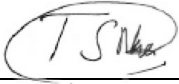
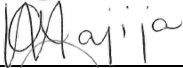



**TRANSNET LIMITED**

(REGISTRATION NO 1990/000900/30)

trading as TRANSNET ENGINEERING

(hereinafter referred to as TE)

Description: (Specification for gardening, cleaning of Yard and Grounds Maintenance Services and control of Invasive alien plant species at Salt River and Bellville areas)				
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<b>Local Business:</b>	PEMM			
<b>Location:</b>	Salt River, Bellville and Saldanah			

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## **Transnet Engineering**

### **Gardening, cleaning of the yard and Grounds Maintenance Services**

#### **1. Introduction**

Transnet Engineering (Salt River, Bellville and Saldanha) requires the services of a suitably qualified Gardening and Ground Maintenance Company to maintain and upgrade lawns, trees, hedges, flowerbeds, shrub beds, remove and monitor invasive alien plant species and plant containers on the Transnet Engineering's premises at Salt River, Bellville and Saldanha. The contract is being offered on the basis of an initial term of a year renewable annually at the discretion of Transnet Engineering for two further periods of one year each to a maximum of three years, subject always to satisfactory performance and the Transnet Engineering's business needs.

## **2 . Specification of Requirements**

### **2.1 Gardening and Cleaning**

The work will involve all gardening and garden maintenance services including grass-cutting, hedge trimming, preparation and planting of flower/shrub beds, weeding, watering, feeding of plant beds, removal of old flowers/shrubs, pruning of trees, weeding, application of vegetation control, fertilizing, soil and compost replacement, cleaning of communal rubbish bins, windblown rubbish (plastics, papers, etc.) in the yard; garden waste disposal in approved garden waste drop-off centres, cleaning of pathways/terraces, maintenance of the fountain and irrigation system. The tenderer should ensure that storm water drains and mains are cleaned, and should it be necessary for high pressure jetting to unblock and clear out storm water lines, the tenderer should arrange the process at his cost. The tenderer shall provide adequate staff in his tender price to ensure that the whole area is cleaned in one month and the cycle repeated by the beginning of the following month. A list of detailed specific requirements is attached at Annex 1. Tenderers are required to submit a full service and equipment proposal setting out how they propose to meet the specific requirements as set out. The tenderers are required to familiarised themselves with the plant layout and consider the area (m<sup>2</sup>) for quoting purpose as per the table 1 below and the attached plant layout (SRX0225m/BLE 0335m/BLE0336m).

Table 1.

Depot	Zone/Yard	Size $\pm m^2$
Salt River	1	16 1310
	2	8747
	Railway Lines	30 514
Belville	Diesel	54 812
	Wagons	16 075
Saldanah	Diesel	11 000
	Wagons	8 000

The successful tenderer will be required to be on site 5 days a week, in accordance to Transnet Engineering working hours, between 06:00 am and 16:00 pm on a daily basis. Table 2 below stipulate the minimum working arrangement that the tenderers are obliged to consider during quoting; however, the tenderers are required to submit their own proposal working hours which will be suitable for them within Transnet working hours in order for them to achieve daily plan. Tenderers are obliged to familiarise themselves with the Transnet plant to ensure that minimum requirements in terms of the resources required to cover the entire plant within a month, as the quote will not be revised or amended once the tender has been awarded for additional resources. The tenderers in their proposal are required to submit a total number of staff indicating their grade/position description including supervisor who will be on site daily to ensure a daily plan is executed and archived to comply with Transnet requirement as stated under subheading 2.1.

Table 2.

Plant	Schedule	Minimum number of staff members	Number of Days per weeks	Minimum working Hours per Day
Salt River	Monday to Friday	10 staff + 1 working Supervisor	5	8
Belville		3 staff + 1 working Supervisor	5	8
Saldanha		3 staff + 1 working Supervisor	5	8

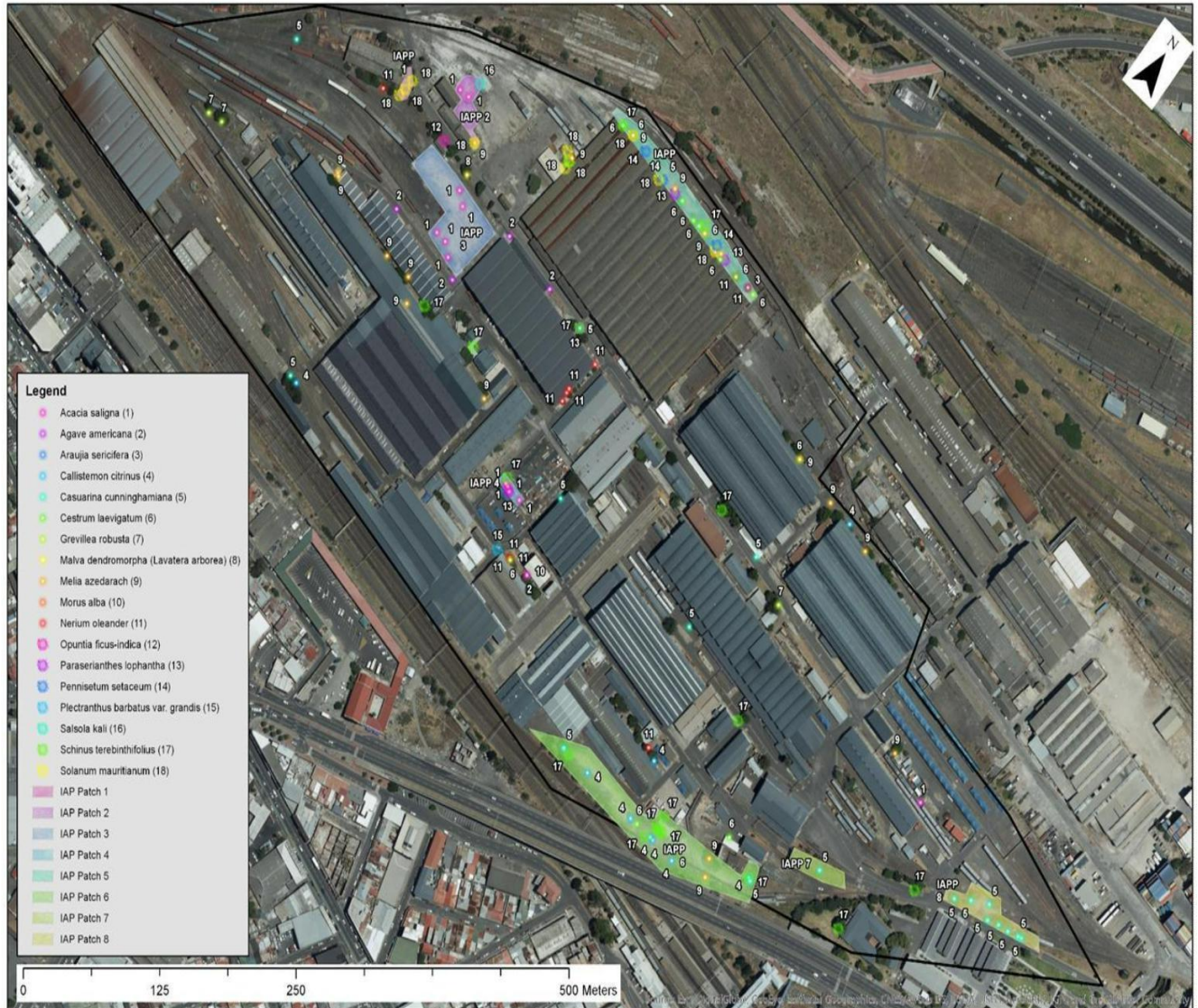
## 2.2 Control of invasive alien plant species

The scope of work includes eradication and control of listed invasive plant species in accordance with Monitoring, Control and Eradication Plan for Salt River Centre. Detailed plan will be made available to the successful service provider, however, for proposal submission, please refer to table 3 and figure 1 below. Cultivated invasive species that are cultivated and not spreading should not be removed.

Table 3: Infested Areas in Salt River Centre

Invasive Alien Infestation (IAP)	Estimated Extent (m <sup>2</sup> )	Invasive Alien Plant Present
IAP Patch 1	222	<i>Solanum mauritianum</i> (Bugweed)
IAP Patch 2	826	<i>Acacia saligna</i> (Port Jackson); <i>Salsola kali</i> (Russian tumbleweed); <i>Solanum mauritianum</i> (Bugweed)
IAP Patch 3	3,332	<i>Acacia saligna</i> (Port Jackson)
IAP Patch 4	250	<i>Acacia saligna</i> (Port Jackson); <i>Paraserianthes lophantha</i> (Stinkbean)
IAP Patch 5	2, 629	<i>Cestrum laevigatum</i> (Inkberry) <i>Pennisetum setaceum</i> (Fountain grass) <i>Paraserianthes lophantha</i> (Stinkbean) <i>Solanum mauritianum</i> (Bugweed)
Total area of infestation	7,037	

Figure 1: Infested areas in Salt River





## 2.3 Control and treatment methods

The control and eradication of invasive plant species must be done in accordance with "Transnet Engineering: Monitoring, control and eradication plan for the Salt River Region (Report No. 534512/3/Salt River Region)" and "Invasive Alien Plant Species Control Framework for Transnet Engineering Main Centres and Depots (Report No. 534512/2)". Both reports will be made available. Different species are controlled using different herbicides, and therefore, for control methods and herbicide types and quantities, refer to Report No. 534512/3/Salt River Region. Only registered herbicides are to be used for chemical control. Only the infestation must be removed, and **no other species shall be removed including invasive plant species that are deemed "cultivated and not spreading"**. All cleared invasive alien plants (IAP) material must be collected and disposed of at approved landfill site and records of such disposal kept, however, however, IAP should be preferable used for alternative beneficial use such as biofuel (especially the big trees). Notwithstanding the above, as a general rule, IAP's should be disposed of by carefully collecting all removed plant parts in plastic bags and disposing of the bags at a licensed waste disposal facility.

After the initial clearing, the contractor must submit with detailed photographs, co-ordinates of the areas cleared and extent and species removed, types and quantities of herbicides used, labour used and the time required to complete the task. An annual survey will also be conducted, and any regrowth shall be eradicated, and a report similar to the former shall also be submitted. To minimise the need for rehabilitation, indigenous species within the infested areas must be protected from disturbance during clearing. Furthermore, the contractor may be required to plant indigenous species as part of rehabilitation where required.

## 3. Capacity of Tenderers

Tenderers must be established gardening service providers with appropriately qualified and experienced staff capable of providing the services required. Tenderers must submit a service proposal including CVs of proposed personnel and management and confirming that they are able to meet all of the Transnet Engineering's requirements as set out in Annex 1 together with details of all equipment table 6 being provided for the performance of the services. Tenderers must be a registered pest control company with the Pest Control Industries Service Board to be able to use herbicides anywhere on the premises of Transnet Engineering. Tenderers must provide a suitable Vehicle for removal of garden waste on a daily basis from Transnet Engineering premises to approved municipality garden drop off centre, no garden waste shall be disposed of in Transnet Engineering waste skips. Tenderers

must provide evidence of appropriate employer's and public liability insurance to cover the risk of injury to the contractor's staff and/or any third parties such as staff of the Transnet engineering or members of the public who may be injured accidentally during the course of gardening operations. The tenderers must provide at least the minimum gardening tool and equipment as per the table 6 but not limited to and the required quantity shall be determined by the tenderers during site visit. It is critical that invasive plant species clearance and control is conducted by experienced competent personnel. Therefore, the following must be submitted and shall form part of the evaluation criteria.

- At least two reference letters stating that the contractor has successfully conducted clearance of IAP's
- Invasive alien plants identification and control training (certified copies of certificates)
- A certificate of registration of a pest control operator (at least supervisor)
- Snake identification/awareness course or snake handling course (certified copies of certificates)
- Complete the costs proposal (table 4)

Table 4: Minimum IAP control equipment

No.	Management Specification	Quantity	Unit costs	Total
1.	Staff training			
2.	PPE			
3.	Application equipment (handheld sprayers, etc.)			
4.	Mechanical control equipment (hand tools, Brush-cutters, chainsaws, lawnmowers, chipper machine etc.			
5.	Consumables (e.g., fuel, plastic bags, herbicides, etc.)			
6.	Transportation of IAP to approved landfill site			
7.	Disposal (per ton)			
8.	Staff Wages (per month)			
9.	Other			
Total cost per month				
Total costs per annum				

**NB: On-site briefing is mandatory**



#### 4. Health and Safety requirements

The contractor who undertakes to do the work will supply a detailed **“Safety, Health and Environment Plan”** - documented plan which includes the means and ways to manage the hazards identified and indicates measures, procedures and systems for compliance to the SHE specification. The contractor shall provide, manage and maintain suitable machinery & tools in accordance with the manufacturer’s instructions and health and safety recommendations for safe use, for gardening and maintenance of grounds, at no additional cost. The contractor will be required to submit Health and Safety monitoring sheets for each visit, which will be submitted with monthly invoices for works undertaken. Appropriate protection and signage to be in place whilst works are in progress to ensure the health and safety of Transnet employees, contractor’s operatives and the general public where applicable. Fuel for machinery should be included in the tender figure, and the contractor will ensure safe storage and transport of any fuels in accordance with health and safety guidelines.

All chemicals used must be non-hazardous to people and used according to manufacturer’s instructions, material data sheet and control measures must be provided prior to any works being undertaken. All work is to be carried out in accordance with the occupational health and safety act. The tenderer shall be registered/approved pesticides shall be used to spray weeds, and such spraying shall be conducted by a registered pest control operator or under their supervision. An MSDS for the pesticide shall be provided with on the Safety File. The following PPE is required and shall be worn at all times during clearing activities as prescribed by law (Table 5).

Table 5: General PPE required for IAP control

PPE	Details	Applicable control method
Overalls	Two-piece cotton (or cotton/polyester blend) overalls (as per SANS 434 standards)	All control methods
Protective gloves	Wrist length rubber or leather gloves (as per SANS 316 standard)	Manual: Rubber or leather Mechanical: leather Chemical: Rubber
Safety boots	Standard safety boots with steel-toed cap	All control methods
Wide brim hat	To be used when working with smaller shrubs. Used to protect workers from sun	All controls (when required)
Hard hat	To be used when working with large trees	All controls (when required)

Safety glasses	Clear safety glasses which allow the free flow of air	All control methods
Face mask	The mask is required to cover the nose and mouth	Chemical control when working with herbicides. May also be appropriate for certain mechanical control methods where particles of poisonous plants may be expelled into the air (e.g., when using a brush-cutter)
Chainsaw leg protectors	Long chainsaw safety pants (as per SANS 50381-5)	Mechanical control
Hearing protection	Earmuffs or earplugs (as per SANS 1451-2 standard)	Mechanical control
Snake-gaiters	To be worn by all employees during clearing activities to protect them from snake bites	Mechanical control

## 5. Cost Proposal

Tenderers must provide an all-in fixed price proposal per annum in the trial balance (price breakdown) format. The cost of all overheads, including insurance, travel, subsistence/meals for workers, transport for workers to/from the Transnet Engineering's premises, gardening equipment and machinery, including fuel costs, must be included in an all-in fixed tender price.

## 6. Payment

Payment will be monthly in arrears subject to submission of a correct invoice and all necessary documentation being in order including confirmation of compliance with any applicable insurance requirements, environmental and labour standards, and tax compliance requirements.

## 7. Selection Criteria

Tenderers will be required to demonstrate that they are capable of providing Gardening, Cleaning of the yard and Ground Maintenance Services. They must therefore provide:

- Details on previous track record and experience delivering Gardening services to clients of a similar nature and scale to those of Transnet Engineering. Tenderers must include at least

three (3) references letters indicating the term of the contract, which Transnet Engineering reserves it's right to contact.

- At least two reference letters stating that the contractor has successfully conducted clearance of IAP's
- Full Service and Equipment proposal including staff capacity requirements
- Completed Cost Proposal including table 4
- Completed Declaration of credentials
- A certificate of registration of a pest control operator in accordance with (Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) for at least one employee/supervisor.
- Invasive alien plants identification and control training (certificates)
- Snake identification/awareness course or snake handling course

### Annexure 1: Specification of Requirements

Item	Services Required	Frequency	Comply (Yes) or not Comply (No)
Maintenance of flower beds	Weeding, raking, clearing of debris, removal of dead plants, replanting of flowerbeds as required and pruning of trees Replanting and replacing of plants at front of officers where applicable. Application of weed killer	Daily  As needed  As needed	
Maintenance of driveway and walkways	Regular weeding and raking of gravel.  Sweeping of roads and storm water channels  Application of weed killer.  Power washing pathways and terraces.  Clearing debris from drainage channels and storm water drains and channels.	Weekly  As needed  As needed  As needed  As needed	
Grass cutting	Cutting of lawns.  Removal of vegetation and moss from the lawn.	As needed  As needed	
Trees care	Pruning and care for all trees in the garden.  Identifying dead or diseased trees in particular the larger trees and branches for removal. Pruning of all trees and removal of material as required.	As needed  Weekly	
Water fountain maintenance	Cleaning water fountain every day, including taking away any leaves.	As needed	
Clearance, Control and monitoring of invasive alien plant species	Clearance, Control and monitoring of invasive alien plant species as described in this specification, (Report No. 534512/3/Salt River Region & Report No. 534512/2 Contractor must monitor, control, and remove invasive species as part of the contract when it is identified for the Salt River Plant. A fixed quote for trees to be quoted.	As needed  As needed	

Item	Services Required	Frequency	Comply (Yes) or not Comply (No)
Site Inspection Schedule	This is to be carried out weekly by the contractor and a representative from PEMM Business.	Monthly	
Site layout Plan	A site plan is attached with approximate areas for the Plant or Yard. Tenders are urged to align with the layout plan attached.	As needed	
Daily weekly and monthly reports to be carried out as follows	checklists and attendance register must be submitted daily at PEMM business pertaining to services that are rendered by the contractor.  Invoices must be accompanied by the attendance register for the month and indicate daily attendance.	Daily  Monthly	

Table 6: Minimum gardening equipment

Recommended Minimum gardening equipment	Quantity (Shall be determined by the tenderer)
Rakes	
Brooms	
Garden Forks	
Weed Trimmers	
Lawn Mowers (Fuel)	
Edge Trimmer	
Pruning Shears / Hedge Shears	
Blowers	
Small Chainsaw	
Bow Pruning Saw	

Spades/ Shovel	
Spray Pump	
Axe/ Hoe	
Bags for garden waste	