

TRANSNET NATIONAL PORTS AUTHORITY

A DIVISION OF TRANSNET LIMITED

(REGISTRATION NO. 90/00900/30)

**PROVISION OF HYGIENE SERVICES /
SANITARY SERVICES FOR TRANSNET
NATIONAL PORTS AUTHORITY AT THE
PORT OF RICHARDS BAY FOR A PERIOD OF
THIRTY SIX MONTHS**

PART A: PRELIMINARY AND GENERAL

- A1 Scope Of Work**
- A2 Business Name**
- A3 Completion Of Work**
- A4 Material To Be Supplied By Transnet National Ports
 Authority**
- A5 Invoices**

A1 Scope Of Work

This contract covers the provision of hygiene / sanitary services to buildings and floating craft at the Port of Richards Bay; KwaZulu, Natal which includes the provision and installation of dispensers and sanitary bins, the servicing of dispensers (air-freshner dispensers, urinal dispenser, seat sanitizer dispensers, water closet sanitizer dispensers) and the deep cleaning of wash hand basins, urinals, water closets and showers hereinafter referred to as the "Service" and any other work arising out of or incidental to the above, or required of the service provider for the proper completion of the service in accordance with the true meaning and intent of the contract.

A2 Business Name

Transnet Limited will for the purpose of this contract be trading and hereinafter be referred to as Transnet National Ports Authority, a Business Division of Transnet who, through its authorized representatives, shall execute the contract on behalf of Transnet.

A3 Completion Of Work

Transnet National Ports Authority requires that the service be provided for thirty (36) six months. The contract period shall include any statutory holidays falling within this period and shall include the period from 16 December to 5 January, both days included, if it falls within this contract period.

The completion date will be determined by adding the period specified above to the date of notification of acceptance of tender or the date stated in the letter of notification of acceptance of tender whichever is the later.

A4 Material To Be Supplied By The Transnet National Ports Authority

Transnet National Ports Authority shall supply liquid hand soap for the duration of the contract.

A5 Invoices

Invoices must be submitted to the Facilities Manager at the end of each month.

TRANSNET NATIONAL PORTS AUTHORITY
PROVISION OF HYGIENE / SANITARY SERVICES IN BUILDINGS
OCCUPIED BY TNPA STAFF AT THE PORT OF RICHARDS BAY;
KWAZULU, NATAL FOR A PERIOD OF THIRTY SIX MONTHS

PART B : HYGIENE / SANITARY SERVICES

B2.1 Details Of Dispensers

B2.2 Specification

B2.3 To Be Supplied By The Service Provider

B2.4 Standard Of Workmanship

B2.5 Damage To Existing Facilities

B2.6 Claims Arising Out Of Damage To Existing Facilities

B2.7 OSHACT 85 OF 1993

B2.8 Special Requirements

B2.9 Trade Names

B2.10 Insurance

B2.11 Certificate Of Compliance

B2.12 Measurement And Payment

B2.13 General

B2.1 Details Of Dispensers

| No. | Building | Dispensers | | | | | | | | Shower |
|-----|-----------------------------------|--------------------|-----------------------|---------------|------------------|--------------------------|----------------------------------|-----------------|--------------|--------|
| | | Airfresh Dispenser | Liquid Soap Dispenser | Sanitary Bins | Urinal Dispenser | Seat Sanitiser Dispenser | Water Closet Sanitiser Dispenser | Wash Hand Basin | Water Closet | |
| 1. | Berth 208 : Toilets | 2 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 |
| 2. | Berth 209 : Toilets | 2 | 2 | 1 | 1 | 3 | 3 | 2 | 3 | 0 |
| 3. | Berthing : Coal Quay | 2 | 2 | 1 | 1 | 2 | 2 | 2 | 2 | 2 |
| 4. | Heritage Site | 4 | 4 | 2 | 0 | 4 | 4 | 4 | 4 | 0 |
| 5. | RBCT Gate | 3 | 2 | 1 | 0 | 2 | 2 | 2 | 2 | 0 |
| 6. | Government House | 7 | 12 | 7 | 5 | 10 | 10 | 12 | 10 | 0 |
| 7. | Truck Staging : Ablution | 4 | 7 | 3 | 1 | 7 | 7 | 7 | 7 | 8 |
| 8. | Truck Staging : Cleaners Facility | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 |

| | | | | | | | | | | |
|-----|--|---|---|---|---|----|----|----|----|----|
| 9. | Bayvue Gate | 9 | 5 | 2 | 0 | 5 | 5 | 5 | 5 | 0 |
| 10. | Security Control Room | 2 | 3 | 2 | 0 | 3 | 3 | 3 | 3 | 2 |
| 11. | Stores : Offices/Ablution | 1 | 1 | 2 | 0 | 2 | 2 | 2 | 2 | 0 |
| 12. | Pioneer Centre : Ablution | 3 | 3 | 2 | 4 | 6 | 6 | 4 | 6 | 13 |
| 13. | Pioneer Centre : Offices | 8 | 8 | 5 | 2 | 8 | 8 | 9 | 8 | 0 |
| 14. | Employee Care Centre | 7 | 5 | 7 | 5 | 12 | 12 | 6 | 12 | 10 |
| 15. | Bayvue Centre : Offices – Ground & First Floor | 6 | 8 | 7 | 2 | 11 | 11 | 10 | 11 | 0 |
| 16. | Bayvue Centre : Offices – Second Floor | 2 | 4 | 3 | 2 | 5 | 5 | 4 | 5 | 0 |

| | | | | | | | | | | |
|-----|----------------------------------|---|---|---|---|---|---|----|---|---|
| 17. | Bayvue Centre : Mess & Ablutions | 2 | 2 | 1 | 0 | 1 | 1 | 1 | 1 | 1 |
| 18. | Osisweni Centre : First Floor | 3 | 3 | 4 | 1 | 6 | 6 | 5 | 6 | 0 |
| 19. | Osisweni Centre : Ground Floor | 3 | 3 | 4 | 3 | 6 | 6 | 4 | 6 | 0 |
| 20. | Umfolozi Centre : Office | 5 | 8 | 5 | 4 | 9 | 9 | 11 | 9 | 5 |
| 21. | Security Office | 3 | 4 | 1 | 1 | 4 | 4 | 6 | 4 | 4 |
| 22. | Vikela Centre : Clinic | 5 | 3 | 2 | 1 | 3 | 3 | 3 | 3 | 1 |
| 23. | Cleaning Services | 2 | 2 | 1 | 1 | 3 | 3 | 2 | 3 | 3 |
| 24. | CCTV Maintenance | 4 | 4 | 1 | 1 | 2 | 2 | 4 | 2 | 2 |
| 25. | New Berthing Facility | 3 | 4 | 4 | 2 | 5 | 5 | 5 | 5 | 5 |
| 26. | East Gate : Control Building | 4 | 2 | 1 | 0 | 2 | 2 | 2 | 2 | 0 |

Hygiene / Sanitary Services

| | | | | | | | | | | |
|-----|--------------------------|---|---|----|---|---|---|---|---|---|
| | | | | | | | | | | |
| 27. | Marine : Security | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 |
| 28. | Marine : Offices | 3 | 3 | 2 | 1 | 3 | 3 | 3 | 3 | 0 |
| 29. | Marine : Training | 2 | 1 | 2 | 0 | 2 | 2 | 1 | 2 | 3 |
| 30. | Marine: Mess / Ablution | 2 | 1 | 0 | 2 | 2 | 2 | 1 | 2 | 1 |
| 31. | Marine : Clinic | 3 | 2 | 1 | 1 | 2 | 2 | 2 | 2 | 1 |
| 31. | Marine : Tugs | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 0 |
| 32. | Repair Berth : Security | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 |
| 33. | Lighthouse Department | 6 | 8 | 4 | 3 | 8 | 8 | 9 | 8 | 6 |
| 34. | Port Control | 4 | 4 | 1 | 0 | 4 | 4 | 4 | 4 | 1 |
| 35. | Helicopter Shed : Hangar | 2 | 2 | 1 | 1 | 2 | 2 | 2 | 2 | 1 |

| | | | | | | | | | | |
|-----|-------------------------------|------------|------------|------------|-----------|------------|------------|------------|------------|-----------|
| 36. | Helicopter Shed : Security | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 |
| | Total | 122 | 127 | 105 | 45 | 148 | 148 | 142 | 148 | 70 |

B2.2 Specification

B2.2.1 The service provider shall supply and install all dispensers as listed in B2.1.

These are:

- Air-fresh dispensers
- liquid soap dispensers
- sanitary bins
- urinal dispensers
- seat sanitizer dispensers
- water closet sanitizer dispensers
- toilet roll holders

B2.2.2 The following minimum specifications are applicable to the above-mentioned

:

- Airfresh dispensers
 - casing material - plastic moulded
 - minimum - 3 000 sprays
 - battery operated
- Liquid soap dispensers
 - casing material - plastic moulded
 - 800 ml cartridge capacity
 - manual dispenser
- Sanitary bins
 - one piece unit to fit in narrow cubicles
 - removable cartridge
- Urinal dispensers
 - casing material - plastic moulded
 - dispense solution into urinal
 - 800 ml capacity
 - manual dispenser
- Seat sanitizer dispenser
 - casing material – plastic moulded
 - system for sterilizing seats
 - 800 ml cartridge capacity
 - manual dispenser
- Water closet sanitizer dispenser
 - casing material – plastic moulded
 - dispense solution into toilet bowl
 - 800 ml capacity
 - manual dispenser
 - dispense solution into urinal or toilet bowl
 - 800 ml capacity
 - manual dispenser

- Toilet Roll Holders
 - Three roll metal casing
 - Colour : Black
 - Must be able to lock with universal key

B2.2.4 The following dispensers need to be serviced monthly by the service provider:

- air-fresh dispensers
- urinal dispensers
- seat sanitizers dispensers
- water closet sanitizer dispensers

B2.2.5 Sanitary bins to be serviced forth nightly except at Tugs, New Berthing and Pioneer Centre which are to be serviced weekly. After being emptied they are to washed, dried, sanitized and placed back in position. Waste disposal certificates to be submitted to TNPA for waste removed.

B2.2.6 The service provider shall deep clean all wash hand basins, urinals, water closets and shower areas once every quarter.

B2.3 To Be Supplied By The Service Provider

B2.3.1 The service provider shall supply all necessary materials, labour, tools, consumable stores, personal protective clothing and equipment and transport.

B2.3.2 The service provider shall ensure that the service is supervised at all times and the supervisor is available when requested by Transnet National Ports Authority.

B2.3.3 The service provider shall remove all air-freshner dispensers, liquid soap dispensers, sanitary bins, urinal dispensers, seat sanitizer dispensers, water closet dispensers and toilet roll holders at the end of the contract period. These dispensers/sanitary bins/toilet roll holders to be carefully removed to prevent damage to existing tiles and dry walling.

B2.4 Standard Of Workmanship

B2.4.1 All chemicals used shall be in accordance with the relevant SABS specifications.
All containers used for chemicals and detergents must be clearly marked indicating their contents.

B2.4.2 The service provider shall provide Transnet National Ports Authority with material safety data sheets of the products used.

B2.4.3 The service provider shall comply with the Occupational Health and Safety Act and Regulations (Act 85 of 1993) for Hazardous Chemical Substances in using the chemicals.

B2.4.4 An inspection sheet must be signed by the TNPA representative and the service provider after the service has been complete.

B2.5 Damage To Existing Facilities

The service provider shall take all the necessary precautions to prevent damage to existing facilities; in the event of damage, the service provider shall make good the damaged areas to the satisfaction of Transnet National Ports Authority.

B2.6 Claims Arising Out Of Damage To Existing Facilities

The service provider shall be liable for all claims out of or incidental to any damage caused by him to the facilities mentioned in Clause B2.5.

B2.7 OSHACT 85 OF 1993

For the purpose of the Occupational Safety and Health Act and Regulations (Act No. 85 of 1993) the site is transferred, for the duration of the contract, to the control of the service provider as if it is his property. As employer, he is in every respect responsible for the compliance with the provision of this Act, as well as the application of General Administration Regulations 13 to the employees of Transnet National Ports Authority who visit the site.

B2.8 Special Requirements

B2.8.1 Special attention and compliance to General Safety Regulations as promulgated in terms of the OSH Act (Act 85 of 1993).

B2.8.2 Safety file must be kept on site at all times

- A safety file to be compiled for approval by TNPA prior to the commencement of the contract
- This shall include medicals for all staff (yearly), new employees and exit medicals, risk assessment, appointments, safety training, equipment register and PPE register
- The safety file must be kept on site at all times
- A safety file checklist shall be submitted to all tenderers at the briefing session

B2.8.3 The service provider shall ascertain that staff wears the following minimum personnel protective clothing (PPE) at all times where necessary.

- Safety shoes
- Overalls
- Gloves

B2.9 Trade Names

B2.9.1 Where trade names and catalogue references have been used in this specification to specify a product the phrase "or other and approved" is implied, service providers must however, tender on that particular product

specified, where “another” is offered full details and specifications shall be provided with the tender for approval prior to acceptance and awarding of the contract.

B2.9.2 A list of all hazardous chemical substances (including material safety data sheets on site needs to be on hand and all day to day dispensing containers to be labelled in terms of General Administrative Regulations No. (7).

B2.10 Insurance

Proof is required that the service provider has public and employer liability cover.

B2.11 Certificate Of Compliance

Provide proof of registration as required in terms of the COID Act No. 130 of 1993 must also be submitted.

B2.12 Measurement And Payment

B2.12.1 A joint inspection shall be undertaken by a representative of Transnet National Ports Authority and the service provider prior to any payment being made.

B2.12.2 Payments will be made as per Transnet National Ports Authority payment policy.

B2.13 General

B2.13.1 The service provider shall not cede, assign, transfer or sub-let the agreement or any part thereof and not enter into any sub-contract of whatsoever nature for the execution hereof without the prior written consent of Transnet National Ports Authority.

B2.13.2 No amendment or variation of, or addition to this agreement shall be of any force or effect unless reduced to writing and signed by both parties.

B2.13.3 The staff of the service provider shall be clad in full PPE at all times on sites, inclusive of overalls (with reflective strips), gloves and safety shoes.

B2.13.4 The service provider shall replace or repair all malfunctioning dispensers within the contract period.

TRANSNET NATIONAL PORTS AUTHORITY

PROVISION OF HYGIENE / SANITARY SERVICES IN BUILDINGS

OCCUPIED BY TNPA STAFF AT THE PORT OF RICHARDS BAY;

KWAZULU, NATAL FOR A PERIOD OF THIRTY SIX MONTHS

| No. | Description | Unit | Qty | Rate | | | Total |
|-----|---|-------------|------|--------|--------|--------------------------|-------|
| | | | | Year 1 | Year 2 | Year 3 | |
| 1. | Preliminary & General | sum | item | sum | | | |
| 2. | Hygiene / sanitary services at port buildings | month | 12 | | | | |
| 3. | Deep cleaning | per quarter | 4 | | | | |
| | | | | | | Total (excl VAT) | |
| | | | | | | VAT | |
| | | | | | | Total (Incl. VAT) | |

Total Amount In Words (Excl. VAT) _____

