



**PROVISION OF SUPPLYING AND DELIVERING FLUSHABLE CHEMICAL  
TOILETS FOR 36 MONTHS ON AN "AS AND WHEN" REQUIRED BASIS AT  
PORT OF SALDANHA**

**Document Reference Number:**

SDAF-17022025

**RFQ REFERENCE: TPT/2025/07/0003/100548/RFQ**

**Site:**

Bulk Terminal Saldanha

**Date: 10 June 2025**

*Distribution of this document is restricted to Transnet and  
Transnet-approved entities only*

## **TABLE OF CONTENT**

<b>1.DEFINITIONS .....</b>	<b>3</b>
<b>2.ABBREVIATIONS .....</b>	<b>5</b>
<b>3.BACKGROUND .....</b>	<b>6</b>
<b>4.SCOPE OF REQUIREMENTS</b> Error! Bookmark not defined.....	<b>6</b>
<b>5.QUALITY AND SERVICE .....</b>	<b>8</b>
<b>6.TECHNICAL REQUIREMENTS .....</b>	Error! Bookmark not defined.
<b>7.GENERAL SAFETY AND COMPLIANCE SPECIFICATIONS.....</b>	<b>10</b>

## 1.DEFINITIONS

### **Contract**

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves the transfer of consideration – usually financial or some other type of benefit.

### **Contract Manager**

Transnet employee who is authorized to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract are met (with special emphasis on technical specifications, inspection of quality, health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorizations from the project initiator and the stakeholders.

### **Contract Owner**

The person who requires a specific product, goods, or services and who is responsible for providing the budget and approval.

### **Contractor**

An employer (organization) or a person performing any work and has entered into a legally binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, Consultants, Service providers, and Contractors.

### **Contractor Execution Plan**

A site, activity, or project-specific documented plan in accordance with the client's project requirements. The Contractor to Transnet submits a plan for approval prior to mobilization on-site. The Contractor Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans, etc.

Contractor Compliance File a file or other record containing the information in writing required by Transnet.

**NB:** A file must be submitted for each discipline where applicable e.g. health and safety, environment file, etc.

**Job Owner:**

Any permanent employee of BTS who has been trained, tested found competent, and appointed in writing to carry out or supervise work on plant, machinery, and equipment.

**Risk Assessment**

A risk assessment in this procedure is the process where all risks associated with the contract and its execution are identified, mitigated, and managed.

**Specification**

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product, or service has to comply with this includes various models, drawings, and documents. It noted that the specification might even comprise a multitude of different elements.

**Lockout:**

The fitting of a padlock (or caliper and padlocks) to an isolator switch so that it cannot be returned to an operating condition.

**Permit Acceptor:**

Any person who has been appointed in writing to receive a Permit to Work for the purposes of carrying out or supervising work on equipment.

**Permit Issuer:**

The operations shift manager will be responsible for the issuing of permits.

**Permit Number:**

A number issued by CCR that logs the work performed, the person responsible for the work and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

**Permit to Work:**

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

**Responsible Supervisor:**

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

**2.ABBREVIATIONS**

IMS:	Integrated Management System
ISO:	International Organization for Standardization
OHSAS:	Occupational Health and Safety Assessment Series
POM:	Policy Manual
PROC:	Procedure
SOP:	Safe Operating Procedure
QMS:	Quality Management System
SANS:	South African National Standard
SMS:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
WI:	Work Instructions

### 3. BACKGROUND

Transnet Port Terminals (TPT), at the Bulk Terminal of Saldanha (BTS) and Multipurpose Terminal (MPT), require a service provider with the knowledge and capabilities to supply and deliver flushable chemical mobile toilets for a period of 36 Months on an “as and when required basis”. Currently, TPT does not have flushable mobile toilets that can be used in case of water outages. Furthermore, the facilities will also be used during annual shutdowns. The ablution facilities will be stationed in various areas to be utilized by Transnet employees.

### 4. SCOPE OF REQUIREMENTS

The scope of work outlined in the document includes:

**4.1 Supply and Delivery:** The contractor is responsible for supplying and delivering flushable chemical toilets to designated areas within the Bulk Terminal (BTS) and Multipurpose Terminal (MPT).

**4.2 Duration:** The contract is set for 36 months.

**4.3 Maintenance and Servicing:** The contractor is expected to maintain and service the toilets regularly, ensuring they remain in good working condition.

#### **4.3.1. Regular Servicing Schedule:**

- **Frequency:** The contractor is required to service the toilets at least twice per week.
- **Flexibility:** More frequent servicing may be necessary during peak periods or in response to specific requests from Port management.
- **Environmental Consideration:** The service provider is expected to use eco-friendly chemicals, Measures must be in place to prevent any spills or leaks during waste removal and transporting, and waste must be disposed of at approved facilities by local and national environmental laws.

#### **4.4. Maintenance Tasks:**

- **Cleaning and Sanitization:** Thorough cleaning of all toilet surfaces, disinfection of high-touch areas and restocking of toilet paper, hand soap, and other consumables will be done by Transnet Port Terminal.

**4.5. Waste Removal:** Emptying of waste tanks, and proper disposal of waste by environmental regulations.

**4.6. Chemical Treatment:** Replenishment of odor-control chemicals and ensuring proper chemical balance for effective waste treatment.

**4.7. Mechanical Checks:** Inspection of flushing mechanisms, checking for leaks or damage to the toilet structure, and ensuring proper functioning of all components.

**4.8. Repairs and Replacements:** Any damaged or malfunctioning toilets must be repaired or replaced promptly; the contractor should maintain a stock of spare parts to minimize downtime.

The maintained servicing requirements emphasize the importance of keeping the toilets in excellent working condition, ensuring hygiene, and minimizing disruptions to port operations. The successful bidder will need to demonstrate a comprehensive and responsive approach to maintenance and servicing throughout the contract period.

**5. The flushable toilet requirements follow in the table below:**

**Table 1: flushable chemical toilets minimum requirements:**

Information	
Toilets	<ul style="list-style-type: none"><li>• Flushable, adequately vented, lockable door, fitted with handwash basin and soap dispenser.</li><li>• Toilet roll holder, and paper towel dispenser</li></ul>
Servicing and Maintenance	<ul style="list-style-type: none"><li>• As stipulated in 4.3.1 and 4.4</li></ul>

**Table 2: List of areas where the flushable toilets will be stationed but not limited to:**

Areas	Male	Female	Total Quantity
Shiploaders	1	1	2
Tipplers	2	2	4
Siyaphambili	3	3	6
Stackers	4	4	8

RO plant	1	1	2
MPT	3	3	4
SCM	1	1	2
Shut Down	10	10	20
Admin	2	2	4

6. The Service Provider will be notified the day before ablution facilities will be required.
7. The service provider shall transport the equipment utilizing relevant transportation to the TPT premises and commission the equipment as per TPT's instruction. Upon completion of utilization, the service provider shall remove the equipment from TPT premises by similar means of transport.
8. In case of emergencies or outside of normal working hours, considered 19h00 to 07h00, the service provider should be able to supply, as per these written requirements, the listed equipment to TPT within the allowed hours.

## 9. QUALITY AND SERVICE

- 9.1. All services supplied and delivered to Transnet must be of excellent quality in compliance with the specifications. Should the goods or service(s) not conform with the specifications, Transnet reserves the right to reject them, obtain the goods or service(s) from other sources of its free choice, and debit the difference in cost, if any, to the service provider.
- 9.2. The service provider shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 9.3. The service provider must have roadworthy and licensed vehicles.
- 9.4. The Service Provider shall be fully responsible to TPT for the acts and omissions of its employees, permitted sub-contractors, and agents. Furthermore, the service provider shall be solely liable for any damage caused to TPT property or injury caused to TPT employees due to the negligence of its employees, permitted sub-contractors, and agents. TPT shall be entitled to deduct the amount so involved from any payment due to the service provider.



- 9.5. The service provider must have a permanently manned telephone (place of business/cell phone) and email access, to ensure that immediate contact can be made in case of emergency.

## 10. GENERAL SAFETY AND COMPLIANCE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements**.
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training is confirmed. Approved Employee Profile Dossiers include certified copies of medicals, identity documents, competencies, etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net**.
- The principal contractor approves **the Mandatary Agreement** in terms of **section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submits to the Contractor Manager to agree.
- The principal contractor must **submit a written request** to the Contractor Manager for permission for a subcontractor to provide any work or services to TPT and ensure that all **37.2 Agreements between the principal contractor and subcontractor** are submitted to Contractor Manager.
- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.
- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements**.
- SITE ESTABLISHMENT:
- All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.
- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access grated with Service Provider.
- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor-by-Contractor Manager.
- CLOSE OUT PHASE
- Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist**.
- TESTING AND COMMISSIONING:
- The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.

- The service provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- The service provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as per required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- Service provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021\_Lock Out Procedure** and lock out and isolation done by Trained and competent employees with conjunction with TPT competent.
- Service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993 , other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.
- Service provider to ensure that all employees involved in activity is informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- Service provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to off-loaded or load from any flatbed or low bed.
- Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved prior to sub mission to Contractor Manager.
- Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not allowed being disposed within TPT waste skips. Removal of Hazardous waste will be contractor's responsibility and Disposal Certificate submitted to SHEQ after waste has been disposed safely.
- The Service Provider to ensure full compliance to TPT COVID 19 requirements and Government Safety measures regarding preventing the spread of the COVID 19 virus.