

## **ANNXURE A – SCOPE OF WORKS**

**TRANSNET NATIONAL PORTS AUTHORITY**

**PORT OF CAPE TOWN**

**FOR THE PROVISION OF MAINTENANCE OF GYM EQUIPMENT AND  
PROVISION OF GYM INSTRUCTION SERVICE FOR TRANSNET  
NATIONAL PORTS AUTHORITY (TNPA), AT THE PORT OF CAPE TOWN  
FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**Scope of Works**

**For the:** Provision of Maintenance of Gym Equipment and Provision of Gym Instruction Service for Transnet National Ports Authority (TNPA), At the Port of Cape Town for a Period of Thirty-Six (36) Months

**1. Purpose**

This specification covers the maintenance of various gym equipment for a period of three years and a gym instructor services for three years. The gym is located in the TNPA Maritime Training Centre, 1 Coode Crescent Road, Port of Cape Town.



Maritime training centre on the corner of Duncan and Coode Cres 33° 54' 37.72" S, 18° 25' 26.77" E

**3. Scope of Work****3.1 SERVICE REQUIRED FROM MAINTENANCE GYM TECHNICIAN**

- Initial once off repair to treadmill and bikes
- Inspection and repairing of cable connections tension and tightening thereof
- Inspection and repairing of bolts, nuts and fastening thereof
- Servicing, lubrication & cleaning gym equipment
- Report and repair all faulty equipment upholstery
- Repair and replace snapped cables
- The service provider will be required to repair all faulty equipment on an ad-hoc basis, as per the inspection report. The service provider will be required to submit a quotation for faulty equipment before any work is carried out.

**Note: The TNPA reserves the right to utilise the services of other service providers for repairing gym faulty equipment's. This will be informed by TNPA's requirements at a given time.**

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### **3.2 SERVICE REQUIRED FROM GYM INSTRUCTOR**

- Work within a team environment to create, maintain and promote a clean, well-organised health club and a harmonious and happy environment where customers are happy to attend regularly.
- Must have a sport science qualification or similar.
- Provide and maintain excellent service and assist customers with general Health Club enquiries.
- Conduct valid and reliable fitness appraisals and programs using standardised methods.
- Design and monitor effective individualised programs for clients. Safely instruct members through their personal program in a group during shift.
- Provide instruction to clients in techniques and equipment use in the Health Club.
- Monitor members' training by walking the gym floor and offering assistance.
- Provide motivation and positive feedback to clients using the facilities in the health club.

### **3.3 FREQUENCY – MAINTENANCE**

- Inspection and servicing of equipment on a quarterly basis to manufacturers specifications for a period of 36 months.
- Repair of faulty equipment on an ad-hoc basis.(Quotation to be submitted for each incident)
- Gym technician to attend to all notifications within 24hr of notice sent.
- All equipment to be fixed within 5 working days.

### **3.4 FREQUENCY - GYM INSTRUCTOR**

- Gym Instructor shall work 5 days in a week (between Monday – Friday)
- Gym Instructor shall work from 06:00 - 09:00 and 15:00 – 20:00

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### 3.5 RECORDS

- The successful tenderer to provide the TNPA with a detailed inspection report within 5 working days from date of inspection.

It is a condition of the quoting process that the Tenderer shall have carried out a full and detailed inspection of all drawings and tender documents and shall have inspected the site, prior to the submission of a tender for the project. By such an inspection, the Tenderer shall be deemed to be fully informed as to the objectives, specifications, nature and degree of complexity of the project, the constructional problems related thereto, and the conditions under which the work is to be carried out, the means of access to the site and generally of all matters which may influence his tender. No claim of any nature whatsoever will be considered after the submission of tenders due to the failure on the part of the Tenderer to fulfil this obligation. (This includes working on Asbestos)

## 4. Site information

### 4.1 Consideration of Site Conditions

a) Climate

The Contractor must obtain an understanding of the Port climate conditions (rainfall and wind) in the area.

The climate is Mediterranean with rain falling predominantly in the winter months. High winds blow in the summer. Typical climate conditions during the year based on historical data are provided in the table below.

Month	Ave. Rainfall (mm)	Ave. No. of Rain days >1mm Per month (mm)	Maximum Rainfall that Occurred over A 24-Hr period	Mean Daily Sunshine (Hrs)
January	11.6	3.0	41.0	11.1
February	18.0	2.5	32.8	10.6
March	22.1	3.0	41.6	9.5
April	55.5	5.2	93.7	7.8

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May	76.7	8.3	65.0	6.3
June	98.3	9.2	58.1	5.9
July	96.9	8.4	61.2	6.2
August	73.7	9.2	55.5	6.7
September	41.7	6.8	35.7	7.7
October	32.7	5.0	53.2	8.9
November	13.7	2.9	29.5	10.3
December	13.9	3.3	20.5	10.8

This information is given to the Contractor as a guide only. Transnet accepts no responsibility for the accuracy thereof. Should the Contractor require any further climate statistics, these can be obtained from the South African Weather Bureau at Cape Town International Airport.

**4.2 SHE Specification**

The Port SHE Specification has been attached as part of this RFQ. The contractor is to ensure strict adherence to the specification and all other applicable laws and regulations relating to Safety, Health and Environment including but not limited to the OHS Act and Construction Regulations.

**5. Procurement****5.1 Code of Conduct**

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support. These are:

- The Transnet Procurement Procedures Manual (PPM);

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- Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): Fair, Equitable, Transparent, Competitive and Cost Effective;
- The Public Finance Management Act (PFMA);
- The Broad Based Black Economic Empowerment Act (BBBEE); and
- The Anti Corruption Act.

This code of conduct has been included in this contract to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

## **5.2 Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices**

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

*1. Transnet will not participate in corrupt practices and therefore expects its suppliers to act in a similar manner.*

- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with and payments to our suppliers.
- Employees must not accept or request money or anything of value, directly or indirectly, to:
  - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
  - Win or retain business or to influence any act or decision of any decision stakeholders involved in sourcing decisions; or
  - Gain an improper advantage.

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- There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our "Tip-offs Anonymous" Hot line to report these acts. (0800 003 056).

*2. Transnet is firmly committed to the ideas of free and competitive enterprise.*

- Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust.
- Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting)

*3. Transnet's relationship with suppliers requires us to clearly define requirements, exchange information and share mutual benefits.*

- Generally, Suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
  - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
  - Collusion;
  - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
  - Corrupt activities listed above; and
  - Harassment, intimidation or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted, and the supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

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### 5.3 Conflicts of Interest

1. *A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet.*

- Doing business with family members
- Having a financial interest in another company in our industry

### 5.4 The *Contractor's* Invoices

5.4.1 The invoice must correspond to the *Project Manager's* assessment of the amount due to the *Contractor* as stated in the payment certificate.

5.4.2 The invoice states the following:

- Invoice addressed to Transnet Limited;
- Transnet Limited's VAT No: 4720103177;
- Invoice number;
- The *Contractor's* VAT Number; and
- The Contract number.

5.4.3 The invoice contains the supporting detail.

5.4.4 The invoice is presented by email to the project manager