

<b>SPECIFICATIONS</b>
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## **1. SCOPE OF WORK**

Sentech wishes to procure the services of a Contractor to provide professional tree felling and pruning services of trees between the height of 4m and 30m, in the STP Head Office.

## **2. GENERAL**

- 2.1. The Contractor shall be familiar with and apply all standard practices as applied in the tree felling & pruning industry.
- 2.2. All reasonable care shall be taken to prevent injury to people or damage to property by ensuring that:  
equipment is properly maintained and regular safety checks performed to ensure they are in good working order and equipped with the required safety devices, and necessary warning signs are displayed to inform the public of the potential hazard.
- 2.3. The Contractor shall not cause damage to any existing structure or service, including fencing, during this operation. Any damage caused by the contractor will be for the contractors' accounts.
- 2.4. The Contractor shall demarcate/cordon off the work area with hazard tape/cones and/or traffic signs where required.
- 2.5. The Contractor shall ensure that all equipment, machinery, and vehicles are in good operating condition, adequately silenced in accordance with the manufacturer's specifications, free of oil and fuel leaks and shall not produce smoke more than the Regulations of the Environmental Conservation Act 73/1989
- 2.6. The Contractor shall neatly stack all branches and debris so as not to endanger or interfere with vehicular or pedestrian traffic.
- 2.7. The bidder must list his key personnel and list their experience on Annexure C.

## **3. PRE-QUALIFICATION**

- 2.8. Perspective tenderers will be evaluated according to the criteria as set out below.
- 2.9. Annexure A and B must be completed with sufficient detail.
- 2.10. Tenderers must include supporting documentation to substantiate their experience.
- 2.11. Tenderers' not completing annexures A and B will be regarded as non-responsive.
- 2.12. Tenderers must present all the proposed vehicles and equipment for inspection at their premises if required.

#### **4. List of similar projects completed (Annexure “A”)**

As part of the evaluation, bidders must attach a list of similar projects with contactable references of projects carried out by the tenderer which are of a **similar** nature to the services as described in this document. Sufficient information must be supplied to enable the evaluation team to verify the information. (Similar meaning having pruned and felled trees up to and including trees of 30m)

#### **5. Resources (Annexure “B”)**

- All bidders must supply a list of equipment (Annexure B) for inspection purposes.
- A date may be arranged with the bidder to conduct an inspection before the awarding of the tender.
- The bidder must have at least the minimum number of vehicles and equipment specified, failing which the bid will be deemed non-responsive.
- Proof of compliance for this requirement (registration certificate of the vehicle or hire/lease agreement, photo of tools, etc.) needs to be attached to the RFQ.

#### **6. PUBLIC LIABILITY**

- The tenderer must have proper, insurance and public liability cover and submit proof of insurance in respect of cover for public liability, failing which the quotation will be deemed non-responsive.

#### **7. LEGISLATION**

- All work shall comply with National, Provincial and Municipal legislation including the Occupational Health and Safety Act. The onus is on the Contractor to familiarize himself with the relevant legislation and will be held responsible for any contravention by his employee/s
- Any accident, however minor, shall be verbally reported to the Project Manager immediately followed by a written report within 24 hours.

#### **8. SUB-CONTRACTING**

- No portion of the contract shall be sub-contracted or assigned without the approval and consent of the Project Manager.

#### **9. COMMENCEMENT, COMPLETION OF WORK & PENALTIES**

- Work shall commence within 5 days of receipt of an official order and having certified all the Health and Safety requirements by Sentech OHS office. Compulsory submission of a hardcopy safety file by the successful bidder. **See attached annexure “D” for safety specifications.**
- The Contractor must provide and agree with the Project Manager on a works programme showing the start & finish date after receiving an official order
- Work must be completed in accordance with the approved works programme, failing which and extension of time must be submitted for approval.

#### **SPECIFICATIONS**

##### **10. Pruning of trees**

- Remove all dead branches thicker than 50mm to produce a balanced crown
- Remove all diseased branches.

- Trim coppices on all trees.
- 4m Clearance over road surfaces
- 2m clearance over sidewalks
- Unsafe branches that extend over the road must be removed
- No topping (lopping – heading) permitted.
- No sealant required.
- 2m dimensions clearance around all lights, overhead cables, all traffic signs.
- Remove all existing and new stubs
- The contractor is to chip branches on-site and deliver within 5km radius
- All debris and dirt must be removed by the contractor within 48 hours unless otherwise arranged with the Project Manager.

## **11. FELLING OF TREES**

- Trees to be removed shall involve the complete removal of trees indicated, including stumps if specified.
- If the tree is located in an area with little space the tree must be removed in sections.
- If specified the stump shall be removed by hand grubbing and winching or a stump cutting machine.
- The Contractor shall exercise the greatest care during the progress of the work to avoid damage to any other tree which the contractor does not require to be removed.
- When felling is in progress, appropriate safe working procedures, inductions, signage, communication systems, and emergency procedures must be implemented to ensure the safety of all personnel on-site.
- Manual chainsaw operators should conduct appropriate risk assessments of the area before any tree felling takes place (i.e. consideration of factors such as the terrain, weather conditions, holes, hung up trees/branches, stags, operation of machinery in the fall zone).

## **12. SAFE FELLING PROCEDURES TO BE FOLLOWED:**

- Making appropriate scarf cuts that intersect to control the direction of the tree being felled
- Ensuring there is no overcutting or undercutting of the scarf cuts, which will prevent the tree standing up and not falling, as well as preventing the trunk from splitting, – this will ensure control of the tree as it is falling
- Ensuring the back cut is horizontal and placed above the scarf approximately 50mm for each 500mm of the diameter of the tree
- Ensuring there is adequate holding wood – approximately 10 percent of the diameter of a tree – to maintain control of the tree when it is falling (holding wood will need to be thicker for defective trees)

- Establishing a clear escape route at 45 degrees from the stump to ensure a safe and quick escape for the chainsaw operator as the tree is falling
- Removing saplings that are in the direction of a tree's line of fall to prevent branches/trunks from being broken off and thrown back in the direction of the chainsaw operator
- Establishing good directional felling to prevent injury to the chainsaw operator, or damage to other trees and environmental areas
- Ensuring appropriate assessment and management of stags (ie dead, burnt out, rotten or storm-damaged trees) so that the chainsaw operator is not injured by them if they inadvertently fall because of vibrations from machinery, or from the impact of other trees hitting the ground. Management of stags may include their removal or isolation from the falling area.

## ANNEXURE C

Key staff members with relevant experience (refer to para. 2.7 of Specifications)

[illegible]

## ANNEXURE A

The following is a statement of similar and relevant work completed & work in progress.

CURRENT & COMPLETED CONTRACTS					
	Employer Reference (name, tel. no, e-mail)		Type of Relevant Work Performed	Value of Work (Incl. VAT)	Year Completed
1.	Name				
	Tel				
	Email				
2.	Name				
	Tel				
	Email				
3.	Name				
	Tel				
	Email				
4.	Name				
	Tel				
	Email				
5.	Name				
	Tel				
	Email				
6.	Name				
	Tel				
	Email				

Attach additional pages if more space is required.

## ANNEXURE B

### Minimum resources required

	Vehicle & Equipment	Number of Items	Items		Vehicle Registered in Owners Name	
			Owned		Yes	No
1	LDV	1				
2	Top handle climbing chainsaw	2				
3	Ropes for climbing and lowering	4				
4	Harnesses and basic climbing equipment	For all climbers				
5	Road cones	8				
6	Tree felling signs	3				
7	Ladders (2 – 4m)	2				
8	First Aid kit	1				
9	<b><u>OTHER</u></b>					
	<b>The following items may be hired</b>		<b>Owned</b>	<b>Hired</b>		
1	Chipper	1				
2	Stump grinder	1				

ANNEXURE D  
OHS SPECIFICATION

**INDEX**

1. Occupational Health Safety Environmental Policy signed
2. Legal appointments
  - a. Sec 16.1 Appointee – CEO/MD/GM
  - b. Sec 16.2 – Appointee – Site Manager
  - c. Sec 17.1 – H&S Representative – Proof of training
  - d. CR 8.7 – Site Supervisor – Proof of competency
  - e. CR 9.1 – Risk Assessor - Proof of training
  - f. CR 10.1 – Fall Protection Planner – Proof of competency
  - g. GAR 9.2 – Incident Investigator – Proof training
  - h. CR 23 – Construction vehicle Operator
  - i. CR 24e – Electrical portable tools inspector
  - j. CR 29 – Fire Fighter & equipment Inspector
  - k. GSR 3.4 – First Aider
3. Training Record supporting most legal Appointment including cherry picker
4. Scope of Operation
5. Valid Medical Fitness certificates of all employees are assigned to the site
6. Section 37 Agreement signed
7. Valid Public Liability Insurance
8. Valid Letter of Good Standing
9. Safety plan including the following:
  - a. Risk Assessment indicate assessment criteria
  - b. Fall Protection Plan
  - c. Method statement of works or SOP for cutting and/or grinding it etc.
  - d. Checklist
    - i. Portable Electrical Tools
    - ii. Hand tools
    - iii. Ladder or Scaffold
    - iv. PPE
    - v. Safety harness
    - vi. Loco or Construction Vehicle
    - vii. Slings & attached valid load test certificate
    - viii. Lifting hoist or similar & attached valid load test certificate
    - ix. Circular saw or chain saw
    - x. MSDS (where applicable)
10. An emergency plan including:
  - a. First Aid box with standard contents
  - b. IOD reporting procedure or routing diagram
  - c. IOD forms WCL1 or 2
  - d. Incident Investigation procedure and forms
  - e. Emergency numbers
11. Induction and Toolbox Talks with registers and minutes template
12. Waste disposal plan e.g. wooden material, hazardous chemical substances, cable wires, etc.