

ANNEXURE A

SPECIFICATIONS

PROVISION OF TRANSPORT SERVICES TO AND FROM WORK OF OFFICE AND SHIFT PERSONNEL IN SALDANHA ON A MONTH TO MONTH REQUIRED BASIS NOT EXCEEDING TWENTY-FOUR (24) MONTHS

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. Scope of work:

Out-sourced transport services are required for a scheduled transportation service for 500 employees, employed at, Salkor depot. The service will operate from employees residential areas, to work, and Salkor Depot, located in the Saldanha Bay municipal area, and surrounds, which are categorised in terms of high density, (i.e. Saldanha, Louwville and Vredenburg) and low-density (i.e. Veldrift, Langebaan and Hopefield), and back home.

The service will be rendered by means of trips to work, meaning Salkor depot and the Port of Saldanha, for employees on the employment of Transnet Operating divisions, namely, Transnet Freight Rail, Transnet Engineering and RME.

Employees will be picked up from their residential areas, as close as possible from their homes, with due consideration to their safety and weather effects and transported to their place of work, timeously, in a safe and dignified manner, in time for their shift, while spending as little time as possible in transit. The service will be rendered in an efficient, cost effective manner, resulting reasonable cost to Transnet and thereby translating into reasonably low cost per employee.

The vehicles and operators used in the rendering of this service will be fully compliant to all legislative and respective agency requirements.

The supplier must be able to provide alternative transport, with no or minimal interruption, should there be a breakdown, and in case of total failure, it is the supplier's responsibility to find a suitable replacement, during the term of the contract, without impacting, or with minimal interruption on the service.

2. Definitions:

Out-sourced transport service – Transportation of Transnet employees by means of trips by means of a bus, or similar bulk transport to a destination, which is either home, or workplace (Salkor depot and/or the Port of Saldanha), using a non-Transnet vehicle or equipment and operated by a non-Transnet employee.

Scheduled – The performance of the service, is measured in terms of agreed time-frames and timetable.

Employees – Workers employed by Transnet, for the performance of Transnet duties and paid/remunerated directly by Transnet's Operating divisions.

Pick-up area – Pick-up area refers agreed upon designated area, where employees will board the transportation service vehicle as per bus schedule.

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Residential area – Agreed upon Municipal areas where the employees reside, namely. (i) Saldanha, (including Middelpoos, White City, Khayamandi, Parkersdorp, Saldanha Bay and Blue Water Bay), (ii) Vredenburg, (entire Vredenburg area), (iii) Louwville (including entire Louwville area, Witteklip, Mabuyase, George Kerridge and Ongegund), (iv) Langebaan (entire Langebaan or as per agreed coverage areas), (v) Veldrift (as per agreed upon coverage), and (iv) Hopefield (entire Hopefield, or as per agreed upon areas).

Trip – Vehicular transportation from a pre-defined point of boarding, by a Transnet employee, to a pre-defined end-point of dis-embarkation e.g. Saldanha to Salkor building, for 07h00 shift.

Transnet – Reference to Transnet includes all, or any of Transnet's Operating divisions, namely Transnet Freight Rail, Transnet Engineering, Transnet Port Terminals, Transnet Group Capital, Transnet National Port Authority, RME and its nominated representative.

Bus service – Out-sourced transport service.

Supplier/contractor – Operator of the outsourced transport service.

Wet price per kilometer – Cost per kilometer, inclusive of fuel cost.

Wet price per trip – Cost per trip, inclusive of fuel cost.

Safe – Transportation by vehicles which are roadworthy and compliant in all respects and operated by drivers, that are suitably qualified, in all respects and in the right health and mental state (sober, well-rested, undistracted) to undertake their trip/s. Obedience and compliance to the lay (RTA), signs and demarcations and directives, with due consideration to the safety of passengers, other road users and property.

Dignified – Clean and neat equipment/vehicles, inside and outside, protecting passengers from weather (rain, wind, etc.) and environmental effects (dust, dirt, smoke, bad smell etc.), which are comfortable. The trip should also be comfortable.

Breakdown – A vehicle/equipment related an incident or event that prevents or delays timely completion of the trip.

Minimal interruption to the service – Employees/passengers are not more than 15 minutes late, from their scheduled arrival time, at their destination.

3. Tenure:

Twenty Four (24) months

4. Hours of work:

Alignment with client working hours, to be able to deliver service, as per attached bus schedule.

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5. Resources and capacity:

- 5.1 The service provide need to carry out the service using a minimum of 12 busses, composed of at least 7 x 60-seater commuter busses, 3 x 40-45 seater, 2 x 22-seater, for high density areas and 3 x 10-12 seater mini-busses for low-density areas, suitable certified to transport paying passengers. All vehicles will not be older than 5 years.
- 5.2 The service must provide a list of vehicles, indicating the following, as per the technical schedule;
- (a) Type of vehicle and age.
 - (b) The passenger capacity of vehicles.
 - (c) Make and Model.
 - (d) Kilometer distance covered.
- 5.3 The service provider shall endeavor to employ a minimum of 70% of their staff complement from the local community, as means of empowering the livelihoods of the people in the area that they are operating in.
- 5.4 The service provider will submit a recovery plan and timeframe in case of failure or breakdown of busses.

6. Health and Safety:

- 6.1 The service provider will submit a health and safety plan which will consist and not limited to,
- (a) A Bus driver compliance screening criteria (appropriate licensing and certification)
 - (b) Bus driver continuous evaluation plan and risk profile
 - (c) Medical fitness certificates (substance abuse testing)
 - (d) Pre-trip inspection documents
 - (e) Vehicle preventative maintenance schedule
- 6.2 The service provider must provide proof of having a vehicle and river monitoring system.
- 6.3 The service provider must indicate that there is a communication system between drivers and the depot.

7. Passenger, third party and associated risks liability insurance:

- 7.1 The service provider shall produce proof of comprehensive insurance as applicable to passenger carrying operators, for passengers and third party. Such document shall be to the satisfaction of Transnet, to ensure that its employees are not unduly exposed to financial difficulties in the event of unforeseen misfortunes/accidents while travelling in the busses.
- 7.2 The service provider shall carry all liability with regards to passengers, while transporting them to and from work.
- 7.3 The service provider will at his/her own cost undertake accident management procedure, for employees involved in an accident by the contractor's vehicle, which include calling emergency service, such as ambulance services and medical assistance for the affected personnel. This procedure will be approved by Transnet.

8. Legislative and agency compliance:

- 8.1 The service provider needs to submit the following documents, with the tender documents;

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- (a) Tax clearance certificates, company registration documents and Ownership/shareholder's declaration.
- (b) Compliance documents, including Operator's License certificate and/or transport permits, should be available before commencement of the service.
- (c) Drivers will be in possession of the necessary licenses and permits, and comply to safety regulations as prescribed by the applicable Road Traffic Regulations and law.
- (d) Changes in ownership, share-holding and/or directorship of the company should be declared/or communicated to Transnet, through its nominated representative, or liaison officer(s).
- (e) Roadworthy certificates.

9. Specific terms and conditions of service:

9.1 The condition of services cover the following:

9.2 Vehicles must at all times be in a neat, clean, hygienic and environmentally friendly condition.

The busses should at all times be, devoid of;

- (i) Spillage of automotive lubricants and fluids, mechanical or otherwise,
- (ii) Excessive smoke and fumes,
- (iii) Environmentally destructive effects
- (iv) Should there be spillage of automotive fluids and lubricants, or residue of any kind from the busses, on the premises of Transnet, the bus company will undertake to clean, or rehabilitate the environment at their own cost.

9.3 Vehicle will obey demarcations, directions and sign boards as put up by Transnet, or as agreed upon, on Transnet properties. Any disregard of Transnet's rules. Regulations and road instruction or directions, will be dealt with as a breach of contract.

9.4 Vehicles shall be subjected to inspection by TRANSNET before awarding of the tender and the vehicle must be at all times be in a road worthy condition and comply with the relevant legislation. TRANSNET furthermore reserves the right at any time to subject any of the vehicles to a road worthy test at the Municipal Testing Centre.

9.5 Vehicles on every route must be up to the same standards and radio communication between various routes must be available.

9.6 The service provider must be in possession of all relevant (valid) road transport permits as depicted in the relevant legislation and on request must be able to submit these permits to TRANSNET.

9.7 The service provider must be registered and comply with the road transport quality system (RTQS) as depicted.

9.8 Passengers/Employees must at all times be transported as per bus schedule attached hereto, and deviations will be discussed and agreed to with the Transnet, project manager, or nominated person to be the interface/contact between the Outsourced service provider.

9.9 Employees must reach their respective places of work at least ten (10) minutes prior to commencement of duty/shift, as per non-negotiable employee working schedule in clause 12 below.

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- 9.10 Departure times of busses from respective places of work must be at least five (5) minutes after normal hours of duty/shift, or as specified by Transnet in clause 12, in the employee working schedule.
- 9.11 TRANSNET will be responsible for all ticket sales and administration thereof, on behalf of the service provider.
- 9.12 Tickets to board the bus, will be made available by the supplier.
- 9.13 Payment for service/s rendered will be as per Transnet payment policy.

10. Commencement of service:

- 10.1 It is imperative that the service be fully functional, on the first day of the month, being, **01st June 2022**. Inability to perform or start on the specified day should be communicated three (3) days, prior to the commencement date. Confirmation of service should be communicated in three (3) days, calculated from the day of notification that the tender has been accepted.
- 10.2 The contract duration shall be for a period of twenty four (24) months.

11. Service details:

- 11.1 Working hours of employees to be transported.

WORKING HOURS	START	END	START	END	WORKDAYS
Transnet Freight Rail	06:00 - 18:00	18:00 - 06:00			7 days (Mon – Sun) Incl public holidays
	07:00 - 16:18				5 days (Mon – Fri)
	07:30 - 16:00				5 days (Mon – Fri)
Transnet Engineering	06:00 - 18:00	18:00 - 06:00			7 days (Mon – Sun) Incl public holidays
	07:00 - 15:30				5 days (Mon – Fri)

11.2 Areas to be services

Average distance

- (a) Saldanha and surroundings

± 23.7 km's (12 trips per day)
Mon-Fri (4 trips weekend and holidays)

(Including Middelpoos, Diazville, Hopland, White City, Saldanha town, Parkersdorp and Blue Water Bay)

- (b) Vredenburg and surroundings

± 24.4 km's (12 trips per day)
Mon-Fri (4 trips weekend and holidays)

(Entire town area)

- (c) Louwville and surroundings

± 28.8 km's (12 trips per day)
Mon-Fri (4 trips weekend and holidays)

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(Including Witteklip, Ongegund, Mabuyase and George Kerridge)

- (d) Langebaan and surroundings ± 32.8 km's (2 trips per day)
Mon-Fri
- (e) Veldrift and surroundings ± 39 km's (2 trips per day)
Mon-Fri
- (f) Hopfield ± 40.4 km's (2 trips per day)
Mon-Fri

12. Employee working schedule: Shifts: Frequency: 7 days a week, including holidays , **Regular hours:** Frequency: 5 days a week, excludes public holidays.

WORKING HOURS	AREA	WORK AREA	EMPLOYEES
06:00 – 18:00	Saldanha/Diazville	Salkor Building	20 x 2 (return trip) (drop-off employees that were on duty from 18:00, ending shift at 06:00)
06:00 – 18:00	Louwville	Salkor Building	50 x 2 (return trip) (drop-off employees that were on duty from 18:00, ending shift at 06:00)
06:00 – 18:00	Vredenburg	Salkor Building	30 x 2 (return trip) (drop-off employees that were on duty from 18:00, ending shift at 06:00)

TOTAL (200)

Frequency: 7 days a week, including holidays

Regular hours:

WORKING HOURS	AREA	WORK AREA	Employees
07:00 – 15:30	Saldanha/Diazville	Salkor Building	20
07:00 – 15:30	Louwville	Salkor Building	50
07:00 – 15:30	Vredenburg	Salkor Building	50
07:00 – 16:20	Saldanha/Diazville	Salkor Building	20
07:00 – 16:20	Vredenburg	Salkor Building	50
07:00 – 16:20	Louwville	Salkor Building	50
07:30 – 16:00	Saldanha/Diazville	Salkor Building	15
07:30 – 16:00	Vredenburg	Salkor Building	20
07:30 – 16:00	Louwville	Salkor Building	15

Frequency: 5 days a week, excludes public holidays.

The above figures may vary; however, the above are average figures.

Additional services:

Area	Drop-off Salkor	Pick-up Salkor	Employees
Hopfield	06:50	16:10	2
Veldrift	06:50	16:10	2
Veldrift	17:50	06:05	2
Langebaan	06:50	16:10	4