

ANNEXURE A & B

TRANSNET NATIONAL PORTS AUTHORITY
A DIVISION OF TRANSNET SOC LIMITED
Reg No. (1990/000900/30)

CONTRACT NO: RB 2019/29

**PROVISION OF LAUNDRY/ DRY-CLEANING SERVICES
AT THE PORT OF RICHARDS BAY ON AN "AS AND WHEN REQUIRED" BASIS**

SPECIFICATIONS

PROJECT SPECIFICATIONS

SCOPE OF WORK

- This contract covers the provision of Laundry and Dry-cleaning services for different departments at the Port of Richards Bay on an "as and when required" basis.
- The service provider shall collect and return items/batches from various departments on the stipulated days i.e. Marine, Berthing services, Infrastructure, Corporate Services etc.).
- All items to be washed with non-irritable detergents and softeners, ironed, folded, bundle tied/wrapped.

DURATION OF THE CONTRACT

The contract will be valid for a period of three (3) years from the date of award.

PRICES QUOTED

Prices quoted are to be in South African currency and will be firm for the duration of contract.

CYCLE DAYS

The service shall be required twice a week with a basic cycle time of maximum four (4) days as follows:

Cycle 1: Collect on Tuesdays and deliver on Thursdays.

Cycle 2: Collect on Fridays and deliver on Mondays.

In the case of a public day coinciding with the above cycles, collection and/or delivery can be moved a day earlier or later if applicable.

DELIVERY

The items are to be collected from the Departments/sections concerned (i.e. Marine, Berthing services Infrastructure, Corporate Services) and to be delivered on the same address. It must be noted that quantities are not fixed and may vary from each collection.

MARKING

Personalised identification tags must be attached to all items by the Contractor as and when required.

LAUNDRY LISTS

The Contractor shall supply a blank laundry list which must be completed and accompany each individual batch. The list shall make provision for the different types of clothing, quantities, and also provide space for checking details, spot checking and signatures.

INSPECTION

- Inspection by TNPA before delivery is not required, but you will be held responsible for the correctness and quality of the items to ensure safe delivery to final destination.
- All batches to be washed with non-irritable detergents and softeners, ironed, folded and bundle tied or wrapped.
- A TNPA representative shall carry out quality spot checks upon delivery and rejections shall not be paid for.
- A rejection rate of up to 5% shall be deemed to extent of the whole batch and will not be paid for.
- A rejection rate of >5% is considered as unacceptable and will be treated as above (clause 9.4) but a penalty equal to the value of the non-payment will also be deducted from moneys due to the service provider.
- Continuous excessive rejection rates may result in cancellation of the contract if the contractor does not take effective corrective action.

THE CONTRACTOR'S RESPONSIBILITIES

- The contractor shall provide distinctive dry-cleaning service and make sure that the clothing is returned to TNPA spotless and tidy at all times.
- The contractor shall make sure that no items go missing, they are returned in the same number as they were collected (register to be taken upon collection and return).
- The clothing should be washed, ironed at all time, if there is a need to pre-treat the clothing with certain special chemicals (oil and coal stains), the contractor must do it.
- The contract should make sure that the clothing does not lose its original colour.

ESCALATION

No escalation shall be applicable on this contract. All increases in costs in whatever form shall be at the Contractor's risk and account.

PAYMENT

Payment shall be made monthly on receipt of the Contractor's Tax Invoice together with month-end statements. Payment against such month-end statement shall be made by Transnet within thirty (30) days from the date of the statement.

AGREEMENT

An agreement by means of an award letter and master agreement will be entered into with the successful tenderer.

EVALUATION CRITERIA

- Bidder must attain a minimum of **60%** technical threshold in order to proceed to the Commercial Evaluation

Service provider must demonstrate the capability to execute the scope of work by providing: -Scope of work to be performed with Laundry Services forming part of the core business of the Service Provider -Number of years' experience	15%	15% - ≥ Scope of work submitted with at least 3 Years of experience
		10%- ≤ Scope of work submitted with at least 2 years of experience
		5% - ≤ Scope of work submitted with at least 1 year experience
		0% - No information provided to evaluate Laundry Service not part of the core business
Proximity to the Port (km)	45%	45%- Under UMhlatuze Local Municipality
		0%- Outside UMhlatuze Local Municipality
Traceable References Service Provider must demonstrate quality of work by providing written references to which a similar scope of work, laundry services, has been performed	10%	10%- Minimum of 3 traceable references with contact details
		5%- Two references provided
		0%- No references provided
Service Provider must demonstrate compliance with SANS for Laundry Process Management: -Proof of microbiological requirement compliance -Material Safety Data sheets of invoiced Laundry Chemicals -Proof of Laundry Process Management	30%	30% - Proof of 3 aspects submitted
		20% - Proof of 2 aspects submitted
		10% - Proof of 1 aspect submitted
		0% - No information provided to evaluate

**TRANSNET NATIONAL PORTS AUTHORITY
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 Reg No. (1990/000900/30)
 PORT OF RICHARDS BAY**

**CONTRACT NO. RB 2019/29- Provision of Laundry/Dry Cleaning Services at the Port of Richards Bay
 on an "as and when required" basis**

PRICING SCHEDULE

DESCRIPTION	QUANTITY	PRICE (Excl .VAT)
T-Shirts	Each	
White shirts	Each	
Full Overall	Each	
Top- Overall	Each	
Pants- Overall	Each	
Pants	Each	
Bunker Pants	Each	
Shorts	Each	
Table Cloth	Each	
Utility Jacket	Each	
Bunker Jacket	Each	
Jersey	Each	
Reflective vest	Each	
Banner	Each	
Pole flag	Each	
Blanket	Each	
Overlay	Each	
Pop-up banner	Each	
Gazebo covering	Each	

TOTAL ESTIMATED COST (3 years) R _____
AMOUNT IN WORDS _____

WITNESSES:

1. _____

 CONTRACTOR

2. _____
 Date: _____

ANNEXURE B

TECHNICAL SUBMISSION/QUESTIONNAIRE

The following documents must be submitted together with quotation in order to qualify for the technical evaluation. Provision of insufficient information will result to the quotation being disqualified

- Minimum B-BBEE level of 2
- Proof that your company is registered on National Treasury’s Central Supplier Database (CSD)

Table below details the information that will be evaluated technically in order to identify a suitable tenderer for the work required to be done in the project.

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TOTAL SCORE	100%	
QUALIFYING CRITERIA THRESHOLD:		
The bidder must achieve 60% or more to qualify for commercial evaluation		
NOTE: Transnet reserves the right to lower the threshold for Technical Evaluation from 60% to 50% if no Bidders pass the predetermined minimum threshold.		