

## **PD 19/38 SPECIFICATION FOR THE PROVISION OF GENERAL PORT CLEANING SERVICES IN THE PORT OF DURBAN FOR THE DURATION OF TWELVE (12) MONTHS**

### **1. BACKGROUND**

The mission of the Facilities Management (FM) Department of the Transnet National Port Authority is to provide the Port verges with general cleaning on a daily basis. This will produce a cleaner environment, reduce general waste from entering storm water drains and also aid in servicing of waste bins placed around the Port of Durban.

### **2. SCOPE**

The Service provider shall provide all services required in raking of cut grass, cleaning of the grass lawns to remove tins, plastic, paper, unwanted wood etc., emptying & replenishing of refuse liners in waste bins, sweeping of side drains.

All accumulated waste to be disposed at a suitable disposal site. The Service Provider will be requested to produce a waste disposal certificate for each disposal.

If any carcasses of dead animals are found anywhere on site it must be reported to the Project Manager immediately, who in turn will arrange for the proper disposal of the said.

The Service provider shall provide these services in accordance with the Scope of works contained herein and in accordance with the clauses listed below.

### **3. Variation**

Currently we have a total number of 50 bins on site but this number is expected to increase (300) during the course of the contract to a total of 350 bins. These bins will be placed around the Port of Durban in reference to all the roads mentioned in "Annexure A". The service provider should ensure that provisions are made for this variation which will only be in effect when a letter is sent to the service provider by Transnet National Port Authority to initiate the required works. If this variation does not occur during the course of the contract the service provider will not be able to claim any of the aforementioned provisions.

### **4. REQUIREMENTS**

4.1 Service provider is to ensure that they have enough employees to service the entire Port of Durban.

4.2 Service provider must abide to all South African legislation example Labour Relations Act etc.

## **5. PLACE OF SERVICE**

5.1 The services to be performed herein shall be performed in the Port of Durban. The specific locations of the general cleaning will be Point, Maydon Wharf, Bayhead, Island View and Millennium Tower as designated on the attached "Annexure A".

## **6. TIME OF SERVICE**

6.1 Services are as follows for the week (Monday to Friday);

6.1.1 Time - 08:00 am to 16:00 pm

6.1.2 If there are permitting circumstances that hinder servicing during the week the service providers agree to cover that particular area on the weekend (Saturday and Sunday).

## **7. MINIMUM PERSONNEL QUALIFICATIONS**

### **7.1 The individual labour categories for this contract are as follows:**

7.1.1 The minimum age for personnel is eighteen (18 years).

### **7.2 Skills Required:**

7.2.1 Communication Skills (IsiZulu or English)

7.2.2 Knowledge of rules with working near roads

7.2.3 Knowledge of road signs

## **8. TRANSNET NATIONAL PORT AUTHORITY RESPONSIBILITIES**

8.1 The service provider will be provided with a site area for provisions of staff, equipment and machinery that would be required to conduct the works.

## **9. SERVICE PROVIDER RESPONSIBILITIES**

9.1 Service provider shall perform the following management functions:

9.1.1 Service provider shall ensure staff operate efficiently and safely, and in accordance with the contract.

9.1.2 Service provider shall ensure staffs have all resources necessary to perform & conduct the activities required.

9.1.3 Service provider shall conduct unannounced periodic drills to ensure emergency procedures are adequate and properly followed.

9.1.4 Service provider must manage their staff at all times.

9.1.5 Service provider must provide transport for their staff which is suitable and lawfully for carrying passengers.

9.1.6 Service provider must ensure that personal hygiene of his personnel and agents must be maintained to an acceptable standard.

9.1.7 The service provider will provide each employee of the service provider with a photo identity card which must be visibly displayed on each employee whilst performing his/her duties. The card must have the following information printed on it:

- a. Name of Contractor
- b. Full name of employee
- c. Identity number of employee
- d. Signature of the employee

Please note that all staff will be subject to security clearance as per criteria determined by the Transnet National Ports Authority Security Department.

9.1.8 The service provider must ensure that all staff are neatly attired, on a daily basis, in their overalls which must have reflective stripes together with the necessary Personnel Protective Equipment (PPE) which shall include but not limited to headgear, safety shoes, gloves, etc. Overall clothing to have the name of the service provider printed thereon.

## **10. DAMAGE OF EXISTING FACILITIES**

The service provider shall take all the necessary precautions to prevent damage by the service provider's staff to existing features such as infrastructure and any aspect owned by Transnet in the Port of Durban etc. All costs to repair damages will be for the service provider account.

## **11. DUTIES OF THE SERVICE PROVIDER SUPERVISOR**

The role of the supervisor is not limited to supervision of the staff but also include:

- Control and training on equipment usage
- Risk assessments & safe working procedures
- On site liaison between TNPA and service provider
- Discipline of staff
- Monitor time keeping
- Issuing and monitor PPE usage
- Be the middle person between staff and own management in order to deal with day to day issues.
- Perform inspections and monitoring of staff SAFETY HEALTH AND ENVIRONMENT FILE

## **12. OCCUPATIONAL SAFETY AND HEALTH ACT 85 OF 1993**

12.1 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 contractor 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.

12.2 The contractor is to pay special attention and compliance to General Safety Regulations as promulgated in terms of the OSH Act (Act 85 of 1993) and compliance to Transnet Specification E4E, a copy of which is included with this tender.

## **13. ENVIRONMENTAL AND WASTE MANAGEMENT**

- During the preparation and implementation of the project on site should there be waste generated. The contractor will be expected to follow TNPA proper waste management.
- Ensure that high level of housekeeping is maintained at all times and make sure that they clean the site every day before they go.
- Comply with all legal and other requirements including this specification.
- Provide method statement that includes waste management plan
- TNPA must be informed if there are any dead animals or birds so that these can be correctly disposed of by TNPA. As TNPA is responsible for notifying the authorities such as WESSA (Wild Life Environment Society of South Africa).

The Environmental Management Plan (EMP) to be kept on the SHE File must include, but not limited to the following sections detailing possible environmental aspects and impacts and management controls pertaining to aspects and impacts identified:

- Site establishment including contractor's site camp;
- Protection of sensitive/no-go areas;
- Management of hazardous chemicals and flammable substances;
- Pollution control & Spill response;
- Waste Management;
- Environmental education and awareness;
- Protection of marine species and birds;
- Removal of project waste and debris from the marina waters;
- Decommissioning of site camp;
- Monitoring and auditing and;
- Record keeping
- Valid Letter of Good Standing with the Compensation Insurer.
  
- Client, Safety, Health and Environmental Specification.
- Health and Safety Plan.

- Risk Assessment
- Appointments
- Health and Safety Training Records - Induction Records and Tool Box Talks.
- List of Sub Contractors
- Emergency Contact Numbers
- First Aider and Equipment
- PPE and Clothing, Register
- Environmental Management Plan
- Incident Investigation Report
- Medical Examinations (Medical practitioners must be an Occupational medical doctor)

#### **14. INSURANCE**

The contractor will at his/her own cost take out an insurance policy against any claim, cost, loss or damage resulting from duties and shall ensure that such insurance is valid for the entire period of the contract. The contractor will provide the Transnet National Ports Authority proof of such insurance on demand.

#### **15. MEASUREMENT AND PAYMENT**

Service provider to invoice the Transnet National Ports Authority as per areas mentioned in the pricing schedule with reference to "Annexure A". Service provider will be inspected on site after completing each area as per "Annexure A" and certificate completion must be provided for sign off by Transnet National Ports Authority representative.

## 16. PROPOSED TECHNICAL EVALUATION CRITERIA

The point system will be used to evaluate this tender; the threshold of 65% to qualify for the next phase will apply.

<b>PROVISION OF GENERAL PORT CLEANING SERVICES IN THE PORT OF DURBAN FOR THE DURATION OF TWELVE (12) MONTHS</b>		<b>DATE:</b>	<b>score brake down</b>
<b>Technical</b>	Company Profile details showing activities related to a similar service with contact details and address.	1. No company profile submitted =0 2. One year's relevant experience = 10 3. Two year's relevant experience =20 4. Three year's relevant experience =30	30
<b>Technical</b>	Service provider to submit C.V's of employees, supervisors and management with experience of a similar service.	1. No experience of employees, supervisors and management = 0 2. Relevant experience of employees, supervisors and Management =10	10
<b>Risk &amp; technical</b>	Submit a Safety Health and Environmental Risk Assessment for the activities. Risk Assessment must identify the activities, source of hazard and must be rated accordingly (High, Medium and Low Risk must be clearly indicated).	1. Excellent = 10 This means it is of the highest quality, strong information indicating proposal capable of delivering required TNPA standard covers all required areas pertaining to the project and it gives confidence to the assessor that the tenderer knows the Safety rules and legislations. 2. Good =7 This means it has the required quality pertaining to the project requirements, information submitted indicates potential to deliver outcomes that may achieve the required TNPA standard with limited further development.	10
	The service provider must submit a work method statement	3. Satisfactory = 4 This means that there are some concerns that the submission lack certain requirements to achieve the required TNPA standard with little further development	10
	Submit a detailed Traffic Management Plan (TMP) pertaining to the contract on how the service provider's employees will be protected from vehicles & trucks using the roads to be serviced.	4. Poor = 1 Information submitted is poor and does not meet the requirements.	10
<b>Environ.</b>	Service provider to submit an Environmental Management Plan pertaining to the project.	1. No Environmental plan = 0 2. Environmental management plan submitted that is not comprehensive pertaining to the project = 5 3. Environmental management plan submitted that is comprehensive pertaining to the project = 10	10
<b>Technical</b>	Service provider must submit more than three references of a similar service. References must be from different companies and should be on the letterhead of company that work was done. References should not exceed five years.	No references submitted = 0 1 reference submitted = 5 2 reference submitted = 10 3 reference submitted = 15 >3 reference submitted = 20	20
<b>Minimum threshold of 65% will qualify bidders to the next phase, IF no bidders meet the minimum threshold TNPA reserves the right to reduce it to 55%.</b>		<b>Total Scores</b>	<b>100</b>

**17. PRICING SCHEDULE (MONTHLY)**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total Price for twelve (12) months (ZAR)</b>
1	General Port Cleaning Services in the Port of Durban (Point & Maydon Wharf)	Twice a month			
1.1	Provisions for servicing of bins (As and When required)	Per bin	175		
	<b>A. TOTAL PRICE, exclusive of VAT:</b>				
2	General Port Cleaning Services in the Port of Durban (Bayhead, Island View & Millennium Tower)	Twice a month			
2.1	Provisions for servicing of bins (As and When required)	Per bin	175		
	<b>B. TOTAL PRICE, exclusive of VAT:</b>				
	<b>TOTAL PRICE, exclusive of VAT (A+B)</b>				
	<b>VAT (If applicable)</b>				
	<b>TOTAL PRICE, inclusive of VAT (where applicable)</b>				