

## MEMO

**DATE** : 09 May 2025

**ADDRESSED TO** : **TERMINAL MANAGER**

**ADDRESSED FROM** : **CHIEF OPERATIONS MANAGER**

**SUBJECT** : **PROVISION OF HEAVY INDUSTRIAL PLANT CLEANING SERVICES FOR TRANSNET SOC LIMITED (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE BULK TERMINAL, PORT OF SALDANHA, FOR A PERIOD OF TWO (2) MONTHS.**

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Dear Procurement Manager, please find the attached SOW for:

Project Description : **PROVISION OF HEAVY INDUSTRIAL PLANT CLEANING SERVICES FOR TRANSNET SOC LIMITED (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE BULK TERMINAL, PORT OF SALDANHA, FOR A PERIOD OF TWO (2) MONTHS.**

Project Number :

Sanction : **GL Account:** 400020      **Cost Centre:** 5241

The attached scope of work is complete to the best of my knowledge and is not subject to change. The level of completeness is sufficient to take this scope of work out to the market as a project specification. This scope of work/specification has been discussed with the respective terminal and agreed with to by all stakeholders concerned, as per the signatures below. Should this scope change substantially then this document will be re-circulated for signatures and the revised document will be presented to you for going out.

**Keeping in mind that this document passes responsibility for the procurement phase of this project over to you until the signed contract document is returned to me for my records.**

**PROVISION OF HEAVY INDUSTRIAL PLANT CLEANING SERVICES FOR TRANSNET SOC LIMITED (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE BULK TERMINAL, PORT OF SALDANHA, FOR A PERIOD OF TWO (2) MONTHS.**

**1 BACKGROUND**

Transnet Port Terminals (TPT), Port of Saldanha requires a Service Provider(s) to provide Heavy Industrial Plant Cleaning Services for a period of two (2) months.

**2 EXECUTIVE OVERVIEW**

- 2.1 TPT, Port of Saldanha requires a partner or partners to provide solutions for its Heavy Industrial Plant Cleaning Services requirements for a period of 2 months.
- 2.2 Other key considerations include the Service Provider's capability, capacity, and adherence to (without limitation) all legal and safety requirements and/or considerations.

**3 SCOPE OF REQUIREMENTS**

- 3.1 The Service Provider must be able to provide the required services and be available 24 hours per day, including weekends and public holidays, to support TPT's requirements.
- 3.2 The Service Provider shall provide the competent labor to execute the requirements of the Heavy Industrial Plant Cleaning Services.
- 3.3 The Service Provider undertakes to provide the following minimum resources for the provision of Heavy Industrial Plant Cleaning Services at Transnet Port Terminals Bulk Terminal Saldanha:
  - 105 x plant cleaners,
  - 10 x supervisors,
  - 1 x safety officer (competent and qualified), and
  - 1 x Site Manager

It should be noted that human capital quantities are neither guaranteed nor limited to the above (**Annexure 1 for an example of a shift roster**).

- 3.4 The Service Provider shall ensure that they have more resources than what TPT requires in order to be able to meet TPT's minimum requirements and ensure that all its employees are well rested and comply to the Basic Condition of Employment Act (BCEA)
- 3.5 The Service Provider shall be responsible for ensuring that the minimum labor requirements are met daily, and proof/evidence of compliance is presented/submitted to the TPT BTS Supervisor (or TPT BTS Representative) daily in a form of a Shift Cleaning Report with clear pictures of before after cleaning as well as the attendance register for all cleaning requirements.

**On ad hoc basis**, the Service Provider undertakes to provide additional resources for the provision of Heavy Industrial Plant Cleaning Services at Transnet Port Terminals for the Bulk

Terminal Saldanha (BTS):

- 1 x Supervisor for each group of 10 cleaners (Maximum of 4 Supervisors)
- Maximum of 40 Plant Cleaners

**There is an estimation of 10 events that will be allocated to ad hoc and includes the following:**

- Mini Shut Down (as and when required)
- Major plant equipment breakdowns after hours, over weekends and on public holidays (as and when required)
- Environmental / Housekeeping related plant visitors (as and when required).
- Afterhours abnormally excessive ore spillage incidents.
- After hours' train and vessel gaps requiring extra resources

Kindly note for all ad-hoc requirements, the stipulated working time will be a minimum of 8 hours from commencement of work on site, as and when required.

- 3.6 The Service Provider shall be responsible for ensuring that the minimum labor requirements are met daily, and that proof/evidence of compliance is presented/submitted to the TPT BTS Supervisor (or TPT BTS Representative) daily in the form of a Shift Cleaning Report with clear before and after pictures of the areas that were cleaned as well as an attendance register for the daily plant cleaning resources
- 3.7 Should the Service Provider undersupply the required resources for the Heavy Industrial Plant Cleaning Service, the Service Provider will make out a credit note to TPT for the deficit.
- 3.8 The TPT BTS Supervisor (or TPT BTS Representative acting on behalf of the TPT BTS Supervisor) shall give instructions to the Service Provider on how the cleaners are to be allocated on the plant to meet the cleaning requirements for the benefit of TPT.
- 3.9 The Service Provider shall ensure that the plant cleaners have basic "Working at Heights" training and safety harness training.
- 3.10 In the event of emergency and/or unplanned situations requiring additional Plant Cleaners for Ad Hoc requirements, the Service Provider will be notified telephonically by the TPT representative from procurement and will be expected to be on site with the required number of workers within two (2) hours ready to commence work.
- 3.11 The service provider shall ensure that plant cleaners have been trained on the Standard Operating Procedure (SOP) -Reference Number: TPT SLD OPS WI 001, before commencement of work.
- 3.12 The Service Provider shall ensure that all Heavy Industrial Plant Cleaning Services rendered are presented/reported to the TPT BTS Supervisor (or TPT BTS Representative) daily, in addition progress status reports detailing work done at each area must be submitted to the TPT BTS Supervisor every 3 hours via WhatsApp or over the two-way radio provided by TPT.
- 3.13 The service provider should supply or furnish a Safety file for the approval by TPT SHERQ department including valid Training Certificates and training records prior to commencement of work.

- 3.14 The Service Provider shall be responsible and accountable for ensuring that the employees, who are required to work, are fully inducted by TPT BTS SHERQ Department prior to commencement of work for the required Industrial Cleaning Service. The Service Provider shall ensure that the employees, who are required to work, are in possession of a valid induction card issued by TPT BTS SHERQ Department.
- 3.15 The Service Provider shall be responsible and accountable to train at least 15 cleaners on cleaning and working at heights and use of safety harnesses provided by an accredited trainer. Furthermore, the Service Provider is responsible for furnishing TPT BTS SHERQ Department with proof that such training took place, and the employees were deemed competent by the accredited trainer, i.e., certificate of competence, prior to commencement of work for the required Industrial Cleaning Service.
- 3.16 The Service Provider shall ensure that there is a qualified and competent Safety Officer appointed on site Monday to Friday day shift.
- 3.17 The Service Provider shall be responsible and accountable for providing personal protective equipment (PPE) and clothing. PPE must be of the standard approved by TPT SHEQ Department. Furthermore, the Service Provider shall be responsible and accountable for providing laundry services for personal protective equipment (PPE) issued to its employees. The following will be required for all employees.
- Overalls with reflective tape on the arms and legs.
  - Safety Life Jackets.
  - Safety shoes/boots.
  - Safety helmet.
  - Pig skin gloves.
  - Disposable Overalls.
  - Rain suits with reflective tape on arms and legs.
  - Eye protection (where applicable).
  - Respiratory protection/ Dust Masks (where applicable).
  - Ear protection (where applicable).
  - Safety double full body harnesses where applicable (that complies with applicable legislation); and
  - Safety vest/reflector.
- 3.18 The service provider will be responsible for shuttling of employees to and from the terminal and within operation area. Transport must comply with the minimum requirements as prescribed in the Road Traffic Act. TPT will not aid the service provider in terms of transportation requirements.
- 3.19 The Service Provider shall be responsible and accountable to always adhering to the following

shift patterns at the Bulk Terminal Saldanha site, unless instructed otherwise by the TPT BTS Supervisor (or TPT BTS Representative):

- 07:00 – 15:30 Shift.
- 07:00 – 19:00 Shift; and
- 19:00 – 07:00 Shift.

Flat rates will apply for the above-mentioned shifts pattern.

### 3.20 Site Facilities:

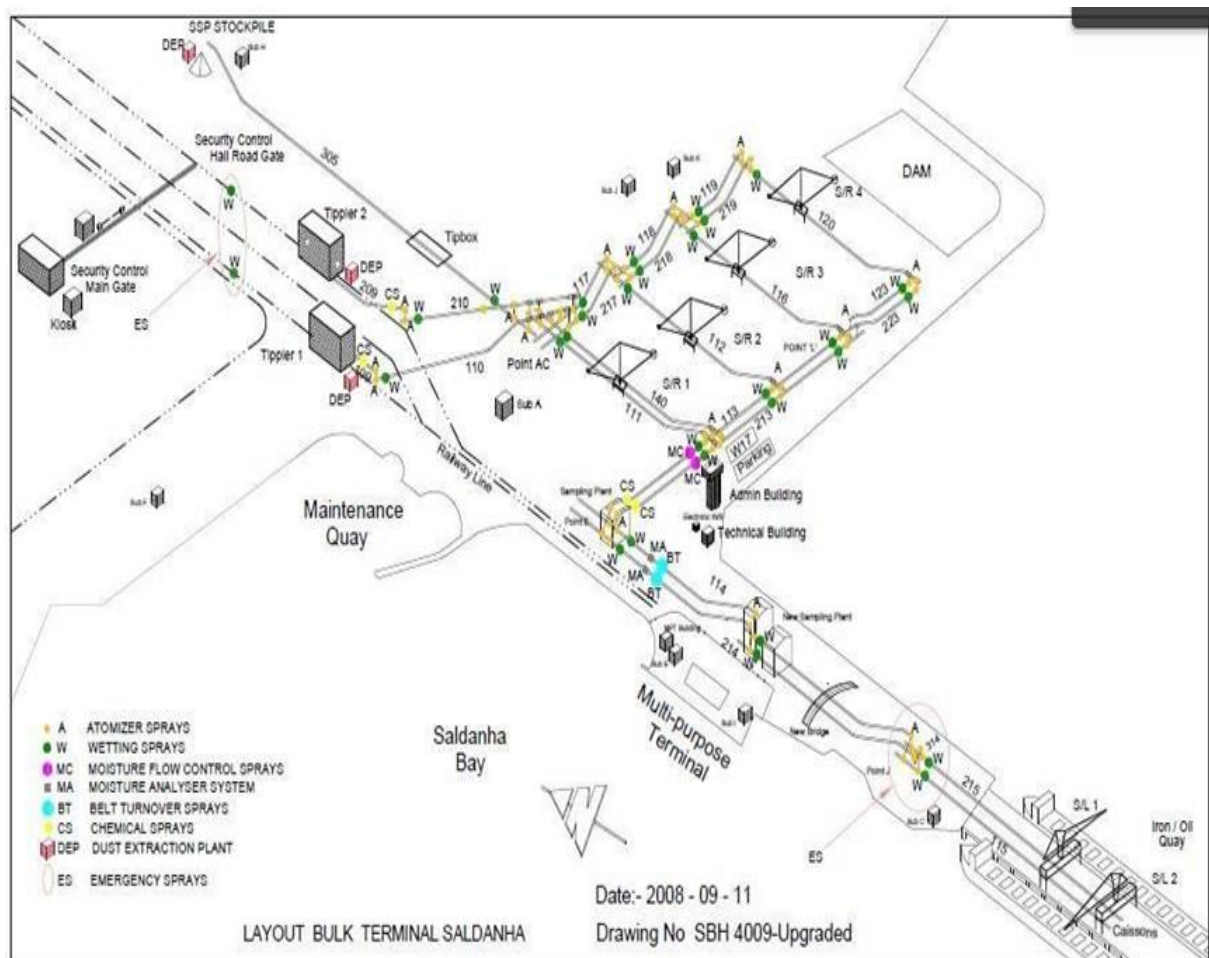
- The Service Provider is required to take good care of facilities, tools or any items provided/issued by TPT.
- Any damages or loss on facilities, tools or any items provided/issued by TPT the Service Provider shall be held responsible and liable to repair and/or replace within seven days.
- Service Provider is responsible to provide consumables to be used for the cleaning of facilities provided by Transnet.

FACILITY DESCRIPTION	AVAILABLE				ACCOUNT	
	Yes	No	Qty	Unit	TPT	Service Provider
Potable Water	X				X	
Industrial Water	X				X	
Electric Power (220/380 Volts)	X				X	
Telephones / Cell Phone		X				X
Printing Machines		X				X
Camera / Cell Phone camera		X				X
2 Way Radios	X				X	
Radio Frequencies	X				X	
Offices – Unfurnished		X				X
Site for Office Facilities	X				X	
Laundry Facilities		X				X
Personnel Transport – Inside Security Area		X				X
Personnel Transport – Outside Security Area		X				X
Personnel Transport - on Site -		X				X
Tools Transport – on Site	X					X
Messing Facilities	X				X	
Change House Facilities	X				X	
Ablution Facilities	X				X	
Medical Facilities (Accidents on Site)	X				X	X
PPE		X				X
Tools (i.e., spades, wheelbarrows, etc.)	X				X	

Scaffolding (if required)	X				X	
Training (i.e., safety harness, etc.)	X					X
Consumable for cleaning of facilities (i.e., Toilet paper, cleaning chemicals, sanitizer, disinfectants etc.)		X				X

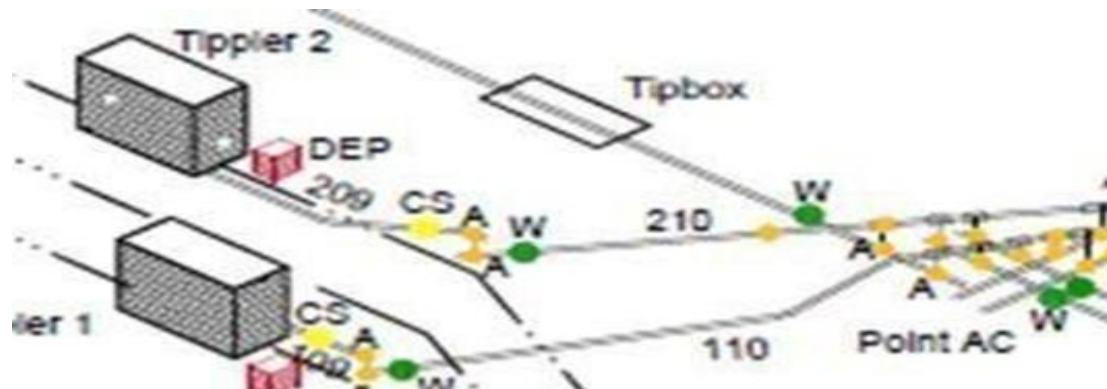
#### 4. SCOPE OF SERVICES

The Service Provider shall be required to perform Heavy Industrial Plant Cleaning Services at the Bulk Terminal at the following areas within the terminal:



**Figure 1: Bulk Terminal Saldanha Layout**

## Train Side



**Figure 2: Train Side Layout**

### i. Industrial Cleaning Requirements

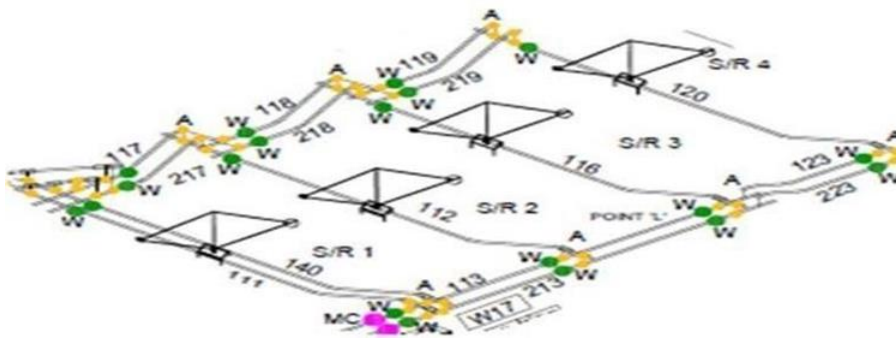
- **Trunnion Wheel Area** – ore spillage is removed by using spades and wheelbarrows, and then is transferred to the tippler bin. Once the ore spillage is in the tippler bin, the TPT BTS Supervisor arranges with the Central Communication Room operator and tippler supervisor to empty tippler bins.
- **Tippler Bins (Only Tippler 1)** – ore spillage/build-up is removed by using picks, spades, and jack hammers to remove and transfer the ore spillage/build-up onto the pan feeders and/or conveyor belt. Once the ore spillage is in the pan feeders and/or conveyor belt, the TPT BTS Supervisor arranges with the Central Control Room Operator and Tippler Supervisor to run the conveyor route to transfer the ore spillage from the tippler conveyor to the dump site.
- **Hopper Area & Probes (Tippler 2)** - ore spillage is removed by using spades, wheelbarrows, scrapers, and a water hose to transfer the ore spillage to the tippler bin. Once the ore spillage is in the tippler bin, the TPT BTS Supervisor arranges with the Central Control Room Operator and Tippler Supervisor to empty tippler bins.
- **CV109** – ore spillage underneath the tail to the head section of the belt is removed by the Plant Cleaners using spades, scrapers and wheelbarrows and dumped at the transfer chute onto CV110 belt. Once the transfer chute is full, the TPT BTS Supervisor operates CV110 on manual mode until the transfer chute is empty and then stops belt. Once the belt is full, the TPT BTS Supervisor arranges with the Central Control Room Operator and Tippler Supervisor to empty the belt.
- **CV110** – ore spillage underneath the tail to the head section of the belt is removed by the Plant Cleaners using spades, scrapers and wheelbarrows and placed onto CV110 belt. The TPT BTS Supervisor operates CV110 on manual mode to free up space on the belt to load the ore spillage until the belt is full and then arranges with the Central Control Room Operator and Tippler Supervisor to empty the belt.
- **CV209** – ore spillage underneath the tail to the head section of the belt is removed



by the Plant Cleaners using spades, scrapers, and wheelbarrows. Ore spillage on the Saldanha side at the tail end of the belt is moved by wheelbarrow and placed on the Langebaan side of the belt. Once the ore spillage is on the Langebaan side, the TPT BTS Supervisor organizes for the Bobcat to remove it out the tunnel.

- **CV210** – ore spillage underneath the tail to the head section of the belt is removed by the Plant Cleaners using spades, scrapers and wheelbarrows and placed at designated area to be removed by the Bobcat.
- **Tipplers** – House-keeping being done inside and all around all the Tipplers. Enough resources to be allocated for dust bagging and vacuum truck activities. TPT representative will confirm the required resources based on the need.

#### a. Stock Yard Area



**Figure 3: Stock Yard Layout**

#### i. Description

The BTS has four Stacker/Reclaimers, which are used for the efficient handling of Iron Ore in the stockyard area. Each Stacker/Reclaimer is complemented by a singular conveyor belt which supplies the Stacker/Reclaimer with Iron Ore from the tipplers and transports Iron Ore from the Stacker/Reclaimer to the ship route, exception is for Stacker/Reclaimer 1, which has dual conveyor belts.

- ✓ Stacker/Reclaimed 1 – CV111 & CV140
- ✓ Stacker/Reclaimed 2 – CV112
- ✓ Stacker/Reclaimed 3 – CV116
- ✓ Stacker/Reclaimed 4 – CV120
- ✓ Car Wash facilities



## ii. Operation

Each Stacker/Reclaimed is operated using a computer system guided by an operator. Iron ore received by the Stacker/Reclaimed is 'stacked' into a stockpile heap in the stockyard. Stacker/Reclaimed 'reclaims' iron ore from a stockpile heap in the stock yard to supply the Ship Loaders with iron ore via the conveyor system.

## iii. Industrial Cleaning Requirements

### ▪ Stacker/Reclaimed

- Slew deck – ore spillage is removed by the Plant Cleaners using spades and scrapers to transfer it to the ground.
- Boom plates – ore spillage is removed by the Plant Cleaners using spades and scrapers to transfer it to the ground.
- Stacker Chutes - ore spillage inside the chutes is removed by the Plant Cleaners by means of spades, picks, scrapers, jackhammer, and water hose. The Plant Cleaners remove the ore spillage in the chutes until the chute liners are exposed or clearly visible. The water hose is used to ensure that the chute is thoroughly cleaned. The TPT BTS Supervisor communicates with the Central Control Room Operator and Stock Yard Supervisor to operate the belt to remove the ore spillage removed from the chute and dumped onto the belt.
- Drag Chain – ore spillage is removed by the Plant Cleaners using spades to transfer it to the ground.
- Tow Bar Latch - ore spillage is removed by the Plant Cleaners using spades to transfer it to the ground; and
- Tripper Car - ore spillage is removed by the Plant Cleaners using spades to transfer it to the ground.

### ▪ Train Route, Ship Route & Yard Belts

The train route conveyors supply the Stacker/Reclaimed with iron ore that is tipped at the Tiplers, the following conveyors perform this task:

- CV117 & CV217
- CV118 & CV218
- CV119 & CV219

Whilst the following stockyard conveyor belts receive the iron ore from their respective train route conveyor to transport it to their respective Stacker/Reclaimed:

- CV111 & CV140 – Special focus area
- CV112 ✓ CV116
- CV120

During the reclaiming process or direct loading of iron ore, the stockyard conveyor belts supply the following ship route belts with iron ore which interlink with a contingent of conveyor belts to transport the iron ore to the Ship Loaders via:

- CV123 & CV223
- CV113 & CV213
- ✓ Tail and Head section – ore spillage is removed under the belts by the Plant Cleaners using spades, scrapers and wheelbarrows and makes ore heaps in designated area. The TPT BTS Supervisor arranges for the ore heaps to be removed by the Bobcat, Front-End Loader and Tipper Truck.
- ✓ Belt – ore spillage along the belt on the Saldanha and Langebaan side is removed by the Plant Cleaners using spades, scrapers and wheelbarrows and make ore heaps in designated area. The TPT BTS Supervisor arranges for the ore heaps to be removed by the Bobcat, Front-End Loader and Tipper Truck; and
- ✓ Transfer, diverter, and spillage chutes - ore spillage inside the chutes is removed by the Plant Cleaners by means of spades, picks, scrapers, jackhammer, water hose. The Plant Cleaners remove the ore spillage in the chutes until the chute liners are exposed or clearly visible. The water hose is used to ensure that the chute is thoroughly cleaned. The TPT BTS Supervisor communicates with the Central Control Room Operator and Stock Yard Supervisor to operate the belt to remove the ore spillage removed from the chute and dumped onto the belt.

#### iv. Stock yard:

- House Keeping being done on all the equipment and all around the stock yard area and the Terminal at large.
- Enough resources to be allocated for screening area, terminal wash bays, Terminal signs, stockyard markers and tools store
- TPT representative will confirm the required resources based on the need.

#### Stacker-Reclaimers and Yard Belts

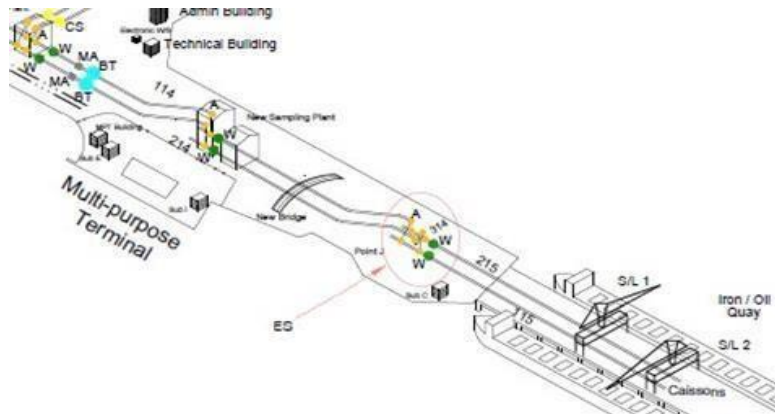
CV111 is used to supply and receive iron ore to/from Stacker/Reclaimed 1, whilst CV140 is used for direct loading.

- Tail and Head section – ore spillage is removed under and between the belts by the Plant Cleaners using spades, scrapers and wheelbarrows make ore heaps in designated area. The TPT BTS Supervisor arranges for the ore heaps to be removed by the Bobcat, Front-End Loader and Tipper Truck; and
- Belt – ore spillage under, between and along the belts on the Saldanha and Langebaan side is removed by the Plant Cleaners using spades, scrapers and wheelbarrows make

ore heaps in designated area.

- The TPT BTS Supervisor arranges for the ore heaps to be removed by the Bobcat, Front-End Loader and TipperTruck.

## b. Ship Side



**Figure 4: Ship Side Layout**

### a. Description

The ship side consists of dual conveyor belts, a Sampling Plant, Point J and two Ship Loaders situated at the quay side of the Terminal. Each Ship Loader can load a vessel on both the Langebaan Side and Saldanha Side. The iron ore transported by the conveyor system from the stock yard and train side is supplied to both ship loaders via their respective belts. As stated previously, the ship side consists of:

- ✓ CV114 & CV214.
- ✓ Old Sampling Plant
- ✓ New Sampling Plant – responsible for the quality testing functions on the Iron Ore being transported to the ship loaders.
- ✓ Point J – CV314, transfer chutes, diverters chute etc.
- ✓ Ship Loader 1 & CV115; and ✓ Ship Loader 2 & CV215.

### b. Operation

Once the iron ore has been reclaimed using the Stacker/Reclaimed or has been directly transported to the Ship Loader by bypassing the Stacker/Reclaimed or CV140, the Ship Loaders receive the iron ore and load the iron ore onto the berthed vessel. The loading rate peaks at 10 000 tph and there are currently four methods/techniques of loading the vessels:

- ✓ Single Loading – utilizing a singular Ship Loader to load the vessel.
- ✓ Dual Loading – making use of both Ship Loaders in loading the vessel.
- ✓ Staggered Loading – means both Ship Loaders are loading separate/different berthed vessels at the same time and
- ✓ Direct Loading – Loading direct from the tipplers to the vessel without stacking the ore

### c. Industrial Cleaning Requirements

#### ▪ Ship Loader

- Slew deck – ore spillage is removed by the Plant Cleaners using spades and scrapers to transfer it to the ground.
- Boom plates – ore spillage is removed by the Plant Cleaners using spades and scrapers to transfer it to the ground.
- Ship Loader Chutes - ore spillage inside the chutes is removed by the Plant Cleaners by means of spades, picks, scrapers, jackhammer, and water hose. The Plant Cleaners remove the ore spillage in the chutes until the chute liners are exposed or clearly visible. The water hose is used to ensure that the chute is thoroughly cleaned. The TPT BTS Supervisor communicates with the Central Control Room Operator and Stock Yard Supervisor to operate the belt to remove the ore spillage removed from the chute and dumped onto the belt; and
- Tripper Car - ore spillage is removed by the Plant Cleaners using spades to transfer it to the ground.

#### ▪ Quay Side

- Caissons at the quay side.
- House Keeping being done all around the quay side as well as on all the equipment
- SFF pipe cleaning and
- Vacuum truck activities
- Housekeeping to be done at the Reverse Osmosis Plant and its subsections in the Terminals

TPT representative will confirm the required resources based on the need.

#### ▪ Ship Side Belts (CV114, CV115, CV214 & CV215)

- Tail and Head section – ore spillage is removed under and between the belts by the Plant Cleaners using spades, scrapers and wheelbarrows

and make ore heaps in designated area. The TPT BTS Supervisor arranges for the ore heaps to be removed by the Bobcat, Front-End Loader and Tipper Truck.

- Belt – ore spillage under, between and along the belts on the Saldanha and Langebaan side is removed by the Plant Cleaners using spades, scrapers and wheelbarrows and make ore heaps in designated area. The TPT BTS Supervisor arranges for the ore heaps to be removed by the Bobcat, Front-End Loader and Tipper Truck; and
- Transfer, diverter, and spillage chutes - ore spillage inside the chutes is removed by the Plant Cleaners by means of spades, picks, scrapers, jackhammer, water hose. The Plant Cleaners remove the ore spillage in the chutes until the chute liners are exposed or clearly visible. The water hose is used to ensure that the chute is thoroughly cleaned. The TPT BTS Supervisor communicates with the Central Control Room Operator and Stock Yard Supervisor to operate the belt to remove the ore spillage removed from the chute and dumped onto the belt.

**i. New Sampling Plant and Point J**

- Ore spillage is removed by Plant Cleaners using spades, scrapers and wheelbarrows and makes ore heaps in designated area. The TPT BTS Supervisor arranges for the ore heaps to be removed by the Bobcat, Front-End Loader and Tipper Truck.

**c. RESOURCE REQUIREMENTS**

**i. During the week (Monday to Friday):**

Normal working hours (07h00 - 15h30) and Maintenance window days (07h00 – 19h00) the resource will be-

- 1 x competent and qualified Site Manager
- 1 x safety officers competent and qualified
- 7 x Supervisors competent and qualified
- 70 x Plant Cleaners

After hours shift (15h30 – 19h00, included in day shift quantities) and Night Shift (19h00 – 07h00) the resource will be-

- 1 x Supervisors competent and qualified
- 12 x Plant Cleaners

**ii. During Weekends (Day & Night) and Public Holidays (Day & Night):**

Weekends and Public Holidays (07h00 – 19h00 & 19h00 – 07h00) the resource will be-

- 1 x Supervisors competent and qualified
- 12 x Plant Cleaners

NB: The Service Provider is required to cater for extra labor that will enable all the planned resources to be relieved to provide and meet TPT's minimum requirements, while adhering to all rules and regulations as stipulated in the Basic Conditions of Employment Act.

#### **d. SHIFT PATTERN**

##### **i. Mondays – Fridays:**

- 07:00 – 15:30 (Normal Shift)
- 15h30 – 19h00 (after hours),
- 07:00 – 19:00 (Maintenance window days),
- 19:00 – 07:00 (Night Shift).

##### **ii. Saturdays – Sundays & Public Holidays:**

- 07:00 – 19:00 (Day Shift),
- 19:00 – 07:00 (Night Shift) &

##### **iii. Ad Hoc services are as per TPT BTS requirement and as & when TPT requires the service.**

**Note:** Ad Hoc refers to required Heavy Industrial Plant Cleaning Services because of an emergency/unplanned event.

#### **5. SUPERVISION**

**5.1** The Service Provider shall ensure that all labor and work is always supervised by competent person(s).

**5.2** The supervisor(s) is/are solely responsible for the safety and productivity/performance of his/her staff.

**5.3** The supervisor(s) shall ensure that he/she attends the relevant meetings as per request by TPT BTS, i.e., morning meeting, planning meeting, etc.

**5.4** Furthermore, the supervisor(s) shall ensure that all necessary reports and/or documents required for such meetings are presented to the TPT BTS Supervisor (or TPT BTS Representative acting on behalf of the TPT BTS Supervisor).

**5.6** The supervisor(s) shall ensure that all Plant Cleaners are on time and ready for the day's job.

**5.7** The supervisor(s) shall ensure that the required quantity of Labor is at all times supplied and if it is not met, the supervisor(s) must make the necessary arrangements to meet the required Labor quantity, and will be expected to have

the required number of workers within 2 hours ready to commence on work and constantly update the TPT BTSSupervisor (or TPT BTS Representative acting on

behalf of the TPT BTS Supervisor).

- 5.8 The supervisor(s) shall ensure that all Plant Cleaners are equipped with the required PPE.
- 5.9 The supervisor(s) shall ensure that all Plant Cleaners under his/her supervision are informed of the plant cleaning requirements, as well as conduct mini-Hira and point out all the dangers, prior to starting with any plant cleaning activities.
- 5.10 The supervisor(s) shall ensure that the lockout procedure is always adhere to when working next to or on TPTassets/equipment, i.e., conveyor belts, stacker/reclaimers, etc.
- 5.11 The supervisor(s) shall ensure that the plant cleaning activities are done according to the planned cleaning schedule and any deviations must be lodged and reported to the TPT BTS Supervisor (or TPT BTS Representative acting on behalf of the TPT BTS Supervisor).
- 5.12 The supervisor(s) shall manage the time of the workers effectively to ensure high levels of productivity at all times.
- 5.13 The supervisor(s) is/are responsible for ensuring that the workers take their breaks at the allocated times and ensure that break durations are always kept.
- 5.14 Cleaning under a conveyor belt, chute and material handling equipment is a physical activity, therefore, the supervisor(s) shall ensure that the workers take a safe stance and rest at intervals to avoid back injuries.
- 5.15 The supervisor(s) shall ensure that arrangements are made to transport workers in and around the plant to the area(s) of work to ensure that there is minimal time wasted between work time and start, break and/or knockoff time.
- 5.16 The service provider shall ensure that enough Labor is sourced to allow for shift rotation that will enable all its employees to be well rested and comply to all legal requirements of the Republic of South Africa including but not limited to the Basic Conditions of Employment Act
- 5.17 The supervisor(s) shall ensure any near-miss(s) and/or incident(s) is/are reported to the TPT BTS Supervisor (or TPT BTS Representative acting on behalf of the TPT BTS Supervisor) immediately; and
- 5.18 Once plant cleaning activities are complete, the supervisor(s) shall ensure safety guards and devices are all in the normal position, and ensure all workers are present and well clear from the conveyor belt.

## **6. QUALITY AND SERVICE**

- 6.1** The Service Provider shall ensure that all labor, i.e., Site Manager, Supervisory, skilled, and semi-skilled and Plant Cleaners utilized in rendering the services are medically fit. and have the relevant documents, namely:
- 6.2** Valid RSA Identification Document.
- 6.3** Valid Medical Certificates.



- 6.4** Basic training working at heights and safety harness awareness (NOSA or similar accredited courses)
- 6.5** Furthermore, the Service Provider must ensure that it obtains all permits necessary to carry out the required services.
- 6.6** The Service Provider shall further ensure that all employees deployed on site have clear criminal records, be of sober habits, and are medically fit.
- 6.7** The costs associated in obtaining these certificates shall be for the successful Service Provider's account.
- 6.8** The Service Provider shall be fully responsible to TPT for the acts and omissions of its employees, permitted sub-Service Providers and agents. Furthermore, the Service Provider shall be solely liable for any damage caused to TPT property or injury caused to TPT Employees due to the negligence of its employees, permitted sub-Service Providers and agents.
- 6.9** All vehicles to have valid Road worthy Certificate.

## **7. TECHNICAL FUNCTIONAL REQUIREMENT WITH 70% THRESHOLD**

### **Compliance with this RFQ - Completeness of response and returnable documents.**

- 7.1** Service provider must submit two (2) written references from different companies that they have provided Heavy Industrial plant cleaning services for bulk material/commodity, each reference with preferred experience of at least two (2) years or more but not less than one (1) year.  
**(Supporting documents to be provided – Two (2) written references indicating a maximum two (2) years or more and a minimum of one (1) year experience)**
- 7.2** The Service Provider is required to provide a written confirmation from National Contract Cleaners Association (NCCA) OR Black Economic Empowerment Cleaning Association (BEECA) OR Cleaning Association of South Africa (CASA), confirming that the Service Provider is an existing member of the Association. **(Supporting documents to be provided – clear valid proof of membership)**
- 7.3** The Service Provider is required to have a minimum of 2 x 22-seater roadworthy vehicles to satisfy transport requirement. **(Supporting documents to be provided – clear copy of a valid vehicle registration or signed intention to lease letter on a letterhead from the leaser indicating the intention.)**
- 7.4** The Service Provider shall have available a minimum of 4 x drivers holding valid driver's license and PDPs to meet contractual transportation obligations. **(Supporting documents to be provided – Clear copy of valid driver's license with PDP)**
- 7.5** The Service Provider is required to comply with the below Technical functionality evaluation document

## TECHNICAL EVALUATION

		FUNCTIONALITY EVALUATION		
		EVALUATION CRITERIA		
RFQ		PROVISION OF HEAVY INDUSTRIAL CLEANING SERVICES FOR THE PORT OF SALDANHA, FOR TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AN OPERATING DIVISION OF TRANSNET SOC LTD, AT THE BULK TERMINAL, PORT OF SALDANHA FOR A PERIOD OF TWO (2) MONTHS.		Threshold is 70
Evaluation Criteria		Minimum requirements	Index	Weighting
1	Experience: The Service Provider should have experience in delivering Heavy Industrial Plant Cleaning Services for bulk material/commodity.	Supporting Documents - Two (2) written references from different companies that they have provided Heavy Industrial Plant Cleaning services for bulk material/commodity, each reference with preferred experience of at least two (2) years or more but not less than one (1) year.	*Two (2) written references with more than 2 years experience = 30 points *One (1) written references with more than 2 years experience = 20 points *Two (2) written references with more than 12 months experience = 16 points *One (1) written reference with 12 months or more experience =10 points *No written reference=0 points	30
2	The Service Provider is required to be a member of National Contract Cleaners Association (NCCA)	Supporting Documents - The Service Provider is required to submit a certificate of membership from the National Contract Cleaners Association (NCCA) OR Black Economic Empowerment Cleaning Association (BEECA) OR Cleaning Association of South Africa (CASA), confirming that the Service Provider is an existing member of at least one of the respective bodies. Supporting documents to be provided - copy of a valid membership certificate.	Proof of valid membership certificate submitted. = 20 No Proof of valid membership certificate submitted = 0	20
3	The Service Provider is required to have a minimum of 2 x 22 seater vehicles	Supporting documents - The Service Provider is required to submit proof of ownership for 2 x 22 seater vehicles AND/OR proof of lease agreement on a company letterhead from the lessor indicating the intention. NOTE: The respondent will score full points when providing evidence that they are able to provide a minimum of 2 x 22 seater vehicle.	Proof of Ownership or Proof of Lease agreement / Intention to Lease = 30 points No Proof of Ownership or Proof of Lease agreement / Intention to Lease = 0 point	30
4	The Service Provider shall have available a minimum of 4 x drivers holding valid drivers license and POPs to meet contractual transportation obligations.	Supporting documents - Service provider shall have available a maximum of 4 x drivers or a minimum of 2 x drivers holding valid driver's license and POPs.	*Copy of valid drivers license with POP for 4 x drivers = 20 points *Copy of valid drivers license with POP for 3 x drivers =16 points *Copy of valid drivers license with POP for 2 x drivers =10 points *Copy of valid drivers license with POP for less than 2 drivers =0 points	20
CROSS FUNCTIONAL EVALUATION TEAM (CFET)		Chief Operations Supervisor Name: Shuklad Phondo Date: Signature:	Chief Operations Manager Name:Gregory Abrahams Date: Signature:	Terminal Manager Name: Louis du Toit Date: Signature:

## 8 SAFETY AND COMPLIANCE

- 8.1 The Service Provider shall comply with all applicable safety laws and regulations including all instructions received from TPT Management and TPT Supervisory Personnel.
- 8.2 The Service Provider shall comply with the terminal Safety, Health, Environment and Quality Standard Operating Procedures (SOP) as required by the TPT (SHEQ) manager.
- 8.3 The Service Provider shall be required to undergo TPT's safety induction training program prior to commencing work on TPT site.
- 8.4 The Service Provider must ensure compliance to TPT's Security and emergency policies, procedures, and regulations.
- 8.5 There shall be zero tolerance of any form of substance abuse i.e., alcohol, drugs etc. The Service Provider and/or its employees shall be required to submit to random drug and alcohol testing.
- 8.6 The Service Provider shall ensure that its employees present on the TPT site are furnished with (at its own cost) and wear safety clothing or personal protective equipment (E.g., reflective jackets, safety boots, hard hats etc.), clothing as well as identity tags.
- 8.7 The service provider shall ensure that upon award of business a comprehensive safety file is completed according to TPT's SHEQ department requirements, the service provider will not be allowed to commence work on site without the completion of the safety file and approval from the SHEQ Manager and Operations Manager. The safety file shall be submitted for approval 7 working days prior to commencement of work on site.

- 8.8 For completion of the safety file please refer to **TPT's SHE** specification.
- 8.9 The Service Provider shall ensure that the Heavy Industrial Cleaning Service is carried out as required in accordance with this scope of work.
- 8.10 The Service Provider shall ensure that clauses 3.3 - 3.5 are always adhered to for the duration of the contract,  
and in the event the Service Provider fails to adhere to the mentioned clauses, clause 4.7 is complied with, of which failure to do so will evoke the necessary penalties.
- 8.11 The Service Provider shall ensure that clauses 3.14 & 3.15 are always adhered to for the duration of the contract, and in the event the Service Provider fails to adhere to mentioned clauses, the necessary penalties will be initiated against the Service Provider.
- 8.12 The Service Provider's Site Manager shall be required to attend pre-plan meetings convened by the Operations Department in the Port of Saldanha.
- 8.13 The Service Provider is required to provide a written confirmation as proof of registration from the Compensation for Occupational Injuries and Diseases (COID), from the Department of Labor
- 8.14 The service provider must have current broad form Public Liability cover with a minimum limit of indemnity of R5 Million (five million rand) per incident. (Supporting documents to be provided – Original or certified copy of Letter)

## 9 PROCEDURE OF WORK ACTIVITIES

- 9.1 Demand for the Heavy Industrial Plant Cleaning Services will be managed by the Operations Department.
- 9.2 The Service Provider shall be required to attend daily-planning meetings convened by the Operations Department
- 9.3 The Service Provider shall ensure that all services are fully supervised by a dedicated supervisor(s) and the Service Provider must regularly liaise with the TPT BTS Supervisor and/or TPT BTS Representative in respect of the operational activities that are taking or will take place, which has an impact on the rendered service.

## 10 GENERAL SERVICE PROVIDER OBLIGATIONS

- 10.1 The Service Provider must comply with the requirements stated in this RFQ.
- 10.2 Tools to be provided by TPT: Spades, Picks, Wheelbarrows, Long-Arm Scrapers, Jackhammers, Blue Colored Fire Hydrant Pipes and Lighting Device(s)/Equipment.

## 11 COMPLIANCE WITH STATUTORY AND OTHER REQUIREMENTS

In performing the Services, the Service Provider shall comply with all material aspects of all applicable legislation, including (without limitation) the provisions of:

- All South African law which impacts on the provision for Heavy Industrial Cleaning Service.
- Occupational Health & Safety Act 85 of 1993 ("OHSA").
- The Compensation for Occupational Injuries and Disease Act, 1993 (Act No.130 of 1993).
- All material aspects of all applicable legislation, provincial ordinances, and local authority by-laws, including all relevant regulations promulgated in terms thereof, which affects the Maritime business.
- The Basic Conditions of Employment Act No. 75 of 1997.
- The Labor Relations Act No. 66 of 1995 and the Regulations thereto.
- National Ports Act No. 12 of 2005 and enabling legislation thereto, including the Port Rules.
- Control of Access to Public Premises and Vehicle Act, No. 53 of 1985.
- National Road Traffic Act and Regulations Act 93 of 1996 (as amended from time to time).
- All TRANSNET policies and procedures; and
- The in-house specific policies, procedures, NOSA guidelines, rules, and regulations of the Terminal as they have been published or evolved pursuant to the provisions of Section 37 (2) of the Occupational Health and Safety Act 85/1993 and provisions in it.

PROVISION OF HEAVY INDUSTRIAL PLANT CLEANING SERVICES FOR TRANSNET SOC LIMITED (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE BULK TERMINAL, PORT OF SALDANHA, FOR A PERIOD OF TWO (2) MONTHS.

	<b>CONFIRMATION OF RESOURCE REQUIREMENTS</b>	<b>Returnable Schedule: No. 1</b>
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The Respondent must confirm that resource requirements will be satisfied by commencement date of the contract. Respondent must **sign** and **submit** this Returnable Schedule 1 as confirmation.

Description	Resource Requirement
Normal required resources	118 people
Ad hoc requirements	<p><b>Plant Cleaners:</b></p> <p>Minimum of 5 and maximum of 40 Plant Cleaners</p> <p><b>Supervisors:</b></p> <p>Minimum of 1 (for 10 Plant Cleaners) and maximum of 4 Supervisors (for 40 Plant Cleaners)</p>

**By signing this Returnable Schedule, the Respondent confirms that resource requirements will be satisfied by commencement date of the contract.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
Respondent

\_\_\_\_\_  
Position

	<b>CONFIRMATION OF COMPLIANCE</b>	<b>Returnable Schedule: No. 2</b>
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The Respondent is required to provide a written confirmation on company letterhead that the quotation and other documentation comply with the specifications set out in the Scope of Work. Respondent must **sign** and **submit** this Returnable Schedule 2 as confirmation together with a written confirmation on company letterhead.

**By signing this Returnable Schedule, the respondent confirms that the supporting documents, written confirmation, and other documentation comply with the specifications set out in the Scope of Work.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
Respondent

\_\_\_\_\_  
Position

\_\_\_\_\_



**ANNEXURE 1**

EXAMPLE - INDUSTRIAL PLANT CLEANING TEAM WEEK ROSTER										
DAY	SHIFT	TIME	HOURS	QUANTITY	ROLE SPLIT	TIME	HOURS	QUANTITY	ROLE SPLIT	COMMENTS
Monday	Day	07H00 - 15H30	8.5	79	* 70X Plant Cleaners * 7 X Supervisors * 1 X Safety Officer * 1 X Site Manager	15H30 - 19H00	3.5	13	*12 X Plant Cleaners * 1 X Supervisor From the 79 only 66 employees go home, the 13 stays behind.	No maintenace window taking place
	Night	19h00 - 07H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					
Tuesday	Day	07H00 - 19H00	12	79	* 70X Plant Cleaners * 7 X Supervisors * 1 X Safety Officer * 1 X Legally Appointed Site Manager					Maintenace window day
	Night	19h00 - 07H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					
Wednesday	Day	07H00 - 19H00	12	79	* 70X Plant Cleaners * 7 X Supervisors * 1 X Safety Officer * 1 X Site Manager					Maintenace window day
	Night	19h00 - 07H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					
Thursday	Day	07H00 - 19H00	12	79	* 70X Plant Cleaners * 7 X Supervisors * 1 X Safety Officer * 1 X Site Manager					Maintenace window day
	Night	19h00 - 07H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					
Friday	Day	07H00 - 15H30	8.5	79	* 70X Plant Cleaners * 7 X Supervisors * 1 X Safety Officer * 1 XSite Manager	15H30 - 19H00	3.5	13	*12 X Plant Cleaners * 1 X Supervisor From the 79 only 66 employees go home, the 13 stays behind.	No maintenace window taking place
	Night	19h00 - 07H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					
Saturday	Day	07H00 - 19H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					Public Holidays will be rostered like the weekend
	Night	19h00 - 07H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					
Sunday	Day	07H00 - 19H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					Public Holidays will be rostered like the weekend
	Night	19h00 - 07H00	12	13	*12 X Plant Cleaners * 1 X Supervisor					
NB!!	This is just an example not the exact days on which maintenace may take place									
	On Public Holidays the rostering will be the same as on weekends									