



TRANSNET PORT TERMINALS RICHARDS BAY TENDER:
**TWELVE (12) MONTH CONTRACT FOR PROVISION AND MAINTANCE OF HYGIENE SERVICES
IN THE ABLUTION FACILITIES AT TRANSNET SOC LTD (REG. NO 1990/000900/30) OPERATING
AS TRANSNET PORT TERMINALS RICHARDS BAY.**

SCOPE OF WORK

**TWELVE (12) MONTH CONTRACT FOR PROVISION AND MAINTANCE OF HYGIENE
SERVICES IN THE ABLUTION FACILITIES AT TRANSNET SOC LTD (REG. NO
1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS RICHARDS BAY.**

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Table 2: List of Abbreviations continued

Abbreviation	Meaning given to the abbreviation
AIA	Authorized Inspection Authority
B-BBEE	Broad Based Black Economic Empowerment
CEMP	Construction Environmental Management Plan
CD	Compact Disc
CDS	Contractor Documentation Schedule
COC	Certificate of Compliance
CSHEO	Contractor's Safety, Health and Environmental Officer
CM	Construction Manager
DTI	Department of Trade and Industry
EO	Environmental Officer
HAZOP	Hazard and Operability Study
HSSP	Health and Safety Surveillance Plan
HVAC	Heating Ventilation and Air Conditioning
IR	Industrial Relations
IRCC	Industrial Relations Co-ordinating Committee
JSA	Job Safety Analysis
CIRP	<i>Contractor's</i> Industrial Relations Practitioner
Native	Original electronic file format of documentation



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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
ProTech	Professional Engineering Technician
ProgEM	Program Environmental Manager
Proem	Project Environmental Manager
QA	Quality Assurance
reefer	Refrigerated unit
SANS	South African National Standards
SES	Standard Environmental Specification
SHE	Safety, Health and Environment
SHEC	Safety, Health and Environment Co-ordinator
SIP	Site Induction Program
SMP	Safety Management Plan
SSRC	Site Safety Review Committee
SACPCMP	South African Council for Projects and Construction Management Professions
QCP	Quality Control Plan

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(HEREINAFTER REFERRED TO AS "TPT RCB")

	Name	Title	Signature	Date
Compiled by				
Recommended by				
Approved by				

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1 Overview of the work

2.1 Executive Overview

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 running under one umbrella, TPT distinctive reflection of the businesses is portrayed through its commitment amongst others, to value, care and provide to their employee's welfare facilities for safe keeping, changing rooms and sanitation. It is the primary duty of TPT under section 43 of OHS Act No. 85 of 1993, Facilities regulations to ensure, as far as practical, that workers are not exposed to health and safety risks arising from the business. The WHS Regulation places more specific obligations on a person conducting a business or undertaking in relation to the work environment and facilities for workers, including requirements too:

- Ensure, as far as it is reasonably practical, that the layout of the workplace, lighting and ventilation enables workers to conduct work without risks to health and safety.
- Ensure, as far as it is reasonably practical, the provision of adequate facilities for workers, including toilets, drinking water, washing and eating facilities.
- Manage risks associated with remote and isolated work.
- Prepare emergency plans.
- Implement, check and sustain hygiene services.

TPT Richards Bay is looking for a service provider that is going to manage, measure, quantify a correct supply of sanitary services and maintain the Ablution Facilities in a manner that is aligned to Occupational Hygiene, Health and Safety standard requirements. Annexure A is attached to give a breakdown of ablution facilities to be maintained.

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The service provider will also be responsible for correct supplying, installing and maintaining of

A: SHE Bins, Foam Soap Dispenser and Refills, P Matts, Lockable Toilet paper holder to hold 3 rolls,

B: Sanitary Bins – Ladies special bins (with awareness sticker), Pad Dispenser including 50, disposal sanitary bags

C: WAD - Warm Air Dryer (for drying hands),

D: Paper towel Dispenser and paper refill Bin for paper towels, TSC – Toilet Seat cleaner

E: Mounted Spray to clean toilet seat and Refill, Economizer Air freshener

F: Automation timing air fresher units, to be on 30 days cycle spraying every 15 minutes,

G: Automatic Sanitizer Unit -Toilet/Urinal Bowl Cleaner and refill.

Annexure A is attached to give a breakdown of various locations.

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4. Detailed Scope of Work

4.1 Services Requirement Specifications

- 4.1.1 Services Requirement specifications attached under annexure A.
- 4.1.2 The service provider notes that services shall be required for a period of 12 months.
- 4.1.3 All services made shall be paid for under the condition that services have been good receipted and acceptable to the expected standards set out by the regulatory bodies, regulations, Acts and Transnet representative of contract manager.
- 4.1.4 Service provider employees need to be medically fit and inducted before they begin work.
- 4.1.5 All services rendered shall be acknowledged by the appointed wrap of every building.
- 4.1.6 The signed check list together with the certificate of work completion shall be submitted with every monthly invoice.
- 4.1.7 The service provider should create a check list for every building ablution which will be checked and signed by the wrap of the respective department using such ablution.
- 4.1.8 The contract end user shall confirm this check list before invoices may be signed.
- 4.1.9 No payments shall be made until the check list and work completion certificate is verified and approved by representatives.

4.2 Service level Agreement (SLA)

- 4.2.1 Service level Agreement shall be considered as the key performance measure of these services throughout the contract.
- 4.2.2 The service provider is expected to deliver services as per scope requirements.
- 4.2.3 Goods and services requirement specification is indicative and subject to change as per business requirement.
- 4.2.4 Goods and services shall be rendered and paid for as per business requirement.
- 4.2.5 Any nonconformance to the scope of work, expected quality standard and agreed service delivery times may lead to the issue of no conformance and possible no payments until such disputes are resolved.
- 4.2.6

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4.3 Contract Management

4.3.1 Roles and Responsibilities

- a) Appointed representative from TPT shall be the end user and contract manager.
- b) Appointed representative from the service provider shall be recognized as the contract manager for the particular contract and should there be any changes of roles and responsibilities, service provider must procedurally inform TPT representative of the changes.
- c) All issues arising from the contract shall be addressed by the contract manager.
- d) Roles and responsibilities shall clearly be defined to ensure that the contract entered between the two parties is managed in a manner which minimizes business risks, and maximizes intended benefits, and contractual obligations are fulfilled.

4.3.2 Role of the contract Owner or Project Manager (End User)

- a) Monitoring the risks and ensuring that mitigations put in place are implemented during the life cycle of the contract.
- b) Ensure that the contract manager SCM is informed at every step throughout the process, and
- c) Signing off the contractor's invoices is done timeously.

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4.4 Shift Patterns

Table 3: Shift Patterns

4.4.1

Shift A	Shift B
Time: 06h00 to 18h00	Time: 18h00 to 06h00

Note that the shifts above indicate the employees' clock in times. The hygiene services plan must be in such a way that it does not be inconvenient or interrupt business operations in any major form of irregularity or deficiency.

4.4.2 Inspection shall be done timeously by the service provider to ensure that all services are always rendered with no room of no compliance.

5 Safety

5.1 Safety Requirements

- 5.1.1 Contractor to comply with Health and Safety Acts and its regulations.
- 5.1.2 Refer to Occupational Health & Safety Act 85 of 1993 ("OHSA") for guidance.
- 5.1.3 The service provider must have a safety file submitted to the safety department for assessment.
- 5.1.4 All employees must be medically fit with the report confirming that they may commence work in Transnet premises.

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- 5.1.5 Suppliers adhere to all environmental rules and regulations as explained in detail under management and start up topic.
- 5.1.6 All personnel are always involved to have all relevant PPE requirements.
- 5.1.7 SABS 0400 building Regulations
- 5.1.8 SABS 049/1989
- 5.1.9 Hazardous Substances Regulations
- 5.1.10 ISO 14001:2004
- 5.1.11 ISO 9001:2008
- 5.1.12 MSDS

6 Compliance with Statutory and other requirements

6.1 Compliance

Bidders shall follow all legislation, but not limited to the following:

- 6.1.1 Occupational Health & Safety Act 85 of 1993 ("OHSA").
- 6.1.2 International Health Regulation Act 28 of 1974.
- 6.1.3 Hazardous Substances Act 15 of 1973.
- 6.1.4 The Compensation for Occupational Injuries and Disease Act, 1993 (Act No.130 of 1993) ("COIDA").
- 6.1.5 All material aspects of all applicable legislation, provincial ordinances and local authority by-laws, including all relevant regulations issued in terms thereof, which affect the maritime business.
- 6.1.6 The basic conditions of Employment Act No.75 of 1997.
- 6.1.7 Criminal Procedure Act No.51 of 1977
- 6.1.8 National Ports Act No.12 of 2005 and enabling legislation thereto, including the Port Rules.
- 6.1.9 Control of Access to Public Premises and Vehicle Act, No 53 of 1985.
- 6.1.10 Legal Succession to the South African Transport Services Act No.9 of 1989 (but excluding any tariff provided for in such regulations).
- 6.1.11 Any other Transportation laws or directives that govern TPT's Transportation and Handling Services.
- 6.1.12 Merchant Shipping Act no.57 of 1951, the Maritime Security Regulations 2004 read in

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conjunction with the International Ship and Port Facility Security Code and Maritime Occupational Safety Regulations (1994), as amended.

6.1.13 Codes of Good practice embodied in the Broad Based Black Economic Empowerment Act No.53 of 2003:

6.1.14 Customs and Excise Act No.91 of 1964:

6.1.15 National Road Traffic Act and Regulations Act 93 of 1996 (as amended from time to time).

6.1.16 The National Railway Safety Regulator Act No.16 of 2002,

6.1.17 The Labour Relations Act No.66 of 1995 and the Regulations thereto.

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7 Penalties

7.1 Penalty Levels

- 7.1.1 No work shall be paid unless considered complete and acceptable by Transnet project manager//Operations Manager/Contract Manager
- 7.1.2 It is the responsibility of the contractor to familiarize themselves with the quality control and specifications of Transnet.
- 7.1.3 Specifications will be provided on request.
- 7.1.4 Transnet reserves the right to pay only for the work that is acceptable or not pay for any work considered unacceptable.
- 7.1.5 A non-conformance certificate which may lead to cancellation of any concurrent work with this one at the time of execution and future with seized with payment may be issued to all fraudulent work catered by the service provider.

8 Evaluation Criteria

8.1 Criteria

- 8.1.1 Evaluation criteria attached under annexure A

9 Pricing

9.1 Pricing Schedule for the works

- 9.1.1 Pricing schedule is attached under Annexure B for Services requirement specifications as per Annexure.

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10 Site Information

10.1 Site Conditions

The groundwater table has been recorded at between 0.8 m and 1.5 m below ground level across the site during winter.

- 10.1 Altitude – sea level
- 10.2 Ambient temperature – 5 to 45 °C
- 10.3 Relative humidity – often 100%
- 10.4 Air Pollution – heavily saline and dust laden; industrial and locomotive fumes; ignitable dusts
- 10.5 General wind velocities – up to 60km/ h
- 10.6 Storm wind velocities – up to 180 km /
- 10.7 Climate data for Richards Bay based on monthly averages for the 30-year period: 1961- 1990 (SAW, 2005) 2