

|                                                                                   |                      |                                 |
|-----------------------------------------------------------------------------------|----------------------|---------------------------------|
|  | <b>Specification</b> | <b>Transmission Real Estate</b> |
|-----------------------------------------------------------------------------------|----------------------|---------------------------------|

Title: **Provision of Hygiene & Pets Control Services on Transmission Sites**

Document Identifier: **N/A**

Alternative Reference Number: **N/A**

Area of Applicability: **Transmission Sites**

Functional Area: **Transmission Real Estate**

Revision: **0**

Total Pages: **10**

Next Review Date: **June 2024**

Disclosure Classification: **Controlled Disclosure**

**Compiled by**

**Supported by**

**Functional Responsibility**




**M Maqina**

**I Nhlumayo**

Senior Supervisor:  
Building Services

Facilities Manager

Date: 04 / 03 / 2024

Date:

Date: 01/04/2024

## Content

|                                                                     | Page                                |
|---------------------------------------------------------------------|-------------------------------------|
| 1. Introduction.....                                                | 3                                   |
| 2. Supporting Clauses .....                                         | 3                                   |
| 2.1 Scope.....                                                      | 3                                   |
| 2.1.1 Purpose.....                                                  | 3                                   |
| 2.1.2 Applicability .....                                           | 3                                   |
| 2.1.3 Effective date.....                                           | 3                                   |
| 2.2 Normative/Informative References .....                          | 3                                   |
| 2.2.1 Normative.....                                                | 3                                   |
| 2.2.2 Informative.....                                              | <b>Error! Bookmark not defined.</b> |
| 2.3 Definitions .....                                               | 4                                   |
| 2.4 Abbreviations .....                                             | 4                                   |
| 2.5 Roles and Responsibilities .....                                | 4                                   |
| 3. Document Content.....                                            | 5                                   |
| 3.1 Requirements.....                                               | 5                                   |
| 3.1.1 Adherence to Eskom generic policies .....                     | 5                                   |
| 3.1.2 Provision of Manpower .....                                   | 5                                   |
| 3.1.3 <i>Contractor's</i> Management, Meetings and Key People ..... | 6                                   |
| 3.1.4 Plant and Material.....                                       | <b>Error! Bookmark not defined.</b> |
| 3.1.5 Equipment .....                                               | 6                                   |
| 3.2 Management Reporting and Process for Monitoring.....            | 6                                   |
| 3.2.1 General Requirements .....                                    | 6                                   |
| 3.3 Applicable Scope of Work .....                                  | 7                                   |
| 3.3.1 Executive overview.....                                       | <b>Error! Bookmark not defined.</b> |
| 3.3.2 Employer's requiremnts for the service.....                   | <b>Error! Bookmark not defined.</b> |
| 3.3.3 Detailed dscription for the service.....                      | <b>Error! Bookmark not defined.</b> |
| 4. Revisions.....                                                   | 7                                   |
| 5. Development Team .....                                           | <b>Error! Bookmark not defined.</b> |

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

## **1. INTRODUCTION**

This is an all-inclusive provision of Hygiene and Pests Control Services on Apollo, Bernina, Simmerpan, Tower Testing, Grand Central, Minerva and Duvha. This will include provision of labour, supervision, staff uniform / PPE and cleaning equipment.

## **2. SUPPORTING CLAUSES**

### **2.1 Scope**

#### **2.1.1 Purpose**

The purpose of this project is to do establish the hygiene and Pets control services contract to maintain Transmission buildings, and to ensure compliance with legal and other requirements.

#### **2.1.2 Applicability**

Apollo, Bernina, Simmerpan, Tower Testing, Grand Central, Minerva and Duvha

#### **2.1.3 Effective date**

The effective date of this document is as per the date and signature of the functional manager as indicated on the cover page of this document.

### **2.2 Normative / Informative References**

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### **2.2.1 Normative**

[1] Act No 85: Occupational Health and Safety Act & Regulations.

[2] ISO 9001: Quality Management Systems.

[3] **Agricultural Remedies and Stock Remedies Act ??????????????????**

[4] ISO 14001: Environment Management System.

[5] ISO 45001: Occupational Health and Safety Management System.

[6] 34-1168: Colour coding, symbolic safety signs and demarcation.

[7] 32-37: Eskom Substance Abuse Procedure.

[8] 32-418: Working at Heights Procedure.

[9] 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.

[10] 32-726: S.H.E. Requirements for the Eskom Commercial Process.

**Note:** See Annexure B: SHE Requirements for Tender Enquiries.

### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

Annexure C: SHE Tender Evaluation and Scoring Card.

Annexure D: SHE Post-Contract Reviews.

[11]240-62196227: Eskom Life Saving Rules Standards.

## 2.3 DEFINITIONS

| Definition        | Description                                                                                    |
|-------------------|------------------------------------------------------------------------------------------------|
| <i>Contractor</i> | Service provider contracted for supplying specific services to Eskom Transmission Real Estate. |
| <i>Employer</i>   | Transmission Real Estate                                                                       |
| Ad hoc            | The meeting was formed for one reason.                                                         |

## 2.4 ABBREVIATIONS

| Abbreviation | Explanation                          |
|--------------|--------------------------------------|
|              |                                      |
| ISO          | International Standards Organisation |
| SANS         | South African National Standards     |
| SHE          | Safety Health and Environment        |

## 2.5 ROLES & RESPONSIBILITIES

The service provider shall ensure that:

- The Employees of the service provider shall comply with Eskom's policies and site regulations.
- Workmanship shall, always, be of a grade accepted as the best practice of the trade involved and as stipulated in written standards of recognised organisations or institutions of the respective trades, except as exceeded or qualified by the specifications. The *Employer* shall determine the acceptability of workmanship.
- The service provider shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015 to the *Employer* for approval. This plan must ensure an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the *Contractor's* scope of work.

### CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

**2.5.1 Provision of Staff Uniform / PPE and Other**

The service provider shall:

- Supply staff with all protective wear uniforms / gear that is SABS approved (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.

**2.5.2 Provision of Transport**

- The service provider is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)
- The transport is required for:
  - Staff traveling to sites for work purposes.
  - Movement of equipment and staff around site.

**3. DOCUMENT CONTENT****3.1 Requirements****3.1.1 Adherence to Eskom generic policies**

All service provider's employees shall comply with all Eskom's rules and policies.

**3.1.2 Provision of Manpower**

The successful service provider shall utilise / provide skilled and suitably qualified personnel and should conform to: -

- Quality Management Control and Assurance as per ISO Standards.
- Occupational Health and Safety Act 85 / 1993 and (SHE) Standards
- Have valid medical fitness certificate.
- The service provider shall supply provision of all necessary general labour, supervision, and management to do all the works.
- All staff will be available only for purpose of this contract works

**CONTROLLED DISCLOSURE**

- The service provider is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- The service provider is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

### **3.1.3 Labour Requirements**

- Conduct criminal and site clearance check (before offer of employment)
- Conduct training, testing, and verifying for key personnel qualifications and competence.

### **3.1.4 Contractor's Management, Meetings and Key People**

- The service provider safety file must be approved before site establishment and or any work commence on site.
- The service provider shall be required to do safety induction prior to start any work on site.
- Other contract related meetings shall be communicated to the *Contractor* on arrival to site.

### **3.1.5 Equipment**

The service provider shall provide all tools and equipment required for the project. All the equipment must be used and serviced according to the manufacturer's instruction. All equipment or plant must be serviced by the accredited institution.

## **3.2 MANAGEMENT REPORTING & PROCESS FOR MONITORING**

The *Employer* will establish a sound contract management principle.

### **3.2.1 General Requirements**

- The service provider immediately reports all injuries and ill health as well as any threat to health or safety of which it becomes aware of on the site of the *Employer*.
- The service provider shall provide in writing a works programme with achievable times lines to the *Employer* before commencement of the project.
- The service provider shall provide to the Employer a daily progress report that speaks to the works programme, all delays shall be explained to the *Employer*.
- The *service provider's* performance evaluation shall be done during ad hoc meetings between the *Contractor* and the *Employer* during the project period.
- The service provider shall carry out tasks as described in the scope of work and will only report to the *Employer's* Service Manager appointed for this project.

**CONTROLLED DISCLOSURE**

**3.3 APPLICABLE SCOPE OF WORK: HYGIENE & PESTS CONTROL SERVICES**

3.3.1 Provision of Labour, equipment, plant and supervisor for the hygiene and pests control services / operations.

**3.3.2 Installation of Toilet Hygiene equipment**

- (1) Air Freshener Dispenser(s)
- (2) Urinal Sanitizer Dispenser(s)
- (3) Auto Hand Liquid Soap Dispenser(s)
- (4) Cistern Sanitizer Dispenser(s)
- (5) Seat Sanitizer Refills
- (6) Wall Waste Bins (Toilet and Kitchen)
- (7) Kitchen Hand Towel Dispenser
- (8) Toilet Hand Towel Dispenser
- (9) Automatic Hand Drier
- (10) Toilet Paper Dispenser

**3.3.3 Monthly Services for Hygiene Equipment & Grocery Consumables**

- (1) Air Freshener Refills
- (2) Urinal Sanitizer Refills
- (3) Cistern / Toilet Sanitizer refills
- (4) Seat Spray Sanitizer refills
- (5) Liquid Auto Hand Soap Refills
- (6) 48 2ply Toilet Paper
- (7) 6 Pack Hand Towel
- (8) 18.9 Still Prepared Water
- (9) 6 Pack Full Cream Milk
- (10) 2.5kg Lite Brown Sugar
- (11) 2.5kg White Sugar
- (12) 200 Freshpak Rooibos
- (13) 250g Five Roses
- (14) 750g Cremora
- (15) Ricoffy e 1.5kg
- (16) Jacob 200g

**CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

- (17) 25 Litre(s) Liquid Pink Soap
- (18) Liquid Hand Sanitizer 99.9 Germ kill
- (19) 25 Litre(s) Disinfectant Wipes
- (20) Duo blocks
- (21) Surface Swab (when requested)

### **3.3.4 Supply of Hygiene Services Items**

- (1) Water Coolers / dispensers
- (2) Toilet Brush & Holder Set Industrial
- (3) 30 Litre Stainless Steel Bins with Lid and Foot Pedal
- (4) 12 Litre Soft-close Pedal Bin
- (5) Repairs of water coolers
- (6) Sanitary Bins
- (7) Monthly Service of Sanitary Bins
- (8) 12 Litre bucket Waste Bins (Black)

### **3.3.5 Pests Control Services**

- (1) Installation of Bait Stations
- (2) Quarterly service of Bait Stations
- (3) Ad hoc removal and relocation of Bees
- (4) Ad hoc control of wasp
- (5) Ad hoc control of rats
- (6) Quarterly fumigation of buildings
- (7) Snake removal and relocation on sites
- (8) Layout the points for bait station
- (9) Cats Sterilization

### **3.3.6 Deep Cleaning Services**

- (1) Quarterly carpet, chairs and couches deep cleaning.
- (2) Deep cleaning of hygiene toilet equipment (twice a year)
- (3) Carpet steaming / cleaning
- (4) Blinds steaming
- (5) Carpet dry cleaning (powder cleaning)
- (6) Emergency deep carpet cleaning

### **CONTROLLED DISCLOSURE**

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

4. Revisions

| Date | Rev. | Compiler | Remarks |
|------|------|----------|---------|
|      |      |          |         |

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.