

TRANSNET NATIONAL PORTS AUTHORITY

A DIVISION OF TRANSNET LIMITED

PROVISION OF LAUNDRY/ DRY-CLEANING SERVICES ON AN ADHOC BASIS FOR CIVIL MAINTENANCE

WORKS AT THE PORT OF RICHARDS BAY; KWAZULU, NATAL

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A1 SCOPE OF WORK

This contract covers the provision of Laundry and Dry-cleaning services on an adhoc basis for different departments in the Port of Richards Bay, hereinafter referred to as the " Works ", and any other work arising out of or incidental to the above or required of the Contractor for the proper completion of the Works in accordance with the true meaning and intent of the contract.

A2 BUSINESS NAME

Transnet Limited will for the purpose of this contract be trading and hereinafter be referred to as **Transnet National Ports Authority**, a Business Division of Transnet who, through its authorised representatives, shall execute the contract on behalf of Transnet.

A3 CONTRACT PERIOD

The period of this Contract would be **Thirty-Six (36) months from the date of notification of acceptance of tender**, which shall include any statutory holidays falling within these periods and shall include the period from 16 December to 5 January, both days included, if it falls within these periods.

A4 PENALTIES FOR LATE COMPLETION

Should the Contractor fail to arrive on site for pick-up and delivery of clothes when required/as per the cycles during the contract period as may be expected by Transnet, s/he shall pay to Transnet as penalties in terms of the Conventional Penalties Act, 1962 as amended, the following amounts for each day or part thereof during which the Works or any stage thereof remains incomplete.

<u>Stage</u>	<u>Penalty</u>
Works	contract value x 0.01/100 = cost per day

A5 ADVANCE PAYMENT FOR PLANT AND/OR EQUIPMENT SUPPLIED BY THE CONTRACTOR

A5.1 No advance payment, for equipment for laundry service supplied by the Contractor as part of the Works, will be made by Transnet.

A5.2 Nothing contained herein shall in any way affect or diminish the Contractor's obligations in terms of the contract for the safe custody of the plant and for the compliance thereof in all respects with the specifications and standards specified.

A6 INSURANCE AGAINST PERILS INSURABLE THROUGH SASRIA

Insurance of the Works against damage caused as a result of perils insurable through SASRIA will not be affected by Transnet.

A7 SCHEDULE OF QUANTITIES

A7.1 The quantities in the Schedule of Quantities are estimated and may be more or less than stated. The Contractor shall submit with his tender a complete and detailed priced schedule (prepared in ink) for the Works.

A7.2 The absence of stated quantities in the schedule is no guarantee that none will be required. Reasonable and sufficient rates and/or prices shall therefore be inserted to every item, as such prices will be considered when awarding the contract.

A8 WORKS

A8.1 Work Specification

- The service provider shall collect and return items/batches from various departments on the stipulated days i.e., Marine, Berthing services, Infrastructure.
- All items to be washed with non-irritable detergents and softeners, ironed, folded, bundle tied/wrapped.
- Personalized identification tags must be attached to all items by the Contractor as and when required.
- Stitching of damaged clothes.

Items included on this contract:

- T-Shirts
- White shirts
- Full Overall
- Top- Overall
- Pants- Overall
- Pants
- Bunker Pants
- Shorts
- Tablecloth
- Utility Jacket
- Bunker Jacket
- Jersey
- Reflective vest
- Banner
- Pole flag
- Blanket
- Overlay
- Pop-up banner
- Gazebo covering
- Soccer socks
- Soccer bibs
- Soccer jersey bag
- Flasher hood
- Rain suit pants
- Rain suit jacket

A8.2 Cycle Days

The service shall be required twice a week with a basic cycle time of maximum four (4) days as follows:

Cycle 1: Collect on Tuesdays and deliver on Thursdays.

Cycle 2: Collect on Fridays and deliver on Mondays.

In the case of a public day coinciding with the above cycles, collection and/or delivery can be moved a day earlier or later if applicable.

A8.3 DELIVERY

The items are to be collected from the Departments/sections concerned (i.e. Marine, Berthing services Infrastructure, Corporate Services) and to be delivered on the same address. It must be noted that quantities are not fixed and may vary from each collection.

A9 SITE ARRANGEMENTS

A9.1 Access to site

- Access to the worksites shall be through the entrances to the Port.

A9.2 Construction Site

- No construction site / Site establishment shall be necessary.

A9.3 Entrance Security Permits

- The Contractor shall take out temporary entry permits for all staff working within the Port. All costs incurred shall be borne by the Contractor or his staff and shall be included in the tendered rates.

A9.4 Damage to Existing Structures

- The Contractor shall be held responsible for any damage to clothing items once one their hands; and shall replace it with the same as damaged item, must be to the satisfaction of the Project Manager on conclusion of the Works. For this purpose, a joint inspection with the Project Manager will be carried out prior on delivery of the new clothing item.

A9.5 The Contractor's Responsibilities

- The contractor shall provide distinctive dry-cleaning service and make sure that the clothing is returned to TNPA spotless and tidy at all times.
- The contractor shall make sure that no items go missing, they are returned in the same number as they were collected (register to be taken upon collection and return).
- The clothing should be washed, ironed at all time, if there is a need to pre-treat the clothing with certain special chemicals (oil and coal stains), the contractor must do it.
- The contract should make sure that the clothing does not lose its original colour.

A9.5.1 Communication with Port Authority

- All correspondence / applications / notices with the Port Authorities shall be directed through the Project Manager.

A9.6 Safety Induction

- The Contractor shall arrange that his staff attend the Transnet National Ports Authority Safety Induction Course.
- The duration will be a maximum of 4 hours and no charge will be levied by the Transnet National Ports Authority.
- The Contractor shall not be entitled to claim for loss of production whilst staff are attending the course.

A9.7 Payment

- Payment shall be made monthly on receipt of the Contractor's Tax Invoice together with month-end statements.
- Payment against such month-end statement shall be made by Transnet within thirty (30) days from the date of the statement.

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MAINTENANCE WORKS AT THE PORT OF RICHARDS BAY; KWAZULU, NATAL**

PART B: PROVISION OF LAUNDRY/ DRY-CLEANING SERVICES

DESCRIPTION	QUANTITY	PRICE YEAR 1	PRICE YEAR 2	PRICE YEAR 3
T-Shirts	Each			
White shirts	Each			
Full Overall	Each			
Top- Overall	Each			
Pants- Overall	Each			
Pants	Each			
Bunker Pants	Each			
Shorts	Each			
Tablecloth	Each			
Utility Jacket	Each			
Bunker Jacket	Each			
Jersey	Each			
Reflective vest	Each			
Banner	Each			
Pole flag	Each			
Blanket	Each			
Overlay	Each			
Pop-up banner	Each			
Gazebo covering	Each			
Soccer socks	Each			
Soccer bibs	Each			
Soccer jersey	Each			
bag				
Flasher hood	Each			
Stitching	cm			
Rain suit pants	Each			
Rain suit jacket	Each			