



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

**REQUEST FOR QUOTATION ("RFQ")**

**RFQ NUMBER CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTENANCE SERVICE AT SENTERARAND YARD AND CREW  
FOR APERIOD OF TWO YEARS**

ISSUE DATE		08 APRIL 2010
CLOSING DATE	:	20 APRIL 2010
CLOSING TIME		10H00
OPTION DATE	:	01 JUNE 2010
BRIEFIN DATE		15 <sup>TH</sup> APRIL 2010
BRIEFIN TITME		9H00
VENUE		TRANSNET FREIGHT RAIL DU-RANDT ROAD PUTTFONTEIN BOARDROOM SENTRARAND

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

**TENDER ENVELOPE TO BE MARKED AS FOLLOWS:**

RFQ NUMBER: CRAC/STQ/6189 CLEANING AND GARDEN MAITENANCE SERVICE AT SENTERARAND YARD AND CREW AT TRANSNET FREIGHT RAIL **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



**RFQ NUMBER CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTENANCE SERVICE AT SENTRRAND YARD AND CREW FOR A PERIOD OF TWO YEARS**

**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 – goods)**
- 8. Standard Terms and Conditions of Contract (US7 – Services)**
- 9. Non-Disclosure Agreement**
- 10. Supplier Code of Conduct**

**PREVIEW COPY ONLY**



## SECTION 1

### NOTICE TO BIDDERS

RFQ NO: CRAC/STQ/6189

### **CLEANING AND GARDEN MAINTENANCE SERVICES AT SENRARAND YARD AND CREW FOR A PERIOD OF TWO YEARS**

**Refer Document attached hereto**

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

On or after 07/04/2010 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, Park town.

A non-refundable tender fee of R150.00 (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.

**NOTE:** This amount is not refundable.

Receipts to be presented prior to collection of the RFQ

In the interest of fairness and transparency the said information will then be made available to the other Respondents who have collected RFQ documents. For this purpose all Respondents need to indicate their intention to respond by informing the below-mentioned TRANSNET employee (per email only) of their contact numbers as soon as possible but before 13/04/2010. Please bring the valid document on the day of briefing.

**NAME** : Neo Sekwati  
**Tel** (011) 584-0635  
**Email** Neo.Sekwati@transnet.net  
**Email** Lindi.Khambule@transnet.net

Tenders in triplicate must reach the Chairperson, TRANSNET Freight Rail Acquisition Council, Po 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:

<b>Tender No</b>	<b>:CRAC/STQ/6189</b>
<b>Description</b>	<b>: Cleaning and garden Maintenance Service</b>
<b>Closing date and time</b>	<b>: 13 April at 10h00</b>
<b>Closing address (refer options below)</b>	

#### **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, Park town, 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.
1. Please note that this RFQ closes punctually at 10:00 on Tuesday 13 April 2010
  2. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
  3. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
  4. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
  5. 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.
  6. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.
  7. 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 BBEE status (Certificate and Detailed Scorecard) as stipulated above to TRANSNET.**

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

**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 BBEE 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 BBEE 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' BBEE credentials.

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

**DTI BBEE UNIQUE PROFILE NUMBER:**  
.....

*Failure to submit your UPN will result in a score of zero being allocated for BBEE evaluation.*

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

8. **COMMUNICATION**

9.

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 authorized by the Respondent to do so (Refer Section 4). A list of those person(s) authorized to negotiate on your behalf must be submitted along with the Proposal
- All prices must be quoted in South African Rand
- 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.**

<b>FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE PROPOSAL BEING REJECTED.</b>
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## 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 the 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 Trans net's Legal Counsel.**

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NAME OF RESPONDENT:

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PHYSICAL ADDRESS:

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Indent's contact person:	Name:	_____
	Designation:	_____
	Telephone:	_____
	Cell phone:	_____
	Facsimile:	_____
	Email:	_____

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



SECTION 2

RFQ NO:CRAC/STQ/6189

CLEANING AND GARDEN MAINTENANCE SERVICES AT SENTRARAND FOR A PERIOD OF TWO YEARS

REQUISITION FOR QUOTATION

Refer Document attached hereto

REQUISITION FOR QUOTATION

MESSRS: .....  
.....  
.....  
.....

Tel (011)  
Fax (011)

ISSUE DATE 08-04-2010

CLOSING DATE 13-04-2010 (10h00)

SUPPLY CHAIN SERVICES
Contact: Neo Sekwati
Tel: 011 584 0635

Prices in South African currency, including all costs.

Direct to consignees

ITEM NO:	DESCRIPTION	QTY	Price per each
1.	Cleaning Service per month		
<b>Total price for a two year period</b>			
<b>2.Prices must be V.A.T. exclusive</b>			
3. Direct delivered to:	SENTRARAND YARD/CREW		
4.Contact person:	Neo Sekwati 011 584-0635		

5.COMPULSARY DOCUMENTS

NOTE

:5.1.Return of tender documents

The tender documents must be submitted on the closing date in **triplicate** 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

7.2.41. 7.3."BBBEE"

7.3.1.Provide BBBEE level Certification

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

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



SECTION 3

RFQ NO: CRAC/STQ/6189

CLEANING AND GARDEN MAINTAINANCE SERVICES AT SENTRARAND YARD AND CREW FOR A PERIOD OF TWO YEARS

CERTIFICATE OF ATTENDANCE

Refer Document attached hereto

8. RFQ SITE MEETING:

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

VENUE TRANSNET FREIGHT RAIL DU-RANDT ROAD PUTTFONTEIN BOARDROOM SENTRARAND

Time : 09h00 Date : 15 APRIL 2010

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

Contact people on sites: Amanda Walker (011) 960 2147

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 AWARDDING PROCESS

SIGNATURE OF TENDERER: Date:



**REFERENCES**

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**COMPANY INFORMATION**

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

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

Service Description	For whom done	Period	Contact person and Telephone or Cell number

PRIEVIEW COPY ONLY

**SIGNATURE OF TENDERER:**

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

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**SECTION 4**

**RFQ NO: CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTENANCE SERVICES AT SENTRAND YARD AND CREW  
FOR A PERIOD OF TWO YEARS**

**SCOPE OF WORK**

**Refer Document attached hereto**

**GENERAL SPECIFICATION:**

**Building:**

	DESCRIPTION	INVENTORY #	AREA m <sup>2</sup>
Sentrarand Yard	CABIN SHUNTING BEHIND MECH	02AK118J	17
Sentrarand Yard	CABIN SHUNTING BEHIND MECH	02AK119J	17
Sentrarand Yard	CABIN CONTROLLER ENTRANCE DIE	02AK120J	17
Sentrarand Yard	CABIN CONTROLLER SERVICE LINE	02AK155J	17
Sentrarand Yard	CABIN CONTROLLER WITH MESS SHU	02AK164J	56
Sentrarand Yard	MESS & ABLUTION FACILITY SHUNT	02AK177J	153
Sentrarand Yard	MESS & ABLUTION FACILITY SHUNT	02AK200J	50
Sentrarand Yard	CABIN CONTROLLER AT 2KM	02AK201J	36
Sentrarand Yard	CABIN CONTROLLERS & MESS FACILITY	02AK204J	42
Sentrarand Yard	CABIN CONTROLLER SHUNTERS	02AK208J	80
Sentrarand Yard	CABIN CONTROLLERS YARD MASTER	02AK209J	80
Sentrarand Yard	MESS & ABLUTION FACILITY SHUNT	02AK210J	126
Sentrarand Yard	MESS & ABLUTION FACILITY SHUNT	02AK224J	125
Sentrarand Yard	CABIN CONTROLLER (TRIP INSPECTION DEPOT)	02AK171J	20
Sentrarand Yard	ADMIN BUILDING	02YK076J	Site visit
Sentrarand Yard	Secondary Tower (4th floor only, lifts and toilet @ ground floor)		Site visit
Sentrarand Yard	Main Tower (4th floor only, lifts and toilet @ ground floor)		Site visit
Sentrarand Yard	City-to-City Offices	02AK273J	35

AREA LOGISTICS

**SCOPE OF WORK**

AREAS TO BE CLEANED

Main Entrance/ Security Reception Area

Stairs and landings (service and main stairs)

Office and passages

Lift foyers



Toilets (Ladies & Gents)

Kitchen

Lifts

Boardrooms

Windows

Parking areas

Surrounding area/garden

Lobby's on floors outside windows

**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

#### Lifts

- Floor mats to be removed and cleaned
- Walls and fittings to be cleaned
- Surface refuse from floors to be removed
- Doors/door frames to be damp cleaned
- Ceiling grids to be dusted

#### 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

#### Stairs/landings/balustrades

- Stairs to be damp mopped
- Balustrades to be damp wiped

#### Lift foyer

- Floors to be damp mopped
- Wall panels to be damp wiped

#### 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

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- 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.

## GENERAL SPECIFICATION:

Building:

	DESCRIPTION	INVENTORY #	AREA m <sup>2</sup>
Sentrand Crew	Sisonke 1	02AK185J	250
Sentrand Crew	STORES AND LOCKER ROOM	02AK186J	187
Sentrand Crew	MESS & ABLUTION FACILITY & OFFICES	01AK187J	108
Sentrand Crew	MESS & ABLUTION FACILITY	02AK188J	108
Sentrand Crew	Sisonke 2	02AK189J	306

## AREA LOGISTICS

## SCOPE OF WORK



## AREAS TO BE CLEANED

Offices and passages

Toilets (Ladies & Gents)

Kitchen

Boardrooms

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

#### Stairs/landings/balustrades

- Stairs to be damp mopped
- Balustrades to be damp wiped

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

Disposal of dirty water to be deposited directly into toilet pans, toilet areas to be cleaned after work has been completed.

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.

**SIGNATURE OF TENDERER:**

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



**SECTION 5**

**RFQ NO: CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTENANCE SERVICES AT SENRARAND YARD AND CREW  
FOR A PERIOD OF TWO YEARS**

RETURNABLE DOCUMENTS

**Refer Document attached hereto**

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

	<b>Returnable Schedules / Documents</b>	<b>YES/NO/N/A</b>	
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	

**SIGNATURE OF TENDERER:**

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



**SECTION 6**

**RFQ NO:CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTENANCE SERVICES AT SENTRARAND YARD AND CREW  
FOR A PERIOD OF TWO YEARS**

**SUPPLIER DECLARATION FORM**

**Refer Document attached hereto**

**PREVIEW COPY ONLY**



**SECTION 7**

**RFQ NO: CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTENANCE SERVICE AT SENTRARAND YARD AND CREW  
FOR A PERIOD OF TWO YEARS**

GENERAL TERMS AND CONDITIONS (CSS5 – GOODS)

**Refer Document attached hereto**

**PREVIEW COPY ONLY**



**SECTION 8**

**RFQ NO:CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTAINANCE SERVICES AT SENTRARAND YARD AND CREW  
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/STQ/6189

### CLEANING AND GARDEN MAINTAINANCE SERVICES AT SENTRARAND YARD AND CREW FOR A PERIOD OF TWO YEARS

Refer Document attached hereto

#### NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made the ..... day of ..... 2010

#### BETWEEN:

- (1) **Transnet Limited** ("Transnet") (Registration Number 1990/000900/06) whose registered office is at 49<sup>th</sup> Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001, and
- (2) [.....] ("the Company") (Registration Number .....) whose registered office is at [.....]

WHEREAS

Transnet and the Company wish to exchange Information (as defined below) and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Proposal.

#### IT IS HEREBY AGREED

##### 1. Interpretation

##### 1.1 In this Agreement:-

"**Agents**" means directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;

"**Confidential Information**" means Information relating to one party (the "Disclosing Party") and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Proposal to the other party (the "Receiving Party") or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing



or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:-

- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or
- (ii) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or
- (iii) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

**“Group”** means any subsidiary, any holding company and any subsidiary of any holding company of either party;

**“Information”** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium;

**“Proposal”** means the aggregation of Transnet’s Request for Information (RFI) and Request for Proposal (RFP).

## **2. Confidential Information**

- 2.1 The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party’s written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Proposal or for the subsequent performance of any contract between the parties in relation to the Proposal.
- 2.3 Notwithstanding clause 2.1, the Receiving Party may disclose Confidential Information:
  - (i) To those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
  - (ii) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.
- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 (ii) above, it shall promptly notify the Disclosing Party and co-operate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify



the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.

2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights, over the Confidential Information whatsoever beyond those contained in this Agreement.

### 3. Records and return of Information

3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof to at least the same standard as the Receiving Party keeps its own Confidential Information. The Receiving Party shall not make any copies or reproduce in any form any Confidential Information except for the purpose of disclosure as permitted in accordance with this Agreement.

3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.

3.3 The Receiving Party shall, within seven days of receipt of a written demand from the Disclosing Party or of its ceasing to be interested in the Proposal:

- (i) Return all written Confidential Information (including all copies); and
- (ii) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Receiving Party or on its behalf (including by any person to whom disclosure has been made as permitted under clause 2.3(i) above.

The obligations in this clause 3.3 shall not apply to the extent that (but only for so long as) it is necessary to retain copies for the purpose of providing information to any regulatory authority in accordance with clause 2.3 (ii) above.

3.4 The Receiving Party shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3 (ii) above.

### 4. **Announcements**

4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Proposal without the prior written consent of the other party.

4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

### 5. **Duration**

The obligations of each party and its Agents under this Agreement shall [be continuing and shall survive the termination of any discussions or negotiations between the parties regarding the Proposal continue for a period of 3 (three) years.

### 6. **Principal**



Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Proposal and in complying with the terms of this Agreement.

**7. Representations**

7.1 Each party agrees that any Information made available to the Receiving Party or its Agents for the purpose of negotiations or discussions in relation to the Proposal will not form the basis of, or any representation in relation to, any contract, nor constitute an offer or invitation by the Disclosing Party.

7.2 Except in the case of fraudulent misrepresentation, the Disclosing Party accepts no responsibility for nor makes any representation or warranty, express or implied, with respect to the accuracy, reliability or completeness of any Information made available to the Receiving Party or its Agents.

**8. Adequacy of damages**

8.1 Without prejudice to any other rights or remedies of the Disclosing Party, the Receiving Party acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the Disclosing Party shall be entitled to seek the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such provision by the Receiving Party or its Agents, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement.

8.2 Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available by it, either at law or in equity, for any such threatened or actual breach of this Agreement including specific performance, recovery of damages or otherwise.

**9. Data Protection**

The Receiving Party warrants that it and its Agents have the appropriate technical and organizational measures in place against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data held or processed by them.

**10. General**

10.1 Neither party may assign the benefit of this Agreement or any interest hereunder except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.

10.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.

10.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.

10.4 This Agreement may only be modified by a written agreement duly signed by persons authorized on behalf of each party.

10.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.



10.6

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his Agreement will be governed by, and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**TRANSNET LIMITED:**

**By:** .....  
(Signature)

**Print name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

*[Insert company name]:*

**By:** .....  
(Signature)

**Print name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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**SECTION 10**

**RFQ NO: CRAC/STQ/6189**

**CLEANING AND GARDEN MAINTAINANCE SERVICES AT SENTRARAND YARD AND CREW  
FOR A PERIOD OF TWO YEARS**

**Refer Document attached hereto**

**SUPPLIER CODE OF CONDUCT**

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TRANSNET



delivering on our commitment to you

# Suppliers Code of Conduct

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## 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 005 056.

**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**



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