



SECTION 3

RFQ NO: CRAC/NAS/5794

**CLEANING OF OFFICES AND GARDEN SERVICES AT NATALSPRUIT
FOR A PERIOD OF 2 YEARS**

CERTIFICATE OF ATTENDANCE OF RFQ INFORMATION MEETING

Refer Document attached hereto

PREVIEW COPY ONLY

Respondent's signature

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Date and company stamp

8. RFQ SITE MEETING:

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

Venue : Transet freight Rail
 1 Vantill Street
 Boardroom
 Natalspruit

Time : 09h00

Date : 20 November 2009

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

Contact people on sites: (Henry Eliers tel: 011 820 2352 OR (083 389 3646)

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: _____



SECTION 4

RFQ NO: CRAC/NAS/5794

CLEANING OF OFFICES AND GARDEN SERVICES AT NATALSPRUIT
FOR A PERIOD OF 2 YEARS

SCOPE OF WORK AND GENERAL SPECIFICATION

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp

GENERAL SPECIFICATION :**SCOPE OF WORK**

	Daily	Weekly	When Required
1. FLOORS (OFFICES AND PASSAGES)			
- Carpets		X	
- Vacuum	X		
- Spot clean		X	
- Steam clean			X
2. DUSTING (OFFICES AND PASSAGES)			
- Clean all telephones and disinfect		X	
- Dust all high ledges and fittings		X	
- Dust all horizontal surfaces (low level)	X		
- Dust all vertical surfaces (walls, cabinets, etc. to height of 2 metres)		X	
- Dust all windows ledges/cills (low and high)		X	
3. WASTE DISPOSAL (OFFICES, KITCHENS AND TOILETS)			
- Empty and clean all ashtrays	X		
- Empty and clean all waste baskets and receptacles	X		
- Remove all waste to bins for removal by Metropolitan Council		X	
- Spot clean all low surfaces (finger marks, etc.)		X	
- Washing of entire walls			X
5. GLASS DOORS AND METAL WORK			
- Spot clean main entrance glass doors	X		
- Clean or polish all bright metal fittings to doors/frames		X	
7. TOILETS			
- Empty and clean all waste receptacles	X		
- Clean and sanitise all W.C. bowls, basins and urinals/outlets	X		
- Clean all mirrors	X		
- Damp mop floors with disinfectant		X	
- Clean all metal fittings		X	
- Spot clean wall tiles, doors and W.C. partitions		X	

-	Treat against staining, fungal and bacterial growth		X	
-	Replenish toilet paper/liquid hand soap to dispensers	X		
-	Wipe clean hand dryers		X	
8.	<u>WINDOW CLEANING</u>			
-	Clean interior faces of all windows		X	
-	Clean exterior faces of all windows From Ground to 3 rd floor		X	
-	Clean main entrance foyer glass windows internally and externally	X		
9.	<u>VERTICAL BLINDS</u>			
-	Dust		X	
10.	<u>MISCELLANEOUS</u>			
-	Polish desks and office furniture		X	
-	Material-covered furniture to be vacuumed		X	
11.	<u>KITCHENS</u>			
-	Vinyl floors to be damp mopped	X		
-	Sinks to be cleaned	X		
-	Cupboard (top) to be damp wiped		X	
12.	<u>ALL PARKING LEVELS/RAMP</u>			
-	All surface refuse to be removed		X	
-	All levels to be swept		X	
13.	<u>GARDEN</u>			
-	Grass cutting		X	
-	All surface refuse to be removed		X	
-	Area to be swept		X	

14. **STAFF REQUIREMENTS/WORKING HOURS**

The Contractor will ensure a full staff compliment between 07:30 and 16:00 on all working days, in order to maintain an efficient cleaning service at all times to all areas.

Relief staff must be available as and when required.

15. **MESSROOM FACILITIES**

The client will provide mess facilities i.e. mess area, tables, chairs and electric water urn.

N.B. UNDER NO CIRCUMSTANCES WILL THE PREPARATION OF FOOD AND COOKING OF FOOD BE TOLERATED AT ALL.

16. **UNIFORM CLOTHING**

The Contractor shall at all times ensure that all cleaning staff be neatly clothed in uniforms with headgear, shoes, gloves, etc.

17. **DURATION OF CONTRACT**

Two years

24. **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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10. 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.

10.1. 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) 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

10.2. 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.

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

Turnover: Indicate your company's most recent annual turnover:

R.....

- 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.

10.4. 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) on 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.

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

DTI BBBEE UNIQUE PROFILE NUMBER:
.....

10.6. Failure to submit your BBBEE information in terms of 10.3 and/or 10.5 (above) will result in a score of zero being allocated for BBBEE evaluation.