

ANNEXURE A- SCOPE OF WORK



**PORT OF MOSSEL BAY:
SPECIFICATIONS FOR CONDUCTING
OCCUPATIONAL HYGIENE SURVEYS**

For: **TNPA Port of Mossel Bay**
Prepared by: **TNPA SHE Department, Port of Mossel Bay**

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Project Sponsor: **Zandisile Ngundze**

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1. INVITATION TO SUBMIT A QUOTATION

1.1. Tenderers are hereby invited to tender for conducting an Occupational Health Surveys at Port of Mossel Bay's buildings and boats. The certificate will be valid for 2 years

1.2. Only tenderers who

- Have experience in similar work,
- Submit method statement

Are eligible to submit quotations

2. SCOPE OF WORKS AND GENERIC CONDITIONS OF CONTRACT

2.1. BACKGROUND AND PURPOSE

The Occupational hygiene surveys are a legal requirement and should be conducted at certain intervals as prescribed in the Occupational Health and Safety Act and Regulations (Act 85 of 1993). Radioactive Leak Test is a legal requirement and should be conducted at certain intervals as prescribed in the Hazardous Substances Act, 1973 (Act No 15 of 1973).

2.2. SCOPE OF WORKS

- To conduct the following Occupational hygiene surveys in the following areas:**

ITEM NO	DESCRIPTION	SERVICES	UNIT	QTY	RATE	TOTAL AMOUNT
1	<p>Administration Building</p> <p>28 Offices 1 Open plan office 20 Ablution Facilities 5 Boardrooms 5 Kitchens 3 Shower 1 Elevator</p>	<ul style="list-style-type: none"> • Noise Survey • Illumination Survey • Ventilation / Indoor Air Quality. • Ergonomic survey. • Drinking water • Biological agents 	M ²	1779		
2	<p>Civil Workshop Building</p> <p>8 Offices 1 Boardroom 1 kitchen 2. Ablution facilities 1 shower</p>	<ul style="list-style-type: none"> • Noise Survey • Illumination Survey • Ventilation / Indoor Air Quality. • Ergonomic survey. • Drinking water • Biological agents 	M ²	129		

3	<p>Marine (Boats)</p> <ul style="list-style-type: none"> • Snipe Pilot Boat • Artic tent <p>The 1 Tug have bridge, engine room & deck) Cabin</p>	<ul style="list-style-type: none"> • Cold stress – June (Winter) • Heat stress - Sept (Summer) • Biological Agent • Ergonomics Survey • Illumination Survey • Ventilation / Indoor Air Quality • Noise 				
4	<p>Marine Parkhomes</p> <p>4 Offices 1 Boardroom 2. Change room 1 kitchen 4 Ablution facilities 2 Showers</p>	<ul style="list-style-type: none"> • Noise Survey • Illumination Survey • Ventilation / Indoor Air Quality. • Ergonomic survey. • Drinking water • Ventilation • Biological agents 	M ²	210		
5	<p>Security house</p> <p>4 Offices 1 Induction room 1 Control room 1 Kitchen 2 Ablution</p>	<ul style="list-style-type: none"> • Noise survey • Illumination survey • Ventilation / Indoor Air Quality. • Ergonomic survey. • Drinking water • Biological agents 	M ²	108		
6	<p>All Entrance gates i.e., Gate 1, Gate 2, Gate 3 and Vincent Jetty</p> <p>4 Kitchen 4 Ablution 4 Offices</p>	<ul style="list-style-type: none"> • Drinking water • Illumination Survey • Biological Agent 	M ²	180		
7	<p>Winch Room</p>	<ul style="list-style-type: none"> • Noise survey • Illumination survey • Indoor Air Quality. • Ergonomic survey • Biological Agent 	M ²	90		

2.3. **LOCATION OF THE SITE, SITE ACCESS AND COMPULSORY SITE INSPECTION**

2.3.1. The Project will be executed at the Port of Mossel Bay, Western Cape, South Africa.

2.3.2. Access to the Port can be gained via Gate 2, Bland Street.

2.4. **DURATION, COMPLETION DATE AND EXTENSION OF THE WORKS**

2.4.1. The final surveys must be completed within a year

2.4.2. The completion date for the project shall be stated on the issue of the Purchase Order to be based on the lead time

2.5. **GENERAL**

2.5.1. The Contractor shall execute the works as per these specifications.

2.5.2. All quantities measured in the Bill of Quantities are estimates and may vary during the course of the project.

2.5.3. All conditions of contract shall be finalised by the TNPA Procurement Department in line with TNPA contract documentations and procurement policies.

2.6. **WORKING HOURS**

2.6.1. The working hours shall be from 08h00 to 16h00, Monday to Friday.

2.7. **PAYMENTS**

2.7.1. General:

- Assessment of the Works for payment shall be done by the Contractor and TNPA Project Manager and shall be signed off by the TNPA Project Sponsor.

- When the TNPA Project Manager certifies payment following an assessment, the Contractor shall comply with the Employer's procedure for invoice submission.
- The invoice must correspond to the TNPA Project Manager's assessment of the amount due to the Contractor as stated in the payment certificate
- The invoice is presented as an original.
- No payment will be made if all final survey details are not explained to the Project Manager

2.7.2. Invoice Supporting Documents:

The invoice shall contain the supporting documents such as (all supporting documentation to be signed off and approved by the TNPA Project Sponsor):

- Bills of quantities,
- Copies of delivery notes,
- All data sheets,
- Final survey reports.
- Any other information required by the TNPA Project Sponsor to enable him to approve the invoice.

2.7.3. Claims will not be accepted for items and quantities that do not have a data sheet signed off the TNPA Project Sponsor.

2.7.4. Invoice Details:

The invoice shall state the following:

- Purchase Order Number
- Name of the Contractor as it appears in the tender documentation.
- Invoice addressed to Transnet National Ports Authority.
- Transnet SOC Limited's VAT No: 4720103177
- Invoice number
- The Contractor's VAT Number
- The Contract number
- The invoice is to be accompanied by statement of invoices (to be signed off and approved by the TNPA Project Sponsor);
- Settlement discount

2.7.5. Payments as per the Transnet Finance Policy, payments will be made 30 days after the month in which the invoice and claims is approved by Transnet.

2.8. **COMPLETION & TERMINATION OF CONTRACT**

2.8.1. This Contract will be considered complete upon the full delivery of the items as stated in the Bill of Quantities and in the scope of work.

2.8.2. Despite anything in the contract to the contrary, TNPA PORT OF MOSSEL BAY may, by providing a written notice to the contractor, terminate the contract immediately if the contractor:

- a) Suffers an insolvency event.
- b) Refuse to comply with any reasonable instruction or direction of the TNPA PORT OF MOSSEL BAY representative.
- c) Is in breach of this contract and has failed to rectify the breach following a written request do so by TNPA PORT OF MOSSEL BAY.

2.9. **PENALTIES**

2.9.1. TNPA PORT OF MOSSEL BAY may impose penalties for:

Should the CONTRACTOR take more than a year to provide final hygiene survey, it will be charged according to procurement standards.

2.10. **INDEMNITY AND INJURY MANAGEMENT**

2.10.1. The Contractor or Operator and any persons from the Contractor working on site must first ensure that they provide their signatures on the indemnity form before entering the site at security.

2.11. **COMMUNICATION**

2.11.1. All communication and instructions shall be via, email, letter or fax.

2.11.2. All verbal communication and instructions shall be confirmed in writing.

2.11.3. The Contractor / Supplier shall provide all their contact details with their tender submissions.

2.11.4. Contractor will be responsible to explain all the survey reports to the client.

2.12. **COMPLIANCE**

2.12.1. The contractor shall comply with the Port of Mossel Bay's SHEQ requirements and any other applicable by-laws regulations (See **Section 4** for the TNPA Port of Mossel Bay SHEQ regulations).

2.13. **PARKING**

2.13.1. Parking will be at the project site or at the outside the Civil Workshop fence next to the Goods Shed.

2.14. **ASSIGNMENT AND SUBCONTRACTING**

2.14.1. If the Contractor has sub-contracted the designated work, TNPA PORT OF MOSSEL BAY requires the Contractor to notify TNPA PORT OF MOSSEL BAY of any such appointments and to ensure that the subcontractor complies with all conditions as stated in this contract.

2.14.2. The main contractor will still ultimately be responsible for all terms and conditions as stated in this contract and under no circumstances will any responsibility be transferred to the sub-contractor

ANNEXURE A-3

3. PRE-QUALIFICATION

No	Requirements	Yes	No
1	Proof of registration with South African Institute for Occupational Hygienist qualified in toxicology.		
2	AIA REGISTRATION WITH DOL-A supplier is registered as an AIA and has valid certificate of approval from the Department of Labour. (Copies to be attached to the tender document).		
3	Proof of Project Manager registered with the Health Professions Council of South Africa (HPCSA)		
4	Letter of Good standing Tenderer to submit a valid COIDA Certificate		
5	Baseline Risk Assessment		

4. TNPA PORT OF MOSSEL BAY SHE REQUIREMENTS

4.1 Any SHE Documentation required shall be communicated to the contractor by TNPA SHE Department after award of the Purchase Order.

5. RETURNABLE DOCUMENTS

5.1 The contractor is to submit the following returnable documents with the tender for evaluation:

- Company profile
- Detailed technical method statement for work to be done
- Company Health and Safety plan.

6. LEGAL MATERS

6.1.1. All data provided to the Contractor during the course of the Project is the property of Transnet National Ports Authority.

6.1.2. No sharing, copying, or use of the data for personal gain will be allowed without the written approval of TNPA Port of Mossel Bay.

7. PRICING INSTRUCTIONS

7.1. INTRODUCTION

7.1.1. Pricing Assumptions mean the criteria as set out below, read together with all Parts of this specifications document, which it will be assumed in the contract that the tenderer has taken into account when developing their rates and prices

7.1.2. Tenderers are advised that the Bill of Quantities is a "provisional bill" subject to re-measurement as the work proceeds. The initial quantities set out in the Bill of Quantities are approximate and do not necessarily represent the actual amount of work to be done and shall be re-measured and paid for based upon the actual final quantity of work done and certified for payment by the Supervisor in terms of the Contract and as described in the Pricing Assumptions and as shown on the drawings.

7.2. GENERALLY

7.2.1. The terms "Schedules of Quantities", "Bill of Quantities" and "Bills of Quantities" shall have the same meaning.

7.2.2. The Bill of Quantities contain only brief descriptions to identify the salient items required and the Tenderer is referred to the Generic Conditions of Contract, Scope of Work and drawings for the full requirements.

7.2.3. The prices and rates to be inserted in the Bill of Quantities are to be the full inclusive prices to be paid by the Employer for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.

7.2.4. Where an item in the Bill of Quantities makes reference to a specific measurement and payment clause, the rate or price of the item shall also include for all costs stated in the particular payment clause. Such reference will be to the relevant Pricing Assumption item. The reference clauses indicated are not necessarily the

only sources of information in respect of scheduled items. Further information and specifications may be found elsewhere in the contract documents.

7.2.5. A price or rate is to be entered against each item in the Bill of Quantities, whether the quantities are stated or not. An item against which no price is entered is deemed to be covered by the other prices or rates in the Bill of Quantities but the rate, where applicable, will nevertheless be taken as nil and no claim will be considered should the quantity of such items increase or decrease

7.2.6. Where items in the Bill or Quantities include reference to trade names or proprietary brands, the reference is used in order to establish the required type and quality of product on which the price is based.

7.2.7. Where items in the Bill or Quantities have no applicable measurement and payment clause reference the rate or price for the item shall be the fully inclusive rate or price for the work described including all materials, labour, plant, equipment, overheads, and profit as applicable.

8. BILL OF QUANTITIES ANNEXURE A-8

NO.	DESCRIPTION	QTY	Rate	Total Amount
	This BoQ shall be read in conjunction with this Specifications Document and the RFQ clauses.			
1.	<u>PRELIMINARY AND GENERAL</u>			
1.1	Preliminary and General (detailed breakdown to be provided upon request for such information). 1 X Cold stress, 1 X heat stress	2		
1.2	Port of Mossel Bay SHE File	1		
2.	<u>Occupational Hygiene Measurement.</u>			
	Measurement Refer to Scope of work breakdown	1		
2.1	<u>Submission of Reports</u>			

NO.	DESCRIPTION	QTY	Rate	Total Amount
2.1.1.	Submission of survey reports covering all areas stipulated in the scope of works (1x winter and 1x summer surveys)	2		
3.	Sub-total			
4.	Add 15% VAT			
5.	TOTAL			

COMPILED / PROPOSED BY:



Signature

Name: Sandra Shabalala

Designation: SHE Officer

17 November 2025

Date

APPROVED BY:



Signature

Name: Zandisile Mgundze

Designation: SHEQ Manager

17 November 2025

Date