



Transnet Freight Rail, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

**REQUEST FOR QUOTATION [RFQ] No ERAC EN U 21938 BD165**

**FOR THE PROVISION OF: CLEANING SERVICE FOR TFR DEPOTS AT  
EMPANGENI AREAS AND SURROUNDING FOR  
THREE MONTHS**

**FOR DELIVERY TO: MANDENI, EMPANGENI, NSESE, RICHARDS BAY  
PORT AREAS, MTUBATUBA, HLUHLUWE AND  
GOLELA**

**ISSUE DATE: 14 JULY 2016 TO 18 JULY 2016**

**CLOSING DATE: 21 JULY 2016**

**CLOSING TIME: 10:00**

**COMPULSORY BRIEFING SESSION**

**VENUE: 4 KIEWIET STREET, MALAHLE HOUSE, EMPANGENI,  
BOADROOM 214**

**DATE: 19 JULY 2016**

**TIME: 10:00AM**

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

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

**METHOD:**

TENDER FAX / TENDER BOX

**CLOSING VENUE:**

TRANSNET FREIGHT RAIL RME,  
THE CHAIRMAN OF THE ACQUISITION COUNCIL,  
INYANDA HOUSE 1, 21 WELLINGTON ROAD,  
PARKTOWN, GAUTENG  
FAX NUMBERS: 011 774 9129 / 011 774 9186

CONFIRM THE RECEIPT OF ALL QUOTES WITH THULI AT 011 544 9497

**1 Responses to RFQ**

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

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

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

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

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

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

**3 Communication**

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

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

Name: Boniswa Dlamini      Email: boniswa.dlamini@transnet.net  
Telephone: 035 906 7067

Respondents may also, at any time after the closing date of the RFQ, communicate with the Regional Supply Chain Manager, Lizelle Smith on any matter relating to its RFQ response:

Name	Email address	Telephone	Fax
Lolo Sokhela	<a href="mailto:Lolo.sokhela@transnet.net">Lolo.sokhela@transnet.net</a>	011 544 9494	011 774 9186
Thuli Mathebula	<a href="mailto:Thuli.mathebula@transnet.net">Thuli.mathebula@transnet.net</a>	011 544 9497	011 774 9129

#### 4 Legal Compliance

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

#### 5 Changes to Quotations

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

#### 6 Pricing

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

#### 7 Prices Subject to Confirmation

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

#### 8 Binding Offer

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

#### 9 Disclaimers

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

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

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

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

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

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

## 10 Specification of goods or services

### SCHEDULE 1 – WORK ORDER (S)

**All clauses listed below are to be read in conjunction with the corresponding clause/s in the Master Agreement, however where ambiguity or conflict exist the terms and conditions as detailed in the master agreement prevail, furthermore, all terms and conditions of the tender and supporting documents apply to this agreement**

#### SCOPE OF REQUIREMENTS

##### 10.1 SCOPE OF WORK

Areas to be cleaned:

- 10.1.1 Main entrance, security, ablutions, reception area and surrounding depot areas including paved areas
- 10.1.2 Stairs and landings (service and main stairs)
- 10.1.3 Offices and passages (including boardrooms and other working areas)
- 10.1.4 Toilets: ladies and gents
- 10.1.5 Kitchens – microwaves, fridges and other kitchen utensils
- 10.1.6 Entertainment areas
- 10.1.7 Windows
- 10.1.8 Lobby's on floors outside windows
- 10.1.9 Store rooms
- 10.1.10 Parking areas
- 10.1.11 Wash dishes / cutlery after been used in kitchens

##### 10.2 SUPERVISION

- 10.2.1 Daily full time supervision to be provided by Service Provider.
- 10.2.2 Quality control will be done by client on site.

- 10.2.3 The Service Provider shall be responsible for the efficient performance of the contract and for the good conduct of his/her employees whenever they carry out cleaning works in the buildings.
- 10.2.4 The supervisor, who has sound knowledge and experience in supervising cleaning works for high quality buildings, shall be the person in charge of daily operation of cleaning team and is responsible for reporting to the designated TFR manager.
- 10.2.5 TFR REM reserves the right to monitor the clock-in time and clock-out time of the service provider's employees as well as to give working instructions directly to the service provider's employees if deemed fit (within the specifications).

**10.3 SAFETY FILE TO BE ON SITE AND MUST CONSIST OF BUT NOT LIMITED TO**

- 10.3.1 Risk assessment and safety plan
- 10.3.2 Written safe working procedures and job observations
- 10.3.3 Valid appointment letters (first aider, SHE rep, etc.)
- 10.3.4 Valid certificates (first aid, SHE rep, site access etc.)
- 10.3.5 Recording of IOD incidents
- 10.3.6 Weekly audit and inspection of all equipment
- 10.3.7 Minutes of meetings
- 10.3.8 Register of personal protective equipment
- 10.3.9 Training certificates for all employees
- 10.3.10 Safety induction certificates for all employees
- 10.3.11 Medical certificates for all employees
- 10.3.12 General issues
- 10.3.13 MSDS (material safety data sheets for all cleaning chemicals)

**10.4 TO BE PROVIDED BY TRANSNET FREIGHT RAIL**

TFR will provide water and access to the successful Service Provider to all buildings that must be cleaned.

**10.5 TO BE PROVIDED BY THE SERVICE PROVIDER**

- 10.5.1 Necessary sign boards e.g. floor wet/slippery, etc.
- 10.5.2 Equipment needed but not limited to:
- 10.5.3 Vacuum cleaners / Carpet machines
- 10.5.4 Mops
- 10.5.5 Buckets
- 10.5.6 Polishers
- 10.5.7 Brooms

10.5.8 Cloths

10.5.9 Feather dusters

10.5.10 Brushes

10.5.11 Steam cleaners

10.5.12 Service Provider to conform to all Safety Requirements including Safety, Health, and Environment (SHE) Induction for Service Providers employees as specified by Transnet Freight Rail.

10.5.13 All cleaning chemicals and cleaning equipment to be supplied by Service Provider and must be clearly marked.

10.5.14 All cleaning consumables, e.g. cleaning chemicals must be of an acceptable standard, i.e. **SABS** approved or equivalent.

10.5.15 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.

10.5.16 Service Provider must install a white lockable toilet roll holder for 3 toilet

10.5.17 Service Provider to supply white double ply toilet paper of 500 sheets each. Toilet paper must be of an acceptable standard and SABS approved or equivalent. Toilet paper must be soft type, perforated every 111mm, maximum outside diameter of roll 105mm, width of roll 101.5mm, maximum 100mm min, and nominal core diameter of 38mm (ID), specification: SABS 648-1980.

10.5.18 Toilet areas are not to be used as change rooms. Cleaning of equipment will not be allowed in toilet areas.

10.5.19 Disposal of dirty water to be deposited directly into toilet pans and thereafter toilet areas to be cleaned.

**10.6 DUTIES**

10.6.1 Carpets:

- Vacuum
- Spot clean
- necessary
- Steam clean

Weekly  
When

Quarterly

10.6.2 Tiles (Offices/Kitchens/Toilets/Passages):

- Sweep
- Damp wipe with disinfectant

Daily  
Daily

10.6.3 Offices:

- Vacuum material covered furniture
- Steam clean material covered furniture
- Dust all surfaces
- Spot clean necessary
- Polish office furniture

Weekly  
Quarterly  
Weekly  
When  
Weekly

- Wipe all window ledges Weekly
- Dust blinds Weekly
- Damp wipe all microwaves Weekly
- Damp wipe all fridges Weekly

10.6.4 Other:

- Clean and disinfect all telephones Weekly
- Dust all high ledges and fittings Weekly
- Dust all horizontal surfaces (low level) Weekly
- Dust all vertical surfaces (walls and cabinets) to a height of 2m Weekly
- Air conditioner and/or outlets to be wiped Monthly

10.6.5 Waste Disposal in Offices, Kitchens and Toilets:

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

10.6.6 Walls, Doors, Paint Work and Wall Paper:

- Spot clean all low surfaces (finger marks etc.) Daily
- Wash / wipe walls from top to bottom Quarterly
- Dust all frames Weekly

10.6.7 Glass Doors and Metal Works:

- Spot clean (finger marks etc.) Daily
- Clean or polish all bright metal fittings to doors / frames Weekly

10.6.8 Entrance Foyer / Reception / Reception Area / Lobby's:

- Sweep Daily
- Clean door mats and dust blinds Daily
- Damp clean counter tops Daily
- Damp mop floor with disinfectant Daily
- Machine buff Weekly
- Clean main entrance foyer glass window interior and exterior Daily

10.6.9 Toilets:

- Empty and clean all waste receptacles Twice daily
- Clean and sanitise all waste receptacles bowls, Twice daily

Basins and urinal outlets

- Clean all mirrors Daily
- Damp mop floor with disinfectants Daily
- Clean all metal fittings Daily
- Spot clean all wall tiles, doors, partitions, ceilings Daily

- Treat against staining, fungal and bacterial growth Monthly
- Provide and replenish toilet paper Daily
- Wipe clean hand dryers and all other fixtures Daily
- Damp wipe all window ledges Daily
- Ensure toilet roll holders are replenished Twice Daily

**10.6.10 Window Cleaning:**

- Clean interior faces of all windows (low and high) Monthly
- Clean exterior faces of all windows (low and high) Monthly
- Clean main entrance foyer glass window interior and exterior Daily

**10.6.11 Blinds:**

- Dust Weekly
- Wash Quarterly
- Spot clean necessary When

**10.6.12 Kitchens:**

- Damp wipe cupboards with disinfectant Daily
- Damp wipe counter tops with disinfectant Daily
- Clean sinks Daily
- Damp wipe interior of cupboards Quarterly
- Wipe clean all electrical equipment and other Daily
- Damp wipe window ledges Daily
- Damp mop floors with disinfectant Daily
- Damp wipe all microwaves Weekly
- Damp wipe all fridges Weekly
- Supplier to provide dishwashing liquid and dish cloths Daily
- Dishes in the kitchens be cleaned Daily

**10.6.13 Parking Areas / Ramp / Guard House and Out Buildings**

- All surface refuse to be removed Daily
- Sweep around buildings and remove waste around garden areas Daily
- Dust all surface areas in guard house and out buildings Daily
- All parking areas must be swept Daily

**10.6.14 External Area at Main Entrance and Various Assembly Points:**

- All surface refuse to be removed Daily
- Area to be swept Daily

**10.6.15 Entertainment Areas / Bars / Lapas (Interior and Exterior):**

- Floor to be swept or vacuumed Weekly





- Tiles to be damp mopped with disinfectant Weekly
- All surface refuse to be removed Daily
- Counter tops / bar tops to be damp wiped Daily
- Dust all surfaces Daily
- Polish furniture (where possible) Weekly
- Outside area to be swept Daily

10.6.16 Stairs, Landings and Balustrades:

- Area to be swept or vacuumed Daily
- Tiles to be damp mopped with disinfectant Daily
- Wall panels to be damp wiped Daily
- Balustrades to be damp wiped and polished Daily

**10.7 WORKING HOURS**

Cleaning to commence from 07:00 to 15H00 (times can be altered due to emergency requirements) including Public Holidays and weekends (or 24/7 operating depots. This should be done within the legal framework of housekeeping: Act 85 and Act 86).

**10.8 UNIFORM CLOTHING**

- 10.8.1 The Service Provider shall at all times ensure that **all** staff have been provided with all necessary protective clothing, e.g. Gloves, Shoes, masks, etc.
- 10.8.2 All staff to be identifiable with visible identification at all times.
- 10.8.3 The Service Provider shall ensure that his / her employees wear clean and tidy uniforms at all times.
- 10.8.4 The uniform must be worn by all employees who are engaged to carry out the works throughout the contract period.

**10.9 MEASURE AND PAYMENT**

- 10.9.1 A month will be calculated from the 1<sup>st</sup> of the month to the last calendar day of the month.
- 10.9.2 A signed register of work performed to be submitted with the delivery note. Note that the delivery note must indicate the building number (by using the asset numbers or a clear description thereof).
- 10.9.3 The register must be signed by the Supervisor of the specific area.
- 10.9.4 The delivery note must be signed by the Transnet Manager to indicate that work was performed to satisfaction.
- 10.9.5 Subject to the satisfactory completion of the cleaning works, the Service Provider shall be remunerated monthly in arrears.

- 10.9.6 In the event of full staff compliment being unavailable, payment for that specific day will be withheld.
- 10.9.7 All work performed under this contract shall be subject, before payment, to inspection by the Transnet Manager who may withhold payment when in his/her opinion any service has not been performed in accordance with the requirements of the contract.

#### **10.10 BREACH OF CONTRACT**

If the Service Provider:

- o Has abandoned the contract, or
- o Is not executing the service in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract. Then the Transnet Manager, after giving 30 days written notice to the Service Provider, may expel the Service Provider from the building without thereby releasing the Service Provider from any of his/her other obligations or liabilities under the contract.

#### **10.11 COMPLIANCE TO REGULATORY REQUIREMENTS AND REGISTRATION**

Service Providers to ensure that they comply with

- o BCEA – Basic Conditions of Employment Act
- o Registered with the BCCCI (Bargaining Council Contract Cleaning Industry). Please note that a valid Registration Certificate is required as proof of Registration.

#### **10.12 INJURY TO PERSONS**

The Service Provider shall be solely liable for and shall indemnify the Transnet Manager in respect of any liability, loss, claim or proceedings whatsoever, arising under any legislation or at common law in respect of personal injury to or the death of any person whatsoever arising out of or in the course of or caused by the execution of the work whether or not due to his negligence and shall effect adequate insurance cover in respect of such risks and shall furnish the Transnet Manager with a copy of the insurance policy.

#### **10.13 DAMAGE TO PROPERTY**

The Service Provider shall be liable for and shall indemnify the Transnet Manager and the Owner of the buildings against any liability, loss, claim or proceedings in respect of any damage to any property whatsoever arising out of or in course of his/her negligence and shall effect adequate insurance cover in respect of such risks and shall furnish the Transnet Manager with a copy of the insurance policy. If there are any act, omission or neglect of the Service Provider, his agents, servants, workmen or others, or of any sub-contractor employed by him, cause or suffer any damage to any property whatsoever in the execution of any works under this Contract, such damage may be made good by the Transnet Manager at the cost of the Service Provider and the Service Provider shall on demand pay the damages to the Transnet Manager.

#### **10.14 UIF, PENSION FUND AND BONUS**

- 10.14.1 The Service Provider shall register his/her employees for Unemployment Insurance Fund and Pension fund for the duration of the contract.
- 10.14.2 The Service Provider shall further pay his/her employees Bonus or 13<sup>th</sup> cheque in the month of December.
- 10.14.3 The Service Provider must be registered with the NBC Provident Fund.

#### **10.15 SITE BOOKS**

- 10.15.1 A Site Instruction Book shall be provided by the Service Provider and such a book shall have numbered sheets for receiving and recording instructions by the Transnet Manager and shall be clearly marked "Site Instruction Book".
- 10.15.2 The site diary shall be clearly marked "Day Book". At the end of each day a line shall be drawn below the last entry of the day and both the Service Provider and Transnet Manager or his/her deputy shall sign across the line. If no entry was made, a "NIL" return must be entered and signed. Any claim arising from delay, which cannot be substantiated by reference to the site diary will not be considered.
- 10.15.3 Only persons authorised in writing by the Transnet Manager or Service Provider may make entries in the site books.
- 10.15.4 On completion of the contract the Site Book / Site Books shall be returned to the Transnet Manager managing the contract on behalf of Transnet Freight Rail.

#### **10.16 SPECIAL CONDITIONS:**

- 10.16.1 The tendered price for the above works must include the costs of all chemicals, material and labour necessary for the proper execution of the works in every aspect.
- 10.16.2 No sub-contractors will be allowed on site without prior permission from the Supervisor

#### **11 National Treasury Central Supplier Database registration**

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

Please follow the following steps to register your company on the National Treasury Central Supplier Database and confirm your registration by forwarding us with your National Treasury "MA" reference number.

Step 1: Access the CSD site on <https://secure.csd.gov.za/>

Step 2: Register a new CSD account <https://secure.csd.gov.za/Account/Register>

- Step 3: Receive an activation email and click activate account
- Step 4: Activate account by requesting and entering the OTP
- Step 5: Log in the CSD
- Step 6: Complete supplier identification information
- Step 7: Complete contact information
- Step 8: Complete address information
- Step 9: Complete bank account information
- Step 10: Complete tax information
- Step 11: Complete directors/members information (if non-CIPC company)
- Step 12: Complete associations (if relevant)
- Step 13: Complete commodities information
- Step 14: Complete B-BBEE information (future phase)
- Step 15: Maintain users
- Step 16: Complete notification information
- Step 17: Complete accreditations
- Step 18: Click on submit
- Step 19: A CSD supplier number and unique registration reference number is auto-generated and communicated

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

**RFQ FOR PROVISION OF CLEANING SERVICE FOR EMPANGENI AND SURROUNDING AREAS**  
**CLOSING VENUE: INYANDA HOUSE 1, 21 WELLINGTON ROAD,**  
**PARKTOWN, GAUTENG**  
**CLOSING DATE & TIME: 21 JULY 2016 AT 10:00**  
**VALIDITY PERIOD: 90 (NINETY) Business Days**

**SECTION 2**

**EVALUATION CRITERIA AND RETURNABLE DOCUMENTS**

**12 EVALUATION CRITERIA**

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

<b>Criterion/Criteria</b>	<b>Explanation</b>
<b>Administrative responsiveness</b>	Completeness of response and returnable documents
<b>Substantive responsiveness</b>	Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and specification given. <ul style="list-style-type: none"> <li>• Compliance with Specification – Return attached technical submission</li> <li>• Register with the BCCCI (Bargaining Council Contract Cleaning Industry). Valid registration certificate is required as a proof of registration.</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 threshold with a prescribed percentage threshold of 80%. Supplier related experience and Health, Risk and safety plans will be considered as part of the technical evaluation[complete Annexure B – Technical Questionnaire]
<b>Final weighted evaluation based on 80/20 or 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>

**13 Validity Period**

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

This RFQ is valid until \_\_\_\_\_.

**14 Disclosure of Prices Quoted**

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

YES  NO

**15 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:

Mandatory Returnable Documents	Submitted [Yes or No]
- SECTION 3 : Quotation Form	
- ANNEXURE B : Technical Submissions	
- ANNEXURE C : Pricing Schedule	
- Valid registration certificate on BCCCI (Bargaining Council Contract Cleaning Industry)	
- ANNEXURE D : Certificate of Attendance for Briefing session	

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

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

Essential Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to bidders	
SECTION 2 : Evaluation criteria and list of returnable documents	
- SECTION 4 : RFQ Declaration and Breach of Law Form	
- Valid and original, or a certified copy, of your entity's B-BBEE Verification Certification as per the requirements stipulated in Annexure A: B-BBEE Claims Form	

Respondent's Signature

Date & Company Stamp

Essential Returnable Documents	Submitted [Yes or No]
Note: failure to provide these required documents at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference	
- Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
- ANNEXURE A – B-BBEE Preference Points Claim Form	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFQ. Should the Respondent be awarded the contract [the Agreement] and fail to present Transnet with such renewals as and when they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the Annual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

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### SECTION 3 QUOTATION FORM

I/We \_\_\_\_\_

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

- I/We agree to be bound by those terms and conditions in:
- the Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet; and
  - any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless Transnet should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

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

#### Price Schedule

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

**Refer to annexure C attached for pricing schedule.**

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

#### Notes to Pricing

- All Prices must be quoted in South African Rand, exclusive of VAT
- 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.
- TFR reserves the right to adjust the quantities per item requested using the prices provided by the supplier.
- Delivery cost to our site must be included into your unit price.

Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

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



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

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

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

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

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

SIGNATURE OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

ADDRESS OF WITNESSES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

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

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

**SECTION 4**  
**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, permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFQ from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFQ documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFQ and the requirements requested from Bidders in responding to this RFQ have been conducted in a fair and transparent manner; and
6. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
7. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the Transnet Group.

8. If such a relationship as indicated in paragraph 6 and/or 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/  
PARTNER/SHAREHOLDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Indicate nature of relationship with Transnet: \_\_\_\_\_

*[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with Transnet]*

9. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet [other than any existing and appropriate business relationship with Transnet] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

**BREACH OF LAW**

10. We further hereby certify that *I/we **have/have not been*** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BREACH:

\_\_\_\_\_  
Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

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

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

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

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

## RFQ FOR PROVISION OF CLEANING SERVICE AT EMPANGENI AND SURROUNDING AREAS

### ANNEXURE A: B-BBEE PREFERENCE POINTS CLAIM FORM

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

#### 1. INTRODUCTION

- 1.1 A total of 20 preference points shall be awarded for B-BBEE Status Level of Contribution.
- 1.2 Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [**SANAS**] or a Registered Auditor approved by the Independent Regulatory Board of Auditors [**IRBA**] or an Accounting Officer as contemplated in the Close Corporation Act [**CCA**] together with the bid will be interpreted to mean that preference points for B-BBEE Status Level of Contribution are not claimed.
- 1.3 Transnet reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by Transnet.

#### 2. GENERAL DEFINITIONS

- 2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can utilised have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by Transnet;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual

total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928;

2.10 **"firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs and excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 **"non-firm prices"** means all prices other than "firm" prices;

2.13 **"person"** includes reference to a juristic person;

2.14 **"QSE"** means any enterprise with an annual total revenue between R5 [five] million and R35 [thirty five] million as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of between R10 [ten] million and R50 [fifty] million as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928

2.15 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.19 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to another bidder.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored will be rounded off to 2 [two] decimal places.

3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.

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

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

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

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

- 4.2 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.
- 4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.5 The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black



Economic Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a transitional period ending 30 April 2015. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.

4.6 As such, Transnet will accept B-BBEE certificates issued based on the Revised Codes. Transnet will also continue to accept B-BBEE certificates issued in terms of the 2007 version of the Codes provided it was issued before 1 May 2015. Thereafter, Transnet will only accept B-BBEE certificates issued based on the Revised Codes.

4.7 In terms of the Revised Codes of Good Practice, Bidders who qualify as QSEs must comply with all the elements of B-BBEE for the purposes of measurement. QSEs that are at least 51% or 100% Black owned are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

4.8 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.

4.9 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 a consolidated B-BBEE scorecard is prepared for every separate bid.

4.10 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

4.11 A person will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.

4.12 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

4.13 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

5. B-BBEE STATUS AND SUBCONTRACTING

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

B-BBEE Status Level of Contributor \_\_\_\_\_ = \_\_\_\_\_ [maximum of 20 points]

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

**5.2 Subcontracting:**

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

If YES, indicate:

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

**5.3 Declaration with regard to Company/Firm**

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....
- (iv) Type of Company/Firm [TICK APPLICABLE BOX]
  - Partnership
  - Joint Venture/Consortium
  - Sole person business/sole propriety
  - Close Corporations
  - Company (Pty) Ltd
- (v) Describe Principal Business Activities  
.....  
.....  
.....

**(vi) Company Classification [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional Service Provider
- Other Service Providers, e.g Transporter, etc
- (vii) Total number of years the company/firm has been in business.....



**BID DECLARATION**

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

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6 above, the contractor may be required to furnish documentary proof to the satisfaction of Transnet that the claims are correct.
- (iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, Transnet may, in addition to any other remedy it may have:
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the Bidder or contractor, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after the *abeyantiam paritem* [hear the other side] rule has been applied; and/or
  - (e) Forward the matter for criminal prosecution.

**WITNESSES:**

- 1. ....
- 2. ....

SIGNATURE OF BIDDER

DATE:.....

COMPANY NAME: .....

ADDRESS:.....

**ANNEXURE B: TECHNICAL SUBMISSION**

<b>Quality criteria</b>	<b>Sub-criteria</b>
<b>Prior experience</b>	Previous work experience in cleaning of buildings
<b>Health, Risk and Safety plan</b>	Health, risk and Safety plan

**PREVIOUS WORK EXPERIENCE**

<u>Transnet</u>			
<b>References,</b>	<b>Contact details</b>	<b>Vendor Contact</b>	<b>Year</b>
<b>Other organisations</b>	<b>Name</b>	<b>Contact details and designation</b>	<b>Year</b>
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			

DRAFT FOR COMMENT ONLY

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

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

<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			
<b>Name of company</b>			
<b>Reference person</b>			

PROHIBITED COPY

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

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

**Health Risk and Safety Plans**

	<b>Item</b>	<b>Yes</b> Tick (Submitted Plan)	<b>No</b> Tick (Did not Submit Plan)	Indicate exactly is the supporting documents attached in the tender
<b>Health Risk and Safety Plans</b>	Plan detailing how the work will be undertaken safely (Health and Safety Plan)			
	Indicate showing timeframes how you will undertake the work (safe working procedure)			
	Risk management plan reflecting risk assessment matrix			

PRELIMINARY

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

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

No 2	Item	Yes Tick (Submit Proof)	No Tick
<b>Clause by Clause compliance</b>	Confirming compliance with scope of work given		

**CLAUSE BY CLAUSE COMPLIANCE SCHEDULE.**

**CLEANING SERVICE AT EMPANGENI AND SURROUNDING**

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

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

Clause	Compliance response	Explanation / Deviation / Reason
10.1		
12.2		
10.3		
10.4		
10.5		
10.6		
10.7		
10.8		
10.9		
10.10		
10.11		
10.12		
10.13		
10.14		
10.15		
10.16		

DRAFT FOR COMMENT

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

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

ANNEXURE C - PRICING SCHEDULE

Item	Station	Description	Inventory Number	CLIENT	Frequency	M <sup>2</sup>	Unit Price for 1 month	Total Price for 3 months
1.	EMPANGENI	MALAHLE HOUSE	02EE001A	Various	5 (except for SOC)	5539		
2.	EMPANGENI	REM OFFICES (House R31)	02BE021A	REM	5	95.3		
3.		REM M&A	02BE023A	REM	5	34.7		
4.	EMPANGENI	K BLOCK INFRA OFFICES	02BE067A	RB INFRA	5	1118.7		
5.	EMPANGENI	TOILET AT SHUNTERS	02AE005A	RAIL OPS	5	2.9		
6.	EMPANGENI	Office	02AE007A	RAIL OPS	5	64.2		
7.	EMPANGENI	M & A	02AE009A	RAIL OPS	5	105.9		
8.	EMPANGENI	MESS AND ABLUTIONS	02AE011A	REM	5	88.4		
9.	EMPANGENI	GOODS SHED (offices)	02AE002A	REM	5	975.9		
10.	EMPANGENI	WAITING ROOM	02BE041A	OPS	5	138		
11.	EMPANGENI	REFRESHMENT BUILDING	02BE042A	OPS	1	205		
12.	EMPANGENI	STATION BUILDING	02BE043A		5	192.9		
13.	EMPANGENI	STATION BUILDING	02BE044A	OPS	7	286.8		
14.	EMPANGENI	OLD PARCEL BUILDING	02BE038A		5	146.8		
15.	EMPANGENI	MALE TOILET AT OLD PARCEL BUILDING	02BE039A	OPS	5	9.3		
16.	EMPANGENI	FEMALE TOILET AT OLD PARCEL BUILDING	02BE040A	OPS	5	9.3		
17.	EMPANGENI	TICKET OFFICE	02AE001A	OPS	5	78.2		
18.	EMPANGENI	POLICE BUILDING	02BE037A	INFRA	5	250.2		
19.	EMPANGENI	HEALTH INSPECTOR BUILDING	02BE034A	INFRA	5	44.3		
20.	EMPANGENI	M&A & GARAGE AT RELAY ROOM	02BE036A	INFRA	5	65.7		
21.	EMPANGENI	OFFICES AT RELAY ROOM	02BE035A	INFRA	5	332.3		

Respondent's Signature

Date Company Stamp



Item	Station	Description	Inventory Number	CLIENT	Frequency	M <sup>2</sup>	Unit Price for 1 month	Total Price for 3 months
22.	EMPANGENIRAIL NETWORK	GARAGES & OFFICES AT COMMS BLDG	02BE032A	INFRA	5	151.91		
23.	EMPANGENIRAIL NETWORK	COMMUNICATION BUILDING - TRANSTER	02XE003A	INFRA	5	230.4		
24.	EMPANGENIRAIL NETWORK	STANBY BUILDING TOILETS	02BE031A	INFRA	5	35.8		
25.	EMPANGENIRAIL NETWORK	MAINTENANCE DEPOT S & T OFFICE AT (MAIN ADMIN BUILDING)	03BE030A	INFRA	5	466.6		
26.	EMPANGENIRAIL NETWORK	MESS AND ABLUTION S&T DEP	02BE022A	INFRA	5	283.3		
27.	EMPANGENIRAIL NETWORK	2 X OFFICES AT SIGNALS WORK SHOP	02BE010A	INFRA	5	10.1		
28.	EMPANGENIRAIL NETWORK	M & A AT S & T DEPOT	02XE002A	INFRA	5	224.3		
29.	EMPANGENIRAIL NETWORK	MESS AND ABLUTION	02BE024A	INFRA	5	358		
30.	EMPANGENIRAIL NETWORK	MESS AND ABLUTIONS	02BE025A	INFRA	5	153.6		
31.	EMPANGENIRAIL NETWORK	SCS STORES 615	03BE007A	SCS	5	410.8		
32.	EMPANGENIRAIL NETWORK	SCS STORE 642 PROMAT	03BE004A	SCS	5	1187.8		
33.	EMPANGENIRAIL NETWORK	MESS AND ABLUTIONS	02BE017A	INFRA	5	145.5		
34.	EMPANGENIRAIL NETWORK	M & A WELDING	03BE005A	INFRA	5	14.6		
35.	EMPANGENIRAIL NETWORK	MESS AND ABLUTION	02BE018A	INFRA	5	264		
36.	EMPANGENIRAIL NETWORK	WORKSHOP TECH SUPT	03BE003A	INFRA	5	862.8		
37.	EMPANGENIRAIL NETWORK	OFFICE	02BE021A	INFRA	5	95.3		
38.	EMPANGENIRAIL NETWORK	T SUPT OFFICES EMPANGENI	02BE014A	INFRA	5	173.3		
39.	EMPANGENIRAIL NETWORK	M & A FACILITY (HAZMAT ENTRANCE)	02BE008A	INFRA	5	76.2		
40.	EMPANGENIRAIL NETWORK	MESS AND ABLUTIONS HAZMAT	02BE011A	HAZMAT	5	78.6		
41.	EMPANGENIRAIL NETWORK	OFFICES HAZMAT	02BE074A	INFRA	5	72.5		

Respondent's Signature

Date Company Stamp

Item	Station	Description	Inventory Number	CLIENT	Frequency	M <sup>2</sup>	Unit Price for 1 month	Total Price for 3 months
42	EMPANGENI	OFFICES	02BE012A	HAZMAT	5		42.9	
43	EMPANGENI	OFFICE & BOARDROOM	02BE013A	HAZMAT	5		322.1	
44	EMPANGENI	TOILET	02BE010A	HAZMAT	5		10.1	
45	EMPANGENI	WORKSHOP & OFFICES	03BB001A	HAZMAT	5		673.1	
46	EMPANGENIMSY	OFFICE AND M & A	02BE001A	MSY (SCS)	5		145.5	
47	HLHLUWE	STATION BUILDING	02BE017A	INFRA	5			
48	MANDINI	STATION BUILDING	02BE014A	OPS	5		100	
49	MANDINI	CTC CABIN	02XE600A	OPS	7		150	
50	MANDINI	SECURITY ROOM		OPS	7		100	
51	MANDINI	YARD MASTER		OPS	7		100	
52	MTUBATUBA	workshop & abltion	02BE823A	OPS	5		40.2	
53	NSESE	OFFICE & TOILET	02BE341A	OPS	7		46	
54	NSESE	control cabin	02BE351A	OPS	7		28.8	
55	NSESE	control cabin	02BE370A	OPS	7		29	
56	NSESE	MESS AND ABLUTIONS	02BE348A	OPS	7		57	
57	NSESE	MESS AND ABLUTIONS	02BE362A	OPS	7		103	
58	NSESE	MESS AND ABLUTIONS	02BE360A	OPS	7		64	
59	NSESE	MESS AND ABLUTIONS	02BE361A	OPS	7		64	
60	NSESE	CTC OUTSIDE TOILET	02XE300A	OPS	7		2200	
61	NSESE	MESS AND ABLUTIONS	02BE353A	OPS	7		100	
62	NSESE	MESS AND ABLUTIONS	02BE366A	OPS	7			
63	NSESE	ELECTRIC KIOSK (CTC)	02XE300A	OPS	7		2200	
64	NSESE	MESS AND ABLUTIONS	02BE346A	OPS	7		312	
65	NSESE	MESS AND ABLUTIONS	02BE352A	OPS	7		273	
66	NSESE	MESS AND ABLUTIONS	02BE345A	OPS	7		194	
67	NSESE	ADMIN BUILDING	02BE305A	OPS	7		628	
68	NSESE	MESS AND ABLUTIONS	02BE303A	OPS	7		297	
69	NSESE	MESS AND ABLUTIONS	02BE308A	SIGNALS	7		282	
70	NSESE	OFFICE & WORKSHOP	02BE304A	OPS	7		109	
71	NSESE	MESS AND ABLUTIONS	02BE339A	OPS	7		288	

Respondent's Signature

Date Company Stamp



Item	Station	Description	Inventory Number	CLIENT	Frequency	M <sup>2</sup>	Unit Price for 1 month	Total Price for 3 months
72.	NSESE	ADMIN BUILDING (CLIENT CENTRE)	02XE302A	OPS	7	862		
73.	BHIZOLO	BHIZOLO SHUNTERS CABIN	120241	OPS	7			
74.	Port Richards Bay	INFRA DEPOT (TELECOMS)	120036	OPS	5			
75.	Port Richards Bay	SKOONKAAI WAGONS OFFICE	02BB0048	OPS	5			
76.	Port Richards Bay	INFRA DEPOT (TELECOMS)	120036	OPS	5			
77.	Port Richards Bay	SKOONKAAI CONTROL CABIN124		OPS	5			
78.	Port Richards Bay	SKOONKAAI CONTROL CABIN 2	120063	OPS	5			
79.	Port Richards Bay	NEAR OLD BAYVIEW (SKOONKAAI)	120055	OPS	5			
80.	Port Richards Bay	SKOONKAAI CONTROL CABIN 1	120062	OPS	5			
81.	Port Richards Bay	SKOONKAAI JUMLUTI SHUNT 2		OPS	5			
82.	Port Richards Bay	INFRA DEPOT (TELECOMS)	120092	INFRA	5			
83.	Port Richards Bay	SKOONKAAI WAGONS: MESS AND ABLUTION	03BG067	OPS	5			
84.	Port Richards Bay	SKOONKAAI OLD BAYVIEW	B8758	OPS	5			
85.	Port Richards Bay	SKOONKAAI WAGONS: MESS AND ABLUTION	03BG065	OPS	5			
86.	Port Richards Bay	Yard MASTER BUILDING OPERATION BAYVIEW		OPS	5			
87.	Port Richards Bay	MANAGEMENT OF BAYVIEW OPERATION (PORT)		OPS	5			
88.	RICHARDS BAY HARBOUR	2279 INCOMING YARD		OPS				
89.	RICHARDS BAY HARBOUR	YARD MASTER BUILDING 2279	02BG023A	OPS				
90.	RICHARDS BAY HARBOUR	2279 DEPARTURE YARD	120010	OPS				

DRAFTED FOR COMMENT

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

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Item	Station	Description	Inventory Number	CLIENT	Frequency	M <sup>2</sup>	Unit Price for 1 month	Total Price for 3 months
91.	RICHARDS BAY HARBOUR	2279 DEPARTURE YARD	120009		OPS			
92.	RICHARDS BAY HARBOUR	Park homes x 2 office at the yard			OPS			
93.	RICHARDS BAY HARBOUR	2279	02AK315A		OPS			
		TOTAL						

Item	Station	Description	Inventory Number	CLIENT	Frequency	M <sup>2</sup>	Unit Price for 1 month	Total Price for 3 months
1.	Richards Bay (Meer en Seer)	Main gate security guards room		RME	5	6m		
2.	Richards Bay (Meer en Seer)	Male and Female Ablution – Container		RME	5	12m		
3.	Richards Bay (Meer en Seer)	Park home 1-4 offices	Office 2035 – 2038	RME	5	12m		
4.	Richards Bay (Meer en Seer)	Park home 2-4 office	Office 2039 – 2042	RME	5	12m		
5.	Richards Bay (Meer en Seer)	Park home 3-4 office	Office 2043 – 2046	RME	5	12m		
6.	Richards Bay (Meer en Seer)	Main brick building		RME	5	As per the layout		
7.	Richards Bay (Meer en Seer)	Park home 4 (Open plan office and Boardroom		RME	5	12m		
8.	Richards Bay (Meer en Seer)	Park home 5 (open plan office, fax room, toilets and kitchen)		RME	5	12m		
9.	Richards Bay (Meer en Seer)	Park home 6 (Open plan office, HC – former SCS)		RME	5	12m		
10.	Richards Bay (Meer en Seer)	Park home 7 (ablutions behind to HC		RME	5	12m		
11.	Richards Bay (Meer en Seer)	Park home 8 – open plan offices		RME	5	12m		
12.	Richards Bay (Meer en Seer)	Brick Office building at the top		RME	5	As per the layout		

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

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Item	Station	Description	Inventory Number	CLIENT	Frequency	M <sup>2</sup>	Unit Price for 1 month	Total Price for 3 months
13.	Richards Bay (Meer en Seer)	MPC Boardroom (Fabricated park home)		RME	5	12m		
14.	Richards Bay (Meer en Seer)	Park home 9 – offices		RME	5	12m		
15.	Richards Bay (Meer en Seer)	Park home 10	Office 1004 – 1006	RME	5	12m		
16.	Richards Bay (Meer en Seer)	Park home 11	Office 1007 – 1009	RME	5	12m		
17.	Richards Bay (Meer en Seer)	Park home 12	Office 1010 - 1013	RME	5	12m		
18.	Richards Bay (Meer en Seer)	Park home 13	Office 1014 – 1017	RME	5	12m		
19.	Richards Bay (Meer en Seer)	Park home 14	Office 1018 – 1022	RME	5	12m		
20.	Richards Bay (Meer en Seer)	Park home 15	Office 1023 – 1026	RME	5	12m		
21.	Richards Bay (Meer en Seer)	Park home 16	Office 1027 - 1030	RME	5	12m		
22.	Richards Bay (Meer en Seer)	Park home 17	Office 1001 - 1002	RME	5	12m		
23.	Richards Bay (Meer en Seer)	3m Park home 18 Disabled Ablution		RME	5	12m		
24.	Richards Bay (Meer en Seer)	Park home 19	Kitchen and toilets (male and female)	RME	5	12m		
		<b>TOTAL</b>						

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

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

**ANNEXURE D - CERTIFICATE OF ATTENDANCE OF RFQ BRIEFING**

**PROVISION OF CLEANING SERVICE FOR EMPANGENI AND SURROUNDING**

It is hereby certified that –

1. \_\_\_\_\_

2. \_\_\_\_\_

Representative(s) of \_\_\_\_\_ *[Name of entity]*  
attended the RFQ briefing in respect of the proposed Goods to be supplied in terms of this RFQ on  
\_\_\_\_\_ 20\_\_\_\_\_

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

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

DATE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

**PREVIEW COPY**

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

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