

**Note:** All tenders and quotations are done via our eProcurement system.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, you must be registered on CSD.**

**If you have a MAAA** CSD registration number and are receiving email notifications from PetroSA Procurement you are already registered, please login as indicated below:

Username: MAAA...

User Code: MAAA...

Password: newuser

Contact the call center on **+27 21 939-3131** or email: **supplier@petrosa.co.za** if you are having problems with your login.

If **you do not have a MAAA** CSD registration number, please click on **“Not Registered Yet”** and register. Click on the link below to download a “how to” guide to assist you.

<http://www.procurement.petrosa.com/Downloads/Documents/SupplierSelfRegistration.pdf>

**ENQUIRY NO: CTT26736**

**DESCRIPTION: PROVISION FOR HYGIENE AND PEST CONTROL FOR PetroSA**

## **1. SCOPE OF WORK**

### **1.1 HYGIENE SERVICES AND PEST CONTROL FOR CAPE TOWN**

The Services to be provided shall be the following:-

1.1.1 Installation and maintenance of rental hygiene equipment,

1.1.2 Monthly supply of hygiene consumables

1.1.3 Monthly pest control services – Biting Insects Treatment, Rodent and Cockroach Treatment, Bait Boxes (60)

#### **A. EQUIPMENT LIST FOR BATHROOMS IN CAPE TOWN**

<b>Level 1</b>	<b>Digital Air fresh Unit</b>	<b>Foam Hand Soap Dispenser</b>	<b>Roll control (touch free) paper dispenser &amp; bin</b>	<b>Air towel hand dryer</b>	<b>Toilet Roll Holder (3 rolls)</b>	<b>Foam Seat Sanitiser Dispenser</b>	<b>Sanitary Bin</b>	<b>Sanitary packet dispenser</b>	<b>Manual Hand Sanitizer Spray Dispenser</b>
Ladies(W)	1	2	1	1	3	3	3	3	
Ladies(E)	1	2	1	1	2	2	2	2	
Ladies(New)	1	1	1	1	1	1	1	1	
Gents(W)	1	2	1	1	2	2	0	0	
Gents(E)	1	2	1	1	2	2	0	0	
Gents(New)	1	1	1	1	1	1	0	0	
Disabled	1	1	1	1	1	1	1	1	
Sick Bay	1	1	1	0	1	1	1	1	4

Level 2	Digital Air fresh Unit	Foam HandSoap Dispenser	Roll control (touch free) paper dispenser & bin	Air towel hand dryer	Toilet Roll Holder (3 rolls)	Foam Seat Sanitiser Dispenser	Sanitary Bin	Sanitary packet dispenser	Manual Hand Sanitizer Spray Dispenser
Ladies(W)	1	1	1	1	2	2	2	2	
Ladies(E)	1	1	1	1	3	3	3	3	
Ladies(New)	1	2	1	1	4	4	4	4	
Gents(W)	1	1	1	1	2	2	0	0	
Gents(E)	1	2	1	1	2	2	0	0	
Gents(New)	1	1	1	1	2	2	0	0	
Disabled	1	1	1	1	1	1	1	1	
Procurement Library	1								
Gatehouse, Main entrance, back entrance, canteen area									6
Level 3	Digital Air fresh Unit	Foam HandSoap Dispenser	Roll control (touch free) paper dispenser & bin	Air towel hand dryer	Toilet Roll Holder (3 rolls)	Foam Seat Sanitiser Dispenser	Sanitary Bin	Sanitary packet dispenser	Manual Hand Sanitizer Spray Dispenser
Ladies(W)	1	1	1	1	2	2	2	2	
Ladies(E)	1	2	1	1	3	3	3	3	
Ladies(New)	1	2	1	1	4	4	4	4	
Gents(W)	1	1	1	1	2	2	0	0	
Gents(E)	1	1	1	1	2	2	0	0	
Gents(New)	1	1	1	1	2	2	0	0	
Disabled	1	1	1	1	1	1	1	1	
Various Locations									4
Level 4	Digital Air fresh Unit	Foam HandSoap Dispenser	Roll control (touch free) paper dispenser & bin	Air towel hand dryer	Toilet Roll Holder (3 rolls)	Foam Seat Sanitiser Dispenser	Sanitary Bin	Sanitary packet dispenser	Manual Hand Sanitizer Spray Dispenser
Ladies(W)	1	1	1	1	2	2	2	2	
Ladies(E)	1	2	1	1	3	3	3	3	
Ladies(New)	1	2	1	1	4	4	4	4	
Gents(W)	1	1	1	1	2	2	0	0	
Gents(E)	1	2	1	1	3	3	0	0	
Gents(New)	1	1	1	1	2	2	0	0	
Disabled	1	1	1	1	1	1	1	1	
Change rooms VP area (New)	1	1	1	1	1	1	1	1	
Various locations									6
<b>TOTAL</b>	<b>31</b>	<b>41</b>	<b>30</b>	<b>29</b>	<b>63</b>	<b>63</b>	<b>39</b>	<b>39</b>	<b>20</b>

**B. EQUIPMENT LIST FOR KITCHENS IN CAPE TOWN (incl. GATE HOUSE)**

- Liquid Soap Dispenser for 12 Tea Kitchens for washing dishes.
- Roll Control (touch free) Paper dispenser without bin for 12 Tea Kitchens.

**C. HYGIENE SERVICES –EQUIPMENT SCHEDULE FOR BATHROOM AT PAROW GATE HOUSE**

Digital Air fresh Unit	Foam Hand Soap Dispenser	Roll control (touch free) paper dispenser & bin	Air towel hand dryer	Toilet Roll Holder (3 rolls)	Foam Seat Sanitiser Dispenser	Sanitary Bin	Sanitary packet dispenser
1	1	0	1	1	1	1	1

**D. DEEP CLEAN SERVICE (QUARTERLY)**

Location	Basins	Toilets	Urinals
Main Building	61	63	26
Gate house	1	1	0

**1.2 HYGIENE SERVICES FOR PetroSA MOSSEL BAY REFINERY**

The Services to be provided shall be the following:-

- 1.2.1 Installation and maintenance of rental hygiene equipment,
- 1.2.2 Monthly supply of hygiene consumables.

Area	Digital Air fresh Unit	Foam Hand Soap Dispenser	Roll control (touch free) paper dispenser & bin	Toilet Roll Holder (3 rolls)	Foam Seat Sanitiser Dispenser	Sanitary Bin	Sanitary packet dispenser	Auto Janitor	Grease Mat	Appearance Mat	Mat Tough Scuff 900/1500 BI
Assets – Security office - Unisex		1	1			1	1				
Assets - Gents		1	1								
Assets - Ladies		1	1								
Main Gate (Gate 1) - Gents	1	1	1	1				1			
Main Gate (Gate 1) Kitchen		1	1								
Main Gate (Gate 1) Ladies		1	1	1		1	1				
Security building (Gate 2) – Entrance Foyer	0	1	2	1							
Security building (Gate 2) – Gents entrance				1							

Security building (Gate 2) – Ladies entrance	1	1	1	1	0	1	1				
Security building (Gate 2) – Gents inside	1	2	1	2				2			
Security building (Gate 2) – Gents inside	1	1	1	2							
Security building (Gate 2) – Ladies inside	1	1	1	1	1	1	1				
Security building (Gate 2) - Induction			1	3							
Security building (Gate 2) – Induction training	1	1	1	2		1	1				
Security Gate 3 - Unisex	1	1	1	1		1	1				
Security Gate 9 - Unisex		1				1	0				
Fire station - Gents		1	1	1				2			
Fire station – Kitchen		1	1								
Medical station – Entrance foyer									2		
Medical station - Gents	1	1	1	1							
Medical station- Kitchen		1	1								
Medical station- Ladies	1	1	1	1	1	1	1				
Medical station - Sluice		1	1								
Medical station – Treat 11		1	1								
Medical station – Treat 19		1	1								
Medical station- Treat 23		2	2								
Unit 51 – Control - Ladies	1	1	1	1	1	1	1				
Unit 51 – Training Base - Gents	1	1	1	2				2			
Unit 51 – Training Base - Ladies	1	1	1	1	1	1	1			1	
Unit 51 – Training Base – New Ladies	1	1	1	2	2	2	2				
School Building - Gents	1	2	1	2				2			
School Building - Ladies	1	1	1	2	2	2	2				
Unit 18 - Kitchen		1	1								
Unit 18 - Lab		2									
Unit 18 - Ladies	0	1	1	0	0	0	0				
Unit 18 - Outside		1	1	1							
Unit 02 - Unisex		1		1				1			
Stationery - Gents	1	1	1	1				1			
Stationery - Ladies		1	2	2	1	2	2				

Transport Yard - Gents	1	1	1	2							
Transport Yard - Ladies		1	1	2	1	2	2				
Civils - Gents		1	1	2				2			
Civils -Ladies		1	1	1	1	1	1				
Civils - Outside		2	1	1		1	1				
Syngas O/S Utilities WS - Ladies		1	1	2	2	2	2				
Green Building - Gents		1	1	2				2			
Green Building - Ladies		1	1	2	2	2	1				
Site Tuck shop – Eating area	1										
Site Tuck Shop - Gents		2	1	2				1			
Site Tuck Shop - Ladies		1	1	1	1	1	1				
Maintenance Field Office – U Kitchen			1								
Maintenance Field Office – U Ladies	1	1	1	1		1	1				
Main Warehouse - Gents	2	1		2				1			
Valve & Turbine - Offices		3	3								
Central Ablution Facility – Ladies (Laundry)	1	2	1	3	3	3	3				
Model & Training - Ladies	1	1	1	1	1	1	1				
Laboratory – GC Lab		1									
Laboratory - Gents	1	1	1	1	1			1			
Laboratory - Ladies	1	1	1	2	2	2	2				
Laboratory - Process		1									
Laboratory - Research		2									
Laboratory - Water		2	2								
Garage - Gents		1		2				2			
Riggers - Kitchen		1									
Air & Gas Sep Unit 01/19 - Gents		1	1	1				1			
Air & Gas Sep Unit 01/19 - Ladies		1	1	2		2	2				
Air & Gas Sep Unit 1/19 – Micro Lab		1	1								
Air & Gas Sep Unit 1/19 – Reagent Lab		1	1								
Red Building Process - Gents	1	1	1	2				1			
Red Building Process - Ladies		1	1	2	1	2	2				
Red Building Projects - Gents		1	1	2				1			





Auditorium - Disabled		1		1		1	1				
Auditorium - Gents		1	1	2				3			
Auditorium - Kitchen		0	0								
Auditorium - Ladies		2	1	3		3	3				
Auditorium – Open Area	1										
Admin - B9 Kitchen			1								
Admin – J17 Gents		2	1	4							
Admin – J18 Ladies	1	1	1	2	2	2	2				
Admin – L4 Gents	1	2	1	6							
Admin – L5 Ladies	1	2	1	3		3	3				
Admin – L5 Passage	1										
Admin – L6 Kitchen										1	
Admin – L8 Ladies		2	1	3		3	3				
Admin – L9 Gents	0	1	1	6							
Admin - Passage	1										
Admin - Reception	1										
Admin - Tuckshop		1	1								
Babcock Civils - Gents		1									
Babcock Civils - Ladies		1	1	1		1	1				
Inspection Services - Kitchen			1								
Harbour – Office 1		1	1								
Harbour – Office 2		1									
Harbour - Ladies		1		1							
Inspection		1									
Central Ablution	1	8		14					9		
MTR kitch			1								
MTR	1	1		3				2			
Main warehouse Ladies	1	1	2	2	2						
<b>TOTAL</b>	<b>43</b>	<b>190</b>	<b>133</b>	<b>214</b>	<b>46</b>	<b>94</b>	<b>94</b>	<b>47</b>	<b>11</b>	<b>2</b>	<b>0</b>

### **1.3 HYGIENE SERVICES AND PEST CONTROL FOR BLOEMFONTEIN DEPOT**

The Services to be provided shall be the following:-

- 1.3.1 Installation and maintenance of rental hygiene equipment,
- 1.3.2 Monthly supply of hygiene consumables including P-mats, Deo-blocks, Domestos)
- 1.3.3 Monthly pest control services – Biting/Stinging Insects Treatment (Bees), Rodent and Cockroach Treatment, Bait Boxes (31),
- 1.3.4 Installation and maintenance of a fly trap.



#### A. HYGIENE SERVICES – EQUIPMENT SCHEDULE FOR BATHROOMS

Area	Digital Air fresh Unit	Foam Hand Soap Dispenser	Roll control (touch free) paper dispenser & bin	Auto Sanitizer Dispensers	Toilet Roll Holder (3 rolls)	Foam Seat Sanitiser Dispenser	Sanitary Bin	Manual Hand Sanitizer Spray Dispenser
PSA Main Office Reception	0	0	0	0	0	0	0	1
PSA Main office 1 x Ladies	1	1	1		0	1	1	
PSA Main office 2 x Gents	1	1	1		0	2		
PSA Change rooms 4 x Gents	4	1	1		2	4		
BP Offices 2x Gents	1	1	1		0	2		
BP Offices 1x Ladies	1	1	1		0	1		
Security Office	1	1	1		0	1		
Workshop Office 2 x Gents	1	1	1		0	2		
<b>TOTAL</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>16</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>1</b>

#### B. MONTHLY DEEP CLEAN SERVICE

All the deep cleaning should be done during first week of each month and in the morning **NOT** in the afternoon for proper monitoring

Description	Quantity
Basins, toilets, showers and urinals	32

#### 1.4 HYGIENE SERVICES AND PEST CONTROL FOR PetroSA TZANEEN DEPOT

The Services to be provided shall be the following:-

- 1.4.1 Installation and maintenance of rental hygiene equipment,
- 1.4.2 Monthly supply of hygiene consumables
- 1.4.3 Monthly pest control service - - Flea Treatment, Rodent and Cockroach Treatment, Bait Boxes (52) (including bees, wasps, snake control).
- 1.4.4 Mosquito repellent and an outdoor flies trap or repellent.

**A. HYGIENE SERVICES – EQUIPMENT SCHEDULE FOR BATHROOMS**

Area	Digital Air fresh Unit	Foam Hand Soap Dispenser	Dishwash liquid soap dispenser	Roll control (touch free) paper dispenser & bin	Auto Sanitizer Dispenser	Toilet Roll Holder (3 rolls)	Foam Seat Sanitiser Dispenser	Sanitary Bin	Manual Hand Sanitizer Spray Dispenser
Main office 1 x Gents	1	1		1	1	1	1		
Main office 1 x Ladies	1	1		1	1	1	1	1	
Change room 2 x Gents	1	1		1	1	2	2		
Main gate 1 x Gents	1	1		1	1	1	1		1
Gantry Offices 1 x Ladies	1	1		1	1	1	1		
Main office			2						1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>2</b>

**B. MONTHLY DEEP CLEAN SERVICE**

Description	Quantity
Basins, toilets, showers and urinals	15

**1.5 FREQUENCY OF SERVICE**

**1.5.1 PAROW**

Equipment/Services	Frequency of Service	Consumables
Digital air fresh units	Monthly	Refills and batteries included
Foam hand soap dispensers	Monthly	400ml foam hand soap Refills
Roll control touch free paper dispenser and bin (Bathrooms)	Monthly	Batteries included Paper Hand towels
Air towel hand dryers	Monthly	-
Toilet roll holders – 3 rolls	Monthly	Toilet paper (2-ply) -
Foam seat sanitiser dispensers	Monthly	400ml Foam Seat sanitiser refills
Sanitary bins	Fortnightly	Bin Liner, Sanitisation included
Dishwash Liquid dispenser for kitchens	Monthly	Dishwash Liquid (5 litre bottles)
Sanitary packet dispensers	Monthly	Sanitary packets
Roll control touch free paper dispenser (12 kitchens)	Monthly	Batteries included Paper hand towels
Manual Hand Sanitizer Spray Dispenser	Monthly	Sanitiser Hand Spray 70% Refill 400ml
Pest Control	Monthly	Bait Boxes Tamper proof (60)

Pest Control	Monthly	Biting Insects Treatment
Pest Control	Monthly	Rodent and Cockroach Treatment
Deep Cleaning	Quarterly	-

### 1.5.2 FREQUENCY OF SERVICES IN MOSSEL BAY, TZANEEN AND BLOEMFONTEIN

Equipment	Frequency of Service	Consumables (if any)
Digital air fresh units	2 monthly	Refills and batteries included
Foam hand soap dispensers	Monthly	400ml Hand foam soap refills
Roll control touch free paper dispensers and bins	Monthly	batteries included Paper hand towels
Toilet roll holders – 3 rolls	Monthly	Toilet paper – Bloemfontein & Tzaneen only
Foam seat sanitiser dispensers	Fortnightly	400ml foam Seat sanitizer Refills
Autosanitizers dispensers	2 monthly	
Sanitary bin	Fortnightly – Tzaneen & Bloemfontein Weekly – Mossel Bay	Sanitary Bin Liners included
Genus Fly trap (Bloemfontein)	monthly	
Dishwash Liquid soap dispenser for kitchens ( Tzaneen only)	Monthly	
Manual Hand Sanitizer Spray Dispenser (Tzaneen and Bloemfontein)	Monthly	Sanitiser Hand Spray 70% Refill 400ml
Sanitary packet dispenser (Mossel Bay only)	Monthly	Sanitary packets
Auto Janitor (Mossel Bay only)	Monthly	Refills included
Grease mat (Mossel Bay only)	Monthly	Refills included
Appearance mat (Mossel Bay only)	Monthly	Refills included

### 1.6 PEST CONTROL SERVICE – Parow, Tzaneen, Bloemfontein

- Monthly services to include rodents, cockroaches, ants and fish moths, biting insects, flees and lice.
- The service needs to be done after hours i.e. 16:30 pm – 8:00 am or on a Saturday or Sunday by prior arrangement. (except Bloemfontein)

Pest Control (Parow, Bloemfontein & Tzaneen)	Monthly	Bait Boxes Tamper proof
Pest Control (Parow, Bloemfontein & Tzaneen)	Monthly	Pest System
Pest Control (Parow, Bloemfontein & Tzaneen)	Monthly	Rodent and Cockroach Treatment

## **1.7 CHANGES TO THE SCOPE OF SERVICES**

The scope of the Services shall be subject to changes by additions, deletions or revisions thereto by PetroSA. The Supplier shall be advised of any such changes by written notification from PetroSA describing the change. The Supplier shall promptly perform and strictly comply with each such change when so instructed by PetroSA. Any extra services resulting from such changes will be charged at the Supplier's normal or agreed rates.

## **1.8 SAFETY EQUIPMENT AND APPAREL**

The Supplier shall ensure that all its personnel engaged in the performance of the Services are provided as a minimum with the following safety equipment/apparel in good condition:

- Safety shoes/boots
- Overall with long sleeves
- Hard hat
- Rain suit
- Safety gloves
- Hearing protection
- Safety glasses
- Safety harness
- Face Masks

The Supplier shall supply any additional safety equipment/apparel required for the safe execution of the Services.

All safety equipment/apparel shall bear the SABS mark and be approved by the PetroSA Safety Department.

PetroSA will supply free of charge to the Supplier any additional safety equipment/apparel to satisfy specific area safety requirements. This safety equipment/apparel will remain the property of PetroSA and any damage as a result of abuse, neglect, misuse, etc. will be for the account of the Supplier.

## **1.9 ACCOMMODATION & TRANSPORT**

No accommodation or transport will be provided by PetroSA. The Supplier shall be responsible for making its own arrangements regarding accommodation and meals and will be responsible for providing transport to its Personnel to and from the PetroSA Works. No costs will be refunded by PetroSA.

## **2. PRICING**

### **2.1 GENERAL**

No payment or reimbursement shall be due by PetroSA to the Supplier unless otherwise specifically provided for in this Agreement.

The Supplier's rates are fully inclusive of all the Supplier's costs and expenses for rendering the Services pursuant to this Agreement, including protective and safety clothing, mobilisation and demobilisation costs, compliance with laws, including but not limited to, the Supplier's portion of any employee insurance and social security benefits, payroll and income taxes, levies, premiums for insurance and all other contributions and benefits and the costs to the Supplier for its personnel, unless otherwise specifically provided for in this Agreement.

### **2.2 PRICE RATES**

Compensation to the Supplier for the full and complete performance of the Work and compliance with all the terms and conditions of the Agreement shall be in accordance with the Rates entered on the eProcurement system:

***\*Rates to be entered on the eProcurement system.***

## QUANTITY TABLE

<b>Equipment/ Service</b>	<b>Cape Town</b>	<b>Mossel Bay</b>	<b>Tzaneen</b>	<b>Bloemfontein</b>
Digital air fresh units	32	43	5	10
Hand Foam soap dispenser	42	190	5	7
Roll control (touch free) paper dispenser & bin	30	133	5	7
Roll control (touch free) paper dispenser without bins – tea kitchens	12	0	0	0
Air towel hand dryer	30	0	0	0
Manual Hand Sanitizer Spray Dispenser	20		2	1
Toilet roll holder (3 rolls)	64	214	6	2
Foam seat sanitiser dispenser	64	46	6	13
Sanitary bin	40	94	1	2
Sanitary packet dispenser	40	94		
Auto sanitizer Dispensers			4	16
Auto Janitor		47		
Grease mat		11		
Appearance mat		2		
Liquid soap dispensers – tea kitchens	12		2	
Quarterly deep clean - basins	62			
Quarterly deep clean - toilets	64			
Quarterly deep clean - urinals	26			
Monthly deep clean – basins ,			4	9
Monthly deep clean –toilets (6),			4	13
Monthly deep clean –urinals			3	5
Monthly deep clean – showers			4	5
Pest Control (Rodents, cockroaches, ants and fish moths)	12		Monthly	Monthly
Pest Control (biting insects, flees and lice	12		Monthly	Monthly
Bait Boxes (monthly)	60		52	31
Genus Fly Trap				1
Consumables as indicated on e-procurement system/CBA				

**4. ENQUIRIES**

Any enquiries regarding this tender should be addressed to **Saseka Sihlwai** in the Tender Office at telephone no. **(021) 929-3441**, or e-mail address [saseka.sihlwai@petrosa.co.za](mailto:saseka.sihlwai@petrosa.co.za).