

DURBAN CONTAINER TERMINAL PIER 2

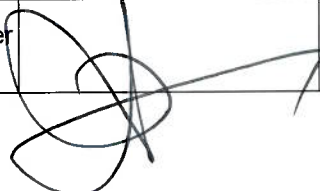
Document Title:

NREV'S SCOPE OF WORK

Project Title:

**Provision for Washing of Non-Revenue
Equipment Vehicle's for DCT Pier 2.**

REVISION 01: REQUEST FOR QUOTATION

Name and Surname	Position	Signature	Date
Nokulunga Mfeka	Equipment Coordinator		10/02/2025
S'bonelo Ngcongo	Regional Fleet Manager		10/02/25
Zamo Ngcobo	Acting Terminal Manager		11/2/2025

SCOPE OF WORK

1.1 General Description of the Work

The work consists of thorough washing of all non-revenue equipment vehicles at Durban Container Terminal Pier 2, for a period of 6 months.

1.2 The contractor shall perform washing and cleaning work as per the following detailed scope of work:

The work is to be performed daily at workshop wash bay which includes but not limited to:

	Number of vehicles
Sedans	31
Single Cabs	11
Double Cabs	27
23-Seater buses	24
15-Seater kombis	5
8 Ton Trucks	3
65-Seater Buses	2

1.3 The general scope of works includes the following:

- a) Washing the whole body of the vehicle.
- b) Washing/dusting the interior of the vehicles.
- c) Deep wiping of interior with liquid sanitiser
- d) Dusting the floor mats - where applicable.
- e) Wash the loading deck on bakkies and trucks.
- f) Vacuuming the interior of the vehicles.
- g) Drying the vehicles.
- h) Polishing of tyres
- i) The supplier must ensure that the following equipment is always available.
 - Two high pressure cleaning machines - suited for hot and cold water.
 - Vacuum cleaner - suited for industrial use.
 - Brooms, brushes, sponges, and other hand tools that are required to carry out the job effectively.
- j) Any litter/rags or debris must be removed in and around the equipment and must be disposed off to correct bins.
- k) The area that the supplier works in (wash bay) must be cleaned daily after use.

NB: Any deviation from the scope needs to be authorised before the work is performed.

1.4 Labour Requirement

- a) The supplier must have staff based at DCT to wash and clean the equipment and should be tracked and monitored accordingly.
- b) A minimum of 8 staff are required for the washing and cleaning of the equipment, this is inclusive of the supervisor.
- c) The supplier must have one supervisor on site daily.
- d) The supplier must provide a mobile office for their employees to use as a kitchen/eating area and to house the machines and products; CVR has ablution facilities that can be used by the supplier's staff.
- e) It is the supplier's responsibility to ensure that the mobile office is hygienically acceptable for their staff.
- f) The staff will be required to be on site daily, from Monday to Friday from 07:00am to 15:00pm.

1.5 Chemical Specifications

- a) The supplier must provide the detergents, de-greaser and soaps to carry out the job.
- b) All chemicals that are to be used must have a MSDS sheet submitted, must be environmentally friendly and biodegradable.

2. GENERAL REQUIREMENTS AND COMPLIANCE TO PROCESSES AND PROCEDURES

2.1 The full complement of labour must always be available to TPT.

- a) Service provider is to make adequate provision for leave, sick leave and other absences that may occur.

2.2 Standard operating procedures that will be followed throughout the process.

2.3 Management controls in place (daily summary sheet, schedules and site work permits.

2.4 Reporting – details of how you will receive, record, and register complaints direct from staff and TPT and what analysis and follow-up action you will perform.

2.5 Respondent must produce a copy of their SHERQ file in accordance with TPTs SHERQ requirement after Award: TIMS SHERQ contractors specification guidelines

2.6 The SHEQ file could contain any of the below but not limited to:

- a) Letter of Good Standing
- b) List of employees
- c) SHE Rep appointment

- d) SHEQ plan
- e) First Aider
- f) Fire Fighter
- g) Substance Abuse Policy
- h) Proof of SHERQ Training Interventions
- i) Proof of Hazardous Chemical Substance Handling Training interventions
- j) Proof of Dangerous Goods Handling Interventions
- k) Proof of medical surveillance (certified institution and proof of fitness for duty of all relevant employees)
- l) Issue-based risk assessment specific to tasks carried out
- m) Any other relevant plan/policy/procedures

3 GENERAL REQUIREMENTS

- 3.1 The awarded contractor is to work hand in hand with TPT Area.
- 3.2 Management to ensure that cleaning space is cordoned off for safe work to be conducted.
- 3.3 The Service provider must be aware that all areas are considered working areas with constantly moving equipment, therefore it is recommended that the contractor hence structure their schedule based on the nature of the operation.
- 3.4 Contractor is to always consider the movement of the equipment and the availability of equipment to operations should take priority in all instances.
- 3.5 Transportation of employees will be at the contractor's own cost
- 3.6 Transnet Port Terminals (TPT) will provide water and power source for cleaning.
- 3.7 All services supplied shall adhere to the relevant TPT EEAM, OHSAAct and Environmental specifications/standards where relevant and it is the responsibility of the contractor to familiarise themselves with the specifications/standards.
- 3.8 Successful contractor is to supply employees with correct and complete PPE for the duration of the contract. PPE must be full reflector overalls with company name in display, gloves, goggles/face shield, gumboots, hardhat.
- 3.9 Job card /lists of equipment washed must be opened, signed, and handed to TPT, daily.

NB: If, for some unforeseen reason, the supplier's equipment fails, the supplier is to immediately hire/purchase equipment to use until the others return from repairs. Any reduction in washing capacity, due to the lack of equipment, will be made up for by the supplier.

- 3.8 Staff must be trained on how to use cleaning equipment.
- 3.9 Contractor is to ensure that All staff needs to be physically fit and update medical records for all employees on site.
- 3.10 Service providers vehicle onsite must be roadworthy.

4. Disposal Policies

- 4.1 All items for disposal must be deposited in the various skip bins allocated for the various types of waste as per TPT Environmental disposal procedure.
- 4.2 MSDS for all detergents that are to be utilised as per requirement. Chemicals must be bio-degradable and environmentally friendly.

5. SITE INFORMATION

- 5.1 The site is CVR Workshop at the Durban Container Terminal in the Port of Durban Pier 2.
- 5.2 Access to the Port of Durban will be subject to the TPT security requirements and regulations.
- 5.3 A safety file and site induction will be compulsory for contractors that are entering the terminal for the first time.
- 5.4 Awarded contractor to ensure that all their employees are using the correct PPE at any given time in the Port.
- 5.5 Awarded contractor must provide their own revolving/strobe light for their vehicles should they require to enter the Port.
- 5.6 Contractor must adhere to all safety standards/rules/regulations pertaining to Durban Container Terminal

Provision for Washing of Non Revenue Equipment Vehicles for a period of 6 months

Evaluation	Description	Scoring principal	Returnable	Weighting (%)
ELIGIBILITY	A service provider is required to confirm that they are Registered with South African Accredited Cleaning Associations.	Bidder must provide proof of accreditation with a registered cleaning services Association /body. National Contract Cleaners Association (NCCA) who work in accordance to the bargaining Council for the Contract Cleaning Industry(BCCCI)	Legitimate accreditation and certification for cleaning services	Yes/No
TECHNICAL AND OPERATIONAL	Business Continuity Plan (The tenderer must present their plan that will ensure that their service to TPT will not be interrupted in the event of internal strikes, mass industrial strikes, or any other interruption that could result in work stoppage). Contractor must submit a comprehensive quality control plan Relevant type of work.	Detailed plan provided = 40% Insufficient documents = 15% No documents = 0 %	Provide Detailed Plan	40%
	Demonstrate in both written and in a form of a diagram your ability to provide a management and supervision structure with suitably competent locally based staff with sufficient experience and training to carry out all the duties associated with the service elements comprising the Contract. (Supply Details of company structure including capacity (management staff & operational) with CV's as per the structure	Detailed Organogram with CV 's provided =20% Organogram or CV's provided = 10% No documents = 0 %	Detailed Organogram and CV's	20%
	MSDS for all chemicals used and declaration/evidence of Bio-degradable chemicals	Submission received = 20% Insufficient documents = 10% Submission not received = 0 points	MSDS (Materials Safety Data Sheet)	20%
TRACK RECORD	Previous Experience, Bidder must provide references letters from companies that the bidder has rendered cleaning services in last 5 years	List of 5 companies =20 % List of 3 to 4 companies with proof = 10% List of 1 to 2 companies with proof = 5% No list/no proof = 0 points	Traceable reference letters on company letterhead	20%
TOTAL RATING				100
Technical Qualification Threshold =85%..				

Complied by :

Nokulunga Mfeka

Signature : 

Date : 10/02/2025

Recommended by

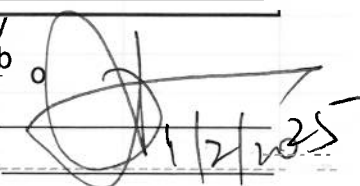
S'bonelo Ngcogo

Signature :  10/02/25

Date :

Approved by

Zamo Ngcob

Signature : 

Date :