

Annexure A: Scope of Work

PROVISION OF RANDOM DRUG AND POST INCIDENT TESTING AND TRAINING WITHIN TRANSNET FREIGHT RAIL NATIONALLY

PROJECT SPECIFICATION

1. PURPOSE OF THE CONTRACT

Transnet Freight Rail (TFR) requires a service provider with proven competence and experience to conduct random drug testing periodically and also provide awareness and training on drug abuse at Transnet Freight Rail on a as and when required basis for a period of three years. The service provider must have the capacity to provide services nationally at TFR Depots and sub-depots to ensure that all TFR employees are reached.

The Drug testing must be conducted through a screening test first and then proceeded with a laboratory test where non negative results from the screening process.

The purpose is to ensure Zero-Tolerance and Drug Free healthy working environment, TFR aim to achieve a substance-free working environment and compliance to Occupational Health and Safety Act 85 of 1993 and SANS 3000-4.

The services shall be provided by the contactor on TFR premises in areas as per Annexure A.

2. BACKGROUND / CURRENT SITUATION

The current contract expired at the end of July 2025.

3. SCOPE OF WORK

3.1 Services required

- 3.1.1 The service provider shall have the capability to provide random drug testing, post incident testing and training services nationally to all TFR depots and sub-depots as per Table A.
- 3.1.2 The service provider shall provide the services of suitably qualified professional nurses to the extent that their services are necessary for the performance of the service.
- 3.1.3 The qualifications and experience of professional nurses shall be appropriate and adequate for the purpose of rendering the service.
- 3.1.4 The service provider will conduct post incident drug testing as and when required by TFR. This test shall be a urine screening test and when positive a laboratory confirmation test will be conducted. The test shall be conducted within 24 hours of having received such a request.

3.2 Drug Testing Training

- 3.2.1 The service provider shall provide education and training on drugs to be tested, their effects on health and safety of employees, testing procedure and methodology.
- 3.2.2 The service provider must provide all equipment (training material, handouts, projectors, laptops etc) required for drug testing training.
- 3.2.3 The service provider shall keep a correct and detailed attendance register of all employees attending the training
- 3.2.4 The service provider shall perform all duties as may be reasonably incidental and necessary for the successful completion of each training session. These shall include any such administrative duties as may be required.
- 3.2.5 It will be the responsibility of the client to ensure logistical arrangements such as venue and employee attendance.
- 3.2.6 The service provider shall ensure that such education and training is conducted by personnel qualified to conduct such training.

3.3 Drug Screening and Testing Equipment

- 3.3.1 Drug screening test will be done for the following illegal substances
 - 3.3.1.1 Cannabis (Marijuana)
 - 3.3.1.2 Amphetamine (speed)
 - 3.3.1.3 Methamphetamines (tik, meth, crystal, crank)
 - 3.3.1.4 Cocaine (coke, crack)
 - 3.3.1.5 Opiates (heroin, morphine) and,
 - 3.3.1.6 Phencyclidine (PCP)
- 3.3.2 The screening test will be conducted by means of a saliva test and when the screening result is positive, confirmation testing which involves the employee concern providing a urine sample which will be sent to the laboratory for confirmation using Gas Chromatography Mass Spectroscopy.
- 3.3.3 The service provider shall ensure that all testing equipment used is of an acceptable standard and can test for all the drugs specified in 3.3.1.
- 3.3.4 Saliva screening test detection times must be of an acceptable standard.
- 3.3.5 For confirmation testing the service provider shall use the services of an accredited laboratory for Gas Chromatography Mass Spectroscopy.
- 3.3.6 The turn around period for confirmatory result must be less than 48 hours.
- 3.3.7 The service provider shall provide proof that it has access to the services of such a laboratory in a form of an agreement with such laboratory.

- 3.3.8 The service provider shall ensure that the drug tests conducted are conducted in such a manner that they are legally defensible.
- 3.3.9 The service provider shall submit with its tender the specifications of the testing equipment it will be using, including:
- Specificity, sensitivity, and reliability levels of your methodologies, techniques and equipment used for each drug tested
 - Detection time for each drug tested
 - Description of calibration and certification of the equipment
 - Methodology, protocols, technique to be used for testing
 - Description of the chain of custody from the collection of sample of the affected employee including the roles and responsibilities of TFR and your company's resources.
 - Timeline and action intervals for the full completion of a drug test.

3.4 Duties of service provider

- 3.4.1 The service provider shall perform all duties as may be reasonably incidental and necessary for the successful performance of the service. These shall include any such administrative duties as may be required.
- 3.4.2 The service provider shall furnish the client with a comprehensive monthly report of the services conducted in that month.
- 3.4.3 Attend or be represented at regular monthly meetings and such other meetings as the Client might instruct.
- 3.4.3 The service provider shall appoint a project manager who shall liaise with the Client's representative on matters concerning the provision of this service.
- 3.4.5 The service provider shall ensure that the service is rendered in accordance with prevailing professional standards.
- 3.4.6 Service provider shall render status reports on progress at such periods as the Client might instruct.
- 3.4.7 The service provider must submit a proposed project plan indicating how he proposes to deliver this service nationally. Plan include:
- Number of staff for this project or organogram
 - The drug testing kits that will be used
 - Areas / offices where professional nurses will be operating from in servicing the different depots, etc.

3.5 Sub-Contracting

- 3.5.1 Sub-contracting will not be allowed except with written approval of the Client.
- 3.5.2 Use of subcontractors must be clearly explained in the tender and all subcontractors must be identified by name.
- 3.5.3 The contracted service provider shall be wholly responsible for the entire contract performance and risks where sub-contracting.

4. Client responsibilities

- 4.1 Ensure logistical arrangements such as venue for testing and training is available.
- 4.2 Releasing of employees for testing and training interventions in terms of internal needs analysis
- 4.3 Provision of relevant TFR policies procedures, standards and guidelines.
- 4.4 Responsible for supplying all required and relevant information to the contractor.



23/09/2025

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10/10/2025

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Table A

Operational Area	Number of Areas
Coal BU	21
Manganese BU	16
Steel & Cement BU	22
Iron ORE BU	2
CAB / ABL BU	28
MMC BU	17
Total	106

Business Units Demarcation Updated As 24 April 2025					
Coal Operations Area	Personnel Area	Iron Ore		Mineral Mining & Chrome	
		Operations Area	Personnel Area	Operations Area	Personnel Area
Ermelo area 34	Clewer	Salkor area 37	Saldanha & Halfweg	Beitbridge Bulawayo Railways	Bayview North
Ogies area 23	Ermelo		Sishen	Democratic Rep. of the Congo	Bayview West
Richards bay coal area 38	Ermelo North			Eswatini Railways area 95	Belfast
Vryheid area 35	Ermelo South			Komatipoort area 73	Empangeni
Welgedag area 26	Grootvlei			Mozambique area 97	Golela
Witbank area 33	Majuba			Nelspruit area 32	Harare
	Middleburg			North line nipi area 87	Komatipoort
	Ogies			Phalaborwa area 74	Lydenburg
	Piet Retief			Polokwane area 31	Mandini
	Richards Bay			Richards bay area 36	Mokopane
	Thuthuka			Steelpoort area 72	Mookgophong
	Uitkyk			Zambia area 91	Moz Maputo
	Ulundi			Zimbabwe area 98	Musina
	Vryheid				Nelspruit
	Welgedag				Ngodwana
	Witbank				Nsese
	Wonderfontein				Phalaborwa
					Polokwane
					Steelpoort
					Tzaneen
					Union
					Waterval Boven
					Zam
					Livingstone
					Zam Ndola
					Zim Beight Bridge
					Zim Bulawayo

Manganese		Steel & Cement		Container Agriculture & Bulk Liquids	
Operations Area	Personnel Area	Operations Area	Personnel Area	Operations Area	Personnel Area
Deal Party Cont. Area 57	Beaconsfield	Bellville area 02	Beaufort West	Bayhead Cont.area 53	Bayhead
East London area 11	Bloemfontein	Belcon cont.area 54	Belcon	Bethlehem area 15	Bethlehem
Kimberley area 05	Burgersdorp	Botswana area 96	Bellville	City Deep Cont.area 51	Bethlehem North
Port Elizabeth area 09	Cambridge	De aar area 04	BOT Gabarone	Durban area 19	Braamfontein
Postmasburg area 06	Deal Party	Krugersdorp area 28	BOT Mhalapye	Durban Harbour area 39	Capital Park
Bloemfontein Vont.area 59	East London	Lichtenburg area 25	Caledon	Isando area 21	Cato Ridge
Bloemfontein area 13	Hotazel	Rustenburg area 30	Coligny	Johannesburg area 20	City Deep
Mascon cont. Area 55	Kimberley	Thabazimbi area 71	Dal Josafat	Kascon cont. Are 52	Cor Delfos
	Lime Acres	Vereeniging area 27	De Aar Central	Kings Rest area 42	Danskraal
	Lohatlha	Worcester area 03	George	Kroonstad area 14	Durban
	Maseru		Kaydale	Newcastle area 16	Durban Harbour
	New Brighton		Klawer	Pietermaritzburg area 18	Elandsfontein
	Port Elizabeth		Klerksdorp	Pretcon Cont.area 44	Germiston
	Postmasburg		Krugersdorp	Pretoria area 29	Glencoe
	Queenstown		Langlaagte	Sentrarand area 22	Greytown
	Rosmead		Leeuhof	Springs area 24	Hercules
	Swartkops		Lichtenburg	Vaalcon cont. area 45	Isando
	Uitenhage		Mafikeng		Kaalfontein
			Malmesbury		Kaserne
			Nakop		Kazcon
			Oudtshoorn		King's Rest
			Paarden Eiland		Kroonstad
			Potchefstroom		Lady Smith
			Pyramid		Mason's Mill
			Robinson		Maydon Wharf
			Roodepoort		Natalspruit
			Rustenburg		Newcastle
			Sasolburg		Port Shepstone
			Table Bay Harbour		
			Thabazimbi		Pretcon
			Upington		Pretoria
			Vereeniging		Pretoria West
			Voorbaai		Rosslyn
			Warrenton		Sentrarand
			Worcester		Springs
					Stanger
					Trichardt
					Umbilo
					Vaalcon
					Waltloo
					Wentworth