




TE-IMS-PEMM P&E KDS-SPEC 696

Description: Specification for Koedoespoort and Diesel Depot office cleaning for (36) Thirty-six months

| | | | | |
|--|--|--|-------|------------|
| Description: Office cleaning specification for KDS and Diesel Depot | | | | |
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| Local Business: | Manufacturing and Support Service businesses | | | |
| Location: | KDS and Diesel depot | | | |

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1. Scope of Work

This specification requirement covers all the requirements that will be needed to inform the supplier/vendor/manufacture to carry out what is expected from him/her: The contract will be awarded as a turnkey project and the contractor will be responsible for all the work specified.

This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for office cleaning. Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering KOEDOESPOORT at tender stage and optional prices for addressing such omissions must be provided.

The Supplier shall supply all the labour, tools, material, equipment, consumables, facilities, testing and supervision required for the supply of the specified equipment at the site during office cleaning activities within specified areas.

2. Information Required

Tenderers shall confirm that the items that they are offering comply with a standard not less than the minimum required requirement asked for in the specifications. Tenderers must comply with these specifications, but alternative offers may, in addition, also be submitted. Such alternative offers must be fully motivated and substantiated.

3. Specific Requirements:

- Occupational Health & Safety Act (Act 85 of 1993) and its Regulations, as amended
- Compensation of Occupational Injuries and Diseases Act (Act 130 of 1993) as amended
- National Environmental Management Act 107 of 1998: Section 28
- National Waste Act:36 of 1998
- Storm water and Effluent Management Bylaws (Applicable to different municipalities)
- Transnet Contractor Management Procedure (TRN-IMS-GRP-PROC 014)
- Transnet Engineering IMS Compliance Policy Statement
- The contractor shall undergo Safety, Health and Environmental (SHE) Induction, and be issued with Induction certificate and valid permits authorising him/her to enter Transnet premises for the duration of the contract.
- All contractor employees shall present/have a valid medical fitness certificate throughout the duration of the contract.
- The contractor is required to produce an approved Compliance File or SHE File and Site Instruction Book on site at all times.
- All measurements and amounts must be stipulated in the quote.
- A supervisor will be always on-site.
- Comply with Transnet Engineering Waste Management Standard.
- Pollution Management and Control standard operating procedure
- The correct PPE must be worn at all times. (Harnesses ropes, etc.)

- During and on completion of the project, there will be SHE inspections and Risk assessments done on the site that the supplier/vendor is working on, which will be reported to the project manager.
- Failure to comply will result in a stop certificate being issued and the supplier will be required to leave the site until the situation is rectified.
- Valid letter of good standing with the Department of Labour in respect of Compensation of Occupational Injuries and Diseases Act (COIDA) compliance).

4. Technical Requirements:

All equipment and installation whether detailed in this specification or not shall comply with the requirements of the Occupational Health and Safety Act 85 of 1993 as amended. Sudden power losses will not hurt equipment and shall not unduly delay the return to operation after power is restored.

5. Codes of Practice, Regulations & Standards:

The tenderer shall specify which statutory or industry rules will be applied for the equipment to be working successfully and safely and shall indicate the designed life span.

6. Loads and Duty Cycles:

The tenderer shall describe all duty cycles that the equipment would be required to perform.

The duration and the number of cycles per day/week/month/year must also be stipulated.

7. Dimensional Parameters:

The tenderer shall describe the major physical dimensions that are required for ease of operation and installation.

8. Operational Parameters:

8.1 Special Requirements:

The tenderer shall indicate any tooling, lifting attachments, etc. which is not considered to be standard accessories for the equipment at hand and will be required to operate the equipment effectively and safely.

8.2 Controls:

The tenderer shall indicate the type of controls and layout to operate the equipment.

8.3 Markings:

The tenderer shall conspicuously mark the equipment with following info as a minimum: all PPE to be worn, technical data, dates of manufacture, manufacturer's details etc.

9. Specific Requirements:

| | REQUIRED | DETAILS OF OFFER Comply (Yes) / Do not comply (No) |
|----------------------|--|---|
| Scope Of Work | <p>➤ The scope will cover the following:</p> <ul style="list-style-type: none"> • Office and Ablution Cleaning daily as per the buildings in each depot. • Window Cleaning up to +/-9m height level once a month for all the buildings as per the number of listed depots. • Refilling hygiene equipment (soap and toilet cleaning dispensers) in all the ablution facilities and toilet areas available in all the buildings as per the listed depot. • Chemical deep cleaning at the end of | |



| | REQUIRED | DETAILS OF OFFER Comply (Yes) / Do not comply (No) |
|------------------------|---|--|
| | each Three Months. Use one shot and bowl cleaner or any other SANS approved heavy duty chemicals to remove build-up from the 'hard to reach' areas that are inaccessible to daily cleaners. Chemicals must be environmentally friendly. | |
| Office Cleaning | <ul style="list-style-type: none"> ➤ Systems and procedures must be adhered to on a daily, weekly, and monthly basis, depending on personnel and visitor usage. Wipe high-touch areas with a disinfectant or sanitizer daily (for example but not limited to door handles, fridges, microwaves, aircon remotes, phone handsets, etc.). ➤ Use disinfectant that are approved by World Health Organisation and Centres for Disease control to contain ingredients and Prevention activity against enveloped viruses to minimize the risk of transmission for SARS-CoV-2. ➤ Service provider to provide a signed updated checklist which indicates what has been cleaned, daily. ➤ Cleaners are to report water leaks in the kitchens, ablutions, and offices to the Transnet Engineering safety officers or Manager. Dry any wet areas due to water leakages. ➤ Sufficient staff (83 cleaners) required to meet the agreed programme and the ability to monitor and improve cleaning services for the Plant. | |



| | REQUIRED | DETAILS OF OFFER Comply (Yes) / Do not comply (No) |
|--|--|--|
| | <ul style="list-style-type: none"> ➤ A guaranteed quality service meeting operational business and cleaning industry standards. Service provider to apply the best cleaning and hygiene industry practices and not be limited to what has been listed in the specification. ➤ Use of environmentally friendly and SABS-approved chemicals, which meet the legal requirement. ➤ Sufficient capital to invest in tools, equipment, and consumables. ➤ Compliance with all statutory requirements. ➤ Compliance to the Basic Conditions of Employment Act: Sectoral Determination - Contract Cleaning Sector; Taxes: PAYE, VAT, UIF; Regional Services Levies and Skills Development Levy. ➤ Compliance to the Compensation for Occupational Injuries and Diseases (COID), Occupational Health and Safety Act (Act No. 85 of 1993) as amended and its regulations such as the Hazardous Chemical Substances Regulations, Public Liability and Provident fund. ➤ Responsible for reporting Injury on Duty to compensation and providing claim numbers to TE and their employees. ➤ Responsible for reporting any incident with more than 14 days of loss time to the Department of Labour. | |



| | REQUIRED | DETAILS OF OFFER Comply (Yes) / Do not comply (No) |
|--|---|--|
| | <ul style="list-style-type: none"> ➤ Training of employees on working on heights for cleaning windows situated at high areas of the structure. ➤ Valid working at height certificates to be submitted to Transnet's Safety practitioner for cleaners that will be working at a height as stated in Occupational Health and Safety Act. ➤ Employee's medical fitness certificates to be renewed annually and submitted to TE. ➤ Dirty water generated from the cleaning of offices shall not be discharged into storm-water drainages. Storm water awareness must be conducted by the contractor before commencement with the activity. Thereafter followed by periodic toolbox talk on water pollution and storm water pollution. ➤ Always washing of dishes and cups. ➤ The service provider is responsible for the day-to-day collection of litter at all sites. All litter and rubbish (including papers, cans, cigarette butts etc.), which accumulate on site from whatever source shall be removed and thrown into the bins or skips provided. The contractor will be responsible to ensure that all areas inside building are kept clean and that the litter is removed daily. ➤ Practice separation of waste from the kitchen waste bin before disposal into the main outside wheelie bins (separation at source). | |



| | REQUIRED | DETAILS OF OFFER Comply (Yes) / Do not comply (No) |
|--------------------------------|--|--|
| Site Inspection | <ul style="list-style-type: none"> ➤ This is to be carried out weekly by the contractor and a representative from Transnet and a report to be submitted at monthly meetings. | |
| Mandatory documents | <ul style="list-style-type: none"> ➤ Adherence to TE specification (read, complete by ticking yes and sign off all the pages and return with the tender document). ➤ Read, complete by ticking yes and sign off the last page, and return with the tender document SHE Specification (Contract questionnaire) | |
| Risk And Responsibility | <ul style="list-style-type: none"> ➤ The contractor accepts full responsibility for its staff's actions and will ensure that such actions at no time place the staff or property of Transnet Engineering region (Koedoespoort and Diesel Depot) in danger specific reference to hazardous activities like weed eating, moving and the spraying of insecticides. ➤ Should the contractor's workers participate in strikes, marches, riots or any other actions which fall outside their duties, it is the contractor's responsibility to control its personnel, restore order or, if necessary, to remove them from. Transnet Engineering region (Koedoespoort and Diesel Depot) premises. ➤ The contractor must discourage its workers from participating in any actions, such as mentioned above, whether these are initiated by staff of the institution concerned, or by any other outside body. ➤ In the case of any strike, stay-away or action where no, or only partial service is rendered, and where the contractor is not responsible for remuneration (no work, no pay) of such personnel, the contract price for the period concerned shall be | |



| | REQUIRED | DETAILS OF OFFER Comply (Yes) / Do not comply (No) |
|-------------------|---|--|
| | <p>adjusted accordingly.</p> <ul style="list-style-type: none"> ➤ The contractor needs to ensure that temporary replacement workers are provided by the contractor to ensure business continuity. ➤ In the event of actions such as mentioned above, it is the responsibility of the contractor to calculate revised invoices and present them for payment at the end of the month in which only partial service was rendered. ➤ In case of absence of office cleaners, the contractor needs to ensure that temporary replacement workers are provided to ensure business continuity. ➤ The contractor accepts responsibility for any losses during the office cleaning process when it can be established beyond reasonable doubt that the gardeners were responsible. Transnet Engineering shall request their staff to ensure that all items of value, cash, documents, and personal items are securely locked away during service periods. ➤ Where keys for access to areas of the site are required and keys are given to the contractor, the necessary care and responsibility for their safekeeping will be observed. The contractor must ensure that keys are not misused or used to allow access by unauthorized persons. ➤ The service provider shall accept responsibility for any losses, which will occur during the provision of services, if it is established beyond reasonable doubt that the contractor's employees were responsible. | |
| Inspection | <ul style="list-style-type: none"> ➤ All the services provided shall be subjected to inspection by the nominated officials of Transnet during any stage of the contract period. | |



| | REQUIRED | DETAILS OF OFFER Comply (Yes) / Do not comply (No) |
|----------------|---|--|
| Reports | <ul style="list-style-type: none"> ➤ Checklists and meeting must be submitted /attended at PEMM business pertaining to services that are rendered by the contractor. | |



The cleaning of the following areas or surfaces has to be considered when pricing for the contract.

| AREAS/SURFACES TO BE CLEANED | FUNCTION | SERVICE FREQUENCY |
|-------------------------------------|--|-------------------------------|
| Tiled Floors | All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry | Daily |
| Walls | Wipe | Weekly |
| Glass Doors | Sprayed with glass cleaner and wiped clean of all obvious smudges or stains. | Daily |
| Furniture | Dust and polish | Daily or as and when required |
| Office and Boardroom Tables | Dust and polish | Daily or as and when required |


OFFICES (ADMIN BUILDINGS AND OFFICES IN THE WORKSHOPS)

| AREAS TO BE SERVICED | FUNCTION | SERVICE FREQUENCY |
|-----------------------------|--|---------------------------------|
| Bins inside the buildings | The bag in the wastebasket should be thrown away and replaced with a new bag (Supplier to provide). Any rubbish contained inside the wastebasket but outside the bag should also be thrown out. Weekly, the wastebasket should be wiped down. | Daily (once to twice as needed) |
| Furniture | Dust | Daily |
| Furniture | Polish | Once per week |
| Computers/Phones | Dust/wipe | Daily |
| Cupboards | Wipe | Daily |
| Doors (doorframes/handles) | Wipe and disinfect | Daily |
| Picture Frames | Dust and Wipe | Once per week |
| Carpets and upholstery | Vacuum | Once per week |
| Blinds | Dust/Vacuum | Once per week |
| Tiled Floors | All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry | Daily |
| Water bottles/water coolers | Filling and cleaning | Daily/as necessary |

BOARDROOMS IN THE ADMIN BUILDINGS PER DEPOT

| AREAS TO BE SERVICED | FUNCTION | SERVICE FREQUENCY |
|------------------------|---|-------------------|
| Carpets and upholstery | Vacuum | Twice per week |
| Furniture | Dust | Daily |
| Mugs and dishes | Wash, dry and pack away in the cabinets | Daily |

KITCHENS IN THE ADMIN BUILDINGS, KITCHEN FACILITY AND IN THE WORKSHOPS PER DEPOT

| AREAS TO BE SERVICED | FUNCTION | SERVICED FREQUENCY |
|---|--|--------------------|
| Floors | All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry | Daily |
| Walls inside the building | Wipe | Monthly |
| Dishes (Cups, etc.) | Wash, dry, and pack away in the cabinets | Daily |
| Sinks | Spray sinks with antibacterial disinfectant and then wipe the surfaces down with a wet paper towel, which should then be disposed of. | Daily |
| Refrigerator/Microwave /Hydro boil (Kitchen appliances) | Wipe the inside of the empty refrigerator with hot, soapy water, then wipe with clean water to rinse off the soap and dry. Use a damp microfiber to wipe the exterior of the fridge and microwave. No appliance should be left uncleaned daily. | Daily |



| | | |
|--|--|---------------------------|
| Cupboards storage | Wet Wipe | Daily |
| TOILET CLEANING IN THE ADMIN BUILDING, ABLUTION FACILITIES, AND WORKSHOPS PER DEPOT | | |
| AREAS TO BE SERVICED | FUNCTION | SERVICED FREQUENCY |
| Toilets, seats and brims | Any stains should be wiped off or scrubbed out. The toilets should then be sprayed with disinfectant and wiped down, both inside the bowl and outside. | Daily |
| Showers | Chemical Deep Cleaning using deep cleaning chemicals to scrub and remove molds, bacteria, Uric, and incrustation from floor and wall tiles. Any stains on the glass must be wiped off or scrubbed out using glass-friendly chemicals. Use plunger to unclog shower drains. | Daily |
| Urinals | Any stains should be wiped off or scrubbed out. The urinals should then be sprayed with disinfectant and wiped down, both inside the bowl and outside. | Daily |
| Basins | Any stains should be wiped off or scrubbed out. The basin should then be sprayed with disinfectant and wiped down, both inside the bowl and outside. Use plunger to unclog basins. | Daily |
| Sinks | Spray sinks with antibacterial disinfectant and then wipe the surfaces down with a wet paper towel, which should then be disposed of. Use plunger to unclog sinks. | Daily |
| Waste receptacles | The bag in the wastebasket should be thrown away and replaced with a new bag (Supplier to provide). Any rubbish contained inside the wastebasket but outside the bag should also be | Daily |



| | | |
|---------------------------------|--|--------------------------|
| | thrown out. Weekly, the wastebasket should be wiped down. | |
| Mirrors | Sprayed with glass cleaner and wiped clean of all obvious smudges or stains. | Daily |
| Tiled Floors | All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry | Daily |
| Walls and doors | Wipe down, scrub any finger marks or stains, and disinfect | Daily |
| Toilet paper, towels etc. | All empty toilet paper rolls should be removed and replaced with a new roll. (Transnet to supply) | Daily/when necessary |
| Toilet, wash basins and urinals | Chemical Deep Cleaning by using deep cleaning chemicals to scrub and remove molds, bacteria, Uric, and incrustation from all areas. Use plunger to unclog basins, urinals and toilets. | Quarterly. |
| Urinals | Urinal cakes should be replaced when they have begun to substantially disintegrate. Urinals should also be checked for foreign detritus, which, if present, should be disposed of. | As and when required |
| Sinks and Troughs | Chemical Deep Cleaning by using deep cleaning chemicals to scrub and remove molds, bacteria, Uric, and incrustation from all areas. | Monthly. |
| Soap dispensers | Refill soap dispensers (Service provider to supply) | As and when required |
| COMMON AREAS PER DEPOT | | |
| AREAS TO BE SERVICED | FUNCTION | SERVICE FREQUENCY |



| | | |
|---------------------------|--|----------------------|
| Carpets and upholstery | Spot clean and scrub off any markings | Daily |
| Carpets and upholstery | Vacuum | Twice per week |
| Walls inside buildings | The walls and partitions should also be wiped down. Any graffiti or other markings that can be removed with a simple scrubbing. | Weekly |
| Tiled floors | All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry | Daily |
| Floor area | All floors should be first swept and cleared of perceptible dirt and trash, which must be collected and deposited in a garbage receptacle. Floors should then be thoroughly mopped. A "Caution" sign should be placed and kept up until the floors are dry | Daily |
| Bins inside the buildings | The bag in the wastebasket should be thrown away and replaced with a new bag (Supplier to provide). Any rubbish contained inside the wastebasket but outside the bag should also be thrown out. Weekly, the wastebasket should be wiped down. | Daily/When necessary |

| REFUSE REMOVAL PER DEPOT | | |
|---|---|--------------------|
| AREAS TO BE SERVICED | FUNCTION | SERVICED FREQUENCY |
| All refuse holders | Empty and wipe | Daily |
| All wastebaskets and receptacles | Empty and wipe | Daily |
| | Remove all waste to the agreed location | Daily |
| CLEANING CONTRACTOR TO SUPPLY THE FOLLOWING | | |
| All cleaning material | | |
| All cleaning equipment including working at heights equipment for cleaning of windows in elevated positions. | | |
| Air freshener | | |
| Supplier to provide an updated cleaning checklist at the toilets. | | |
| Protective clothing (including masks, shoes and gloves, safety reflectors, etc.;) for use by cleaning staff | | |
| Clearly marked uniform and no Transnet clothing to be worn by employees at any given time during the contract period. | | |
| Personal Protective Equipment to be used and worn in the workshop and must comply to safety requirement as per Transnet standards. It is the contractor's responsibility to provide the appropriate safety wear/equipment to his employees. | | |

5. Quality Control:

The contractor shall provide a quality control plan with the tender indicating how quality will be assured.

6. References:

Standard operating procedure for specification of contract work

7. Quality Control:

The contractor shall provide a quality control plan with the tender indicating how quality will be assured.

8. Annexure A:

Number of Offices, Ablutions, Boardrooms, Kitchens, workshops, Clinic, Halls, Canteens, and windows to be cleaned.

| Depot | Business | Cost center | Number of offices | Number of ablutions | Number of boardrooms | Number of Kitchens | Number of workshops | Hall | Clinic | Canteen | Number of windows |
|--------------|--------------------|-------------|-------------------|---------------------|----------------------|--------------------|---------------------|------|--------|---------|-------------------|
| DIESEL DEPOT | Locomotive | 1118 | 20 | 3 | 1 | 4 | 1 | 1 | 0 | 0 | 84 |
| KDS | Various businesses | N/A | 279 | 16 | 35 | 25 | 47 | 2 | 1 | 2 | 120 |