

SCOPE OF WORK

ENQUIRY NUMBER: CTT 25460

DESCRIPTION: PROVISION OF GARDENING SERVICES FOR PetroSA IN MOSSEL BAY

INTRODUCTION

The Services shall be performed on all PetroSA properties in and around Mossel Bay in the following areas:

- PetroSA Refinery Units, open areas and Suppliers Yards
- Landfill and dam areas
- Asset disposal area & poles
- Shunting yard
- Game Reserve and Adjacent farm (Old Van Der Berg farm)
- Voorbaai tank farms
- Klipheuwel pump station and reservoirs
- Eskom pipeline
- Repeater sites (x3) Cathodic Protection Boxes (x2)
- West camp and entrance roads
- Centre of Excellence (Referred to as COE)
- Raw water pipeline from Wolwedans dam to Bartelsfontein
- Product line from site to Voorbaai tank farm (15 Km)
- Fire water line to Voorbaai
- Alcohol pipe line
- Bartelsfontein Reservoir
- E & P Voorbaai Logistic Base
- Heliport in George (Fire breaks only)
- Harbour (Mud plant & offices in Mossel Bay)
- Unit 82 (PetroSA main water meter area)

The Supplier shall issue the PetroSA Contract Owner with a report on a monthly basis. The Supplier shall draw up schedules for all activities and shall be signed off on a weekly and monthly basis by the PetroSA Contract Owner or Representative. The PetroSA Contract Owner shall also perform inspection checks on a monthly basis at all areas on which the Supplier shall be rated. A team of at least 20 trained employees to provide overall gardening services and weed control.

Note: Schedules

- Weekly schedules – Weekly Forecast vs Actual work done.
- Monthly schedules – All work done during the month.
- Annual schedules – Planned work for period of one year.

THE SERVICE

The service can be divided as below:

A) WEED CONTROL

1. Bush cutting
2. Brush cutting
3. Fire Breaks
4. Weed Control (Sterilisation & Non-Sterilisation –Applying of approved herbicides.

B) GENERAL SERVICES

1. Assembling of furniture.(Chairs, Tables, Cupboards), Moving/Re-arranging of office furniture.
2. Litter pick-up/Site Cleaning/Refuse removal.
3. Weed removal in gardens/general gardening/indoor plant care.
4. General cleaning and weed control of general plant/flower beds.

Each section explained in more detail below.

A. WEED CONTROL

1. BUSH CUTTING: Tractor / Blower mower / Slasher

Nr	Area	Size (m ²)	Frequency
1	Grassed berm between # 02 & #18	13,756	Quarterly
2	Road leading to Fire training area	15,042	Quarterly
3	Kennels/Security to # 86	43,880	Quarterly
4	Game Reserve paths and v.d. Bergh farm	44,280	Quarterly
5	Centre of Excellence	13,000	Quarterly
6	Fire Training area	10.500	Quarterly
7	Landfill road	39,520	Quarterly
8	Storm water ponds (Along Blinde river channel)	610	Quarterly
9	North Boundary (Outside Site perimeter)	30,000	Quarterly

2. BRUSH CUTTING / WEED EATERS (General areas)

Nr	Area	Size (m ²)	Frequency
1	E+P Voorbaai Logistics(General areas, dog kennels & grass berm)	5,379	Monthly
2	E +P Voorbaai Logistics(Northern fence - outside & inside)	4,100	Monthly
3	Voorbaai tank farm	19,700	Monthly
4	Site V – Drains & verges	17,200	Monthly
5	Site embankments	30,810	Monthly
6	Asset Disposal Lay-down area	2,810	Monthly
7	Centre of Excellence	17,000	Monthly
8	Landfill storm water channels	2,410	Monthly
9	Landfill ponds (Catalyst pond & chemical bay	3,315	Monthly
1	Duinzicht/Admin	35,785	2 x Monthly
	Site	29,446	Monthly
	Total area	168,035	

Nr	Area	Size (m ²)	Frequency
1	Repeaters (Dana Bay, Bartelsfontein & Great Brak)	200	2 x annually
2	Railway line (berm) between Total and PetroSA Voorbaai Tank farm	1.650	Quarterly
3	Klipheuwel pump station & Reservoirs	1.500	Quarterly
	Total Area	3.350	

3. FIRE BREAKS.

All Fire breaks (areas against fences / perimeters) need to be maintained as per legal requirements and as stipulated by PetroSA Fire department to minimize possible claims against the company.

Specification:

- Fire breaks should be at least 3 meters wide. This includes a sterilised area of 1 meter.
- Refer to column below for frequencies
- All dead plants, shrubs etc. should be removed from fences as soon as after spraying.

Nr	Area	Size (m ²)	Frequency
1	Nature Reserve fences.	11,049	Quarterly
2	Landfill: Fences (including area along northern railway line)	21,345	Quarterly

3	Bartelsfontein Dam	3,180	Quarterly
4	Fire Training area: South of Road leading to Fire Training Area Western Fence Southern side of the Fire Training area (along N2) Eastern side (between storm water channel and "Farm" fence)	1,590 1,620 690 1,320	Quarterly
5	Van den Berg farm: South (Along N2).	2,580	Quarterly
6	Asset disposal: All fences. Including shunting yard	10,320	Quarterly
7	Tank farm: (North side- Outside perimeters)	900	Quarterly
8	Alcohol Pipeline (Engen to Total).	645	Quarterly
9	Outside of E & P (Logistics Base) fences:	2,592	Quarterly
10	Klipheuwel Pump station: North perimeter East perimeter South perimeter West perimeter	510 465 540 500	Quarterly
11	Kleinbrak Reservoir: (North -Outside perimeter along N2) West Perimeter: (Gate Entrance) (East perimeter)	300 129 285	Quarterly
12	West Camp (Outside of fences)	2,286	Quarterly
13	Centre of Excellence (Northern / Western fences)	1,203	Quarterly
14	George Heliport	702	Quarterly
	TOTAL AREA	64,751	

4. WEED CONTROL - ALL OPEN AREAS ON SITE

4.1 Sterilisation.

Specification:

- Keep areas clean.
- Weed Control by hand (knapsack) or tractor and application of sterilizer.
- Apply sterilizer by spraying appropriate areas.
- Selective weed control on banks and process areas.
- Remove dead plants to designated areas as soon as weeds are dead after spraying.

SPECIAL NOTES

- Weed control shall be done by suitably trained people.
- The Supplier shall have a valid Pest Control Operator (PCO) certificate
- Spraying equipment must be calibrated before use and at least 2 x annually thereafter.
- Correct safety apparel shall be worn at all times.
- Supplier shall draw up weekly and monthly schedules for activities.
- The Supplier shall be responsible for obtaining work permits.
- Only PetroSA approved herbicides to be used:
Glyphosate mixed with Simazine or Simanex.

Kilomax mixed with Diuron or Karmex or Outspace Super or Suburb or similar products.

SUPPLIER TO SUPPLY HERBICIDES

Note: Refer to table below for frequencies

Nr	Area	Size (m²)	Frequency
1	Flare	146,400	Quarterly
2	Unit 51 Tank farm (buns)	408,660	Quarterly
3	Hp Loading area (Egg plant)	4,500	Quarterly
4	Unit 43 Cooling Towers	40,500	Quarterly
5	Open area (behind Transport yard)	189,840	Quarterly
6	Unit 73	72,860	Quarterly
7	Units 02 & 18 open areas	88,898	Quarterly
8	Burn Pits (area between Training base and HP loading area)	30,000	Quarterly
9	All pipe racks on site	119,925	Quarterly
10	Landfill (U55 - Catalyst Ponds)	1,670	Quarterly
11	Open areas around Red & White buildings, Refinery work shop etc.	84,650	Quarterly
12	Supplier's Yards	72,000	Quarterly
13	Refinery Units (spot spraying on cemented areas & chipped stone)	393,250	Quarterly
14	Inside and outside of refinery site perimeters	12,946	Quarterly
15	Fire Training area	7,043	Quarterly
16	Caravan Park (Open area North of Parking "B")	54,052	Quarterly
17	Asset Lay-down area	80,000	Quarterly
18	Mud Plant & E&P Offices - Harbour	2,460	Quarterly
19	Afrox pipelines & Eskom poles	1,602	Quarterly
20	Eskom pipeline	7,266	Quarterly
21	Centre of Excellence (spot spray hard surfaces)	8,408	Quarterly
22	Voorbaai Tank farm (including pipe racks)	148,270	Quarterly
23	Voorbaai tank farm - Eastern fence (outside)	575	Quarterly
24	Voorbaai Railway line (entire rail line area)	6,795	Quarterly
25	Total Tank farm (spot spraying)	20,625	Quarterly
26	Klipheuwel Pump station (fences & Switch yard)	1,765	Quarterly
27	Klipheuwel Reservoir (fences & around reservoir)	901	Quarterly
28	E & P Lay-down area	36,900	Quarterly
29	Desalination plant	3,000	Quarterly
30	Heliport fences and hard surfaces (George)	800	On Request
31	Unit 82 (Water meters)	400	Quarterly
34	Bartelsfontein	6,800	Quarterly
	Total area	2,445,986	

4.2 Non-Sterilisation

The following areas need **NOT** be sterilised:

The Supplier shall be responsible for obtaining all work permits, safety authorisations and risk assessments.

Only PetroSA approved herbicides to be used, viz,

Glyphosate: i.e. Mamba, Round Up, Springbok and Kilomax or similar products

Note: Refer to the table below for frequencies

Nr	Area	Size (m ²)	Frequency
1	Admin – Parking and paved areas	14,950	Quarterly
2	Around site buildings - Parking and paved areas	30,000	Quarterly
3	V – drain joints	42,000	Quarterly
4	Duinzicht road verges & fence	10,880	Quarterly
5	Lapa area (Nature reserve)	200	Quarterly
6	Repeaters (Danabaai)	120	Quarterly
7	Cathodic Protection boxes Transand, Great Brak river)	100	Quarterly
8	Blinde River Area around storm water ponds	610	Quarterly
9	West Camp Area-paved areas & around accommodation cabins	72,450	Quarterly
10	Centre of Excellence	11,580	Quarterly
11	E+P Voorbaai	27,500	Quarterly
	Total Area	210,390	

B. 1. GENERAL SERVICES

Specification:

- Assembling of furniture.(Chairs, Tables, Cupboards)
- Moving/Re-arranging of office furniture.
- Litter pick-up/Site Cleaning/Refuse removal.
- Weed removal in gardens/general gardening/indoor plant care.

Note: Driver shall have a valid driver's licence as well as PDP (Professional Driving Permit).Should have general handy man skills. Should have general knowledge of furniture.

The Supplier shall supply a 1 x 1.3-ton truck with a tow-bar and closed canopy.

2. LITTER PICK-UP/REFUSE REMOVAL

2.1 Litter pick-up

Locality:

Open / Cover parking areas

Weekly

Walkways and building surrounds

Weekly

Site generally

Weekly

Specification:

Keep areas free of general rubble / litter, etc.

Remove rubble and litter to nearest skip

2.2 Refuse removal

The General Workers are to be responsible for refuse removal onsite daily from site offices & Workshops to landfill, as well as the removal of Shredding to the shredding room.

The refuse removal consists of ONLY pick-up and delivery to the 2 specified areas.

Note:

- The Supplier to supply black bags for refuse removal
- The Roof of the Laboratory shall be swept & cleaned at least once a month.
- Frequency shall increase during Shutdown/turnaround and very windy conditions.
- A Valid driver's license as well PDP.
- General Handyman skills required.