
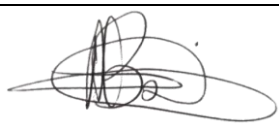



**TRANSNET LIMITED**

(REGISTRATION NO 1990/000900/30) trading

as TRANSNET ENGINEERING

(hereinafter referred to as TE)

<b>TRANSNET ENGINEERING BELLVILLE</b>			
<b>Specification Description:</b> <b>Technical Specification for repairs and maintenance of general buildings in Bellville in service depots.</b>			
	Name	Signature	Date
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## **TECHNICAL SPECIFICATION**

### **GENERAL & SPECIAL CONDITIONS**

#### **Introduction and High-Level Scope of work description**

Transnet Engineering (TE) requires the services of a suitably experienced contractor, with specific experience in the work that will involve repairs and maintenance of general buildings. The repairs to HDPE pipes, pipe sizes are from 50mm, 75mm, 90mm, 110mm and 160mm. Couplers, elbows and T-Pieces need to be electro fuse to the pipes in the Plant. Repairs to Roofs e.g., Leaking roofs, gutters, roof sheets. All buildings repairs e.g., floors, windows, tiles, doors, ceilings, painting, geysers. Repairs to roads and infrastructure but not limited to work mentioned above. The tenderer shall provide adequate staff in his tender price to ensure that the work will be done as required.

#### **Guarantee**

All workmanship and material shall be guaranteed for a minimum period of 12 (twelve) months, from the date of completion of work.

#### **Normal working hours**

The successful contractor will be required to be on site 5 days a week, in accordance with Transnet Engineering working hours, between 06:00 in the morning and 16:00 afternoon daily, however the contractor 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. Contractors are obliged to familiarise themselves with the Transnet plant to ensure that minimum requirements in terms of the resources required

#### **Inspection of works**

No work shall be covered up or put out of view without the approval of the Supervisor. The Contractor shall afford full opportunity for the Supervisor to examine and measure any work, which is about to be covered up or put out of view and to examine foundations before permanent work is placed thereon where applicable. The Contractor shall give due notice to the Supervisor whenever any such work of formations is or are ready or about to be ready for examination. The Supervisor shall, without unreasonable delay, unless he considers it necessary and advises the Contractor, accordingly, examine and or measuring such work as required.

The Contractor shall uncover any part or parts of the work or make openings in or through the same as the Supervisor may from time to time direct and shall reinstate and make good such part or parts to the satisfaction of the Supervisor. If any such part of parts is covered up or put out of view after compliance with the requirements and are found to be executed in accordance or in non-accordance with the Contract, the expenses of uncovering, making openings in or through, reinstating and making good the same shall be borne by the Contractor.

#### **Site records:**

##### **Site Diary**

The Contractor shall provide a diary, **in triplicate to record all day-to-day incidents** that could occur during the contract period. This includes weather, name & number of workers on the site, material that has been delivered,

material that has been loaded and disposed of incidences that have occurred, what work is to be done on that day, etc.

#### **Programme & Planning of the work**

The Contractor shall provide to the Supervisor a detail plan of how he intends to do the work and this plan must be such that it does not negatively interfere with Transnet's daily operational functions with minor disruptions as no delays must be allowed in this regard. Any foreseen disruptions must be clearly identified and documented in the plan.

#### **Selection Criteria**

Tenderers will be required to demonstrate that they can Maintain and Repairs General buildings therefore they must provide:

Details on previous track record and experience delivering the maintenance and repairs of general buildings 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.

#### **Water supply**

Water may be made available for the purpose of construction of the works only. The water shall be used conservatively and if not, this privilege shall be removed, and the water shall be metered. The cost of the metered water shall be borne by the Contractor as well as all charges as entertained by Transnet. The Contractor must supply all connections, hoses, etc., as necessary.

#### **Electricity supply**

Electricity will be made available to the Contractor. The contractor must adhere to the safety standards as per the General Safety Regulations, Electrical Machine Regulations, Electrical Installation Regulations of the Health and Safety Act, (Act 85 of 1993) and SABS 0142.

#### **Materials found on site**

No material that is lying on the site or any of Transnet's property may be removed or used (even if deemed as scrap) by the contractor.

#### **Clearing of site**

The Contractor shall provide for cleaning up and sorting all rubbish and debris of whatever kind, generated by this work only, throughout the duration of the contract. During and upon completion the Contractor shall clear away and remove all rubbish, unused material, plant and debris caused by the works and leave the site and the whole of the works clean and tidy to the satisfaction of the Supervisor. To this end all building rubble must be stored either in a suitable skip bin or loaded on removal truck/LDV for immediate removal.

All removed material as part of the scope of works, which is metal in nature, is to be placed in Transnet's steel waste disposal bins. No metal items must be removed from Transnet's site.

#### **VAT**

Value Added Tax (VAT) shall be excluded in the Schedule of Rates and Prices. *I.E. Vat is excluded in the Schedule of Rate and Prices. The exclusive of VAT amount shall be transferred to the Tender Form.*

VAT Registration - TE Finance Department requires that all tenderers / contractors must be VAT registered. Tenderer's which are not VAT registered will be deemed as non-responsive. Please comply and ensure that the VAT registration number is recorded on the TAX clearance certificate.

#### **Escalation**

The contract concluded with the successful tenderer will not make provision for compensation in respect of increased/escalated costs. The tenderer must allow in his fixed price for any escalation anticipated, which he may encounter during the contract period.

### **Payment**

Payment shall be made in accordance with the final contractual agreements concluded and which is in line with TE's standard payment policy and terms. Once a month measured works satisfactorily completed. Payment will be made in accordance with actual measurable work completed.

### **Health and Safety Requirements**

All work to be performed shall be done in accordance with OHS ACT 85 of 1993 (as updated).

Contractors are to adhere to Transnet's OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS (See Annexure A).

An 'Agreement with Mandatary' (Section 37 Agreement) will be concluded with the appointed Contractor.

Prior to on-site delivery and installation works, it will be a requirement that the Contractor is to submit a complete health and safety file, specific to the work to be performed on site, to

TE's Risk Manager for review and acceptance, including a complete list of employees who will be on site. A copy of each employee's identity document, certificate of training to work at heights and medical certificate indicating employee is medically fit to work at heights is to be included.

Upon approval and acceptance by TE of the health and safety file, all on site Contractor staff must undergo safety induction training as arranged by TE. Such induction training will take approximately 1 hour, and Contractor is to allow for this in his programme. All Contractor's staff who will be performing work on the site will be required to attend. Any additional persons brought onto site after initial safety induction was conducted, will also first have to undergo the aforesaid safety induction training and health and safety file with associated required documents is to be updated and approved by TE Risk department.

**Only upon completion of all required steps outlined above, will a site access certificate be issued to the appointed contractor.**

### **General Specifications**

**Note:** Tenderers to indicate compliance to specification by inserting yes or no on right hand side column. In the event of "NO" being indicated, this is to be clarified in writing with reasons and alternatives being offered to be described. In the event that no written clarification is provided as part of tender submission, Transnet reserves the right to deem the submission as 'non-responsive'.

	<b>GENERAL SPECIFICATIONS</b>	<b>COMPLY YES / NO</b>
1.	Due to impracticality of defining all smaller material and/or component requirements not specifically mentioned, and as would be required to make installations complete are deemed to be included in overall specifications and pricing.	
2	Contractor to provide all design, labour, transport, materials, supply, installation and commissioning works and, any other requirements deemed necessary to complete the defined works, is to be covered in pricing offered.	

### **3 Specific Specifications / Scope of Work**

	<b>SPECIFICATIONS</b>	<b>COMPLY YES / NO</b>
<b>A</b>	<b>PRELIMINARY AND GENERAL</b>	
A1	General responsibilities and other fixed charge obligations for site establishment and deestablishment.	

A2	Compliance with OHS Act, including all site inspection programmes indications, signage, and health and safety requirements including preparation and submission of a health and safety file for acceptance and approval by TE prior to site works commencing.	
A3	Contractor to conduct site survey in areas where work have to take place to determine other services in area which may impact of such works.	
A4	Contractor to submit project schedule to Project Manager in prescribed format and timeframes.	

## ANNEXURE A

### OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS IN SERVICE DEPOTS

#### 1. INTRODUCTION

This is a generic SHE Specification, which shall apply for all contract work within Transnet Engineering (TE) Salt River. Transnet Engineering requires/demands a high Safety Standard from its employees and expects that this standard be maintained by outside Contractors working within Transnet Engineering.

This specification shall form part of the tender document specification and must be read and used in conjunction with the technical and tender specifications. All requirements contained in this document must be adhered to at all times while executing the work. These safety rules are not intended to restrict the duties of the Contractor or to relieve them of their legal obligations to ensure safe working.

#### 2. ENTRY TO THE PREMISES

On arrival at Transnet Engineering, the Contractor's employees must report to security. Ensure all employees have valid Permit cards.

Before any contract work is started, the contractor's employees must attend SHE induction presented by TE Safety and Risk Department.

The contractor must report daily to the contract manager for the specific contract before work commences.

#### 3. STATUTORY OBLIGATION

The Contractor will ensure that all work is carried out in accordance with:

- The Occupational Health and Safety Act 85 of 1993.
- The Compensation for occupational injury and Disease Act 135 of 1993
- The South African National Standard for the wiring of premises. (SANS 10142-1: 2003)
- Specific acceptance of these rules implies that the Contractor guarantees that the Company has no liability in terms of Chapter 9 of the COID Act.
- Any other applicable legislation

#### 4. SHE File

Before any work can commence a SHE File must be presented. It remains the responsibility of each contractor to ensure compliance with all relevant Occupational Health and Safety Legislation. The following is a guideline (but not restricted to) of the contents (not all items are applicable to all contractors) of a SHE file to be presented to TRE before work may commence: a. Risk Assessment

The Risk Assessment must include all hazards, risks and control measures for the contractor's activities and should separately specify the following:

- Contractors activities
- TE Activities
- TE risks that should be considered (but not limited too):
  - Crossing of railway lines
  - Working in-between rails

- Using ladders
  - Shunting and other movements on railway lines
  - Forklift movement
  - Noise
  - Overhead crane movement
  - Overhead High Voltage electrical lines
  - Welding, cutting and other hot work in workshops
  - Working at heights (contractors may only work on heights after all legal requirements are met and TE gave permission)
  - Commodities inside wagons • Snakes, ticks etc.
- b. Letter of good standing by COID Commissioner
- c. Work Procedures
- d. Safe Operation Procedures (SOP) for all operational activities
- Fall protection plan (if applicable)
  - SOP' for all activities
  - SOP for rail protection (in conjunction with TE)
- e. SHE Plan that explains how the following risks will be managed (must include but not limited to):
- Lock out procedures
  - Machinery guards, protecting and fencing ○ Scaffolding, ladders, tools etc.
  - Cranes, vehicles and lifting gear
  - Confinement to working areas
  - Inspection registers
  - Excavations
  - Working at heights
  - Transport on site
    - No contractors to be transported in back of bakkies
    - No overloading of passenger areas of bakkies ○ Services and operating processes
    - Where any work to be done by Contractors is connected with or likely to affect any operating process or machinery, or any services to same, the written permission of the responsible person must be obtained before such work is commenced.
    - The contractor shall not couple up to any service i.e., LP Gas, without previous arrangement having been made by the responsible person.
    - Permission must be obtained from the responsible person before equipment is connected to the electricity supply.
  - Roads And Thoroughfares
    - The Contractor's employees shall use the recognized roads and walkways within Transnet Engineering
    - Traffic signs must be obeyed and no vehicle shall be driven at a speed exceeding 30 km/h. The contractor must take cognizance of road rail crossings and shunting activities.
  - Accident/incident reporting and investigation
  - First Aid
  - Fire Prevention/Storage of Flammable Substances
  - Occupational Health and Hygiene on site
  - Housekeeping
  - Rail safety
  - Waste and environmental management
  - Internal training and safety talks
  - The following Medicals according to risks (but not limited too):
    - Vision screening
    - Hearing test
    - Lung function test
    - Fit to work on heights
    - Drivers medical
    - Lifting equipment medicals
    - Asbestos (X-Rays) – if applicable
    - Biological Monitoring (If applicable) ○ Intoxication
    - Nobody – being in a state of intoxication or any other condition resulting in his incapacity to control himself or persons under command is or will be allowed on the premises of the company. ○ PPE
    - PPE required on TE sites at all times:

- Reflective vests ○ Safety Boots
- Hearing protection (if applicable) ○ Fall protection equipment (if applicable) ○ Respirators (if applicable)
- PPE required by contractor:
  - The contractor must assess PE requirements according to Risk Assessment to protect employees for specific operational risks of the contractors activities.

**5. Documents to be completed:**

- Section 37 (2) agreement
- Health and Safety File