

EAST LONDON MULTI-PURPOSE TERMINAL

Document Title:

SCOPE OF WORK

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THE PROVISION OF SANITARY HYGIENE EQUIPMENT (SHE) BINS SERVICES FOR TRANSNET SOC LTD OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE PORT OF EAST LONDON MULTI PURPOSE TERMINAL (EMLPT) FOR A PERIOD OF 36 Months

1. BACKGROUND

TPT wishes to outsource the provision of sanitary hygiene equipment (SHE) bins services for the Port of East London. The said service includes collection and safely disposing of all sanitary waste from sanitary hygiene equipment (SHE) bins around the Terminal. This service may include ad-hoc services as determined by TPT in its sole and unfettered discretion. TPT requires services from a suitably qualified Service Provider (SP) who can assist in the provision of these sanitary hygiene equipment (SHE) bins services at the Port of East London.

2. EXECUTIVE OVERVIEW

The selected service provider(s) will share in the mission and business objectives of TPT. These mutual goals will be met by adherence to contract requirements and arising challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, TPT and its Service provider(s) will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow TPT to reach higher levels of quality, service, and profitability.

Specifically, TPT seeks to benefit from this partnership in the following ways:

- TPT must receive reduced cost of acquisition and improved service benefits resulting from the Service Provider's economies of scale and streamlined service processes;
- TPT must achieve appropriate availability that meets user needs while reducing costs for both TPT and the chosen Service Provider(s);
- TPT must receive proactive improvements from the Service Provider with respect to provision of Services and related processes;
- TPT end users must be able to rely on the chosen Service Provider's personnel for service enquiries, recommendations and substitutions;

3. Areas and quantity to be covered

- EL TPT Multi-Purpose Terminals

Terminal	Building/Location	Quantity
East bank Areas	Combi Terminal & Technical	5
	Clinic	1
	CPO Building	4
	Procurement Department	1
	IT Department	1
	Finance/HR Building	4
West bank Areas	Car Terminal Building	5
	Grain Elevator	3
Total	All Areas	24

4. SPECIFIC REQUIREMENTS

4.1 The service provider is required to collect sanitary waste in all the areas and leave new clean plastic bags inside the bins.

4.2 Collection of the sanitary waste to be done monthly or as and when required.

4.3 Sanitary waste to be disposed on a legal disposal site.

4.4 Service provider to submit proof of disposal of sanitary waste after each collection for disposal.

4.5 Service provider to have proof of collection for all areas mentioned by making sure the building owners sign after each collection.

4.6 Service provider to leave the SHE bins clean and smelling fresh.

4.7 Additional services may be required (in addition to the above-mentioned times) from the Service Provider as need arises.

5. QUALITY AND SERVICE

5.1 All equipment supplied and services rendered must be of excellent quality in compliance with the specifications. Should the service not be in conformity with the specifications, TPT reserves the right to reject such service, obtain the service (s) from other sources of its free choice and debit the difference in cost, if any, to the Service Provider.

5.2 Rendering of the service is expected to be made in accordance with the TPT's requirements and as specified in the RFQ document.

6. LEAD TIME/PENALTIES

6.1 The Service Provider shall compensate in full the loss sustained by TPT on account of damage or theft of TPT property or material during discharge of the activities/ service.

6.2 Conformity to the agreed terms and conditions read in conjunction with the Service Level Agreement is critical. The Service Level Agreement will be part of the Agreement and will be signed within one month of contract signature by the Successful Tenderer.

6.3 Should the Service Provider fail to execute the service, TPT will arrange for an alternative service provider and will deduct from the months invoice all the costs incurred in arranging for the alternative service provider.

6.4 Should non-conformity of a similar incident recur then TPT reserves the right to cancel the contract.

6.5 The Service Provider will be solely responsible for all the consequences that arise from any non-conformity. TPT though retains the right to refer such a matter to other authorities such as the SAPS or the like.

6.6 Any damage caused to equipment /or items available at TPT premises due to negligence of the Service Provider's work force shall be entirely on the Service Provider, the amount so involved on this account shall be set-off from the payment due to the Service Provider.

7. EQUIPMENT

- 7.1 The Service Provider is to make use of their own equipment and tools whilst rendering the services for TPT.
- 7.2 The Service Provider is to further ensure that vehicles used within the terminal are both roadworthy and licensed.
- 7.3 Equipment and tools used on site should be kept out of the way in order not to be a hindrance to the general operations of TPT.

8. SAFETY AND COMPLIANCE

- 8.1 The Service Provider must comply with TPT's SHEQ and Standard Operating Procedures (SOP) as required by the SHEQ manager.
- 8.2 The Service Provider is to undergo TPT's safety induction training programme before starting work on site.
- 8.3 Zero tolerance of any form of substance abuse i.e. alcohol, drugs etc. Random testing will take place.
- 8.4 Service Provider to ensure all personnel on TPT premises have safety clothing / Personal Protective Equipment as required by TPT Terminals namely, reflective jackets / safety boots / hard hats and be medically fit etc.
- 8.5 Service provider will be subject to ad-hoc safety audit(s) as and when required.
- 8.6 The service provider must ensure that all work performed and all vehicles and equipment brought onto or used on site will be in compliance with Occupational Health and Safety Act of 1993 and any regulations promulgated in terms of this Act and the standard instructions of TPT.
- 8.7 The Service Provider will be responsible for the transportation of all workers to their designated work areas within the Port.

9. COMPLY WITH THE FOLLOWING LEGISLATION

- 9.1 Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with Occupation Health and safety Act of 85 of 1993 and any Regulations promulgated in terms of this Act and the standard instructions of TPT.
- 9.2 The Compensation for Occupational Injuries and Diseases Act, 1993
- 9.3 Comply with Labour Law and Basic Conditions of Employment regulations.
- 9.4 Hazardous Substances Act 15 of 1973
- 9.5 Codes of Good Practice in the B-BBEE Act

10. MINIMUM REQUIREMENTS

- 10.1 Minimum of 1 employee working at EL Multi-Purpose Terminal for once a month or as and when required as per TPT working hours (excluding weekends and public holidays).
- 10.2 Employees should have valid South African identity documents.
- 10.3 Provide vehicle(s) used on this contract to licensed, registered and roadworthy.

11. SHE FILE REQUIREMENTS/RETURNABLE DOCUMENTS

- 11.1 Comply with EL SHE Contractor Specification information
- 11.2 Legislated appointments (roles and responsibilities)
- 11.3 Company SHE Policy
- 11.4 Risk Assessments of activities to be conducted
- 11.5 Procedures/SOP of activities to be conducted
- 11.6 Valid medical certificates of employees
- 11.7 Valid Letter of Good standing
- 11.8 List of equipment/tools to be used
- 11.9 Employees should have undergone training/Awareness on the following:
 - Collection and disposal of sanitary waste
- 11.10 Duties of the employees as per section 14 of Occupational Health and Safety Act 85 of 1993
- 11.11 Personal Protective Equipment issue register
- 11.12 Monthly supervision will be provided by the Service Provider
- 11.13 Sanitary waste will be removed by the Service Provider at his costs and disposal certificates will have to be submitted to the SHEQ department.

12. TECHNICAL REQUIREMENTS

DESCRIPTION	WEIGHT	AWARD POINT
Submit Minimum of Three written references letters from companies that they have provided with similar service – the reference letters must not be dated older than 3 years.	30 Points	30 points = 3 Reference Letters submitted 20 points = 2 Reference Letters submitted 10 points = 1 Reference Letter submitted 0 points = < 0 Reference Letters submitted
Submit Driver's License for driver who will be driving in the Terminal during the provision of services.	30 Points	30 points = Valid Driver's License submitted 0 points = < 0 Driver's License submitted
Submit CV showing one or more years of experience in Sanitary Hygiene Equipment (SHE) Bins services with minimum of one (1) year of experience.	40 Points	40 points = CV showing one or more year of experience submitted
Sum/Total of Weight	100	
Total Scored	100	

Please note: service provider is required to meet a minimum of 70 points, failure to do so will deem the bidder non-responsive.

13. PRICING SCHEDULE

**THE PROVISION OF SANITARY HYGIENE EQUIPMENT SERVICES FOR TRANSNET SOC LTD
OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT" AT THE PORT
EAST LONDON MULTI PURPOSE TERMINAL (EMLPT) FOR A PERIOD OF 36 MONTHS.**

Year	Description	Monthly Price (Excl. Vat)	Vat	Annual Cost (Incl. Vat)
2026	Hygiene Service			
2027	Hygiene Service			
2028	Hygiene Service			
	Total Bid			

To facilitate like-for-like comparison, respondents to submit pricing strictly in accordance with this schedule, and to cover full scope

Where applicable, unconditional price discount(s) will only be considered in the final evaluation stage.

Quoted prices must be held valid for a period of 90 days, from the closing date of this RFQ.

NAME	DESIGNATION	SIGNATURE	DATE
Sive Brukwe	SHEQ Manager		08/01/2026
Naliya Stamper	Terminal Manager		08/01/2026