



### SCM SUBMISSION: SPECIFICATION

PURPOSE OF SUBMISSION	to appoint service providers to provide As and When maintenance on septic tanks in South Gauteng Region for a period of 24months.
DESCRIPTION OF GOODS / SERVICES / WORK	To perform maintenance on septic tank in South Gauteng Region for a period of 24months.
REQUEST FOR PROPOSAL NUMBER	SGR/AS-AND-WHEN-SEPTIC- TANK-MAINT/08/2025
DIVISION	PRASA: Gauteng South Region
USER DEPARTMENT	Facilities Department

## **SPECIFICATION- AS AND WHEN FOR EMPTYING SEPTIC TANK, SEWER BLOCKAGE, STORM WATER & SUBWAY MAINTENANCE**

### **1. Scope Of Work**

PRASA-CRES Facilities Management is looking to appoint **1 x service providers** that will form a panel of contractors to undertake and perform emptying septic tank, sewer blockage, storm water & subway maintenance at stations, operational depots and at commercial properties.

1.1. The scope of the work / services to be provided by the contractors is as follows:

- Carry out planned maintenance and corrective maintenance plumbing to building components and infrastructure at various Railway Station Platforms, Buildings, Offices, Workshops, Substations and Signal Relay Rooms.

Plumbing sewer repairs & Maintenance Works in this contract will include but not limited to

- Cleaning Sewer line & maintenance
- Storm water pipe repairs & maintenance
- Subway unblock & maintenance
- Water delivery
- Emptying septic tank

- The scope also includes a 24hr, Monday to Sunday emergency standby service as and when required by PRASA.

1.2. Contract duration will be for 24 months from the time of accepting the appointment.

1.3. As part of the administration claims shall be submitted timeously and the following documentation must be provided in support of a claim

- i. completed job cards indicating location, dates, personnel, times worked and travelling information
- ii. records of material receipts for material purchased and used in this contract (only for material not priced for in the Pricing Schedule)
- iii. invoices for services outsources/hired under this contract

### **2. Definitions**

2.1 **PRASA:** One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.

2.2 *Facilities Manager*: A manager of PRASA responsible of building and infrastructure portfolio or any person authorised to act in that capacity.

2.3 *Normal Working Hours*: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.

2.4 *Contractor*: Successful tender who is appointed by PRASA and will be responsible to carry out the works as per this specification.

### **3. Maintenance References**

3.1. All plumbing works will be in accordance with the following publications

- SABS 0400 other applicable Code of Practices
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations

### **4. Maintenance**

4.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

4.2. The Contractor shall produce and issue to PRASA a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight

- the type of work or service done
- problems experienced
- results of inspection
- faults found and their priority thereof

Quotations for any corrective work required shall be submitted to PRASA-CRES and on the approval of such quotations the Contractor will correct or repair accordingly.

- 4.3. PRASA reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to PRASA for consideration.

## **5. Contract Performance**

- 5.1. The contractor will sign a service level agreement with the PRASA. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA offices. Performance Items to be discussed will include:

- the number of breakdowns for specific period
- the turnaround time to attend to emergency callouts
- planned vs. actual progress
- submission of reports, invoices and other administration duties
- payment of invoices

### **5.2. Services Measure and Expectations**

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

## **6. General Information**

- 6.1. The contractor shall be or have in his employ qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided on request.
- 6.2. The Contractor must have the capacity to be able to work on more than one site at any given time.
- 6.3. Where day to day repairs is to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.
- 6.4. All material removed to be returned to PRASA unless otherwise stated.
- 6.5. Compliance certificates are to be issued on completion of all new work done at no cost to PRASA-CRES. Compliance certificates required for existing installations to be priced at the prescribed rate.

## **7. SAFETY AND PROVISION OF MATERIALS:**

- 7.1. The contractor is responsible for supply of all material required to repair the faults as per job cards /work order.
- 7.2. All material used shall be of high standard (SABS approved)
- 7.3. The material item price shall be based on standard market related plus the percentage mark-up fee.
- 7.4. Prasa Cres Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.

- 7.5. All materials supplied and workmanship to meet the prescribed Statutory Requirements, including the Occupational Health and Safety Act of 1993.

NB: The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by PRASA.

- 7.6. **Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R6000.00 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contract claim the amount.**

## **8. Quality Of Work and Workmanship:**

- Works with poor workmanship will not be signed off and PRASA Cres reserve the right to hold payments until satisfied with the quality of the works.

## **9. Non-Compliance:**

- **Safety** – the contractor will at all times ensure that work is performed in accordance with all the prescribed legal prescripts.
- **NB:** No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager
- **Response time** – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed PRASA Facilities department hereby reserves the right to penalise the service provider a penalty fee of 10% of the value of the work and if this provision is continually being violated the contract will be terminated.
- **Proof of Work done**> the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.

- **Qualified personnel-** It is a requirement that personnel performing/overseeing works issued to the contractor be qualified Artisan in specific Trade.

**10. Mandatory requirements**

If you do not submit the following documents/information, your submission will be disqualified automatically

- CIDB grade 3CE or higher
- Valid COIDA

## Pricing Schedule

### 1.1 Material Price Schedule

PROJECT NAME: AS AN WHEN REQUIRED FOR EMPTYING SEPTIC TANK, SOWER LINDE BLOCKAGES AND SUBWAY MAINTENANCE AND REPAIRS				
#	Description	Unit	Rates (Excl. VAT) Year 1	Rates (Excl. VAT) Year 2
1	Storm water pipes 300mm concrete	Each	R	R
2	Storm water pipe 300mm PVC	Each	R	R
3	Plain ended 315mm PVC	Each	R	R
4	Storm water Junction PVC	Each	R	R
5	Storm water bend PVC	Each	R	R
6	Manhole 300mm	Each	R	R
7	D4 access cover 600 x 600 x150mm	Each	R	R
8	PVC pipe 110mm	Each	R	R
9	Y junction 110mm PVC	Each	R	R
10	45 bend 110mm	Each	R	R
11	90 bend 110mm	Each	R	R
12	Socket 110mm	Each	R	R
		<b>Total</b>		
			<b>Total Excl.vat (Yr1&amp;Yr2)</b>	R

## 1.2 Labour, Transport and Mark up price schedule

		LABOUR RATES				
Item	Description		Unit	Estimated Quantity	Rates Yr1	Rates Yr2
1.	Provisional sum for approval of safety file as per annexure 1	Sum	Sum	R6 000.00	R 6000.00	-
2.	Percentage mark-up for materials not listed	Percentage Mark-Up	%	R100 000.00	%	%
3.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>Normal working hours (07H:00 – 17H:00)</b> .	Artisans	Rate/hour	1 Hr	R-	R-
4.		General Worker	Rate/hour	1Hr	R-	R-
5.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>After working hours and Saturdays (17:00 – 07:00)</b> .	Artisans	Rate/hour	1Hr	R-	R-
6.		General Worker	Rate/hour	1Hr	R-	R-
7.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>Sunday and Public Holiday</b> . This cost shall exclude material, which has previously been dealt with in this contract	Artisan	Rate/hour	1Hr	R-	R-
8.		General Worker	Rate/hour	1Hr	R-	R-
9.	Percentage Mark-Up for Outsourced Specialised work ((locksmith, money safes lock repairs, etc.)	Percentage Mark-Up	%	R100 000.00	%	%
10.	Percentage Mark-Up for hire or use of his own specialized equipment (proof of cost per/hr must be submitted with invoices)	Percentage Mark-Up	%	R100 000.00	%	%
11.	Travel cost	Travel cost	Rate/ km	1km	R-	R-
				<b>Total</b>	R-	R-
		<b>Total (Excl. VAT): Yr 1&amp;2</b>				<b>R-</b>

## **Final Summary**

Item	Amount
11.1 Material Price Schedule (Yr 1 & Yr 2)	R
11.2 Labour, Transport and Mark up price schedule (Yr 1 & Yr 2)	R
<b><u>Subtotal (Excl.VAT):</u></b>	R
<b><u>15% VAT:</u></b>	R
<b><u>Total (Incl.VAT):</u></b>	R