

TITLE: THE SPECIFICATION FOR PROVIDING SERVICING OF SHE BINS; SUPPLY SHE PACKETS FOR DISPENSORS FOR WESTERN REGION FOR A PERIOD OF 36 MONTHS EVERY 2WEEKS FOR THE DURATION OF THE CONTRACT.

KEYWORDS: SHE Bins, SHE Dispensers, Supply Sanitary Packs, Servicing, Cleaning bins and dusting/cleaning all equipment and report any missing equipment.

1. PURPOSE

The Purpose of this specification is to obtain a service contractor to service SHE Bins, SHE Packet Dispensers and supply sanitary packs for Female ablutions at Salt River, Bellville and Saldanha respectively.

2. SCOPE

This scope of service will be that the Tenderer must be able to perform the services as specified in Annexure 1. Service the following quantities of SHE Bins and SHE packet Dispensers as specified in Annexure 2. The specification covers all the requirements that will be needed to inform the supplier to carry out what is expected from him/her: The contract will be awarded as a Hygiene Service Contract and the contractor will be responsible for all the work specified.

This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for Hygiene services. Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering WESTERN REGION at tender stage and optional prices for addressing such omissions must be provided.

The Supplier shall supply all the Labour, Material, Equipment, Consumables, for the duration of the contract.

3. INFORMATION REQUIRED

Tenderers shall confirm that the items that they are offering comply at a standard not less than the minimum required requirement asked for in the specifications. Tenderers must comply to these specifications, but alternative offers may, in addition, also be submitted. Such alternative offers must be fully motivated and substantiated under the price schedule.

4. REQUIREMENTS

- a. The Contractor shall confine his work on to normal working hours from 7:30 to 15:00
- b. The Contractor shall provide a cleaning team, supervisor, labour transport, consumables and equipment of every description required for the carrying out of the work included in this contract for Salt River, Bellville and Saldanha
- c. The contractor shall supply name, cell number and e-mail address of one contact person for all three teams.
- d. The Contractor must report all accidents and incidents in which his staffs are involved immediately to the Risk Practitioner Transnet Engineering in charge.
- e. The Contractor shall provide his employees with outer clothing branded with the company name that will permit easy identification and certificate of identity.
- f. The contractor shall provide his employees with safety boots and reflective jackets and in cases of noise zones also with hearing protection.
- g. The Contractor shall co- operate with the offices of Transnet Engineering and shall comply with all instructions issued and restrictions imposed with respect to the works which bear on the operation of Transnet Engineering.
- h. The Contractor shall not interfere in any manner whatsoever with the production nor shall he carry out any work or perform any act which affect production, security or Transnet's property.
- i. The Contractor shall submit a service report of areas serviced with invoice submitted to the Facilities Supervisor Transnet Engineering.
- j. With each invoice submitted there must be a signed supporting document as a proof that service was rendered.
- k. All areas which are not part of the specifications will be dealt with separately with the procurement officer.
- l. The Contractor shall nominate representative of whom at least one shall be available at any hour for call-out in cases of emergency

5. REGULATIONS AND STANDARDS:

- a. The Compensation of Occupational Injuries and Diseases Act (Act 130 of 1993)
- b. The Occupational Health and Safety Act (Act 85 of 1993) and Regulations
- c. The Basic Conditions of Employment Act (Act 75 of 1997) and Sectorial Determination 1: Contract Cleaning Sector
- d. National Environmental Management Act, 1998 (Act No. 107 of 1998), Section 28: duty of Care and remediation of environmental damage
- e. National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) and Regulations
- f. Western Cape Health Care Waste Management Act, 2007 (Act No. 07 of 2007) Responsibilities of generator, transporter, treater and disposer of health care waste
- g. City of Cape Town Environmental Health By-Law No 13333 P.G.E. No 6041 Dated 30 June 2003. Part 3 Medical Waste Management
- h. City of Cape Town: Integrated Waste Management By-Law, 2009 as amended Valid City of Cape Town Accreditation as a Waste Service Provider (Transport, and treatment (where relevant) of hazardous waste.

6. The successful bidder will be required to submit SHE plan before commencing with the work:

- a. Valid COID Letter of good standing
- b. Signed Section 37 agreement (to be provided by Transnet Engineering)
- c. Medical certificates for each employee to work on site including, hearing test, lung function test
- d. Hazardous surveillance medicals as stipulated in Regulations for Hazardous Biological Agents in Occupational Health and Safety Act
- e. Safety File (Must include but not necessarily limited to):
 - i. Risk Assessment
 - ii. Appointment letters
 - iii. Proof the employees were trained in handling of hazardous biological agents
 - iv. Safe Operating Procedures
 - v. Waste Management Plan
 - vi. Personal Protective Equipment checklist indicating all PPE to be worn on site

7. GENERAL INFORMATION

Should an inspection visit reveal any fault, neglect or shortcoming in the service on the part of the Contractor such fault, neglect or shortcoming shall immediately be remedied by the Contractor at his own expense and to the entire satisfaction of Transnet Engineering. Transnet Engineering reserves the right to arrange itself for another Contractor to carry out the service if the service is not adhered to. All costs including supervision in which Transnet Engineering is involved shall be borne solely by the Contractor. Contract will be terminated if Transnet Engineering is not satisfied with the services that have been provided. The contractor shall provide Transnet Engineering monthly with all SHE bins safe disposal certificates to an approved City of Cape Town site for medical waste disposal. The contractor shall arrange with Transnet Engineering for Safety Induction for all employees before they may enter the different sites.

	Provision of Equipment		Comply Yes/No
1.	Providing Disposables		
(a)	Supply Sanitary packs	Monthly	
2.	Servicing		
(a)	Service SHE Bin and must be fully lined.	Every 2 weeks	
(b)	Bin must disinfect the contents, eliminate odours, repels insects and render waste safe	Every 2 weeks	
(c)	Clean outside of SHE Bins and SHE dispensers	Every 2 weeks	
(d)	Report any missing/ damaged/ broken SHE Bins or SHE Dispensers on the SHE servicing report	Every 2 weeks	
(e)	Secure SHE Dispensers in the wall if they become dislodged	Every 2 weeks	

SALT RIVER					
Nr	Building	Position	Ladies Toilets	SHE Bins	SHE Packet Dispensers
1	ME Building	Ground and first and second floor	15	15	15
2	Security Admin Building Next to main gate	Female toilets second floor	1	1	1
2	Security Permit office	Inside permit office	1	1	1
3	Loscon Building	Reception	3	3	3
3	Loscon Building	CG Section	1	1	1
3	Loscon Building	Disabled toilet	1	1	1
3	Loscon Building	ICT Offices	1	1	1
4	MPE Admin Building	Female toilet	1	1	1
4	MPE Workshop Bay 49	Inside workshop	1	1	1
5	Recreation hall	Female toilet behind Recreation	1	1	1
6	Cleaners toilet		1	1	1
7	Coach Admin Building	Ground and first floors	4	4	4
7	Coach OPS Admin small Building	Opposite Bay45 Female toilet	1	1	1
7	Coaches Bay 46		2	2	2
7	Coaches 1 C		1	1	1
7	Coaches Bay 2		2	2	2
7	Coaches Bay 30	In front of Bay 30	1	1	1
7	Coaches Traverse site Bay3		2	2	2
7	Coaches Next to Bay46		2	2	2
8	Mainline OPS Admin Building Coaches	Opposite Bay 26	1	1	1
8	Mainline Coaches	Next to Bay 26	1	1	1
8	Mainline Coaches Next to Bay 36 (canteen)	Female Ablution	6	6	6
9	FOE (New building)	Old main entrance	1	1	1
9	FOE	Computer room	1	1	1
9	FOE	Inside new building	2	2	2
9	FOE	Toilets	6	6	6
9	FOE	Locker rooms	2	2	2
10	Auxiliary Tarpaulin Bay 28	Inside workshop	1	1	1
11	RSE Admin	Admin area	2	2	2
11	RSE Store Bay 21	Inside store	2	2	2
11	RSE Ablution Block	Next to Bay23	4	4	4
12	Clinic	Inside Clinic	3	3	3
13	Wheels Business	Between RM and Wheels	2	2	2

13	Wheels Business	Between clinic and store	3	3	3
14	PCO Building	Ground and first floor	9	9	9
15	RM Business	In front of workshop	6	6	6
15	RM BAY 1	Holding store	2	2	2
15	RM Ablution Block	Next to Admin Office	6	6	6
15	RM Admin Block	Inside Admin Building	1	1	1
15	RM Coil Shop	Next to Bay 42	4	4	4
	Total		107	107	107

BELLVILLE					
Nr	Building	Position	Ladies Toilets	SHE Bins	SHE Packet Dispensers
1	FOE		4	4	4
2	Wagons		4	4	4
3	Locomotives Admin		1	1	1
3	Locomotives PCO Building		2	2	2
3	Locomotives Ablutions		4	4	4
3	Locomotives Sheds		5	5	5
3	Locomotives Store L11A		2	2	2
4	New Clinic		3	3	3
	Total		25	25	25

SALDANHA					
Nr	Building	Position	Ladies Toilets	SHE Bins	SHE Packet Dispensers
1	MPE		1	1	1
2	SOE		3	3	3
3	Wagons		2	2	2
4	Wheels		6	6	6
4	Wheels Ablution		4	4	4
5	Locomotives		6	6	6
6	New Clinic		3	3	3
7	PEMM Ablution		1	1	1
8	Wagons In-Service Saldanha		1	1	1
	Total		27	27	27

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LOCAL BUSINESS:	PEMM			
LOCATION:	SALT RIVER			