

**PART C3: SERVICE INFORMATION**

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## 1. ABBREVIATIONS

TPL	- Transnet Pipelines
SAQCC	- South African Qualification Certification Committee
NOC	- National Operations Center
FD&GS	- Fire Detection and Gas Suppression
SANS	- South African National Standards

## 2. TRANSNET PIPELINES BACKGROUND

Transnet Pipelines, a business unit of Transnet, provides strategic pipeline infrastructure, with associated world class pipeline logistics, for the petroleum and gas industries of South Africa. Established in 1965, Transnet Pipelines owns, maintains, and operates a network of some 3210km of high-pressure petroleum and gas pipelines. Transnet Pipelines transports an average of 16 billion litres of fuel per annum. This includes diesel, unleaded petrol, aviation turbine fuel and crude oil.

## 3. DESCRIPTION OF SCOPE

Transportation of hazardous products by pipeline is one of the safest ways. The pipeline system is monitored and controlled using several electronic systems and the company has many well trained and experienced staff. All sites building, Electronics Systems and Electrical substations are protected with FM200 fire detection and suppression systems, these systems are there to detect fires, mitigate fires and to reduce the impact of the fire to reduce the risk of business interruptions. Repairs and maintenance of these systems is critical to ensure they function all the time.

## 4. SPECIFIC REQUIREMENTS OF TENDER

### 4.1 Deliverables

- Provision of FM200 gas cylinder replacement within a week of tasks order issued.
- Provision for emergency call out to alarms when required, after hours, also including public holidays, and weekends.
- Provision for assistance with incident investigation by providing system base report as in when TPL request, this must be done within 48hrs from a call.
- Contractor shall issue a service certificate after servicing of FM200 systems, individually. All systems shall be services and left with no outstanding repairs.

## 4.2 General Requirements

- All call out fees shall be inclusive of the labour cost, as indicated below and shall be included on the Pricing and schedule.
- Six monthly schedule maintenances shall be executed without missing due dates and report of inspection and repairs must be issued within 7 days after work is completed.
- The price of six-monthly service shall be inclusive of travel costs, Accommodation, labour, service reports and any repairs discovered while servicing.
- The *Contractor* shall be geared with personnel and equipment on site on the agreed date as per schedule and may be required at multiple sites simultaneously should there be a R-defect.
- When quoting, a provision for the expected response time should be considered.

**Table A**

Response classification and Priority	Response Time	Impact	Type of work/activities
<b>R</b>	24hrs	Entire FM200 not functional, in ability to detect or extinguish a fire.	Main ZP3 replacement Wiring faults Cylinder replacement Entire system faulty Mother board/software replacement
<b>High</b>	48hrs	Partial impact, with critical components requiring replacement. Only one section of the system is not working. In ability to extinguish a fire for a room or section.	One ZP3 replacement ECU replacement
<b>Medium</b>	7 days	Partial impact, with minor items requiring replacement. Only one section of the system is not working. In ability to extinguish a fire for a room or section	One ZP3 replacement ECU replacement Detector replacement Battery replacement
<b>Low</b>	14 days	Minor repairs: System ability for fight a fire.	Detector replacement Battery replacement

- Fines shall be imposed for all second time deviation to the above deadline missed. The fines shall be imposed on the second failure of the same offense defect type. For all deviation shall be remediation meeting and action plan be documented. Any potential deviations must be agreed with service manager in writing prior to deviation is noted or recorded.



- The successful *Contractor* shall be required to undertake all its staff to be inducted by TPL before they can be dispatched to work on any site, they will also be required to do site specific induction on arrival to all sites, record of such induction shall be kept at TPL site and copy be made available to the contract manager.
- The *Contractor* shall be required to issue monthly report of all FM200 defect and progress of how they are completed.
- Successful *Contractor* shall be required to sign confidentiality forms as per NKP requirements.
- The *Contractor* shall be required to provide their point of origin/office which will be used to determine the travel distances.
- All travel claims shall be applicable to used only on call out and incident investigation calls only, travel cost related to scheduled maintenance shall be included on service cost.
- All *Contractors* shall be required to ensure that they familiarise themselves with TPL sites before they tender to establish their cost of travelling and any need for accommodation to include on schedule maintenance cost. Address list provided and prior site arrangement is always required to access any TPL facility.
- *Contractor* shall continuously advise TPL should there be a need to get more stock for all parts to be free issued by TPL.
- *The Contractor must have the registered with valid SAQCC FD&GS SANS 10139 certified installers, cabler and commissioner on the gas fire detection systems.*
- The *contractor* shall be required to sign on TPL permit to work before any work is conducted and shall always work under TPL supervision.
- *Contractor* shall be required to issue supporting document before any accommodation claims (Hotel Invoice etc). The maximum hotel fee is R1400 per night and shall include all meals. All accommodations shall be approved by TPL service manager prior to the hotel use.

### 4.3 Staffing and Resourcing Requirements

The *Contractor* shall provide a minimum of the following personnel:

- 4.3.1 Provision of 2 x Service Technician, registered with valid SAQCC FD&GS SANS 10139 Installer/Cabler
- 4.3.2 Provision of 1 x Gas Detection Designer or Commissioner, registered with valid SAQCC FD&GS SANS 10139



The *Contractor* shall be required to work after hours or extra hours depending on work to be completed, however shall make provision for that and be compliant to employment equity act.

#### 4.4 Geographic Locations

TPL Site Address	TPL Site Name
Operations Ladysmith Pump Station Hyde Rd, TFR Industrial site 3370 Ladysmith 755 3370	Ladysmith
Newcastle Pump Station 56 Marconi Street Newcastle 25204 2940	Newcastle
Quagga Pump Station Farm Road (P213) Quagga 11 3100	Quagga
Technical Scheepersnek Workshop Main Rd Dundee to Vryheid (MR34) 3100 Vryheid 11 3100	Scheepersnek
Operations Van Reenen Pump Station District Rd D284 Van Reenan 755 3370	Van Reenen
28°36'58.4"S 29°36'49.7"E -28.616212, 29.613805	Mnambithi
Bethlehem Pump Station Joubert Street 9701 Bethlehem	Bethlehem
Fort Mistake Pump Station off N11 Ladysmith-Newcastle	Fortmistake
27°49'41.8"S 29°09'11.3"E -27.828263, 29.153148	Warden
TPL Site Address	TPL Site Name



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## 5. HEALTH AND SAFETY MANAGEMENT

The awarded *Contractor* shall comply with the requirements of the OHS Act 85 of 1993 and its applicable regulations and any laws applicable in the terms of Health and Safety.

### 5.1 Contractor's General Requirements for Health and Safety

The *Contractor* is solely responsible for carrying out the work under the Contract having the highest regard for the health and safety of its employees, Transnet's employees, and persons at or in the vicinity of the Site, the works, temporary work, materials, the property of third parties and any purpose relating to the *Contractor* carrying out its obligations under the Contract.

### 5.2 Contractor's Health and Safety File (Minimum Requirement)

The *Contractor* prior to entering the site must furnish the Client with a Health and Safety file.

The SHE file must include but not limited the following documents:

1. A valid Letter of Good Standing with the Workman's compensation.
2. And proof of relevant insurances to carry out work.
3. Mandatory agreement as per section 37.2 of the OSHACT. Act 85 of 1993 and CR 5.1(K)
4. Legal Appointments of Employees
5. Risk Assessments, Method statements and Safe Working Procedures
6. Employee Induction packs shall include the following documents:
  - Employee scope of work.
  - Proof of site-specific induction (*Contractor*).
  - Copy of ID Document.
  - Legal Letter of Appointment.
  - Abbreviated CV for the management and Legal appointees.
  - Proof of competence.
  - Valid entry medical certificate of fitness done by an Occupational Health Practitioner.
7. Project Specific Risk Assessment indicating the full scope of work and risk profile.
8. *Contractor* to ensure that their Health & Safety Management plan as well as their Baseline Risk Assessment includes the management of communicable diseases, including COVID-19. COVID-19 is no longer treated as a separate item.



## 6. ACCESS AND CONTROL

*Contractor* to be screened prior to accessing and executing the scope of services at the TPL sites. The following documentation will be requested from the *Contractor*:

- 6.1. Company Tax clearance
- 6.2. CIPRO Registration
- 6.3. CK Number of the company
- 6.4. Copies of ID of directors
- 6.5. Fingerprint of company directors (use SAP 91) to be found at local SAPS.
- 6.6. Copies of ID of employees who will be working on site.
- 6.7. Fingerprints of employees who will be on site ( use SAP 91) to be found at local SAPS.

Please note once the requested documents are submitted to my office, SSA will take +/- two weeks to complete the screening.

## 7. PROCUREMENT

### 7.1. The *Contractor's* Invoices

- When the *Employer* certifies payment following an assessment date, the *Contractor* complies with the *Employer's* procedure for invoice submission.
- The invoice must correspond to the *Employer's* assessment of the amount due to the *Contractor* as stated in the payment certificate.
- Invoices must be submitted by the 18th of the month.
- The invoice states the following:
  - The amount paid to date,
  - Amount for payment (excluding VAT),
  - VAT amount,
  - VAT number for Transnet and Contractor
  - Amount for payment (including VAT),
  - Any interest payable,
  - A statement is to accompany each invoice,
- Proof of invoice is to be submitted at the end of the assessment month.
- The invoice can be emailed.
- Invoices submitted by hand are presented to:
  - Invoices TRANSNET PIPELINES  
202 ANTON LEMBEDE STREET  
Durban  
4001
  - For the attention of The Contracts Manager





Transnet Pipelines

Tender Number: TPL/2023/08/0003/38754/RFP

Description of the Service: For the Provision of FM200 Fire Detection and Suppression Systems Maintenance and Repairs Services for Various Transnet Pipelines Sites on an "as and when" Required Basis for a Period of Three Years for the Ladysmith Cluster

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- The *Contractor* ensures that the Employer has his correct banking information to make the electronic payment transfer.
  - All payments are provisional and subject to audit. The *Contractor* preserves his records for such a period as legislation requires, but in any event not less than five (5) years.
  - The *Employer* deducts any amount owed by the *Contractor* to the Employer from any amount payable by the *Employer* to the *Contractor*.
  - Invoices are payable at the end of the following month of submission provided that all backup has been provided and queries being addressed by the Contractor by the 10<sup>th</sup> of the following month of submission.