

## **ANNEXURE B**

### **SCOPE OF WORK**

#### **FOR THE PROVISION OF BUSH CLEARING AND REMOVAL OF EXCESS VEGETATION AT IDENTIFIED PROPERTIES AT TNPA PORT OF RICHARDS BAY ON "AN AS-AND-WHEN BASIS" FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

### **INTRODUCTION**

Transnet National Ports Authority (TNPA) invites quotations from suitably qualified service providers for bush clearing, grass cutting, verge maintenance, and related garden services at the Port of Richards Bay. The contract period is for **thirty-six (36) months on an as-and-when basis**. This RFQ outlines the scope, specifications, and submission requirements.

### **1. SCOPE OF WORK**

The appointed service provider shall be responsible for bush clearing and the removal of excess vegetation on identified properties owned by TNPA, at the Port of Richards Bay, as follows:

- The properties identified for the bush clearing and removal of the excess vegetation are:
  - Bayvue Precinct.
  - South Dunes Precinct; and
  - Small Crafts Precinct
- A permit has been obtained for the pruning of the tree at Richards Bay in these port areas. Only identified branches will be required to be cut with caution, and there will be no damage to any structure on the property 3 meters away from the verge.
- The service provider is to note that this work will entail working at height - Certification for working at height is mandatory and must be submitted with the quotation.
- Bush clearing and removing excess vegetation includes, but is not limited to, grass-cutting, shrubs, bushes, trees, and any other vegetation growth identified on the properties.
- The service provider shall as a minimum:
  - remain on all existing roads and tracks and within the boundary area and not deviate from them.
  - not interfere with the property owner's activities.
  - keep TNPA's doors/gates locked and leave gates as found.
  - Request permission for use of water.
  - Provide toilet facilities.
  - not make fires.
  - not litter.
  - Do not drop fences.
  - not collect firewood without consent; and
  - not disturb or remove stones/rocks from the sites unless approved from by TNPA.

- Rivers, water courses, and other water bodies shall be kept clear of felled trees, vegetation cuttings, and debris.
- Cleared vegetation shall be removed from the site and disposed of appropriately to the satisfaction of TNPA. TNPA will request the service provider to provide proof of the responsible disposal of vegetation. Burning shall not be permitted under any circumstances.
- The service provider must take caution not to disturb and disrupt powerlines, electrical and water cables, servitudes, and power stations.
- This pricing spreadsheet provides the scope of work together with the Terms of Reference. All pricing for the project must be completed on the itemized spreadsheet. Any item left unpriced shall be deemed non-responsive.
- All work will be measured and paid for work done.
- The service provider needs to take into account all costs related to setting up on-site and the setup of work, and these should be included in the Final Offer.
- The service provider must submit a programme of works with the submission of the quotation
- The contract is for 36 months. Work will be performed on an as-and-when-required basis, limited to one calendar month per quarter. The specific month will be determined by TNPA.
- Any delay caused by the service provider through his/her own means or failure to complete the work within the specified timeframes will be subject to a penalty fee per day, excluding VAT, as calculated by the Employer.
- The service provider is responsible for the safety of his goods and personnel.
- A labour record of all local labour employees on the project must be submitted each week, including the full name, physical address, identity numbers, and a certified copy of the Identity Document must be submitted.
- The service provider must submit to the TNPA a Completion Report at the end of the project before any final payment is made. The report must be detailed, including images that indicate the progress of work, dates of work done, the date of completion, before-and-after images, and any challenges that may have been experienced.
- The contractor shall ensure all bush and tree clearance from roads and within power line servitudes meets the specified regulations. This includes maintaining a minimum vertical clearance of 3 meters for all overhanging vegetation from the road surface and a minimum horizontal clearance of 3 meters on each side of a power pole for maintenance access. All work must be conducted in compliance with the National Environmental Management Act, 1998 (Act 107 of 1998) and the National Veld and Forest Fire Act, 1998 (Act 101 of 1998), as well as the relevant local regulations and bylaws of the City of uMhlathuze.

- After cutting or pruning a tree, a non-toxic or low-toxicity herbicide should be applied directly onto the cut surface or around the base of the tree to stop it from sprouting new shoots or regrowing

## 2. SERVICE HOURS AND CONTRACT PERIOD

- **Service Days:** Monday to Friday, 07:00 – 15:00
- **Contingency:** Weekend work (Saturday & Sunday) if weekday work is delayed
- **Ad-hoc visits:** Weekend & holidays
- **Contract Period:** Three (3) quarters (9 months), and or as and when required from the date of award

## 3. SPECIFICATIONS

- Tree trunk girth categories for felling/trimming:
- bush knife
- chainsaw, followed by hatchet/chopper
- Larger trees: measured and agreed upon with TNPA representative
- All cut branches and leaves to be either left in designated areas for decomposition or collected and disposed of as directed
- Waste disposal certificates must be submitted after each disposal
- All equipment to be in good working condition

## 4. PREQUALIFICATION REQUIREMENTS

To be considered, bidders must submit proof of the following:

- Valid letter of good standing under Horticulture / Garden services and Commercial Landscaping, as the nature of the business.
- Proof of office location within uMhlathuze (municipal account, lease), under the business name or Director's name.

## 5. SUBMISSION REQUIREMENTS UPON AWARD

- Equipment proof (ownership or lease)
- Health and Safety Plan
- Public Liability Insurance

## 6. SITE VISIT / FAMILIARISATION

**Service providers are advised to visit the site at their convenience before submission** to familiarize themselves with the terrain, vegetation, and access points.

Refer to **Annexure A – Locality Map** for designated areas within the Port of Richards Bay.

No claims will be entertained later due to unfamiliarity with site conditions.

## **7. MINIMUM PERSONNEL QUALIFICATIONS**

8.1 The individual labour categories for this contract are as follows:

8.1.1 All employees must be in South Africa (SA) citizens or have legally required documentation to work in the SA.

### **8.2 Skills Required:**

8.2.1 Communication Skills (English or IsiZulu)

8.2.2 Understand Road rules.

## **8. TRANSNET NATIONAL PORT AUTHORITY RESPONSIBILITIES**

9.1 The service provider will be provided with a site area for provisions of staff, equipment and machinery that would be required to conduct the works.

## **9. SERVICE PROVIDER RESPONSIBILITIES**

10.1 Service provider shall perform the following management functions:

10.1.1 Service provider shall ensure staff operate efficiently and safely, and in accordance with the contract.

10.1.2 Service provider shall ensure staff have all the resources necessary to perform & conduct the activities required.

10.1.3 Service provider shall conduct unannounced periodic drills to ensure emergency procedures are adequate and properly followed.

10.1.4 Service provider must manage and discipline their staff at all times in compliance of LRA.

10.1.5 Service provider must provide transport for their staff which is suitable and lawfully for carrying passengers.

10.1.6 Service provider must ensure that personal hygiene of his personnel and agents must be maintained to an acceptable standard.

10.1.7 The service provider must issue a photo identity card to all his/ her employees, which must be displayed by each employee. The card must have the following information printed on it: a.

Name of Contractor

b. Full name of employee

c. Identity number of employee

d. Signature of the employee

Please note that all staff will be subject to security clearance as per criteria determined by the Transnet National Ports Authority Security Department.

10.1.8 The service provider must ensure that all staff is neatly attired, daily, in their overalls, which must have reflective stripes together with the necessary Personal Protective Equipment (PPE), which shall include but not be limited to headgear, safety shoes, gloves, etc. Overall clothing to have the name of the service provider printed thereon.

### **DAMAGE OF EXISTING FACILITIES**

The service provider shall take all the necessary precautions to prevent damage by the service provider's staff to existing features such as infrastructure and any aspect owned by Transnet or third party in the Port of Richards Bay etc. All costs to repair damage will be for the service provider's account.

### **10. DUTIES OF THE SERVICE PROVIDER SUPERVISOR**

The role of the supervisor is not limited to supervision of the staff but also include:

- Control and training on equipment usage
- Risk assessments & safe working procedures
- On-site liaison between TNPA and service provider
- Discipline of staff
- Monitor time keeping
- Issuing and monitoring PPE usage
- Be the middle person between staff and own management to deal with day-to-day issues.
- Perform inspections and monitoring of staff safety

## **11. OCCUPATIONAL SAFETY AND HEALTH ACT 85 OF 1993**

14.1 For the Occupational Safety and Health Act and Regulations (Act No. 85 of 1993), the site is transferred, for the duration of the contract, to the control of the contractor as if it were his property. As an employer, he is responsible in every respect for the compliance with the provisions of this Act, as well as the application of General Administration Regulations 13 to the employees of Transnet National Ports Authority who visit the site.

13.2 The contractor is to pay special attention and compliance to General Safety Regulations as promulgated in terms of the OSH Act (Act 85 of 1993) and compliance to Transnet Specification E4E, a copy of which is included with this tender.

## **12. ENVIRONMENTAL AND WASTE MANAGEMENT**

During the preparation and implementation of the project on-site, there should be waste generated. The contractor will be expected to follow TNPA proper waste management.

Ensure that high level of housekeeping is maintained at all times and make sure that they clean the site every day before they go.

Comply with all legal and other requirements, including this specification.

Provide a method statement that includes waste management plan

TNPA must be informed if there are any dead animals or birds so that these can be correctly disposed of by TNPA. As TNPA is responsible for notifying the authorities such as WESSA (Wildlife Environment Society of South Africa).

## **13. SHE File**

The SHE File for the selected service provider must be submitted 2 weeks prior to the scheduled start of the work to ensure that it is approved on time. The content of the SHE file will be communicated to the awarded service provider by the TNPA Project Manager. The Safety Health & Environmental (SHE) File must include, but not limited to the following sections detailing possible safety, health & environmental aspects, impacts and management controls pertaining to aspects and impacts identified below:

- Protection of sensitive/no-go areas;
- Management of hazardous chemicals and flammable substances;
- Pollution control & Spill response;
- Waste Management
- Environmental education and awareness;

- Removal of project waste and debris from the marina waters.
- Monitoring and auditing and;
- Record keeping
- Valid Letter of Good Standing with the Compensation Insurer.
- Client, Safety, Health, and Environmental Specification.
- Health and Safety Plan.
- Risk Assessment
- Appointments
- Health and Safety Training Records - Induction Records and Toolbox Talks.
- List of Subcontractors
- Emergency Contact Numbers
- First Aider and Equipment
- PPE and Clothing, Register
- Environmental Management Plan
- Incident Investigation Report
- Medical Examinations (Medical practitioners must be an Occupational medical doctor).

#### **14. INSURANCE**

The contractor will, at his/her own cost, take out an insurance policy against any claim, cost, loss, or damage resulting from duties and shall ensure that such insurance is valid for the entire period of the contract. The contractor will provide the Transnet National Ports Authority with proof of such insurance.