



SECTION 4

RFQ NO: HOAC/SPR/5842

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

SCOPE OF WORK AND GENERAL SPECIFICATION

Refer Document attached hereto

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Respondent's signature

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Date and company stamp

GENERAL SPECIFICATION :**SCOPE OF WORK**

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

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

14. **STAFF REQUIREMENTS/WORKING HOURS**

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

Relief staff must be available as and when required.

15. **MESSROOM FACILITIES**

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

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

16. **UNIFORM CLOTHING**

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

17. **DURATION OF CONTRACT**

Six Months

24. **BREACH OF CONTRACT**

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

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SECTION 5

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**CLEANING OF OFFICES AND GARDEN SERVICES AT SPRINGS
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RETURNABLE SCHEDULE / DOCUMENTS

Refer Document attached hereto

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SIGNATURE OF TENDERER: _____ Date: _____

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

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

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