COMPANY NAME

FORM "I"

CITY OF EKURHULENI

CONTRACT NUMBER: A-WS 03-2019

APPOINTMENT OF SERVICE PROVIDERS FOR THE HIRING, DELIVERY AND MAINTENANCE OF CHEMICAL TOILETS WITHIN CITY OF EKURHULENI, ON AS AND WHEN REQUIRED BASIS FROM 01 JULY 2019 UNTIL 30 JUNE 2022.

SPECIFICATION:

1. AREA OF OPERATION

This specification establishes the performance requirements for a contractor to supply portable toilets required during emergencies situation, temporary provision of sanitation at informal settlements and during certain housing development projects within the South West and North East District Area of jurisdiction of the CoE.

South West district covers the following areas: Katlehong, Vosloorus, Palm Ridge, Germiston, Boksburg, Edenvale, Thokoza, Alberton.

North East district covers the following areas: Springs, Kwa-Thema, Daveyton, Etwatwa, Duduza, Tsakane, Wattville, Brakpan, Benoni, Nigel, Tembisa and Kempton Park.

Bidders must note that in some township development projects the functions contemplated in this specification will be included in the development contract and carried out by the development contractor. Such cases fall outside the scope of this contract.

GENERAL CRITERIA

The mandatory tender evaluation will be based on the following methodology. All bidders scoring a zero in any of the aspects below or a total score of less than an 8 out of possible 10 points will be disqualified.

<table>
<thead>
<tr>
<th>Evaluation aspect</th>
<th>2 Points minimum requirement</th>
<th>1 Point minimum requirement</th>
<th>0 Points score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure and resources Plant and equipment (owned or leased)</td>
<td>More than one vacuum tank truck with a minimum of 2 000 litres capacity</td>
<td>One vacuum tank truck with a minimum of 2 000 litres capacity</td>
<td>Does not meet minimum requirements of 1 point</td>
</tr>
</tbody>
</table>
### Financial Ability (Ability to Deliver) - previous annual turnover or any proof of financial ability (amount to be reflected)

<table>
<thead>
<tr>
<th>More than R 3 000 000</th>
<th>Between R 2 000 000 and R 3 000 000</th>
<th>Less than R 2 000 000</th>
</tr>
</thead>
</table>

### Size of Enterprise (Ability to Deliver) - previous annual turnover or any proof of financial ability (amount to be reflected)

<table>
<thead>
<tr>
<th>More than R 3 000 000</th>
<th>Between R 2 000 000 and R 3 000 000</th>
<th>Less than R 2 000 000</th>
</tr>
</thead>
</table>

### Staffing profile

<table>
<thead>
<tr>
<th>Project Manager with a National Diploma and more than 3 years' experience in project or programme management</th>
<th>Project Manager with a National Diploma and 1 - 3 years' experience in project or programme management</th>
<th>Does not meet minimum requirements of 1 point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Officer with Occupational Health and Safety Qualification and more than 3 years' experience in Occupational Health and Safety Environment</td>
<td>Safety Officer with Occupational Health and Safety Qualification and 1 - 3 years' experience in Occupational Health and Safety Environment</td>
<td>Does not meet minimum requirements of 1 point</td>
</tr>
<tr>
<td>More than one Driver with a valid driver's license and PrDP</td>
<td>One Driver with a valid driver's license and PrDP</td>
<td>Does not meet minimum requirements of 1 point</td>
</tr>
</tbody>
</table>

### Relevant Previous Company Experience - completed projects

| Bidder listed more than one contactable reference where the bidder provided for the hiring, delivery, and maintenance of chemical toilets or related services | Bidder listed one contactable reference where the bidder provided for the hiring, delivery, and maintenance of chemical toilets or related services | Does not meet minimum requirements of 1 point |

**Please note:**

Acceptable bidders will be required to submit within five (05) working days from date of request the following:

- CVs with contactable references of the Project Manager and Safety Officer
- Certified copies of qualifications of the Project Manager and Safety Officer
- Laboratory test certificate for the sanitation chemicals to be used
- Copy of Drivers Licence with Professional Driving Permit (PrDP)
- Proof of ownership or lease of the chemical toilets (minimum of 500 chemical toilets)
- Proof of ownership or lease of the vacuum truck/s
NB! Failure to submit the above within the stated days will render your bid non-responsive

NB: The above general criteria must be completed under **GENERAL CRITERIA** for bidder to be scored points

**2. SPECIFICATION**

Bidders must provide their own transport, labour, tools and equipment, security and all other resources to fully execute this contract. The vehicles and equipment of the successful bidder will be inspected prior to the commencement of the contract. The toilets must strictly be portable toilets and should meet the following:

2.1. The unit should be spacious and well ventilated tank with odor extractor pipe/vent and interior wall vents to promote continuous air flow.
2.2. The structure should be polyethylene double insulated.
2.3. The portable toilet should be within the following dimension for structural stability purposes.

<table>
<thead>
<tr>
<th>Table 1. Unit dimension for non-flushing and flushing toilet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit size</strong></td>
</tr>
<tr>
<td>Height - (2200 - 2500)mm</td>
</tr>
<tr>
<td>Width - (1100 - 1500)mm</td>
</tr>
<tr>
<td>Depth - (1200 - 1300)mm</td>
</tr>
<tr>
<td>Weight - (70 - 100)kg</td>
</tr>
<tr>
<td>Floor space - (950x 700)mm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 2. Unit dimension for disabled toilet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit size</strong></td>
</tr>
<tr>
<td>Height - (2200 - 2500)mm</td>
</tr>
<tr>
<td>Width - (1600 - 1800)mm</td>
</tr>
<tr>
<td>Depth - (2000 - 2500)mm</td>
</tr>
<tr>
<td>Weight - (120 - 150)kg</td>
</tr>
<tr>
<td>Floor space - (4000 - 4200)m²</td>
</tr>
</tbody>
</table>

3. The portable toilets roof should be white and transparent to allow ultraviolet rays.
4. The toilets should be lockable from both inside and outside.
5. The toilets should be mounted with highly visible Ekurhuleni Logosticker (A4), call center number and have unique identification number on the sides.
6. The toilet should have an unbreakable corner construction, supported with steel frame built inside for rigidity (four sided steel frame).
7. The following different types of portable toilets must conform to the above, Non-flushing portable toilet and flushing portable toilet.
8. Portable toilet for disabled should be easily accessible, must be spacious enough and built in bars for users to grab and hold during transfers.
9. Flushing Portable toilets should have mechanical hand flushing mechanism that recycles back to the waste drum and the hand basin must be foot pump, recyclable to the waste drum.

10. The vacuum tanking service of the sewer effluent should be done with a truck that is designed for sewer effluent removal requirements (all disposal trucks should have effluent disposal licenses) and must pay the disposal fees as stipulated in the CoE tariffs, and the sub-contractors.

11. The vacuumed sewer effluent should be discharged at CoE approved dedicated points and sewerage disposal services will be charged to the service provider as per the CoE approved tariffs, if sewer effluent is disposed outside CoE it will be as per the requirements of that specific municipality.

12. The sewer effluent to be disposed should meet the requirements of CoE water and sanitation prior.

13. All portable non-flushing, flushing and disabled chemical toilet units shall be secured to the satisfaction of the Council’s representative, in order to prevent them from toppling due to wind or any other cause.

14. Water wastage is not permitted and leaking hoses/equipment must be repaired immediately to avoid unattended spillages.

15. Sanitation chemical for odour and disinfection for the waste drum and cleaning purposes must be laboratory tested and a test certificate will be requested from the acceptable bidders.

2.1 SUPPLY OF PORTABLE TOILETS

It is the intention of the CoE to embark on a program of supply of portable chemical toilets within its informal settlements to get rid of community self-excavated pit latrines toilets which are not safe and have potential of creating a health hazard.

The successful bidder should submit a supply tariff per unit depending on the type of toilet requested. The contractor will be required to always have a minimum of 50 toilets in their warehouse for the emergencies. Delivery to site is required 72 hours after a receipt of an official order. It is a contractual requirement that the items be delivered as per indicated time frames after request from the project manager was received by the successful bidder. Deliveries will be made as and when required by the project manager including Sundays and public holidays. A delivery note signed by the City of Ekurhuleni representative that inspected the items at delivery shall be submitted by the successful bidder. Defective or damaged goods will not be accepted.

One toilet will be positioned to accommodate 5 families or depending on the request of the respective communities through petitions from the community and the councilors. The successful bidders must ensure that toilets are serviced at least once within 7 days prior to overflowing. The suppliers may be required to service twice if only the toilets overflowed; but that depends on departmental arrangements which is made with the Project Manager and Divisional Head.

The supply rate of the toilet should be separate from the maintenance rate but inclusive of moulding/sticking of the Ekurhuleni logo; call centre number and unique identification number of the toilet. The toilet must be placed on the flat ground level for safety and easy usage. The CoE will make determination with regard to the service ratio of the toilets depending on budget, demand and other factors.

2.2 JOINT VENTURES/PARTNERSHIPS

Council encourages the formation of joint ventures/partnerships between established and emerging contractors as a capacity building opportunity.
2.3 PUBLIC LIABILITY INSURANCE COVER
The successful bidder must submit proof of Public Liability Insurance cover to the amount of R 2,000,000 fourteen days after the awarding of the bid to the CoE.

2.4 PERFORMANCE MANAGEMENT
- Successful bidder must sign standard Service Level Agreement with the City of Ekurhuleni.
- Successful bidder must at all times have due regard for the safety of people on sites and not compromise their safety.
- All work must be performed professionally with due regard not to damage household goods.
- No work may be initiated by the successful bidder without having been expressly instructed to do so by the responsible Council Official.
- Invoices will only be processed for payment after the responsible Council Official has inspected the work and is satisfied with its execution and complete and authorized job cards must accompany the invoices.
- That for every issue of toilets to an informal settlement, the service provider must ensure that delivery notes are signed off and submitted to the Council Official as prove of delivery of the toilets.
- Allocation of work must be fairly to all awarded bidders.
- Bidders that are struggling to meet their contract obligation will be limited to new orders as an when required due to their performance.

2.5 SPECIAL CONDITIONS
- Occupational Health and Safety Act
  In terms of section 37(2) of the Act a valid contractual agreement must be in place between the Employer (CoE) and the contractor before the contractor can go on site.
  Council's OHS Practitioner-Contracts will be of assistance to finalize the contract.
- All workers should be provided with PPE (overalls, boots, hand gloves and dusk mask).

2.6 LIFTING OF CHEMICAL TOILETS
- Chemical toilets must be removed within 14 days of termination of contract.

2.7 NOTICE TO RESIDENTS
- The successful bidder will be required to notify residents by attaching an approved servicing schedule on the outside and inside of the toilet door. Service schedules to remain attached on the toilet doors and be able to withstand all weather conditions.
- In a case of an area being serviced by two successful bidders, the servicing must be done on the same date.

3. FEATURES REQUIRING SPECIAL ATTENTION

(a) Site maintenance

During progress of the work and upon completion thereof, the Site of the Works shall be kept and left in a safe, clean and orderly condition. The successful bidder shall store materials and
equipment for which he is responsible in an orderly manner, and shall keep the Site free from
debris and obstructions.

(b) **Access to properties**

The successful bidder shall organise the work to cause the least possible inconvenience to
the public and to the property owners adjacent to or affected by the work, and except as
hereunder provided, shall at all times provide and allow pedestrian and vehicular access to
properties within or adjoining or affected by the area in which he is working.

If, as a result of restricted road reserve widths and the nature of the work, the construction of
bypasses is not feasible, construction shall be carried out under traffic conditions to provide
access to erven and properties.

Notwithstanding the foregoing, successful bidder may, with the prior approval of the
Engineer (which approval shall not be unreasonably withheld), make arrangements with and
obtain the acceptance of the occupiers of erven and properties to close off part of a street,
road, footpath or entrance temporarily, provided that the successful bidder duly notifies the
occupiers of the intended closure and its probable duration, and reopens the route as
punctually as possible. Where possible, such streets, roads, footpaths and entrances shall be
made safe and reopened to traffic overnight. Such closure shall not absolve the successful
bidder from his obligations under the Contract to provide access at all times. Baricades,
traffic signs, drums and other safety measures appropriate to the circumstances shall be
provided by the successful bidder to suit the specific conditions.

(c) **Employment of local labour**

It is the intention that this Contract should make maximum use of the local labour force on
contract basis that is presently not employed. To this end the successful bidder shall limit the
utilisation on the Contract of non-local employees to that of key personnel only and to employ
and train local labour to the extent necessary for the execution and completion of this
Contract. Basic condition of employment must be adhering and living wage must be paid. The
remuneration must not be less than gazette rate.

(d) **Workmanship and quality control**

The onus to produce work that conforms in quality and accuracy of detail to the requirements
of the Specifications rests with the successful bidder, and the successful bidder shall, at his
own expense, institute a quality control system and provide suitably qualified and experienced
staff, together with all transport, instruments and equipment to ensure adequate supervision
and positive control of the Works at all times.

The cost of supervision and process control, including commissioning testing carried out by
the successful bidder, will be deemed to be included in the rates bid for the related items of
work.
4. PLANT AND MATERIALS

4.1 MINIMUM SPECIFICATION FOR MECHANICAL EQUIPMENTS

Vehicles

Successful bidders shall keep all vehicles and equipment used for performing services in good condition, appearance and sanitary condition. Each vehicle shall have at least one broom and shovel at all times to clean up waste that may be spilled or otherwise scattered during the process of collection. All lights, horns, warning devices, mufflers, fuel tanks and emission controls on the said vehicles and equipment shall be kept operable at all times.

When the vehicles are not operating due to maintenance or repair, it shall be the successful bidders' obligation to provide a replacement vehicle from the spare units in its fleet or a comparable replacement through a rental agreement.

All vehicles shall maintain a record book of the times and movements, including departure time from the parking area at the start of work, arrival time at and departure time from the officially discharge location, and arrival time at the parking area at the end of work. All data information relating to the vehicles record books shall be collated and presented in a monthly report of service delivery from the successful bidder to the Council's representative. In addition, the Council's representative shall have access to the vehicles record books upon demand.

All vehicles are to be roadworthy at all times and must make provision for the safe and lawful transportation of workers. Proof of valid licensing certificates will have to be supplied for all vehicles, when it is required by council's representative.

5. TOILET CLEANING

5.1 SCOPE

This specification covers the cleaning of portable toilets.

5.2 MATERIALS

Only clean potable water or approved chemical methods shall be used for the cleaning of toilets. Other synthetic substance or solvent shall not be used without the written approval by the Engineer in writing. Bidder is required to submit the name and details, as well as laboratory test certificate of the chemical product which he/she proposes to apply. The chemical product must be approved for domestic purpose and must not damage the tank unit and seals. The recharge liquid should be either basic or alkaline (pH range of 5 – 8.5) and have a temperature range of up to 50 degree Celsius and capable of breaking down waste and dispel odours. The random sampling and testing of the recharged solution will be undertaken by Council to ensure consistency. The chemical product should be capable of the following:

(a) Cleaning agent
(b) Disinfectant
(c) Odour control
(d) Fly breeding control
(e) Approved for the purpose of domestic use
(f) Has no deleterious effect on the efficiency of the receiving Wastewater Treatment Works
(g) Safe for user

The successful bidder will be required to supply all materials and equipment necessary for the cleaning of the unit. These includes but are not limited to the following:

(a) High pressure cleaner
(b) Rake
(c) Chemicals and disinfectants
(d) Refuse bags
(e) Rags
(f) Mops
(g) Industrial broom
(h) Water bucket
(i) Any other equipment and materials necessary to carry out and effective cleaning service for the unit

6. PLANT

Specialized equipment by the successful bidder. All plant shall be in a good working order and safe for use by staff. All plant and equipment to be adequate in size and quantity for the work under consideration. The successful bidder shall provide adequate lighting to conduct work. Trained and experienced staff shall operate plant.

6.1 CLEANING

(a) Approval:
No cleaning of portable toilets shall be done without approval / works order. The successful bidder shall implement and adhere to all the requirements of all relevant authorities.

(b) Competence:
All aspects of the cleaning shall be supervised by competent and trained personnel.

(c) Inform on completion:
The successful bidders shall inform the City of Ekurhuleni personnel or his authorized representative when the operations are to commence and when it is completed.

(d) Inspections: The successful bidder shall afford the opportunity to the City of Ekurhuleni to inspect and verify that cleaning operations were completed satisfactorily.

(e) In a case of an area being serviced by two or more successful bidders, the servicing must be done on the same date.

6.2 SAFETY

Cleaning operations may at no stage compromise safety. The successful bidder shall before any work take place on site:

(a) Assure that the necessary written permission is obtained to commence

6.3 SEWAGE DUMPING
NO SEWAGE SHALL BE ALLOWED TO BE DIVERTED INTO THE STORMWATER SYSTEM OR INTO THE ENVIRONMENT!

6.3.1 Waste Material

It is not permissible for waste material simply to be thrown away. All surplus or unsuitable material shall be disposed of on a site to be provided by the Chief Area Engineer of the relevant depot area, within whose boundaries the site is located, must approve such site and the dumping must comply with all statutory and municipal regulations. The successful bidder must contact the relevant officials regarding the dumping rates.

7 SAFETY & SECURITY

7.1 Security Against Personal Accident or Injury

It is the successful bidder’s responsibility to ensure full security against personal accident or injury to his workforces which are used for the Works. The successful bidder shall be adequately registered with the Workman’s Compensation Commissioner in terms of the Workman’s Compensation Act (Compensation for Occupational Injuries and Diseases Act, 1993). Proof may be obtained from the office of the Compensation Commissioner.

All rates and amounts quoted shall include for all cost associated with the Workman’s Compensation Commissioner and additional risk insurance.

7.2 Personal Security

The successful bidder shall at all times for the duration of the Contract, be responsible for the personal safety and security of all his/her employees.

8. PENALTIES

At completion of each Portion of Work Ordered, the successful bidder shall assure that the site is left in a neat and safe condition. At no time shall sewer spillages be left open unattended / unsafe.

a. Late delivery of toilets will incur a penalty of R500.00 per toilet
b. Failure to service and dispose the waste at a wastewater treatment works or dedicated area will incur a penalty of R500.00 per toilet

c. Upon termination the successful bidder must clean and remove their unit from site within 14 working days, failure to comply, a penalty of R300.00 per unit per day will be levied. Failure to remove the units within 14 days, the City of Ekurhuleni will remove the units from site and store them at safe storage site and should the bidder not collect/remove their units from the COE storage site within 7 working days, an additional R20.00 per day per toilet rental penalty fee will be charged

d. The city takes no responsibility for damages or losses that might arise from removal of toilets from site by a third party
9. INSURANCE OF THE WORKS

The Goods Supplied shall be insured by the Contractor at all times. It is an explicit prerequisite that the Goods be adequately insured as per clause 11.1 of the National Treasury General Conditions of Contract (NT GCC).

10. HEALTH AND SAFETY

10.1 OCCUPATIONAL HEALTH AND SAFETY

10.1 SCOPE

This specification details the health and safety requirements associated with the Works.

10.2 Interpretations


10.3 Project Manager

The successful bidder shall appoint in writing a full-time Project Manager with the duty of managing the project.

10.4 Safety Officer

Before commencing work, the successful bidder shall designate a competent safety officer (SO), to represent and act on behalf of the successful bidder. The successful bidder shall inform the Chief Area Engineer in writing of the name and address of his/her SO and of any subsequent changes in the name and address of the officer, together with the scope and limitations of the SO's authority to act for the successful bidder. The successful bidder's SO shall make available to the Employer an all-hours telephone number at which the SO can be contacted at any time in the event of an emergency involving any of the successful bidder's employees, or other persons at the Works.

10.5 Personal Protective Clothing

The successful bidder will be required to adhere to the Occupational Health and Safety Act (Act No 85 of 1993). Each worker must be provided with PPE. These include but not limited to the following PPE.

(a) Pair of gumboots
(b) Pair of safety boots
(c) Safety goggles
(d) Set of overalls
(e) Rain suit with hood and reflective strips
(f) PVC gloves – Elbow length
(g) Respirator masks
(h) Anti-bacterial skin cleaner
10.6 Vaccination Service

The successful bidder will be required to provide vaccination services to administer Tetanus Toxoid, Hepatitis A & B in addition to Rabies vaccines to the employees who are at risk of occupational exposure.

11. Mandatory Requirements

11.1 The acceptable bidders should be in a possession of a minimum of 500 toilets and the toilets should also be readily available for inspection at the requested date that will be confirmed to the shortlisted bidders before the award.

11.2 The chemical toilets should be in a very good condition and should not be older that three years.

11.3 The chemical toilets should be as per item 2, Table 1 for Unit dimension for non-flushing and flushing toilet and Table 2 for Unit dimension for disabled toilet.

11.4 The bidder should be in possession of at least 1 vacuum truck (minimum) with a waste load carrying capacity of between 2000 litres.

11.5 The bidder’s truck(s) should be in a very good condition, roadworthy and should also be readily available for inspection at the requested date that will be confirmed to the shortlisted bidders before the award.

Please Note: Failure to comply to the above will render your bid non-responsive and no further evaluation of the tender.

12. SITE INSPECTION

12.1 The site inspection will be based on the chemical toilets and the vacuum truck(s).

12.2 Bidders leasing the toilets must be in the position of the letter of lease and the inspection can be done on the warehouse of the lessee.

13. GUIDELINES OF DISTRIBUTION/ ALLOCATION OF WORKS TO SUCCESSFUL BIDDERS.

The City of Ekurhuleni has an estimated number of 37 500 chemical toilets in operation at different informal settlements across in both districts North and South. It is intended that chemical toilets will be fairly and equally distributed to all successful bidders using the above stipulated quantity of 37 500.

Criteria of distribution:

Highest scoring bidder, will be getting 5% above the equal distribution to other bidders.

5% of 37 500 (number of CoE chemical toilets) = 1875 (more additional for highest scoring bidder)

35 625 (number of CoE chemical toilets)/ 20 (number of successful bidders and highest bidder included) =

1782 (number of toilets per bidder excluding highest bidder at 3657)
<table>
<thead>
<tr>
<th></th>
<th>Equal distribution</th>
<th>Extra distribution</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Bidder</td>
<td>1782</td>
<td>5% (1875)</td>
<td>3657</td>
</tr>
<tr>
<td>Other successful bidders</td>
<td>1782</td>
<td>0%</td>
<td>1782</td>
</tr>
</tbody>
</table>