



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

SCM SUBMISSION: SPECIFICATION / SCOPE OF WORK

PURPOSE OF SUBMISSION	To seek approval to appoint three (3) service providers to provide As And When Horticulture and tree felling services at various stations in Gauteng South Region.
DESCRIPTION OF GOODS / SERVICES / WORK	Provision of cleaning and horticulture services in Gauteng South Region for a period of 24 months.
REQUEST FOR PROPOSAL NUMBER	SGR/CRES/AS-AND-WHEN- HORTC-TREE FELLING/10/2024
DIVISION	PRASA CRES: Gauteng South Region
USER DEPARTMENT	Facilities Department
DATE SUBMITTED	02 OCTOBER 2024

SPECIFICATION- AS AND WHEN: HORTICULTURE AND TREE-FELLING

1. Background

PRASA-CRES Facilities Management is looking to appoint **3 x service providers** that will undertake and perform horticulture and tree-felling services at various Southern Gauteng Region stations, operational depots and residential properties.

2. Scope Of Work

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

- Cutting and removal of overgrown vegetation,
- Grass cutting and disposal,
- Tree felling, pruning and disposal,
- Weeds control of paved and tarred areas.

2.2. Contract duration will be for 24 months from the time of accepting the appointment.

3. Service Expectations

3.1. The Contractor shall remove, sweep off and clean up debris or waste resulting from vegetation control activity and shall dump such waste thereafter as indicated. All cleared vegetation and waste accumulated from vegetation clearing shall be disposed to the appropriate and approved waste disposal site.

3.2. "Pruning and removal of vegetation" shall comprise of pruning or trimming of vegetation other than grass cutting in places where such vegetation maybe hanging over loose, e.g. over electrical poles, over the fence, or obstructing property, signage.

3.3. At Prasa depots facilities, yard, relay rooms and substations -the contractor shall ensure that the areas shall be cleared **2 metres** from the perimeter fence and/or building structure and shall always be cleared for the full perimeter fence and/or building area.

3.4. The areas to be maintained will be measured and determined before the execution of each intervention. The Contractor and the Project Manager/Technical Officer shall arrange the site inspection to confirm the areas to be maintained prior to commencement of work.

- 3.5. All cleared vegetation and waste accumulated from vegetation clearing shall be disposed to the appropriate and approved waste disposal site.
- 3.6. The Contractor shall furnish **Prasa Cres Facilities Department** with a copy of site disposal certificate after disposal of waste.
- 3.7. All services shall be on the as and when basis at various Prasa properties.
- 3.8. The essence of the contract is that Prasa Cres requires the control of living vegetation and the management of dead remains of previously living vegetation, to the extent that the areas treated in terms of the contract are free from any form of vegetation (dead or otherwise) which may obstruct, hinder or interfere with operational activities, or have the potential to damage equipment or facilities, on track, in Platform surface and yards or other areas included in the contract.
- 3.9. 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 and amount of work done
 - ii. invoices for services outsources/hired under this contract
- 3.10. All work will be carried out during normal working hours at the rates tendered for in the Pricing schedule. 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.
- 3.11. 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.

3.12. The Contractor must ensure that all vehicles, plant & equipment to be used on site and in the Prasa sites are kept and maintained in good condition and working order.

3.13. The contractor shall be or have in his employment qualified personnel to operate machinery, equipment and have knowledge using tools required for the work.

3.14. The Contractor must have the capacity to be able to work on more than one site at any given time.

3.15. The Contractor must ensure that all vehicles, plant & equipment to be used on site and in the Prasa sites are kept and maintained in good condition and working order.

4. Safety

4.1. The Contractors' Staff and Labourers to be used on site must:

- Be inducted by the Prasa SHE Department before working on site and in any Prasa site.
- Have and use all safety and personal protective equipment (PPE) necessary for the task to be performed on site and in the site.
- Conform to the acceptable standards of behaviour and dress appropriately.

4.2. Protective Clothing: The contractor shall provide all forms of safety and protective clothing for their personnel. The clothing shall also clearly indicate the name of the Company on it in large and clear letters so that the public can clearly identify the Company if need be. Full Personal Protective Equipment (PPE) shall be worn whenever vegetation management work is performed and this shall include, but not be limited to, the following:

- Safety shoes/boots;
- Hard hat
- Overalls
- Full length leather gloves/gauntlets
- Protective eyewear (face shields)
- Protective leg wear (leggings)
- Safety belts (harness)
- Earmuffs.

5. Non - Compliance requirements:

- **Safety** – the contractor will always 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.
- **Resources** – all work above 3 meters high should not be done without erection of scaffolding or cherry picker

6. Mandatory qualification requirements

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

- CIDB grade 3SH or higher
- Valid COIDA (horticulture)

7. Pricing Schedule

11.1 Material Price Schedule

N:P Please consider all non-compliance requirement during pricing

#	Description	Unit	Rates (Excl. VAT) Year 1	Rates (Excl. VAT) Year 2
1.0	Tree-Felling			
1.1	Fell trees with a stem diameter of 21mm to 150mm	Each	R	R
1.2	Fell trees with a stem diameter of 151 to 300mm	Each	R	R
1.3	Fell trees with a stem diameter of 300 to 450mm	Each	R	R
1.4	Fell trees with a stem diameter of 450mm to 600mm	Each	R	R
1.5	Fell trees with a stem diameter of 601mm to 750mm	Each	R	R
1.6	Fell trees with a stem diameter of 751mm to 900mm	Each	R	R
1.7	Fell trees with a stem diameter of 901mm to 1050mm	Each	R	R
1.8	Fell trees with a stem diameter of 1051mm to 1200mm	Each	R	R
1.9	Fell trees with a stem diameter of 1201mm to 1500mm	Each	R	R
1.10	Fell trees with a stem diameter of 1501mm to 1800mm	Each	R	R

1.11	Fell trees with a stem diameter of 1801mm to 2000mm	Each	R	R
1.12	Fell trees with a stem diameter of 2001mm to 2300mm	Each	R	R
1.13	Fell trees with a stem diameter of 2301mm to 2600mm	Each	R	R
1.14	Fell trees with a stem diameter of 2601mm to 3000mm	Each	R	R
1.15	Fell trees with a stem diameter of 3001mm to 3500mm	Each	R	R
1.16	Fell trees with a stem diameter of 3501mm to 4000mm	Each	R	R
1.17	Fell trees with a stem diameter of 4001mm to 4500mm	Each	R	R
1.18	Fell trees with a stem diameter of 4501mm to 5000mm	Each	R	R
1.19	Fell trees with stump diameter of 6000 mm and more, with the height of 10 000 mm to 20 000 mm	Each	R	R
1.20	Fell trees with stump diameter of 6000 mm and more, with the height of 20 000 mm to 40 000 mm (High Risk)	Each	R	R
1.21	Fell trees with stump diameter of 6000 mm and more, with the height of 40 001 mm to 50 000 mm (High Risk)	Each	R	R
1.22	Fell trees with stump diameter of $\pm 10\,000$ mm and more, with the height of $\pm 60\,000$ mm (High Risk)	Each	R	R
2.0	Grass Cutting and Horticulture			

2.1	Rate for cutting, removing of grass and disposal of rubble to the registered area.	m ²	R	R
2.2	Rate for cutting, removing, Pruning of Vegetation and disposal of rubble to the registered area.	m ²	R	R
2.3	Weeds eradication	m ²	R	R
2.4	Safety File (Once off)	sum	R 15 000.00	R 15 000.00
Totals:			R	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 issued to PRASA 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	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. • 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	Statutory Appointments including competency certificates and CVs e.g. COVID 19 Compliance Officer; First Aider and etc (Signed by the appointer and accepted by appointee's include CV's and competency certificates)		
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)
	- 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		