



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: ECR/CRES/47/02/2024

**PROVISION OF STATION CLEANING AND HORTICULTURE SERVICES IN EASTERN CAPE REGION FOR A
PERIOD OF ONE (1) MONTH**

**SECTION 1: SBD1****PART A INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

BID NUMBER:	ECR/CRES/47/01/2024	CLOSING DATE:	29 February 2024	CLOSING TIME:	14:00PM
-------------	----------------------------	---------------	-------------------------	---------------	----------------

DESCRIPTION	Provision of Station cleaning and horticulture services in Eastern Cape Region for a period of one (1) month
-------------	---

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):**No 8 Station Street****East London Train Station****East London****5201****BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	Luleka Mtyala
TELEPHONE NUMBER	043 700 2169
E-MAIL ADDRESS	luleka.mtyala@prasa.com

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	---	--	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER
- 1.3. PRESCRIBED IN THE BID DOCUMENT.
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.



SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

SUMMARY OF IMPORTANT DATES

RFQ publish date	15 Feb 2024
Non - Compulsory briefing venue date and time	22 Feb 2024 @ 10:00 Infront of Prasa Cres Offices – East London Train station
	23 Feb 2024 @ 10:30 at Port Elizabeth Train station
Closing date	29 Feb 2024 at 14:00
The RFQ shall be addressed to	No 8 Station Rd. East London Train Station. East London

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

1.2 Bidders should ensure that their response to the RFQ is in accordance with the structure of this document.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name;

3.1.5 Supplier Contact details

3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue ;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilize the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
Stage 1C – Documents required for Scoring	
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 60%
Stage 3	Price and Specific Goals
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.),

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16 .1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

17 BRIEFING SESSION - COMPULSORY

1st Non - Compulsory RFQ briefing session will be held on the 22 February 2024 for a period of an hour at East London Train Station. The briefing session will start punctually at 10h00, and information will not be repeated for the benefit of respondents joining late.

2nd Non - Compulsory RFQ briefing session will be held on the 23 February 2024 for a period of an hour at Port Elizabeth Train Station. The briefing session will start punctually at 10:30, and information will not be repeated for the benefit of respondents joining late.

SECTION 3

1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1A – Mandatory Compliance Requirements

If you do not submit/meet the following mandatory documents/requirements, your Quote will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Price Schedule and Pricing and delivery schedule (Section 4) must be completed in full. To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive	
b)	Completion and submission of ALL RFQ documents, which includes SBD Documents/Forms, (including ALL declarations required)	
c)	Joint Venture / Consortium agreement / Trust Deed / Confirmation in writing of intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process (if applicable)	
d)	Bidders to fill and sign the Correct Submission register at SCM reception on submission of tender documents	
e)	Attendance Certificate of Compulsory Briefing or proof of attendance of briefing session (Signing of attendance register)	

Stage 1B – Other Mandatory Requirements (To be submitted in envelope 1)

If you do not submit the following basic compliance documents and should an award be made, these basic compliance documents must be made available within seven (7) days of request from PRASA, failing of which the award will be recalled.

No.	Description of requirement	
a)	Proof of Company Registration Documents, (Certificate of Incorporation or CK1 or CK2)	
b)	Copies of Directors` ID documents;	
c)	Valid Tax Pin letter (must be valid on closing date of submission of the proposal) issued by SARS.	
d)	CSD Summary report / CSD reference number	
e)	Proof of Bank Account (i.e letter issued by the bank)	
f)	Valid Original, or certified copy of Letter of Good Standing (COID)	

Stage 1C: Documents required for Scoring.

Documents required for Scoring - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion: -

Audited Annual Financials/ B-BBEE Certificate/Affidavit
CIPC Documents / B-BBEE Certificate/Affidavit

Stage 2

Technical / Functionality Requirements

Scoring of Functionality:

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 60% as per the standard Evaluation Criteria presented in Table 1 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/functional requirements are presented in Table 5 below.

ITEM	CRITERIA	WEIGHT
1.1	Track record of the contractor	40
1.2	Years of experience of key personnel	40
1.3	Financial Capacity	20
	TOTAL	100

Table 5: Technical Evaluation Criteria

Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFQ. Only those Bidders which score 60 % or higher during the functional evaluation will be evaluated during the third stage of the Bid.

Details of the scoring methodology presented above are outlined below:

CRITERIA	SUB-CRITERIA	SCORING	WEIGHT
<p>Organisational experience of contractor.</p> <p>Track record of tenderer on similar type of work</p> <p>Experience and of similar value or more.</p>	<p>Bidders to provided similar type of work experience, with contactable references. (Works or projects must be last recent 10 years)</p> <p>All the below items 1&2 must be provided for all projects presented under the scoring.</p> <ol style="list-style-type: none"> 1. Appointment letter from client, signed and on Client Letterhead. 2. Reference Letter or Final Completion Certificate from the client, on Client Letterhead, signed or stamped with contactable references. <p>One of the provided documents must indicate value of the contract and duration.</p>	<p>0 points = No proof or submission</p> <p>1 point = Proof of 1 project of similar type of scope</p> <p>2 points = Proof of 2 projects of similar type of scope</p> <p>3 points = Proof of 3 projects of similar type of scope</p> <p>4 points = Proof of 4 projects of similar type of scope</p> <p>5 points = Proof of 5 or more projects of similar type of scope</p>	40%
<p>Years of experience of key personnel to be directly responsible for implementation of this project.</p>	<p>Comprehensive CV' of Supervisor that detail work experience as a supervisor with contactable references</p>	<p>0 points = No proof or 0 years of experience</p> <p>1 point = one (1) year experience in Supervisory capacity</p> <p>2 points = two (2) years in Supervisory capacity</p> <p>3 points = three (3) years in Supervisory capacity</p> <p>4 points = four (4) years in Supervisory capacity</p> <p>5 points = five (5) years in Supervisory capacity</p>	40%
<p>Financial Capacity:</p>	<p>Provide two (2) recent year's Annual financial statements prepared by the registered professional which reflect</p>	<p>0 points = No Submissions of financial Statement</p>	20%

CRITERIA	SUB-CRITERIA	SCORING	WEIGHT
Operating cash flow	<p>the company financial capability to manage the infrastructure project.</p> <p>Required components of financial statement: Statement of financial position) Balance sheet (statement of cash flow), income statement (Profit and Loss)</p> <p>Formula: Operating Cash Flows Ratio = Cash Flows from Operations/Current Liabilities</p>	<p>1 point = Submission of incomplete or irrelevant of financial Statement</p> <p>2 points = Operating Cash Flows Ratio $X < 0$</p> <p>3 points = Operating Cash Flows Ratio $0 < X < 0.5$</p> <p>4 points = Operating Cash Flows Ratio $0.5 < X < 1$</p> <p>5 points = Operating Cash Flows Ratio $X > 1$</p>	
TOTAL			100%

Stage 3- Pricing and Specific Goals

The following formula shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 \left(1 - \frac{Pt - Pmin}{\quad} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- 3.3. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system or
- 3.4. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Acceptable Evidence/Proof required	Number of points allocated. (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
EME 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	10	
51% Black Owned	CIPC Documents / B-BBEE Certificate / Affidavit	10	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule/ BOQ (**Section 10**).

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 9 negotiate a market-related price with the Respondent scoring the highest points;;
 - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
 - 11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
 - 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of Bidding Entity) of

_____ code

(Full address) conducting business under the style or title of: _____ represented by: _____ in my capacity as:

_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of R

_____ (amount in

numbers);

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

SECTION 7

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{max} - P_{min}} \right)$$

P min

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max} - P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Acceptable Evidence/P roof required	Number of points allocated. (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
EME 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	10	
51% Black Owned	CIPC Documents / B-BBEE Certificate / Affidavit	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

1.

.....
SIGNATURE(S) OF TENDERER(S)

2.

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

5. OBJECTIVE CRITERIA REQUIREMENTS

Objective Criteria – Prasa reserves the right to award the business to the highest scoring bidder/s unless the below objective criteria that has been identified by Prasa justify the award to another bidder. The objective criteria that has been applied by Prasa in this bid process is as follows.

Bidders who fail to meet the below objective criteria requirements will not be considered for award

No.	DESCRIPTION OF REQUIREMENT	
a)	Contractor must reside within the Eastern Cape Region (To submit proof of lease agreement or ownership of workshop/offices including rates and taxes)	



SECTION 8

CERTIFICATE OF ATTENDANCE OF NON COMPULSORY RFQ BRIEFING

Request number:	ECR/CRES/47/02/2024
Request for Proposal:	PROVISION OF STATION CLEANING AND HORTICULTURE SERVICES IN EASTERN CAPE REGION FOR A PERIOD OF ONE (1) MONTH

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at _____ on this _____ day of _____

_____ for / on behalf of PRASA _____ Designation

Acknowledgement

This is to certify that the Bidder attended the above-mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____ on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES)		WITNESSES	
1.	_____	1.	_____
2.	_____	2.	_____
3.	_____	3.	_____



SECTION 9

SPECIFICATION

1.1. Scope of The Desired Solution

- 1.1.1. The scope of work shall cover cleaning and horticulture services of the entire station precinct and the facilities of the station. PRASA will invite professional cleaning and horticultural service providers hereinafter to submit quotation for providing cleaning and horticultural services for the Eastern Cape Region for the corridors listed in herein:

Corridor Name	No. Of Stations
East London Corridor	17 Stations
Gqeberha Corridor	10 Stations
MLPS Corridor	4 Stations

- 1.1.2. The services required shall focus but not limited to below scope of work:

- General cleaning and Horticultural Services.
- Deep cleaning services.
- Covid-19 disinfecting and decontamination of surfaces.

a The service providers shall comply strictly with health, safety and environmental requirements for cleaning of the railway tracks and platforms at the station. PRASA will provide training on methodology of cleaning tracks to the successful bidder. The tracks and platforms shall only be cleaned during the off-peak period during weekdays, though this will not apply to weekends and public holidays.

b The service providers shall ensure full compliance with all applicable Statutory Regulations of the industry. The legislative requirements to be complied with but not limited to the below:

- i. The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)
- ii. The Labour Relations Act, 1995 (Act no 66 of 1995)
- iii. The Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- iv. The National Environmental Management Act (Act no 107 of 1998)
- v. National Railway Safety Regulator Act (16/2002)
- vi. Bargaining Council for cleaning industry



- c The service provider may employ the innovation and best cleaning methods which will ensure the highest level of cleanliness of Station facilities.
- 1.1.3. The service provider shall clean the facilities in line with detailed specification of the work and description of service and Cleaning Procedure.
- 1.1.4. The service provider shall ensure deep cleaning service is done to enhance the level of cleanliness at the station.
- 1.1.5. The Service provider shall ensure that the washing of carpets and furniture with upholstery is provided.

1.2. The Station Clustering

- 1.2.1. The Eastern Cape Region Station Cleaning Services will be clustered according to three corridors i.e. East London, Gqeberha and MLPS corridors.

The East London Corridor comprises of Seventeen (17) stations with four clusters and shall be allocated four (4) service providers.

Gqeberha Corridor comprises of Ten (10) stations with two clusters and shall be allocated Two (2) service providers.

MLPS Corridor comprises of Four (4) stations with one cluster and shall be allocated one (1) service provider.

- 1.2.2. The contract will cover the cleaning and horticulture services of various facilities within station precincts.

1.2.2.1. EAST LONDON CORRIDOR

EAST LONDON CORRIDOR CLUSTER STATIONS			
	Station	Category	Cluster
1.	EAST LONDON	Core	1
2.	SOUTHERNWOOD	Intermediate	1
3.	PANMURE	Small	1
4.	CHISELHURST	Small	1
5.	VINCENT	Intermediate	2
6.	CAMBRIDGE	Small	2
7.	HIGHGATE	Small	2
8.	DAWN	Small	2
9.	WILSONIA	Small	2
10.	ARNOLDTON	Small	3
11.	MTSOTSO	Intermediate	3
12.	MDANTSANE	Intermediate	3
13.	MT. RUTH	Core	3



14.	EGERTON	Core	4
15.	FORT JACKSON	Core	4
16	BERLIN	Core	4
7	KING WILLIAM'S TOWN	Intermediate	4

Table 1. East London Corridor

Station name	Platform	Track Rails	Public Toilets	Ticket Office	Waiting Areas	Staff Offices	Parking area	Access control	Concourse	Entrances and Walkways
East London	5	5	3	2	0	6	4	2	1	5
Southernwood	2	2	2	2	2	1	0	2	0	2
Panmure	2	2	2	2	1	2	0	2	0	2
Chiselhurst	2	2	2	2	1	2	0	2	0	2
Vincent	2	2	2	2	2	2	2	2	0	2
Cambridge	2	2	2	1	3	1	1	1	0	1
Highgate	2	4	2	1	3	1	2	1	0	2
Dawn	2	2	0	2	2	2	0	2	0	2
Wilsonia	2	2	2	2	2	2	0	2	0	2
Arnoldton	3	2	2	2	0	2	1	1	0	1
Mtsotso	2	2	2	2	2	2	1	2	0	2
Mdantsane	2	2	2	2	2	2	2	2	0	2
Mt Ruth	3	3	4	2	0	2	1	2	0	2
Egerton	2	2	2	2	4	2	0	2	0	2
Fort Jackson	1	2	2	1	2	1	2	1	0	1
Berlin	1	2	2	1	1	1	2	1	0	1
King William Town	2	2	2	2	2	2	2	2	0	2
TOTAL	37	40	35	30	29	33	20	29	1	33

**Table 2. East London Corridor**

Station name	Platform m ²	Track Rails m ²	Public Toilets m ²	Ticket Office m ²	Waiting Areas m ²	Staff Offices m ²	Parking area m ²	Access control m ²	Entrances and Walkways m ²
East London	20000	12000	230	80	0	110	1200	36	60
Southernwood	6000	3000	120	30	40	15	0	24	10
Panmure	6000	3000	120	30	25	30	0	24	10
Chiselhurst	6000	3000	120	30	25	30	0	24	10
Vincent	6000	3000	120	30	60	30	1500	24	10
Cambridge	6500	3000	120	20	50	15	500	12	5
Highgate	5500	6000	120	15	50	15	500	12	10
Dawn	4500	3000	0	30	40	30	0	24	10
Wilsonia	6000	3000	120	30	40	30	0	24	10
Arnoldton	9000	6000	120	30	0	30	400	12	5
Mtsotso	6000	3000	120	60	40	30	400	24	10
Mdantsane	6000	3000	120	60	40	30	800	24	10
Mt Ruth	9000	6000	240	65	0	50	700	24	25
Egerton	5500	3000	120	30	60	30	0	24	10
Fort Jackson	3000	3000	120	30	30	15	2000	12	10
Berlin	3000	3000	120	30	20	15	1500	12	10
King Williams Town	3000	3000	120	80	60	60	800	24	10
TOTAL	111000	69000	2150	680	580	565	10300	360	225

1.2.2.2. PORT ELIZABETH CORRIDOR

PORT ELIZABETH CORRIDOR CLUSTER STATIONS			
	Station	Category	Cluster
1.	Port Elizabeth	Core	5
2.	Noth End	Small	5
3.	North End Yard	Small	5
4.	Sydenham	Small	5
5.	New Brighton	Intermediate	6
6.	Swartkops	Core	6
7.	Redhouse	Small	6
8.	Perseverance	Small	6
9.	Despatch	Small	7
10	De Mist	Core	7
11	Uitenhage	Core	7



Table 3. Port Elizabeth Corridor

Station name	Platform m ²	Track Rails m ²	Public Toilets m ²	Ticket Office m ²	Waiting Areas m ²	Staff Offices m ²	Parking area m ²	Access control m ²	Entrances and Walkways m ²
Port Elizabeth	12000	9000	60	160	0	300	6000	10	15
North End	12000	9000	60	160	0	300	6000	10	15
North End coach yard	6000	3000	40	40	30	30	1500	20	30
Sydenham	0		20	0	0	30	0	0	0
New Brighton	9000	9000	40	40	20	20	0	20	30
Swartkops	6000	3000	40	40	20	80	0	20	30
Redhouse	12000	6000	40	80	20	20	1000	10	15
Perseverance	6000	3000	40	30	20	20	0	20	30
Despatch	6000	3000	40	30	20	20	0	0	0
Demist	6000	3000	40	30	20	20	0	10	15
Uitenhage	3000	1500	40	30	20	20	0	10	15
TOTAL	78000	49500	460	640	170	860	14500	130	195

Table 4. Port Elizabeth Corridor

Station name	Platform	Track Rails	Public Toilets	Ticket Office	Waiting Areas	Staff Offices	Parking area	Access control	Conc ourse	Entrances and Walkways
Port Elizabeth	4	6	3	2	0	10	2	1	1	1
North End	2	2	2	1	3	1	1	2	0	2
North End coach yard	0	8	2	0	0	1	0	0	0	1
New Brighton	3	6	2	1	2	1	0	2	0	2
Sydenham	2	2	2	1	2	1	0	2	0	2
Swartkops	4	4	2	2	2	2	1	1	0	1
Redhouse	2	2	2	1	2	1	0	2	0	2
Perseverance	2	2	2	2	2	2	0	0	0	0
Despatch	2	2	2	1	2	1	0	1	0	1
Demist	1	1	2	1	2	1	0	1	0	1
Uitenhage	3	3	2	1	1	1	2	1	1	1
TOTAL	25	38	23	13	18	22	6	13	2	14

1.2.2.3. MLPS CORRIDOR

MLPS CORRIDOR CLUSTER STATIONS			
	Stations	Category	Cluster
1.	Cradock	SMEYL	8
2.	Queenstown	SMEYL	8
3.	Sterkstroom	SMEYL	8
4.	Burgersdorp	SMEYL	8

Table 5 MLPS Corridor

Station name	Platform	Track Rails	Public Toilets	Ticket Office	Waiting Areas	Staff Offices	Parking area	Access control	Concourse	Entrances and Walkways
Cradock	1	2	4	1	1	1	1	1	0	1
Queenstown	1	3	4	1	1	1	2	1	0	1
Sterkstroom	3	3	5	1	1	1	1	0	0	1
Burgersdorp	2	1	3	1	1	2	1	1	0	1
TOTAL	7	9	16	4	4	5	5	3	0	4

Table 6 MLPS Corridor

Station name	Platform m ²	Track Rails m ²	Public Toilets m ²	Ticket Office m ²	Waiting Areas m ²	Staff Offices m ²	Parking area m ²	Access control m ²	Entrances and Walkways m ²
Cradock	3000	3000	80	60	50	20	1500	10	50
Queenstown	3000	4500	80	80	55	20	2000	10	50
Sterkstroom	3000	4500	90	60	55	20	1500	0	50
Burgersdorp	3000	3000	80	60	55	20	1500	0	50
TOTAL	12000	15000	330	260	215	80	6500	20	200

NB: Disclaimer

Bidders are required to do a mop up operation in all selected station/s (i.e. capacitate a station for cleaning and horticultural services as a special project) as directed by operations.

2. SPECIFICATION OF THE WORK, PRODUCTS OR SERVICES REQUIRED

2.1. Description of service and frequency



Table 7: The specification provides for the provision of the following services and service frequency as a minimum contract requirement.

FACILITY	AREAS	DESCRIPTION OF SERVICE
	Dusting	Dust all areas needed to be dusted (up to 2m)
		High dusting (above 2m)
	<i>Waste Collection and Disposal</i>	Empty and clean all waste baskets, receptacles
		Remove all waste to a specified and designated area
Public	<i>Whole of Ablution</i>	Empty and clean all waste receptacles
Ablution Facilities	<i>block</i>	Clean and sanitize all toilet bowls, basins and urinals
		Clean all mirrors
		Damp mop with disinfectant
		Spot clean walls, doors and partitions
		Basins – wet wipe with hard surface cleaner
		Basins – remove mineral deposits
Platforms & Railway tracks	<i>Platform areas</i>	Sweep platforms
		Remove papers and other foreign objects
		Sweep the railway tracks.
	<i>Railway tracks. Note: Commuters work under protection on tracks and only during the off-peak)</i>	Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms
	<i>Grass and weeds</i>	Remove Grass and Weed
Station Concourse Area <i>(Including Walls, Ceilings and Paintwork – all around the station)</i>	<i>Glass and Metal Work</i>	Spot clean glass doors
		Clean and polish all bright metal fittings
	<i>Windows</i>	Clean wash windows
	<i>Surfaces</i>	Spot clean all low surfaces (finger marks, etc.)
	<i>Walls and doors</i>	Glass walls, doors and light switches
	<i>Waiting benches</i>	Clean benches
Station Entrances, Walkways and Corridors	<i>Air vents</i>	Dust and wipe air vents
	<i>All areas around entrances, walkways and corridors (Including subways and bridges)</i>	Sweep clean building surrounds.
		Dust/wipe clean walls.
		Wipe clean signs and Lettering.
		Walk-off matting vacuumed and/or clean
		Corridors to be swept and auto scrubbed/damp mobbed.
		Access areas and concourses to be scrubbed.



FACILITY	AREAS	DESCRIPTION OF SERVICE
Staff Offices and Messrooms	<i>Floors, Carpets and Walk-off mats</i>	Sweep with dust mop sweepers
		Damp mop
		Scrub with machine and polish
		Vacuum all carpeted floors
		Vacuum walk-off mats
		Shampoo
		Spot cleaning
		Clean seats, scrub/vacuum
	<i>Staff Toilets & Basins</i>	Empty and clean all waste receptacles
		Clean and sanitize all toilet bowls, basins and urinals
		Clean all mirrors
		Damp mop with disinfectant
		Spot clean walls, doors and partitions
		Basins – wet wipe with hard surface cleaner
		Basins – remove mineral deposits
	<i>Kitchen, Boardrooms, Furniture and Lounges</i>	Wash dishes, dry and pack away
		Empty and clean all waste receptacles
		Clean floors, counters
		Polish all wooden furniture
	<i>Walls, Ceilings, and Paintwork.</i>	Spot clean all low surfaces (finger marks, etc.)
		Glass walls, doors and light switches
	<i>Windows and Blinds</i>	Clean wash windows
		Blinds – remove dust and Damp wipe
		Air vents: dust and wipe air vents
		Remove Grass and Weed
Lifts and Escalators (where applicable)	<i>All areas around the lifts</i>	Wipe Clean landings, removing all dirt butts, etc. from joints and crevices.
		Wipe clean handrails.
		Wax - polish handrails.
		Spot clean deck panels.
Waste Collection Facility	<i>Refuse Room and Collection Area</i>	
		Wash refuse containers
		Wash floors with chemicals.
		Disinfect all areas with recommended insecticide.



Storm-water Drainage and Channels	<i>Storm-water drainage channels</i>	Storm water channels must be cleaned and cleared of dirt.
Parking Area and Common External Areas of the facility	<i>All common areas and parking</i>	<p>Sweep surfaces</p> <p>Remove Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.</p> <p>Remove Grass and Weeds</p>
Horticulture	External Areas of the facility/yard	<p><u>To cut and remove grass and low growing vegetation.</u></p> <p>The whole entire PRASA site shall be cleared of all litter and undesirable objects.</p> <p>All material resulting from the clearing process shall be disposed of at approved municipal dumping sites. The service provider shall obtain written approval from the local authorities on who's the dumping sites are situated.</p> <p>The grass and growing vegetation shall be cut and removed from the PRASA sites to the satisfaction of the PRASA representative.</p> <p>The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater) or any other appropriate grass cutting machinery.</p> <p>All cut grass shall be removed from the PRASA site by the service provider. Cut grass shall be removed from the PRASA sites within two (2) days.</p> <p>All surfaces and around all buildings to be applied with a weed killer.</p> <p>Cut grass must NOT BE BURNED in any PRASA sites.</p>



Others

- **Basins** – wet wipe with hard surface cleaner, remove mineral deposits, fill liquid soap holders and paper hand towel dispensers.
- **Blinds** – vertical: remove dust. Horizontal: damp wipe.
- **Carpets** – vacuum – high traffic and low traffic. Remove spots and stains as necessary. Interim clean as required. Restorative clean as required.
- **Ceilings** – dust and wipe air vents.
- **Chairs** – cloth: vacuum, spot clean as necessary and shampoo as required. Vinyl and leather – dust and damp wipe.
- **Desks** – natural, unsealed woods – to be dusted. Sealed wood – polish. Scaled wood/glass/formica – dust or damp wipe and polish.
- **Doors** – remove finger-marks on glass and push plates, dust or damp wipe and damp wipe door handles.
- **Electrical Equipment** – dust, damp wipe, Wet wipe and rinse inside surfaces of microwaves as necessary.
- **Mirrors** – in washrooms – wet wipe and dry as necessary. Ornamental – use glass cleaner.
- **Ovens/Stoves** – wet wipe hot plates with hard surface cleaner necessary. Use caustic aerosol spray on emancipated oven surfaces.
- **Radiators / Aircon** – dust and damp wipe.
- **Refrigerators** – damp wipe top, damp wipe doors and sides.
- **Rubbish Bins** – empty and damp wipe and remove stains and disinfect as necessary.
- **Shelves** – dust those that are empty and damp wipe when shelves are cleared as required.
- **Sinks** – wet wipe as necessary.
- **Skirting** – Wet wipe with hard surface cleaner and remove stains and/or marks when necessary.
- **Tables** – in canteens wet wipe, other areas as for desks.
- **Taps** – wet wipe with hard surface cleaner and remove mineral deposits.
- **Telephones** – dust and damp wipe with disinfectant.
- **Floors: Resilient** (vinyl, PVC, linoleum, sealed wood, etc.)



- a. **High Traffic** – remove dust with mop – or disposable cloth sweeper. Damp mop for soilage as necessary. Spray clean or burnish using a mechanized system. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
 - b. **Low Traffic** – remove dust with mop or disposable cloth sweeper. Damp mop for soilage as necessary. Spray clean or burnish using mechanised system. Light scrub and apply maintenance coat as necessary. Strip clean and reseal as required.
- **Toilet** – ensures usability (report faults to ticket office) and replenishes consumables (toilet paper)as required. Remove spoilage from bowl and under flush rim with hard surface cleaner and a brush as necessary. Remove mineral deposits. Wet wash seat and lid, cistern and pipes etc as necessary. Disinfect all components. Wet wipe doors and walls as necessary.
 - **Urinals** – remove litter as necessary. Wet wipe with hard surface cleaner or disinfectant. Wet wipe and dry wipe flushing mechanisms. Mop step and/or floor at urinal with disinfectant as necessary. Remove mineral deposits from gullies and drains.
 - **Walls/Windowsills** – Spot clean as necessary. Wet wipe and dry washable surfaces.
 - **Small business market** – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres).
 - **Paving areas/tar areas/walkways** – must be high water presser clean: with high water pressure petrol machine make use of the bakkie and water tank trailer (1000 Litres).



2.2. Typical Cleaning Procedures

Table 8

Step 1	Step 2
Lobby and entrances	Offices and Boardrooms
<ul style="list-style-type: none"> • Remove all trash debris, cordoning off any areas that may need extensive attention. • Mop flooring/tiled areas using water mixed with cleaning detergent. • Spot clean wall, doors and frames using all-purpose cleaner and use degreaser. for heavily soiled areas. • Use spot remover to spot clean carpeted areas to remove stains and spillages that may occur. • Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints. • Complete thorough cleaning of wiping notice boards and picture frames • Remove all walk off mats and thoroughly vacuum them as well as around and underneath. • Remove any trash and place it in a garbage bag and tie it once full and it must be properly disposed in the specified areas. • Ensure caution/wet signs left in the place are removed. • Make sure all areas are completely dry and safe before removing the signs. 	<ul style="list-style-type: none"> • Visually check the areas offices/boardrooms/meeting rooms for any type of debris, dirt or paper • Sweep debris/dirt into a dustpan. • Pick up papers and dispose them into the trash bin. • Empty trash cans and must be cleaned and disinfected before replacing garbage bags. • mop any dirt or debris on all tiled or hard surfaces that can't be removed by hand. • Vacuum all carpeted flooring, starting with mats, runners if any. • Using a vacuum is great way to efficiently clean up around offices/cubicles and boardrooms. • Dust all surfaces including desk, filing cabinet, tables, chairs, walls and shelves. • Clean all windows with a glass cleaner and microfiber cloth to remove all marks and fingerprints. • Wipe down all blinds using water mixed with detergent. • Spots or stains on the carpets, floor, walls, furniture must be wiped off using water mixed with cleaning detergent. • Wipe desks, telephones, computer keyboards thoroughly using a disinfected spray that has been sprayed on the microfiber cloth or disinfected wipe. • Thoroughly wash and rinse cleaning tools until completely clean, hang up and dry them. Remove all wet



<ul style="list-style-type: none"> • All cleaning tools must be cleaned thoroughly and return them to the proper storage. 	<p>floor caution signs and properly store them in storage</p>
<p>Step 3</p>	<p>Step 4</p>
<p>Staff Rest Rooms</p> <ul style="list-style-type: none"> • Pick up any debris/dirt on the floor, around the sink or toilet urinal areas. • Remove the trash can and clean and disinfect the trash can before place a new bag. • Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant. • Clean all toilet seats. • Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers. • Clean all mirrors with glass cleaner to remove any fingerprints or marks. • Wash the sink and taps with disinfectant and wipe with microfiber cloth. • NB: sweep and mop the floor using bathroom items only. • Replace all urinal block if necessary. • Remove all trash bags and dispose safely in the identified area. • Do not remove the caution /restroom close signs until all work is completed and 	<p>Staff Rest Rooms</p> <ul style="list-style-type: none"> • Pick up any debris/dirt on the floor, around the sink or toilet urinal areas. • Remove the trash can and clean and disinfect the trash can before place a new bag. • Clean and scrub all interior surfaces of each toilet cubicle urinals using water mixed with disinfectant. • Clean all toilet seats and bowls and disinfect them. • Wipe down and disinfect all surfaces including frequently touched areas such as door handles, light switches, countertops, partitions and dispensers. • Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria. • Clean all mirrors with glass cleaner to remove any fingerprints or marks. • Wash the sink and taps with disinfectant and wipe with microfiber cloth. • NB: sweep and mop the floor using bathroom items only. • Replace all urinal block if necessary. • Remove all trash bags and dispose safely in the identified area. • Do not remove the caution /restroom close signs until all work is



<p>all surfaces including floors are completely dry.</p>	<p>completed and all surfaces including floors are completely dry.</p>
<p>Step 5</p>	<p>Step 6</p>
<p>Access Control Points</p> <ul style="list-style-type: none"> • Pick up all visible litter, dirt and foreign object. • Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant. • Litter must be disposed in a designated area. • A routine application of disinfectant to all frequently touched areas such as handrails, access gates etc. All glazing in the public areas to be cleaned daily using detergent and clean cloths. • Used ticket lying on the floor at these areas must always be picked up and disposed to an identified area by Metrorail. • All surfaces must be cleaned and wiped with water mixed with water and disinfectant to remove dirt and spillages at all times. • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry. 	<p>Common Areas</p> <ul style="list-style-type: none"> • Pick up all visible litter, dirt and foreign object. • Regular sweeping and mopping where big spillages occurred should be carried regularly using water mixed with cleaning detergent and disinfectant. • Litter must be disposed in a designated area. • There should be a continual use of dust mop sweepers all day to remove dust from the floor. • All walls' surfaces shall be free of dirt and spillages at all times. • All glazing in the public areas to be cleaned daily detergent and clean cloths. • No plastic/refuse bags to be kept on the concourses. • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.
<p>Step 7</p>	<p>Step 8</p>
<p>Waiting Areas/Rooms</p> <ul style="list-style-type: none"> • Pick up all visible litter, dirt and foreign object. • Regular sweeping and mopping where big spillages 	<p>Subway and Bridges</p> <ul style="list-style-type: none"> • Pick up all visible litter, paper and foreign objects. • Sweep bridges and subways with hard industrial brooms.



<p>occurred should be carried regularly using water mixed with cleaning detergent and disinfectant.</p> <ul style="list-style-type: none"> • Litter must be disposed in a designated area. • There should be a continual use of dust mop sweepers all day to remove dust from the floor. • All walls' surfaces shall be free of dirt and spillages at all times. • Waiting chairs must be wiped and cleaned with water mixed detergent and disinfected. • All glazing in the public areas to be cleaned daily using natural soap/detergent and clean cloths. • No plastic/refuse bags to be kept on the Access areas and concourses. • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry. 	<ul style="list-style-type: none"> • All visible weeds on the bridges must be removed. • Litter must be disposed in a designated area. • Subways and bridges are high traffic areas they must be scrubbed and cleaned with water mixed with cleaning detergent and disinfectant during off peak hours or at night when there is less or no movement at the station.
<p>Step 8</p>	<p>Step 9</p>
<p>Platforms</p> <ul style="list-style-type: none"> • Pick up all visible litter, paper and foreign objects. • Sweep platforms with hard industrial broom. • All visible weeds on the platform must be removed. • Litter must be placed in a designated area. 	<p>Rail Tracks</p> <ul style="list-style-type: none"> • Remove papers and other foreign objects – Clean the railway tracks up to 200m beyond the edges of both sides of the platforms. • Note: Employees work under protection on tracks and only during the off-peak and shall exercise extreme safety measures) and employees who have trained for white flagmen who are allowed to clean rail tracks.



<ul style="list-style-type: none"> • Platforms must be scrubbed and cleaned with water during off peak hours or at night when there is less or no movement at the station. 	
<p>Step 10</p>	<p>Step 11</p>
<p>Change Rooms</p> <ul style="list-style-type: none"> • Walls must be washed with enough disinfectant solution and allow surface to remain wet and untouched long enough for the disinfectant to inactivate bacteria. • Windows must be cleaned with window cleaner and wiped with clean cloth. • Windowsills & frames excess dust must be removed with damp cloth until completely removed. • Mirrors cleaned with damp cloth and wiped with a dry cloth. • Glass shower doors and handles a routine application of disinfectant to all frequently touched areas such as handrails. • Lockers must be dusted and wiped with water mixed detergent and disinfectant. • Shower mats must be removed and washed with scrubbing brush. • Floors must be scrubbed with scrubbing brush afterwards floor must be moped with water mixed disinfected. 	<p>Mess rooms</p> <ul style="list-style-type: none"> • Pick up all visible litter and paper and throw it in the trash bin. • Sweep and mop floor with water mixed with a cleaning detergent and disinfectant • Wipe tables and chairs with clean water mixed with cleaning detergent and disinfectant. • a routine application of disinfectant to all frequently touched areas such as door handles, light switches • Do not remove the caution /wet floor signs until all work is completed and all surfaces including floors are completely dry.
<p>Step 12</p>	<p>Step 13</p>



<p>Parking</p> <ul style="list-style-type: none"> • Remove and pick up visible litter and papers. • Sweep under the parking bays and remove litter. • Dispose of Litter at a designated area. • Empty dustbins when they are full. • Remove weeds on all paved areas. • The chemical to kill the weeds must be used, to permanently kill the weeds. 	<p>Grass Cutting</p> <ul style="list-style-type: none"> • The entire PRASA site shall be cleared of all litter and undesirable objects. • All material resulting from the clearing process shall be disposed of at approved municipal dumping sites. • The contractor shall obtain written approval from the local authorities on who's the dumping sites are situated. • The grass and low growing vegetation shall be cut and removed from the
<ul style="list-style-type: none"> • Footpaths into the station must be kept clean. • Visible dirt on storm water channels must be cleaned and cleared of dirt. 	<ul style="list-style-type: none"> • PRASA sites to the satisfaction of the PRASA representative. • The grass shall be cut to an average height from 60mm to 80mm. Grass must be cut by means of brush cutters (weed eater). • All cut grass shall be removed from the PRASA site by the contractor. Cut grass shall be removed from the PRASA sites within two (2) days. • Cut grass must NOT BE BURNED in any PRASA sites • The cutting of grass will be measured and paid for based on the total size of the area cut.

2.3. Expectations

Table 9



General

Expectations: The Station precinct will be considered at acceptable level of cleanliness in all areas when the following conditions apply Daily.

- No graffiti on all tiled surfaces and tiled walls *at all times*.
- All areas are free of litter and weed growth (especially the platform area) *at all times*.
- No bags of litter in any other area within the precinct, other than the allocated refuse area.
- All areas are free of stains and dust/dirt *at all times*
- All areas are free of papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, weed, overflowing dirt bins.
- All ablution facilities a free of bad odour and smell *at all times*

Offices/Boardrooms

Expectations: Offices are at an acceptable level of cleanliness when the following conditions apply Daily.

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Furniture is free of dirt/dust.
- All carpets are free of dirt/dust, debris and stains.
- Sinks are free of all dirt/dust, debris and marks.
- All glass and mirrors are free of dirt/dust, and stains.
- Windows coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.

Entrances

Expectations: Entrances are at an acceptable level of cleanliness when the following conditions apply Daily.

- Garbage containers are free of dirt/dust, debris and marks.
- Floors and steps are free of dirt/dust, debris or stains. Floor finishes shine. Floors free water or any spillage.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.



- Walls, doors, shelving, lockers and electrical switch plates are free of dirt/dust, debris and marks.
- Carpets are free of dirt/dust and stains.
- All entrances are free of broken glasses.

Corridors/Passages

Expectations: Corridors are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Carpets are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.

Access and Concourse areas

Expectations: Concourses are at an acceptable level of cleanliness when the following conditions apply DAILY.

- All access areas and concourses to be scrubbed using an automatic/electronic scrubber and are free of dirt.
 - Spot Cleaning should be done regularly using 750ml poly spray bottles with natural soap/detergent that is SABS approved and with neat mops.
 - Regular mopping where big spillages occurred should be carried regularly using double bucket trolleys with wringer and a neat mops.
 - There should be continual use of dust mop sweepers all day to remove dust from the floor surfaces.
 - All wall surfaces shall be free of dirt and spillages at all *times*.
 - All glazing in the public areas to be cleaned daily using natural soap/detergent and clean cloths.
 - **No** plastic/refuse bags to be kept on the Access areas and concourses.

External Paved and Tarred areas

Expectations: External paved areas are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Regular sweeping of these areas using platform brooms and dirt picked up using metal hooded dust spans.
- Foot paths must be kept cleaning by sweeping and picking up of dirt using platform brooms and metal hooded dust spans.
- Storm water channels must be cleaned and free of dirt



- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
- Surfaces shall be free of dirt and spillages *at all times*.
- **No** plastic/refuse bags to be kept on the Access areas and concourses.
- All areas shall be free of grass and weed.

PUBLIC ABLUTIONS FACILITIES/TOILETS

Requirements: Public Ablution Facilities will be maintained as required to enable management, staff, and any other persons who have reason to enter, to use the facility safely and hygienically.

- Public ablation facilities must be kept in a clean and tidy condition and free of bad odor **throughout** the day.
- Public ablation facilities floors to be scrubbed every night using a detergent.
- There shall at any given time always be a cleaning person in the public ablation facilities.
- Public ablation facilities must be inspected regularly for cleanliness by the cleaning staff and quality inspected.
- The cleaning supervisor of the contracting company and the traceable quality inspection checklist signed-off.
- Inspection checklist to include all defects including maintenance defects and these must be elevated to the facilities manager for maintenance response.
- Graffiti to be removed from all tiled surfaces on a daily basis.
- All public ablation facilities must be free of dirt and litter at all times.
- No plastic bags to be stored in the toilet facilities.
- **Timed air fresheners** must be cleaned and replenished with air freshener on regular basis; under no circumstance should the timed air fresher be found empty.
- **Soap dispensers** must be cleaned and replenished with hand soap on regular basis; under no circumstance should the soap dispenser be found empty.
- **Moist toilet seat wipes holder** must be cleaned.
- **Lockable toilet roll holders** must be cleaned and replenished with quality toilet roll on regular basis; under no circumstance should the toilet roll holder be found empty.
- **Hand towel holder** must be cleaned.
- Mirrors must be cleaned and spotless at all times
- Condom holders must be cleaned and spotless at all times

Access Control Cubicles

Requirements: Access Control Areas will be maintained as required.

- Floors to be scrubbed once a day using a strong surface cleaner or more often if prevailing circumstances dictate it.
- Walls to be scrubbed down.



- Access Controllers cubicles to be free of litter and dirt/dust at all times.
- Remove stains and bubble from the floors.
- Guard rails to be wiped clean daily with a sanitizer and must be polished
- Access control areas must be free of dirt and litter at all times.
- No plastic bags to be stored in the Access Control Areas.

Cleaning at Heights - Above 2.4m

To provide cleaning services for both internal and external windows and any other surface above 2.4 meters.

The service provider shall ensure the following:

- Staff are fully equipped Staff trained and supervised as per legislative.
- All applicable requirements met particularly in respect of regulations about working at heights Windows and glass surfaces are free of dust, fingerprints, stains, smudges and markings with a dry streak/smear free finish achieved on completion of each clean
- Provide appropriate cleaning equipment and safety gear for the specific function.

Showers and change rooms.

Expectations: Washrooms, change rooms and showers are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Garbage containers are free of dirt/dust, debris and marks.
- Floors are free of dirt/dust, debris or stains. Floor finish has depth and shine.
- Hand soap, feminine hygiene and paper dispensers are free of dirt/dust, debris and marks and filled with appropriate hand soap and paper product.
- Tables, chairs and/or benches are free of dirt/dust, debris and stains.
- All glass and mirrors are free of dirt/dust, and stains.
- Base boards are free of dirt/dust, build-ups and marks.
- Lockers are free dirt/dust, build ups and marks.
- Window coverings are free of dirt/dust, and stains.
- Light fixtures and lenses are free of all dirt/dust and operating properly.
- Air vents are free of dust/dirt, debris and stains.
- Desks and flat surfaces are free of dirt/dust, debris and stains.
- Walls, doors, electrical switch plates are free of dirt/dust, debris and marks.
- Hand basis, partitions, piping, toilets, urinals, floor drains, are free of dirt/dust, debris, marks and stains and sanitized daily.
- Washrooms are spot-checked for cleanliness and vandalism as well as re-stocked as needed. Corrections made as needed after each and every hour.



Station platforms and rail track areas

Expectations: platform and rail tracks are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Platform surfaces to be swept and scrub and are free of dirt.
- Scrubbing of platforms to be carried off peak, unless otherwise instructed *in writing* by the Station Manager.
- Using of hose pipes are not allowed, service provider is to familiarize himself/herself with new water restrictions and consultant with the Facilities Department on this decision. The hosing can only be done with consultation and agreement with the Facilities Department for that particular instance.
- All platforms within the station precinct must be free of dirt, litter grass and weeds at all times.
- The cleaning of tracks must be done during the off-peak and *under strict safe operating condition*.

This work can ***ONLY be done under PROTECTION*** by Flagmen or Flagwomen.

- All tracks within the station precinct must be free of dirt, litter or any spillages.
- All tracks must be blown with a power blower regularly and the litter picked up immediately and put into refuse bags.
- No plastic bags to be stored on the platform or the rail track. These will only be stored in a place to be agreed upon between the service provider and the Facilities Department.
- All areas shall be free of grass and weed.

Subways, stairs and all access ways

Expectations: Subways, stairs and access ways are at an acceptable level of cleanliness when the following conditions apply DAILY.

- Floors to be scrubbed using a strong surface cleaner.
- Walls to be scrubbed down and are free of dirt.
- Stairs and floors to be swept regularly and as per arrangement and approval are hosed as and when required.
- Storm water channels are not blocked and are free of foreign objects.
- Foot path (access to the station) to be kept clean at all times.
- Subways must be free of dirt and litter at all times.
- No plastic bags to be stored in the subways.

Parking Areas

Expectations: Parking areas must at all times be kept free of:

- Papers, peels, cans/bottles, cigarette butts, leaves, excrement, used and unused condoms, bad smells, stagnant water, dirt bags, rodents, dead animals, overflowing dirt bins.
- All areas shall be free of grass and weed.



Small Business Market

Requirements: Areas will be maintained as required

- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.
- Floors must be swept & mopped daily.
- Floors must be thoroughly scrubbed.
- The entire area must be free of dirt, litter or any spillages.

- Paved area must be thoroughly washed/scrubbed during off peak.
- All dirt must be put in refuse bags and wheelie bins and transported to agreed refuse areas.

2.4. CLEANING MATERIAL, CONSUMABLES, TOOLS AND EQUIPMENT

NB: This section provides **ONLY** guideline for the type of cleaning material and consumables and type of equipment and tools which will guarantee that the requirements by PRASA can be satisfied. The service provider can use any equivalent equipment, tools and material which will assure the highest level of cleanliness of the station and all facilities.

- Disinfect all cleaning equipment after use and before using in other areas (e.g., Disinfect buckets by soaking in bleach solution or rinse in hot water with soap).
- PRASA would like to ensure that cleaning standards are not lowered in the execution of the contract to be signed for the provision of the services mentioned herein. Therefore, a start-up list of approved chemicals has been developed for bidders to use in the preparing of their bid.
- PRASA reserves the right to change or replace any of the below listed chemicals with equivalent specification chemicals.
- The successful bidder is encouraged to offer PRASA continuous improvement efforts which are aimed at enhancing cleaning efficiency and cleaning standards at the best price at all times.
- All chemicals must be SABS and/or SANS approved and must not be harmful to the environment.



Table 10

NO	DESCRIPTION (Approved list of chemicals to be used)
1	All-purpose scented liquid cleaner that prevents limescale build up leaving a shiny streak free gloss, non-corrosive, kind to skin (suitable for all washable stainless steel, plastic, porcelain, ceramic, enamel, glass) 20lt
2	Biological double action cleaner/deodorizer for the cleaning and odour control in sanitary bins, toilets, urinals, and odour control in carpets, per 20 lt
3	Viscous acidic toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and bactericide that removes dirt and limescale after a brief period (must be free of hydrochloric acid) per 20 lt
4	Hard, wear resistant polymer based self-shining dispersion. Forms a hard wearing, slip resistant protective film with a high gloss. Suitable for high and ultra speed polishing. For the treatment of hard/elastic floor coverings such as Vinyl, in buildings with high frequency per 20 Lt
5	Window cleaner per 20lt
6	Powerful Alkaline cleaning agent for the machine cleaning of floor coverings, low foaming, not perfumed, removes soiling per 20 lt
7	Clear Liquid hand soap per 20lt
8	stainless steel polish ready to use as a cleaner and polish
9	Furniture polish (no oil furniture polish)
10	Spray emulsion containing wax, to remove water solvent soluble solution and scuff marks which forms a protective film which can be polished (per 20 lt)
11	Powder for carpets per 20 lt
12	Outdoor Cleaning Fluid kills 99.9% of bacteria and cleans paths, patios, decking and cleans & deodorize drains. It can also be used on plant pots, containers, seed trays, hanging baskets, greenhouses, garden tools and much more. per 25lt
13	Gum removing soluble agent in aerosol cans
14	Ready to use abrasive liquid cleaner non scratching or non-corrosive (per 20lt)
15	Concentrated tile cleaner for porcelain, tiled areas and all washable surface, based on non-ionic and anionic surfaces. per 20lt
16	60% alcohol based hard surfaces disinfect
17	60% alcohol-based floor cleaner



Table 11

Consumables/Materials to be used for Cleaning		
NO	DESCRIPTION	UNIT OF MEASUREMENT
1	Clear Hand soaps	Hand Bac sabs1828
2	Toilet paper per Bale -	350 Sheet per Roll as per SABS or SANS Regulations. Sheet Size: 100mm x 110mm 18 - 22gsm Paper. Double ply Toilet paper
3	Refuse Bags (X 50):	Flat packed made from 90% of recycled and re-processed polythene material. Micron: 22 Dimensions: 750 (L) x 950 (W) mm
4	300m Maslin Cloth	45gsm SPUNLACE ROLL - 400m x 24cm x 50cm perforation (ANY COLOUR)
5	Cloths: Microfibre Cloths: (Red)	General purpose cloth Weight: 370 g/sqm Composition: 81% Polyester 19% Polyamide Window cleaning cloth Weight: 400 g/sqm Composition: Made of 78% polyester 22% polyamide
6	Microfibre Cloths: (Blue)	Textured cleaning cloth Weight: 350 g/sm Composition: Made of 76% polyester, 24% polyamide
7	Microfibre Cloths: (Yellow)	Dusting cloth Weight: 280 g/sqm Composition: Made of 79% polyester, 21% polyamide
8	Microfibre Sleeves	With Velcro Backing
9	Gloves	Strong more durable –Green nitrile gloves one size fit all industrial external cleaning gloves
10	Gloves	Household - household gloves – one size fit all
11	Washroom cleaner 3 in 1 multi-purpose Disinfectant (QAC)	Industrial/heavy duty (dependent on no. of areas requiring the use thereof)
12	Dust Mask	Dust masks Filtering Facepiece (ffp1)
13	Urinal Mats	Rubbermaid anti spitting urinals mats prevent urine spatter
14	Walk behind auto scrubber	operated by the user who stands behind the unit and holds the handle to guide the scrubbing machine while walking along behind it.
15	Carpet cleaning machine	robust, powerful, and versatile for effective deep and intermediate cleaning of carpets and stain removal from textiles
16	Janitor trolleys	carts used to move cleaning supplies like sprays and cloths easily around a building, up and down floors, and in and out of doors
17	Double bucket system with wringer	This trolley is composed of two 25L (removable) buckets. These two buckets fit into the frame, which has wheels and a handle attached for easy manoeuvring.
18	Microfiber Maslin tools	40cm x 12cm A plastic tool that has a foot lock/unlock mechanism. A plastic tool that has a foot lock and unlock mechanism
19	Wet floor signs	Wet floor signs are used to notify and/or remind people of slip and fall hazards in the immediate area.
20	Floor Mop	mass or bundle of coarse strings or yarn, etc., or a piece of cloth, sponge, or other absorbent material, attached to a pole or stick. It is used to soak up liquid, for cleaning floors and other surfaces, to mop up dust, or for other cleaning purposes



21	Air freshener 75ml	product designed to mask or remove unpleasant room odours
22	Foam surface sanitizers for toilet seat	foam sanitizer has a light foam formula that is alcohol-free, not messy, safer, and economical
23	Foam soap 400 ml	foam sanitizer has a light foam formula that is alcohol-free, not messy, safer, and economical
24	Auto Janitor Dispenser Sateen	Powerful cleaning detergent which attacks the source of malodour, sanitises, descales, and prevents build up – Automatic and consistent dispensing
25	SHE Packet 1 x 50	used for discrete and hygienic disposal of sanitary waste

Table 12

NO	DESCRIPTION
	General Tools and Cleaning Equipment
1	Upright Industrial Vacuum Cleaners
2	Wet & Dry Vacuum Cleaners (90lt)
3	High Pressure Cleaner
4	Carpet extractor (used in accordance with carpet cleaning frequencies and requirements) – using powder / wet extraction method
5	Push Sweepers
6	High pressured steam cleaner for cleaning grime build up on tile grout
7	Carpet cleaning Machine
8	Heavy duty Custom vacuum for tracks
9	Long Handle Dust Pans including whisk brooms
10	Big outdoor brooms hard and soft bristles
11	Long & Short Feather Dusters
12	Toilet Brushes
13	Window Squeegees with tele poles and rectangular buckets
14	Wet floor signs
15	Spray bottles 750ml
16	Maslin tools
17	Aluminium long handle jumbo mops (long hair)
18	Janitorial trolleys (Twin buckets)
19	Extension cords 30m x 2mm
20	Scrubbing brushes and scourers
21	Micro fibre mops

Note: All the equipment being provided on the contract must still be within its serviceable life.



2.5. Contract Records and Documentation

2.5.1. SHEQ Compliance

The Cooperative shall keep on site a SHE working file where all records generated during the project are kept. This file must be available at all times on site. The file will include all SHE related records, records of communication with the client (PRASA) toolbox talks, inspection sheets, risk assessment etc.

The Cooperative shall submit a SHE file according to the attached safety checklist.

A representative from PRASA has a right to do the following:

- Request the file at any given time.
- Inspect the SHEQ documents at any given time.
- Stop the work if he/she finds necessary or convinced that SHE is compromised.

Table 13

#	DESCRIPTION	COMMENTS – REQUIREMENT	REQUIREMENT ON FILE	
			YES	NO
1	Scope of work	The detailed documents explaining the work to done.		
2	Letter of Good Standing	Valid letter of Good Standing to be on file, Letter to be on the cooperatives company name.		
3	Employee List	<ul style="list-style-type: none"> • Only employees who will be working in PRASA premises under the project. • ID Copies to be provided. (persons without SA Citizenship to provide a valid work permit) • Next of kins information to be provided (name, contact, address, etc.) 		
4	Cooperative Structure	<ul style="list-style-type: none"> • Cooperative structure to be in line with the specific project. (Cleaning of facilities/Buildings) • To start with the CEO/MD and followed by workers 		
5	SHE Policy	(to provide a declaration that ensures compliance to PRASA Health and Safety requirements)		



#	DESCRIPTION	COMMENTS – REQUIREMENT	REQUIREMENT ON FILE	
			YES	NO
6	SHE Plan	<ul style="list-style-type: none"> SHE Plan to be in line with PRASA SHE specifications and relevant to the scope of work. To be acknowledged by PRASA project team leader. 		
7	Risk Assessments	<ul style="list-style-type: none"> Cooperative to provide a baseline risk assessment for the project to the contractor as per CR 2014. Cooperative to provide a detailed risk assessment based on scope of work. (activity based) <p>Note: prior to commencement of the work, PRASA Project team leader together with the cooperative must conduct a start-up risk assessment taking into consideration the risk identified on the baseline and on the cooperative risk assessment</p>		
8	Tool Registers	<i>The list of all tool and equipment that the cooperative will use for the project.</i>		
9	SHE Induction Records	<i>SHE induction records to be on file</i>		
10	Proof of medical fitness	<i>Valid proof of medical fitness to be on file Only Medical results issued and stamped by Occupational Health Doctor/Practitioner/Clinic will be accepted.</i>		
11	Appointments	<p><i>All Appointment letters to be in line with OHSAct and applicable regulations.</i></p> <ul style="list-style-type: none"> <i>Each appointment to be accompanied by proof of competency</i> 		
12	Tool inspections	<ul style="list-style-type: none"> <i>Inspection template of all tools to be on file. The inspections template must be linked to the tool list provided.</i> 		
13	PPE Matrix	<ul style="list-style-type: none"> <i>A document indicating the cooperative positions and the applicable PPE to each position as per risk assessment outcome.</i> 		
14	PPE Records	<ul style="list-style-type: none"> <i>Proof that employee was issued with the necessary PPE.</i> 		
15	Training Records	<ul style="list-style-type: none"> <i>All other training records applicable to the scope.</i> 		
16	Method Statement	<ul style="list-style-type: none"> <i>A detailed description of how work will be performed.</i> 		



#	DESCRIPTION	COMMENTS – REQUIREMENT	REQUIREMENT ON FILE	
			YES	NO
17	Safe Working Procedures	<ul style="list-style-type: none"> Working instructions. 		
18	Tool box Talks	<ul style="list-style-type: none"> Proof that the system exists. Cooperative to maintain this system throughout his duration of contract. 		
19	Equipment Maintenance (Calibrations, Safe Working load certificates etc)	<ul style="list-style-type: none"> To be on file 		
20	Chemicals substances list	<ul style="list-style-type: none"> All chemicals that will be used by the cooperative to be documented and filed included on file 		
21	MSDS	<ul style="list-style-type: none"> As per chemical list 		
23	Proof of training on MSDS	<ul style="list-style-type: none"> All cleaners using the chemical to be trained. Copies of the MSDS to be where employees are using the chemical. 		

To be confirmed by SHE Coordinator of the department

All requirements are on file

Yes

No

Department
Name
Surname
Date signed
Signature

 If **no**, please make comments:

Date file submitted:

Please submit the file to risk department for approval

Comments by Risk department - Compliance/ SHE:



Approved:	Yes		No	
Date file was approved:				
File to be handed over to the Risk manager: Risk manager to sign the certificate of access.				

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids will be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is [60%], any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.
Specific Goals	Evaluate Specific Goals
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Best and Final Offer	PRASA may go into the Best and Final Offer process in the instance where no bid meets the requirements of the RFP and/or the Bids are to close in terms of points awarded.
Approval	Approval and notification of the final Bidder.



**SECTION 10
 CONTRACT PRICING SCHEDULE**

IMPORTANT NOTE

The tender amounts provided must include **ALL COSTS** for providing daily cleaning and horticultural services, the tendered amount shall further include tools and equipment, uniform, labour, chemicals and all necessary material needed to offer the services. Contractor undertakes to adhere National Minimum Wage Act, 2019 AND Gazette Vol. No 3069 21February 2023 No. 48094 or the latest relevant gazette failure to adhere to this law / gazette will result in termination and cancellation of contract.

East London CORRIDOR

Area: East London Corridor (Cluster 1)	
	Cleaning and Horticulture Service
East London	R
Southernwood	R
Panmure	R
Chiselhurst	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R

Area: East London Corridor (Cluster 2)	
	Cleaning and Horticulture Service
Vincent	R
Cambridge	R
Highgate	R
Dawn	R
Wilsonia	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R



Area: East London Corridor (Cluster 3)	
	Cleaning and Horticulture Service
Arnoldton	R
Mtsofso	R
Mdantsane	R
Mt Ruth	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R

Area: East London Corridor (Cluster 4)	
	Cleaning and Horticulture Service
Egerton	R
Fort Jackson	R
Berlin	R
King Williams Town	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R

Port Elizabeth CORRIDOR

Area: East London Corridor (Cluster 5)	
	Cleaning and Horticulture Service
Port Elizabeth	R
North End	R
North End Yard	R
Sydenham	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R



Area: East London Corridor (Cluster 6)	
	Cleaning and Horticulture Service
New Brighton	R
Swartkops	R
Redhouse	R
Perseverance	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R

Area: East London Corridor (Cluster 7)	
	Cleaning and Horticulture Service
Despatch	R
De Mist	R
Uitenhage	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R

MLPS CORRIDOR

Area: MLPS Corridor (Cluster 8)	
	Cleaning and Horticulture Service
Cradock	R
Queenstown	R
Sterkstroom	R
Burgersdorp	R
SUB TOTAL	R
VAT @ 15%	R
<u>TOTAL</u>	R

3. SPECIAL CONDITIONS FOR TENDERS

3.1. Limitation and Discretionary

Prasa reserves the right to appoint ONE (1) contractor per cluster in the ECR.