

SCHEDULE 1 – SCHEDULE OF REQUIREMENTS

DESCRIPTION	STANDARD TERMS AND CONDITIONS FOR THE FOR THE HIRING & SERVICING OF HYGIENE UNITS IN VARIOUS RESTROOMS AT THE PORT OF SALDANHA FOR 36 MONTHS
SERVICE PROVIDER
CONTRACT NUMBER	TNPA/2022/02/0095/RFQ
DURATION	36 MONTHS
COMMENCEMENT DATE	TBA
EXPIRY DATE	TBA

With reference to the Standard Terms and Conditions of Contract, Reference Number TNPA dated, ("Contract") between Transnet SOC Ltd ("Transnet") and (the Service Provider") pursuant to which you have agreed to render services for and on behalf of Transnet subject to such Contract.

The defined terms in the Contract will, unless otherwise indicated, have the same meaning in this Schedule of Requirements. In consideration of the mutual covenant and agreements contained in the Contract and in this Schedule of Requirements, it is agreed as follows:

1. TNPA SCOPE OF REQUIREMENTS

The Port of Saldanha requires the service of hiring and services of hygiene units. The toilets are not confined to buildings only but extend to tug boats; pilot and work boats as well. The required units and the location of the toilets and restrooms will be listed in Schedule "A" attached to this document. This specification document covers the provision of a Hygiene services at the Transnet National Ports Authority, Port of Saldanha, for a period of 36 months.

1.1 SERVICES REQUIRED

1.1.1 The CONTRACTOR is required to supply, install and service the following units:

- Touch free Pedal – She Bin
- Single Dispenser for She packets and toilet seat wipes
- Automatic Air Freshener Dispenser
- Touch Free Foam Soap Dispenser
- Touch Free Paper Towel Holder
- Wall mounted bin
- Urinal Auto Sanitizer
- Trolley wipe stand with wipes (Bucket) for the gym

1.2. HYGIENE TASK DESCRIPTION (OVERVIEW & TECHNICAL DATA)

2.1 SANITARY DISPOSAL BINS (SHE-BINS) – (WOMEN CUBICLES)

- Sanitary waste must be removed and not stay within the campus premises – Once a month
- Cleaning of bins with disinfectant cleaner and replacement of inner disposal plastic bags – Once a month
- Touch free pedal model allows for hand free operation
- Large, central opening for easy disposal
- Bin size and large opening ensures optimum capacity fill

- Innovative reversible lid – can easily be place on either side of the cubicle
- Fully lined and sealed for increased hygiene
- Fully serviced with waste disposed in an environmentally friendly manner
- Top down disinfection and fragrance of bin and contents with She tablet
- One (1) bin per female cubicle
- Capacity: 23L
- Dimension: Height 550mm, Depth 160mm & Width 510mm

1.3 SINGLE DISPENSER FOR SANITARY TOWELS BAGS & TOILET SEAT WIPES

- Supply and replacement of plastic bags – Once a month
- Supply and replacement of toilet seat wipes – Once a month
- One dispenser that fits She packets and toilet seat wipes/personal hygiene wipes
- Units to be fixed out of the way against the wall
- One bag/wipe dispensed at a time
- Sanitary bag & toilet seat wipe dispensers must be replaced free of charge in the event of mechanical malfunctioning of factory fault.
- Consumables: She packets (50)
- Hygienic toilet seat wipes (100)
- Dimensions: Height 310mm, Depth 60mm & Width 160mm

1.4 AUTOMATIC AIR FRESHENERS

- Air freshener must be refilled on a monthly basis and spray at intervals of 15 minutes
- Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.
- Dimensions: Height 360mm, Depth 65mm & Width 140mm

1.5 TOUCH FREE HAND WASH FOAM SOAP

- Hand wash foam soap must be replenished – Once a month
- Hand wash soap must be drip free and not harsh/irritable to the skin (non-ammoniated).
- Soap dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.
- Touch free, sensor unit for increased hygiene
- Lockable unit to prevent pilferage
- View window for at-a-glance maintenance
- Cartridge or top-up system
- Time delay dispensing to prevent wastage
- Low in cost use

- Consumables: Anti-Bac Foam Soap (1.3L)
- Dimensions: Height 270mm, Depth 95mm & Width 132mm

1.6 TOUCH FREE PAPER TOWEL CABINET

- Touch free sensor operating dispenser
- Supply and replenish 1 paper towel roll per month for all dispensers
- Paper length to be set to reduce wastage & control costs
- Liquid mas sensor to ensure correct dispensing of paper only when needed
- Lockable unit to prevent pilferage
- Stub roll functionality for easy maintenance
- Quiet dispensing mechanism
- Paper towel cabinet must be replaced free of charge in the event of mechanical malfunctioning or factory fault
- Consumable: Paper roll 2 ply (90mm)
- Dimension: Height 363mm, Depth 232mm & Width 320mm

1.7 WALL MOUNTED BINS

- Wall mounted for easy cleaning under bin
- Conveniently mounted underneath the paper towel dispenser
- Bracket mounting to remove bin for easy cleaning or replacement
- Liner clip – no untidy liner hanging over the bin
- High waste capacity to reduce clearing frequency
- Dimension: Height 585mm, Depth 215mm & Width 385mm

1.8 URINAL AUTO SANITIZER, URINAL MAT & CHEMICAL DEEP CLEANING

- Urinal Auto Sanitizer must be replenished – Once a month
- Chemical deep clean once a month
- The Auto Sanitizer provides a continuous touch free hygiene maintenance programme for toilet and urinals bowls 24 hours a day
- Reduces and prevents unsightly scale and stains from foaming
- Actively attacks hard water and minerals deposits
- Prevents the spread of infection
- Improves the cleaning effect of each flush
- Freshens the flush water by adding a fragrance
- Remains in the bowl and is active between flushes
- Cleans where regular daily cleaning cannot reach
- Urinal Auto Sanitizer must be replaced free of charge in the event of mechanical malfunctioning or factory fault
- Dimension: Height 212mm, Depth 103mm & Width 120mm

1.9 TROLLEY WIPE STAND WITH WIPES (BUCKET) FOR THE GYM

- Supply trolley wipe stand with wipes monthly
- Replenish wipes monthly
- Trolley wipe stand must be replaced free of charge in the event

2. Contract Manager/s & Personnel to provide the Services

Transnet Contract Manager	Ayanda Mtolo
Designation	Facilities Manager:
Operating Division	Transnet National Ports Authority
Address	Bayvue Centre Marine Drive Saldanha 7395
Telephone	060 570 8047
Email	Ayanda.Mtolo@transnet.net

Service Provider's Account Manager	
Designation	
Address	
Telephone	
Email	

3. Performance Review Meetings

Contract management and performance review meetings will be held as required by Transnet's Contract Manager.

4. Fees & Disbursements

- 4.1 In consideration of the performance of the Services by the Service Provider pursuant to this Work Order, Transnet will pay to it an amount not exceeding R (including VAT) over the 36 months period.

IN WITNESS of which this Schedule of Requirements has been duly executed by the parties.

SIGNED for and on behalf of

.....

Signature.....

Name.....

Position.....

Date.....

SIGNED for and on behalf of

Transnet SOC Ltd

Signature.....

Name.....

Position.....

Date.....

APPENDIX 1

Address for Notices

Any notice or communications between the parties to be given under this Agreement shall be deemed to have been received at the following times:

- i. by email transmission – when the sender receives confirmation of receipt;
- ii. by hand delivery - immediately upon receipt by the recipient.

Any notice or communications between the parties shall be delivered to the addresses set out below:

The Service Provider

Addressee:

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Attention:

Physical Address:

Postal Address:

email:

Transnet

Addressee:

Transnet SOC Ltd

Attention : Project Manager

Physical Address:

Bayvue Centre
Marine Drive
Saldanha
7395

Postal Address:

Private Bag X1
Bayvue Centre
Marine Drive
Saldanha, 7395

email: Ayanda.Mtolo@transnet.net

Either party may, by a notice given in accordance with this Schedule 1, change its address or email address for the purpose of this Schedule 1.

APPENDIX 2

Non- Disclosure Agreement

Date: 20--

I (*name*)

Of (*address*)
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Undertake to Transnet SOC Ltd ("Transnet") that:

1. I shall keep confidential and not to disclose or make available to any third party, except with the express prior written consent of Transnet, any Confidential Information relating to Transnet business, assets, customers or staff which is disclosed to me or to which I may have access during the course of providing Services to Transnet ("my assignment"); and
2. Upon termination of my assignment, I shall return to Transnet all documents, books, discs, tapes or other records (in whatever medium) which I may have in my possession, custody or control and which are the property of Transnet, its customers, staff or agents and any copies thereof.

For the purposes of this Confidentiality Agreement, "Confidential Information" shall mean any information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs of the Transnet Group or its customers, whether in writing, conveyed orally or by machine-readable medium.

I understand that this Confidentiality Agreement shall survive the termination of my assignment.

SIGNED at _____ on _____ 20--

(*Signature*)

in the presence of:-

Witness name:

Witness Signature:

Witness address:
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