

## **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE GROUNDS MAINTENANCE SERVICES AT SANPC REFINERY (IN DURBAN) ON BEHALF OF CEF SOC LTD FOR A PERIOD OF (36) THIRTY SIX MONTHS**

### **1. INTRODUCTION**

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Minerals and Petroleum Resources (DMPR). For more information on the company, you can visit our current website: [www.cefgroup.co.za](http://www.cefgroup.co.za)

The refinery is situated at: 1 Refinery Road, Isipingo, Prospection, Durban.

### **2. BACKGROUND**

The SANPC Refinery is seeking to appoint one (1) service provider for provision of grounds maintenance at the Refinery (1 Refinery Road, Prospection, Durban) for thirty (36) months. This service is aimed at ensuring that the SANPC-Refinery grounds are properly maintained, grass is cut to an acceptable level, trees are trimmed and there are not scrubs around site.

The appointed service provider should take into consideration the protection of endangered trees in order to comply with the Environmental Management Services.

### **3. SCOPE OF WORK**

The appointed services providers will be expected to perform the following, the location of each scope of works will be indicated to the services providers on site during the tender briefing session;

1. Cut grass and clear shrubs throughout the entire site and on either sides of the fence (5m allowance on the outer side of the fence )
2. Tree Felling for all overgrown protruding trees throughout the entire site and on either sides of the fence (inside & outside); trimming and pruning of branches .
3. Bush Clearing of overgrown trees throughout the Refinery and ensuring that trees do not grow back (poising stups where required)
4. Garden Maintenance services , through proper landscaping (Main Gate entrance , Fish Pond Area , Command Centre , Laboratory etc )
5. Grass Cutting on the rail way line 10M from the fence up to Rhino north bound

gate, grass cutting between the 2 clear view fences.

6. Poisoning of tree stumps around the site
7. Clearing of storm water gutters, removal of litter and rubble
8. Throwing Weed-killer granules in areas requiring weed-killing within the site (Pipe Tracks, Pump Stations with a measurements of 78,815.55 m<sup>2</sup>)
9. Spraying of Weed killer inside operating units
10. De-weeding by pulling out grass and/or weeds from tar, cement, walkways and tank bund areas
11. Ensure that the weeds are removed from the concrete to the canal walls
12. Ensure that weeds are sprayed or treated using approved Herbicides on SANPC Refinery site (Client to provide Granules for applying to the required areas and the services provider to provide the necessary PPE and Equipment for the application Therefore).
13. Ensure that they spray of herbicides around the building and parking lot
14. Ensure all cut grass is racked and removed from the area to avoid grass being blown around and dispose of it at the allocated Composting Site in the refinery.
15. Transportation and disposal of waste

### 3.1 INNER REFINERY AREAS

No	Location	Area Measurement
<b>Area 1</b>	STF	151,734 m <sup>2</sup>
<b>Area 2</b>	Around fire water dam and surroundings	139,318 m <sup>2</sup>
<b>Area 3</b>	Flare and water treatment	113,959.29 m <sup>2</sup>
<b>Area 4</b>	NCR, Dispatch and Sulfur area	214,660 m <sup>2</sup>
<b>Area 5</b>	Lab/Training center, open area between tanker gate and Silver city including access road between the 2 points including tree pruning	15331.46m <sup>2</sup>
<b>Area 6</b>	LPG and Tank Farm	165,002m <sup>2</sup>
<b>Area 7</b>	North tank Farm and flare	202,663m <sup>2</sup>
<b>Area 8</b>	Lubes, Rhino Offices, contractor yards and fire training area	210,183m <sup>2</sup>
<b>Area 9</b>	Area between the inner and outer fence from private rail siding up to LAB	25,000m <sup>2</sup>

### 3.2 OUTER REFINERY AREAS

No	Location	Area Measurement
<b>Area A</b>	Outside the fence on fibers road from clubhouse to old PEP warehouse, checkpoint to tanker gate, parking area at checkpoint, Lab and command center.  Including de-weeding on parking and walk ways	22,571.50m <sup>2</sup>
<b>Area B</b>	Check point to main gate	25,519.80m <sup>2</sup>

<b>Area C</b>	Main Gate to Mondri Bridge and NZ access gate, the area between road and canal, fenced area between gun club and entrance to rhino parking lot.	35,532 m <sup>2</sup>
<b>Area D</b>	ClubHouse and surroundings	17,689 m <sup>2</sup>
<b>Area E</b>	Admin Block and Surroundings	21.609 m <sup>2</sup>
<b>Area F</b>	Rail Gate to Rhino	6,340 m <sup>2</sup>

### 3.3 OPERATING ZONES : SPRAYING OF WEED KILLER

No	Location	Area Measurement
<b>Zone 1</b>	Utilities	20,029 m <sup>2</sup>
<b>Zone 2</b>	South Zone	70,924.74 m <sup>2</sup>
<b>Zone 3</b>	Central Zone	36,583.42 m <sup>2</sup>
<b>Zone 4</b>	North Zone	39,180.07 m <sup>2</sup>

### 3.4 GRASS CUTTING REQUIREMENTS / PROCEDURE

- 3.4.1 Must fully comply with SANPC's Fire and Safety Regulations, Occupational Health and Safety Act and relevant regulation and preferably be ISO 14001 certified or have quality, safety and Industrial Relations procedures in place as a minimum and compliance to any other Regulations that might be applicable to the relevant service provided under this contract.
- 3.4.2 All records pertaining to this contract must be kept by the contractor; files are to be kept up to date.
- 3.4.3 The contractor must advise the SANPC – REFINERY Responsible person each day as to where work is taking place.
- 3.4.4 Drivers must have the correct code license for the class of vehicle.
- 3.4.5 Use only leak proof containers (with fitted funnels/nozzles) that are certified to carry fuel.
- 3.4.6 Drip trays must be used when moving fuel from container to container or fuel tanks.
- 3.4.7 Siphoning fuel by sucking the hose with ones mouth is not allowed, use hand pump.
- 3.4.8 Care must be taken when handling fuel.
- 3.4.9 Do not pour fuel in windy conditions.
- 3.4.10 No mixing of oil/petrol in confined spaces.
- 3.4.11 A separate storage space must be provided for fuel and oil. No fuel to be kept in main storage space. A spill kit must be near at hand to handle fuel spills. (Spades, sand, absorbents, etc).
- 3.4.12 All spills must be cleaned up immediately.
- 3.4.13 All spills must be reported immediately, to the Fire Station.
- 3.4.14 No more than 25L of diesel and no more than 25L of petrol may be stored on site.
- 3.4.15 No smoking or naked flames, signs must be displayed.
- 3.4.16 Fire extinguisher must be nearby.
- 3.4.17 No people may be transported on the back of a pick-up (bakkie).
- 3.4.18 Fuel may be carried in the back of a LDV (Bakkie) or on a trailer for short distances providing that:
  - 3.4.18.1 The fuel is in certified containers, with no leaks.
  - 3.4.18.2 The fuel is not leaking from the brush cutters.
- 3.4.19 Trailer to be used to carry fuel and equipment around the site.

- 3.4.20 The contractors must take care of other workers by keeping brush cutters and tractors at a safe distance and must stop to allow vehicles and pedestrians to pass.
- 3.4.21 Any damage to property must be reported immediately.
- 3.4.22 All injuries no matter how small must be reported.
- 3.4.23 Use correct PPE and mesh face shields when necessary.
- 3.4.24 Food and drink must not be carried in the back of the vehicle.
- 3.4.25 Hands must be washed before eating, drinking or smoking.
- 3.4.26 Equipment must be maintained to a high standard.
- 3.4.27 Motorized equipment must be serviced regularly.
- 3.4.28 Grass cuttings must not be allowed to fall into the CPI's or storm water drains.
- 3.4.29 All storage areas, yards, working areas and vehicles are kept neat and tidy. Practice good housekeeping.
- 3.4.30 Speed limit on site is Maximum 30km/h and off site 40km/h. Note 2 x speed contraventions results in suspension of driving privileges.
- 3.4.31 Tractors are not allowed to carry passengers or equipment. Tractors must be fitted with roll bar and seat belt for protecting the driver should it roll over.
- 3.4.32 Promote a positive approach to Health, Safety, Environment, and Fire prevention.
- 3.4.33 Toolbox talk will take place weekly between Supervisor and staff, in appropriate language. And a register will be kept at the fire station.
- 3.4.34 Always ask "the four what's", if in doubt ask.
- 3.4.35 The tractors grass cutters stone guards, chain guards and roller guards, must be in place to prevent stones flying when hit by the blades, this must be inspected daily.

### **3.5 PPE REQUIREMENTS**

**The employees of the service provider will be required wear the following during the execution of the project:**

- One piece overall / or Two Piece (jacket and pants) - with high-quality reflective materials, to provide enhanced visibility . Flame/ Acid retardant
- Hard hat – Industrial Safety Hat, EN 397 certified
- Safety glasses
- Face shield
- Sheen Guards/ Sheen Pads
- Ear muffs/ Ear plugs for ear protection
- Gumboots
- Leather Apron
- Ankle safety boots with metal tip – with snake gaiters for snakes attack protection.
- Gloves – Cut resistant gloves.

### **3.5 OTHER REQUIREMENTS**

- All the employees will be vetted by the refinery security before commencement of the work
- The bidder should submit the list of machinery that will be utilized on site

#### 4. LOCATION OF THE WORKS

The location for the works will be at SANPC Refinery, No.1 Refinery Road, Prospecton, Durban, KZN.

#### 5. BRIEFING SESSION

The interested bidders are required to attend a **compulsory** site briefing session to be held at SANPC Refinery, No.1 Refinery Road, Prospecton, Durban, KZN.  
Bidders are required to present an original South African ID documentation for gate access, safety boots, reflective vest/jacket and a hard hat.

**NB: The interested bidder/s must RSVP to [tenderbriefing@cefgroup.co.za](mailto:tenderbriefing@cefgroup.co.za)**

#### 6. REPORTING

The service provider will report to the Group Facilities Manager, more details will be provided at project site handover stage.

#### 7. INTELLECTUAL PROPERTY

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#### 8. CONTRACT

The service provider will enter into an SLA with CEF on the required services and deliverables.

#### 9. PROJECT TIMELINES

The service provider will enter into an SLA with CEF for a **36 months** period.

#### 10. EVALUATION CRITERIA

##### 10.1 Phase 1

##### Mandatory Requirements

At this phase, bidder's responses are reviewed against the below Mandatory Requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified, and not be considered for further evaluation on Technical Requirements. (all certifications documents are not to be older than 3 months).**

1.1.1. TEAM LEAD CERTIFICATION	Comply	Not Comply
The key personnel (Project Manager) – The project manager must have the horticulture certificate, minimum (NQF Level 6 in Horticulture).		
Submit a valid copy of certification		
Substantiate / Comments		
1.1.2. BIDDER'S COIDA CERTIFICATION	Comply	Not Comply
The bidder must submit the Compensation for Occupational Injuries and Diseases Act (COIDA) not older than 12 months		
Submit a valid copy of certification		

<b>Substantiate / Comments</b>		
<b>1.1.3. BIDDER'S CIDB CERTIFICATION</b>	<b>Comply</b>	<b>Not</b>
The bidder must submit the Construction Industry Development Board (CIDB) certificate. Level CIDB - 4SH or higher for Landscaping,		
<b>Submit a valid copy of certification</b>		
<b>Substantiate / Comments</b>		

<b>1.1.4. BIDDER'S UIF REGISTRATION</b>	<b>Comply</b>	<b>Not</b>
		<b>Comply</b>
The bidder must submit proof of registration with Unemployment Insurance Fund (UIF),		
<b>Submit a valid copy of certification</b>		
<b>Substantiate / Comments</b>		
<b>1.1.5. BIDDER'S LIABILITY INSURANCE</b>	<b>Comply</b>	<b>Not</b>
		<b>Comply</b>
Proof of public liability insurance, in the form a policy schedule/ document, in the name of bidder to the value of R1 000 000.00		
<b>Attach the copy of insurance / intent to insure from an accredited Financial Institution</b>		
<b>Substantiate / Comments</b>		

## 10.2 PHASE 2

### Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

#### 1. EXPERIENCE OF THE COMPANY

The bidder must submit reference letters for grounds maintenance work previously done.

**The reference letters signed by the client must be on client's letterhead and include company name, contact person, the contact details (telephone number / email address) and it should indicate when the service was done.**

Evaluation Criteria	Document as Evidence	Score	Weighting %
5 Reference letters and more	Reference Letters	5	30%
4 Reference letters		4	
3 Reference letters		3	
2 Reference letters		2	
1 Reference letters		1	
No Reference letters provided		0	

## 2. EXPERIENCE OF THE PROJECT LEAD

The bidder's assigned Project Lead must have extensive skills and competency in leading the Grounds Maintenance projects.

**The bidder must submit a comprehensive CV of the Project Lead providing information on relevant work experience, skills and key competencies.**

**Note: the following scoring matrix will be used to evaluate this criterion:**

Evaluation Criteria	Document as Evidence	Score	Weighting %
10 and more years' experience in similar projects	Detailed Project Lead's CV	5	30%
> 8 but < 10 years' experience in similar projects		4	
8 years' experience in similar projects		3	
> 5 years but < 8 years' experience in similar projects		2	
5 years of experience in similar projects.		1	
Less than 5 years' experience in similar projects		0	

## 3. DETAILED PROJECT EXECUTION PLAN

The bidder must clearly demonstrate in a project plan that they can deliver the scope or requirements within the stipulated timeline of **36 months**.

The project plan must address the following points:

1. Health & Safety protocols;
2. Projects schedule indicating start & finish dates;
3. Detailed list of machinery that will be used on site
4. Disposal of debris.

Evaluation Criteria	Document as Evidence	Score	Weighting %
Project Plan covering all 4 stipulated items	Project Plan illustrating the timelines	5	15%
Project Plan not covering all stipulated items		0	



<p><b>4. OCCUPATIONAL HEALTH &amp; SAFETY PLAN (OHS PLAN)</b></p> <p>Bidders must submit <b>Occupational Health &amp; Safety</b> Plan aligned to the Scope of work highlighting but not limited to the following elements:</p> <ul style="list-style-type: none"> <li>• <b>Contractor's OHS policy</b></li> <li>• <b>OHS compliance for employees</b></li> <li>• <b>OHS Incident / Accident management Plan (including reporting, recording and investigation of incidents and accidents)</b></li> <li>• <b>Baseline Risk Assessment</b></li> <li>• <b>Personal Protective Equipment (PPE).</b></li> <li>• <b>Emergency preparedness and response.</b></li> </ul>	OHS PLAN		25%
OHS plan addresses 5 listed points		5	
OHS plan addresses 4 listed points		4	
OHS plan addresses 3 listed points		3	
OHS plan addresses 2 listed points		2	
OHS plan addresses 1 listed points		1	
No OHS plan submitted		0	

### 1.3 Phase 3

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
<b>Historically disadvantaged individual (HDI)</b>	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
<b>Total</b>	<b>20</b>

**Tenders must submit their B\_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.**

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.