



**PROVISION FOR GARDENING SERVICES FOR A
PERIOD OF 24 MONTHS ON AN "AS AND WHEN"
REQUIRED BASIS AT THE PORT OF SALDANHA**

TPT SLD

Site:

Bulk Terminal Saldanha / Break Bulk

Date:

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1. DEFINITIONS

Contract

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves the transfer of consideration – usually financial or some other type of benefit.

Contract Manager

Transnet employee who is authorized to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract met (with special emphasis on technical specifications, an inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorizations from the project initiator and the stakeholders.

Contract Owner

The person who requires a specific product, goods, or services, and who is responsible to provide the budget and approval.

Contractor

An employer (organization) or a person performing any work and has entered into a legally binding business agreement contract to supply a product or provide services to Transnet. This applies to Suppliers, Vendors, and Consultants, Service providers, and Contractors.

Contractor Execution Plan

A site, activity, or project-specific documented plan in accordance with the client's project requirements. The Contractor to Transnet submits a plan for approval before mobilization on-site. The Contractor Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans, etc.

Contractor Compliance File a file or other record containing the information in Job

Owner

Any permanent employee of BTS, who has been trained, tested, found competent, and appointed in writing to carry out or supervise work on plant, machinery, and equipment.

Risk Assessment

A risk assessment in this procedure means the process where all risks associated with the contract and its execution are identified, mitigated, and managed.

Specification

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product, or service has to comply with this includes various models, drawings, and documents. It noted that the specification might even comprise of a multitude of different elements.

Permit Acceptor

Any person who has been appointed in writing to receive a Permit to Work to carry out or supervise work on equipment.

Permit Issuer

The operations shift manager will be responsible for the issuing of permits.

Permit Number

A number issued by CCR that logs the work performed, the person responsible for the work, and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

Permit to Work

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe, and the names of all persons working on the equipment.

Responsible Supervisor

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

2. ABBREVIATIONS

IMS:	Integrated Management System
ISO:	International Organization for Standardization
OHSAS:	Occupational Health and Safety Assessment Series
POM:	Policy Manual
PROC:	Procedure
SOP:	Safe Operating Procedure
QMS:	Quality Management System
SANS:	South African National Standard
SMS:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
BTS:	Bulk Terminal Saldanha
WI:	Work Instructions

3. BACKGROUND

Transnet Port Terminal: Port of Saldanha (TPT) at the Bulk Terminal Saldanha (BTS) and the Multi-Purpose Terminal (MPT) requires a service provider with the knowledge and capabilities to provide gardening services for a period of 24 Months on an "as and when" required basis. To maintain the Port of Saldanha in safe and neat conditions, it's essential to perform gardening services on a regular basis. The services required include cutting grass, weeding, edging, and removing plant debris and general waste at the terminal buildings and the surrounding areas. This service may include ad-hoc services as determined by TPT in its sole and unfettered discretion.

4. SCOPE OF REQUIREMENTS

4.1 Provide full gardening services, including but not limited to:

- Grass cutting, trimming, pruning, and edging.
- Continuous weed control using environmentally friendly approved chemicals.
- Planting, replanting (minimum 4 trees per year), irrigation, pruning, fertilizing, mulching.
- Removal of debris, grass, cuttings, and general waste.
- Housekeeping of all serviced areas before close of business daily.

4.2 Areas include:

- Lawns and gardens (approx. 4,800m²).
- Conveyor areas and under-belt zones (approx. 3,600m²).
- Remote buildings (Subsection K, Subsection H, Sprinkler Pump House – approx. 300m² each).

4.3 Frequency:

- Lawn mowing every 3 months.
- Fertilization every 3 months (type 7:1:3).
- Tree trimming on rotation.
- Ad hoc services as requested by TPT.

4.4 Transport:

- Service provider must supply a compliant, licensed, and roadworthy vehicle for transporting staff, equipment, and debris.

4.5 Tools & Materials:

- All equipment, tools, PPE, and consumables must be supplied by the contractor.

4.6 Emergency / After Hours Work:

- Service provider must be available to work outside normal hours if required (after 15:30).

4.7 SERVICE LEVELS AND QUALITY STANDARDS

- Work must be carried out in a **horticulturally acceptable** and environmentally sustainable manner.
- All debris must be removed off-site at the end of each workday.
- Failure to meet specifications may result in **penalties** or the appointment of an alternative service provider at the contractor's cost.
- Performance inspections will be conducted monthly by the Contract Manager.

5. QUALITY AND SERVICE

5.1. All services supplied and delivered to Transnet must be of excellent quality in compliance with the specifications. Should the goods or service(s) not be in conformity with the specifications, Transnet reserves the right to reject them, obtain the goods or service(s) from other sources of its free choice and debit the difference in cost, if any, to the service provider.

5.2. The service provider shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.

5.3. The service provider must have roadworthy and licensed vehicles.

5.4 The service provider must have a permanently manned telephone (place of business/cell phone) and email access, to ensure that immediate contact can be made in case of emergency.

6. Service Provider Responsibilities

- Supply of all labour, tools, consumables, and PPE.
- Ensure staff competency and training.
- Transport and removal of debris.
- Availability during emergencies.
- Maintain insurance and permits.

Transnet Responsibility

- Provide access permits and induction.
- Provide site handover inspections.
- Conduct monthly performance evaluations.
- Communicate shutdown periods for conveyor cleaning

7. GENERAL SAFETY AND COMPLIANCE SPECIFICATIONS

7.1 The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements.**

7.2 The contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to the contractor Manager for approval before induction training is confirmed. Approved Employee Profile Dossiers include certified copies of medicals, identity documents, competencies, etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net.**

7.3 Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval Checklist TRN-IMS-GRP-TMP-014.2** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification**

Contractor Compliance SHE File within accordance with File Contractor Compliance File Approval Checklist TRN-IMS-GRP-TMP-014.2 and in line with relevant applicable specifications as per respective TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines.

7.4 Principle contractor approves **Mandatory Agreement** in terms of **section 37(2)**

TRN-IMS-GRP-TMP-014.1 of the Occupational Health and Safety Act (OHS Act) and submits to Contractor Manager to agree.

7.5 The Principle Contractor must **submit a written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.

7.6 The contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.

7.7 The contractor undergoes induction training before handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements**.

7.7.1 **SITE ESTABLISHMENT:**

7.7.2 All relevant permits and authorizations are as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorizations** shared and completed before site access. **The contractor was appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** before site access by TPT.

7.7.3 The contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** before Site Access granted with Service Provider.

7.7.4 **No work will commence with the approved TRN-IMS-GRP- TMP-014.10 Operational Safe Work Permit** issued to the contractor by the Contractor Manager.

7.8 CLOSEOUT PHASE

7.8.1 The contractor Manager and the Contractor must co-sign the **TRN- TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist**.

7.8.2 **Handover and Closeout Inspection Checklist.**

7.9 TESTING AND COMMISSIONING:

- 7.9.1 The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.
- 7.10 The service provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- 7.11 The service provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- 7.12 The service provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021_Lock Out Procedure, lockout**, and isolation done by Trained and competent employees in conjunction with TPT competent.
- 7.13 The service provider shall implement and maintain applicable Health, Safety, Quality, and Environmental regulations and other relevant standards and regulations, for example, applicable SANS codes; OHS Act of 1993, other legislation, ISO 9001, ISO 14001, and ISO 45001, etc.
- 7.14 Service provider to ensure that all employees involved in the activity are informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans, and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- 7.15 Service Provider will ensure that On the Job HIRAS is completed before the start of the activity to ensure that any additional Risks have been identified.

The service provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to off-loaded or load from any flatbed or low bed.

- 7.16 Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved before submission to Contractor Manager.
- 7.17 Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not be allowed being disposed of within TPT waste skips. Removal of Hazardous waste will be the contractor's responsibility and Disposal Certificate submitted to SHEQ after the waste has been disposed of safely.