

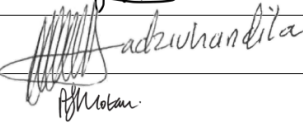
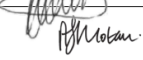


**Specification Template**  
**TE-IMS-PEMM ASSET KDS-SPEC 049 Specification**

Garden Maintenance and Yard Cleaning Maintenance				
<b>Compiled By:</b>	Rodney Makole		<b>Date:</b>	06/02/2023
<b>Recommended By:</b>	Sibusiso Bhembe		<b>Date:</b>	06/02/2023
<b>Approved by:</b>	Arone Madzivhandila		<b>Date:</b>	09-02-2023
<b>Risk:</b>	Anne Motau		<b>Date:</b>	09/02/2023
<b>Local Business:</b>	Loco and Wagons			
<b>Location:</b>	Thabazimbi			

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## **1. Scope of Work**

This specification requirement covers all the requirements that will be needed to inform the supplier/vendor/manufacture to carry out what is expected from him/her: The contract will be awarded as a turnkey project and the contractor will be responsible for all the work specified.

This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for sound engineering practice. Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering KOEDOESPOORT at tender stage and optional prices for addressing such omissions must be provided.

The Supplier shall supply all the labour, tools, material, equipment, consumables, facilities, testing and supervision required for the supply of the specified equipment at site during erection, pre-commissioning and commissioning activities.

## **2. Site Inspection**

Tenderers must visit the site to familiarize themselves with all the aspects involved relating to the project that must be done. This must be arranged via the Contract Manager. The site inspection certificate will be counter-signed by the Contract Manager on day of the site visit. The tender documents must only be submitted if the site inspection certificate has been signed.

## **3. Information Required**

Tenders shall be in duplicate and will not be considered if full particulars of all relevant equipment and works requested are not submitted at the tender stage, to ensure an objective assessment of the offer can be made. Tenderers shall confirm that the items that they are offering comply at a standard not less than the minimum required requirement asked for in the specifications. Tenderers must comply to these specifications, but alternative offers may, in addition, also be submitted. Such alternative offers must be fully motivated and substantiated.

## **4. Specific Requirements:**

Comply with the Occupational Health and Safety Act (Act85 of 1993), as amended.

The contractor to have SAFETY INDUCTION, and have valid permits when entering Transnet Engineering.

The contractor to have a SAFETY FILE, SITE INSTRUCTION BOOK on site at all times

## 5. Specific Requirements:

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
<b>Scope Of Work</b>	<ul style="list-style-type: none"> <li>➤ The scope will cover the following: <ul style="list-style-type: none"> <li>• To provide Gardening and Yard cleaning services at Transnet Engineering Depots.</li> <li>• The contractor shall provide fully equipped personnel for both garden and yard cleaning service to improve the aesthetic of all Transnet Depot.</li> <li>• Around workshop weeded area</li> <li>• Cleaning of gutters and down pipes around the buildings</li> <li>• Total Area of the depot to cut is 21575m<sup>2</sup></li> </ul> </li> </ul>	
<b>Equipment To Be Provided By The Contractor For Gardening</b>	<ul style="list-style-type: none"> <li>➤ 1 Bush cutters for both areas</li> <li>➤ 1 Spades and preferably steel rakes</li> <li>➤ 1 Rakes</li> <li>2 Employees for both Wagons and Loco</li> </ul>	
<b>Yard Cleaning Equipment To Be Provided</b>	<ul style="list-style-type: none"> <li>➤ Industrial Brooms</li> <li>➤ Rakes</li> <li>➤ Blower</li> </ul>	
<b>Yard Cleaning Requirements</b>	<ul style="list-style-type: none"> <li>➤ Provision of staff to provide a cleaning service</li> <li>➤ Cleaning of surfaces as according to type</li> <li>➤ Sweeping of all tar roads</li> <li>➤ Sweeping of all concrete surfaces around different Business Units</li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<ul style="list-style-type: none"> <li>➤ Picking up of all type of litter</li> <li>➤ Safe Disposal of all types of Litter/Waste Material</li> <li>➤ Contract shall provide their disposal bins</li> <li>➤ Contract to provide the waste facility they are using and should be a registered landfill site/facility</li> </ul>	
<b>Mowing/Gardening</b>	<ul style="list-style-type: none"> <li>➤ Mowing of Grass: <ul style="list-style-type: none"> <li>• Kikuyu to be mowed a minimum of once per week in summer at a height of 20 - 25mm (as indicated in the price schedule 4.2). Inconsistent and uneven mowing will be avoided. (All debris to be removed prior to mowing of lawns).</li> <li>• All grass cuttings will be removed from site or to a composting site if applicable, after mowing.</li> <li>• If any lawn area appears shaved and uneven due to incorrect cutting, then the contractor will be responsible to degrade the area to the correct levels.</li> <li>• All areas where the lawn appears to about into kerbs or footpaths are to be trimmed to a line down the back edge of the footpath. No encroachment will be allowed.</li> <li>• No edges are to be cut using a spade. Only edge trimmers or shears may be used.</li> </ul> </li> <li>➤ Fertilizer : <ul style="list-style-type: none"> <li>• Method of application</li> <li>• Fertilizer will be uniformly applied using a mechanical or calibrated hand spreader and may not be applied by hand. Transnet Engineering shall in each case first approve the brand and type of</li> </ul> </li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<p>fertilizer.</p> <ul style="list-style-type: none"> <li>• After fertilization, all areas are to be thoroughly watered to avoid any possibility of burning and to encourage penetration to the roots.</li> <li>• Kikuyu: rates of application</li> <li>• Type 3:2:1(28) SR at a rate of 45g/m<sup>2</sup> at the beginning of August.</li> <li>• Type LAN at a rate of 20g/m<sup>2</sup> at the beginning of September, end of November and at the beginning of April</li> <li>• Type 3:2:2 at a rate of 45g/m<sup>2</sup> at the beginning of October.</li> </ul> <p>➤ Scarification and aeration:</p> <ul style="list-style-type: none"> <li>• Areas of lawn are to be scarified mechanically. The grass removed is to be taken off the site or to a composting site if so indicated.</li> <li>• Scarification is to be carried out thoroughly to ensure that 90% of the thatch is removed to the correct levels.</li> <li>• Prior to this being carried out, the employer is to be consulted and advised to avoid any possible conflict and damage.</li> <li>• Where grass growth has been poor though lack of water or where the soil has been compacted, the area is to be aerated at regular intervals. This operation is only to be carried out after the area has been thoroughly watered.</li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<ul style="list-style-type: none"> <li>➤ Weed Control: <ul style="list-style-type: none"> <li>• All areas will be kept free of weeds at all times.</li> <li>• Constant checking and Eradication of weeds is to be undertaken.</li> <li>• Hand weeding is to be carried out on a regular basis, and all root growth will be removed.</li> <li>• Broad-leafed weeds are to be controlled utilizing the correct herbicides.</li> <li>• No spraying will be undertaken in narrow lawn areas where desirable plants may be damaged.</li> <li>• Herbicides are to be applied in accordance with the manufacturer specifications and are to be carried out by a competent person wearing the correct protective clothing.</li> <li>• Herbicides must be environmentally friendly.</li> <li>• Area size for Thabazimbi loco and wagons depot is to be verified onsite during site briefing.</li> </ul> </li> <li>➤ Watering: <ul style="list-style-type: none"> <li>• All areas of lawn under irrigation are to receive a minimum of 25mm water per week (i.e. 4 hours) in summer and 25mm/month in winter. Other areas to be watered by hose pipe and</li> <li>• Sprinklers and leaking pipes that are damaged are to be replaced by the contractor.</li> <li>• If restrictions are enforced the contractor is to apply</li> </ul> </li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<p>as much water as and when allowed.</p> <ul style="list-style-type: none"> <li>• Areas not covered by irrigation are to be hand watered.</li> <li>• To promote water conservation, watering shall only be done in the morning or late afternoon to prevent waste through evaporation.</li> <li>• Use of water saving devices shall take priority at all times.</li> </ul>	
<b>Maintenance Of Shrubs and Groundcover Areas</b>	<ul style="list-style-type: none"> <li>➤ Cultivation and weeding: <ul style="list-style-type: none"> <li>• All areas are to be kept free with the frequency as indicated in price schedule. Ensure that all self-seeded tree lings and other weeds are removed on a regular basis.</li> <li>• Care must be taken to avoid damage to plants and plant roots during the cultivation process. Should any plants die due to overzealous cultivation, the contractor will be liable to replace the said plants at his cost. Cultivate to ensure a loose surface with no compaction up to a depth of 50mm.</li> <li>• The contractor is to remove extraneous material brought to the surface.</li> <li>• As part of the cultivation process, any areas where die back has occurred historically or naturally it is to be replanted using the plant type originally planted in the area. If this cannot be done then Transnet Engineering (PEMM) is to be consulted prior to this being carried out, the contractor is to thoroughly cultivate to a depth of 200mm and fertilize using 2:3:2@60g/m<sup>2</sup> and Super phosphate at a rate of 120 grams/m<sup>2</sup> each. After planting, these areas are to</li> </ul> </li> </ul>	



	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<p>receive additional water for a period of two months.</p> <ul style="list-style-type: none"> <li>• No herbicides to be used in these areas without prior written consent of Transnet Engineering Koedoespoort</li> <li>• Remove the reeds in and around the depot when required.</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ Annuals: <ul style="list-style-type: none"> <li>• Certain areas are to have year round colour. The soil will be well prepared with approved compost, 2:3:2(22) Zn@60g/m<sup>2</sup> and Super phosphate (8.3%) 125 g/m<sup>2</sup>.</li> <li>• The contractor shall ensure that flowering annuals are replaced before seasonal die back with other flowering annuals suited to the conditions and seasons.</li> <li>• Transnet Engineering must approve the choice of replacement plans.</li> <li>• Any flowering annuals, which are suffering due to pest or infection, shall be replaced immediately.</li> <li>• The contractor shall ensure that all plant that requires a permit of possession shall be planted in consultation with the TE Environmental Personnel. Application of such permits is done with the Department of Agriculture and Rural Development within provinces.</li> <li>• Where such plant is purchased from external parties, the contractor shall ensure that that a permit of relocation is received from the seller. i.e. Cycads</li> </ul> </li> <li>➤ Pruning: <ul style="list-style-type: none"> <li>• General pruning is to be carried out throughout the year. Ground covers are to be cut back from bed</li> </ul> </li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<p>edges and kerbs and shrubs pruned as and when necessary and as directed by the employer's representative. Judiciously remove dead and excessive material, in particular the dead flowers and leaves. Pruning shall encourage density and a natural appearance. Care shall be taken to ensure that ground covers and climbers do not grow into or onto adjacent shrubs and trees.</p> <ul style="list-style-type: none"> <li>• All rubbish generated during pruning is to be removed from site at the end of each day or to a central composting area after being chipped and mulched.</li> <li>• Major pruning may only be undertaken on approval and at the discretion of Transnet Engineering (PEMM) Business.</li> <li>• Shrubs shall be pruned lightly to natural forms, if necessary and as directed by Transnet Engineering (PEMM) Business.</li> </ul> <p>➤ Composting:</p> <ul style="list-style-type: none"> <li>• Composting of beds and shrubs are to be done twice per annum, during August/September and again during February/March.</li> </ul>	
<b>Maintenance Of Trees and Veld Areas</b>	<p>➤ Formative Pruning:</p> <ul style="list-style-type: none"> <li>• Minimal formative pruning is to be carried out under the direction of the employer's representative as per price schedule.</li> </ul> <p>➤ General Garden Services Required:</p> <ul style="list-style-type: none"> <li>• Cutting of grass at the entrance</li> <li>• Garden maintenance around the office block.</li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<ul style="list-style-type: none"> <li>• Garden maintenance around the workshops.</li> <li>• Cut trees when required. Clean the area after cutting trees(not in the old spec)</li> <li>• Should not cut or destroy any listed or protected plant without obtaining permission from Compliance and regulatory Affairs</li> </ul>	
<b>Maintenance Of Paving, Parking Bays and Driveways</b>	<ul style="list-style-type: none"> <li>➤ Be-Weeding: <ul style="list-style-type: none"> <li>• All paving and tarmac to be kept weed free at all times. This will involve both hand weeding and the careful application of approved and selected herbicides.</li> <li>• It is the contractor's responsibility to ensure that the herbicides are applied without damage to any of the surroundings.</li> <li>• Application of the above is to be carried out fully in accordance with the manufacturer's specification by a competent person, using the correct protective gear.</li> <li>• Any damage caused to the paving or planting as a result of the above work is to be repaired by the contractor at his cost.</li> <li>• All paving, parking bays drive ways, paths and other surfacing will be swept regularly in order to ensure a leaf and litter free environment at all times.</li> </ul> </li> <li>➤ Composting Site: <ul style="list-style-type: none"> <li>• A suitable site may be utilized for the establishment of a composting area.</li> <li>• All garden refuse, pruning and grass cutting are to be correctly stacked, dampened regularly and turned to provide a compost source. Transnet Engineering Koedoespoort must approve the location of the site as well as the position of it.</li> <li>• All compost used for this contract shall be treated to ensure that seed and other unwanted material is</li> </ul> </li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<p>sterilized.</p> <p>➤ Weed Control:</p> <ul style="list-style-type: none"> <li>• The contractor is to monitor constantly and to treat accordingly as and when required.</li> <li>• Natural approved organic pesticides are to be used. Should these fail only then, with the written approval of the employer, should inorganic chemical pesticides be put to use.</li> <li>• The application of pesticides is to be carried out fully in accordance with the manufactures specifications and must be carried out by a competent qualified person. The wearing of the appropriate clothing is essential.</li> <li>• The contractor shall identify all alien invasive plant species and shall keep an inventory of such plant species.</li> <li>• The contractor shall remove alien plant species in consultation with the TE Environmental Department where not sure.</li> <li>• The contractor shall constantly update the inventory as and when such plants are removed or new plants are identified.</li> <li>• The contractor shall prioritise removal of Declared Category 1 Invasive Alien Plant Species as listed by the Conservation of Agricultural Resources Act 43 of 1983. i. e. chromolina Odorata, Solanum mauritianum )Bugweed)</li> <li>• Manual uprooting of weeds should be promoted where possible and safe to do so.</li> </ul>	
<b>Leaf, Litter and Garden Refuse Removal</b>	<p>➤ General:</p> <ul style="list-style-type: none"> <li>• The contractor shall be responsible for the removal of the day to day refuse accumulated during the maintenance process. All refuse generated is to be removed from garden areas at the end of each day (Monday - Friday).</li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<ul style="list-style-type: none"> <li>• The contractor is not to leave stockpiles of leaves, grass clippings and other refuse overnight. All organic refuse is to be taken to an allocated composting site, if available or removed to a dumping ground of the contractor's choice.</li> <li>• All roads, pathways and parking areas are to be kept swept and clean of litter, leaves, grass and weeds.</li> </ul> <p>➤ General Litter and Rubbish:</p> <ul style="list-style-type: none"> <li>• The contractor is responsible for the day-to-day collection of garden related litter on the site and the placement thereof in waste bins.</li> <li>• All litter and rubbish (including papers, cans, cigarette butts etc), which accumulate on site from whatever source, shall be removed to the bins or skips provided. The contractor shall not be responsible for the removal of rubble from another Contractor or Sub-contractor. This rubbish and litter will be placed on the outside of buildings and will be collected and removed to the waste bins provided for this purpose.</li> <li>• The contractor is not permitted to dump the garden refuse into the bins or skips provided for litter. Special bins to remove the garden refuse must be provided by the contractor.</li> <li>• The contractor shall notify the employer when the litterbins or skips are overflowing before the scheduled collection date, so that arrangements can be made to have these removed from site immediately.</li> <li>• The contractor will be responsible to ensure that all areas are kept clean and that the litter is removed daily Monday to Friday.</li> <li>• All sidewalks and road shoulders next to all roads should be cleaned three times a week, between 08h30 &amp; 13h30. ( Pest control removed)</li> </ul>	
<b>Cutting And Control Of Area's Between</b>	<p>➤ All rail lines must be free from weed and grass. The required method is to cut all weed and grass with a bush cutter.. The width the rail lines are to be cleaned is five (5) meters</p>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
<b>And Next To Rail Lines, around building and Boundary Fences</b>	<p>overall, that is two meters on either side of the rail line measured from the side of the rail line.</p> <ul style="list-style-type: none"> <li>➤ Material safety data sheet are to be submitted for the chemical used in keeping the rails weeds and grass free.</li> <li>➤ Grass and weed between rail lines are to be cut to a height of 80mm and kept at that height</li> <li>➤ Grass and weed along the boundary fence to be cut with a bush cutter for a distance of 2 meters on the inside and for a distance of 4 meters on the outside (where applicable). The height of the cut grass to be 80mm.</li> <li>➤ Embankments around the depots.</li> <li>➤ All the Parking lots areas</li> <li>➤ Cut the trees around building when required. Clean the area after cutting the tree (new).</li> <li>➤ If tree need to uprooted, backfill the area after cleaning it (New).</li> <li>➤ Reeds should be removed when required around the areas in the depot(new).</li> </ul>	
<b>Maintenance Of Side Walks Outside Transnet KDS Depot Property</b>	<ul style="list-style-type: none"> <li>➤ The sidewalk on the outside area of the depots is to be kept neat and tidy by cutting the grass to a height of 80mm.</li> <li>➤ All grass cuttings is to picked up along with any other objects laying</li> <li>➤ Around on the side walk and the side of the road to be removed from sight.</li> </ul>	
<b>Risk And Responsibility</b>	<ul style="list-style-type: none"> <li>➤ The contractor accepts full responsibility for its staff's actions and will ensure that such actions at no time place the staff or property of Transnet Engineering (PEMM) above mentioned sites in danger (specific reference to hazardous activities like weed eating, moving and the spraying of insecticides).</li> <li>➤ Should the contractor's workers participate in strikes, marches, riots or any other actions which fall outside their duties, it is the contractor's responsibility to control its personnel, restore order or, if necessary, to remove them from. Transnet Engineering (PEMM) premises</li> <li>➤ The contractor must discourage its workers from participating in any actions, such as mentioned above, whether these are initiated by staff of the institution concerned, or by any other outside body.</li> <li>➤ In the case of any strike, stay-away or action where no, or</li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<p>only partial service is rendered, and where the contractor is not responsible for remuneration (no work, no pay) of such personnel, the contract price for the period concerned shall be adjusted accordingly.</p> <ul style="list-style-type: none"> <li>➤ In the event of actions such as mentioned above, it is the responsibility of the contractor to calculate revised invoices and present them for payment at the end of the month in which only partial service was rendered.</li> <li>➤ The contractor accepts responsibility for any losses, which occur during the gardening process when it can be established beyond reasonable doubt that the gardeners were responsible. Transnet Engineering Koedoespoort shall request their staff to ensure that all items of value, cash, documents and personal items are securely locked away during service periods.</li> <li>➤ Where keys for access to areas of the site are required and keys are given to the contractor, the necessary care and responsibility for their safekeeping will be observed. The contractor must ensure that keys are not misused or used to allow access by unauthorized persons.</li> </ul>	
<b>Legal Requirements</b>	<p>The contractor must take note that Transnet complies with the legislation and other requirements listed below, Transnet expects the contractor to also comply with the listed legislation and other requirements listed below:</p> <ul style="list-style-type: none"> <li>• The Occupational Health and Safety Act (Act No. 85 of 1993) as amended and its regulations such as hazardous chemical Substances Regulations, etc.</li> <li>• The compensation of Occupation Injuries and Diseases Act (Act 130 of 1993 , COIDACT)</li> <li>• Employment Equity Act ( Act no. 55 of 1998)</li> <li>• Basic conditions of employment act (Act No. 75 of 1997)</li> <li>• Labour Relations Act No. 66 of 1995 as amended</li> </ul>	

	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	<ul style="list-style-type: none"> <li>• Transnet Requirements. (SHE SPECIFICATION FOR CONTRACTORS)</li> <li>• Transnet Engineering Koedoespoort waste management Standard.</li> <li>• Transnet Engineering environmental Management and Occupation Health &amp; safety policies</li> <li>• National Environmental Management Act ( Act 107 of 1998)</li> <li>• Environment Conservation Act ( Act 73 of 1989)</li> <li>• National water Act ( Act 36 of 1998 )</li> <li>• Local bylaws i.e. Tshwane by laws.</li> <li>• Transnet Requirements .( SHE SPECIFICATION FOR CONTRACTORS)</li> <li>• Transnet Engineering Koedoespoort Waste Management Standard .</li> <li>• Transnet Engineering Environmental Management and Occupational safety Policies</li> <li>• National Environmental Management Act (Act 107 of 1998)</li> <li>• Environmental Conservation Act (Act 73 of 1989)</li> <li>• National water Act (Act 36 of 1998)</li> <li>• Local bylaws i.e Tshwane by laws.</li> </ul>	
<b>Inspection</b>	<ul style="list-style-type: none"> <li>➤ All the services provided shall be subjected to inspection by the nominated officials of Transnet during any stage of the contract period. This is to be carried out weekly by the</li> </ul>	



	<b>REQUIRED</b>	<b>DETAILS OF OFFER</b> Comply (Yes) / Do not comply (No)
	contractor and representative from PEMM	
<b>Reports</b>	<ul style="list-style-type: none"> <li>➤ Monthly Reports and meeting must be submitted /attended at PEMM business pertaining to services that are rendered by the contractor.</li> <li>➤ Daily registers are to be sent to PEMM to ensure compliance to the contracted number of contractor's employees.</li> </ul>	

## 6. Quality Control:

The contractor shall provide a quality control plan with the tender indicating how quality will be assured.