



**RFQ NUMBER**  
**HOAC-KGG-05583**

**DESCRIPTION**

**CLEANING SERVICE AT  
MILLSITE FOR  
A ONE YEAR PERIOD**

**ISSUE DATE: 18 AUGUST 2009**  
**CLOSING DATE: 01 SEPTEMBER 2009**  
**(10H00)**  
**INFORMATION SESSION :26 AUGUST 2009**  
**TIME : 10H00**  
**VENUE : NO. 1 MILLSITE  
STATION (INFRA)**

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

**REQUISITION FOR QUOTATION**

MESSRS: .....

ADDRESS : .....

.....

.....

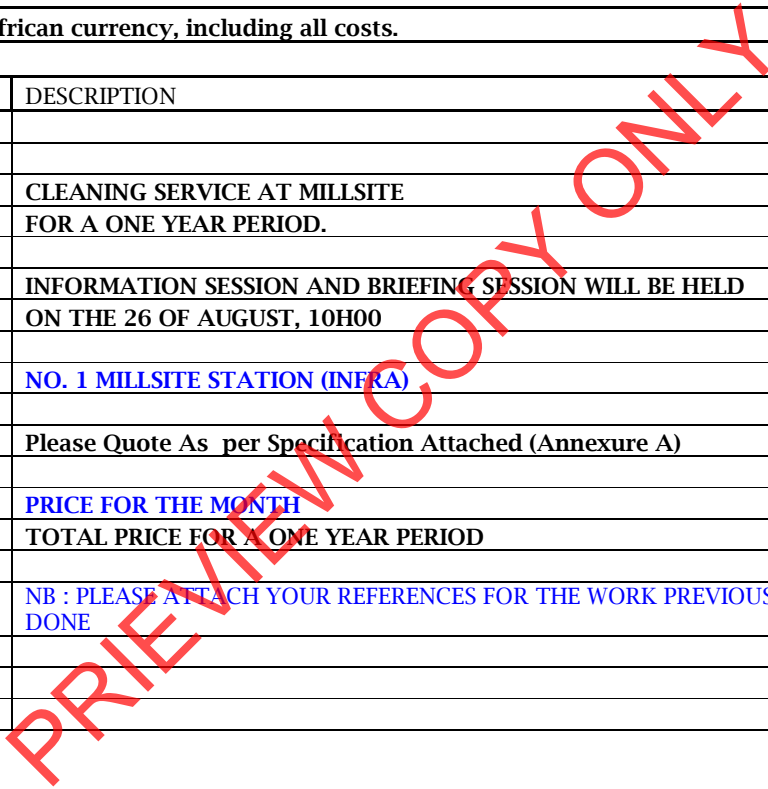
Tel (011)  
Fax (011)

ISSUE DATE 18-08-09

CLOSING DATE 01-09-2009 (10h00)

SUPPLY CHAIN SERVICES
Contact : GLADYS CELE
TEL: (011) 584-0597
FAX: (011) 774-9828

Prices in South African currency, including all costs.		
to consignee		
ITEM NO:	DESCRIPTION	QTY
	CLEANING SERVICE AT MILLSITE FOR A ONE YEAR PERIOD.	
	INFORMATION SESSION AND BRIEFING SESSION WILL BE HELD ON THE 26 OF AUGUST, 10H00	
	NO. 1 MILLSITE STATION (INFRA)	
	Please Quote As per Specification Attached (Annexure A)	
	PRICE FOR THE MONTH	
	TOTAL PRICE FOR A ONE YEAR PERIOD	R
	NB : PLEASE ATTACH YOUR REFERENCES FOR THE WORK PREVIOUSLY DONE	



---

## **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

NB :

Adjudication Criteria :

Pricing

- Pricing Methodology – Total monthly price

Technical

- Reference - Provide references & contact details in similar projects
- Compliance to statutory cleaners wage - provide monthly wages for cleaners and supervisor

BBBEE

- BBBEE Certificate & Detailed Scorecard - Provide BBBEE certificate

PRIEVIEW COPY ONLY

---

**INFORMATION SESSION**

Information session and site meeting will be held at the following venue:

Time : 10h00  
Date : 26 August 2009  
Venue : No. 1 Millsite Station (Infra)  
Anchor Boardroom  
Town/City : Millsite

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

**Contact person for the information session and site visit attendance and directions:**

Contact Person : Lawrence Dlamini Tel.: (011) 950-1332.

**1 ATTENDANCE CERTIFICATE**

This is to certify that.....

Representative/s of.....

Has/have today attended the information session in respect of the proposed:

.....

.....

TRANSNET'S REPRESENTATIVE  
REPRESENTATIVE

TENDERER'S

DATE :.....

---

# **OFFICE CLEANING, MILLSITE COMPLEX**

## **Annexure a**

### **SPECIFICATION**

#### **3.1. EXTENT OF WORK**

##### **1.1. General**

- a. TFR shall supply all toilet paper, basin soap, black bags and jumbo rolls.
- b. The Contractor shall supply cleaning materials, disinfectants and cleaning equipment for all buildings.
- c. All cleaning staff shall be dressed in neat and clean uniforms and have good hygiene habits.
- d. Cleaning staff shall not touch or clean computer terminals or any related computer equipment.
- e. A room is available for use as a storeroom. The Contractor shall maintain this site in a neat and tidy condition to the satisfaction of the Manager. The Contractor shall be responsible for the security of the Works until completion and hand-over, and shall make his/her own arrangements for security and safekeeping of his/her property.
- f. The supervisor will do the site inspection every week to make sure that the cleaning is up to his/her satisfaction before signing the invoice at the end of the month.

#### **1.2. Description of Buildings**

##### **MILLSITE DEPOT**

##### **a. 02AL 694      WORKSHOP**

- 5 x Toilets
- 9 x Wash basins
- 1 x Enamel Urinals
- 1 x Showerroom (Consists 9 Showers)
- 1 x Locker Room
- 1 x Kitchen
- Windows

---

**b. 02AL 693      LOCKERROOM**

- 1 x Enamel Urinals
- 2 X Wash Basins
- 2 x Toilets
- 1 X Kitchen
- 2 X Showerrooms
- 1 X Change Room
- Windows

**c. 03 AL 253**

- 3 x Small offices
- 1 X Kitchen
- Windows

**02AL691**

- 2 X Big Offices
- 10 x Medium Offices (2 with Storerooms)
- 2 X BoardRooms (1 with 1 toilet) & 2 x Store rooms
- 24 X Small Offices
- 1 X Storeroom
- 1 X Wiring Room
- 2 X Kitchens
- 1 X Reception
- 1 X Photocopying Room
- 1 X Mens toilet (incl 3 X Urinals, 1 X Toilet, 1 Double wash basin)
- 1 x Ladies toilet (incl 2 X Toilets, 1 X Double wash basin)
- Windows

---

### 3.2. Specification

The Contractor shall perform the following cleaning duties:

#### 1. Passages:

- a) **Clean doors and light switches (as required).**
- b) **Dust window sills, frames etc. (daily).**
- c) **Sweep and mop floors (daily).**
- d) **Scrub, strip and seal whole area (monthly).**

#### 2. Offices:

All offices shall be cleaned

- a) Vacuum clean carpets and all other types of floors thoroughly. (daily)
- b) Dust window sills, frames etc. (Daily)
- c) Dust all furniture and items standing on the furniture, wall hangings and telephone (excluding computer equipment). (Daily)
- d) Sweep and buff vinyl floors (Daily)
- e) Polish vinyl floors (Daily)

#### **Other office equipment**

- f) Clean and disinfect telephones (weekly)
- g) Polish and clean all wooden and vinyl furniture (weekly)
- h) Clean all doors, partitions and air conditioning covers (monthly).
- i) Clean ashtrays, rubbish bins (2 X a day)
- j) **Scrub, strip and seal whole area (vinyl floors only - monthly).**
- K) Clean cups, dishes and sucers ( three times a day).

#### 3. Toilets/Ablutions:

- a) Floors to be cleaned and disinfected (daily). Scrub and disinfect all toilet seats, bowls, pipes, basins, urinals and showers (daily). First thing in the morning before 7:30.
- b) Clean and polish all mirrors and metals (daily).
- c) Replace disposable jumbo hand drying towels and toilet paper when required (supplied by TFR if required).
- d) Clean ledges, walls and doors (daily).
- e) Sweep and mop floors (daily).
- f) Scrub floors to shine (weekly).

#### 4. Windows, Glass Doors:

- a) Wash all windows. (monthly).
- b) Clean glass door (daily).

## Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
2. Copy of cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (ABVA Member).

**NB:** - **Failure to submit the above documentation will delay the vendor creation process.**  
- Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.

### **IMPORTANT NOTES:**

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent ABVA Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.  
**NB:** BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent ABVA Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.  
**NB:** BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent ABVA Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management [please substitute this with your relevant Transnet department before sending this document out]

## Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)	< R5 Million		R5-35 million		> R35 million		
Does Your Company Provide	Products		Services		Both		
Area Of Delivery	National		Provincial		Local		
Is Your Company A Public Or Private Entity	Public			Private			
Does Your Company Have A Tax Directive Or IRP30 Certificate	Yes			No			
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
<b>BEE Ownership Details</b>							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate	Yes			No			
What is your broad based BEE status (Level 1 to 8 / Unknown)							
How many personnel does the firm employ	Permanent			Part time			
Name of person procuring your services/products							
Contact number							
Transnet operating division							
<b>Duly Authorised To Sign For And On Behalf Of Firm / Organisation</b>							
Name				Designation			
Signature				Date			
<b>Stamp And Signature Of Commissioner Of Oath</b>							
Name				Date			
Signature				Telephone No.			

**NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.**

### Internal Transnet Departmental Questionnaire (for office use only)

**NB:** "Once-off vendor" will only be created for extraordinary circumstances, i.e. derailments and other emergency

situations. Note that only one (1) purchase order must be created against a "once-off vendor". Should the need arise to use a "once-off vendor" again, then an updated SDF together with the required documentation, is required for a "trade vendor" to be created

Section 1: To be completed by the Transnet Requesting / Sourcing Department											
Vendor Name						Vendor Number					
TFR	TRE	TPT	TPL	TNPA	TCP	TRN					
Create	Unblock	Amend	Extend	Once-Off / Emergency Request							
Supplier's trading name											
Supplier's registered name											
Please indicate if the Supplier has a contract with sourcing Transnet OD						Yes	No				
If yes please submit / furnish details of such a contract (together with the SDF)											

a) What is being procured from the supplier?				
i. Products only	Yes	No		
ii. Services only	Yes	No		
iii. Labour only	Yes	No		
iv. Mix of services and products	Yes	No		
v. Mix of services and labour	Yes	No		

b) If your answer is **YES** to questions II, III, IV or V in paragraph **a)** above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

Yes	No		
-----	----	--	--

c) If your reply to (b) is "NO", please furnish reasons :				

d) Advise on the Detailed Procurement Process (DPP) / Procurement Mechanism that was followed (Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2008 on the Intranet)				

Name	Grade	Date				Signature		
		Y	Y	Y	M	M	D	D

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)											
NARROW BASED (NB)				BROADBASED (BBEE)							
BEE O/S	BWBE	DPBE	MR	CONTR. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE			
Name		Grade		Date				Signature			
				Y	Y	Y	Y	M	M	D	D
				Y	Y	Y	Y	M	M	D	D

Section 3: To be completed by Supplier Management											
I hereby approve		disapprove		this application							
Name		Grade		Date				Signature			
				Y	Y	Y	Y	M	M	D	D
Vendor Number		Date captured on SAP				Recon Account					

---

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.

**Suppliers Code of Conduct**

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

Employees may not receive anything that is calculated to:

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

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

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

>> Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices

>> Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

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

>> Generally, suppliers have their own business standards and regulations. Although Transnet

---

cannot control the actions of our suppliers,  
we will not tolerate any illegal activities.

These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.

>> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.

>> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

#### Conflict of Interest

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

Examples are:

>> Doing business with family members.

>> Having a financial interest in another company in our industry.

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

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

PRIEVIEW COPY ONLY