

SPECIFICATION- AS AND WHEN: GENERAL BUILDING MAINTENANCE

1. Scope Of Work

PRASA-CRES Facilities Management is looking to appoint **3 x service providers** that will form a panel of contractors to undertake and perform general building maintenance at stations, operational depots and at commercial properties.

1.1. The scope of the work / services to be provided by the contractors is as follows:

- Carry out planned maintenance and corrective maintenance to general building components and infrastructure at various Railway Station Platforms, Buildings, Offices, Workshops, Substations and Signal Relay Rooms.

General Building Maintenance Works in this contract will include but not limited to

- Roof Components Repairs
 - Ceiling repairs
 - Surfaces (walls and floors) finishing maintenance (incl. painting)
 - Doors and windows components maintenance
 - Ablution facilities maintenance
 - Storm water and drainage goods maintenance
 - Exterior surface repairs (Paving and tar) maintenance (incl. painting)
 - Gates and Fencing repairs
 - Carpentry Installation repairs
 - Security doors and safes repairs
- The scope also includes a 24hr, Monday to Sunday emergency standby service as and when required by PRASA-CRES.

1.2. Contract duration will be for 36months from the time of accepting the appointment.

1.3. As part of the administration claims shall be submitted timeously and the following documentation must be provided in support of a claim

- i. completed job cards indicating location, dates, personnel, times worked and travelling information

- ii. records of material receipts for material purchased and used in this contract (only for material not priced for in the Pricing Schedule)
- iii. invoices for services outsourced/hired under this contract

2. Definitions

- 2.1 *PRASA-CRES*: One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.
- 2.2 *Facilities Manager*: A manager of PRASA-CRES responsible of building and infrastructure portfolio or any person authorised to act in that capacity.
- 2.3 *Normal Working Hours*: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.
- 2.4 *Contractor*: Successful tender who is appointed by PRASA-CRES and will be responsible to carry out the works as per this specification.

3. Maintenance References

3.1. All plumbing works will be in accordance with the following publications

- SABS 0400 other applicable Code Of Practices
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations

4. Maintenance

- 4.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill Of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

4.2. The Contractor shall produce and issue to PRASA-CRES a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight

- the type of work or service done
- problems experienced
- results of inspection
- faults found and their priority thereof

Quotations for any corrective work required shall be submitted to PRASA-CRES and on the approval of such quotations the Contractor will correct or repair accordingly.

4.3. PRASA-CRES reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to PRASA-CRES for consideration.

5. Contract Performance

5.1. The contractor will sign a service level agreement with the PRASA-CRES. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA CRES offices. Performance Items to be discussed will include:

- the number of breakdowns for specific period
- the turnaround time to attend to emergency call-outs
- planned vs. actual progress
- submission of reports, invoices and other administration duties
- payment of invoices

5.2. Services Measure And Expectations

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

6. General Information

- 6.1. The contractor shall be or have in his employment qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided on request.
- 6.2. The Contractor must have the capacity to be able to work on more than one site at any given time.
- 6.3. Where day to day repairs are to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.
- 6.4. All material removed to be returned to PRASA-CRES unless otherwise stated.
- 6.5. Compliance certificates to be issued on completion of all new work done at no cost to PRASA-CRES. Compliance certificates required for existing installations to be priced out at the prescribed set rate.

7. SAFETY AND PROVISION OF MATERIALS:

- 7.1. The contractor is responsible for supply of all material required to repair the faults as per job cards /work order.
- 7.2. All material used shall be of high standard (SABS approved)
- 7.3. The material item price shall be based on standard market related plus the percentage mark-up fee.
- 7.4. Prasa Cres Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.
- 7.5. Please note the following local content threshold will apply when supplying material;
 - 7.5.1.100% on steel products.
 - 7.5.2.100% on Polyvinyl Chloride (PVC) pipes.
- 7.6. All materials supplied and workmanship to meet the prescribed Statutory Requirements, including the Occupational Health and Safety Act of 1993.

NB: The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by PRASA.

7.7. Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R6000.00 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contract claim the amount.

8. Quality Of Work And Workmanship:

- Works with poor workmanship will not be signed off and PRASA Cres reserve the right to hold payments until satisfied with the quality of the works.

9. Non-Compliance:

- **Safety** – the contractor will at all times ensure that work is performed in accordance with all the prescribed legal prescripts.
- **NB:** No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager
- **Response time** – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed PRASA CRES Facilities department hereby reserves the right to penalise the service provider a penalty fee of 10% of the value of the work and if this provision is continually being violated the contract will be terminated.
- **Proof of Work done**> the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- **Qualified personnel-** It is a requirement that personnel performing/overseeing works issued to the contractor be qualified Artisan in specific Trade.

10. Pre-qualification requirements

If you do not submit the following documents/information, your submission will be disqualified automatically

- CIDB grade 2GB or higher
- Valid COIDA

11. Pricing Schedule

11.1 Material Price Schedule

| PROJECT NAME: AS AN WHEN REQUIRED FOR GENERAL BUILDING MAINTENANCE AND REPAIRS CONTRACT | | | | | | |
|---|--|-------------------------------------|------|--------------------------|--------------------------|--------------------------|
| # | Description | Minimum Threshold for Local Content | Unit | Rates (Excl. VAT) Year 1 | Rates (Excl. VAT) Year 2 | Rates (Excl. VAT) Year 3 |
| 1 | Square tubing 32mmx32mm | 100% | Each | R | R | R |
| 2 | Steel Check plate x 10mm | 100% | Each | R | R | R |
| 3 | Round bars x 16mm | 100% | Each | R | R | R |
| 4 | Flat bar x 5mm | 100% | Each | R | R | R |
| 5 | Mortice Lock | 100% | Each | R | R | R |
| 6 | Nails x3 inches | 100% | Each | R | R | R |
| 7 | Screws x 6.35mm x 90mm (Qty 50) | 100% | Each | R | R | R |
| 8 | Steel Door | 100% | Each | R | R | R |
| 9 | Door frame | 100% | Each | R | R | R |
| 10 | Burglar door frame 32mmx32mm | 100% | Each | R | R | R |
| 11 | Burglar windows 16mm round bar (ND11F) | 100% | Each | R | R | R |
| 12 | Wooden door exterior | 100% | Each | R | R | R |
| 13 | Heavy tile | 100% | Each | R | R | R |
| 14 | Concrete tile | 100% | Each | R | R | R |
| 15 | Roof Zink IBR 6m | 100% | Each | R | R | R |

| | | | | | | |
|----|--|------|------|---|---|---|
| 16 | Bolt and nut x 10mm | 100% | Each | R | R | R |
| 17 | Cement | 100% | Each | R | R | R |
| 18 | Reinforce x16mm | 100% | Each | R | R | R |
| 19 | Wires 2mm x 28.5KG | 100% | Each | R | R | R |
| 20 | Clay stock Brick | 100% | Each | R | R | R |
| 21 | Palisade heavy duty 3mx1.6m | 100% | Each | R | R | R |
| 22 | Floor Tiles porcelain non slippery 600mmx600mm | 100% | Each | R | R | R |
| 23 | Roller shutter door 3m x 2.1m | 100% | Each | R | R | R |
| 24 | Brick force | 100% | Each | R | R | R |
| 25 | Fabricated structural steel 75mm | 100% | Each | R | R | R |
| 26 | Sheet steel 1220x2440x0.6mm galvanised | 100% | Each | R | R | R |
| 27 | Pop rivet 4.8 x12mm | 100% | /Kg | R | R | R |
| 28 | Joining /connecting components | 100% | Each | R | R | R |
| 28 | Sheets 0.013-inch x 4inch | 100% | Each | R | R | R |
| 30 | Rafter 114mmx4.8m | 100% | Each | R | R | R |
| 31 | Glass panel x 2mm | 100% | Each | R | R | R |
| 32 | Padlock x 40mm | 100% | Each | R | R | R |
| 33 | Chain 4mm x 1m | 100% | Each | R | R | R |
| 34 | River sand per meter | 100% | Each | R | R | R |
| 35 | Paving brick interlocking 60mm | 100% | Each | R | R | R |
| 36 | Internal wooden door | 100% | Each | R | R | R |

| | | | | | | |
|----|--|------|-----------------|---|---|---|
| 37 | 304 Stainless steel drain grids | 100% | Each | R | R | R |
| 38 | Concrete grid 200mm | 100% | Each | R | R | R |
| 39 | Sliding Window stay 175mm | 100% | Each | R | R | R |
| 40 | Concrete mixture per cubic | 100% | /M ³ | R | R | R |
| 41 | Warden lock 5 lever double lock | 100% | Each | R | R | R |
| 42 | Small Ultra lock | 100% | Each | R | R | R |
| 43 | Rim lock 152mmx102mm steel case | 100% | Each | R | R | R |
| 44 | Lock inset | 100% | Each | R | R | R |
| 45 | Pad bolt 100mmx25mm wide solid | 100% | Each | R | R | R |
| 46 | Tile grout white 1kg | 100% | Each | R | R | R |
| 47 | Rafter timber 38mmx152mm 6.6m | 100% | Each | R | R | R |
| 48 | Fibre ceiling 4mmx1.2mx2.4m | 100% | Each | R | R | R |
| 49 | Paint traffic yellow paint 5L | 100% | Each | R | R | R |
| 50 | Aluminium window top hung 1500x1200 | 100% | Each | R | R | R |
| 51 | Sliding aluminium window (w890-1490x590-890) | 100% | Each | R | R | R |
| 52 | 3lever mortice lock | 100% | Each | R | R | R |
| 53 | Insert lock | 100% | Each | R | R | R |
| 54 | Lock mortice lock set L2241-78 lock only | 100% | Each | R | R | R |
| 55 | Lince lock | 100% | Each | R | R | R |
| 56 | Padlock 40mm wide 6mm nickel plated shackle | 100% | Each | R | R | R |
| 57 | Padlock 60mm brass | 100% | Each | R | R | R |

| | | | | | | |
|--------------------|--|------|------|---|---|---|
| 58 | Universal pad lock | 100% | Each | R | R | R |
| 59 | Roof nails 5kg | 100% | Each | R | R | R |
| 60 | Wood nails 3inch 1kg | 100% | P/Kg | R | R | R |
| 61 | Wood nails 4inch 1kg | 100% | P/Kg | R | R | R |
| 62 | Elzet locks | 100% | Each | R | R | R |
| 63 | Double lock cylinder (insert lock) | 100% | Each | R | R | R |
| 64 | Drawer locks (Mackie) | 100% | Each | R | R | R |
| 65 | Cabinet shop lock | 100% | Each | R | R | R |
| 66 | Barrel bolt latch 304 stainless steel | 100% | Each | R | R | R |
| 67 | Hasp and staple locks | 100% | Each | R | R | R |
| 68 | Wood glue 5L | 100% | Each | R | R | R |
| 69 | Wood door hinge | 100% | Each | R | R | R |
| 70 | Ceiling boards 12mm 1200x3600 (Gypsum) | 100% | Each | R | R | R |
| 71 | Porcelain Floor tile 300mm x 300mm | 100% | Each | R | R | R |
| SUB TOTALS: | | | | | | |



11.2 Labour, Transport and Mark-Up Price Schedule Against Estimated Quantity Usage

[illegible]



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

| | | | | | | | | | | |
|----|--|--------------------|----------|--------------|---|---|---|---|---|---|
| 12 | Percentage Mark-Up for hire or use of his own specialized equipment (proof of cost per/hr must be submitted with invoices) | Percentage Mark-Up | % | R 150 000.00 | % | R | % | R | % | R |
| 13 | Travel cost | Travel cost | Rate/ km | 20 000 km | R | R | | R | | R |
| | Total (Excl. VAT): | | | | | R | | R | | R |
| | 15% VAT: | | | | | R | | R | | R |
| | Total (Incl. VAT): | | | | | R | | R | | R |
| | | | | | | | | | | |
| | Total Contract Offer (Sum of 3yrs) | | | | | R | | | | |

ANNEXURE 1: Health Safety Requirements Template For Issuing of Site Access

CONTRACTOR SAFETY FILE CONTENTS LIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

This checklist was revised to cater for **COVID 19** requirements as per RSA Government Disaster Management Act as amended and its Regulations.

Human Coronaviruses are common throughout the world. There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans.

On 7 January 2020, ‘Severe Acute Respiratory Syndrome Coronavirus 2’ (SARS-CoV-2) was confirmed as the causative agent of ‘Coronavirus Disease 2019’ or COVID-19. The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market in China. Since then, the virus has spread to more than 100 countries, including South Africa.

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far, the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19.

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever.

The complete clinical picture with regard to COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying.

Name of the Contractor:

Project:

Safety File Assessor and Date:



| # | Requirement(s) | Compliance Status (Yes / No) | Comment(s) |
|----|--|---------------------------------|------------|
| 1 | Scope of works and Project Duration | | |
| 2 | Notification to DOL (If applicable and as defined in the 2014 Construction Regulations) | | |
| 3 | Registration of the project with DOL for the construction permit if the total project value is more than R45 Million (If applicable and as defined in the 2014 Construction Regulations) | | |
| 4 | Valid Letter of Good Standing | | |
| 5 | Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports or Work Permits for foreign Nationals (Employee register); Home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts (Very critical issue for contact tracing) | | |
| 6 | Approved Organizational Structure | | |
| 7 | Approved S/HE Policy | | |
| 8 | Approved COVID 19 Policy / Declaration | | |
| 9 | Approved S/HE Plan | | |
| 10 | Risk Assessments for the projects as per project scope approved by the Risk Assessor and they should cover COVID 19 related risk and mitigation measures. | | |



| # | Requirement(s) | Compliance Status (Yes / No) | Comment(s) |
|----|--|---------------------------------|------------|
| 11 | <p>Proof of medical fitness of employees who will be working on the project and they should be from the Occupational Health Practitioner not a General Practitioner.</p> <ul style="list-style-type: none">• Protocols for dealing with COVID 19 positive cases.• Screening of contractors employees including sub-contractor• The type of thermometer that will be utilised and its calibration status. | | |
| 12 | <p>Statutory Appointments including competency certificates and CVs e.g. COVID 19 Compliance Officer; First Aider and etc</p> <p>(Signed by the appointer and accepted by appointee's include CV's and competency certificates)</p> | | |
| 13 | Tool inspections Checklists and Register | | |
| 14 | PPE Matrix and Records include COVID 19 PPE Requirements and list of the PPE to be provided. | | |
| 15 | Safe Working Procedures or Method Statements Including COVID-19 control measures. A list of the documents required here is identified as a minimum | | |



| # | Requirement(s) | Compliance Status (Yes / No) | Comment(s) |
|----|--|---------------------------------|------------|
| | <ul style="list-style-type: none"> - Waste management protocol on how COVID 19 related waste will be managed. - Incident reporting procedure. - Emergency procedure. - COVID 19 case handling. | | |
| 16 | Tool box Talks Templates to include COVID 19 information for awareness purposes. Include induction material covering COVID 19 | | |
| 17 | Equipment Maintenance (Calibrations, Safe Working load certificates and Decontamination or Sanitation Records etc) if applicable | | |
| 18 | Chemicals substances list; MSDSs for chemicals to be used (14 point format) including Proof of training on MSDS if applicable. | | |
| 19 | Excavation plan (when applicable) | | |
| 20 | Scaffolding plan (when applicable) | | |
| 21 | Declaration of Sub-contractors (when applicable) | | |
| 22 | Proof of Third Party Liability Cover | | |
| | Conclusion / Statement of Compliance | | |