SCM SUBMISSION: SPECIFICATION / SCOPE OF WORK	
PURPOSE OF SUBMISSION	**To seek approval to appoint 0ne (1) service providers that will provide cleaning and horticulture services at Braamfontein Yard depot South Gauteng Region**
DESCRIPTION OF GOODS / SERVICES / WORK	Provision of cleaning, hygiene and horticulture services at Braamfontein Yard depot of the South Gauteng Region for a period of 6 months
REQUEST FOR PROPOSAL NUMBER	
DIVISION	PRASA: Southern Gauteng Region
USER DEPARTMENT	Facilities Department
DATE SUBMITTED DATE REVIEWED	September 2026

1. DEFINITIONS AND INTERPRETATIONS

PRASA – Passenger Rail Agency of South Africa

PRASA- Passenger Rail Agency of South Africa-Corporate Real Estate Agent

BEE STATUS LEVEL OF CONTRIBUTOR- Black Economic Empowerment as define in the BEE ACT

BBBEE- status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of the Broad Based Black Economic Empowerment

BIDDER-a person or a company with a written offer in a prescribed or stipulated form in response to an invitation by an organization for the provision of services, works or goods through price quotations, advertise competitive bidding processes.

SUB-CONTRACT- primary contractor's assigning, leasing, making out to, or employing another person to support such primary contractor in the execution of part of a project.

CONTRACT- Legal agreement with terms and conditions

SLA-Service level Agreement

SECTION A

2. RENDERING OF HIGH-QUALITY CLEANING SERVICES FOR BRAAMFONTEIN DEPOT.

The objective of the specification is to appoint a suitable Service Provider that can render high quality cleaning and services in **Braamfontein Depot.**

Physical Address:

121 Smit Street

Braamfontein

PRASA wishes through this contract to secure timely, consistent and cost-effective high-quality cleaning services from the contractor.

It is PRASA's general objective that the contractor maintains cleanliness and improvement of general conditions and appearance of all facilities within the building in a suitable manner, at affordable maintenance while ensuring compliance to general occupational Health and Safety Applicable Legislation

3. THE PRIMARY OBJECTIVE OF THIS CONTRACT IS TO:

- Procure the service of a cleaning contractor who will be fully responsible for cleanliness of **Braamfontein Depot**.
- To contract for cost effective and effective cleaning and professional high-quality services.
- Provision of safe cleaning methods that consider employees and visitors flow inside the buildings.
- **Braamfontein Depots** house PRASA employees. It is therefore imperative for the Service Provider to ensure the level of cleaning is superior.

*Ensure that the entire specified **areas/facilities** reflects image of PRASA. **The areas includes:***

- Boardrooms
- Ablution facilities
- Showers
- Change rooms
- Offices
- Meeting rooms
- Waiting/pause areas
- Entrance/reception
- Kitchen
- Parking (staff & Visitors)
- Training Rooms
- Walkways and building surroundings
- Stairs
- Hygiene services at all bathrooms (SHE Bins, Hand towels, Hand soap)
- Horticulture services

4. SCHEDULE OF EXPECTED LEVEL OF CLEANLINESS

Floor Maintenance:

Floors	Sweep or damp mop	Daily
a) Stone Floors (Ceramic Tiles, carpets etc)	Sweep	Daily
	Damp mop	Daily
	Machine Scrub	1x Monthly
b) Rugs and Carpeting	Vacuum clean thoroughly:	
	➢ Heavy traffic areas	Daily
	➢ Medium traffic areas	Alt. Days
	➢ Light traffic areas	Twice weekly

Dusting:

• Dust all horizontal surfaces (low level)	Daily
• Dust all high ledges and fittings*	Daily
• Dust all vertical surfaces (walls, cabinets, to a height of 2.5 metres.	Daily
• Dust all window ledges (high and low)	Daily
• Clearing sinks in all mess rooms	

Waste Disposal:

• Empty and clean all waste receptacles	Daily
• Remove all waste to specified areas	Daily

Walls and Paintwork:

• Spot clean all low surfaces, i.e. glass, walls, doors and light switches.	1 x Weekly

Glass and Metal Work:

• Spot clean glass doors	Daily
• Clean and polish all bright metal fittings.	Weekly
• Clean all aluminium door frames	Weekly

Entrances and Receptions:

• Sweep entrance steps	Daily
• Spot clean the entrance sliding door and frames	Daily
• Clean doormats	Daily
• Wash steps	Weekly

All Toilets and Ablutions:

• Maintain floor according to type	Daily
• Damp mop floor with disinfectant	Daily
• Empty and clean all waste receptacles	Daily
• Clean and sanitize all bowls, basins, urinals, showers and baths (where applicable)	Daily
• Clean all mirrors	Daily
• Clean all metal fittings	Daily
• Spot clean walls, doors and partitions and lockers, where applicable)	Daily
• Replenish consumables, i.e. toilet paper, soap and towel cabinets	Daily

All Staircases:

- Dust handrails and fittings
- Maintain landings, treads and risers according to finish.

- Clean fire escapes. Daily
- **Blinds**: Daily
- Dust Weekly

Walkways and Building Surrounds:

- Pick up litter and remove to agreed area Weekly

- Sweep Daily
- Window Cleaning 1 x a month
- Clean partition glass (spot clean) Weekly

Clean interior faces of all accessible windows

- Sweep Daily
- Pick up litter and remove to agreed area Weekly
- Sweep

Compactor / Refuse Area

Maintain refuse area in a clean and hygienic condition. Daily

Miscellaneous

- Open and Closed Office Areas including Meeting, Board Rooms, Interview, Training Rooms and Board Rooms, Showers, Ablutions Daily

  Wash dishes Daily

5. SAFETY AND HOUSE KEEPING

- Compliance with Environmental, Health and Safety regulations as well as any such regulation prescribed by PRASA. It is the Contractors responsibility to know and understand the regulations.
- Regular and routine or ad-hoc inspections of compliance with safety and housekeeping will be undertaken and necessary corrective actions immediately implemented.

6. CONTRACTOR'S OBLIGATIONS

- The **CONTRACTOR** hereby agrees and warrants that she/he shall carry out in an efficient, expert and responsible way his/her duties and obligations of rendering services to PRASA in terms of the agreement
- For the purpose of rendering the service in terms of this agreement, the contractor shall use equipment, which is in good working condition, that will not damage the areas.
- The Project Manager who has the power to audit and request documentation of any equipment used by the Contractor.
- The Contractor is bound to investigate and attend to any complaints received in respect of service rendered and shall respond to such complaints within 24hrs after receiving such complaint.

7. PRASA Shall:

- Conduct business in a courteous and professional manner with Service Provider.
- Not accept responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Not accept responsibility/liability of any damages suffered by the Service Provider or personnel for the duration of the project.
- PRASA and Service Provider will enter into a Service Level Agreement upon appointment of the suitable Service Provider. This specification will also form part of the **SLA.**

8. SECTION B

MEETINGS

Assist with arrangement of teas and coffees for meeting rooms and clearing of meeting rooms. Cutlery to be washed immediately after the meetings.

SECTION C

9. SCHEDULE OF EXPECTED LEVEL OF CLEANLINESS

Floor Maintenance:

Floors	Sweep or damp mop	Daily
c) Stone Floors(Ceramic Tiles, etc)	Sweep	Daily
	Damp mop	Daily
	Machine Scrub	1x Monthly
d) Rugs and Carpeting	Vacuum clean thoroughly:	
	➢ Heavy traffic areas	Daily
	➢ Medium traffic areas	Alt. Days
	➢ Light traffic areas	Twice weekly

Dusting:

• Dust all horizontal surfaces (low level)	Daily
• Dust all high ledges and fittings*	Daily
• Dust all vertical surfaces (walls, cabinets, to a height of 2.5 metres.	Daily
• Dust all window ledges (high and low)	Daily

Waste Disposal:

• Empty and clean all waste receptacles	Daily
• Remove all waste to specified areas	Daily

Walls and Paintwork:

• Spot clean all low surfaces, i.e. glass, walls, doors and light switches.	1 x Weekly

Glass and Metal Work:

- Spot clean glass doors — Daily
- Clean and polish all bright metal fittings. — Weekly
- Clean all aluminum door frames — Weekly

Entrances and Receptions:

- Sweep entrance steps — Daily
- Spot clean the entrance sliding door and frames — Daily
- Clean doormats — Daily
- Wash steps — Weekly

All Toilets and Ablutions:

- Maintain floor according to type — Daily
- Damp mop floor with disinfectant — Daily
- Empty and clean all waste receptacles — Daily
- Clean and sanitize all bowls, basins, urinals, showers and baths (where applicable) — Daily
- Clean all mirrors — Daily
- Clean all metal fittings — Daily
- Spot clean walls, doors and partitions and lockers, where applicable) — Daily
- Replenish consumables, i.e. toilet paper, soap and towel cabinets — Daily

All Staircases:

- Dust handrails and fittings
- Maintain landings, treads and risers according to finish.

- Clean fire escapes. Daily
- **Blinds**: Daily
- Dust Weekly

Walkways and Building Surrounds:

- Pick up litter and remove to agreed area Weekly

- Sweep Daily
- Window Cleaning 1 x a month
- Clean partition glass (spot clean) Weekly

Clean interior faces of all accessible windows

- Sweep Daily
- **Parking:** Monthly
- Pick up litter and remove to agreed area Weekly
- Sweep

Compactor / Refuse Area

Maintain refuse area in a clean and hygienic condition. Daily

Miscellaneous

- Open and Closed Office Areas including Meeting, Board Rooms, Interview, Training Rooms and Board Rooms, Showers, Ablutions Daily
- Polish desks and office furniture Daily
- Wash vinyl covered furniture Daily
- Vacuum cloth covered furniture Fortnightly
- Vacuum free standing cloth partitions. Monthly

- Wall paper finish spot clean — Daily
- Wash dishes

10. OPERATING TIMES

- Day Cleaning. (unless there's a special request)
- Monday to Friday (07:00 to 16:00)
- Saturday (07:00 to 12:00)

SECTION D

OTHER REQUIREMENTS:

11. CLEANING PERSONNEL

NB:

- A great attention shall be given to good presentation and appearance of the cleaning personnel.
- Cleaning personnel shall be dressed in clean appropriate uniform showing Company's badge, PRASA LOGO and their name identification and shall be wearing appropriate PPE during the implementation of cleaning services. (safety shoes, reflector vests, hand gloves,)
- All cleaning personnel shall display standardized access cards with their pictures and names on during operating hours.
- Every shift, the contractor shall provide adequate number of cleaning personnel as per agreement.
- All areas / services not limited to facilities not mentioned in Scope of Work.

- The contractor shall implement a daily supervision schedule of all facilities under the contract. Hourly (every hour) inspections of all ablution facilities for durations of operating times and signed inspection sheet located in the facilities
- Every shift shall have a working competent supervisor appointed by the service provider
- A daily personnel register on duty must be signed off by the supervisor and the client's representative. The register must be submitted to the employer.

- The immediate check of the supervisor shall be to ensure that each ablution facility has toilet paper and other sanitary material, ***continuously*** for the duration of the contract. And that shall be reflected in the inspection report.
- Toilet paper (s) shall be readily available at all ablution facilities ***all the time***. Odor block shall be inside urinals ***all the time***.

12. QUALITY MANAGEMENT

All services performed under this contract shall be subjected, before payment, to inspections by PRASA which may withhold payment when in its opinion any service has not been performed in accordance with the requirements of the contract.

Payments for service will be made monthly by PRASA only if the service has been rendered to the satisfaction of PRASA.

13. TRAINING

The contractor shall ensure cleaning personnel are trained on how to use chemicals and equipment correctly prior commencement of the contract.

Safe workings rules and ensure personnel are familiar and understand safety.

EANING MATERIAL & MACHINERY

All electrical and non-electrical operated equipment should be SABS approved.

The service provider will supply its own cleaning equipment and chemicals at their own cost.

Material safety Data Sheets **(MSDS)** to be available

All cleaning material approved by the client shall always be available for execution of work.

The client will provide water supply and electricity, in the event where the water supply is disrupted or the client runs out of water the service provider needs to provide alternative means to get water to ensure all facilities are kept cleaned.

All safety precautions stipulated by the client shall be strictly adhered to

PRASA recommends that the supplier should be in possession or use the following equipment for cleaning purposes and in an event the supplier doesn't have the said equipment s/he should supply equivalent equipment to achieve the same results.

Equipment List

Table 1

NO	DESCRIPTION
	General Cleaning Machinery
1	Ride on Auto Scrubbers
2	Upright Industrial Vacuum Cleaners
2	Wet & Dry Vacuum Cleaners (90lt)
6	High Pressure Cleaner
7	Carpet extractor (used in accordance with carpet cleaning frequencies and requirements) – using powder / wet extraction method
8	Push Sweepers
9	Washing Machine - Washing of Microfibre Sleeves
10	High pressured steam cleaner for cleaning grime builds up on tile grout
11	Escalator cleaning machine
12	Travelator cleaning machine
13	Carpet cleaning Machine
14	Blowers
15	Carpet extractor machines – dual use / powder or wet extraction method
16	Heavy duty Custom vacuum for tracks

Table 2

NO	DESCRIPTION
	General Cleaning Equipment
1	Colour-coded split buckets on wheels with wringer
2	Microfibre Mops
3	Maslin Tools
4	Aluminium long handle jumbo mops (long hair)
5	Toilet kit (portable) *public areas/high traffic*
6	Janitorial Trolleys (twin bucket)
7	30m x 2mm Extension cords
8	Long Handle Dust Pans including whisk brooms
9	Big outdoor brooms hard and soft bristles
10	Window Squeegees with telepoles
11	Big Rectangular Buckets for Window Squeegees
12	Metal Scrapers
13	Toilet Brushes

14	Scrubbing Brushes & Scourers
15	Wet Floor Signs
16	Long Feather Dusters
17	Short Feather Dusters
18	Spray Bottles 750ml

Table 3

NO	DESCRIPTION
	General Cleaning Equipment
1	Colour-coded split buckets on wheels with wringer
2	Microfibre Mops
3	Maslin Tools
4	Aluminium long handle jumbo mops (long hair)
5	Toilet kit (portable) *public areas/high traffic*
6	Janitorial Trolleys (twin bucket)
7	30m x 2mm Extension cords
8	Long Handle Dust Pans including whisk brooms
9	Big outdoor brooms hard and soft bristles
10	Window Squeegees with telepoles
11	Big Rectangular Buckets for Window Squeegees
12	Metal Scrapers
13	Toilet Brushes
14	Scrubbing Brushes & Scourers
15	Wet Floor Signs
16	Long Feather Dusters
17	Short Feather Dusters
2	Grass cutter
2	Rake
2	Spaid

Consumables list

Table 4

NO	DESCRIPTION
	Approved list of chemicals to be used
1	Sanitary all-purpose cleaner with pleasant odour that prevents limescale build up leaving a shiny streak free gloss, not 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 areas, 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 short period (must be free of hydrochloric acid) per 20 lt
4	Hard wear resistant polymer based self-shining dispersion that form a hard wearing, slip resistant protective film with a high gloss for high speed and ultra-speed polishing per 201t
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 read to use 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 (Mondo floor cleaner where applicable)
11	Powder for carpets per 20 lt
12	Jeyes Fluid per 25lt
13	Gum removing soluble agent in aerosol cans
14	Ready use abrasive liquid cleaner non scratching or 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 (rate only)
17	60% alcohol-based floor cleaner (rate only)

Table 5 Hygiene services requirements

Area	Sanitary bins waste removal (weekly)	Hand towels replenishing (weekly)	Hand Soap refill (weekly)	Toilet brushes(bi-annually)	Seat sanitizer refill (Monthly)
Queen Vic	2	2	3	4	4
Change houses	21	4	8	33	33
Red building	4	2	2	8	8
Filter room	1	1	1	1	1
Train Ops	3	2	2	10	10
ERS admin building	3	2	2	6	6
Oxylary	5	2	2	5	5
Machine shop	3	2	2	6	6
Filter+ Crown room	1	1	1	1	1
SH12, SH23 & SH31	4	4	4	21	21
Disabled toilets	1	1	1	1	1

Metrorail coach cleaning	8	3	3	12	12
Center of Technology	9	6	6	17	17
Worshop change rooms	1	2	2	8	8
Metrorail control points	4	2	2	6	6
Shosholoza control points	4	2	2	4	4
Loco	4	2	2	4	4
Admin building	4	2	2	4	4
Warehouse	2	2	2	4	4
Braamfontein clinic	2	2	2	2	2
Suncity building	4	2	2	4	4
Shosholoza coach cleaning	5	2	2	9	9
Centre of excellence	5	2	2	9	9
TOTAL	**100**	**52**	**57**	**179**	**179**

14. AMENDMENTS

NB: PRASA reserves the right to amend specification requirements and deployment as it may deem fit in achieving the desired results on planned and unplanned events.

15. SUB-CONTRACT

The service provider shall not without prior written consent of the client's subcontract or transfer responsibility to another contractor.

16. THE SERVICE PROVIDER SHALL ENSURE COMPLIANCE IN ALL STATUTORY AND REGULATIONS APPLICABLE TO THE INDUSTRY WHERE THE SERVICE IS RENDERED.

The Basic Conditions of Employment Act 1997 (Act no 75 of 1993)

The Labour Relations Act, 1995 (Act no 66 of 1995)

The Occupational and Safety Act, 1993 (Act no 85 of 1993)

The National Environmental Management Act (Act no 107 of 1998)

National Railway Safety Regulator Act (16/2002)

17. EMPLOYEE REMUNERATION

The service provider shall be expected to remunerate its employees at the applicable rate as **per Government Gazette** and shall be expected to do so at the end of every month or at the beginning of every month over the contract period with PRASA.

18. CONTRATOR GIVING STAFF OFF

When the contractor gives his/her staff off for any of the under mentioned reasons/she should replace the number of workers that he/she has given off immediately, to keep the staff strength (numbers) at all the levels as always agreed upon.

- Annual, Study Leave
- Leave
- Absconded
- Sick Leave
- Strike
- Maternity Leave
- Family Responsibility

19. STRIKES AND DISRUPTIONS

In the event the Contractor's employees engage on strike, the contractor will be required to provide contingency plan.

20. STAFF FACILITIES AND STOREROOM

PRASA will make provision of a facility for cleaning personnel and cleaning equipment, these facilities will be available to the contractor and his/her staff. These facilities remain property of PRASA therefore they should be always kept neat and tidy by the cleaning contractor and his/her employees.

21. QUANTITIES

PRASA reserves the right to reduce and/or increase the quantities, as set out in the scope of work and schedule of quantities prior to the award of the tender and during the contract

22. CANCELLATION

PRASA reserves the right to cancel the contract or any part of the contract at any time in the event of poor service delivery on the service provider or any breach

1. EVALUATION METHODOLOGY

1.1 EVALUATION PROCESS

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table 5.1 below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

Figure 1.1: Evaluation criteria for the selection of a potential bidder

STAGE 1 - Compliance Requirements

Stage 1A: Mandatory Compliance Requirements - Failure to submit the following documents -your Bid Proposal will be automatically disqualified:

NO.	DESCRIPTION OF REQUIREMENT	TICK (X)
a)	Letter of good standing (COIDA)	
b)	Bidders to fill and sign the closing/ Submission register on submission of tender documents, failure to comply will result into disqualification	

Stage 1B: Other Mandatory Compliance Requirements: The following documents are non-mandatory and where not submitted, PRASA may request all the documents and must be made available at the time of request within a stipulated period:

NO.	DESCRIPTION OF REQUIREMENT	TICK (X)
a)	Completion of ALL RFP documentation (includes ALL declarations, SBD documents/ forms and Commissioner of Oath signatures required)	
b)	Joint Venture / Consortium agreement / Trust Deed/ JV or consortium agreement signed by all parties. SDB 4 must be signed by all the members of the Joint Venture or Consortium. (if applicable)	
c)	Valid Tax Clearance Certificate and Valid Tax Pin letter (must be valid on closing date of submission of the proposal) issued by SARS.	
d)	CSD/ Supplier registration number	

Note: In the case of a Joint Venture, each partner must submit the required documents.

Non-mandatory to be summited by each partner.

STAGE 2 - Technical / Functionality Requirements

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is **70%**. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3.

Summary of the technical/functional requirements are presented below.

	EVALUATION CRITERIA	WEIGHT
A	COMPANY'S TRACK RECORD	30%
B	RESOURCE AVAILABILITY	20%
c	TECHNICAL APPROACH AND METHODOLOGY	20%
d	FINANCIAL CAPABILITIES	30%
	TOTAL	100%

Technical Evaluation Criteria

1. COMPANY'S EXPERIENCE

Track Record of the Contractor on similar type of work (Cleaning, hygiene & horticulture or cleaning & hygiene services or Cleaning & Horticultural/Gardening services).

NB: Bidders submitting a track record of Cleaning only or hygiene only or horticultural services only will be regarded as an incomplete submission

Score will be based on successfully executed and completed cleaning, hygiene and horticultural services or Cleaning & Horticultural / Gardening service, or Cleaning & Hygiene services rendered over the **last 5 years (2021-2026)**. Ongoing projects will not be considered. Only Contracts with **a minimum value of R 3 000 000** will be considered. Evidence required: The bidders are to submit the following documents: • Provide appointment letter/Purchase Order/contract for each project. • Provide a reference letter or Completion certificate relating to the appointment letter/Purchase Order/contract provided. **Note:** Points will be awarded ONLY if **both** documents are submitted i.e. (LOA / Purchase Order/Contract doc AND Reference letter/ Completion certificate) Both documents shall indicate the Contract description, Contract value and contract duration. And the information on both documents must correspond and be presented in a Company letterhead. The reference letter shall further indicate the following: company name, contact person and confirmation that work has been completed.	5 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined projects value between a range of **R 7 000 001 and above.** 4 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R 6 000 001 – R7 000 000.** 3 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R 5 000 001 – R6 000 000** 2 Points: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R 4 000 001 – R 5 000 000.** 1 Point: The Appointment letters/Purchase Orders/contracts accompanied by reference letters/completion certificates for combined contract value between a range of **R3 000 000 – R4 000 000.** 0 Point: No submission or irrelevant submission or incomplete submission	**30%**

2. Resources Availability

The bidder to submit proof of ownership or rental agreement of a list of vehicles suitable for the execution of the work. Suitable vehicles include “bakkies” or light duty or heavy-duty pickup trucks.

- **For rental of vehicle a letter of intent on the letter head of the rental company or rental agreement with proof of ownership will be enough.**
- **For ownership of vehicle only proof from Traffic Dept will be accepted.**

Proof Of Ownership of Vehicles • **For rental of vehicle a letter of intent on the letter head of the rental company or rental agreement will be enough.** • **For ownership of vehicle only proof from Traffic Dept will be accepted.**	5 Points: Proof of ownership for five (5) vehicles or rental agreement on Company letter head 4 Points: Proof of ownership for four (4) vehicles or rental agreement on Company letter head 3 Points: Proof of ownership for three (3) vehicles or rental agreement on Company letter head 2 Points: Proof of ownership for two (2) vehicles or rental agreement on Company letter head 1 Point: Proof of ownership for one (1) vehicle or rental agreement on Company letter head 0 Point: No proof of ownership /rental agreement on Company letter head	**20%**

3. **TECHNICAL APPROACH AND METHODOLOGY** **Proposed methodology should demonstrate thorough understanding of PRASA's objectives and required deliverables as outlined in the Scope of Work and meeting PRASA's requirements**		
Bidders will submit a methodology that is aligned to the scope of work highlighting, but not limited to the following elements: • **Cleaning Deployment Plan** in line with proposed Staff shift schedule, Bidder to demonstrate how the deployment will address incidents or absenteeism due to strikes/ sickness/ Leave time. • **Project Operational and Safety structure** (Safety officer, first aiders, Fire fighters, Flagmen) indicating positions of responsibilities. • Provide a plan of integrating recruitment of people within local communities • Risk assessment with risk mitigation measures associated with the project • PPE Matrix indicating operational areas and their applicable PPE as per the Project Scope of work	5 = if methodology is aligned to the scope of work highlighting Five (5) elements 4 = if methodology is aligned to the scope of work highlighting Four (4) elements 3 = if methodology is aligned to the scope of work highlighting three (3) elements 2 = if methodology is aligned to the scope of work highlighting two (2) elements 1 = if methodology is aligned to the scope of work highlighting one (1) element. 0 points = **No Submission** or irrelevant information provided	**20%**

4. FINANCIAL CAPABILITY **Financial Capability of the Bidder (*Bidder to submit complete set of financial statements)***			
Financial Capability **The operating cash flow ratio measures a company's short-term liquidity.** **Use the formula below:** **Operating cash flow ratio = Net Cash flow from operations/Current liabilities** **Bidders should submit a complete set of recent financial statements of the company**	Demonstration of financial capability of the company. ***Recent year's set of financial statements: current and preceding financial years.*** ***Financials prepared and signed by an independent registered accounting professional and signed by the company director.*** ***Financial statements must include cashflow statement and balance sheet.*** ***Incomplete Financial Statements will not be considered*** **Note:** In case of a trust, consortium or joint venture (including unincorporated consortia and joint ventures) a **LEAD CONTRACTOR** must submit the financial statements.	5 = Operating Cash Flows Ratio X ≥ 1.5 4 = Operating Cash Flows Ratio 1 > X <1.5 3 = Operating Cash Flows Ratio 0.5 >X < 1 2 = Operating Cash Flows Ratio 0 > X < 0.5 1 = Operating Cash Flows Ratio X < 0 0 = No Submission or Incomplete Financial Statement.	**30%**

STAGE 3: PRICING AND SPECIFIC GOALS

Bidders should provide their price proposal (Financial Offer) and provide proof of 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: Table 7

	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

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

$$PS = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)^{\mathbf{80/20}}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 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 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 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 the 80/20 preference point system.

Table 21: 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	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)
BBB-EE Contributor status of at least level 2	5	
51% Black Owned	5	
Black Youth Owned	5	
Black Women Owned	5	
Total	**20**	

3.3. **In the implementation and monitoring of Specific Goals, the following table must be used as guide to determine acceptable evidence for Specific Goals:**

Table 21.1

SPECIFIC GOALS	ACCEPTABLE EVIDENCE
BBB-EE Contributor status of at least level 2	BEE Certificate/Affidavit (in case of JV, a consolidate score card will be accepted)
Black women Owned	Certified copy of ID Documents of the Owners
51% Black Owned	CIPC Documents/B-BBEE Certificate/Affidavit
Black Youth owned	Certified copy of ID Documents of the Owners

PASSENGER RAIL AGENCY OF SOUTH AFRICA

11. SCHEDULE OF RATES AND PRICES

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, labour, chemicals and all necessary material needed to offer the services. **Contractor undertakes to adhere to Act No. 9 of 2018 or the latest relevant gazette: National Minimum Wage Act, 2019 AND Gazette Vol. 643 23 January 2019 No. 42182 failure to adhere to this law / gazette will result in termination and cancellation of contract.** **NOTE: Prospective service provider to ensure they use the shift schedule and daily staff allocation to work out the correct hours per month and wage rates for their calculations below, including correct labour costs for overtime, weekend and public holidays etc. (The service providers to ensure that Labour rate complies with gazette rate.**

6.1.1 Pricing Schedule for Labour Cost

Labour Rates as per Gazette for the year of tender

Normal Daily Hourly Rate: R……..

Saturday Hourly Rate: R……..

Sunday and Public Holiday Rate: R……..

The number of staff required per shift.

Item No.	Areas	Total Number of Cleaners	Day Shift (8Hrs)	Saturdays, Sundays and Public Holidays) (6Hrs)
1	Administration block	4		08H00 -14H00 (2 Cleaners)
2	Clinic	3		
3	Engineering Building	13		08H00 - 14H00 (2 Cleaners)
4	Change House	4		08H00 - 14 H00 (3 Cleaners)
5	Shedding	2		
6	Horticulture	6		08H00 - 14H00 (3 Cleaner)
7	Control points	5		
8	COE	2		
9	COT	2		
10	Supervisor	1		
TOTAL NUMBER OF CLEANERS REQUIRED		42		10

PASSENGER RAIL AGENCY OF SOUTH AFRICA

ANNEXURE 4

TABLE 1(Braamfontein Metrorail): Cleaners Rates for Calendar period of 6 months (Refer to TABLE 16 of the Specification document)

N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per TABLE 15 of the Specification document (Staff and Shift Plan).

1. Cleaners Rates for Calander Period of 6 months									
Item	Cleaners Shifts Description		Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Cleaners per Shift	Total cost ALL shifts and for ALL Cleaners for the period of 6 months	Monthly Cost for all Cleaners per shift
1.1	Cleaners Shift as per Table 4.6 (07:00 - 16:00)	Weekdays as per Table 5.1	41	R….....	8	R….....	R….....	R….....	R….....
1.2	Cleaners Shift (07:00 - 14:00)	Saturdays	10	R….....	6	R….....	R….....	R….....	R….....
1.3	Cleaners Shift (07:00 - 14:00)	Sundays	10	R….....	6	R….....	R….....	R….....	R….....
1.4	Cleaners Shift (07:00 - 14:00)	Public Holiday	10	R….....	6	R….....	R….....	R….....	R….....
1.5	Total for All Cleaners Excl VAT							R….....	R….....

TABLE 2 (Braamfontein Metrorail: Supervisor Rates for Calendar period of 6 months (Refer to TABLE 16 of the Specification document)

N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per TABLE 15 of the Specification document (Staff and Shift Plan).

2. Supervisor Rates for Calander Period of 6 months									
Item	Cleaners Shifts Description		Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Supervisors per Shift	Total cost ALL shifts and for ALL Supervisors for the period of 6 months	Monthly Cost for all Cleaners per shift
2.1	Supervisor (07:00 - 16:00)	Weekdays (Monday - Friday)	1	R….....	8	R….....	R….....	R….....	R….....
2.2	Total the supervisor Excl VAT							R….....	R….....

TABLE 3: Cleaning Equipment and Consumables

3. Cleaning Equipment and Consumables				
Item	**Service Description**	**Unit**	**Monthly Service Rate**	**Monthly Services Rate X 6**
3.1	Cleaning equipment and Chemicals	sum	R….....	R….....
3.2	Total Excl Vat		R….....	R….....

TABLE 4: HORTICULTURAL SERVICES

4. Horticultural Services				
Item	**Service Description**	**Unit**	**Monthly Service Rate**	**Monthly Services Rate X 6**
4.1	Horticultural Services	sum	R….....	R….....
4.2	Total for Horticultural Services Excl Vat		R….....	R….....

Table 5 Hygiene services

5. Hygiene Services				
Item	**Service Description**	**Unit**	**Monthly Service Rate**	**Monthly Services Rate X 6**
5.1	Hygiene Services	sum	R….....	R….....
5.2	Total for Hygiene Services Excl Vat		R….....	R….....

Summaries Pricing Schedule

Item No	BRAAMFONTEIN METRO RAIL	TOTAL NUMBER OF CLEANERS	6 Months	
			Monthly Amount	6 Monthly Amount
5.1	Total Price for Cleaners as per Item 1.1	41		
5.2	Total Price for Supervisors as per Item 2.1	1		
5.3	Equipment and Consumables	Sum		
5.4	Horticulture Services	Sum		
5.5	Hygiene services	Sum		
5.6	Safety File (ONCE OFF)			R 14, 700.00
Sub Total Excluding VAT				
VAT 15%				
Total VAT Included				

Shosholoza

The number of staff required per shift.

Item No.	Areas	Total Number of Cleaners	Day Shift (8Hrs)	Saturdays, Sundays and Public Holidays) (6Hrs)
1	Administration block	3	07H00 to 16H00	08H00 -14H00 (2 Cleaners)
3	Sun city	3	07H00 to 16H00	
4	Lifting road	3	07H00 to 16H00 (8 Cleaners)	08H00 - 14H00 (2 Cleaners)
5	Transwerk	3	07H00 to 16H00	08H00 - 14 H00 (2 Cleaners)
6	Faulties	3	07H00 to 16H00	
7	Catering	3	07H00 to 16H00	
8	Control points	7	07H00 to 16H00	08H00 - 14H00 (2 Cleaner)
9	Horticulture	6	07H00 to 16H00	08H00 - 14H00 (2 Cleaner)
10	Electrical	4	07H00 to 16H00	

11	Supervisor	1	07H00 to 16H00	
TOTAL NUMBER OF CLEANERS REQUIRED		36		10

ANNEXURE 4

TABLE 1(Braamfontein Shosholoza): Cleaners Rates for Calendar period of 6 months (Refer to TABLE 16 of the Specification document)

N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per TABLE 15 of the Specification document (Staff and Shift Plan).

1. Cleaners Rates for Calander Period of 6 months

Item	Cleaners Shifts Description		Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Cleaners per Shift	Total cost ALL shifts and for ALL Cleaners for the period of 6 months	Monthly Cost for all Cleaners per shift
1.1	Cleaners Shift as per Table 4.6 (07:00 - 16:00)	Weekdays as per Table 5.1	35	R……	8	R……	R……	R……	R……
1.2	Cleaners Shift (07:00 - 14:00)	Saturdays	10	R……	6	R……	R……	R……	R……
1.3	Cleaners Shift (07:00 - 14:00)	Sundays	10	R……	6	R……	R……	R……	R……

1.1.4	Cleaners Shift (07:00 - 14:00)	Public holidays	10	R….....	6	R….....	R….....	R….....	R….....
1.5	Total for All Cleaners Excl VAT							R….....	R….....

TABLE 2 (Braamfontein Shosholoza): Supervisor Rates for Calendar period of 6 months (Refer to TABLE 16 of the Specification document)

N.B The minimum rate per hour for this tender shall be as per the latest updated notification/ circular of the gazetted labour rate issued by Department of Labour. The minimum labour rate must comply exclusive of vat, Bidders who quote below the minimum labour rate per hour exclusive vat will be disqualified at pricing stage, Labour hours for weekends, Sundays and or public holidays must be factored where applicable as per TABLE 15 of the Specification document (Staff and Shift Plan).

2. Supervisor Rates for Calander Period 6 months									
Item	Cleaners Shifts Description		Number of Cleaners Per Shift	Rate per Hour per Cleaner	Number of Hours per Shift	Daily Rate per Cleaner	Total Cost for All Supervisors per Shift	Total cost ALL shifts and for ALL Supervisors for the period of 6 months	Monthly Cost for all Cleaners per shift
2.1	Supervisor (07:00 - 16:00)	Weekdays (Monday - Friday)	1	R.....	8	R.....	R.....	R.....	R.....
2.2	Total the supervisor Excl VAT							R.....	R.....

TABLE 3: Cleaning Equipment and Consumables

3. Cleaning Equipment and Consumables				
Item	**Service Description**	**Unit**	**Monthly Service Rate**	**Monthly Services Rate X 6**
5.1	Cleaning equipment and Chemicals	sum	R.....	R.....
5.2	Total Excl Vat		R.....	R.....

TABLE 4: HORTICULTURAL SERVICES

4. Horticultural Services				
Item	**Service Description**	**Unit**	**Monthly Service Rate**	**Monthly Services Rate X 6**
4.1	Horticultural Services	sum	R.....	R.....
4.2	Total for Horticultural Services Excl Vat		R.....	R.....

TABLE 5: HYGIENE SERVICES

4. Hygiene Services				
Item	**Service Description**	**Unit**	**Monthly Service Rate**	**Monthly Services Rate X 6**
5.1	Hygiene Services	sum	R.....	R.....
5.2	Total for Hygiene Services Excl Vat		R.....	R.....

PASSENGER RAIL AGENCY OF SOUTH AFRICA

Summaries Pricing Schedule

Item No	BRAAMFONTEIN SHOSHOLOZA	TOTAL NUMBER OF CLEANERS	6 Months	
			Monthly Amount	6 Monthly Amount
5.1	Total Price for Cleaners as per Item 1.1	35		
5.2	Total Price for Supervisors as per Item 2.1	1		
5.3	Equipment and Consumables	Sum		
5.4	Horticulture Services	Sum		
5.5	Hygiene services	Sum		
5.6	Safety File (once off)			R 12, 600.00
Sub Total Excluding VAT				
VAT 15%				
Total VAT Included				

Final Summary

Item No	BRAAMFONTEIN METRORAIL	TOTAL NUMBER OF CLEANERS	6 Months	
			Monthly Amount	6 Monthly Amount
5.1	Total Price for Cleaners as per Item 1.1	41		
5.2	Total Price for Supervisors as per Item 2.1	1		
5.3	Equipment and Consumables	Sum		
5.4	Horticulture Services	Sum		
5.5	Hygiene service	Sum		
5.6	Safety File (Once off)			R 14, 700.00
Sub Total Excluding VAT				
VAT 15%				
Total VAT Included				
Bid Amount				

Item No	BRAAMFONTEIN SHOSHOLOZA	TOTAL NUMBER OF CLEANERS	6 Months	
			Monthly Amount	6 Monthly Amount
5.1	Total Price for Cleaners as per Item 1.1	35		
5.2	Total Price for Supervisors as per Item 2.1	1		
5.3	Equipment and Consumables	Sum		
5.4	Horticulture Services	Sum		
5.5	Hygiene services	Sum		
5.6	Safety File (once off)			R 12, 600.00

Sub Total Excluding VAT		
VAT 15%		
Total VAT Included		
Bid Amount (Section 4) **BRAAMFONTEIN METRORAIL PLUS BRAAMFONTEIN SHOSHOLOZA TOTAL TO BE CARRIED OVER TO THE FORM OF OFFER INCLUSIVE OF VAT**	**R.....**	

RECOMMENDATION AND APPROVAL OF THE SPECIFICATION / TERMS OFREFERENCE / STATEMENT OF WORK SUBMISSION FOR APPOINTMENT.

Project Description:	Provision of cleaning, hygiene and horticulture services at Braamfontein Yard depot of the South Gauteng Region for a period of 6 months.
Compiled by: **Act Soft Service Manager:** Name & Surname: Evelyn Maboea Signature: Date: 26/10/2026	
Approved/~~Not Approved~~ **Facilities Manager:** Name & Surname: Noluvuyo Tyelo Signature: Date: 26/10/2026	