



TRANSNET FREIGHT RAIL  
a Division of  
TRANSNET LIMITED  
(Registration No. 1990/000900/06)

## REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER CRAC-CDK-06624

### CLEANING AND GARDEN SERVICE AT CITY DEEP FOR A PERIOD OF TWO YEARS

ISSUE DATE : 31 AUGUST 2010  
CLOSING DATE : 14 SEPTEMBER 2010  
OPTION DATE : 28 DECEMBER 2010  
CLOSING TIME : 10H00  
INFORMATION SESSION : 08 SEPT 2010  
TIME : 11H00  
VENUE : NO.1 HOUER ROAD  
CITY DEEP

TENDER BOX ALLOCATED AT THE CHAIRPERSON TRANSNET FREIGHT RAIL  
ACQUISITION COUNCIL, GROUND FLOOR, INYANDA HOUSE 1, 21  
WELLINGTON ROAD, PARKTOWN, JOHANNESBURG.

Please note that late responses and those delivered or posted  
to the wrong address will be disqualified.

Respondent's signature \_\_\_\_\_ 1

\_\_\_\_\_ Date and company stamp



**SCHEDULE OF DOCUMENTS**

- 1. Notice to Bidders**
- 2. Requisition for quotation**
- 3. Certificate of Attendance of RFQ Information meeting**
- 4. Scope of Work and General specification**
- 5. Returnable Schedules / Documents**
- 6. Supplier Declaration Form**
- 7. General Tender Conditions (CSS5 – Services)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Non-Disclosure Agreement**
- 10. Suppliers Code of Conduct**

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## SECTION 1

RFQ NO: CRAC-CDK-06624

### CLEANING AND GARDEN SERVICE AT CITY DEEP FOR A PERIOD OF TWO YEARS

#### NOTICE TO BIDDERS

Quotations are requested from interested Respondents to supply the above-mentioned requirement to TRANSNET FREIGHT RAIL.

On or after 31/08/2010 the RFQ documents may be inspected at, and are obtainable from the office of TRANSNET FREIGHT RAIL Tender Advice Centre, Ground Floor, Inyanda 1, 21 Wellington Road, Parktown.

A non-refundable tender fee of R100.00 (inclusive of Vat) is applicable per tender (listed below). Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203158598, Branch code 004805. The deposit slip must reflect the tender number and the Company Name. Receipt/s to be presented prior to collection of the tender/s.

NOTE: This amount is not refundable.

A COMPULSORY information meeting will be held at the following venue:

INFORMATION SESSION :	08 SEPT 2010
TIME :	11H00
VENUE :	NO.1 HOUER ROAD CITY DEEP

The site meeting is compulsory and companies not attending will be overlooked during the tender awarding process.

Please bring the valid document on the day of briefing.

NAME :	gladys.mtambo
E-MAIL :	gladys.mtambo@transnet.net

Tenders in triplicate must reach the Chairperson, TRANSNET Freight Rail Acquisition Council, P.O.Box 4244, Johannesburg 2000 before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

Tender No	: CRAC-CDK-06624
Description	: Cleaning And Garden Service at City Deep for a Period of Two Years
Closing date and time	: 14 September 10h00
Closing address (refer options below)	



**DELIVERY INSTRUCTIONS FOR THIS RFQ:**

- 1 If posted**, the envelope must be addressed to the Chairperson, TRANSNET Freight Rail Acquisition Council, P.O. Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Chairperson before the closing time of the RFQ. In the event of the late receipt of a Proposal, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 2 If delivered by hand**, the envelope is to be deposited in the TRANSNET tender box which is located at the main entrance, Inyanda House, 21 Wellington road, Parktown, Johannesburg and should be addressed as follows:

**THE CHAIRPERSON  
TRANSNET FREIGHT RAIL ACQUISITION COUNCIL  
INYANDA HOUSE  
21 WELLINGTON ROAD  
PARKTOWN  
JOHANNESBURG  
2001**

The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please ensure that response documents or files are not larger than the above dimensions. Responses which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes.

**It should also be noted that the above tender box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.**

- 3 If dispatched by courier**, the envelope must be addressed as follows and delivered to the Office of The Chairperson, TRANSNET Freight Rail Acquisition Council and a signature obtained from that Office.

**THE CHAIRPERSON  
TRANSNET FREIGHT RAIL ACQUISITION COUNCIL  
INYANDA HOUSE  
21 WELLINGTON ROAD  
PARKTOWN  
JOHANNESBURG  
2001**

- Please note that this RFQ closes punctually at 10:00 on Tuesday 14 September 2010
- If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
- NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
- The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
- TRANSNET shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
- Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.
- No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.



8. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)**

TRANSNET fully endorses and supports the South African Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would accordingly allow a “preference” in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended) to companies who provide a BBBEE accreditation Certificate. All procurement and disposal transactions in excess of R30000 will be evaluated accordingly. All transactions below R30000 will as far as possible be earmarked for EME’s.

TRANSNET consequently urges Respondents (Large enterprises and QSE’s – see below) to have themselves duly accredited by any one of the Accreditation Agencies approved by SANAS (South African National Accreditation System, under the auspices of the DTI).

In terms of Government Gazette No. 32094, Notice No. 354 dated 23 March 2009, as from 1 August 2009, only BBBEE accreditation Certificates issued by SANAS approved verification agencies will be valid.

However accreditation certificates issued before 23 March 2009 and which are still within their one (1) year validity period will still be acceptable, until their expiry date provided that the accreditation was done in accordance **with the latest codes (i.e. those promulgated on 9 February 2007)**.

BBBEE Accreditation Certificates issued after the published date i.e. 23 March 2009, by a Verification Agency not approved by SANAS, will **NOT** be acceptable as from 23 March 2009.

Enterprises will be rated by such Accreditation Agencies based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
  - Rating level based on all 7 (seven) elements of the BBBEE scorecard
  - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
  - Rating based on any 4 (four) of the elements of the BBBEE scorecard
  - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**
  - Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition
  - Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
  - EME’s should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers



8.1 In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Proposals the percentage of the total contract value which would be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

8.2 **Each Respondent is required to furnish proof of its BBBEE status (Certificate and Detailed Scorecard) as stipulated above to TRANSNET.**

*Failure to submit your BBBEE Certificate and Detailed Scorecard will result in a score of zero being allocated for BBBEE evaluation.*

<p><b>Turnover:</b> Indicate your company's most recent annual turnover:</p> <p>R.....</p>
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- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

8.3 The DTI has created an online **B-BBEE Registry** (<http://www.dti.gov.za>) in order to provide a central and standardized source of the B-BBEE status of all entities, and to facilitate the flow of this information amongst entities by providing a Unique Profile Number (UPN) per each listing. Existing and prospective suppliers are therefore urged to list their B-BBEE status on the DTI Registry. Hence, entities verified by DTI, will receive the following benefits:

- Their BBBEE status will be verified and confirmed by the DTI, before listing on the Registry
- Listing on the Registry will provide suppliers the option to market themselves on the DTI B-BBEE Opportunities Network. This is a search engine that is designed to help businesses find B-BBEE compliant entities who match specific requirements in terms of the nature of services/goods provided, region, B-BBEE status or other search criteria.

Transnet supports this DTI initiative and will use the DTI Registry to verify prospective and existing suppliers' BBBEE credentials.

8.4 Kindly provide Transnet with your DTI B-BBEE UNIQUE PROFILE NUMBER with all tender submissions.

<p><b>DTI BBBEE UNIQUE PROFILE NUMBER:</b></p> <p>.....</p>
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*Failure to submit your UPN will result in a score of zero being allocated for BBBEE evaluation.*

8.5 Failure to submit your BBBEE information in terms of 14.3 and/or 14.5 (above) will result in a score of zero being allocated for BBBEE evaluation.



## 9. COMMUNICATION

Respondents are warned that a response will be liable to 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 an 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 enquiries relating to the RFQ to the TRANSNET employee as indicated in (2) above.

## 10. RFQ SCHEDULE

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with TRANSNET representatives. Respondents are to provide a list of persons who are mandated to negotiate on behalf of their company, together with their contact details.

### 10.1 INSTRUCTIONS FOR COMPLETING THE RFQ

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set can be a copy of the original signed Proposal.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Proposals:
  - the Respondent's latest audited financial statements;
  - the Respondent's valid Tax Clearance Certificate.
  - a CD copy where applicable

## 11. COMPLIANCE

The Respondent shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

## 12. ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Proposal must be legally authorised by the Respondent to do so (Refer Section 4). A list of those person(s) authorised to negotiate on your behalf must be submitted along with the Proposal
- All prices must be quoted in South African Rands
- TRANSNET reserves the right to undertake post-tender negotiations with the preferred Respondent or any number of short-listed Respondents

**NB: Unless otherwise expressly stated, all Proposals furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. TRANSNET reserves the right to reject any or all offers.**

**FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS  
MAY RESULT IN THE PROPOSAL BEING REJECTED.**



**13. DISCLAIMERS**

Respondents are hereby advised that TRANSNET is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Proposal in response to it. In particular, please note that TRANSNET reserves the right to:

- modify the RFQ's Goods or Services and request Respondents to re-bid on any changes
- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFQ's closing date
- award only a portion of the proposed Goods or Services which are reflected in the scope of this RFQ
- split the award of the contract between more than one Supplier
- make no award of a contract

Kindly note that TRANSNET will not reimburse any Respondent for any preparation costs or other work performed in connection with this Proposal, whether or not the Respondent is awarded a contract.

**14. Any PROPOSAL submitted by a Respondent is subject to negotiation and review of the proposed contract by TRANSNET's Legal Counsel.**

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NAME OF RESPONDENT :

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PHYSICAL ADDRESS:

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Respondent's contact person:	Name:	_____
	Designation:	_____
	Telephone:	_____
	Cellphone:	_____
	Facsimile:	_____
	Email:	_____

**TRANSNET urges its clients and suppliers to report  
any fraud or corruption  
on the part of TRANSNET's employees to  
TIP-OFFS ANONYMOUS : 0800 003 056**



## **SECTION 2**

**RFQ NO: CRAC-CDK-06624**

**CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS**

**REQUISITION FOR QUOTATION**

**Refer Document attached hereto**

**“PREVIEW COPY ONLY”**



**REQUISITION FOR QUOTATION**

MESSRS: .....

.....

.....

.....

Tel (011)  
Fax (011)

ISSUE DATE 31-08-2010

CLOSING DATE 14-09-2010 (10h00)

SUPPLY CHAIN SERVICES	
Contact: Gladys Mtambo	011 584 0606
Tel: 011 584 0597	

<b>Prices in South African currency, including all costs.</b>			
<b>Direct to consignees</b>			
ITEM NO:	DESCRIPTION : CLEANING AND GARDEN SERVICE	Price per month	Price Per each
1.	Cleaning Service per month		R
2.	Garden Service per month		R
<b>Total price for a two year period cleaning</b>			
<b>Total price for a two year period garden</b>			
<b>Total price for two year for both garden and cleaning service</b>			
<b>2.Prices must be V.A.T. exclusive</b>			
3. Direct delivered to:	No. 1 Houer Stree, City Deep		
4.Contact person:	Gladys Mtambo 011 584-0597		

**5. COMPULSORY DOCUMENTS**

**NOTE:**

**5.1.Return of tender documents**

The tender documents must be submitted on the closing date in **duplicate** and failure to do so will automatically disqualify your offer.

5.2.The following documents are compulsory, and they must be attached to the tender document

If **Not** your tender will not be considered.

- a) Tax Clearance Certificate
- b) Supplier Declaration Form
- c) Current Vat Registration No.
- d) BBBEE level certification and Score Card

**SIGNATURE OF TENDERER:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 6. FRAUD HOTLINE

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are:-

Hotline telephone: 0800 003 056

Email: [transnet@tip-offs.com](mailto:transnet@tip-offs.com)

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

## 7. BUSINESS ADJUDICATION CRITERIA :

### 7.1."Order winning criteria"

7.1.1.Total Monthly Price for the service

### 7.2."Technical"

7.2.1.References

7.2.2.Compliance to statutory cleaners wage

7.2.3.Compliance to Safety Acts

7.2.4. 7.3."BBBEE"

7.3.1.Provide BBBEE level Certification

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SIGNATURE OF TENDERER: \_\_\_\_\_

Date: \_\_\_\_\_



## SECTION 3

RFQ NO: CRAC-CDK-06624

CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS

### Certificate of Attendance

Refer Document attached hereto

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**8. RFQ SITE MEETING:**

A **COMPULSORY** information meeting will be held at the following venue:

Venue : No. 1 Houer Street  
City Deep  
Time : 11h00  
Date : 08 September 2010

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

8.1. **ATTENDANCE CERTIFICATE**

This is to certify that.....

Representative/s of .....

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

.....

TRANSNET'S REPRESENTATIVE

TENDERER'S REPRESENTATIVE

DATE .....

**VERY IMPORTANT**

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

**SIGNATURE OF TENDERER:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**COMPANY INFORMATION**

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

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

<b>Service Description</b>	<b>For whom done</b>	<b>Period</b>	<b>Contact person and Telephone or Cell number</b>

**SIGNATURE OF TENDERER:**

**Date:** \_\_\_\_\_

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## SECTION 4

RFQ NO: CRAC-CDK-06624

CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS

SCOPE OF WORK

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## **GENERAL SPECIFICATION :**

Building:

02WB001J, 02BB030J, 02XB041J, 02BB029J, 02BB028J, 02BB027J

### **SCOPE OF WORK**

#### **AREAS TO BE CLEANED**

Office

Toilet (Ladies & Gents)

Windows

Parking areas

Surrounding area/garden

#### **DUTIES** (all floors/areas where applicable)

Dusting (offices and passages)

- Carpets
- Vacuum
- Spot clean
- Steam clean
- Clean all telephones and disinfect
- Dust all high ledges and fittings
- Dust all horizontal surfaces (low level)
- Dust all vertical surfaces (walls, cabinets, etc to height of 2 meters)



- Dust all window ledges (low and high)

#### Waste disposal (offices, kitchen and toilet)

- Empty and clean all ashtrays
- Empty and clean all waste baskets and receptacles
- Remove all waste to bins for removal by general waste company.

#### Walls/doors and paintwork

- Spot clean all low surfaces (finger marks etc)
- Washing of entire wall

#### Glass door and metal work

- Spot clean main entrance glass doors
- Clean or polish all bright metal fitting to doors/frames.

#### Entrance foyer/reception/reception office/lobby's

- Sweep entrance foyer and entrance
- Clean door mats and dust blinds
- Damp mop
- Machine buff
- Clean up lobby's outside windows

#### Toilets

- Empty and clean all waste receptacles
- Clean and sanitizes all W.C. basins and urinals/-outlets



- Clean all mirrors
- Damp mop floors with disinfectant
- Clean all metal fittings
- Spot clean wall tiles, doors and W.C. partitions
- Treat against staining, fungal and bacterial growth
- Replenish toilet paper to dispensers

#### Window cleaning

- Clean interior faces of all windows
- Clean exterior faces of all windows
- Clean main entrance foyer glass windows internally and externally

#### Vertical

- Dust

#### Miscellaneous

- Polish desk and office furniture
- Material covered furniture to be vacuumed

#### Kitchens

- Floors to be damp mopped
- Sinks to be cleaned
- Cupboard to be damp wiped

#### All parking levels/ramp



- All surface refuse to be removed
- All events to be swept

#### External area and garden

- All surface refuse to be removed
- Area to be swept
- Garden area to be cleaned and grass cut

#### Supervision

- Full time supervision to be provided by Contractor
- Quality control will be done by the client on site

#### Equipment/material/consumables

To be provided by the contractor and delivered timeously

- Vacuum cleaners
- Polishers
- Brooms
- Mops
- All cleaning chemicals
- Consumables e.g. toilet paper of an acceptable standard
- Toilet paper double ply
- Buckets
- Necessary sign board e.g. floor wet/slippery etc.

All cleaning chemicals and cleaning machinery to be supplied by cleaning company.

Consumables e.g. cleaning chemicals to 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 regulation including all extension cords, etc.

Toilet areas are not 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.

Garden service:

- Grass to be cut and trimmed.
- Flower beds to be kept neat and clean.
- Trees to be pruned.
- Rough cutting
- Contactor to supply lawn movers, weed-eaters/bush cutters, garden tools and PPE.
- Leaves, etc. to be placed in suitable containers or bags and to be disposed of in the waste bin provided.

STAFF REQUIREMENT/WORKING HOURS

Cleaning commence from Monday to Friday 07:00 to 16:00 (times can be altered due to requirements).

UNIFORM CLOTHING

The contract shall at all times ensure that all cleaning staff has been provided with all necessary protective clothing e.g. gloves, shoes etc.

All cleaning staff to be identifiable with visible name tags at all times.

TERMS OF CONTRACT

Two year contract.

PAYMENT

- Accredited BBBEE suppliers



- The following payment terms shall at all times apply
  - All suppliers shall be paid within 30 days from date of receipt of invoice by the accounting office, following acceptance of service by Transnet freight rail, provided procurement procedures have been followed.
  - A month will be calculated from the 1<sup>st</sup> of the month to the 30/31<sup>st</sup> of the month.
  - In the event of full staff compliment not available, payment for that specific day will be withheld.
  - Signed register of worked performed to be submitted with invoice.
  - Register to be signed by Supervisor of the specific area.
  - Invoice to be signed by relevant Manager to indicate that work was performed to satisfaction.

#### BREACH OF CONTRACT

The client (Transnet freight rail) will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to client's full satisfaction.

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**Depot (Location to be serviced): City Deep Container Terminal**

**Summary of Cleaning Service Required**

Location	Building Asset Number (for Property Management use only)	Toilet	Lockable Toilet Paper Holders	Urinals	Basins	Hand Paper Towels	Soap Dispenser	She Bin	Lift Foyer & Staircase	Office with Carpets	Office with Floor Tiles	Showers	Kitchen	Entrance	Remarks and/or Special Instructions
Admin building	02WB001	8	23	3	16	8	10	20	3	26	14	0	7	2	2 passenger lift, goods lift and staircase From 05th to the ground floor.
Smoking room	02WB001	0	0	0	0	0	0	0	0	0	1	0	0	1	(container zozo)
Operations (cafeteria)	02BB030	3	8	3	7	0	6	1	1	6	3	2	2	5	1 X staircase to the first floor
First Aid room	02BB030	0	0	1	1	1	1	0	0	0	1	0	0	2	(container zozo)
Maingate	02XB041	2	2	0	2	0	2	1	0	0	5	0	1	0	(container zozo)
Ablution block Kitchen	02BB029	8	8	6	6	0	4	0	0	0	4	4	1	1	
Change room	02BB029	0	0	0	0	0	0	0	0	0	1	0	0	1	container used as a change room
Planning office Ops	02BB028	2	2	1	2	0	2	1	0	0	3	1	0	2	
Security building at exit	02BB027	2	4	1	4	0	2	2	1	0	2	0	1	2	Kitchen is the container zozo outside
Office 1 (old Bobby)	02XB041	0	0	0	0	0	0	0	0	0	1	0	0	1	
Office 2 (Security)	02XB041	0	0	0	0	0	0	0	0	0	1	0	0	1	
Office 3 (locker room)	02XB041	0	0	0	0	0	0	0	0	0	1	0	0	1	
Office 3 (Magogodel a)	02XB041	0	0	0	0	0	0	0	0	0	1	0	0	1	
Roof shade	02XB041														Sweeping under the shade

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Personnel Strength per Depot: Monday to Friday:

200

Number of Cleaners required:

10

Cleaning Period: Monday to Friday,  
MONDAY TO FRIDAY

Tender Briefing / Site Inspection: Contact Details & Location of  
Contact Person:

Telephone & Cell No:

Physical Address of Location:

Price, excluding VAT, per month:  
R \_\_\_\_\_

Complete price, all inclusive, excluding VAT,  
per month

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## SECTION 5

RFQ NO: CRAC-CDK-06624

**CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS**

RETURNABLE DOCUMENTS

“PREVIEW COPY ONLY”



Refer Document attached hereto

**C.1.Returnable Schedules / Documents required for tender evaluation purposes (By e.g.**

	Returnable Schedules / Documents	YES/NO/N/A	
1	Certificate Of Authority For Joint Ventures (Where Applicable	x	
2	Schedule of the Tenderers Experience	x	
3	Certificate of Attendance at Clarification Meeting	X	
4	Labour Payment Schedule	X	
5	Supplier Declaration form (version2)	X	
6	Letter of Good Standing with the Compensation Commissioner	x	
7	Original / Certified BBBEE Rating Certificate With Detailed Scorecard	X	
8	Statement Of Compliance With Requirements Of The Scope Of Work	x	
9	Certified Copy of Financial Statements (for the past 3 years) including Balance sheets where BBBEE not provided.	x	
10	Certified Copy of Share Certificates CK1 & CK2	x	
11	Certified Copy Of Certificate Of Incorporation and CM29 and CM9	x	
12	Certified Copy of Identity Documents of Shareholders/Directors/Members (Where Applicable)	x	
13	Cancelled Cheque	X	
14	Original current Tax Clearance Certificate	X	
15	Original Vat Registration Certificate	X	
16	Copy of BEE Policy/BEE Plan/Employment Policy/Procurement Policy	X	

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## SECTION 6

RFQ NO: CRAC-CDK-06624

CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS

SUPPLIER DECLARATION FORM

Refer Document attached hereto

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## **SECTION 7**

**RFQ NO: CRAC-CDK-06624**

**CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS**

GENERAL TENDER CONDITIONS OF CONTRACT (CSS5 – SERVICES)

**Refer Document attached hereto**

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## **SECTION 8**

**RFQ NO: CRAC-CDK-06624**

**CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS**

STANDARD TERMS AND CONDITIONS OF CONTRACT (US7 – SERVICES)

**Refer Document attached hereto**

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## **SECTION 9**

**RFQ NO: CRAC-CDK-06624**

**CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS**

**NON DISCLOSURE**

**Refer Document attached hereto**

**“PREVIEW COPY ONLY”**



## **SECTION 10**

**RFQ NO: CRAC-CDK-06624**

**CLEANING AND GARDEN SERVICE  
AT CITY DEEP FOR A PERIOD OF TWO YEARS**

SUPPLIER CODE OF CONDUCT

**Refer Document attached hereto**

**“PREVIEW COPY ONLY”**

TRANSNET



delivering on our commitment to you

# Suppliers Code of Conduct



## Suppliers Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This, however, must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support.

These are:

- >> Transnet Procurement Policy- A guide for tenderers;
- >> Section 217 of the Constitution- the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- >> The Public Finance Management Act (PFMA);
- >> The Broad Based Black Economic Empowerment Act (BBBEE); and
- >> The Anti-Corruption Act.

This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

### Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

**Transnet will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.**

- >> Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.



- >> Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

- >> There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056.

**Transnet is firmly committed to free and competitive enterprise.**

- >> Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices
- >> Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

**Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.**

- >> Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.



These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
  - Collusion;
  - Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
  - Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.
- >> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.
  - >> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.



### Conflict of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Examples are:

- >> Doing business with family members.
- >> Having a financial interest in another company in our industry.



Show that you support good business practice by logging onto [www.transnet-suppliers.net](http://www.transnet-suppliers.net) and completing the form.

This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

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