


## PROVISION OF MAINTENANCE SERVICES AND REPAIRS FOR SHIP TO SHORE CRANE (STS) CRANES.

**Site:** Cape Town Container Terminal

To whom it may concern:

The attached scope of work is complete to the best of my knowledge and is not subject to change. The level of completeness is sufficient to take this scope of work out to RFQ as a project specification. This scope of work/specification has been discussed with the respective terminal and agreed by all stakeholders concerned as per signatures below. Should this scope change substantially then this document will be recirculated for signatures and the revised document will be presented to you for going out on RFQ.

Keeping in mind that this document passes responsibility for the procurement phase of this project over to you until the signed contract document is returned to me for my records.

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## 1. Abbreviations and Definitions

SHERQ	- Safety, Health, Environmental, Risk and Quality
SOP	- Standard Operating Procedure
NOSA	- National Occupational Safety Association
TPT	- Transnet Port Terminals
QAP	- Quality Assurance Plan
RFQ	- Request For Quotation
OHS	- Occupational Health and Safety
OHSAS	- Occupational Health and Safety Act of South Africa
SANS	- South African National Standards
The Contractor	- refers to the person whose tender has been accepted and approved
Technical Supervisor	- refers to the supervisor to which the contracted labour is assigned

## 2. Background

- 2.1. The purpose of this work instruction is to procure services from an external Service Provider to provide services for technical support and repairs of ship to shore for a period of thirty-six (36) months on an **as and when required basis**. The services of the external service provider will supplement the existing Staff compliment and to ensure successful execution of all ad hoc breakdowns. We have 9 ship to shore Liebherr cranes in Cape town Container Terminal (TPT).

## 3. Scope of Requirements

- 3.1. In providing the required repairs and maintenance services, the service provider shall provide the staff complement as listed in table 3.3 below, supplementing the man-hour requirements for the Technical Supervisors to successfully execute all ad hoc breakdown activities, while ensuring fast turnaround time of the STS cranes.
- 3.2. The ad hoc breakdowns are required over a 24hr day support for fault finding and breakdown repairs support.
- 3.3. The requirements are as per the table below:

Description	Quantity	Shift	Projected Overall Man-hours required/person
Technician	2	Day + ad hoc after hours	

- 3.4. The table above provides summation of the requirements.

- 3.5. The service provider shall ensure that all Artisans/Technicians are equipped with a trade specific toolbox.
- 3.5.1. Full toolbox for the Artisans/Technicians.
- 3.5.2. These and all other tools brought on site by the service provider, shall remain the responsibility of the service provider.
- 3.5.3. A tool list with all tools should always be present.
- 3.5.4. The Service Provider shall ensure that each person that enters the site for the intention of this specification is issued with the following Personal Protective Equipment (PPE):
- 3.5.4.1. Safety Boots.
- 3.5.4.2. Two-piece overalls – at least three pairs per person.
- 3.5.4.3. Reflective jacket – at least two per person.
- 3.5.4.4. Hard hat.
- 3.5.4.5. Safety glasses and face shields where applicable.
- 3.5.4.6. Safety harness
- \*\*\* All of the above should be SABS approved and bear the SABS approval seal\*\*\*
- 3.6. The Service Provider shall provide each grade of resource supplied, with a noticeably different colour overall. There should be a clear distinguishing factor between resources working on different grades, i.e. Artisans and Semi-skilled workers.
- 3.7. TPT shall in no way accept responsibility for any tools and/or PPE brought to site by the service provider. Any replacement of tools and/or PPE shall be done at the service providers own cost.
- 3.8. The service provider shall supply transportation for all shifts to and from site on a daily basis. Transport should have employees on site 15 minutes before the start of a shift and allow employees to make their way from their respective areas 15 minutes after a shift.
- 3.9. The service provider shall within a day of subdivision Provide the Technical Supervisors with blank timesheets for the employees within the respective teams. These timesheets shall be validated and signed off before submission to the service provider at the end of the month.
- 3.10. The service provider shall always have a suitably qualified representative available. The representative shall liaise on behalf of the service provider and handle all matters relating to the provision of the requirements as per this specification.
- 3.11. If for any reason, any of the hired artisans and/or Semi-skilled does not show up for any particular reason, the contractor shall be responsible to replace that specific person with a suitable replacement. Failure to replace shall result in a penalty of twelve (12) hours payment on that particular grade.
- 3.12. No escalation will be applicable to this contract and TENDERERS must therefore make necessary allowances in their rates if desired. TENDERERS will provide a fixed price for the period of Three (3) years
- 1.1. 2.2 TENDERERS must complete the accompanying Schedules of Prices in ink and must submit it with their tenders.

## **2. Quality and Service**

- 2.1. All services supplied to Transnet must be of excellent quality and in compliance with the required specifications. Should the service(s) not be in conformity with the specifications, Transnet serves the right to reject them, obtain the goods or service(s) from other sources of its free choice and debit the difference in cost, if any, to the Service Provider.

- 2.2. The Service Provider shall ensure that its employees tasked with providing the required services to Transnet are competent and experienced in carrying out its responsibilities as set out in the scope of work herein.
- 2.3. The Service Provider must have roadworthy and licensed vehicles.
- 2.4. The Service Provider must have a permanently manned telephone (place of business/cell phone) and fax machine, to ensure that immediate contact can be made in case of emergency.

### **3. Technical Evaluation**

- 3.1. Technical Requirements Service Providers will be evaluated according to the following criteria: REFER TO ANNEXURE B – Technical criteria

**The minimum threshold of 70% for the technical evaluation criteria must be met or exceeded in order for the Respondent's proposal to progress to Price and BBBEE.**

## 4. General Safety and Compliance Specifications

- 4.1. Service Provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: NOSA CMB253; applicable SANS codes; OHS Act of 1993 and OHSAS 18001.
- 4.2. Service Provider ensures compliance with TPT SHERQ-RS PRO 027\_ SHERQ Service Provider Specifications Procedure. SHE File will be handed in to TPT SHERQ Department in advance for approval before work commence.
- 4.3. Updated SHE File to be sub-mitted to SHERQ via procurement on award of business in accordance with TPT SHERQ –RS PRO 027 TPT SHERQ Service Providers Specifications Procedure within 14 days from award of business (2 weeks).
- 4.4. The following document is compulsory returnable document for all service provider to supply chain management:
  - 4.4.1. Valid Letter of Good standing
  - 4.4.2. Valid Public Liability Insurance
- 4.5. The following document is compulsory returnable document for service provider that conduct any physical work on site to SHERQ:
  - 4.5.1. SHE File that comply with TPT SHERQ-RS PRO 027 TPT SHERQ Service Provider Specifications Procedure.
- 4.6. Service Provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with the following:
  - 4.6.1. An employee when required to off-loaded or load from any flatbed or lowbed may physically operate no equipment or machinery.
- 4.7. The following is compulsory returnable documents to service provider that is required to load or off-load any equipment or machinery on TPT site to SHERQ and Supply Chain Management:
  - 4.7.1. Valid Letter of Good Standing
  - 4.7.2. Valid Public Liability insurance
  - 4.7.3. 37.2 Agreement (TPT CTCT SHEQ-RS FORM 065\_Section 37 (2) Agreement) between TPT & Principle Service Provider

### Specifications:

Applicable Legislation and/or procedures	Description
TPT CTCT SHEQ-RS PRO 060	SHEQ Fire Risk Management Procedure

GRM/SHEQ/STD 009	TNPA Fire Safety Management Manual
TPT CTCT SHEQ-RS PRO 027	TPT SHERQ Service Provider Specifications Procedure.
TPT CTCT SHEQ-RS PRO 065	TPT Fall Protection plan
SANS Codes	Applicable related South African Bureau of Standards' Code of Practice in conjunction with Scope of work.
TPT CTCT SHEQ-RS PRO 009	Waste Management Procedure
TPT CTCT SHEQ-RS PRO 007	Emergency Preparedness and Response
TPT CTCT SHEQ-RS PRO 016	Incident Reporting and Investigation Procedure
ISO 14001	Environmental Management System Environmental Specifications with guidance for use.
ISO 9001	Quality Management System- Requirements
OHSAS 18001	Occupational Health and Safety Management System Requirements
OHSAS 18002	Occupational Health and Safety Management Systems – Guidelines for the Implementation of OHSAS 18001
CMB253	National Occupational Safety Association-NOSA Integrated Management System
OHSACT 85 of 1993	Occupational Health and Safety Act
TPT CTCT SHEQ-RS FORM 077	Contactors SHE File Index
TPT CTCT SHEQ-RS FORM 078	SHE Service Provider File Approval Document
TPT CTCT SHEQ-RS FORM 071	Notification to Provincial Director
TPT CTCT SHEQ-RS FORM 062	Notification of Construction Work

**The awarded service provider will be required to submit the SHE file with the below Supporting document by SHERQ office:**

- 4.7.3.1. TPT CTCT SHEQ-RS PRO 027\_ SHERQ Service Provider Specifications Procedure.
- 4.7.3.2. TPT CTCT SHEQ-RS FORM 126\_Contactors SHE Site File Index
- 4.7.3.3. TPT CTCT SHEQ-RS FORM 065\_Section 37 (2) Agreement