

NOTES TO TENDERERS

1. PREMISES IN OCCUPATION

The existing premises will be in occupation during the contract period and the Works shall be carried out during such times and in such manner, which will cause the least inconvenience to the occupants, and still allow the work to proceed expeditiously. The instructions of the Representative/Agent shall be complied with in regard to the carrying out of any portion of the Works which in his/her opinion requires to be expedited and priority shall be given to such work as and when directed and to such programme and phases as may be required.

RULES FOR CONTRACTORS WORKING ON ROBBEN ISLAND

- Do not remove any objects e.g. archaeological materials (bones, Porcelain pieces, Old bottles, stone tools, metal, etc). In case any objects as mentioned are noticed or found lying around a relevant Museum officer must please be contacted. **Please do not remove any object at all.**
- Do not use or move, unless advised so, any movable museum property as they could also be part of the Museum Collections, e.g. Tables, Chairs, Benches, Spades, Digging forks, etc
- Do not cut or remove any vegetation without consultation with relevant Museum officers
- Fires can only be made in designated areas and should at all times be monitored until extinguished.
- Smoking is only allowed in identified areas and provision should be made by the contractor for a container to dispose of cigarette butts in.
- Walking around penguin nesting areas is strictly prohibited
- Roaming around the Island without proper supervision is also prohibited.
- Museum vehicle impacts heavily on the roads, the natural environment, and sites that are not visible to people such as **Archaeological sites** which are also under threat of being damaged or completely destroyed. Therefore.
 - Driving around or making unnecessary use of vehicles is not allowed as this place an additional burden on the roads, wildlife, and the natural environment in general.
 - A new carefully planned transport management system was implemented to reduce the impact of vehicles, however, when driving, do not exceed the speed of 40km an hour
 - Do not use or create any new paths or roads besides the visible tarred roads around the Museum
- Do not dig or remove any surface without consultation as that can destroy the invisible archaeological evidence
- Do not make or create any change to the building, site, e.g. demolish, remove or write graffiti on the walls.
- Do not use any Museum property, e.g. cars, tools, buildings, etc, without consultation or forwarding request to/with relevant authorities
- Diving with an intention to remove or collect any artifacts is illegal.
- Removal of natural resources (e.g. fish, abalone, crayfish, etc.) is not allowed.
- No entry will be allowed onto the breakwater.

- No entry into areas that have been fenced off as ecologically sensitive areas.
- No removal of eggs, plants or any animal material (including shells and stones) within the terrestrial or marine environment without consent from a member of the Environmental Unit.
- Any injured or deceased animals to be reported to the Environmental Unit.
- If the need arises for animals (e.g. penguins) to be removed from construction areas, this is to be conducted by a member of the Environmental Unit only.
- No littering will be tolerated and rubbish (including cigarette butts) to be placed in designated bins only.
- No chasing, teasing or any other direct interaction with animals or birds will be tolerated.
- Employees of the contractor must at all times comply with the following rules during boat trips:
 - Persons must be neatly dressed.
 - Behaviour and language must not be offensive to other passengers.
 - Alcohol or other drugs may not be used on the boat, and no person under the influence of alcohol or drugs will be allowed on the boat.
 - All other rules as stated on the permit must be complied with.
 - No contractors or staff will be allowed on the tourist ferries.
 - In all circumstance where the contractors and the tourists are concerned the tourist will receive preferential treatment

Non-compliance with the rules may result in the prohibition of persons to work on Robben Island

2. CONTACT PERSONS, GENERAL INFORMATION

- **Robben Island Telephone Exchange**
Tel: (021) 409 5100
- **Mr. Rivaaj Mahabeer (Architect)**
Tel: (021) 413 4029 Mobile: 083 327 8944
- **Mandela Gateway Telephone Exchange**
Tel: (021) 413 4200
- **Harbour Master's office**
Tel: (021) 409 5128
Fax: (021) 411 1990
- **Mandela Gateway Ticket Office**
Tel: (021) 413 4200 or (021) 413 4209/10/11/13

3. ATTIRE

The contractor is to ensure that all workmen engaged during the contract are neatly dressed in clean overalls or dust coats, bearing the firm's name / logo.

CONTRACTOR'S PERSONNEL WHO FAIL TO COMPLY WITH THIS INSTRUCTION WILL BE REMOVED FROM THE WORKS.

- No entry into areas that have been fenced off as ecologically sensitive areas.
- No removal of eggs, plants or any animal material (including shells and stones) within the terrestrial or marine environment without consent from a member of the Environmental Unit.
- Any injured or deceased animals to be reported to the Environmental Unit.
- If the need arises for animals (e.g. penguins) to be removed from construction areas, this is to be conducted by a member of the Environmental Unit only.
- No littering will be tolerated and rubbish (including cigarette butts) to be placed in designated bins only.
- No chasing, teasing or any other direct interaction with animals or birds will be tolerated.
- Employees of the contractor must at all times comply with the following rules during boat trips:
 - Persons must be neatly dressed.
 - Behaviour and language must not be offensive to other passengers.
 - Alcohol or other drugs may not be used on the boat, and no person under the influence of alcohol or drugs will be allowed on the boat.
 - All other rules as stated on the permit must be complied with.
 - No contractors or staff will be allowed on the tourist ferries.
 - In all circumstance where the contractors and the tourists are concerned the tourist will receive preferential treatment

Non-compliance with the rules may result in the prohibition of persons to work on Robben Island

2. CONTACT PERSONS, GENERAL INFORMATION

- **Robben Island Telephone Exchange**
Tel: (021) 409 5100
- **Mr. Rivaaj Mahabeer (Architect)**
Tel: (021) 409 5255 Mobile: 083 6433518
- **Mandela Gateway Telephone Exchange**
Tel: (021) 413 4200
- **Harbour Master's office**
Tel: (021) 409 5128
Fax: (021) 411 1990
- **Mandela Gateway Ticket Office**
Tel: (021) 413 4200 or (021) 413 4209/10/11/13

3. ATTIRE

The contractor is to ensure that all workmen engaged during the contract are neatly dressed in clean overalls or dust coats, bearing the firm's name / logo.

CONTRACTOR'S PERSONNEL WHO FAIL TO COMPLY WITH THIS INSTRUCTION WILL BE REMOVED FROM THE WORKS.

4. SUPERVISION

The contractor is to make allowance for a capable supervisor / foreman to be permanently on site at all times during the course of the contract.

5. TRANSPORTATION OF MATERIALS/EQUIPMENT

Transportation costs of material to and from the Island will be for the contractor's account and he/she must allow for this item in his/her tender price. All conditions, requirements, procedures, etc. regarding the transportation of material and equipment as described under this section, under ferry section or any other section of this document, must be considered and allowed for in the tender price.

The contractor must arrange with RIM for the transportation of material and equipment to and from Robben Island. The cargo ferry, with a carrying capacity of 93 tons, normally sails between Cape Town and Robben Island on Tuesdays and Thursdays shipping cargo to and from the island, provided that it is in seaworthy condition and weather permits.

The issue of tonnage to be discussed with Mr Sham.

Transport of plant and material must be per cargo ferry, which must be booked 2 days in advance.

Should the successful tenderer wish to transport materials and /or equipment on a more regular basis he / she will have to make alternative arrangements in consultation with RIM with a private company for the transportation thereof, all at their own expense.

No responsibilities will be carried by RIM or the Department of Public Works for any delays in transportation of materials / equipment due to neglecting to make arrangements with Port Authorities, unpredictable weather conditions and / of breakdowns of cranes and / or cargo boat.

No claims will be considered for delays or financial losses suffered by the contractor for any delays in transportation of materials / equipment due to unfavourable weather conditions and / of breakdowns of cranes and / or cargo boat.

No temporary storage or transport will be available at Robben Island harbour. The contractor must make provision for vehicles and labour for the off-loading of materials and / or equipment and the immediate removal thereof from the harbour to the site. Under no circumstances must the boat be delayed.

The contractor may obtain permission from RIM to ship suitable transport vehicles to Robben Island for the transportation of material on the Island.

The cargo boat must upon arrival be immediately off-loaded and off-loading must be completed on the same day to leave the boat ready to depart for Cape Town the following morning.

No temporary storage will be available at Cape Town Harbour. It is therefore necessary that RIM be contacted 5 days prior to the delivery of materials / equipment to ensure that these materials / equipment can be handled when delivered.

The loading / off-loading at Cape Town and Robben Island is done with cranes belonging to RIM provided that these cranes are in working order. All other labour for the handling of materials / equipment, etc. must be provided by the contractor. Cargo must where possible be loaded onto pallets. Items may not weigh more than 6 tons per single item.

The crane's lifting capacity is being determined by the extended distance of its boom. Arrangements will have to be made with RIM in this regard.

Materials / equipment handed in for transportation must be clearly marked. Quantities, description and destination must be clearly stated on a delivery note, which must be handed to the Officer in Charge at the Cape Town embarkation office.

No responsibility will be carried by RIM or DPW for loss or damage to materials / equipment during transportation. It is expected of the contractor to have a responsible person present during the loading, transportation and off-loading of materials / equipment.

RIM or DPW will carry no responsibility for any delays, which may occur, in the event of boats not sailing as scheduled or cranes being out of order.

It remains the responsibility of the contractor to make alternative arrangements for the transportation of urgent items if RIM is unable to do the transportation.

6. FERRY SECTION, SHIPPING OPERATIONS AND TARIFFS FOR CARGO FERRY

CARGO BOOKING PROCEDURES

All cargo that needs to be shipped between Cape Town and Robben Island must be booked at the Harbour Master or Cargo Officers at Murray's harbour. All cargo bookings must be done 2 days in advance.

The contact numbers for bookings are as follows:

- Harbour Master's office: Mr Anthony Thomas Tel: (021) 409 5128
Cell: 083 6421546 Fax: (021) 411 1990
- Cargo Office: Tel: (021) 409 5128

Officials for cargo deliveries will be in office on Tuesdays and Thursdays from 09:00 till 15:00 at the following number:

- Contact person at Jetty 1, tel: (021) 413 4238.

CARGO SHIPPING OPERATION

- The cargo ferry normally sails between Cape Town and Robben Island on Tuesdays and Thursdays shipping cargo to and from the island.
- Normally the cargo ferry will depart from the island at 08:30 and arrive in Cape Town harbour an hour later.
- The vessel then leaves again from Cape Town at approximately 14:00 to arrive with the cargo at the island at 15:00.

SHIPPING TARIFFS / FEES FOR THE CARGO FERRY

All non-museum cargo that needs to be shipped between Cape Town and Robben Island must be listed. The list can be faxed to the Harbour Master's Office, fax no (021) 411 1990 so that a quotation can be made out.

The shipping fees, (Running / shipping time, Standby (loading / off-loading) time) which are subject to change.

For Shipping fees for outside normal times contact RIM.

These above prices are for normal operating times on Tuesdays and Thursdays. Should there be a request for shipping cargo on non-scheduled days, there will be extra cost involved for the client's (contractor) account.

All above tariffs exclude the usage of cranes, trucks, etc. Prices for the usage of these machinery are available from RIM.

7. FUEL

Petrol and diesel may be purchased if available from the shop on Robben Island, but arrangements as to the expected required quantities and payment thereof will have to be made with the shopkeeper.

8. DEFINITION OF THE WORD REMOVE

Remove shall mean the removal from Robben Island of all discarded material, equipment, paint tins, etc. brought onto the island for construction purposes.

9. RUBBLE AND MATERIAL

All building rubble arising from the work is to be removed and carted away daily and the site kept in a neat and tidy manner at all times. No paint or other material may be stored in buildings without the written approval of RIM. On handing over of site, the Contractor is to make arrangements for the storing of materials with RIM, if so required.

All rubble and discarded material must be dumped in skips, which the contractor must arrange with Wasteman. The costs for the skips will be for the contractor's account.

