
SCOPE OF WORK

APPOINTMENT OF THE SERVICE PROVIDER FOR THE SUPPLY & DELIVERY OF HYGIENE SERVICES, EQUIPMENT AND MAINTENANCE TO THE SANPC REFINERY FOR A PERIOD OF 36 MONTHS (3 YEARS)

1. ABOUT CEF

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Minerals and Petroleum Resources (DMPR). For more information on the company, you can visit our current website: www.cefgroup.co.za

The company derives its mandate primarily from the Central Energy Fund Act No. 38 of 1977.

The Act mandates the CEF SOC Ltd Group to contribute to the national security of energy supply through commercial operations and projects, as well as investing in developmental projects, all the while operating in a highly competitive and capital-intensive environment with the need to be a profitable entity through its subsidiaries and associates. The dual mandate of Commercial and Developmental obligations requires a tight balancing act between the two imperatives given the strategic nature of the national assets that The Group holds, and its obligations as defined in the National Development Plan (NDP) .

2. BACKGROUND

The SANPC Refinery, owned by the Central Energy Fund (CEF), is a critical infrastructure facility pivotal to the national energy supply chain. Given its strategic

importance, the refinery has been designated as a National Key Point, which underscores its significance in maintaining national security and economic stability.

The refinery is designated as a National Key Point (NKP) due to its critical role in national energy security and economic stability. It is made up of various building (offices, ablutions, and workshops) that requires regular cleaning on a daily basis, covering a radius of +/- 26,647m².

The scope will provide for the supply & maintenance of the hygiene services within the Refinery. None provision of hygiene services (equipment & maintenance) would mean that the offices, ablutions, showers occupied by Refinery staff will be in an unacceptable, unhygienic state for employees and visitors. This would result in a poor image for the SANPC Refinery and would be in breach of the OHS Act.

3. EXECUTIVE SUMMARY

The SANPC Refinery is seeking a partner to provide solutions for proper hygiene services in buildings occupied by Refinery staff, it also seeks to improve its current processes for providing these services to its end user community throughout its various workstations.

The selected service provider must share in the mission and business objectives of the SANPC Refinery. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, the SANPC Refinery and its Service provider will study the current ways they do business to enhance current practices and support processes and systems.

4. PURPOSE OF THE PROJECT

The SANPC Refinery is looking for a service provider that will hygiene services, equipment rental and maintenance at the Refinery (1 Refinery Road , Prospecton, Durban) .

This service is aimed at maintaining good hygiene standards for the SANPC Refinery.

5. SPECIFICATION

5.1 SCOPE OF WORK – PARTICULAR- SCHEDULE OF EQUIPMENT

The service provider will be expected to render a comprehensive Hygiene Management Service to the Refinery from a control and maintenance perspective

5.1.1 Deliverables

The service provider shall:

- Supply, install and maintenance of new hygiene equipment , for the duration of the contract the equipment remains the property of the service provider. If the equipment is vandalised, damaged, broken or stolen; it remains the responsibility of the service provider to ensure a replacement unit is installed within 3 days . At the end of the contract the service provider is responsible for the upliftment of the equipment;
- Hygiene equipment must be in stylish silver with the service provider clear branding ;
- Supply / Replenishing monthly consumables – The service provider must ensure that the consumables are timeously replenished , there should be no shortage on site at any time;

- Hand Soap, Bath Soap, Hand lotion and other frequently utilised consumables must be replenished twice daily (only applicable where it is part of the site requirement);
- **Remove and replace sanitary bins waste weekly** – removal and refreshing of sanitary bins must be done in an approved and environmentally compliant manner. SANPC Refinery's OHS/Facilities Management Office **requests proof of disposal on weekly basis**;
- Hand and surface sanitizer supplied to the site must be SABS approved and compliant to SANS 490: 2020; and
- All staff to be in full uniform and required Personal Protective Equipment (PPE) when coming to site;

5.1.2 Compliance with the National Key Point Act and Regulations

Ensuring adherence to the National Key Point Act, 1980 (Act No. 102 of 1980). Implementing strict compliance with Occupational Health and Safety (OHS) and Environmental Regulations. Conducting regular Health & Safety risk assessments and audits.

5.1.3 Delivery and Services Location

SANPC Refinery
1 Refinery Road
PROSPECTON
Durban

5.1.4 SIZE OF VARIOUS SITES WITHIN THE REFINERY

SITE NAME	ESTIMATED SIZE
Admin Block	7,500m ²
ICT Block	1,900m ²
Service Stores	950m ²
Central Stores	620m ²

Command Centre	520m ²
Check Point	520m ²
Permit Office	80m ²
Clubhouse	700m ²
Training Centre	2,800m ²
Laboratory	2,200m ²
Tanker Gate	140m ²
Control Room	4,700m ²
North Zone (Lubes)	1,132m ²
Tankage Yard	745m ²
Fire Training Ground	330m ²
Dispatch	480m ²
South Tank Farm	100m ²
Main Workshop	1,250m ²

5.1.5 Contract Term

The contract will be effective for a period of 36 months (3 Years) .

5.2 BRIEFING SESSION

Interested bidders are required to attend a compulsory briefing session / site visit to be taken through the scope of work in detail.

5.3 DESCRIPTION OF ITEMS FOR THE SUPPLY & DELIVERY OF HYGIENE SERVICES, EQUIPMENT RENTAL AND MAINTENANCE

5.3.1 EQUIPMENT RENTAL

EQUIPMENT DESCRIPTION	QUANTITY	FREQUENCY
She Bin Intima Pedal Classic	110	Monthly
Sanitary Packet Dispenser Classic	110	Monthly
She Packet Dispenser Classic	110	Monthly
Seat Sanitizer Spray Dispenser	220	Monthly
Wipe Dispenser	220	Monthly
Toilet Roll Holder (3)	220	Monthly
Foam Dispenser Classic	90	Monthly
Liquid Dispenser Classic	90	Monthly
Hand Cream Dispenser	180	Monthly
Shower Bath Soap Dispenser	90	Monthly
Soap Holder (in the shower cubicle)	90	Monthly
Air Freshener Dispenser Classic – spray in 10min intervals	96	Monthly
Paper Towel Cabinet Compact Auto Classic	45	Monthly
Paper Towel Cabinet Multi-fold Classic	45	Monthly
Hand Dryers	90	Monthly
Wall Waste Bin Classic	250	Monthly
Auto Sanitizer Dispenser Classic	220	Monthly
Ocean Auto Janitor Dispenser	110	Monthly
Condom Dispenser	96	Monthly
Hand Sanitiser Auto Spray	30	Monthly

5.3.2 CONSUMABLES ON MONTHLY BASIS

ITEM DESCRIPTION	QUANTITY	FREQUENCY
Sanitary Bag pack of 20 each	54	Monthly
She Bags Pack of 20 each	220	Monthly
Folded Hand towels 2 ply – 240x324 (120 C-Fold Sheets)	125	Monthly
Seat Sanitizer Spray Refill	220	Monthly
Hand Wash Foam Soap	90	Monthly
Hand Wash Liquid Soap	90	Monthly
Shower Gel Soap	90	Monthly
Hand Cream Refills (Vanilla)	180	Monthly
Air Freshener	96	Monthly
Auto Sanitizer Refills	220	Monthly
Ocean Auto Janitor Refill	110	Monthly
P-Mats in pack of 5	100	Monthly
Deo Blocks - 5 kg pellets	10	Monthly
Toilet Seats Wipes Pack of 200	220	Monthly
Hand Sanitiser Auto Spray refill	30	Monthly

5.3.3 QUARTERLY SERVICES

ITEM DESCRIPTION	QUANTITY	FREQUENCY
Condoms refills	250	Quarterly

5.4 EVALAUTION CRITERIA

5.4.1 Mandatory Requirements

The Mandatory Technical Requirements are as follows:

No.	Mandatory	Comply	Not Comply
1	Valid COIDA certificate Bidder must attach a valid COIDA certificate issued by Dept of Labour		
	Substantiate / Comments		
2.	Certificate of Registration for Hazardous Waste Transportation Bidder must attach a valid registration issued by Dept of Agriculture, Rural Development & Environmental Affairs		
	Substantiate / Comments		
3.	Certificate of Registration for Waste Treatment Facility Bidder must attach a valid registration issued by Dept of Agriculture, Rural Development & Environmental Affairs		
	Substantiate / Comments		
4.	Certificate Of Registration i.r.o Environment Management Systems ; ISO 14001:2015 Provisions of Waste Removal Systems, Sanitary & Hygiene Disposal, On-site Waste Recycling etc		

Bidder must attach a valid ISO 14001:2025 Registration		
Substantiate / Comments		

Note: Bidder who fail to comply with any of the Mandatory Requirements may lead to the bidder being disqualified, and not considered for further evaluation on Other Technical Requirements.

5.4.2 Technical Evaluation Criteria

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **60%**. It must be noted that if the Bidder does not meet the **60%** minimum threshold, the bidder will be disqualified and not be evaluated further.

Minimum Technical Threshold 60			
Technical Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Points
Experience of Bidder			
1. Company Experience The company must have delivered/rendered similar services to other companies. Bidder to provide positive reference letters not older than ten (10) years as proof of previous projects implemented. Reference letters must have the following; (a). Client's letterhead, (b). Period of the contract, (c). Description of services rendered, (d). Signed by the client, (f). Client Name, Email address & contact number.		Reference Letters	30
5 Reference letters or more	5		
4 Reference letters	4		
3 Reference letters	3		

2 Reference letters	2		
1 Reference letters	1		
0 Reference letters	0		

Technical Information	Scoring	Proof of documents	Weighting Points
KEY PERSONNEL			
2. KEY PERSONNEL Years of experience of key personnel to be directly responsible for implementation of this contract. Bidder to provide the following; <ol style="list-style-type: none"> Supervisor CV. Supervisor Assistant CV <ul style="list-style-type: none"> All the certificates must be certified 		1. SUPERVISOR Supervisor CV 2. SUPERVISOR ASSISTANT Supervisor Assistant CV	20
<u>SUPERVISOR</u> <ol style="list-style-type: none"> 5yrs relevant experience– 5 4yrs relevant experience– 4 3yrs relevant experience– 3 2yrs relevant experience– 2 1yrs relevant experience– 1 irrelevant submission or no submission - 0 	10		
<u>SUPERVISOR ASSISTANT</u> <ol style="list-style-type: none"> 5yrs relevant experience– 5 4yrs relevant experience– 4 3yrs relevant experience– 3 2yrs relevant experience– 2 1yrs relevant experience– 1 irrelevant submission or no submission - 0 	10		
Technical Information	Scoring	Proof of documents	Weighting Points
APPROACH METHODOLOGY			
3. APPROACH METHODOLOGY Bidders will submit an approach methodology that is aligned to the scope of work highlighting, but not limited to the following elements: <ul style="list-style-type: none"> Resources organogram, Consumables to be used, 		APPROACH METHODOLOGY	30

<ul style="list-style-type: none"> • Work time table / Deliverables timelines, • Consumables procurement, • Waste removal. 			
Approach Methodology addresses 5 listed points	5		
Approach Methodology addresses 4 listed points	4		
Approach Methodology addresses 3 listed points	3		
Approach Methodology addresses 2 listed points	2		
Approach Methodology addresses 1 listed points	1		
No Technical Approach & Methodology submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Points
OHS FILE			
3. OHS FILE Bidders will submit an OHS compliance plan that is aligned to the scope of work highlighting, but not limited to the following elements: <ul style="list-style-type: none"> • Baseline Risk Assessment, • Incident Management Plan, • OHS compliance for employees, • PPE, • Bidding company OHS policy. 		OHS FILE	20
OHS compliance plan addresses 5 listed points	5		
OHS compliance plan addresses 4 listed points	4		
OHS compliance plan addresses 3 listed points	3		
OHS compliance plan addresses 2 listed points	2		

OHS compliance plan addresses 1 listed points	1		
No Technical Approach & Methodology submitted	0		