

PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO PIKITUP REQUISITION NO 1000142153

TERMS OF REFERENCE /SPECIFICATION: PROVISION OF HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO PIKITUP

1. BACKGROUND

1.1 Corporate Profile / Overview of Pikitup

Pikitup Johannesburg (Pty) Limited was established in 2001 as an independent municipal entity, wholly owned by the City of Johannesburg, to serve and provide waste management services in the Greater Johannesburg area. PIKITUP vision is "to be *the* pioneering and environmentally focused waste management company in Africa". The City, by means of the service delivery agreement as monitored by the Infrastructure and Services Department of the City, regulates the service delivery in respect of the following:

- Financial services (annual Operating and Capital budgetary allocations and appropriate tariff levels), and
- Levels of service delivery in the different market segments covered by Pikitup.

1.2 Major Products and Services

Pikitup in terms of the service delivery agreement is contracted to the City of Johannesburg to provide a wide range of waste management services to its citizens. Pikitup provides two categories of services, viz. Council services and commercial services. The Council services, which the City of Johannesburg has mandated Pikitup to provide exclusively, comprise of the collection and disposal of domestic, business and putrescible waste, street cleaning, lane flushing, area cleaning, the management of litter bins, the collection of illegally dumped waste, the collection and disposal of animal carcasses found in a public place and the operation of garden sites.

The commercial services, which Pikitup provides in competition with other private waste management companies, comprise of the collection and treatment of healthcare risk waste, bulk collection services, the collection and disposal of waste, composting, recycling activities, providing services for special events and the operation of landfill sites. The table below categories PIKITUP main product/service offerings:

PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO PIKITUP REQUISITION NO 1000142153

Table1: Council Services / Commercial Services

COUNCIL SERVICES	COMMERCIAL SERVICES
Domestic round collected refuse	Healthcare risk waste
Business round collected refuse	Bulk services
Putrescible waste	Composting
Street cleaning	Recycling activities
Lane flushing	Special events
Area cleaning	Landfill services
Litter bin management	Safe disposal
Illegal dumping	
Animal carcasses	
Garden sites	

1.3 Area of Operations

Pikitup executes its mandate to the city and its residents through 11 depots, 4 landfill sites, 42 garden sites and one composting site called Panorama based in Ruimsig.

Figure 1: Pikitup Area of Operations



PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO PIKITUP REQUISITION NO 1000142153

2.0 PURPOSE OF CONTRACT

Pikitup is in a process of developing an integrated Safety, Health and Environmental Management System that conforms to the ISO 14001 and OHSAS 18001. Hence, the appointment of a service provider to undertake the health and safety risk assessment of its activities, products and services.

- a) The purpose of this contract is to obtain services of a professional Risk Assessment Company to perform health and safety risk assessment for the company activities, services and products.
- b) The contract will commence on the **1 October 2009**.
- c) PIKITUP reserve the right to award the contract or not to award at all.
- d) Technical Enquiries to be referred to Ms. Lesego Kanyane or Ms. Makoma Moloto at (011) 712 5374 / 5223 respectively.

3.0 GENERAL SCOPE OF WORK

- a) Execution of the Occupational Health and Safety Hazard Identification and Risk Assessment.

The appointed service provided is expected to:

- Identify the health and safety hazards and risks associated with Pikitup activities, services and products that employees, other persons may be exposed. The Service Provider to provide a register to Pikitup.
 - Do an assessment of the identified risks under normal, maintenance and emergency situations.
 - Recommend controls for the identified risks.
 - Develop an occupational health and safety management programme for the identified high risks.
- b) The service provider shall provide details of the approach to be followed i.e. the hazard/aspect and risk/Impact identification process, the risk/impact assessment methodology and details of technical expertise.
 - c) The expected working hours are from 8:30am until 4:00pm.

PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO PIKITUP REQUISITION NO 1000142153

3.1. SCOPE OF WORK.

- Identification of the safety hazards and risks for the activities, services and products.
- The significance rating of the identified health and safety risks using accepted methodologies.
- Provide recommendations for mitigating and/or preventing the identified risks.
- Provide recommendations for mitigating and/or preventing the identified impacts.
- Develop the occupational health and safety management programme for the identified high risks.

3.2 DELIVERABLES

- The project plan
- Occupational Health and Safety Risk Register with recommended controls (indicating high risks, medium and low risks).
- Occupational Health and Safety management programme for the identified high risks.

3.3 PROJECT SPECIFICATION SCHEDULE

The Health and Safety Risk Identification and Assessments for activities, services and products under the following Pikitup Departments:

- i. Department: Fleet
- ii. Department: Operations
- iii. Department: Landfill and Disposal
- iv. Department: Facilities
- v. Department: Planning and Capital Execution
- vi. Department: Customer Services
- vii. Department: Facilities

The Pikitup Sites include the following:

i. Depots

DEPOT NAME	LOCATION
Avalon	Soweto
Central Camp	Soweto
Malboro	Sandton
Midrand	Midrand
Norwood	Orange grove

**PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO
PIKITUP REQUISITION NO 1000142153**

Roodepoort	Roodepoort
Selby	Selby
Southdale	Southdale
Randburg	Randburg
Waterval	Albertsville
Zondi	Soweto

ii. Land fill sites

SITE NAME	LOCATION
Marie Louise	Dobsonville
Enerdale	Enerdale
Goudkoppies	Devland
Robinson	Springfield
Linbro Park	Linbro

iii. Garden sites

SITE_NAME	SITE_LOCATION
Allie Street Garden Site	Allie Street, Eldorado Park Ext.9
Ashanti Garden Site	Ashanti Street, Crosby
Ashburton Garden Site	Ashburton Street, Riverlea
Babiana Garden Site	Babiana Street, Riverlea
Ballyclare Garden Site	Ballyclare Drive, Bryanston Ext.7
Bangalore Street Garden Site	Bangalore Drive, Lenasia Ext.11
Bellona Garden Site	Bellona Road, Mayfair West
Bezuidenhout Garden Site	Fifth Street, Bezuidenhout Valley
Cedar Road Garden Site	Cedar Road, Kyalami A.H
Circle Street Garden Site	Circle Crescent, Eldorado Park Ext.5
Club Street Garden Site	Club Street, Bedford 68-IR
Disa Garden Site	Disa Street, Riverlea
East Road Garden Site	East Road, Klipriviersberg 106_IR
Fairland Garden Site	Fifth Avenue, Fairland
Flamingo Street Garden Site	Nirvana Drive, Lenasia
Leo Street Garden Site	Leo Street, Ennerdale Ext.1
Linbro Park Garden Site	not operating (will soon be reopened)
Main Street Garden Site	Main Street, Klipspruit West Ext.2
Mapetla Garden Site	Khama, Mapetla
Mayfield Park Garden Site	Impala Road, Rietvlei 101_IR
Melrose Garden Site	Melrose Drive, Melrose
Meredale Garden Site	Byvanger Street and David Street, Mondeor
Mondeor Garden Site	Royal Park Drive, Mondeor
Nirvana Drive Garden Site	Nirvana Drive, Lenasia Ext.1
Norwood Garden Site	Pine Road, Orchards
Orlando East Garden Site	Rathebe Drive, Orlando East
Panorama Garden Site	Jim Fouche Road, Panorama A.H
Penny Road Garden Site	Penny Road, Roodepoort 237-IQ

**PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO
PIKITUP REQUISITION NO 1000142153**

SITE_NAME	SITE_LOCATION
Phillipi Road Garden Site	Phillipi Road, Eldorado Park Ext.4
Protea North Garden Site	Makhaya Street, Protea North
Robertsham Garden Site	Harry Street, Robertsham
Victory Park Garden Site	Victory Road, Greenside
Waterval Garden Site	Johannes Road, Waterval 211-IQ
Woodmead Garden Site	Woodlands Drive, Woodmead
Zakariyya Park Garden Site	Tumeric Drive, Zakariyya Park Ext.6

- iv. Panorama Composting site in Ruimsig.
- v. Incinerator in Springfield, Joburg South.
- vi. Head office in Braamfontein

4. EQUIPMENT

- a) The contractor shall provide all tools of trade that may be required for the full and proper execution of the assessment the cost of these must be included into your overall cost and must be without any extra or additional charges to PIKITUP)

5. STAFF, IDENTIFICATION AND PROTECTIVE CLOTHING

- a) The Contractor shall provide all staff that will be operating at PIKITUP's premises, with safety protective equipment for areas where designated as such.
- b) The Contractors staff shall at all times comply with PIKITUP's security requirements and arrangements.
- c) All staff shall fall under the control of the Pikitup Manager: Health and Safety.
- d) A work schedule and job description must be provided.
- e) All employees deployed on this contract as permanent or relief workers must sign a form before commencement of work at PIKITUP confirming that they have received the following
 - a. Security policy of building explained to employee.
 - b. Explanation of what to do in case of injury
 - c. Emergency and evacuation routes and procedures explained to employee.
 - d. Building orientation
 - e. All employees deployed on this contract must attend induction training within Pikitup.

PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO PIKITUP REQUISITION NO 1000142153

6. DURATION OF CONTRACT

- a) The contract will be for a period of three months from the commencement date.
- b) The successful bidder will sign a Health and Safety Agreement with Pikitup.

7. EVALUATION CRITERIA

PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). Short listed companies will be required to make presentation to PIKITUP Bid Evaluation Committee. The Bid Evaluation Committee will short list and evaluate the RFQ in accordance with the criteria below and make recommendations to the BAC.

Service Providers to prepare themselves for a presentation.

The evaluation of the proposal will be based on price and functionality. The evaluation will therefore be based on the following criteria (refer to table below):

PRICE & FUNCTIONALITY	POINTS ALLOCATED
1. PRICE	32
2. FUNCTIONALITY	48
Experience of the project team	25
<ul style="list-style-type: none"> • 10+ years 	25
<ul style="list-style-type: none"> • 5-10 years 	20
<ul style="list-style-type: none"> • 2-5 years 	10
<ul style="list-style-type: none"> • Less than 2 years 	5
Qualifications of the project team	25
Degree/ higher National Diploma in Occupational Health and Safety Management or equivalent	25
<ul style="list-style-type: none"> • Health and Safety Risk Assessments 	20

**PROVISION OF TASK BASED HEALTH AND SAFETY RISK ASSESSMENT SERVICES TO
PIKITUP REQUISITION NO 1000142153**

<ul style="list-style-type: none"> • Risk Management 	15
<ul style="list-style-type: none"> • OHSAS 18001 	10
Project Plan and Methodology	25
<ul style="list-style-type: none"> • Process flow • Deliverables & time frames • Proposed methods 	
Quality of Previous Work with Contactable References	25
SUB TOTAL	80
3. SPECIFIC GOALS	20
3.1 Who had no franchise in national elections before the 1983 and 1993 Constitutions	9
3.2 Who is a female	5
3.3 Who has a disability	1
3.4 Promotion of small businesses	5
GRAND TOTAL	100