

TRANSNET NATIONAL PORTS AUTHORITY
A DIVISION OF TRANSNET LIMITED
(REGISTRATION No.1990/000900/30)

INVITES TENDERS

FOR THE PROVISION OF CLEANING SERVICES WITHIN THE PORT OF MOSSELBAY FOR
THIRTEEN (13) MONTHS

ADDENDUM 1

SPECIFICATION FOR CLEANING OF OFFICES AND FACILITIES IN THE PORT OF MOSSEL BAY FOR A PERIOD OF THIRTEEN (13) MONTHS.

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1. GENERAL DESCRIPTION OF WORK

The work to be carried out on this contract consists of the cleaning of buildings and facilities such as workshops, mess and ablution facilities and stores that form part of the Transnet National Ports Authority facilities in the Port of Mossel Bay and any other work arising out of or incidental to the foregoing which may be required for the proper completion of the work in accordance with the true meaning and intent of the contract document.

Should any of the buildings and facilities serviced by this contract be vacated or should the service for any other reason become wholly unnecessary the CONTRACTOR agrees to claim no payment in respect of such buildings and facilities and the contract shall be considered cancelled in respect of such buildings and facilities. Transnet National Ports Authority undertakes to give the CONTRACTOR thirty (30) days written notice of its intention to cancel the service provided at affected facilities.

2. Scope of work

The work is guided by the legal requirements of ensuring a working environment which is free from hazard and waste. The cleaning activity shall involve the cleaning of all TNPA working environment/workstation including other supporting facilities such as ablution facilities and cleaning of windows.

2.1 Below are all buildings and facilities to be cleaned routinely and typical number of cleaners required per building:

Site	Areas to be cleaned	No. of Cleaners	Lump Sum (Price)
Main Administration Building and JOC Centre Ground Floor and JOC Centre First Floor Second Floor	Entrance Foyer All Offices (floors, doors, blinds and furniture) Passages / balcony and railings Lift Stairs (exterior) and railings Kitchen Ablutions/ Showers Interior Windows Boardroom x 3 VC Room x 1	3	

Site	Areas to be cleaned	No. of Cleaners	Lump Sum (Price)
Civil Workshop Building, SARS Building Upper Floor, Gate 2 Security Guard House and Toilets, All Marine Movable Offices, Slipway Toilet, Civil Workshop Toilets, Vincent Jetty Guard House and Toilets	All offices and boardroom (floors, windows, doors, blinds and furniture) All Ablutions Facilities Passage Stairs and stoep Kitchen Fire equipment cabinets Stores	1	
Security Building in 1 Kloof Street, Wendy Guard House and Gate 3 Security Guard House	All Offices (floors, doors, blinds and furniture) Workshop/ Boardroom Wooden Floors Kitchen Area All Ablutions Facilities Passages Stores Windows (internal and external) Stairs and Stoep	1	
Mobile Toilets at the Recreational Area, Quay 4 Security Wendy House, Recreational Building A & B Toilets, Security Wendy Houses next to the Recreational Slipway and Security Wendy House at the Museum and Security Wendy House at the boom gate next to Santos, Security Wendy House at Santos Beach and Walk on Moorings Wendy House and Toilets, Gate 1 Security Guard House.	Floors and doors Toilets Change rooms Windows (inside and outside where accessible) N.B Cleaner should be available Monday to Sunday and during Holidays	1	

Site	Areas to be cleaned	No. of Cleaners	Lump Sum (Price)
Cleaning of all Exterior and Interior Windows - Provision for working on Heights	All buildings around the Port.	As and when required	
Adhoc Cleaning Services – All vacant leasable building including Toilets Rate per day per labourer(including material)	- Electrical Workshop at Quay 4 - House No 65 in Bland Street	As and when required	
SHE Administrative File		1	
Total Excluding VAT per month			
Grand Total Excluding VAT for Thirteen (13) Months			
VAT			
Total Including VAT per month			
Grand Total including VAT for Thirteen (13) Months			

ALL TOILETS IN THE PORT ARE TO BE PROVIDED BY THE SERVICE PROVIDER WITH GOOD QUALITY TOILET PAPERS AT ALL TIMES.

3. Deliverables

The cleaning shall comprise of but not be limited to the cleaning of work stations, ablution facilities including mess room in the workshops, disposing of all waste from the offices into the centralized waste bins for final removal and disposal by dedicated contractor. During the business special occasions the contractor shall provide special services for preparing the venue and serving of refreshments and ensure that the place is cleaned after the event.

4. RESPONSIBILITIES

4.1. TNPA

- Development, review and monitor implementation process of the provision of the specification.
- Be accountable for overall SHE performance of TNPA
- Approve and ensure proper communication of the Transnet SHEQ Risk Management Policy.
- Develop and update the specification and always made the update version available to the contractor for implementation and compliance.
- Offer support to the implementation of the Transnet SHEQ Risk Management Policy.
- Monitor compliance to the provision of the specification and that of the Transnet SHEQ Risk Management Policy to the contractor for implementation.

4.2. Client/Contractor shall.

- Ensure that all his/her activities are carried out in line with the minimum requirements as stated in the Transnet SHEQ Risk Management Policy.
- Communicate the policy to his employees and sub-contractors where applicable
- Ensure compliance to the conditions of the specification and other applicable legislation.
- Ensure that all employees and or subcontractor have undergone the SHE Induction conducted by TNPA SHE Department.

5. Operational Requirements

Prior to commencing with the activity, the contractor shall furnish TNPA with the following minimum requirements of complete documentation for approval and record purposes:

- Letter of good standing: A letter of good standing is the registration certificate issued by the workman's compensation fund or any other licensed insurer when the insured has complied with all the requirements of the insurer and the requirements of the act.
- Appointment letters i.e., Appointed first aider, SHE Representative; etc.
- Medical reports of all the cleaners
- Method statement: detailing how the cleaning activity will be carried out to ensure compliance to the conditions of the Specification.
- Risk assessment: detailing identified risk associated with the cleaning activity and clearly outlining measures put in place to minimize such risks.
- Training records of the appointees.
- Covid-19 Regulations and Guideline
- Company organogram/Communication structure.
- A copy of the driver's license of the personnel to drive employees/staff to and from the workplace.
- Medical fitness records of the dedicated driver.

- Employee list: this shall be updated as when there is a new employee to be deployed for any work at TNPA.

12. SCHEDULE OF PRICES AND ESCALATION

12.1 No escalation will be applicable to this contract and TENDERERS must therefore make necessary allowances in their rates if desired. TENDERERS will provide a fixed price for the period of thirteen (13) month period.

No adjustment to the monthly payment will be acceptable within the set period effectively from the day of signing the agreement with the client.

12.2 TENDERERS must complete the accompanying Schedules of Prices in ink and must submit it with their tenders.

12.2.1 Contract Value

Contract value consists of fixed cost

12.2.2 Fixed cost: - consist of labor cost, uniform and all cleaning materials and equipment supplied by the CONTRACTOR for the purpose of the work. This part of the price shall be deemed to be fixed cost and shall not be subjected to escalation during the contract period. **(Refer to Annexures A1)**

7. PAYMENT

7.1 Transnet National Ports Authority will make no payment for materials, plant and/or equipment supplied by the CONTRACTOR for the purpose of the Works.

7.2 Payment will be affected monthly as per the rates quoted in the Schedules of Prices **(refer to 2.1)**. The rates shall be exclusive of VAT. VAT should be shown separately on invoices.

7.3 Claims (tax invoices) for payment must be addressed to:

The Finance Department
TNPA, Admin Building
55 Bland Street
MOSELBAY

8. DURATION OF CONTRACT

The contract(s) to be concluded with the successful TENDERER(S) will be valid for a month to month not exceeding thirteen (13) months, with a notice period of three (3) months for cancellation of the contract within the period of thirteen (13) months by Transnet National Ports Authority, should Transnet National Ports Authority desire to do so.

9. WORKING HOURS

9.1 All work shall be carried out as per attached schedule, unless otherwise arranged with the Project Manager

9.2 Schedule of cleaning times

Item	Name of the building	Start/Finish time		Days
1	Main Admin Building	07H00	15h30	Monday to Friday
2	Marine Park homes	07H00	15h30	Monday to Friday
3	TNPA Security Control Centre	07H00	15h30	Monday to Friday
4	Civil Electrical workshop at Quay 4	07H00	15h30	Monday to Friday
5	Civil Main Workshop Offices including the Temporary Clinic	07H00	15h30	Monday to Friday
12	All Security Guard Rooms and Wendy Houses	07H00	15h30	Monday to Friday
7	Vintcent Jetty Ablution	07H00	15h30	Monday to Friday
8	Walk on Moorings Toilets, and Recreational Area Toilets	07h00	15h30	Monday to Friday

9.3 The CONTRACTOR must take understanding that the buildings and facilities will be occupied during the cleaning operation and care must be taken to minimize the disruption. It is possible that certain departments may have requirements that conflict with the CONTRACTOR'S planned program, in which case the CONTRACTOR must allow adapting its program to suit the needs of the department, if Transnet National Ports Authority considers this reasonable.

10. All Cleaning Material to be supplied by the Service Provider

10.1 The following minimum equipment shall be provided by the contractor and shall be replaced and or maintained by the Contractor.

- Brooms
- Mop trolleys
- Mops
- Carpet Sweeper
- Feather dusters
- Polish / Shining machine
- Air Freshners for each toilet
- 3 x Low Noise Vacuum cleaners
- Buckets
- Step Ladder – internal use e.g (3meter height reach)
- Scrubbing brushes
- Yellow dusters
- Mutton cloth – Different Colours per area of usage (SWP)
- Squeegees
- Long reach squeegee
- Wet Floor Signage

10.2 The following minimum cleaning material to be supplied by the contractor:

- Furniture Polish
- Cleaning liquid (for windows)
- Cleaning liquid (for floors)
- Furniture Disinfectant
- Stripper
- Polish (for floors)
- Jeyes fluid

11. UNIFORMS, PPE and SAFETY SHOES

11.1 The Contractor shall provide Transnet National Ports Authority with samples of their company uniform and PPE for approval purposes.

11.2 The Contractor shall replace the uniforms, PPE, safety shoes etc if they perish during the duration of the contract. The PPE must be inspected regularly and the PPE register must be completed monthly and recorded.

11.3 The Contractor shall ascertain that staff are adhering to wearing the correct uniform for the area they have been assigned to. Appropriate action to be taken against staff not complying.

11.4 The Contractor shall ascertain that staff wears personnel protective clothing (PPE) at all times where necessary.

- Safety shoes
- Masks
- Gloves (latex – for office cleaning staff)
- Gloves (rubber – for operational cleaning staff)

11.5 The Contractor shall ensure that replacement or relief staff should also be provided with the necessary uniform and PPE.

12. HEALTH, SAFETY AND ENVIRONMENTAL (SHE) REQUIREMENTS:

12.1 SHE FILE ONCE OFF SUBMISSION

12.1.1 The successful Tenderer is to submit (once off) a SHE file to TNPA for review and approval after the award. Any additional SHE documentation shall be issued to the Tenderer by the Property Department after award of the Purchase Order.

12.2 SHE FILE UPDATE

12.2.1 The SHE file is to be updated as per changes that may be made by the Tenderer or TNPA that affects TNPA SHE requirements and the SHE file must be kept on site by the cleaning supervisor.

12.2.2 The SHE File will be audited by the TNPA SHE Department .

12.3 SHE FILE UPDATE AND APPROVAL PROCESS

12.3.1 The SHE File shall be submitted to TNPA immediately after applicable changes e.g. staff replacement, use of different chemical etc. have been made by the Tenderer.

12.3.2 TNPA shall review the SHE file and provide the Tenderer with approval of or amendments to the Tenderer's SHE file.

12.3.3 In the case of any amendments / additional requirements to the submitted SHE documentations, the Tenderer shall submit their revised SHE File to TNPA immediately of receipt of the request to amend / submit missing information.

12.3.4 No site access will be granted if the SHE file has not been approved by TNPA. TNPA will conduct ad-hoc audits on the contractor.

12.4 COVID-19 REGULATIONS AND GUIDELINES

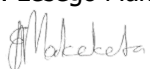
12.4.1 The Tenderer shall ensure that their employees obey all the COVID-19 regulations and guidelines as gazetted by the SA Government and TNPA.

13. CONTRACTOR COMPLIANCE FILE ASSESSMENT CHECKLIST

Date of inspection/ Evaluation: _____

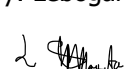
Client	
Employer (Principal contractor)	
Registered name of the enterprise	
Trade name of the Enterprise	
Company Registration No	
SARS registration No(PAYE)	
UIF registration No	
COIDA registration no	
Relevant SETA for EEA purpose	
Industry sector	
Bargaining Council	
Contact person & position	
Contact number	
Site Address	
Postal Address	
Chief Executive Officer	
Chief Executive officer's email and contact number	
Construction Manager	
Health and Safety Representative	
Activities/ Service rendered	
Commencement date	
Completion date	
Site Phone	
Total number of employees on site:	
Female	
Male	
People with disabilities	

Compiled by: Lesego Makeketa

Signature: 

Date: 09 /12/2022

Approved by: Lebogang Mageta

Signature: 

Date: 09/12/2022