

SUPPLY AND DELIVERY OF GENERAL CONSUMABLES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD THIRTY-SIX (36) MONTHS FOR TRANSNET SOC LTD (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS RICHARDS BAY (HEREINAFTER REFERRED TO AS “TPT RCB”)

## **TRANSNET PORT TERMINALS – PORT OF RICHARDS BAY**

### **PROJECT TITLE**

**SUPPLY AND DELIVERY OF GENERAL CONSUMABLES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD THIRTY-SIX (36) MONTHS FOR TRANSNET SOC LTD (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS RICHARDS BAY (HEREINAFTER REFERRED TO AS “TPT RCB”)**

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## INTERPRETATION AND TERMINOLOGY

Abbreviation	Meaning given to the abbreviation
AIA	Authorized Inspection Authority
BBBEE	Broad Based Black Economic Empowerment
QA	Quality Assurance
SES	Standard Environmental Specification
SHE	Safety, Health and Environment
SHEC	Safety, Health and Environment Co-ordinator
SIP	Site Induction Programme
SMP	Safety Management Plan
SSRC	Site Safety Review Committee
TPT	Transnet Port Terminal
KZN	Kwa-Zulu Natal
ECSA	Engineering Council of South Africa
RCB	Richards Bay
PPE	Personal Protective Equipment
OEM	Original Equipment Manufacturer
COF	Certificates of Fitness
TNPA	Transnet National Port Authority
TRCB	Transnet Richards Bay (TPT & TNPA)
Sqm	Square meter
DBT	Dry Bulk Terminal
MPT	Multi-Purpose Terminal
SOC	State Owned Company
EO	Environmental Officer
HAZOP	Hazard and Operability Study
HSSP	Health and Safety Surveillance Plan
HVAC	Heating Ventilation and Air Conditioning
IR	Industrial Relations

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IRCC	Industrial Relations Co-ordinating Committee
JSA	Job Safety Analysis
CIRP	<i>Supplier's</i> Industrial Relations Practitioner
Native	Original electronic file format of documentation
NHBRC	National Home Builder Registration Council
PES	Project Environmental Specifications
PIRM	Project Industrial Relations Manager
PIRPMP	Project Industrial Relations Policy and Management Plan
PLA	Project Labour Agreements
PSIRM	Project Site Industrial Relations Manager
PSPM	Project Safety Program Manager
PSSM	Project Site Safety Manager
PrEng	Professional Engineer
ProgEM	Programme Environmental Manager
ProjEM	Project Environmental Manager
QA	Quality Assurance
reefer	Refrigerated unit
SANS	South African National Standards

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## **SECTION A**

### **Overview of the *goods and services***

Transnet Port Terminals is a division of Transnet SOC Limited whose core business is to provide cargo handling to a wide spectrum of customers, including shipping lines, freight forwarders and cargo owners. Operations are divided into five major business segments, namely containers, bulk, break bulk, automotive and National Port Authority. All divisions operating under one umbrella, Richards Bay is one of Transnet Bulk and Break-Bulk handling terminal divided into two namely, DBT and MPT.

### **Scope Objective**

The objective of this scope is to appoint the supplier for the supply and delivery of general consumables on as and when required basis for a period of thirty-six months. The goods must conform to the latest applicable legislation and standards.

### **1. Legislative and Regulatory Compliance**

The appointed service provider shall ensure that all products supplied under this contract comply with the relevant South African legislation, regulations, and standards, including but not limited to:

#### **1.1 Foodstuffs, Cosmetics and Disinfectants Act, 54 of 1972**

- 1.1.1 Products must be safe for public and municipal use, manufactured under hygienic conditions, and free from harmful or prohibited substances.
- 1.1.2 All packaging must bear legible and accurate labelling including ingredients, directions for use, warnings, and manufacturer details.
- 1.1.3 Compliance with **South African Bureau of Standards (SABS)** and **South African National Standards (SANS)** is required.

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## **1.2 Medicines and Related Substances Act, 101 of 1965**

- 1.2.1 Sunscreens that contain **active pharmaceutical ingredients (APIs)** or make therapeutic claims (e.g., UVA/UVB protection) must be registered with the **South African Health Products Regulatory Authority (SAHPRA)**, such as SPF 30.
- 1.2.2 Labels must clearly state the **Sun Protection Factor (SPF)** and comply with safety regulations.
- 1.2.3 Carry valid and current labels with usage instructions and hazard classifications.
- 1.2.4 Be accompanied by a **Safety Data Sheet (MSDS)**.
- 1.2.5 Be handled and stored in a way that prevents environmental contamination and public exposure.

## **1.3 Occupational Health and Safety Act, 85 of 1993**

- 1.3.1 All products must meet the safety standards prescribed by the **Occupational Health and Safety Act, 85 of 1993**. Specifically:
- 1.3.2 Products must be safe for use by all employees.
- 1.3.3 Pesticides and chemical-based products must be accompanied by usage instructions and SDSs.
- 1.3.4 Where applicable, the supplier may be required to provide product training or safety briefings to the employees.
- 1.3.5 Packaging must be secure, tamper-evident, and child-safe.

## **1.4 Product Quality Assurance**

- 1.4.1 Transnet Port Terminals (TPT) reserves the right to conduct quality assurance checks to ensure all products meet the required safety, efficacy, and compliance standards.
- 1.4.2 The service provider must:
  - Provide certificates of analysis (COAs) or equivalent for each batch of chemical-based products, where applicable.
  - Facilitate third-party quality testing if required by TPT.
  - Replace any non-conforming products within 5 (five) working days of written notice.
  - Ensure batch traceability and product recall mechanisms are in place.

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## **1.5 Compliance with South African National Standards (SANS)**

1.5.1 To ensure product safety, performance, and regulatory alignment, all products supplied must comply with the following where applicable:

### **1.5.2 Soap Products**

1.5.2.1 **SANS 1557** – Toilet soap (bar soap): Specifies requirements for quality, pH level, and labelling.

1.5.2.2 **SANS 490** – Liquid hand soap: Covers formulation standards, antimicrobial efficacy, and product stability.

### **1.5.3 Sunscreen Products**

1.5.3.1 **SANS 1557-2 / ISO 24444** – Sunscreens must be tested for **Sun Protection Factor (SPF)** according to standardized SPF testing protocols.

1.5.3.2 **SANS 289** – Labelling of cosmetics: Ensures accurate consumer information including ingredients, batch numbers, warnings, and instructions.

## **1.6 Penalties for Non-Compliance**

1.6.1 All products must remain stable and effective throughout their shelf life. Products with less than 12 months' remaining shelf life at the time of delivery will not be accepted.

1.6.2 Failure to comply with any of the provisions set out in this specification may result in one or more of the following penalties:

1.6.3 Rejection of Goods: Non-compliant products may be rejected at delivery, with no cost to TPT.

1.6.4 Replacement at Supplier's Cost: The supplier shall replace rejected or defective goods within 5 (five) working days at their own expense.

1.6.5 Termination of Contract: Repeated or serious breaches may lead to immediate termination of the contract and blacklisting in accordance with Transnet procurement regulations.

1.6.6 Public Liability for Damages: The supplier is required to have a public liability insurance for an amount of five million rand (R5 000 000.00) and shall be held liable for any damages or costs incurred because of product failure, safety breaches, or environmental harm.

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### Specifications of the *goods* and *services*

ID	SHORT DESCRIPTION	LONG DESCRIPTION
1	PAPER TOILET;PLY:SNGL,WHITE VIRGIN	PAPER, TOILET; PLY RATING: SINGLE, COLOR: WHITE VIRGIN, PACKAGE TYPE: PACK 48; CENTRE HOLE DIAMETER TO BE 39MM., TO HAVE 500 SHEETS PER ROLL - PERFORATED
2	TOWEL PAPER; JUMBO,PLY:1 PLY,WD:270 MM	TOWEL, PAPER; TYPE: JUMBO, PLY RATING: 1 PLY, WIDTH: 270 MM, LENGTH: 1.5 M, COLOR: WHITE, PACKAGE TYPE: ROLL; 25MM ID HOLE
3	CLEANER HAND;WATERLESS,15 KG;SOFT SOAP	CLEANER, HAND; TYPE: WATERLESS, SPECIAL FEATURES: SOFT SOAP NATURAL OIL AND ROUNDED INERT QUARTS EXFOLIATION SAND, CONTAINER CAP TY: 15 KG; SOLVENT FREE; MATERIAL SAFETY DATA SHEET TO BE SUPPLIED AT TIME OF DELIVERY



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4	REPELLENT;MOSQUITO,SPRAY,CAN AEROSOL	REPELLENT TYPE MOSQUITO FORM SPRAY CONTAINER TYPE CAN AEROSOL TRADE NAME PEACEFUL SLEEP OR EQUIVALENT, MATERIAL SAFETY DATA SHEET TO BE SUPPLIED AT TIME OF DELIVERY
5	INSECTICIDE;CRAWLING/FLYING INSECTS,CAN	INSECTICIDE; TYPE: CRAWLING AND FLYING INSECTS, FORM: AEROSOL, CONTAINER TYPE: CAN, CONTAINER CAPACITY: 325 ML; DOOM OR EQUIVALENT, PYRETHRINED
6	BAG,60 MICRON,BLACK,PLASTIC	REFUSE BAGS - 750 mm x 950mm. THE PLASTIC STRENGTH MUST BE 60 MICRONS. NO EQUIVALENTS WILL BE ACCEPTED
7	BATTERY NONRECHG;DRYCELL,AA,PTNTL:1.5 V	BATTERY, NONRECHARGEABLE; TYPE: DRYCELL, COMMERCIAL BATTERY SIZE DESIGNATION: AA, CURRENT HOUR CAPACITY: 400 TO 900 MAH, POTENTIAL: 1.5 V

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8	BATTERY CELL,AAA,1.5 V	NONRECHG;DRY	BATTERY, NONRECHARGEABLE; TYPE: DRY CELL, COMMERCIAL BATTERY SIZE DESIGNATION: AAA, POTENTIAL RATING: 1.5 V; P/N: MN2400
9	RAG ABSORBENT,SQ 400 MM	WIPING;OIL/WATER	RAG, WIPING TYPE OIL/WATER ABSORBENT DIMENSIONS SQ 400 MM FINISH NON FLUFF PACKAGED UNIT WEIGHT 1 KG PACKAGE TYPE: BALE
10	SOAP G,VAR,ASSTD,BAR	TOILET;PERFUMED,175	SOAP, TOILET; TYPE: PERFUMED, PACKAGED UNIT WEIGHT: 175 G, FRAGRANCE: VARIOUS, COLOR: ASSORTED, FORM: BAR, BRAND NAME: LUX OR EQUIVALENT

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11	SOAP TOILET;HAND,250 G,PERFUMED,GREEN	SOAP, TOILET; TYPE: HAND, PACKAGED UNIT WEIGHT: 250 G, FRAGRANCE: PERFUMED, COLOR: GREEN, FORM: BAR, BRAND NAME: SUNLIGHT or equivalent.
12	SOAP WET CLEANING;PERFUMED,LIQUID,5 L	SOAP, WET CLEANING TYPE PERFUMED FORM LIQUID PACKAGE TYPE 5 L TO BE A BLEND OF MILD SKIN COMPATIBLE CLEANERS; TO ENSURE OPTIMUM CLEANING AND SKIN SOFTNESS; SUITABLE FOR ALL OVER CLEANING WITH EFFECTIVE BIOSIDAL ACTION; HAZARD AND SAFETY LABEL TO BE PLACED ON THE PAKAGING
13	SOAP LAUNDRY;DETERGENT GEN PURPOSE	DETERGENT GENERAL PURPOSE DEGREASING WASHING POWDER.MUST CONTAIN DEODORISER OPTICLE BRIGHTNER AND PHOSPHATES.ALL SURFACTANTS MUST BE NEUTROLISED.MUST NOT HARM AQUATIC AND MARINE LIFE(BIODEGRADABLE).

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14	WAX AUTOMOBILE;AUTO GLOSS,5 L	WAX, AUTOMOBILE TYPE AUTO GLOSS CONTAINER CAPACITY 5 L CAR WASH, LAYER PROTECTS AGAINST RUST; MATERIAL SAFETY DATA SHEET TO BE SUPPLIED ON DELIVERY
15	ABSORBENT;HARD/PERM SURFACES,BAG,10 KG	ABSORBENT; TYPE: HARD AND PERMANENT SURFACES, CONTAINER TYPE: BAG, CONTAINER CAPACITY: 10 KG; SUPER NATURAL PLANT FIBRE, 100% BI GRADABLE, HYDROCARBON FOR EG:WORKSHOP FLOORS, SUPAZORB
16	BOTTLE SPRAY;SUNSCREEN SPF 50 HIGH	BOTTLE, SPRAY; TYPE: SUNSCREEN SPF 50 HIGH, CAPACITY: 250 ML, SPECIAL FEATURES: UVAGE AND UVBURN PROTECTION, WATER RESISTANT, NON-G REASY, MATERIAL: PLASTIC

## DELIVERY PROCEDURE

The supplier will be required to make delivery arrangements three days prior, to allow permit access arrangements. All deliveries to be delivered at TPT central stores, between 07h30am until 15h30pm (business days). All delivered goods must have proper documentation, packaged correctly and in good condition. Goods with no documentation, damaged and short supplied will not be accepted. Any breakdowns and oil spillages must be attended to by the supplier immediately.

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## **SECTION B**

### **CONTRACT MANAGEMENT**

#### **The supplier must comply with the following:**

The supplier will be required to attend quarterly meetings or ad-hoc Service Level Agreements to ensure a clear understanding of performance expectations, deliverables and responsibilities. The meeting will be facilitated for the alignment on the service standards, which will assist in preventing misunderstandings, and for the establishment of a framework for monitoring and evaluation the supplier's performance throughout the contract period.

### **HEALTH AND SAFETY INFORMATION**

All health and safety Acts, rules and regulations must be practiced with accordance to the latest revisions and editions for complete compliance.

#### **Safety Requirements**

1. Supplier to comply with Health and Safety Acts and its regulations.
2. Refer to Occupational Health & Safety Act 85 of 1993 ("OHSA") for guidance.
3. The service provider must prepare and submit the Occupational Health & Safety file to the SHEQ Department for acceptance before the start of the contract according to the TIMS contractor SHERQ specifications guidelines and conduct themselves according to these guidelines. SHE File is to be always kept on site. The file as to contain amongst others, if applicable:
  - Principal Contractors Organogram
  - Letter Of Good Standing with Compensation Fund
  - Appointments
  - Induction: Employees and Visitors: Staff Medical Certificate Principal service provider SHEQ Policy
  - Health & Safety Plan, Integrated Legal Register, Client Specification
  - Fall Protection Plan (If Applicable)
  - Risk Assessments: Method Statements: Safe Operating Procedures
  - Incidents / Accidents Register and Investigation Reports
  - Health And Safety Training Records - Induction Records and Toolbox Talks

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- Emergency Contact Telephone Numbers
- Business Continuity Plan Including Emergency Plan
- Documented Proof of Daily Toolbox Safety Talks/ DSTI
- All Registers
- Welfare Facilities
- Mandatary Agreement
- Communication Plan
- Qualification, Professional Body Registrations and Training Record
- General (Section 37(2), Site Access Certificate)
- according to the TIMS contractor SHERQ specifications guidelines and conduct themselves according to these guidelines.
- The service provider must provide a SHE File and ensure compliance in terms of the Transnet Contractor Management Procedure (TPT-RCB-PRO-014-011)
- Where the spillage has occurred the service provider must ensure compliance in terms of the National Environmental Managemet Act ( Act 107 of 1998) and Transnet Spillage Management - Spill Response and Control ( TPT-IMS-RCB-WI-009-07)