



RFQ HOAC-KG05797

DESCRIPTION

**CLEANING OF OFFICES AND GARDENING SERVICES AT
CHRISTIANA AND BLOEMHOF, FOR A
PERIOD OF ONE YEAR.**

ISSUE DATE: 03 FEBRUARY 2010

**SITE INSPECTION: 11 FEBRUARY 2010
(11H30)**

**CLOSING DATE: 16 FEBRUARY 2010
(10H00)**

INFORMATION SESSIONS : 11 FEBRUARY 2010

TIME :11H30

VENUE : Bloemhof Infra depot

TOWN Bloemhof

TIME :13H30

VENUE : Christiana Infra Depot

TOWN Christiana



**CLOSING VENUE: (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 incorrect address will be disqualified.**

PREVIEW COPY ONLY

Respondent's Signature

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Date and Company Stamp



RFQ NUMBER – HOAC-KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

SCHEDULE OF DOCUMENTS

Section

1. **Notice to Bidders**
2. **Background, Overview and Scope of Requirements**
3. **Quotation Form**
4. **Resolution of Board of Directors (Respondent's Representative)**
5. **Certificate of Acquaintance with RFQ Documents**
6. **Pricing and Delivery Schedule**
7. **General Tender Conditions (CSS5 – Services)**
8. **Standard Terms and Conditions of Contract (US7 - Services)**
9. **Certificate of Attendance of Site Meeting / RFQ Briefing**
10. **Specifications and Drawings**
11. **Non-Disclosure Agreement**
12. **Suppliers Code of Conduct**



SECTION 1

RFQ NUMBER – HOAC-KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

NOTICE TO BIDDERS

1. Quotations are requested from interested / selected persons, companies, close corporations or enterprises (hereinafter referred to as the "**Respondent(s)**") to supply the above-mentioned requirement to Transnet.

On or after 03 February 2010 the RFQ documents may be inspected at, and are obtainable from the office of Transnet Freight rail, Tender advice center, Level 100 Carlton Center 150 Commissioner Street Johannesburg.

Any additional information or clarification will be faxed or emailed to all potential Respondents, if necessary.

OR

A non refundable tender fee of R100.00 (VAT inclusive) 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 pre-Quotation site inspection will be conducted at Bloemhof and Christiana on 11 February 2010, at 11H30 for a period of \pm 2 hours. (**Respondent to provide own transportation and accommodation**).

Respondents failing to attend the compulsory briefing session will be disqualified.

Respondents without a valid RFQ document in their possession will not be allowed to attend the site meeting and/or briefing session.

The briefing session will start punctually at11H30..... And Respondents arriving late will not be accommodated.

For specific queries before the closing of the RFQ, the following Transnet employee(s) may be contacted by email only:

Name : Sarah Assegaai or Wesley van Heerden

Email : Sarah.assegaai@transnet.net or Wesley.vanheerden@transnet.net

2. Quotations in duplicate must reach the Secretary, Transnet Freight rail, acquisition council before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

Respondent's Signature

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Date and Company Stamp



RFQ No	: HOAC-KG 05797
Description	: CLEANING OF OFFICES AND GARDEDING AT BLOEMHOF AND MAFIKENG FOR A PERIOD OF ONE YEAR.
Closing date and time	: 16/02/2010 (10h00)
Closing address (refer options paragraph 4 below)	

4. DELIVERY INSTRUCTIONS FOR THIS RFQ

- 4.1 **If posted**, the envelope must be addressed to the Secretary, Transnet Acquisition Council, P.O Box 4244 Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Secretary before the closing time of the RFQ. In the event of the late receipt of a Quotation, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 4.2 **If delivered by hand**, the envelope is to be deposited in the TRANSNET tender box which is located at the 21 Wellington Road Inyanda House No 1 Parktown , and should be addressed as follows:

**THE SECRETARY
TRANSNET ACQUISITION COUNCIL
GROUND FLOOR
INYANDA HOUSE 1
21 WILLINGTON ROAD
PARKTOW**

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 21 Wellington road Parktown and is accessible to the public 24 hours per day, 7 days a week.

- 4.3 **If dispatched by courier**, the envelope must be addressed as follows and delivered to the 21 Wellington road Inyanda House no 1 Parktown and a signature obtained from that Office.

**THE SECRETARY
TRANSNET ACQUISITION COUNCIL
GROUND FLOOR
INYANDA HOUSE 1
21 WILLINGTON ROAD
PARKTOW**

- 5. Please note that this RFQ closes punctually at 10:00 on Tuesday .
- 6. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."
- 7. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.



8. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
9. Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations / information received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
10. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope. All envelopes must reflect the return address of the Respondent on the reverse side.
11. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 22 (*Alterations made by the Respondent to Tendered Prices*) of the General Tender Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.

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

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

Transnet would therefore prefer to do business with local business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their RFQ responses. Transnet will 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 R30 000 (thirty thousand S.A. Rand) will be evaluated accordingly. All transactions below this threshold will, as far as possible, be set aside for Exempted Micro Enterprises (EMEs).

Consequently, when Transnet invites prospective suppliers to submit Quotations for its Services and services, it urges Respondents (Large Enterprises and QSE's - see below) to have themselves accredited by any one of the various Accreditation Agencies available who do their BBBEE ratings in accordance with the **latest Codes (i.e. those promulgated on 9 February 2007)**.

Although no agencies have, as yet, been accredited by SANAS (South African National Accreditation System), Transnet will, in the interim, accept rating certificates of Respondents who have been verified by agencies who do their BBBEE ratings in accordance with the latest Codes as promulgated on 9 February 2007. This will be an interim arrangement only until such time as the SANAS List has been approved by the DTI. (Certificates are valid for a period of one year only).

12.1 Enterprises will be rated by such agency based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
 - Rating level based on all seven elements of the BBBEE scorecard
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**



- Rating based on any four of the elements of the BBBEE scorecard

(c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5 million):**

- EMEs are exempted from BBBEE accreditation
- Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition
- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE, i.e. 110% BBBEE recognition
- EME's should only provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30%

12.2 In addition to the above, Respondents who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their RFQs the percentage, of the total contract value that will 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-contractor(s), as well as a breakdown of the distribution of the aforementioned percentage must also be furnished with the RFQ response to enable Transnet to evaluate / adjudicate all RFQs received on a fair basis.

12.3 Respondents will be required to furnish proof of the above to Transnet. (i.e. a detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or proof of turnover in respect of EMEs). Failure to do so will result in a score of zero being allocated for BBBEE.

Turnover : Kindly indicate your company's annual turnover for the past year R.....

- If annual turnover <R5m, please attach audited financials.
- If annual turnover >R5m please attach an accreditation certificate issued by an Accreditation Agency, together with all the relevant score sheets pertaining thereto.

13. 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 this RFQ between the closing date and the date of the award of the business.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFQ to the Transnet employee as indicated in clause 2 above, and may also at any time after the closing date of the RFQ, communicate with the Depot Engineer, at telephone number _____ or fax no. _____ on any matter relating to its RFQ response.

14. INSTRUCTIONS FOR COMPLETING THE RFQ

- 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 Quotation.
- Both sets of documents to be submitted to the address specified above.
- The following returnable documents must accompany all Quotations:
 - Respondent's valid Tax Clearance Certificate.

Respondent's Signature

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Date and Company Stamp



15. COMPLIANCE

The successful Respondent (hereinafter referred to as the “**Supplier**”) shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

16. ADDITIONAL NOTES:

- All returnable documents as indicated in the Quotation Form (Section 3) must be returned with the response
- Respondents are to note that Quotations in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Quotation 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 (if not the authorised signatories) must also be submitted along with the Quotation together with their contact details.
- All prices must be quoted in South African Rands
- Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents and may wish to visit the Respondent’s place of manufacture (works) during this process.

NB: Unless otherwise expressly stated, all Quotations 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.

- reject any Quotation which does not conform to instructions and specifications which are detailed herein
- disqualify Quotations submitted after the stated submission deadline
- not necessarily accept the lowest priced Quotation
- reject all Quotations, if it so decides
- award a contract in connection with this Quotation at any time after the RFQ’s closing date
- award only a portion of the proposed 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 preparatory costs or other work performed in connection with this Quotation, whether or not the Respondent is awarded a contract.

17. LEGAL REVIEW

Any Quotation submitted by a Respondent is subject to review and negotiation of the proposed contract by Transnet’s Legal Counsel.

Respondent’s Signature

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Date and Company Stamp



Respondents to complete this section:

NAME OF RESPONDENT

PHYSICAL ADDRESS

.....

Respondent's contact person:

Name.....

Designation.....

Telephone.....

Cell Phone.....

Facsimile.....

Email.....

Website.....

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

Respondent's Signature

Date and Company Stamp



SECTION 2

RFQ NUMBER – HOAC KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

ANNEXURE A

BUILDING : SEE ATTACHED LIST OF ASSETS.

**FLOORS/AREA : PARKING AREAS ,MAIN ENTRANCE,
AND , SMOKING ROOM, FIRST AID ROOM**

GENERAL SPECIFICATION :

SCOPE OF WORK

AREAS TO BE CLEANED

- (a) Main Entrance/Security Reception Area
- (b) Stairs and Landings (service and main stairs)
- (c) Offices and passages
- (d) Lift foyers
- (e) Toilets / Ladies / Gents
- (f) Kitchens
- (g) Entertainment areas / bars
- (h) Lifts
- (i) Windows
- (j) Parking area
- (k) Surrounding area at (main entrance) and garden area opposite shop
- (i) Lobby's on floors outside windows

DUTIES (all floors/areas where applicable)

7. TOILETS

- Empty and clean all waste receptacles Daily
- Clean and sanitise all W.C. bowls , basins Daily

Respondent's Signature

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Date and Company Stamp

- and urinals/-outlets
- Clean all mirrors Daily
- Damp mop floors with disinfectant Daily
- clean all metal fittings Daily
- Spot clean wall tiles, doors and W.C. partitions Daily
- Treat against staining, fungal and bacterial growth As necessary
- Replenish toilet paper/liquid hand soap to dispensers Daily
- Wipe clean hand dryers Daily

8. **WINDOW CLEANING**

- Clean interior faces of all windows 2 x Annually
- Clean exterior faces of all windows From Ground to 3rd floor 2 x Annually
- Clean main entrance foyer glass windows internally and externally Weekly

9. **VERTICAL BLINDS**

- Dust Daily

10. **MISCELLANEOUS**

- Polish desks and office furniture Weekly
- Material-covered furniture to be vacuumed Weekly

11. **KITCHENS**

- Vinyl floors to be damp mopped Daily
- Sinks to be cleaned Daily
- Cupboard (top) to be damp wiped Daily

12. **LIFTS**

- Floor mats to be removed and cleaned Weekly
- Walls and fittings to be cleaned Daily

- Surface refuse from floors to be removed Daily
- Doors/door frames (externally and internally to be damp cleaned) Daily
- Ceiling grids to be dusted Daily

13. **ALL PARKING LEVELS/RAMP/GUARD HOUSE AT RAMP**

- All surface refuse to be removed Daily
- All levels to be swept Weekly

14. **EXTERNAL AREA AT MAIN ENTRANCE, AREA IN FRONT OF SHOP AND GARDEN**

- All surface refuse to be removed Daily
- Area to be swept Daily
- Garden area to be checked and cleaned where necessary Daily

15. **ENTERTAINMENT AREAS/BARS AND LAPAS**

- Floors to be vacuumed/damp mopped As necessary
- Surface refuse to be removed As necessary
- Sinks to be cleaned As necessary
- Counter tops/bar tops to be damp wiped As necessary

16. **STAIRS/LANDINGS/BALUSTRADES**

- Floors to be damp mopped from 5 floor to Ground Floor Daily
- Balustrades and handrails to be damp wiped Daily

17. **LIFT FOYERS**

- Floors to be vacuumed Daily
- Ceramic floors to be damp mopped Daily
- Wall panels to be damp wiped Daily

18. **SUPERVISION**

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

Daily
Weekly

19. **EQUIPMENT/MATERIALS/CONSUMABLES**

To be provided by Contractor and delivered timeously

- Vacuum cleaners
- Polishers
- Brooms
- Mops
- All cleaning chemicals
- Consumables e.g. toilet paper of an acceptable standard and liquid hand soap
 - Toilet paper Double Ply
 - Hand soap with lanoline
- Buckets
- Necessary sign boards e.g. Floor Wet/Slippery, etc.

NB: All equipment to be kept in good and safe condition at all times and to comply to all safety regulations

20. **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.

21. **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.

22. **UNIFORM CLOTHING**

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



23. **TERMS OF CONTRACT**

One Year Contract

24. **BREACH OF CONTRACT**

The client (Transnet) 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

PRIEVIEW COPY ONLY



SECTION 3

RFQ NUMBER – HOAC KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

QUOTATION FORM

I/We _____

(name of company, close corporation or partnership)

of (full address) _____

carrying on business under style or title of (trading as) _____

represented by _____

in my capacity as _____

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, as the case may be, dated _____ a certified copy of which is annexed hereto, hereby offer to supply the above-mentioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of RFQ documents.

I/We agree to be bound by those conditions in Transnet's:

- (i) Standard Terms and Conditions of Contract, Form No. US7 - Services;
- (ii) General Tender Conditions, Form CSS5 – Services; and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Quotation form; and;-

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

Should Transnet decide that a formal contract should be signed and so inform me/us in the facsimile or letter of acceptance, this Quotation (and, if any, its covering letter and any subsequent exchange of correspondence) together

Respondent's Signature

Date and Company Stamp



with Transnet's letter of acceptance/intent, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 (four) weeks, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Quotations afresh and/or having to accept any less favourable Quotation.

I/We accept that any contract resulting from this offer will be for a period of 12 Months only; and agree to a penalty clause to be negotiated with Transnet, which will allow Transnet to invoke a penalty (details to be negotiated) against us should the delivery of the Services be delayed due to non-performance by us.

The law of the Republic of South Africa shall govern the contract created by the acceptance of this RFQ. The *domicillium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder, the name of their accredited agent in the Republic of South Africa who is empowered to sign any contract which may have to be entered into in the event of their Quotation being accepted and to act on their behalf in all matters relating to the contract.

Respondent to indicate *domicillium citandi et executandi* hereunder:

Four horizontal lines for text entry.

NOTIFICATION OF AWARD OF RFQ

As soon as possible after approval to award the contract/s, the successful Respondent (the Supplier) will be informed of the acceptance of its Quotation. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier and the reason as to why their Quotations have been unsuccessful, for example, in the category of price, delivery period, quality, BBBEE status or for any other reason.

VALIDITY PERIOD

Transnet desires a validity period of 3 (three) months (from closing date) against this RFQ. It should be noted that Respondents may offer an earlier validity period, but that their Quotations may be disregarded for that reason. Should Respondents be unable to comply with this validity period, an alternative validity period must be stated hereunder:

This RFQ is valid until 11/05/2010 (State alternative validity period/date).

TAX (VAT) REGISTRATION NUMBER

The Respondent must state hereunder the tax registration number which is applicable to Value-Added Tax:

Horizontal line for tax registration number entry.

Respondent's Signature

Date and Company Stamp



TAX CLEARANCE CERTIFICATE

Respondents are required to forward a valid copy of their company's Tax Clearance Certificate with their Quotation.

Indicate tax clearance certificate expiry date: _____

BANKING DETAILS

BANK: _____

BRANCH NAME / CODE: _____

ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation (C.C.) on whose behalf the RFQ is submitted.

(i) Registration number of company / C.C.

(ii) Registered name of company / C.C.

(iii) Full name(s) of director/member(s) Address/Addresses ID Number/s

Full name(s) of director/member(s)	Address/Addresses	ID Number/s
.....
.....
.....
.....
.....

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REGISTRATION CERTIFICATE

Respondents must submit a certified copy of their company's Registration Certificate with their Quotation.

NAME AND ADDRESS OF ACCREDITED AGENT

Respondent's Signature

Date and Company Stamp



Provide hereunder, if applicable, details of the accredited agent in the Republic of South Africa appointed as local representative by foreign Respondents and whose address shall be regarded as the Respondent's domicilium citandi et executandi in terms of the Standard Terms and Conditions of Contract, US7 – Services.

Name
Address

CONFIDENTIALITY

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to Transnet's business, written approval to divulge such information will have to be obtained from Transnet.

DISCLOSURE OF PRICES TENDERED

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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DECLARATION

Respondents to declare hereunder whether any family and/or direct relationship exists between any of the owners / members / directors / partners / shareholders (unlisted companies) of the responding company and any employee or board member of the Transnet Group:

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

If YES, please indicate below:

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

ADDRESS

Indicate nature of relationship (if any):

Respondent's Signature

Date and Company Stamp



(Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from future business with Transnet)

RETURNABLE DOCUMENTS

Respondents are required to submit the following returnable documents with their responses (see tick):

Notice to Bidders – Section 1	√
Background overview – Section 2	√
Quotation Form – Section 3	√
Resolution of Board of Directors (Respondent's Representative) – Section 4	√
Certificate of Acquaintance with RFQ Documents – Section 5	√
Pricing & Delivery Schedule – Section 6	√
General Tender Conditions, Form CSS5 – Section 7	√
Conditions of Contract, Form US7 – Section 8	√
Valid Tax Clearance Certificate	√
VAT Registration Certificate	√
BBBEE Accreditation Certificate	√
Certificate of attendance of Site Meeting / RFQ Briefing – Section 9	√
Specifications and Drawings – Section 10	√
Non-Disclosure Agreement – Section 11	√

NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and Annexure A, as indicated in the footer of each page, must be signed and dated by the Respondent.

Respondent's Signature

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Date and Company Stamp



By signing the RFQ documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet Limited will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2009.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1 _____ 1 _____

2 _____ 2 _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

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SECTION 4

RFQ NUMBER – HOAC KG5797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

SIGNING POWER : RESOLUTION OF BOARD OF DIRECTORS

NAME OF COMPANY: _____

It was resolved at a meeting of the Board of Directors held on _____ that

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

in his/her capacity as indicated above is/are hereby authorised to enter into, sign, execute and complete any documents relating to Tenders, Quotations and/or Contracts for the supply of Services.

FULL NAME _____

SIGNATURE CHAIRMAN

FULL NAME _____

SIGNATURE SECRETARY



RFQ NUMBER – HOAC KG05797

**CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR
A PERIOD OF ONE YEAR**

CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

NAME OF COMPANY: _____

I/We _____ do

hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFQ and all conditions contained therein, as laid down by Transnet Limited for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

I/We furthermore agree that Transnet Limited shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any RFQ/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2009

WITNESS : _____

SIGNATURE OF RESPONDENT



SECTION 6

RFQ NUMBER – HOAC KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

PRICING SCHEDULE

Prices in South African currency, including all costs.			
to consignee			
ITEM NO:	DESCRIPTION	QTY	Price Per Month
	CLEANING OF OFFICES AT BLOEMHOF AND CHRISTIANA FOR A PERIOD OF ONE YEAR		
	INFORMATION SESSION AND SITE INSPECTION WILL BE HELD AT Bloemhof Infra Building and Christiana Infra Building.		
	Please Quote As per Specification Attached		
1	BLOEMHOF PRICE PER MONTH		R
2	CHRISTIANA PRICE PER MONTH		R
	TOTAL PRICE FOR A YEAR		R

PREVIEW COPY ONLY

Respondent's Signature

Date and Company Stamp



SECTION 7

RFQ NUMBER – HOAC KG05797

**CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR
A PERIOD OF ONE YEAR**

GENERAL TENDER CONDITIONS - SERVICES

Refer Form CSS5 attached hereto

PREVIEW COPY ONLY

Respondent's Signature

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Date and Company Stamp



SECTION 8

RFQ NUMBER – HOAC KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

STANDARD TERMS AND CONDITIONS OF CONTRACT
FOR THE SUPPLY OF SERVICES TO TRANSNET

Refer Form US7 attached hereto.

Respondents should note the obligations as set out in Clause 24 of the General Tender Conditions (Section 7) which reads as follows:

"The Supplier shall adhere to the Standard Terms and Conditions of Contract as set out in Form US7 – Services, a copy of which is attached hereto.

Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer an alternative. Please note that any alternative offered shall be compared with acceptance of the Form US7 conditions or alternatives offered by other Respondents, except penalties for late deliveries, the exclusion of which may disqualify the RFQ, save where indicated otherwise by Transnet."

Respondent's Signature

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Date and Company Stamp



SECTION 9

RFQ NUMBER – HOAC KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

CERTIFICATE OF ATTENDANCE OF SITE INSPECTION

It is hereby certified that -

- 1.
- 2.

Representative(s) of
(name of company)

attended the site meeting / briefing session in respect of the proposed Services to be rendered in terms of this RFQ on2009.

.....
TRANSNET'S REPRESENTATIVE

.....
RESPONDENT'S REPRESENTATIVE

DATE.....

DATE.....

PREVIEW COPY ONLY



SECTION 10

RFQ NUMBER – HOAC KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

SCOPE OF WORK

The client (Transnet) 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.

The briefing session is compulsory and companies not attending **might be overlooked** during the tender process.

Contact person for site inspection attendance and directions:

Contact Person : Frans Nxumalo Tel.: 773-6696 /083 703 4110

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
REPRESENTATIVE

.....

TENDERER’S

DATE :.....



PRIEVIEW COPY ONLY

Respondent's Signature

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Date and Company Stamp



RFQ NUMBER – HOAC KG05797

CLEANING OF OFFICES AND GARDENING SERVICES AT CHRISTIANA AND BLOEMHOF FOR A PERIOD OF ONE YEAR

NON-DISCLOSURE AGREEMENT (“NDA”)

Complete and sign NDA attached hereto

PREVIEW COPY ONLY

Respondent's Signature

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Date and Company Stamp