

SPECIFICATION FOR REFURBISHMENT OF PORT ADMINISTRATION AND CLINIC BUILDING KITCHENS.

CIDB REQUIREMENTS : 1 GB OR HIGHER

1. SCOPE OF WORKS AND GENERIC CONDITIONS OF CONTRACT

1.1. BACKGROUND AND PURPOSE

The Port Administration and Clinic Buildings are owned by TNPA and occupied by TNPA various departments. In the past years, there were some kitchen cupboards installations done but with time and everyday usage the condition of these kitchen cupboards has deteriorated and they are in need of renovation.

The total number of kitchens that require renovation is seven, with each kitchen situated per floor and at the clinic. The Port Administration building often hosts internal and external meetings and the kitchens are commonly used to prepare refreshments and lunches for the meetings. The kitchens are a common use area and allow TNPA staff as well as visitors to have short engagements while they prepare their refreshments and/or lunches.

The poor condition of these kitchens include broken cupboards, loose ceiling, cracked wall tiles which pose a potential safety risk for any person while in the kitchen. Therefore, renovations are required to eliminate any potential risk that may occur in the kitchen while still providing a pleasing environment for TNPA staff and visitors.



Figure 1 : Existing Port Administration and Clinic kitchen cupboards

1.2. CONCISE DESCRIPTION OF WORK TO BE PERFORMED

The scope of works comprises of the following:

1.2.1. Installing kitchen cupboards:

- Remove all existing built-in kitchen cupboards, sinks, hydroboils and taps. Hydroboils will have to be reinstalled after.
- Remove and dispose the old existing ceiling and discard (for admin building areas only).
- Remove existing old air ventilators on the ceiling.
- Remove existing wall tiles.
- Supply and fit new kitchen wall tiles.
- Supply and fit new kitchen built-in cupboards with handles and counter top.
- Supply and fit kitchen sinks with mixer tap.
- Remove wooden swinging kitchen doors and refit in sliding mode. This is to improve space utilisation. Doors to be cleaned and freshly painted with handles.

NB: All removed material must be disposed of at the license dumpsite.

1.3. SPECIFICATIONS

1.3.1. Supply and install new built-in kitchen cupboards

- Supply and fit new built-in cupboards in white melamine wood that consists of doors and drawers. The doors must come with black steel handles.
- The built-in cupboards must have an opening to accommodate a microwave.
- The design should allow for one of the cupboards to consists of 2 drawers with stainless steel handles as well.
- The design should allow for a cupboard that will store the waste bin and brooms/mops.

- Supply and fit a stainless steel single sink with dimensions (length 750mm x width 400mm). Sink to include a mixer tap and its plumbing connections to connect to the existing services.
- Supply and fit a charcoal granite counter top.
- Fit and reconnect the existing hydroboils.
- Clean and paint existing kitchen doors

NB: The required kitchen cupboard design set up and available space shall be seen on site.



Example of cupboards handles



Example kitchen sink tap required

1.3.2. **Tiling**

- All kitchen walls shall be fit with porcelain black and white wall tiles.

1.3.3. **Ceiling, Lights and plugs**

- Remove existing suspended ceiling and discard
- Supply and fit new suspended ceiling panels and boards.
- Remove existing lights.
- Supply and fit new 2x4 FT LED ceiling mounted light fitting with covers.
- Supply and fit new double plugs that are wall mounted (flushing)
- Supply and fit single lever switch and all must be wall mounted outside of the kitchens.
- Supply and fit new air ventilators on the ceiling.

1.4. LOCATION OF SITE AND ACCESS

- 1.4.1. The site is located at the Port of Port Elizabeth access to the site can be gained via the Green Street Entrance.
- 1.4.2. A compulsory site visit shall be attended to and arranged by TNPA Procurement. Failure to comply will result in the quotation being null and void.

1.5. WORKING HOURS

- 1.5.1. The working hours shall be from 8h00 to 16h00, Monday to Friday.
- 1.5.2. The contractor must not vary the working hours without written instruction from the Project Manager.

1.6. STAND DOWN

- 1.6.1. TNPA's representative may, for the duration as seen fit by the representative of TNPA, stand down the plant or any part of the plant by notice to the contractor the operator, to permit any maintenance, servicing, or repairs.
- 1.6.2. TNPA will not pay for any period of stand-down of the Plant.

1.7. PAYMENTS

- 1.7.1. The Contractor must invoice TNPA in a form approved by the TNPA representative (quoting the purchase order number), for all payments under the contract after completion of works.
- 1.7.2. Invoices to include all-day works sheets approved by the TNPA representative.
- 1.7.3. Claims will not be accepted for items and quantities that do not have a datasheet signed off by a TNPA representative.
- 1.7.4. Payments will be made by TNPA within 30 days and at the end of the month from receipt of the Contractor's invoice, provided that the content of the invoice has been certified as correct by the TNPA representative and nothing is the invoice is in dispute.

1.8. TERMINATION OF CONTRACT

- 1.8.1. TNPA will endeavor to give notice of a likely termination date for the period of the contract.

1.8.2. Either party may terminate the contract by providing the other with 1 (one) weeks' notice.

1.8.3. Despite anything in the contract to the contrary, TNPA may, by providing written notice to the Contractor, terminate the contract immediately if the Contractor:

- a) Suffers an insolvency event
- b) Refuse to comply with any reasonable instruction or direction of the TNPA representative.
- c) Is in breach of this contract and has failed to rectify the breach following a written request to do so by TNPA.

1.9. INDEMNITY AND INJURY MANAGEMENT

1.9.1. The Contractor and any persons from the Contractor working on site must first ensure that they provide their signatures on the indemnity form before entering the site.

1.10. COMPLIANCE

1.10.1. The Contractor must comply and ensure that he/she complies with all legislation including the occupational health and safety acts, equal opportunity legislation, road traffic acts, motor vehicle (third party insurance), transport acts, industrial agreements, registered workplace agreements of employer-employee agreements, the Safety, Health and Environment (SHE) requirements and all lawful direction of the TNPA representative application to the contract.

1.10.2. The Contractor must obtain all necessary permits, licenses and approvals, give all notices required to be given and pay all applicable relevant fees in connection with the contract and provide evidence of compliance to the TNPA or the TNPA's representative on request.

1.10.3. The Contractor shall comply with the Port of Port Elizabeth's SHEQ regulations and requirements.

1.10.4. The Contractor shall submit a SHE file for approval and as required by the TNPA Port of Port Elizabeth SHEQ department.

1.10.5. The Client will not provide any water for use during the repairs. Contractor to arrange for its water supply.

1.11. PARKING

1.11.1. Parking will be at the construction site.

1.12. PRICING INSTRUCTIONS

INTRODUCTION

1.12.1. Pricing Assumptions mean the criteria as set out below, read together with all Parts of this specifications document, which it will be assumed in the contract that the tenderer has taken into account when developing their rates and prices.

GENERAL

1.12.2. The terms "Schedules of Quantities" and "Bills of Quantities" shall have the same meaning. The title "Engineer" shall be interpreted as "Project Manager".

1.12.3. The Bill of Quantities contains only brief descriptions to identify the salient items required and the Tenderer is referred to the Generic Conditions of Contract, Scope of Work and drawings for the full requirements.

1.12.4. The prices and rates to be inserted in the Bill of Quantities are to be the full inclusive prices to be paid by the Employer for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.

1.12.5. Where an item in the Bill of Quantities makes reference to a specific measurement and payment clause, the rate or price of the item shall also include for all costs stated in the particular payment clause. Such reference will be to the relevant Pricing Assumption item. The reference clauses indicated are not necessarily the only sources of information in respect of scheduled items. Further information and specifications may be found elsewhere in the contract documents.

1.12.6. A price or rate is to be entered against each item in the Bill of Quantities, whether the quantities are stated or not. An item against which no price is entered is deemed to be covered by the other prices or rates in the Bill of Quantities but the rate, where applicable, will nevertheless be taken as nil and no claim will be considered should the number of such items increase or decrease.

1.12.7. Unless otherwise stated, items are measured net in accordance with the drawings and as specified and no allowance has been made for waste. Rates and prices shall include for the waste of whatever nature and for all necessary straight cutting (notwithstanding any trade custom to the contrary)

1.12.8. Where items in the Bill of Quantities include a reference to trade names or proprietary brands, the reference is used in order to establish the required type and quality of the product on which the price is based. Where items in the Bill of Quantities have no applicable measurement and payment clause reference the rate or price for the item shall be the fully inclusive rate or price for the work described including all materials, labor, plant, equipment, overheads, and profit as applicable.

2. BILL OF QUANTITIES

This BoQ shall be read in conjunction with this Specifications Document and the RFQ clauses.

3. BOQ FOR ADMIN BUILDING WORKS

ITEM NO		DESCRIPTION	Unit	QTY	Rate	Total Amount
		This BoQ shall be read in conjunction with this Specifications Document and the RFQ clauses.				
1.		<u>PRELIMINARY AND GENERAL</u>				
1.1.		Preliminary and General: The following shall be allowed for : a) Site establishment and site disestablishment b) Time-related obligations	Sum	1		
1.2.		PoPE SHE File a) Submit a comprehensive health and safety plan for approval b) Required PPE for all staff	Sum	1		
2.		<u>KITCHEN CUPBOARDS ADMIN BUILDING</u>				

ITEM NO		DESCRIPTION	Unit	QTY	Rate	Total Amount
2.1		Remove and dispose all existing old cupboards including sinks	Sum	6		
2.2.		Supply and fit new kitchen cupboards. Cupboards to include all handles, doors, drawers, charcoal granite countertop, and shelves. The wood colours and type to be used must be white melamine wood.	Sum	6		
3		<u>WALL TILING</u>				
3.1.		Removal and discarding existing wall tiles	sqm	220		
3.2.		Supply and fit new porcelain wall tiles. The tiles must be black and white in colour.	sqm	220		
4		<u>DOORS</u>				
4.1		Remove, clean and repaint existing wooden doors using cream colour	sqm	15		
4.2		Refit the existing wooden doors to slide with new handles to accommodate space.	No	5		
5.		<u>SINKS</u> Supply and fit a stainless steel sink with dimensions (length 750mm x width 400mm)	No.	7		
		Supply and fit a mixer tap including the plumbing connections to connect to the existing services.	No.	7		

ITEM NO		DESCRIPTION	Unit	QTY	Rate	Total Amount
6.		<u>KITCHEN TOWEL RAILING</u> Supply and fit a 600mm, black stainless steel kitchen towel rail	No	7		
7		<u>CEILING, PLUGS, SWITCHES AND LIGHTS</u>				
7.1		Remove the old existing suspended ceiling with air ventilators	Sqm	40		
7.2		Supply, fit and connect new suspended ceiling with air ventilators	Sqm	40		
7.3		Remove existing old lights, plugs and switches.	No	21		
7.4		Supply and fit new 2x4 FT LED lights with covers	No	6		
7.5		Supply and fit double plugs wall mounted (silver or grey colour)	No	21		
7.6		Supply and fit single lever switches wall mounted (silver or grey colour)	No	7		
8		SUB-TOTAL				
9		Vat 15%				
10		TOTAL				

3. SIGN OFF AND APPROVAL OF SPECIFICATION

Facilities Manager : PoPE

Property Manager : NMB Ports