



**Provision of service for Window and Gutter cleaning at
TPT Saldanha buildings for 36 months.**

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Site:

Bulk Terminal Saldanha

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1. DEFINITIONS

Commissioning:

The process of assuring that all systems and components of a building or industrial plant or product designed, installed, tested, operated, and maintained according to the operational requirements of the owner or final client.

Contract

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.

Contract Manager

Transnet employee who is authorised to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorisations from the project initiator and the stakeholders.

Contract Owner

The person who requires a specific product, goods or services and who is responsible to provide the budget and approval.

Contractor

An employer (organisation) or a person performing any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers and Contractors.

Contractor Execution Plan

A site, activity or project specific documented plan in accordance with the client's project requirements. The Contractor to Transnet submits a plan for approval prior to mobilization on site. The Contractor Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans etc.

Contractor Compliance File a file or other record containing the information in writing required by Transnet.

NB: A file must be submitted for each discipline where applicable e.g. health and safety, environment file etc.

Job Owner:

Any permanent employee of BTS who been trained, tested and found competent, and appointed in writing for the purpose of carrying out or supervising work on plant, machinery and equipment.

Risk Assessment

A risk assessment in this procedure means the process where all risks associated with the contract and its execution identified, mitigated and managed.

Specification

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product or service has to comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

Lockout:

The fitting of a padlock (or calliper and padlocks) to an isolator switch so that it cannot be returned to an operating condition.

Permit Acceptor:

Any person who has been appointed in writing to receive a Permit to Work for the purposes of carrying out or supervising work on equipment.

Permit Issuer:

The operations shift manager will be responsible for the issuing of permits.

Permit Number:

A number issued by CCR that logs the work performed, the person responsible for the work and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

Permit to Work:

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

Responsible Supervisor:

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

2. ABBREVIATIONS

IMS:	Integrated Management System
ISO:	International Organization for Standardization
OHSAS:	Occupational Health and Safety Assessment Series
POM:	Policy Manual
PROC:	Procedure
SOP:	Safe Operating Procedure
QMS:	Quality Management System
SANS:	South African National Standard
SMS:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
WI:	Work Instructions

3. BACKGROUND

TPT requires the services of a service provider with the knowledge and capabilities to perform cleaning / washing of building windows, gutter cleaning, windows are both on ground level and at elevated heights.

4. SCOPE OF REQUIREMENTS

- 4.1 The Service Provider must be able to provide efficient and effective services for 36 months period.
- 4.2 The objective of the scope of work is for a Service Provider capable to clean the TPT Saldanha building windows at elevated heights and on ground-level areas.
- 4.3 The following buildings for window washing and gutter cleaning:
 - 4.3.1 RCS Building
 - 4.3.2 BTS Admin Building
 - 4.3.3 Technical maintenance building and inside technical hall windows
 - 4.3.4 SHERQ building
 - 4.3.5 MPT Operation, planning, and MPT Technical Buildings
 - 4.3.6 MPT Warehouse buildings
 - 4.3.7 Siyaphambili building and Canteen Windows
 - 4.3.8 Electronic building
 - 4.3.9 SCM and operation buildings

4.4 Sizes of the windows are as follows:

	Description	Floors	Window & Door sizes	Window and Door Quantity	Gutter length
1	Technical Building	2	H=1100mm W=900mm Ground floor	39	100m
			H=2900mm W=2900mm Ground floor	1	
			H=1100mm W=900mm First floor	18	
			H=2400mm W=3000mm	18	
2	RCS Building	2	H=1500mm W=1200mm Ground floor	6	104m
			H=1500mm W=1200mm	9	
			H=3000mm W=300mm Ground floor	8	
			H=1100mm	2	

			W=900mm First floor		
			H=3000mm W=300mm First floor	8	
			H=1500mm W=1200mm First floor	6	
			H=3130mm W=3600mm	2	
3	MPT OPS	n/a	H=1580mm W=1100mm	6	33m
			H=650mm W=1300mm	4	
			H=650mm W=1500mm	7	
			H=1570mm W=110mm	5	
4	MPT Planning	n/a	H=1500mm W=1100mm	9	33m
			H=650mm W=1500mm	1	

			H=1570mm W=1620mm	2	
			H=1570mm W=1620mm	5	
			H=2500mm W=1700mm	1	
5	MPT Technical	n/a	H=2150mm W=2250mm	6	33m
6	SHERQ	n/a	H=2100mm W=2400mm Ground floor	3	
			H=900mm W=900mm Ground floor	3	No Gutters
			H=2400mm W=3000mm	4	
7	MPT Warehouse buildings	2	H=1580mm W=1100mm	6	548m
			H=650mm W=1300mm	4	
			H=650mm	7	

			W=1500mm		
			H=1570mm W=1100mm	5	
9	Siyaphambili	n/a	H=600mm W=1270mm	22	
			H=1270mm W=1200mm	28	
			H=1270mm W=2400mm	4	
			H=600mm W=1800mm	2	
			H=1800mm W=600mm	2	
			H=600mm W=2400mm	3	No Gutters
			H=600mm W=1160mm	5	
			H=1200mm W=1200mm	10	
			H=2680mm W=1270mm	2	
			H=900mm W=3200mm	4	
			H=2400mm W=3000mm	21	

			H=2100mm W=1800mm	1	
			H=2700mm W=1620mm	14	
10	Stackers	n/a	H=1270mm W=1200mm	15	33m
			H=2680mm W=1100mm	1	
			H=1270mm W=330mm	1	
			H=900mm W=3200mm	3	
			H=1200mm W=650mm	1	
			H=2700mm W=1620mm	1	
11	SCM and operation buildings	n/a	H=1580mm W=1100mm	3	60m
			H=900mm W=900mm	3	
12	Electronic building	n/a	H=1580mm W=1100mm	6	20m

			H=900mm W=900mm	3	
13	BTS Admin building	7 floors	H=1280mm W=3850mm	4	40m
			H=2120mm W=3850mm	21	
			H=2120mm W=1280mm	21	
			H=1280mm W=1800mm	21	
			H=2000mm W=840mm	7	

- 4.5 There is a legal requirement to have IWH (Institute for Working at Height) accreditation to do rope access work in South Africa; therefore, the Service Provider must be a member of the Institute for Work at Heights and work strictly under their guidelines and their Code of Ethical Practice.
- 4.6 The service provider to be registered with the IRATA (international rope access trade association) and or IWH (institute of work at heights) and need to provide proof / documentation that they are registered.
- 4.7 The service provider to comply to the OHS act, COID act and other relevant legislation (registration certificate with compensation commissioner).
- 4.8 The service provider to have a MSDS for all chemicals/detergents to be handled.

- 4.9 The service provider to produce all in house training/compliance certificates for all its employees on site.
- 4.10 The service provider to have a trained and qualified IWH level 3 person in charge for all working / cleaning at heights
- 4.11 The service provider to supply proof of public liability insurance
- 4.12 The service provider is responsible for the personal protective equipment for each of its employees
- 4.13 The service provider to supply its own equipment - safe harnesses and ropes inspection sheets
- 4.14 The window cleaning to be done at a suitable time frame without affecting the TPT's 24-hour operations and employees.
- 4.15 The service provider to supply and place barricading to cordon off the immediate working areas and any other area(s) that might be hazardous to passer-by's, TPT personnel working in nearby areas and passing vehicles while the cleaning works is in progress.
- 4.16 The service provider shall cover and/or barricade all electrical cables, junction boxes and any other electrical devices in the immediate working area before cleaning.
- 4.17 The service provider to remove all tools covers and barricades after the completion of works.
- 4.18 Personnel Qualification for working at heights:
 - 4.18.1 The responsible person(s) performing the cleaning shall be qualified, certified and authorized Level 1 rope access technician(s).
 - 4.18.2 The site supervisor overseeing the works shall be a qualified, certified, and authorized Level 3 rope access technician.

5. QUALITY AND SERVICE

- 5.1 The Service Provider shall have at least one (1) site briefing to familiarize him/her with the equipment and work area before the submission of the quotation.
- 5.2 The services to be done once every quarter for a period of 36 months.
- 5.3 The Service Provider(s) shall make use of their own equipment such as safety harnesses, ropes, hand tools, and any other equipment required to complete the works.
- 5.4 The Service Provider shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 5.5 The Service Provider must comply with the requirements stated in the RFQ.
- 5.6 The service provider is to submit a safety file within 7 days of the award.

6. TECHNICAL REQUIREMENTS

Service Providers are evaluated according to the following criteria:

Technical Criteria	Weightings
<p><u>Experience</u></p> <p>The Service Provider shall be required to have a proven track record in working at heights.</p> <p>Supporting documents - Two (2) written references which shall be used to verify the Service Provider's previous performance and service delivery. Kindly note that the references must specifically set out whether the service provider is experienced in the capacities as set out above.</p>	<ul style="list-style-type: none"> • 30 points = Two (2) written references with 3 years of experience • 10 points = One (1) written reference with 1-2 years of experience • Zero-point = Zero (0) No submission
<p><u>Qualifications/Accreditation</u></p> <p>The Service Provider shall be registered at the Institute of Working at Heights</p>	<ul style="list-style-type: none"> • 30 points = IWH Accreditation and valid Operations Certificate submitted • 0 points = No accreditation or invalid Operations certificate submitted/No documents submitted.
<p><u>Qualification:</u></p> <p>The Service Provider shall have an experienced and qualified Level 3 Rope Access Technician/Supervisor overseeing the works with three (3) years cumulative experience in performing works at heights</p> <p>Supporting documents – A comprehensive CV including qualifications and certificates of an experienced Level 3 Rope Access Technician/Supervisor who will oversee the works on site of the following elements: safety; health; environment and quality.</p>	<ul style="list-style-type: none"> • 20 points = Comprehensive CV including qualifications and certificates of a Level 3 Rope Access Technician/Supervisor with more than three (3) years cumulative experience submitted. • 15 points = Comprehensive CV including qualifications and certificates of a Level 3 Rope Access Technician/Supervisor with three (3) years cumulative experience submitted. • 0 points = Comprehensive CV including qualifications and certificates of a Level 3 Rope Access Technician/Supervisor with less than three (3) years cumulative experience submitted/No Cv submitted.
<p><u>Qualification:</u></p>	<ul style="list-style-type: none"> • 20 points = Three (3) Comprehensive CVs including qualifications and certificates of Level 1 Rope Access Technicians with twelve (12)

<p>The Service Provider shall have three</p> <p>(3) experienced and qualified Level 1 Rope Access Technicians executing the works with twelve (12) months cumulative experience (each) in performing works at heights</p> <p>Supporting documents – A comprehensive CV including qualifications and certificates of three (3) experienced Level 1 Rope Access Technicians who will be executing the works on site</p>	<p>months cumulative experience(each) submitted.</p> <ul style="list-style-type: none"> • 10 points = Two (2) Comprehensive CVs including qualifications and certificates of Level 1 Rope Access Technicians with twelve (12) months cumulative experience(each) submitted. • 0 points = One (1) Comprehensive CV including qualifications and certificates of Level 1 Rope Access Technicians with twelve (12) months cumulative experiencesubmitted/No CV submitted
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The minimum qualifying score required is 70 out of 100

7. GENERAL SAFETY AND COMPLAINE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements**.
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training confirmed. Approved Employee Profile Dossiers includes certified copies of medicals, identity documents, competencies etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net**.
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval COVID 19 Checklist TPT-IMS-SLDT-CL-014-001.1 & TRN-IMS-GRP-TMP-014.11** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines, TRN-IMS-GRP-GDL 014.4 Contractor Environmental and Sustainable Specification Guideline, TRN-IMS-GRP-GDL 014.6 Contractor Quality Specification Guideline** and **TRN-IMS-GRP-GDL 014.5 Contractor Security Specification Guidelines**
- Principle contractor approve **Mandatarly Agreement** in terms of **section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submit to Contractor Manager to agree.
- The Principle Contractor must **submit written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.
- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.

- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements**.
- SITE ESTABLISHMENT:
- All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.
- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access granted with Service Provider.
- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor by Contractor Manager.
- CLOSE OUT PHASE
- Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist**.
- TESTING AND COMMISSIONING:
- The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.
- The service provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- The service provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as per required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- Service provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021_Lock Out Procedure** and lock out and isolation done by Trained and competent employees with conjunction with TPT competent.
- Service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993 , other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.
- Service provider to ensure that all employees involved in activity is informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- Service provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to off-loaded or load from any flatbed or low bed.
- Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved prior to submission to Contractor Manager.

- Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not allowed being disposed within TPT waste skips. Removal of Hazardous waste will be contractor's responsibility and Disposal Certificate submitted to SHEQ after waste has been disposed safely.
- The Service Provider to ensure full compliance to TPT COVID 19 requirements and Government Safety measures regarding preventing the spread of the COVID 19 virus.

Contact the following employees at SHERQ Department:

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