with damp cloth and polish  | When required<br>Weekly      |
| Vanity tops  | Clean with cloth and soapy solution<br>Sanitise  | Daily                        |
| Toilet equipment (paper dispensers, SHE<br>Bins, waste bins, etc.)   | Clean and wipe with damp cloth and disinfectant solution<br>Disinfect                                      | Weekly<br>Weekly             |
| <b>Common rooms and areas (reception areas, entrance hall)</b>   |  |                              |
| Furniture  | Dust<br>Polish with furniture/wood polish<br>Steam clean   | Daily<br>Weekly<br>Quarterly |
| Upholstery   | Dust<br>Steam cleaning   | Daily<br>Quarterly           |
| <b>Stairwells and landings</b>   |  |                              |
| Handrails and fittings   | Wipe clean with damp cloth sanitize  | Weekly                       |
| Floors   | Sweep clean of soil and dust<br>Mop according to floor type  | Twice weekly                 |
| <b>Walkways and corridors</b>  |  |                              |
| Skirting tiles and boards  | Wipe with semi dry cloth   | Weekly                       |
| <b>Corridors and walkways</b>  |  |                              |
| Floor area and skirting  | Sweep and dust<br>Damp mop and buff  | Daily<br>Weekly              |
| Walls  | Spot clean   | Daily                        |
| <b>Lifts</b>   |  |                              |
| Floors   | Remove refuse and litter   | Daily                        |



|                      |                                       |        |
|----------------------|---------------------------------------|--------|
|                      | Damp clean                            | Weekly |
| Doors                | Wipe clean with disinfectant solution | Weekly |
| <b>External area</b> |                                       |        |
| Parking area         | Remove refuse and litter              | Daily  |
| Main entrance        | Damp mop                              | Weekly |
|                      | Polish                                | Weekly |

Common facilities and amenities that require cleaning function:

| Facility/amenity  | Cleaning function   | Frequency                            |
|---|---|--------------------------------------|
| <b>Waste bins</b>   |   |                                      |
| All waste bins  | Empty<br>Wipe clean<br>Disinfect  | Twice daily<br>Daily                 |
| <b>Blinds</b>   |   |                                      |
| Blinds  | Dust clean<br>Damp wipe<br>Vacuum   | Weekly<br>Weekly<br>Twice yearly     |
| <b>Curtains</b>   |   |                                      |
| Curtain   | Dust and fluff dust off   | Weekly                               |
| Curtain rail  | Dust clean<br>Wipe with damp cloth  | Monthly                              |
| <b>Windows</b>  |   |                                      |
| Interior windows  | Wipe clean with damp cloth and window cleaner<br>Dry and shine<br>Wash thoroughly | Weekly<br><br>Quarterly              |
| Exterior windows  | Wash thoroughly   | Quarterly                            |
| Window sills  | Dust clean<br>Wipe with damp cloth<br>Polish                                      | Weekly                               |
| Window burglar proofing   | Dust clean<br>Wipe with damp cloth  | Weekly<br>Weekly                     |
| <b>Doors</b>  |   |                                      |
| Burglar gates   | Dust clean<br>Wipe with damp cloth  | Weekly<br>Weekly                     |
| Door handles  | Wipe with damp cloth<br>Polish  | Weekly<br>Weekly                     |
| Glass doors   | Wipe clean with damp cloth and window cleaner<br>Dry and shine                    | Weekly                               |
| <b>Carpets</b>  |   |                                      |
| Fitted carpets  | Vacuum/dry cleaning<br>Spot clean<br>Steam clean                                  | Weekly<br>When required<br>Quarterly |
| Loose mats  | Vacuum<br>Spot clean<br>Steam clean   | Weekly<br>When required<br>Quarterly |
| <b>High and low surfaces</b>  |   |                                      |
| Necessary safety precautions must be exercised when cleaning high lying areas |   |                                      |
| High ledges/shelves   | Dust clean<br>Clean with semi dry cloth where required                            | Once monthly                         |

|                             |  |                                      |
|-----------------------------|--|--------------------------------------|
| Low ledges, skirting boards | Dust clean<br>Clean with semi dry cloth where required | Weekly<br>Weekly                     |
| <b>Walls</b>                |  |                                      |
| All walls                   | Wash<br>Spot clean<br>Clean with damp cloth            | Quarterly<br>When required<br>Weekly |
| <b>Pot plant holder</b>     |  |                                      |
| Pot plant holders           | Spot clean   | Weekly                               |

#### 10.10 **Carpet shampooing/Dry cleansing to be done quarterly**

- (i) **Rotary brush method** – Dry vacuum the area first, then shampoo carpeting carefully with a good quality appropriately diluted liquid shampoo & to comply with the manufacturer’s instructions for operating the rotary machine. Use wet vacuum immediately to remove excessive water and slurry. After shampooing brush the carpet pile in the direction with a carpet pile brush and warn users not to walk on the carpet until it is completely dry. As a final operation, dry vacuum on the following day to remove any loose fluff and lint loosened by the refinishing process.
- (ii) **Dry foam method** – Use a pile-lifting machine to run over the area first. A fully automatic dry-foam machine which converts the liquid shampoo & into a foaming fluffy solution will be operated (i) lay the fluffy solution, (ii) scrub with brushes in one pass and in one direction and immediately suck up the slurry.
- (iii) **Steam extraction method** – Use a fully automatic steam machine to jet heated solution of appropriately mixed water and shampoo into the carpet under pressure in one pass and in one direction and remove all loosened dirt instantly by simultaneous vacuum action.

**N.B.** – Before cleaning carpets with any of the above methods, it is essential to clear the room of all light furniture and scrub a small area to check for colourfastness and backing wetness. Only skilled operators are allowed to carry out such carpet shampooing and great care must be taken to prevent shrinkage and over-wetting. A second pass may be necessary in heavily soiled areas.

#### 10.11 **Strip and seal**

10.11.1 Strip and seal should be done twice a year for vinyl and stone/ceramic floors.

### **SPECIFICATION FOR THE PROVISION OF GARDENING, GRASS CUTTING AND WEED CONTROL SERVICES FOR A PERIOD OF 24 MONTHS**

#### **Areas to Be Serviced and Duties**

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

#### **Garden Service**

- Cutting of lawn areas to fair finish and trimming of edges weekly Weekly
- Cutting of lawn areas to fair finish and trimming of edges weekly Weekly
- Cultivating, digging and pruning of flowerbeds weekly Weekly
- Removal of all dead flowers and pruning of trees as required by the

- Project Manager from time to time As required
- Provide seasonal flowers Seasonally
- Trim branches and shrubs Weekly
- Clear of weeds on site’s where there is no grass Daily
- Trim branches, shrubs and cut grass by the fence Daily
- Remove all grass, branches and rubble from site Daily
- Every porch entrance must be swept, as well as the paving and tarred road in front of the buildings Daily
- No grass to be left on premises As required
- Sweep and remove soil and/or leaves on entrances and exterior areas Daily
- Tree felling & trimming at the depot to be conducted safely by using a trained team and Safety precautions to be followed e.g. height management, machinery and etc. (Supplier to supply their own equipment to perform this job) As required
- Personnel must be able to operate the borehole system i.e monitor and report to the Facilities Manager if it broken Weekly

**1. Introduction**

Services of a reputable service provider is required for the provision of garden and weed control service at India Depot Transnet Freight Rail premises.

The Appointed service provider shall have experience in the pest control industry with unquestionable track record provided by past and current clients reference

**2. Scope of work**

- The garden service shall include, but not limited to activities such as digging, raking, mowing, spreading, watering, trimming hedges, weed control, felling or removing trees or other vegetation or planting under supervision.
- Services shall be provided for a period of 2 years including all the services
- The Service Provider must in all respects comply with applicable laws and regulations, including, all applicable health and safety regulations, standards and procedures
- The Contractor shall comply with all laws relating to wages and conditions generally governing the employment of labour

**3. Personnel requirements**

- The average staff compliment is an indicative number and represents the minimum staff requirement based on historic service level requirements.
- Personnel must be well trained and proficient in the service.

**Table A Personnel requirements**

|             |            |
|-------------|------------|
| Total staff | 1 gardener |
|-------------|------------|

**4. Supervision**

- Quality Control will be done by client on site (sign off of job cards) on a weekly basis
- The supplier shall be responsible for the efficient performance of the contract and for the good conduct of his

employees whenever they carry out cleaning in the buildings

- TFR REM reserves the right to monitor the clock-in time and clock-out time of the suppliers employees as well as to give working instructions directly to the suppliers employees if deemed fit (within the specifications)

## 5. Equipment

The Contractor shall provide all necessary machinery, tools and materials for the proper execution of the work. Such machinery and materials shall be of a high standard, appropriately maintained and suitable for use in and around the premises

- All gardening chemicals and equipment e.g. spades/shovels, rakes, ect
- Necessary sign boards e.g. Caution tree felling, etc.
- Contractor to conform with all Safety Requirements including Safety, Health, Environment (SHE) Induction for Contractors as specified by Transnet Freight Rail (copy enclosed)
- All gardening chemicals and Machinery to be supplied by cleaning company and clearly marked by the contractor  
Consumables e.g. cleaning chemicals be an acceptable standard meaning SABS Approved or Equivalent

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

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

## 6. Protective Clothing

Personnel shall be sufficiently equipped with relevant protective clothing (cloves, boots, overall such clothing at all times while performing their duties

## 7. Consumables

The contractor shall provide chemicals/materials which are not harmful to either persons or the environment.

The Service Provider shall provide and make use of materials and chemicals which supports the preservation of the environment, are not harmful to either persons or the environment.

- Material/chemicals must comply with all applicable legislation and other applicable regulation
- Materials and chemical products may be subject to Transnet prior approval, and samples may be requested from shortlisted bidders when appropriate during the tender process.
- The contractor shall submit a Material safety data sheet of chemicals the supplier proposes to use
- All chemical weed killers (herbicides) must be expertly applied and with care
- Only non-poisonous SABS approved chemicals are to be used

## 8. Staff Requirements/Working Hours

- The supplier shall be available to clean all offices from 07:00 to 16H00.
- This should be done within the legal framework of housekeeping: Act 85 and Act 16

## 9. Site Books

- A site instruction book shall be provided by the Supplier, such book shall have numbered sheets for receiving and recording instructions by the Technical Officer and shall be clearly marked "Site Instruction Book".
- Only persons authorized in writing by the Technical Officer or Supplier may make entries in the Site Book.
- On completion of the contract the Site Book/Site Books shall be returned to the Technical Officer managing the contract on behalf of TFR REM.

## 8. Pesticides application

- These methods of pesticide application are preferred and shall be used for control the outbreak of garden pests.
- Direct spray application: specifically targeting the pest to avoid contact with non-target plants.
- Foliar application: directing pesticides to leafy portion of the plant
- Wiper treatment: release pesticide onto a device that is wiped onto weeds taller than the crop, or wiped selectively onto individual weeds in an ornamental planting bed
- Spot treatment: application to small distinct areas
- Tree injection: application onto the bark of a tree

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## 9. Legal review

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business.

## 10. Security clearance

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

## 11. National Treasury's Central Supplier Database

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Transnet is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a Respondent who has failed to register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>. Respondents are required to provide the following to Transnet in order to enable it to verify information on the CSD:

Supplier Number: \_\_\_\_\_ unique registration reference number: \_\_\_\_\_.

## 11. Tax Compliance

Regulation 14 of the Preferential Procurement Regulations, 2011 issued in terms of the Preferential Procurement Policy Framework Act (PPPFA) states that no tender may be awarded to any person whose tax matters have not been declared by the South African Revenue Services (SARS) to be in order.

- a. New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorize any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to Transnet in order to enable it to verify their tax compliance status:

Tax reference number: \_\_\_\_\_

Tax Clearance Certificate & TCC Number: \_\_\_\_\_ and PIN: \_\_\_\_\_.

b. Tax Compliance Requirements for Foreign Entities

Tax compliance requirements are not applicable to foreign bidders/individuals with no South African tax obligations. Where foreign bidders seek to be exempted from the requirement to submit a tax clearance certificate / tax clearance PIN issued by SARS, such entities are required to complete a sworn affidavit on their tax obligation categorization. The affidavit must confirm an answer of "No" to **all** questions below in order for a Respondent to be regarded as being exempt from submitting a tax clearance certificate or tax clearance PIN:

- a) Is the entity a tax resident of the Republic of South Africa (RSA)?
- b) Does the entity have a branch/locally registered entity in the RSA?
- c) Does the entity have a permanent establishment in the RSA?
- d) Does the entity have any source of income (income is defined as per the Income Tax Act 58 of 1962 as the amount remaining of the gross income of any person for any year or period of assessment after deducting therefrom any amounts exempt from normal tax under Part I of Chapter II of the Act) in the RSA in the current tax year?
- e) Is the entity liable in the RSA for any form of taxation in the current tax year?

If a Respondent's answers to any one (or more) of the questions above changes to a "Yes" at any time during the bid process and/or after award of the contract (should a particular Respondent be successful), then the Respondent undertakes to comply with its tax obligations and to report to Transnet accordingly with either a tax clearance certificate / tax clearance PIN issued by SARS.

## 12. Protection of Personal Data

In responding to this bid, Transnet acknowledges that it may obtain and have access to personal data of the Respondents. Transnet agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, Transnet requires Respondents to process any personal information disclosed by Transnet in the bidding process in the same manner. The detailed mutual duties of Transnet and the Respondents to protect personal information is contained in paragraph 37 of the General Bid Conditions.

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

**TIP-OFFS ANONYMOUS: 0800 003 056**

RFQ for the Provision of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot For the Period Of Twenty Four (24) Months

Returnable Document

**RFQ FOR THE PROVISION OF CLEANING, GARDENING, GRASS CUTTING AND WEED CONTROL SERVICES AT INDIA DEPOT FOR THE PERIOD OF TWENTY FOUR (24) MONTHS**

**CLOSING VENUE: Inyanda House 1, Ground Floor Tender Box, 21 Wellington Rd, Parktown, JOHANNESBURG**

**CLOSING DATE & TIME: 23 March 2017, 10:00 am**

**VALIDITY PERIOD: 03 August 2017**

## SECTION 2

### EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

#### 1 Evaluation Criteria

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

| Criterion/Criteria   | Explanation  |
|--|--|
| <b>Administrative responsiveness</b>                             | Completeness of response and returnable documents <ul style="list-style-type: none"> <li>• Valid Letter of Good Standing from the Department of Labour</li> <li>• Registration with National Treasury Central Supplier Database</li> <li>• Valid B-BBEE Certificate /Sworn Affidavit</li> </ul>  |
| <b>Substantive responsiveness</b>                                | Prequalification criteria, if any, must be met and <ul style="list-style-type: none"> <li>• Compliance to specifications and bill of quantity declaration ( clause by clause) – Annexure A</li> <li>• Salary Schedule indicating labour regulated Monthly Salary per Gardener and Cleaner – Annexure B</li> <li>• Valid Weed control certificate from the Department of Agriculture, Forestry and Fisheries</li> <li>• Pricing Schedule submission and all items on pricing schedule priced (Section 3)</li> <li>• Completion of SHE Management questionnaire and submission of supporting documents – Annexure C</li> </ul> |
| <b>Functionality Threshold</b>                                   | As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that functionality is included as a threshold with a prescribed percentage threshold of <b>80%</b> .<br><br><b>Transnet reserves the right to lower the Technical threshold to 60%, should all bidders not qualify.</b> <ul style="list-style-type: none"> <li>• Bidder's Experience <span style="float: right;"><b>50%</b></span></li> <li>• Service Implementation Plan <span style="float: right;"><b>50%</b></span></li> </ul>   |
| <b>Final weighted evaluation based on 80/20 preference point</b> | <ul style="list-style-type: none"> <li>• Pricing and price basis [firm]</li> <li>• 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 indicated in Annexure A: B-BBEE Claim Form.</li> </ul>  |

Respondent's Signature

Date & Company Stamp

RFQ for the Provision of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot For the Period Of Twenty Four (24) Months

**Returnable Document**

**2 Validity Period**

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

Bidders are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

With regard to the validity period of short-listed bidders, please refer to Section 1, paragraph 9.

**This RFQ is valid until 03 August 2017.**

**3 Disclosure of Prices Quoted**

Respondents are to note that, on award of business, Transnet is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), as required per National Treasury Instruction Note 01 of 2015/2016.

**4 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

| <b>Mandatory Returnable Documents</b>  | <b>Submitted<br/>[Yes or No]</b> |
|--|----------------------------------|
| - SECTION 3 : Pricing Schedule submission and all items on pricing schedule priced                 |                                  |
| - Compliance to Specifications and bill of quantity Declaration –Annexure A                        |                                  |
| - Salary Schedule Indicating Labour Regulated Monthly Salary per Gardener and Cleaner – Annexure B |                                  |
| - Valid Weed Control Certificate from the Department of Agriculture, Forestry and Fisheries        |                                  |
| - Completion of SHE Management questionnaire and submission of supporting documents – Annexure C   |                                  |

b) **Essential Returnable Documents**

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

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp



RFQ for the Provision of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot For the Period Of Twenty Four (24) Months

Returnable Document

**Essential Returnable Documents required for evaluation purposes:**

***Failure to provide all Essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.***

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

| <b>ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING</b>           | <b>SUBMITTED<br/>[Yes or No]</b> |
|--|----------------------------------|
| - Reference Letter/s from Bidder's Current and Previous Client/s |                                  |
| - Gardening and Cleaning Service Programme                       |                                  |
| - CV of Gardener/s and Cleaner/s                                 |                                  |
| - Documented Gardening and Cleaning Service Implementation Plan  |                                  |

**Other Essential Returnable Documents:**

***Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.***

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below:

| <b>OTHER ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b>  | <b>SUBMITTED<br/>[Yes or No]</b> |
|--|----------------------------------|
| - 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 7 : Certificate of attendance of compulsory Site RFQ Briefing  |                                  |
| - Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system<br>[Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party] |                                  |
| - Standard Terms and Conditions for Supply of Goods and Services   |                                  |
| - SECTION 4: Certificate of Acquaintance with RFQ Documents  |                                  |
| - SECTION 5: RFQ Declaration and Breach of Law Form  |                                  |
| - SECTION 6: B-BBEE Preference Claim Form  |                                  |
| - Valid and original (or a certified copy) proof of Respondent's compliance to B-BBEE requirements stipulated in Section 6 of this RFQ:  |                                  |
| - Proof of Registration with National Treasury Central Supplier Database   |                                  |
| - Valid Letter of good standing from the department of labour  |                                  |

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

RFQ for the Provision of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot For the Period Of Twenty Four (24) Months

Returnable Document

**Technical Evaluation: Minimum Threshold 80 % for Technical Criteria, Transnet reserves the right to Lower the Technical threshold to 60 %.**

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

| Technical Criteria   | 100 % Weightings  |
|--|-------------------|
| <p><b>1. Bidder's Experience</b></p> <p>1.1 Bidder number of years in service</p> <p>1.1.1 The bidder's previous relevant experience in the provision of cleaning and gardening service in a single or multiple contracts at commercial, public or industrial establishments.<br/>Bidder must provide Reference letter/s from reputable current and previous client/s. Letter/s must be on client company's letterhead and signed; and shall contain detail on (i) the type of service provided (ii) duration of the contract (iii) satisfaction with the service provided and (iv) detail of reference contact person<br/><b>Provide a minimum of three references but not limited to</b></p>   | <p><b>50%</b></p> |
| <p><b>3. Service implementation plan</b></p> <p>Provide documented Cleaning and Gardening Service Implementation plan that fully addresses listed requirements:</p> <p>(i) Customer service<br/>(ii) Measures to ensure continued service<br/>(iii) Employment and labour relations matters<br/>(iv) Training plan</p> <p>3.1 Documented Service Implementation Plan that addresses requirements a,b,c and d</p> <p>3.1.1</p> <p><b>(a)</b> Customer service includes but not limited to:<br/>(i) allocation of Customer Service Manager/Site Manager<br/>(ii) communication and escalation process<br/>(iii) measurement of service quality and customer satisfaction<br/>(iv) response to emergencies<br/>(v) recording system</p> <p><b>(b)</b> Measures to ensure service continuity includes but not limited to:<br/>(i) induction programme<br/>(ii) cleaning and gardening process and intervals<br/>(iii) register of cleaning and gardening service<br/>(iv) sourcing of consumables, machinery &amp; equipment and timelines<br/>(v) maintenance and repairs of machinery &amp; equipment in service</p> <p><b>(c)</b> Employment and labour relations includes but not limited to:<br/>(i) employment process and management of employment<br/>(ii) remuneration and wage management<br/>(iii) management of absenteeism, misconduct, Insubordination and disciplinary process.</p> | <p><b>50%</b></p> |

Respondent's Signature

Date & Company Stamp

RFQ for the Provision of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot For the Period Of Twenty Four (24) Months

## Returnable Document

| Technical Criteria  | 100 % Weightings |
|---|------------------|
| (iv) labour disputes<br>(v) employee retention plan, resignations and constructive dismissal<br>(vi) record keeping<br><br><b>(d)</b> Training plan includes formal and on the job training on but not limited to:<br>(i) Occupational Health & Safety<br>(ii) cleaning and gardening processes<br>(iii) hygiene and housekeeping<br>(iv) supervisory skills and management |                  |
| <b>Total Weighting:</b>   | <b>100%</b>      |
| <b>Minimum qualifying score required:</b>   | <b>80%</b>       |

***The minimum threshold for technical/functionality must be met or exceeded for a Respondent's Proposal to progress to final evaluation stage.***

## 5 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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 Respondent's Signature

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 Date & Company Stamp

RFQ for the Provision of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot For the Period Of Twenty Four (24) Months

Returnable Document

**SECTION 3**  
**QUOTATION FORM AND CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENT**

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.

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

### 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 (CLEANING) | FREQUENCY (GARDENING) | PRICE PER ASSET PER MONTH FOR YEAR 1 | PRICE PER ASSET PER MONTH FOR YEAR 2 | TOTAL PRICE FOR THE PERIOD OF 24 MONTHS |
|---|-----------|--------------|---------------|----------------------|-----------------------|--------------------------------------|--------------------------------------|---|
| Operation   | 02YG089J  | Signal cabin | 60            | Daily                | Daily                 |                                      |                                      |   |
| <b>NUMBER OF EMPLOYEES : 1 CLEANER AND 1 GARDENER</b> |           |              |               |                      |                       |                                      |                                      |   |

#### CLEANING REQUIRED 24/7

|          |           |
|----------|-----------|
| 02YG089J | 2x Shifts |
|----------|-----------|

For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**1. Total Price for Cleaning & Gardening Assets Year one (01)**

R \_\_\_\_\_

**2. Total Price for Employee Salaries, Consumables, Equipment, Chemicals, Uniforms, Safety Clothing, Training, Admin & Other Costs for Year (01)**

R \_\_\_\_\_

**3. Total Price for Cleaning & Gardening Assets Year two (02)**

R \_\_\_\_\_

**4. Total Price for Employee Salaries, Consumables, Equipment, Chemicals, Uniforms, Safety Clothing, Training, Admin & Other Costs for Year (02)**

R \_\_\_\_\_

**5. GRAND TOTAL FOR CLEANING & GARDENING ASSETS, EMPLOYEE SALARIES, CONSUMABLES, EQUIPMENT, CHEMICALS, UNIFORMS, SAFETY CLOTHING, TRAINING, ADMIN & OTHER COSTS FOR THE PERIOD OF TWO YEARS (24 MONTHS INCLUDING ESCALATION AND *EXCLUDING VAT* (Total tender Amount)**

R \_\_\_\_\_

**6. GRAND TOTAL FOR CLEANING & GARDENING ASSETS, EMPLOYEE SALARIES, CONSUMABLES, EQUIPMENT, CHEMICALS, UNIFORMS, SAFETY CLOTHING, TRAINING, ADMIN & OTHER COSTS FOR THE PERIOD OF TWO YEARS (24 MONTHS INCLUDING ESCALATION AND *INCLUDING VAT* (Total tender Amount)**

R \_\_\_\_\_



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**Delivery Lead-Time from date of purchase order:** \_\_\_\_\_ **[days/weeks]**

**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.
- c) 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.



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**SECTION 4**

**CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS**

**By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFQ. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Transnet 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 in calculating tendered prices or any other purpose:**

|  |   |
|--|---|
| 1.   | Transnet’s General Bid Conditions*  |
| 2.   | Standard RFQ Terms and Conditions for the supply of Goods or Services to Transnet   |
| 3.   | Transnet’s Supplier Integrity Pact*   |
| 4.   | Non-disclosure Agreement*   |
| 5.   | Vendor Application Form* and all supporting documents (first time vendors only). Alternatively, for all existing vendors, please complete the table below under the heading “Existing vendors”. |
| <b>Respondents are to note that the documents marked with a “*” are available on request or at the Transnet website (<a href="http://www.transnet.net">www.transnet.net</a>). Please click on “Business with Us”, proceed to the tab “Tenders” and then click on “Standard Bid Documents”.</b> |   |

Existing vendors: existing vendors are required to confirm whether all the information (e.g. company address, contact details, banking details, etc.) relating to the existing vendor number is still correct at the time of submission of this bid or update their information in the table below:

| <b>Transnet Operating Division [e.g. TFR, TE, etc.]</b> | <b>Vendor Number</b> | <b>Information still current [tick if applicable]</b> | <b>Information change [indicate detail of change/s &amp; attach appropriate proof]</b> |
|---|----------------------|---|--|
|   |                      |   |  |
|   |                      |   |  |

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted bid. Any such submission shall be subject to review by Transnet’s Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFQ was unclear but in respect of which he/she failed to obtain clarity.





For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFQ documents included in the RFQ as a returnable document, is found not to be true and complete in every respect.

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: \_\_\_\_\_



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

## 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:



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

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

ADDRESS:

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Indicate nature of relationship with Transnet:

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*[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:

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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.



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_  
20\_\_

|   |  |
|---|--|
| For and on behalf of<br>_____<br>duly authorised hereto | AS WITNESS:                              |
| Name:   | Name:                                    |
| Position:   | Position:                                |
| Signature:  | Signature:                               |
| Date:   | Registration No of Company/CC<br>_____   |
| Place:  | Registration Name of Company/CC<br>_____ |



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

## SECTION 6

### B-BBEE PREFERENCE POINTS CLAIM FORM

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to be below R1 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

|  | POINTS     |
|--|------------|
| <b>PRICE</b>   | <b>80</b>  |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>               | <b>20</b>  |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

1.5 **Failure on the part of a bidder to 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 a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership or more together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution **are not claimed**.

1.6 The purchaser 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 the purchaser.

#### 2. DEFINITIONS

- (a) "**all applicable taxes**" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level 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;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"CIPC"** means the Companies and Intellectual Property Commission, formerly known as CIPRO, the Companies and Intellectual Property Registration Office.
- (g) **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (h) **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (i) **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- (j) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) **"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 or 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;
- (l) **"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;
- (m) **"non-firm prices"** means all prices other than "firm" prices;
- (n) **"person"** includes a juristic person;
- (o) **"QSE"** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (p) **"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;
- (q) **"sub-contract"** means the primary contractor's assigning, leasing, 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;
- (r) **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- (s) **“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
- (t) **“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 will be awarded the contract.
- 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 must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one 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 must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P<sub>s</sub> = Points scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative price of bid under consideration
- P<sub>min</sub> = Comparative price of lowest acceptable bid

### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of Points<br/>[Maximum 20]</b> |
|---|--|
| 1   | 20                                       |
| 2   | 18                                       |
| 3   | 16                                       |
| 4   | 12                                       |
| 5   | 8  |
| 6   | 6  |
| 7   | 4  |
| 8   | 2  |
| Non-compliant contributor                 | 0  |

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act **must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.** Furthermore EMEs may also obtain a sworn affidavit from CIPC (formerly CIPRO) Self Service Terminals when registering a business or filing annual returns. In these instances Transnet would require proof of turnover as well as proof of ownership. Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at [www.dti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.dti.gov.za/economic_empowerment/bee_codes.jsp).
- 5.3 **QSEs that are at least 51% Black owned or higher 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.
- 5.4 A Bidder other than EME or a QSE that is at least 51% Black owned 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.
- 5.5 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.6 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.
- 5.7 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.8 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 sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.9 A person awarded a contract may not sub-contract more than 25% 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





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concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

5.10 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder’s responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

7.1 B-BBEE Status Level of Contribution: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 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.

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

**9.4 TYPE OF COMPANY/ FIRM**

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



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

- (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

9.6 **COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) 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, the purchaser 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, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.



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WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**SECTION 7:**

**CERTIFICATE OF ATTENDANCE OF COMPULSORY SITE MEETING**

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

Venue : **Lambert Street, India Control Station, Germiston**  
Time : **08:00 AM**  
Date : **13 March 2017**

**ATTENDANCE CERTIFICATE**

This is to certify that .....  
Representative(s) of..... *[Name of entity]*  
Have/has attended the site meeting / RFQ briefing in respect of the proposed Goods to be supplied in terms of this RFQ.

\_\_\_\_\_  
TRANSNET'S REPRESENTATIVE

\_\_\_\_\_  
RESPONDENT'S REPRESENTATIVE

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**VERY IMPORTANT**

**BIDDERS WHO DID NOT ATTEND COMPULSORY BRIEFING SESSION WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS.**



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**ANNEXURE A**

**COMPLIANCE TO SPECIFICATION CLAUSE BY CLAUSE DECLARATION**

PROVISION FOR: CLEANING, GARDENING, GRASS CUTTING AND WEED CONTROL SERVICES AT INDIA DEPOT FOR THE PERIOD OF 24 MONTHS

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

BIDDERS ARE TO REFER TO SPECIFICATIONS FOR CLEANING, GARDENING, GRASS CUTTING AND WEED CONTROL SERVICES AT INDIA DEPOT FOR FULL DETAILED DESCRIPTION OF ITEMS  
(PAGE 6-20)

**FAILURE TO FULLY COMPLETE OR COMPLY WILL BE REGARDED AS NON-COMPLIANCE.**

| <b>Compliance to specification requirements</b>  | <b>Comply</b> | <b>Not comply</b> | <b>Remarks</b> |
|--|---------------|-------------------|----------------|
| 1.1 Compliance to statutory labour requirements  |               |                   |                |
| The service provider must, during the course of the contract period, comply with all labour statutory requirements e.g. UIF, COIDA, etc.   |               |                   |                |
| Bidder must provide wage breakdown of cleaner and supervisory personnel which must be compliant to statutory minimum wage requirements. Refer to <i>Annexure X Contract Garden Minimum Wage Calculation</i>  |               |                   |                |
| 1.2 Compliance to Occupational Health and Safety   |               |                   |                |
| The appointed service provider must comply with all OHS Act requirements relevant to the contract services offered.  |               |                   |                |
| Bidder is required to provide a comprehensive Health and Safety file that addresses requirements as per <i>&lt;refer clause in the specification&gt;</i> Occupational Health and Safety of the specification |               |                   |                |
| 1.3 Uniform & Personnel Protective Equipment (PPE)   |               |                   |                |
| The appointed service provider shall ensure provision of adequate PPE that is compliant to all regulatory requirements related to the service.   |               |                   |                |
| Shall ensure that all personnel wear acceptable uniform and their appearance befits that of a corporate environment  |               |                   |                |
| The service provider shall ensure that employees are identifiable with name tags (i.e. branded name tags).   |               |                   |                |
| 1.4 Equipment and Consumables  |               |                   |                |



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

|   |  |  |  |
|---|--|--|--|
| The appointed service provider shall provide all the necessary resources and tools (i.e. proper working equipment, biodegradable chemical products) to render quality gardening service   |  |  |  |
| Bidder must provide list and quantity of equipment under their ownership, lease agreement or have access to, required to render gardening service as listed in the tender document.   |  |  |  |
| The appointed service provider must have all equipment, tools and consumables listed in the tender document available at start of the contract to deliver service and such equipment shall be available for total duration of the contract. |  |  |  |
| <b>1.5 Management &amp; personnel requirements</b>  |  |  |  |
| The service provider shall provide all resources; management, supervisory and operational staff to manage and render service.   |  |  |  |
| The management team shall perform responsibilities among others;  |  |  |  |
| .monitor service in accordance to contract and SLA requirements;  |  |  |  |
| .manage staff and their performance   |  |  |  |
| .attend to and resolve any operation and human resource issues (together with Transnet REM where required) without disruption to normal service   |  |  |  |
| .attend quarterly management meetings to discuss all contract related issues.   |  |  |  |
| The service provider shall deploy well trained and skilled staff to the contract  |  |  |  |
| Selected bidder shall assess training needs, identify gaps, update training plan and conduct training as required during course of the contract   |  |  |  |
| The selected service provider shall allocate a Site manager to the contract   |  |  |  |
| The service provider shall deploy the agreed number of personnel to site daily for the total duration of the contract   |  |  |  |
| <b>1.6 Adherence to quality standards</b>   |  |  |  |
| The service provider will be expected to maintain good quality standards and ensure value to Transnet. The service provider shall:  |  |  |  |
| .use only SABS approved equipment and consumables   |  |  |  |
| .use only SABS approved biodegradable chemicals/detergents  |  |  |  |



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

|   |  |  |  |
|---|--|--|--|
| The service provider must within <7 days> of appointment submit Materials Safety Data Sheet (MSDS) for all hazardous and non-hazardous chemical(s) the supplier proposes to use.  |  |  |  |
| The Bidder must use agricultural remedies registered in terms of the Act No.36 of 1947 and labelled by the manufacturer as required by the Act  |  |  |  |
| A Supervisor who is a registered Pest Control Operator with the Department of Agriculture, Forestry and Fisheries must be physically present at all times when agricultural remedies are applied  |  |  |  |
| <b>2. Commitment to contractual requirements and delivery</b>   |  |  |  |
| <b>2.1 Site File</b>  |  |  |  |
| The appointed service provider must compile and provide a Transnet specific Site File which will include all Statutory and Management information/documents such as:  |  |  |  |
| .OHS Policy and Procedures;   |  |  |  |
| .Safe works Procedures;   |  |  |  |
| .Risk Assessments Procedures;   |  |  |  |
| .Insurance documents/details;   |  |  |  |
| .Department of Labour documents e.g. COIDA, UIF and etc.  |  |  |  |
| The service provider will be required to provide a comprehensive site file within 30 days of appointment. The service provider will be required to conduct a site assessment and to update, if required, any of its standard procedures as listed above, to suit any Transnet specific site requirements. |  |  |  |
| <b>2.2 Public Liability</b>   |  |  |  |
| The appointed service provider will be required to have insurance to protect Transnet from liability claims. The Service provider must provide proof of cover within <7 days> of appointment.   |  |  |  |



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**ANNEXURE B**

**Salary schedule-indicating labour regulated Monthly Salary per Gardener and Cleaner**

**(01) Gardener and (01) Cleaner required**

CONTRACT CLEANING MINIMUM WAGE PRICE SCHEDULE FROM NCCA (Effective 1st December 2016 for period ending 30th November 2017)

| #        | ITEM   | DESCRIPTION                      | AMOUNT            |
|----------|--|----------------------------------|-------------------|
| <b>1</b> | <b>Basic monthly wage cost</b>   | Cleaning sectorial determination | <b>R 3 356.62</b> |
|          | Hourly rate  | 40 hours per week                | <b>R 19.38</b>    |
|          | Daily rate   | 8 hrs per day                    | R 155.04          |
|          | Weekly wage cost   | Hourly wage x 40 hours           | R 775.20          |
|          |  |                                  |                   |
| <b>2</b> | <b>Leave provisions</b>  |                                  | <b>R 361.75</b>   |
|          | Annual leave   | 15 days per year                 | R 193.79          |
|          | Sick leave   | 10 days per year                 | R 129.20          |
|          | Family responsibility  | 3 days per year                  | R 38.76           |
|          |  |                                  |                   |
| <b>3</b> | <b>Other: Employer contribution</b>                                      |                                  | <b>R 682.90</b>   |
|          | Provident fund   | 5.25% of monthly wage            | R 176.22          |
|          | Bonus  | 4.33 weeks for a full 12 months  | R 279.72          |
|          | UIF  | 1% of basic monthly wage         | R 33.57           |
|          | COID   | 1.6% of basic monthly wage       | R 53.71           |
|          | NCCA / Union levy fee  | 1.52% per employee per month     | R                 |
|          | Training levy  | SDL = 1% of wage                 | R 33.57           |
|          | Uniform  | R500 per year                    | R 41.67           |
|          | Severance pay  | 1.92%                            | R 64.45           |
|          |  |                                  |                   |
| <b>4</b> | <b>Monthly Labour Cost ( per 1 x cleaner/gardener )</b>                  | <b>A1 + A2 + A3</b>              | <b>R 4 401.27</b> |
|          |  |                                  |                   |
| <b>5</b> | <b>Total monthly labour cost ( per total number of cleaners required</b> | <b>2</b>                         | <b>R 8 802.54</b> |

|   |
|---|
| <p><b>TOTAL LABOUR COST FOR THE CONTRACT PERIOD OF 24 MONTHS</b><br/> (including all required gardeners)<br/> R _____</p> |
|---|





For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

I, \_\_\_\_\_ hereby commit my company to pay my employees according to the above-mentioned salary template.

---

**Signed by:**

---

**Full name and surname**

---

**Capacity**

**IMPORTANCE NOTICE**

- \*Random payslips will be requested from the cleaning personnel once the contract is in place.**
- \*Please include the weekend and public holiday rates where applicable**



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**ANNEXURE C**

**1.1 Tenderer SHE Management System Questionnaire**

This questionnaire forms part of the TFR tender evaluation process. It must be completed by all Tenderer’s and submitted with their tender offer. The tenderer Health and Safety (SHE) Plan must also be submitted. The objective of the questionnaire is to provide an overview of the status of the Tenderer’s SHE management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. The tenderer warrants that the information provided below is accurate and correct. **TFR may verify the accuracy of this information during the physical visit as part of the tender evaluation.**

|   |            |           |
|---|------------|-----------|
|   |            |           |
| The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.  |            |           |
| Company Name:   |            |           |
| Signed:   | Name:      |           |
| Position:   | Date:      |           |
| Tender Description:   |            |           |
| Tender Number:  |            |           |
| <b>Tenderer SHE Management System Questionnaire</b>   | <b>Yes</b> | <b>No</b> |
| <b>1. SHE Policy</b>  |            |           |
| - <b>Is there a written company SHE policy?</b><br><br>- If yes provide a copy of the policy  |            |           |
| <b>2. SHE Management</b>  |            |           |
| - <b>Does the company have an independently audited or accredited SHE Management system e.g NOSA, OHSAS, IRCA System etc</b><br><br>- If yes provide details or copy of accreditation |            |           |
| <b>3. SHE Organogram</b>  |            |           |
| - <b>Is there a company organogram indicating key SHE personnel?</b><br><br>- If yes provide a copy   |            |           |
| <b>4. Letter of good standing with COID</b>   |            |           |
| - <b>Is company registered with the Compensation Commissioner under the COID Act and up to date?</b><br><br>- If yes provide proof of letter of good standing                         |            |           |



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|  |  |  |
|--|--|--|
| <b>5. SHE Cost</b>   |  |  |
| - <b>Has the tenderer made provision for the cost of safety in the tender price?</b><br>If yes provide evidence  |  |  |
| <b>6. Training Records</b>   |  |  |
| - <b>Is a record maintained of all training and induction programs undertaken for employees in your company?</b><br><br>- If yes provide examples of safety training records         |  |  |
| <b>7. Health and Safety Plan (SHE Plan) Are the following arrangements included and adequately addressed in the Health and Safety Plan:</b>  |  |  |
| - <b>Are SHE responsibilities clearly identified for all levels of Management and employees?</b><br><br>- If yes provide details   |  |  |
| - <b>Are Risk Assessments conducted and appropriate techniques used?</b><br><br>- If yes provide details or copy of procedure  |  |  |
| - <b>Are safe operating procedures or specific safety instructions relevant to its operations available?</b><br><br>- If yes provide a summary listing of procedures or instructions |  |  |
| - <b>Description on how health and safety training is conducted in your company:</b><br><br>-If yes provide details  |  |  |
| - <b>Health and safety inspections at worksites undertaken?</b><br><br>-If yes provide details   |  |  |
| - <b>Health and Safety Communication i.e Safety talks, incident recalls?</b><br><br>- If yes provide details   |  |  |
| - <b>Workplace SHE Committee?</b><br><br>- If yes provide details  |  |  |
| - <b>Appointment of SHE Representatives?</b><br><br>- If yes provide details   |  |  |
| - <b>SHE Incident Reporting and Investigation?</b><br><br>- If yes provide details   |  |  |
| - <b>Provision of Personal Protective Equipment (PPE)?</b><br><br>- If yes provide details   |  |  |



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

|   |  |  |
|---|--|--|
|   |  |  |
| - <b>Emergency Planning?</b><br>- If yes provide details  |  |  |
| - <b>Fall Protection?</b><br>- If yes provide details   |  |  |
| - <b>Project Security?</b><br>- If yes provide details  |  |  |
| - <b>Medical Surveillance?</b><br>- If yes provide details  |  |  |
| - <b>Substance abuse policy/procedure/testing?</b><br>- If yes provide details  |  |  |
| - <b>Selection, Procurement and management of Subcontractors?</b><br>- If yes provide details   |  |  |
| - <b>Operational Safety?</b><br>- If yes provide details  |  |  |
| - <b>Is there a system for recording and analysing health and safety performance statistics including injuries and incidents?</b><br>- If yes provide details |  |  |
| <b>8. Health and Safety Violations</b>  |  |  |
| - <b>Has the company been fined or convicted of an occupational health and safety offence?</b><br>- If yes provide details                                    |  |  |

**Safety Performance Report**

**Monthly DIFR for previous months**

| <b>Previous Year</b> | <b>No of Disabling Injuries</b> | <b>Total Number of employees</b> | <b>DIFR calculated over 12 months</b> |
|----------------------|---------------------------------|----------------------------------|---------------------------------------|
| Jan                  |                                 |                                  |                                       |
| Feb                  |                                 |                                  |                                       |
| Mar                  |                                 |                                  |                                       |



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|     |  |  |  |
|-----|--|--|--|
| Apr |  |  |  |
| May |  |  |  |
| Jun |  |  |  |
| Jul |  |  |  |
| Aug |  |  |  |
| Sep |  |  |  |
| Oct |  |  |  |
| Nov |  |  |  |
| Dec |  |  |  |

DIFR = Number of Disabling injuries x 200000 divided by number of manhours worked for the period

=====

Signed

(Tenderer)



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

## **1. Introduction**

- 1.1 This Safety, Health and Environmental (SHE) specification is Transnet Freight Rail (TFR) minimum requirements to be met by Service provider when performing work for or on behalf of TFR. They set out the requirements to be followed by the Principal Contractor and other contractors so that the health and safety of all people's potentially at risk may receive the same priority as other facets of the project.
- 1.2 The service provider shall **develop a SHE plan and prepare a SHE file** based on these requirements, risk assessment as well as all the relevant applicable legislation. The service provider shall remain accountable for the quality and execution of his health and safety programme for his employees. This specification in no way releases the The service provider from compliance with the relevant legislation.

## **2 Purpose**

- 2.1 The purpose of this specification is to ensure that the The Service provider provides and maintains, as far as reasonably practicable a safe working environment for all employees and the public whilst performing work for or on behalf of TFR.
- 2.2 This specification form an integral part of the contract, and the The Service provider shall forward this specification to all subcontractors at the bidding stage so that they can in turn prepare health and safety plans relating to their operations

## **3 Scope and Application**

- 3.1 This specification is applicable to all contractors, suppliers and all activities and processes carried out for or on behalf of Transnet Freight Rail. The Specification defines the strategies to manage Health and Safety and is a compliance document drawn up in terms of the Occupational Health and Safety Act 85 of 1993 and Construction Regulations, February 2014.
- 3.2 This specification shall also apply to any subcontractors as employers in their own right. The Service provider shall furnish the TFR Contract Representative/Technical Officer with full particulars of such subcontractors and shall ensure that they comply with the OHS Act and Regulations and Transnet's safety requirements and procedures.
- 3.3 Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the TFR Contract Representative/Technical Officer or Client Agent.

## **4 General**

- 4.1 Service provider and Transnet Freight Rail are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (herein referred as the OHS Act) and applicable Regulations.
- 4.2 The Service provider accepts, in terms of the General Conditions of Contract and in terms of the OHS Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

control. The Service provider shall, before commencement with the execution of the contract work, comply with the provisions set out in the OHS Act, and shall implement and maintain a SHE Plan approved by Transnet Freight Rail, on the Site and place of work for the duration of the contract .

- 4.3 The Service provider accepts his obligation with complying to the OHS Act and applicable Regulations notwithstanding the omission of some of the provisions of the OHS Act and the Regulations from this document.
- 4.4 Transnet Freight Rail accepts, in terms of the OHS Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Service provider and TFR Contract Representative/Technical Officer or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the works
- 4.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

## **5. Section 37(2) Agreements**

- 5.1 Transnet Freight Rail and the Service provider shall enter into an agreement in terms of section 37(2) of the Occupational Health and Safety Act to the arrangements and procedures between them to ensure compliance by the Principal Contractor with the provisions of the OHS Act.
- 5.2 The agreement shall be completed and signed by the Service provider mandated representative as soon as possible and returned to the relevant TFR Project Manager / TFR Contract Representative for his/her signature on behalf of TFR.
- 5.3 The Service provider shall enter into a Section 37(2) Agreement with their respective sub-contractors. Signed copy of such agreement must be kept on the Contractor's SHE file.

## **6. Definitions**

- 6.1 In this Specification the definitions as listed in the Occupational Health and Safety Act 85 of 1993 and Construction Regulations, 2014 shall apply, unless the context otherwise indicates: -
- 6.2 **"construction Work"**, which, in terms of the Construction Regulations, 2014 means any work in connection with: -
  - a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
  - b) the, construction, erection maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the

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making of an excavation, piling or any similar civil engineering structure; or any similar type of work.

- 6.3 **"competent person "**means a person who—
- a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and
  - b) is familiar with the Act and with the applicable regulations made under the Act;
- 6.4 **"contractor"** means an employer who performs construction work, and includes a principal contractor (principal contractor and subcontractor)
- 6.5 **"fall protection plan "**means a documented plan, which includes and provides for-
- a) All risks relating to working from a fall risk position, considering the nature of work undertaken;
  - b) The procedures and methods to be applied in order to eliminate the risk of falling; and
  - c) A rescue plan and procedures
- 6.6 **"Safety, Health and Environmental (SHE) File"** means a file or other record in permanent form, containing the information required to be kept on site in accordance with the OHS Act and applicable Regulations;
- 6.7 **"health and safety (SHE) plan"** means a site, activity or project specific documented plan in accordance with the client's health and safety specification;
- 6.8 **"risk assessment"** means a programme to determine any risk associated with any hazard at a work site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;
- 6.9 **"principal contractor"** means an employer appointed by the client to perform construction work
- 6.10 **"TFR"** means Transnet Freight Rail, a division of Transnet SOC Ltd (Registration No. 1990/000900/06), a public company incorporated in accordance with the company laws of the Republic of South Africa
- 6.11 **"TFR Contract Representative"** TFR employee appointed to liaise with the contractor to ensure that the specifications of the contract are met (with special emphasis on safety, technical specifications, inspection of quality and quantity of work). It includes a Technical Officer, Security Depot Manager, Senior Protection Officer, Leading Protection Officer, Maintenance Supervisor's etc.





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## **7. Notification of Construction Work**

7.1 The Contractor who intends to carry out any construction work other than work where a Construction Work Permit is required, must at least 7 days before carrying out such work, notify the Provincial Director of the Department of Labour in writing if the construction work:-

- (a) Includes excavation work
- (b) includes working at a height where there is a risk of a person falling;
- (c) Includes the demolition of a structure; or
- (d) includes the use of explosives to perform construction work,

7.2 The notification to the Provincial Director shall be on a form similar to Annexure 2 of the Construction Regulations, 2014. The Contractor shall ensure that a copy of the completed notification form is kept on site for inspection by an inspector, TFR Contract Representative/Technical Officer or employee.

## **8. Letter of Good standing**

8.1 The Service provider shall submit proof of registration and Letter of Good Standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Diseases Act , 1993 (Act No. 130 of 1993) for his company and each of his sub-contractors'.

8.2 No Service provider may do any work for TFR without a valid letter of good standing. The Principal Contractor must ensure that the Letter of Good Standing remains valid for the duration of the contract period.

8.3 The letter of good standing must reflect the name of the Service provider , registration number and, expiry date.

## **9. Management and Supervision**

9.1 The Service provider shall submit a SHE organogram outlining the site SHE management structure including the relevant appointments/competent persons or the intended appointments where such appointments have not been made.

9.2 The Service provider shall, in accordance with the OHS Act and applicable Regulations, make all the necessary appointments of competent persons in writing. Copies should also be retained on the SHE file.



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## **10. SHE Committee Meetings and SHE Representatives**

- 10.1 The Service provider shall appoint SHE Representative/s in writing after consultation with employees and ensure that they are trained in performing their duties.
- 10.2 SHE Representatives duties shall include inspections of the workplace, taking part in incident investigations, risk assessments, attending SHE Committee meetings etc. Records of monthly inspections of SHE Representatives must be kept on the SHE file.
- 10.3 The number of SHE Representatives appointed shall be in accordance with the requirements of the Occupational health and Safety Act 85 of 1993.
- 10.4 The Service provider must ensure that /site SHE Committee meeting is held monthly and minutes of such meeting shall be recorded and records kept on the SHE file. The Service provider representative and appointed SHE representatives shall attend the monthly SHE Committee meeting.
- 10.5 The TFR Contract Representative/Technical Officer or his deputy shall be allowed to attend meetings of the Contractor's health and safety committee as an observer.

## **11. SHE Audits and Contractor Monthly Reports**

- 11.1 The TFR Contract Representative/Technical Officer or his deputy shall ensure that the Service provider SHE Plan is audited at intervals mutually agreed to between them, but at least once every month to ensure that the SHE Plan is implemented and maintained on site.
- 11.2 TFR Safety Officers / Specialists shall at all reasonable times be allowed access to the work sites, the Service provider site offices and tool-sheds to inspect the Service provider and its subcontractor's tools, equipment, registers and workplace.
- 11.3 Should any non-compliances or contraventions to the TFR safety requirements, legal requirements, this specification or the principal contractor's SHE Plan be identified, such non-compliances or contraventions shall be rectified by the contractor at its cost immediately or within a period specified by the TFR Contract Representative/Technical Officer, his deputy, or TFR Safety Officers / Specialists.
- 11.4 Should the Service provider refuse or fail to rectify such non-compliances or contraventions, TFR may take remedial action at the Service provider cost as it may deem necessary to ensure safety at the TFR sites at all times.
- 11.5 TFR reserves the right to conduct safety audits without prior warning.
- 11.6 The Service provider on all contracts of more than 1 month shall provide a monthly safety performance report as required by TFR.
- 11.7 The Monthly safety performance report shall be compiled in terms of Annexure 2 or in any format that the Service provider has as long as it includes all items listed in Annexure 2.



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## **11.2 REGULAR INSPECTIONS**

**11.2** The Service provider must ensure that the following is complied with:

- a) The person responsible to inspect ablutions is appointed using 1.14.1 template attached.
- b) Person responsible to perform cleaning duties is appointed using 1.14.2 form attached
- c) Ablutions are inspected by the Service provider supervisor on a monthly basis using inspection checklist for ablution facilities 1.14.3 attached and proof of inspections be submitted to TFR contract representatives/Safety specialist in order to ensure deviations are corrected accordingly.
- d) Cleaning program is compiled and made available to TFR contract representative. 1.14.4, cleaning program to be used or any other documentation from the service provider.
- e) Service provider must ensure that all employees are sensitised in the use of cleaning materials according to the manufactures specification and proof of training be recorder on register 1.14.5 attached.

## **12. Training, Competence and Awareness**

### **12.1 Induction Training**

12.1.1 The Service provider shall ensure that all his employees undergo a TFR SHE Induction with regard to the general hazards prevalent on the site, rules and regulations, and other related aspects before commencing work. It is the responsibility of the Service provider to inform TFR whenever new employees are appointed after the initial induction was conducted.

12.1.2 In addition to the TFR SHE induction, it is the responsibility of the Service provider to develop and implement a site specific SHE Induction programme, a job specific induction programme and a general employee SHE awareness programme, to develop awareness amongst employees on the generic SHE issues associated with the scope of work and the specific environmental issues in question.

12.1.3 The Service provider shall ensure that all visitors and suppliers to the site undergo and comply with Service provider site-specific safety induction requirement prior to being allowed access to site. All visitors and suppliers shall sign the attendance register.

12.1.4 All visitors and suppliers shall wear the necessary personal protective equipment whilst on site and shall remain in the care of the host who understand the scope of work and associated risks.

12.1.5 The Service provider shall maintain comprehensive attendance records of SHE induction training on the SHE file.

### **12.2 Competency / Training**

12.2.1 The Service provider must ensure that all his employees are adequately trained to perform the tasks allocated to them and that there is the requisite amount of supervision at all times to maintain safe work practices and standards.



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- 12.2.2 The Service provider shall identify training requirements of employees whose work may have a significant impact on their health and safety or that might create a significant impact upon the environment and ensure that these employees will receive appropriate training. A Training matrix shall be used as a mechanism to manage and control the training of employees.
- 12.2.3 The Service provider shall identify all training needs and incorporate the site specific training into the SHE plan.
- 12.2.4 The Service provider shall be required to ensure that before an employee commences work on the contract that the supervisor in control with responsibility for the employee has informed the employee of his scope of authority and any hazards associated with the work performed. This will include man-job specifications, the discussion of any standard task procedures or hazardous operational procedures to be performed by the employee
- 12.2.5 The Service provider is to ensure that the supervisor has satisfied himself that the employee is conversant with all hazards associated with any work to be performed by conducting task observations.
- 12.2.6 The Service provider must ensure that certificate/s of competence where applicable is/are provided in the SHE File.

### **12.3 Awareness Training**

- 12.3.1 Awareness training required shall be identified for all employees on the project using the SHE Policy, the SHE Plan, the SHE programmes and procedures.
- 12.3.2 The Service provider shall have a daily safety talk. This talk shall include subcontractor employees.
- 12.3.3 The talk must be brief and concise. Subject topics should be applicable to the job at hand, incidents, accidents and up-and-coming work will be discussed along with suggestions and comments. These meetings can be used as a training meeting with the central idea of educating employees.

### **13. Health and Safety Plan (SHE Plan)**

- 13.1 Potential Service provider submitting tenders shall submit with their tender, a Health and Safety Plan setting out the practical arrangements and procedures to be implemented by him to ensure compliance by him with the OHS Act and Regulations, this SHE specification and particularly in respect of: -
  - (a) The provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees in terms of section 8 of the OHS Act;
  - (a) the execution of the contract work in such a manner as to ensure in terms of section 9 of the OHS Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;
  - (b) ensuring, as far as is reasonably practical, in terms of section 37 of the OHS Act that no employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.



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- 13.2 The Service provider Health and Safety Plan shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.
- 13.3 The SHE Plan shall include full particulars in respect of: -
- (a) Safety Management Structure arrangements i.e. Appointments to be done and how;
  - (b) SHE Organisation arrangements i.e. SHE Committees, SHE Audits, Findings and Corrective Actions
  - (c) Risk Management i.e. Risk Assessment frequencies, methodology
  - (d) Education and Training i.e. safety induction, site / job specific training arrangements
  - (e) Emergency Planning
  - (f) Health and Safety Communication i.e. Toolbox talks, incident recall
  - (g) Safe working methods and procedures to be implemented i.e. safe work procedures, task observation
  - (h) Fall Protection Plan i.e. documented plan, training/competency, medical surveillance, rescue plan
  - (i) Personal protective Equipment and Clothing
  - (j) Project Security i.e. site access control and security
  - (k) SHE Costs
  - (l) Occupational Health i.e. Medical Surveillance, First Aid, Welfare Facilities, Substance Abuse testing, Noise, Vibration, Manual Handling etc.
  - (m) Environmental management
  - (n) Incident Management i.e. reporting and investigation
  - (o) Operational Control
  - (p) Review plan of the SHE Plan
- 13.5 The Service provider shall submit a final SHE Plan after awarding of the contract which shall be subject to the TFR Contract Representative/Technical Officer's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothes be issued which, in the TFR Contract Representative/Technical Officer's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms of the OHS Act and Regulations.
- 13.6 The Service provider shall approve the SHE Plan of the subcontractor and further take reasonable steps to ensure that each subcontractor's SHE Plan is implemented and maintained on the site:



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Provided that the steps taken, shall include periodic audits at intervals mutually agreed to between them, but at least once every month.

- 13.7 The Service provider shall stop any subcontractor from executing any construction work, which is not in accordance with the Principal Contractor's, and/or subcontractor's SHE Plan for the site or which poses a threat to the health and safety of persons.
- 13.8 The Contractor shall ensure that a copy of the SHE Plan is available on site for inspection by an inspector, TFR Contract Representative/Technical Officer, agent, subcontractor, employee, registered employee organisation, health and safety representative or any member of the health and safety committee.

#### **14. Hazards Identification and Potential Hazardous Situations**

- 14.1 The Service provider shall ensure a risk assessment is carried out by a competent person, appointed in writing, before commencement of any work and reviewed during the duration of the contract period. The Risk Assessments shall form part of the Health and Safety Plan to be applied on the site and shall include at least the following:
  - (a) The identification of the risks and hazards (including ergonomic risks) that persons may be exposed to;
  - (b) The analysis and evaluation of the hazards identified;
  - (b) A documented plan, including safe work procedures to mitigate, reduce or control the risks identified; and
  - (c) A monitoring and review plan.
- 14.2 Risk assessments shall be conducted by a competent person and such person shall use a documented method to analyse and evaluate identified risk and hazards.
- 14.3 The Service provider shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the risk assessment
- 14.4 The risk assessment shall be reviewed when there are changes that affect the design of the structure that may affect the health, safety and environment on site or after an incident.
- 14.5 The Service provider shall ensure that all employees are to be informed, instructed and trained regarding any risks, hazard and related SHE procedures by a competent person as outlined in the risk assessment prior to commencement of work and thereafter at predetermined intervals as outlined in the monitoring plan.
- 14.7 The risk assessment shall be available on site for review. Where a risk assessment is not readily available or not communicated to Service provider employees, the construction activities shall be stopped until such time the contractor complies.
- 14.8 The Service provider and the TFR Contract Representative/Technical Officer shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the contract or any subcontractor and, in particular, of such hazards as may be caused by the design, execution and/or location and any other aspect pertaining to the contract work.



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- 14.9 The Service provider shall be required to analyse his scope of work and define these critical activities. For each activity, a risk assessment shall be required which defines systems and safe work procedures that will be used in order to complete the activity safely.
- 14.10 Copies of all safe work procedures and proof that employees have been trained on those safe work procedures shall be kept on the SHE file.

## **15. Safety, Health and Environmental (SHE) File**

- 15.1 The Service provider shall prepare a SHE file and submit to TFR Contract Representative for approval prior to commencement of work on site. The file shall include all documentation required as per the OHS Act and applicable regulations. ,
- 15.2 The approval time of the file is at least 5 working days
- 15.3 The Service provider shall ensure that a copy of the both his SHE File as well as any subcontractor's SHE File is kept on site and made available to an inspector of the Department of Labour, the TFR Contract Representative/Technical Officer, or subcontractor upon request.
- 15.4 The Service provider shall hand over a consolidated SHE file to the TFR Contract Representative/Technical Officer upon completion of the Construction Work and shall in addition to documentation mentioned in the OHS Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed structure.

## **16. Occupational Health**

### **16.1 Medical Surveillance Programme**

- 16.1.1 The Service provider shall ensure that all his and subcontractor employees have a valid medical certificate of fitness issued by an Occupational Health Practitioner.
- 16.1.2 Medical certificate of fitness must be available and be kept in the SHE file.

### **16.2 Substance Abuse**

- 16.2.1 All Service providers must comply with the Transnet Substance Abuse Policy and Regulation 2A of the General Safety Regulations of the OHS Act.
- 16.2.2 No Service provider may possess, sell, offer to other person, use, store, manufacture, transport, distribute, or transfer drugs or alcohol during work hours, on or off TFR premises.



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16.2.3 TFR will not tolerate substance abuse or use which put at risk the health and safety of its employees or threatens its services to our stakeholders. It is on this basis that a contractor employee will be considered unfit for work if:

- (a) He/she is subjected to alcohol screening and/or alcohol testing and is found to have alcohol in his/her breathe and/or blood;
- (b) Refuses to undergo substance screening and/or testing;
- (c) He /she produces a positive confirmatory test for any other substances, measured by sample analysis at a registered pathological laboratory and authorised by a medical practitioner; and/or
- (d) Through observation by security personnel or TFR Contract Representative, it is evident that the contractor's physical, emotional, mental or behavioural state reflects that they are intoxicated or under the influence.

16.2.4 Any transgression of this policy will constitute a breach of the relevant contract and may result in the termination of services/contract.

16.2.5 Any Service provider employee using medication that has a narcotic effect must declare before work to his / her supervisor.

### **16.3 First Aid requirements**

16.3.1 Service provider shall ensure that their employees receive prompt first aid treatment in case of injury or emergency. The Service provider must have the necessary equipment and/or facility on site for treatment of injured persons.

16.3.2 Service provider shall ensure that the first aid box / boxes are available and accessible. More first aid boxes shall be provided if the risks, distance between work teams, or the working environment requires it

16.3.3 Taking into account the type of injuries that are likely to occur on site, the nature of activities performed and the number of employees on site, the Contractor shall ensure that the first aid box contain suitable first aid equipment which includes at least the minimum contents as listed on Annexure 1 of General Safety Regulation (GSR).

16.3.4 The Service provider must ensure that trained / certificated first-aid personnel are appointed and be available on site at all times. The ratio of first aiders to employees shall be 1:50.

### **16.4 Asbestos Control**

16.4.1 The Service provider shall inform the TFR Project Manager or TFR Contract Representative if during construction work asbestos or suspected asbestos containing material is found. Only Asbestos Approved Contractor can work on asbestos containing material.





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## **16.5 Noise**

- 16.5.1 The Service provider shall ensure that the requirements of the Noise Induced Hearing Loss Regulations are complied with.
- 16.5.2 Service provider shall ensure that machinery and equipment are operated at noise levels not exceeding an equivalent level of 85-dB (A) during normal working conditions.
- 16.5.3 Where the noise levels at the Operator position or to employees working in the vicinity exceed an equivalent level of 85-dB (A) during normal working conditions, the Service provider shall take appropriate measures to reduce such levels to an equivalent level of 85-dB (A). The use of Personal Protective Equipment (PPE) should be the last resort.
- 16.5.4 All employees exposed to noise must be trained on the effects of exposure, precautionary measures to be taken to prevent exposure and the correct use of PPE.
- 16.5.5 Noise zones must be demarcated as such.

## **16.6 Manual Handling**

- 16.6.1 Service provider must reduce risk of injury due to manual handling by using mechanical assistance involving the use of mechanical aids to assist the manual handling operation. Mechanical aids such as hand-powered hydraulic hoists, specially adapted trolleys, hoist for lifting patients and roller conveyors can be used.
- 16.6.2 Service provider shall ensure all employees involved in manual handling are trained in good lifting techniques.

## **16.7 Weather precautions**

- 16.7.1 In the event of adverse weather (high winds, flooding, storm surge, lightning etc) or other conditions, the Service provider must institute precautionary measures to protect employees on site.
- 16.7.2 The Service provider shall take steps to prevent heat stroke, dehydration and exhaustion of employees as a result of exposure to excessive heat on site. Such steps may include employees taking regular breaks, consuming enough water, provision of sun brims for their hard hats and sun screen to protect them against sun burn.
- 16.7.3 The Service provider shall take steps to prevent hypothermia or dangerous overcooling of the body as a result of exposure to cold temperatures.



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## **17 Incidents/Occurrences**

- 17.1 All incidents referred to in Regulation 9 of General Administration Regulations of the OHS Act involving the contractor and his subcontractor on TFR premises, shall be reported to the TFR Contract Representative and Department of Labour as prescribed by the OHS Act.
- 17.2 TFR must be forwarded with a copy of a report of any investigation, formal inquiry conducted in terms of Section 31 and 32 of the Act into any incident involving the contractor, his subcontractor, any person or machinery under his control on TFR premises.
- 17.3 TFR Contract Representative must be informed of the above incidents/occurrences before the end of shift when the incident/occurrence occurred.
- 17.4 Service provider Service provider shall make available its employees to attend as witnesses when required so by TFR during an investigation into any incident where TFR believes the said contractor employees were witnesses or may assist in the investigation.
- 17.5 The Service provider shall make available to TFR any documents required to assist in their investigation.

## **18. SHE Cost**

- 18.1 The Service provider shall ensure that it has made adequate provision for the cost of health and safety measures in the tender offer.
- 18.1 The Service provider shall ensure that its subcontractors have made adequate provision for the cost of health and safety measures in the tender offer.

## **19. Personal Protective Equipment (PPE)**

- 19.1 The Service provider shall ensure that all employees are provided with appropriate prescribed Personal Protective Equipment (PPE) free of charge (according to General Safety Regulations (2), suitable for the type of activities that the employees will perform.
- 19.2 Such PPE shall be approved by credible institution such as SABS, EN, or AN.
- 19.3 The Service provider shall manage the issuing of PPE and ensure that PPE is used at all times. Employees shall be trained in the proper use of PPE.

## **20. Emergency Evacuation Plan and Procedure**

- 20.1 The Service provider must establish and implement an emergency evacuation plan to ensure that in the event of fire, explosion structural collapse etc. all staff is able to evacuate the area to a demarcated areas for the purpose and it must be used in collaboration with TFR emergency procedure .



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- 20.2 The Service provider and its employees shall collaborate and adhere to TFR evacuation drills and requirements.

## **21. Access Control and Security**

- 21.1 The Service provider shall, before commencing any work, obtain from the TFR Contract Representative/Technical Officer a Site Access Certificate as in Annexure 1 executed and signed by him, permitting and limiting access to the designated site or place of work by the Service provider.
- 21.2 The Service provider must assess the security risks and implement appropriate measures. All contractors are to strictly adhere to all security requirements on the premises.
- 21.4 The Service provider in collaboration with the TFR representative will ensure that proper access control is in place and functional at all times onto and out of the site. A form of access control will be issued to Service provider employees who have been inducted and submitted copies of ID documents or work permits (where required).
- 21.5 Access Permits should be carried by a contract employee at all time when on site. Access Permits shall be produced at the point of entry / gate.
- 21.8 Service provider shall ascertain from TFR Contract Representative/Technical Officer the correct route along with their employees may proceed when coming on or going off shift and direct their employees accordingly.

## **22. Management of Subcontractors**

- 22.1 The Service provider is directly responsible for the actions of his contractors/sub-contractors.
- 22.2 The Service provider will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- 22.3 The Service provider shall provide any contractor who is making a bid or appointed to perform construction work, with the relevant sections of the documented SHE specification, who would in turn provide a SHE plan for approval.
- 22.4 The Service provider shall carry out inspection/audits on the contractor/subcontractor to ensure that their SHE plan is being implemented and maintained and submit audit report to TFR Representative.
- 22.5 The Service provider shall stop any contractor/subcontractor from executing construction work which poses a threat to the safety and health of persons or the environment.
- 22.6 The Service provider shall ensure that the sub-contractors appointed have the necessary competencies and resources to perform the work safely.
- 22.7 The Service provider will be required to submit 37(2) mandatory agreement between the Service provider and subcontractor to the TFR Contract Representative



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## **23. Environmental Management**

- 23.1 Before commencement with any of the services to be rendered to TFR, the Service provider shall make available all personnel who will be working on the specified contract to be given environmental induction training. All Contractor employees arriving on the site shall attend such induction.
- 23.2 The Service provider shall adhere to all instructions issued by TFR contract representative in promotion of environmental management and legal compliance.
- 23.3 The Service provider shall ensure that his or her employees are aware of the procedures to be followed when dealing with spills and leaks, which shall include notifying the relevant authorities and TFR as required in terms of National Environmental Management Act (NEMA), 1998 and National Water Act (NWA), 1998. The Service provider shall ensure that all necessary material and equipment required for use during clean – up/rehabilitation of spills and leaks are available on site at all times. Treatment, remediation and/or rehabilitation of contaminated areas shall be undertaken to the reasonable satisfaction of the TFR Environmental Control Officer or relevant Environmental Specialist.
- 23.4 The Service provider must notify the TFR Contract representative immediately of any pollution incident. An incident record system shall be maintained on site for inspection by TFR and relevant authorities.
- 23.5 All vehicles and equipment's shall be kept in good working condition. All leaking equipment's shall be repaired immediately or removed from site. All vehicles and equipment shall be maintained and not emit excessive noise.
- 23.6 Transportation, handling and storage of all substances classified as hazardous must comply with the provisions of the Hazardous Substances Act, 15 of 1973, relevant Regulations and SANS Codes.

## **24. Operational Safety**

### **24.1 National Railway Safety Regulator Act / Railway Safety**

- 24.1.1 The Service provider shall ensure that its equipment, machinery and employees when on TFR premises complies fully with all applicable railway safety requirements and/or regulations of the National Safety Regulator Act 16 of 2002 and the relevant SANS Codes of Practice.



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## **24.2 Vehicle Safety**

With respect to vehicles, Service provider must ensure that:

- 24.2.1 They are of an acceptable design and construction, are maintained in a good working order and are used in accordance with their design and the intention for which they were designed
- 24.2.2 Are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate such vehicle and mobile plant;
- 24.2.3 Are operated by a person who has a medical certificate of fitness to operate those vehicle and mobile plant, issued by an occupational health practitioner;
- 24.2.4 Vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried. No employees will be allowed to be transported at the back of LDV's / bakkies unless it is provided with a seat and safety belt and further that the risk assessment has indicated it to be a low risk.
- 24.2.5 Vehicles are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
- 24.2.6 vehicles must be inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.
- 24.2.7 Tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees.
- 24.2.8 Those working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

## **24.3 Housekeeping and general safeguarding on construction sites**

- 24.3.1 Service provider must ensure that suitable housekeeping is continuously implemented on each site
- 24.3.2 The Service provider must ensure proper storage of materials and equipment and the removal of scrap, waste and debris at appropriate intervals.
- 24.3.3 The Service provider must ensure that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways
- 24.3.4 The Service provider must ensure that materials which are no longer required for use do not accumulate on and are removed from the site at appropriate intervals.



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#### **24.4 Hazardous Chemical Substances (HCS)**

- 24.4.1 The Service provider must ensure that all employees exposed to hazardous chemicals are trained on the potential source of exposure, potential risk to health caused by exposure and measures to be taken by the contractor and employees against any risk of exposure
- 24.4.2 HCS risk assessment to be conducted and where it indicates that any employee may be exposed, the contractor shall ensure that monitoring is carried out in terms of regulation 6 and 7 of the Hazardous Chemical Substances Regulations.
- 24.4.3 Employees exposed to hazardous substances shall be under medical surveillance
- 24.4.4 Material safety data sheet for all chemicals used to be available onsite and proof of communication to all users be kept.

#### **24.5 Stacking and Storage**

- 24.5.1 The Service provider shall ensure that a competent person is appointed in writing with the duty of supervising all stacking and storage of material.
- 24.5.2 Adequate storage areas are provided, demarcated as storage areas and are kept neat and under control.

#### **24.6 Fire Precautions**

- 24.6.1 The Service provider must ensure that all appropriate measures are taken to avoid the risk of fire
- 24.6.2 Sufficient and suitable storage is provided for flammable liquids, solids and Gases
- 24.6.4 In confined spaces and other places in which flammable gases, vapours or dust can cause danger only suitably protected electrical installations and equipment, including portable lights, are used, there are no flames or similar means of ignition and adequate ventilation is provided.
- 24.6.5 Combustible materials do not accumulate, oily rags, waste and other substances liable to ignite are without delay removed to a safe place
- 24.6.9 Sufficient number of employees are trained in the use of fire extinguishing Equipment
- 24.6.10 there is an effective evacuation plan providing for all persons to be evacuated speedily without panic
- 24.6.11 Where appropriate, suitable visual signs are provided to clearly indicate the Escape routes in the case of a fire and the means of escape is kept clear at all times.



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#### **24.7 Fall Protection Plan**

24.7.1 In the event of the risk and hazard identification, as required in terms of clause 14 of this Specification, revealing risks relating to working from an elevated position the contractor shall cause the designation of a competent person, responsible for the preparation of a fall protection plan;

24.7.2 The Service provider shall implement, maintain and monitor the fall protection plan for the duration of the contract. The Service provider shall also take such steps to ensure the continued adherence to the fall protection plan.

24.7.3 The fall protection plan shall include:-

- (a) a risk assessment of all work carried out from an elevated position;
- (b) the procedures and methods to address all the identified risks per location;
- (c) the evaluation of the employees physical and psychological fitness necessary to work at elevated positions;
- (d) the training of employees working from elevated positions;
- (e) rescue plan; and
- (f) the procedure addressing the inspection, testing and maintenance of all fall protection equipment

#### **24.8 SHE Signage (Symbolic Safety Signs) on plant and in buildings**

24.8.1 The Service provider employees shall comply with all SHE signage posted at various locations of TFR sites.

24.8.2 The service provider must provide 'wet floor signage' when working at all times

#### **24.9 Electrical Equipment**

The Service provider must ensure that:

24.9.1 Implementation and compliance with Electrical Installation Regulations, Electrical Machinery Regulations and regulation 24 of the Construction Regulations and OH&S Act.

24.9.2 All electrical installations, machinery and electrical work is performed in compliance with TFR Electrical Safety Instructions.

24.9.3 Connections are not made to any power supply without the prior written approval of the TFR Contract Representative.

24.9.4 All electrical machines and appliances provided by the Service provider for his own use on the Site are in a serviceable condition

24.9.5 Power tools used on the Site are protected by residual current devices approved by TFR Contract Representative and are double insulated.



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- 24.9.6 All extension cords, portable tools and electrical plant supplied at a voltage above 32 volts are inspected, tested and tagged by a Licensed Electrician at regular monthly intervals. Details of inspections and tests are kept in Log Books available for inspection by the TFR Contract Representative or any other authorised Officer of TFR.
- 24.9.7 All electrical installations are inspected by the TFR Contract Representative (or his nominee) to ensure that the installation complies with the Statutory Regulations applicable to the site and TFR Electrical Safety Instructions. Any installations deemed unsatisfactory by the TFR Contract Representative should be removed by the Contractor at his expense.
- 24.9.8 Portable lights have adequate stability and are fitted with a mechanical guard to protect the lamp. Temporary festoon lighting is of the 'double insulated' type and is supported at least 2.5m above the floor, if possible. Hand lamps are of the 'all insulated' type.
- 24.9.9 All temporary light fittings are supplied from more than one final sub-circuit, with the supply from a residual current device, extra low voltage source or an isolating transformer.
- 24.9.10 The Service provider must obtain approval from the TFR Contract Representative before any of his employees or Sub-contractors commence work within three (3) metres of conductor rails or high tension wires, or where there is a possibility of equipment coming close to and/or touching a power source, and must provide suitable protective insulating barriers. For the erection of scaffolding, the distance is five (5) metres.
- 24.9.11 Only authorised persons may enter Electrical Contactor Houses, Motor Rooms, Switch Rooms, Control Rooms or Cable Ducts. Should the Contractor require entering such places to carry out work, he must first obtain permission from the TFR Contract Representative and obtain a valid Permit to Work.
- 24.9.12 The Service provider employees required to enter such electrical spaces "authorised persons", with the names entered in the TFR Authorised Persons Register, after receiving approval from the TFR Electrical Officer, or they are accompanied by an authorised person who must supervise the placement of Danger Tags and Out-of-Service Tags, as well as Electrical Isolation Permit.
- 24.9.13 Electrical equipment supply cabling distribution boards, fixed lighting and portable appliances, extension leads, welding machines, compressors, pumps and hand portable tools are inspected on a monthly basis and also by the user daily before use.
- 24.9.14 Such monthly inspection(s) are to be performed by an appropriately qualified Electrician.
- 24.9.15 Service provider working on, over, under, or adjacent to railway lines and near high voltage equipment shall comply with the TFR E7/1 Specification for Works On, Over, Under or Adjacent to Railway Lines and Near High Voltage Equipment.

## **25. Confidentiality**

- 25.1 The Service provider must, at all times, consider all data or information given to him or that is required in connection with the work of the Company, as confidential and not makes unauthorized use of it.
- 25.2 He/she must ensure that such data or information is not given to any non-employee of the contractor without written consent of the TFR Project Manager.





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- 25.3 The Service provider shall be aware of the confidentiality of the mentioned information and is compelled to treat it accordingly.
- 25 .4 the contractor must provide adequate physical protection for any confidential documents, etc., which were obtained from Transnet in connection with the contract work as well as any copies made thereof. If any documents or sketches are lost TE must be notified immediately.



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**ATTACHMENT 1.14.1: APPOINTMENT & ACCEPTANCE: PERSON RESPONSIBLE TO INSPECT ABLUTIONS**

| <b>APPOINTMENT AND ACCEPTANCE: PERSON RESPONSIBLE TO INSPECT ABLUTION FACILITIES</b>   |                                 |
|--|---------------------------------|
| <p>I, _____, having been appointed in terms of the Occupational Health and Safety Act (85 of 1993), hereby appoint you _____ in your capacity as _____ responsible for ensuring that personal hygiene risks are identified/managed and provide adequate and clean facilities.</p> <p>You are further instructed to keep proper records of all inspections and tests of all the ablution facilities on the premises.</p> <p>Please confirm your acceptance of this appointment by signing and returning the duplicate copy of this letter to the undersigned.</p> |                                 |
| <p>_____</p> <p><b>SHE. S 8</b></p>  | <p>_____</p> <p><b>DATE</b></p> |
| <p><b><u>ACCEPTANCE OF APPOINTMENT</u></b></p> <p>I, the undersigned, hereby acknowledge the above appointment and the associated duties and responsibilities.</p>   |                                 |
| <p>_____</p> <p><b>SIGNATURE</b></p>   | <p>_____</p> <p><b>DATE</b></p> |



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**ATTACHMENT 1.14.2: APPOINTMENT & ACCEPTANCE: PERSON RESPONSIBLE TO PERFORM CLEANING DUTIES**

| APPOINTMENT & ACCEPTANCE: PERSON RESPONSIBLE TO PERFORM CLEANING DUTIES  |               |
|--|---------------|
| You, _____ are responsible for the cleaning of offices, buildings, etc., as laid down in the cleaning program. |               |
| _____<br>SHE. S. 6   | _____<br>DATE |
| <b><u>ACCEPTANCE OF APPOINTMENT</u></b>  |               |
| I, _____ accept the appointment at _____   |               |
| _____<br>SIGNATURE:  |               |
| _____<br>DESIGNATION:  |               |
| _____<br>DATE:   |               |



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**ATTACHMENT 1.14.3: INSPECTION CHECKLIST FOR ABLUTION FACILITIES**

|   |  |                |                          |                            |  |
|---|--|----------------|--------------------------|----------------------------|--|
| <b>SUPERVISOR:</b>  |  |                | <b>INSPECTION MONTH:</b> |                            |  |
| <b>LEGEND: 1-Clean/Correct/Yes. 2-Dirty. 3-Damaged. 4-Faulty. 5-Missing. 6-Sufficient. 7-Unauthorised</b> |  |                |                          |                            |  |
| <b>Facility</b>   |  |                |                          |                            |  |
| <b>SANITATION</b>   |  | <b>Finding</b> | <b>Comment</b>           | <b>DINING-ROOMS</b>        |  |
| 1.Are lights working  |  |                |                          | 1.Are lights working       |  |
| 2.Facilities accessible   |  |                |                          | 2.Tables                   |  |
| 3.Doors   |  |                |                          | 3.Chairs                   |  |
| 4.Walls & Floors  |  |                |                          | 4.Area clean               |  |
| 5.Toilet bowls & Seats  |  |                |                          | 5.Housekeeping / Incorrect |  |
| 6.Toilet paper  |  |                |                          | 6.Ventilated               |  |
| 8.Paper towels  |  |                |                          | 7.Utensils/equipment       |  |
| 9.Hand soap   |  |                |                          |                            |  |
| 10.Windows & ventilated   |  |                |                          | <b>KITCHENS</b>            |  |
| 11.Hand was basins  |  |                |                          | 1.Are lights working       |  |
| 12.Running hot water  |  |                |                          | 2.Area clean               |  |
| 13.Running cold water   |  |                |                          | 3.Are equipment clean      |  |
| 14.SHE bins   |  |                |                          | 4.Dust bin clean           |  |
| 15.Refuse bins  |  |                |                          | 5.Ventilated               |  |
| 16.Gender sign in place   |  |                |                          | <b>SHOWER FACILITIES</b>   |  |
| 17.Facilities deep cleaned  |  |                |                          | 1.Are lights working       |  |
| <b>SAFEKEEPING FACILITIES</b>   |  |                |                          | 2.Shower floors slip-free  |  |
| 1.Lockers   |  |                |                          | 3.Shower walls smooth      |  |
| 2.Bathroom cupboards  |  |                |                          | 4.Shower windows glazed    |  |
| 3.Storage in lockers  |  |                |                          | 5.Showers privacy (walls)  |  |
| <b>CHANGING ROOMS</b>   |  |                |                          | 6.Running hot water        |  |
| 1.Are lights working  |  |                |                          | 7.Running cold water       |  |
| 2.Seating adequate  |  |                |                          | 8.Ventilated               |  |
| 3.Housekeeping/Incorrect  |  |                |                          | 9.Drainage effective       |  |
| 4.Windows glazed  |  |                |                          | 10.Gender sign in place    |  |
| 5.Entrance screened   |  |                |                          | 11.Showers deep cleaned    |  |
| 6.Facilities to dry clothes   |  |                |                          |                            |  |
| 7.Ventilated  |  |                |                          |                            |  |
| <b>Actions on deviations:</b>   |  |                |                          |                            |  |
|   |  |                |                          |                            |  |
|   |  |                |                          |                            |  |
| <b>INSPECTOR</b>  |  |                | <b>CHAIRPERSON</b>       |                            |  |
| Signature:  |  |                | Signature:               |                            |  |
| Date:   |  |                | Date:                    |                            |  |



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**ATTACHMENT 1.14.4: CLEANING PROGRAM**

**CLEANING PROGRAM**

1. Every responsible person at the depot, as well as sub-depots must strictly adhere to the following program:

**2. CLEANING PROGRAM:**

| ITEM | DUTIES  | DAILY | WEEKLY | FORTH-NIGHTLY | MONTHLY |
|------|---|-------|--------|---------------|---------|
| 2.1  | Windows   |       |        |               |         |
| 2.2  | Sweep floors  |       |        |               |         |
| 2.3  | Wash floors   |       |        |               |         |
| 2.4  | Wash tiles  |       |        |               |         |
| 2.5  | Urinals & toilets (Wash & replenish toilet paper, soap and detergent) |       |        |               |         |
| 2.6  | Dust cupboards  |       |        |               |         |
| 2.7  | Wash cupboards  |       |        |               |         |
| 2.8  | Eradicate weeds in yard   |       |        |               |         |
| 2.9  | Empty garbage bins/dust bins in offices and workplace                 |       |        |               |         |
| 2.10 | Water garden  |       |        |               |         |
| 2.11 | Cut grass   |       |        |               |         |
| 2.12 | Dust furniture in office/s  |       |        |               |         |
| 2.13 | Clean lights  |       |        |               |         |
| 2.14 | Keep eating facilities clean and hygienic                             |       |        |               |         |

**3. CLEANING MATERIALS:**

3.1

\_\_\_\_\_

3.2

\_\_\_\_\_

3.3

\_\_\_\_\_

3.4

\_\_\_\_\_



For The Provision Of Cleaning, Gardening, Grass Cutting and Weed Control Services At India Depot for the period of 24 months

**ATTACHMENT 1.14.5: CLEANER TRAINING REGISTER**

| <b>CLEANER TRAINING REGISTER</b>   |                        |                  |
|--|------------------------|------------------|
| DEPOT: _____   |                        |                  |
| DATE: _____  |                        |                  |
| The following people have been sensitised in the use of cleaning materials according to the specifications of the manufacturers. |                        |                  |
| <b>NAME</b>  | <b>EMPLOYEE NUMBER</b> | <b>SIGNATURE</b> |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
|  |                        |                  |
| TRAINING RECEIVED FROM: _____  |                        |                  |
| SUPERVISOR   |                        |                  |

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**ANNEXURE 2**

**SERVICE PROVIDERS MONTHLY SHE REPORT**

|                            |                                    |  |  |
|----------------------------|------------------------------------|--|--|
| <b>For Month/Year</b>      |                                    | <b>Name of Contractor</b>                      |  |
| <b>Name of Project</b>     |                                    |  |  |
| <b>Project Number</b>      |                                    | <b>Date of Commencement</b>                    | <b>Date of Completion</b>                            |
| <b>Number of employees</b> | <b>Man-hours worked this Month</b> | <b>Cumulative (Project duration man-hours)</b> | <b>Man-hours Since last Lost Time Incident (LTI)</b> |
|                            |                                    |  | <b>DIFR</b>  |
|                            |                                    |  |  |

**1. Details of SHE Incidents**

| <b>Incident</b>                             | <b>This Month</b> | <b>Cumulative(Project duration)</b> | <b>Short description of major/significant incidents and preventative action taken</b> |
|---|-------------------|-------------------------------------|---|
| <b>Number of fatalities</b>                 |                   |                                     |   |
| <b>Number of disabling incidents</b>        |                   |                                     |   |
| <b>Number of Medical Treatment Cases</b>    |                   |                                     |   |
| <b>Number of first aid Cases</b>            |                   |                                     |   |
| <b>Number of near miss incidents</b>        |                   |                                     |   |
| <b>Motor vehicle incidents</b>              |                   |                                     |   |
| <b>Number of environmental incidents</b>    |                   |                                     |   |
| <b>Positive substance abuse incidents</b>   |                   |                                     |   |
| <b>Substandard Act/ Conditions observed</b> |                   |                                     |   |
| <b>Legal violations observed</b>            |                   |                                     |   |

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

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**2. Details of SHE Meetings**

| <b>Date</b> | <b>No of participants</b> | <b>Major SHE Concerns</b> | <b>Action taken</b> |
|-------------|---------------------------|---------------------------|---------------------|
|             |                           |                           |                     |
|             |                           |                           |                     |
|             |                           |                           |                     |
|             |                           |                           |                     |

**3. Details of Audits/Inspections**

| <b>Date</b> | <b>Area / Facility</b> | <b>Findings/Recommendations</b> | <b>Action taken</b> |
|-------------|------------------------|---------------------------------|---------------------|
|             |                        |                                 |                     |
|             |                        |                                 |                     |
|             |                        |                                 |                     |
|             |                        |                                 |                     |

**5. Details of any SHE Promotional activities for the month**

| <b>Date</b> | <b>Activity</b> | <b>Remarks</b> |
|-------------|-----------------|----------------|
|             |                 |                |
|             |                 |                |
|             |                 |                |
|             |                 |                |

**6. Safety Communication**

| <b>Month</b> | <b>Number of Safety talks held</b> | <b>Remarks</b> |
|--------------|------------------------------------|----------------|
|              |                                    |                |

Attach separate sheets for further or other details

.....  
 Name of Contractor Representative                      Signature                      Date

\_\_\_\_\_  
 Respondent's Signature

\_\_\_\_\_  
 Date & Company Stamp



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## **STANDARD RFQ TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS OR SERVICES TO TRANSNET**

**A Supplier/Service Provider shall be obliged to adhere to the Standard Terms and Conditions for the Supply of Goods and Services to Transnet as expressed hereunder. Should the Respondent find any condition(s) unacceptable, it should indicate which condition(s) is/are unacceptable and offer an alternative(s). A Quotation submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard Terms and Conditions could result in disqualification of a Quotation.**

### **1 SOLE AGREEMENT**

Unless otherwise agreed in writing, these terms [**Terms** and each **Term**] and Transnet's purchase order(s) [**Order** or **Orders**] represent the only conditions upon which Transnet SOC Ltd [**Transnet**] procures goods [**the Goods**] or services [**the Services**] specified in the Order from the person to whom the Order is addressed [**the Supplier/Service Provider**]. Transnet does not accept any other conditions which the Supplier/Service Provider may specify, unless otherwise agreed to by Transnet in writing. In the event of any inconsistency between these Terms and any Order, these Terms shall take precedence.

### **2 CONFORMITY WITH ORDER**

An Order shall only be valid if it is reduced to writing and issued by a duly delegated official. Goods/Services shall conform strictly with the Order. The Supplier/Service Provider shall not vary the quantities specified and/or the specification, if any, stipulated in the Order, without the prior written consent of Transnet. The Supplier/Service Provider warrants that the Goods/Services shall be fit for their purpose and of satisfactory quality.

### **3 DELIVERY AND TITLE**

- 3.1 The delivery dates and addresses are those in the Order. Time shall be of the essence in respect of the Supplier's/Service Provider's obligations under the Order.
- 3.2 The Supplier/Service Provider will not be excused for delay in delivery or performance except due to circumstances outside its control and then only subject to the Supplier/Service Provider having notified Transnet in writing on becoming aware of such circumstances. Transnet may terminate an Order, in whole or in part, without incurring any liability to the Supplier/Service Provider if such a delay becomes, in Transnet's absolute opinion, significant.
- 3.3 If on delivery, the Goods/Services do not conform to the Order, Transnet may reject the Goods/Services and the Supplier/Service Provider shall promptly rectify any defects or in Transnet's opinion, supply appropriate replacement Goods/Services at the Supplier's/Service Provider's expense within the specified delivery times, without any liability due by Transnet.

---

Respondent's Signature

---

Date & Company Stamp

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**4 PRICE AND PAYMENT**

- 4.1 Prices specified in an Order cannot be increased. Payment for the Goods/Services shall be made by Transnet against an original undisputed invoice(s) [a Tax Invoice], supporting documentation and month-end statement from the Supplier/Service Provider. Tax Invoices plus supporting documentation shall be posted to the address shown in the Order.
- 4.2 Payment of the Supplier's/Service Provider's valid Tax Invoice(s) will be made by Transnet in the South African currency and on the terms stated in the Order, the standard payment terms being 30 [thirty] days from date of receipt by Transnet of a month-end statement, unless otherwise agreed to in writing. Transnet shall arrange for payment of such Tax Invoices and any pre-authorized additional expenses incurred, provided that the authorised expenses are supported by acceptable documentary proof of expenditure incurred [where this is available]. Any amounts due in terms of these Terms shall be paid to the Supplier/Service Provider, taking into account any deduction or set-off and bank charges.

**5 PROPRIETARY RIGHTS LIABILITY**

If any allegations should be made or any claim asserted against Transnet that ownership of, or any act or omission by Transnet in relation to Goods/Services or any written material provided to Transnet relating to any Goods/Services or pursuant to an Order being a violation or infringement of any third party's contractual, industrial, commercial or intellectual property rights including but not limited to any patent, registered design, design right, trade mark, copyright or service mark on any application thereof, the Supplier/Service Provider hereby indemnifies Transnet against and hold it harmless from any and all losses, liabilities, costs, claims, damages and expenses [including any legal fees] arising directly or indirectly from such allegation or claim provided that this indemnity shall not apply where the allegation or claim arises solely as a result of the Supplier/Service Provider following a design or process originated and furnished by Transnet. The Supplier/Service Provider shall either

- a) procure for Transnet the right to continue using the infringing Goods; or
- b) modify or replace the Goods/Services so that they become non-infringing,

Provided that in both cases the Goods/Services shall continue to meet Transnet's requirements and any specifications stipulated in the Order. Should neither option be possible, the Supplier/Service Provider may remove, with Transnet's prior written consent, such Goods/Services and will pay to Transnet a sum equivalent to the purchase price. If Transnet refuses to give such consent, the Supplier/Service Provider shall have no liability in respect of any continued use of the infringing Goods/Services after Supplier's/Service Provider's prior written request to remove the same.

**6 PROPRIETARY INFORMATION**

All information which Transnet has divulged or may divulge to the Supplier/Service Provider and any information relating to Transnet's business which may have come into the Supplier's/Service Provider's possession whilst carrying out an Order, and the existence of the Order, shall be treated by the Supplier/Service Provider as confidential information and shall not, without Transnet's prior written consent, be disclosed to any third party, or be used or copied for any purposes other than to perform the Order. This clause does not apply to information which is public knowledge or available from other sources other than

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by breach of this Term. Upon request by Transnet, the Supplier/Service Provider shall return all materials issued pursuant to the Order and, pending this, shall protect Transnet's rights in any such materials. Such confidential information shall at all material times be the property of Transnet.

**7 PUBLICITY**

The Supplier/Service Provider shall not name Transnet or use its trademarks, service marks [whether registered or not] or Goods in connection with any publicity without Transnet's prior written consent.

**8 TERMINATION OF ORDER**

8.1 Transnet may cancel an Order in whole or in part at any time upon at least 7 [seven] days' written notice to the Supplier/Service Provider, or when there is a change in control of the Supplier/Service Provider or the Supplier/Service Provider commits any serious breach or any repeated or continued material breach of its obligations under these Terms and/or Order or shall have been guilty of conduct tending to bring itself into disrepute, on written notice to the Supplier/Service Provider when such work on the Order shall stop.

8.2 Transnet shall pay the Supplier/Service Provider a fair and reasonable price for justified work in progress, where such price reflects only those costs not otherwise recoverable by the Supplier/Service Provider, at the time of termination, and the Supplier/Service Provider shall give Transnet full assistance to check the extent of such work in progress. Payment of such price shall be in full and final satisfaction of any claims arising out of such termination and upon such payment the Supplier/Service Provider shall deliver to Transnet all work, including any materials, completed or in progress. The sum payable to the Supplier/Service Provider under this clause will not in any event exceed the total amount that would have been payable to the Supplier/Service Provider had the Order not been terminated.

8.3 In the event of termination the Supplier/Service Provider must submit all claims within 2 [two] months of termination after which time claims will only be met in what Transnet considers exceptional circumstances.

8.4 If the Goods or Services are not provided in accordance with an Order, the Order shall be deemed terminated and the Supplier/Service Provider shall compensate Transnet for any costs incurred in obtaining substitute Goods or any damage caused due to the failure or delay in the delivery.

**9 ACCESS**

The Supplier/Service Provider shall be liable for the acts, omissions and defaults of its personnel or agents who, for the purposes of the Order, shall be treated as if they are the Supplier's/Service Provider's employees. The Supplier/Service Provider shall ensure that any such personnel or agents, whilst on Transnet's premises, shall comply with Transnet's health and safety, security and system security rules and procedures as and where required.

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**10 WARRANTY**

The Supplier/Service Provider warrants that it is competent to supply the Goods/Services in accordance with these Terms to the reasonable satisfaction of Transnet and that all Goods/Services delivered under the Order: (a) conform and comply in all relevant legislation, standards, directives and orders related to *[inter alia]* the provision of Services in force at the time of delivery, and to any specifications referred to in the Order; (b) will not cause any deterioration in the functionality of any Transnet equipment; and (c) do not infringe any third party rights of any kind. The Supplier/Service Provider hereby indemnifies Transnet against all losses, liabilities, costs, claims, damages, expenses and awards of any kinds incurred or made against Transnet in connection with any breach of this warranty.

**11 INSOLVENCY**

If the Supplier/Service Provider shall have a receiver, manager, administrator, liquidator or like person appointed over all or any part of its assets or if the Supplier/Service Provider compounds with its creditors or passes a resolution for the writing up or administration of the Supplier/Service Provider, Transnet is at liberty to terminate the Order or Orders forthwith, or at its option, to seek performance by any such appointed person.

**12 ASSIGNMENT**

The Supplier/Service Provider shall not assign its obligations under an Order without Transnet's prior written consent, which consent shall not be unreasonably withheld or delayed.

**13 NOTICES**

Notices under these Terms shall be delivered by hand to the relevant addresses of the parties in the Order or may be served by facsimile or by email, in which event notice shall be deemed served on acknowledgement of receipt by the recipient.

**14 LAW**

Orders shall be governed by and interpreted in accordance with South African law and any disputes arising herein shall be subject to South African arbitration under the rules of the Arbitration Foundation of South Africa, which rules are deemed incorporated by reference in this clause. The reference to arbitration shall not prevent Transnet referring the matter to any South African courts, having jurisdiction, to which the Supplier/Service Provider hereby irrevocably submits but without prejudice to Transnet's right to take proceedings against the Supplier/Service Provider in other jurisdictions and/or obtaining interim relief on an urgent basis from a court of competent jurisdiction pending the decision in other courts or from instituting in any court of competent jurisdiction any proceedings for an interdict or any other injunctive relief. If the Supplier/Service Provider does not have a registered office in the South Africa it will at all times maintain an agent for service of process in South Africa and shall give Transnet the name and address of such agent as such may be amended, in writing, from time to time.

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**15 GENERAL**

Completion or termination of an Order shall be without prejudice to any Term herein which by its nature would be deemed to continue after completion or termination, including but not limited to clauses 5, 6, 7, 8, 9, 12 and 6. Headings are included herein for convenience only. If any Term herein be held illegal or unenforceable, the validity or enforceability of the remaining Terms shall not be affected. No failure or delay by Transnet to enforce any rights under these Terms will operate as a waiver thereof by Transnet. All rights and remedies available to either party under these Terms shall be in addition to, not to the exclusion of, rights otherwise available at law.

**16 COUNTERPARTS**

These Terms and conditions may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument. Any party may enter into this agreement by signing any such counterpart.

**17 DATABASE OF RESTRICTED SUPPLIERS**

- 17.1 All the stipulations on Transnet's blacklisting process as laid down in Transnet's Supply Chain Policy and Procurement Procedures Manual are included herein by way of reference. Below follows a condensed summary of this blacklisting procedure.
- 17.2 Blacklisting is a mechanism used to exclude a company/person from future business with Transnet and other organs of state for a specified period. On completion of the blacklisting process, the blacklisted entity's details will be placed on National Treasury's Database of Restricted Suppliers for the specified period of exclusion.
- 17.3 The decision to blacklist is based on one of the grounds for blacklisting. The standard of proof to commence the blacklisting process is whether a "*prima facie*" (i.e. on the face of it) case has been established.
- 17.4 Depending on the seriousness of the misconduct and the strategic importance of the Goods/Services, in addition to blacklisting a company/person from future business, Transnet may decide to terminate some or all existing contracts with the company/person as well.
- 17.5 A supplier or contractor to Transnet may not subcontract any portion of the contract to a blacklisted company.
- 17.6 Grounds for blacklisting include: If any person/Enterprise which has submitted a Bid, concluded a contract, or, in the capacity of agent or subcontractor, has been associated with such Bid or contract:
- a) Has, in bad faith, withdrawn such Bid after the advertised closing date and time for the receipt of Bids;
  - b) has, after being notified of the acceptance of his Bid, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the bid documents;
  - c) has carried out any contract resulting from such bid in an unsatisfactory manner or has breached any condition of the contract;

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- d) has offered, promised or given a bribe in relation to the obtaining or execution of the contract;
- e) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any Government Department or towards any public body, Enterprise or person;
- f) has made any incorrect statement in a certificate or other communication with regard to the Goods or Services or his B-BBEE status and is unable to prove to the satisfaction of Transnet that:
  - (i) he made the statement in good faith honestly believing it to be correct; and
  - (ii) before making such statement he took all reasonable steps to satisfy himself of its correctness;
- g) caused Transnet damage, or to incur costs in order to meet the contractor's requirements and which could not be recovered from the contractor;
- h) Has litigated against Transnet in bad faith.

17.7 Transnet recognizes that trust and good faith are pivotal to its relationship with its suppliers. When a dispute arises between Transnet and its supplier, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, Transnet will not do business with a company that litigates against it in bad faith or is involved in any action that reflects bad faith on its part. Litigation in bad faith includes, but is not limited to the following instances:

- a) Vexatious proceedings. These are frivolous proceedings which have been instituted without proper grounds;
- b) Perjury. Where a supplier commits perjury either in giving evidence or on affidavit;
- c) Scurrilous allegations. Where a supplier makes allegations regarding a senior Transnet employee which are without a proper foundation, scandalous, abusive or defamatory.
- d) Abuse of court process. When a supplier abuses the court process in order to gain a competitive advantage during a bid process.

17.8 Where any person or Enterprise has been found guilty by a court of law, tribunal or other administrative body of a serious breach of any law, during the preceding 5 Years, such person/Enterprise may also be blacklisted. Serious breaches of the law would include but are not limited to corruption, fraud, theft, extortion, or contraventions of the Competition Act 89 of 1998 (e.g. collusive tendering). This process excludes minor convictions such as traffic offences or personal disagreements between parties which have no bearing on the business operations of the person or Enterprise.

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- 17.9 Grounds for blacklisting include a company/person recorded as being a company or person prohibited from doing business with the public sector on National Treasury's Register of Tender Defaulters.
- 17.10 Companies associated with the person/s guilty of misconduct (i.e. entities owned, controlled or managed by such persons), any companies subsequently formed by the person(s) guilty of the misconduct and/or an existing company where such person(s) acquires a controlling stake may be considered for blacklisting. The decision to extend the blacklist to associated companies will be at the sole discretion of Transnet.
- 17.11 Any person or enterprise or company against whom a decision to blacklist has been taken, may make representations to the Chief Financial Officer of Transnet SOC Ltd, whose decision shall be final.

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Respondent's Signature

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Date & Company Stamp