

## CONTRACT SCOPE DOCUMENT

SUPPLY & INSTALL A CCTV SURVEILLANCE SYSTEM WITH LOCAL  
AND REMOTE ACCESS. INTEGRATE THE CCTV SYSTEM WITH  
EXISTING SIEMENS AND VEGA ATG/SCADA CONTROL STATIONS  
TO MONITOR POTENTIAL DIESEL LOSSES  
VOLUME 1

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## 1. INTRODUCTION

2. Richards Bay depot is located at Umlalazi Municipality, Richards Bay, KwaZulu Natal

- Latitude S: 28° 47' 05.58"
- Longitude E: 32° 02' 33 36"

Site infrastructure and operations are summarised as follows:

Main Site Activity: Locomotive movement facility

Main Infrastructure: • Rail Tank Car Decanting Area

- Spill Containment Area
- Tankage
- Tank Bund
- Locomotive Refuelling Area
- Fuel Pump House
- Drainage System
- Separators
- Workshop
- Offices

Tankage: Two 941 m<sup>3</sup> above ground (A/G) bulk diesel storage tank within a bunded areas.

The tenderer is invited to tender for Supply & install a CCTV surveillance system with local and remote access. Integrate the CCTV system with existing Siemens and Vega ATG/SCADA control stations to monitor potential diesel losses. The system must allow for a thirty (30) day history on recordings, with accessibility via local area network, mobile and internet systems and be password protected with controlled and secure access as directed by client.

## 1. Background

RNC-Fuel Depots has 47 sites nationwide and their equipment integrity is maintained by on-site millwrights. The millwrights are responsible for executing all planned maintenance activities and majority of corrective maintenance at the depot. Where maintenance activities are of a specialised nature external contractors are awarded such work after engaging on due procurement process in order to carry out corrective maintenance and statutory maintenance activities at fuel depots in accordance with applicable API 653 and SANS 10089 (parts 1-3) standards for the petrochemical industry. Over the recent years Transnet has suffered several setbacks in terms of trespassers at several diesel depots. These include but not limited to Lydenburg, Swartkops, Bethlehem, Komatipoort, Wentworth and several other depots. The transgressions included holding Transnet security and staff at gun point and diesel theft in most occasions.

The need for beefed up surveillance systems is paramount to safeguard Transnet staff and assets from these criminal elements.

Transnet have undertaken CCTV surveillance system at critical depots and propose to roll this out at all diesel depots to ensure a robust and secure workplace at all depots. These systems help detect would be intruders so that security and rapid response teams may react timeously to apprehend these criminals, and keep Transnet safe from intrusion.

## **2. PROPOSED SCOPE OF WORK: SUPPLY, DELIVERY AND INSTALLATION OF CCTV CAMERA SYSTEMS AT NSEZI DIESEL DEPOT**

- a) Area to be covered dimensions (approximation to 90 % accuracy):
  - Width = 48 m
  - Length = 99 m
- b) Full coverage of Entrance, Parking, Diesel storage, refuelling and office areas on site.
- c) All cameras to feed a central control centre at management office on site.
- d) Facility for camera feeds to be accessed via mobile phones
- e) Facility for camera feeds to be accessed via remote PC stations countrywide
- f) Camera systems to be located in positions not easily accessible by would-be intruders
- g) System infrastructure to cater for future expansion, extensions and additions.
- h) All hard drives located at control centre to be burglar proofed, under lock and key.
- i) Surge protection for NVR system
- j) Provide UPS (uninterrupted power supply), inverter system
- k) CCTV will be mounted on poles = 7 m height or on strategic position on rooftops of buildings (to be agreed with client representative.
- l) Supply and install wireless CCTV camera system
- m) Weather proof with a resolution (HD) High Definition
- n) 4 Megapixels minimum resolution,
- o) With a playback capability of 30 days,
- p) Inter connect to local area network and mobile phones with secure access,
- q) AP10-2400VA Series line interactive UPS – inverter system
- r) Alarm to control centre PC (visible and audible, when cameras are interfered with).
- s) Supply and install three (3) X 100 W flood lights with height minimum 7 m positioned on the refuelling, decanting area and pump house.
- t) These lights will be powered from a Transnet Fuel Depot DB. Power Cables and trenching for supplier account.

- u) A Certificate of Compliance (COC) must be submitted on completion by the appointed installer.

### 1. Constraints on how the *Contractor* Provides the Works

- Limited time to switch off power as operations is 24/7. Power off time must be by prior arrangement with Transnet project manager.

### 2. Specific Requirements for the *Contractor*

- The Contractor must demonstrate competency in currently installed software integration by including the following in submissions as a pre requisite for consideration :
- Accreditation by original equipment manufacturer (OEM) for current type ATG installations Accreditation by recognised PLC and SCADA system automation entities for current type SCADA & PLC's installed on the site.
- A project programme is required for the works, in the form of MS Project / or MS Excel bar chart
- Work streams/ Task lists must be time based and daily progress must be updated and submitted to client project manager for comment and approval.
- Provide the project manager with as built drawings in the form of line diagrams for all the cabling, instruments & electronic devices installed, as included in the scope of the project.

### 3. Services and other utilities provided by the *Employer*

Item	Date by which it will be provided
Water, Electricity, Ablution facilities and Site Office	On award

## 3. Procurement

### 3.1 Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support. These are:

- The Transnet Detailed Procurement Procedure (DPP);
- Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- The Public Finance Management Act (PFMA);
- The Broad Based Black Economic Empowerment Act (BBBEE); and
- The Anti Corruption Act.

This code of conduct has been included in this contract to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

### ***Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices***

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

#### ***1 Transnet will not participate in corrupt practices and therefore expects its suppliers to act in a similar manner.***

- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with and payments to our suppliers.
- Employees must not accept or request money or anything of value, directly or indirectly, to:
  - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
  - Win or retain business or to influence any act or decision of any decision stakeholders involved in sourcing decisions; or
  - Gain an improper advantage.
- There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our "Tip-offs Anonymous" Hot line to report these acts. (0800 003 056).

#### ***2. Transnet is firmly committed to the ideas of free and competitive enterprise.***

- Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust.
- Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting)

#### ***3. Transnet's relationship with suppliers requires us to clearly define requirements, exchange information and share mutual benefits.***

- Generally, Suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
  - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
  - Collusion;
  - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
  - Corrupt activities listed above; and

- Harassment, intimidation or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

### **Conflicts of Interest**

1. *A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet.*
  - Doing business with family members
  - Having a financial interest in another company in our industry

### **3.1.2 The Contractor's Invoices**

1. When the *Project Manager* certifies payment (see ECSC Clause 50) following an assessment date, the *Contractor* complies with the *Employer's* procedure for invoice submission.
2. The invoice must correspond to the *Project Manager's* assessment of the amount due to the *Contractor* as stated in the payment certificate.
3. The invoice states the following:
  - Invoice addressed to Transnet Limited;
  - Transnet Limited's VAT No: 4720103177;
  - Invoice number;
  - The *Contractor's* VAT Number; and
  - The Contract number
4. The invoice contains the supporting detail
5. The invoice is presented either by post or by hand delivery.
6. Invoices submitted by post are addressed to:  
Transnet Freight Rail (RME)  
Cnr Jet Park & North Reef Rds,  
Elandsfontein  
1406  
For the attention of the Project Manager
7. Invoices submitted by hand are presented to:  
Transnet Freight Rail (RME)  
Cnr Jet Park & North Reef Rds,  
Elandsfontein  
1406  
For the attention of the Project Manager
8. The invoice is presented as an original.