



## **TRANSNET PORT TERMINALS**

**DOCUMENT TITLE: SUPPLY AND DELIVERY OF REFRESHMENTS**

### **SCOPE OF WORK**

**SUPPLY AND DELIVERY OF REFRESHMENTS FOR TRANSNET SOC LTD (REG. NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT TPT HEAD OFFICE, DURBAN TERMINALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS ON AS AND WHEN REQUIRED BASIS.**

### **REVISION 01:**

**SUPPLY AND DELIVERY OF REFRESHMENTS FOR TRANSNET SOC LTD (REG. NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT TPT HEAD OFFICE AND DURBAN TERMINALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS ON AS AND WHEN REQUIRED BASIS.**

**1. BACKGROUND**

Transnet Port Terminals (TPT) is an Operating Division of Transnet SOC Ltd. It offers terminal cargo handling service in land and sea freight transportation of imports, exports and transshipment of commodities in the four key sectors of the South African commodity market i.e., Containers, Mineral Bulk, Agricultural Bulk and RORO.

Transnet Port Terminals (TPT) requires the services of a service provider for the supply and delivery of staff refreshments to TPT Head Office, Durban Container Terminals, Durban RORO - Auto & Multi-Purpose Terminals, Maydon Wharf and Agribulk Terminals, and Durban Container Terminal (Pier 1) on an "as and when" required basis for a period of thirty-six (36) months. The estimated number of employees is 4247 for the named terminals.

**2. SCOPE OF REQUIREMENTS**

- 2.1. Transnet Port Terminals requires refreshments as per the pricing schedules attached as annexure B1; B2 and B3
- 2.2. The service provider must ensure that the goods are in its original packaging and secured, free of any possible damages.
- 2.3. The service provider shall furnish TPT with a delivery note, endorsed with a TPT purchase order number and the particulars of the goods supplied which shall accompany each delivery.
- 2.4. The service provider shall provide contact numbers of managers, sales personnel as requested by TPT.
- 2.5. The service provider must be flexible enough to deliver in case of urgency

**3. PRICING SCHEDULE**

- 3.1. Rate based - quantities cannot be pre-determined / estimated due to possibility of future fluctuations (increase / decrease) based on operational activity, therefore quantities are not guaranteed.
- 3.2. The bidder is required to provide Transnet with rates as per the unit of measures detailed in the pricing schedule. The pricing schedule does not include quantities as these will be based on operational demand.
- 3.3. Transport cost to and from the Terminals, this is to be part of the service provider's cost structure, as TPT will not pay for this as a separate charge.

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3.4. The prices quoted would be kept firm and fixed for a period of 12 months, subject thereafter to adjustment (i.e., after the initial period of 12 months), utilizing the applicable price index/indices/adjustment formula.

**4. DELIVERIES**

TPT also request bidders to indicate shorter delivery lead times to ensure that business is not affected negatively.

- 4.1. The service provider should respond and deliver immediately or at least 2 to 5 days, depending on the urgency of the requirements. Delivery times are Monday to Friday from 08h00 to 15h00, anything after 15h00 must be arranged 1 (one) day prior with the receiving coordinators.
- 4.2. The service provider is expected to use professional and skilled drivers supplemented with good customer service and able to verify delivery notes against delivered items to ensure accuracy.
- 4.3. The service provider shall ensure to bring all necessary equipment required to offload the supplied goods on site.
- 4.4. The driver is expected to adhere to basic SHERQ requirements, including proper PPE, e.g., safety boots and reflective vests where applicable (Terminal deliveries). Service provider to comply with Total Integrated Management Systems (TIMS) SHERQ requirements, SHE file to be completed by service provider.

**5. QUALITY CONFORMANCE**

- 5.1. All items submitted must be of excellent quality and comply with food safety regulations and quality checks.
- 5.2. All food items must have a minimum shelf life of six (6) months at the date of delivery.
- 5.3. All food items must be free of insects and/or their larvae. Checks will be conducted on all delivery.
- 5.4. To prevent the consumption of counterfeit refreshments that may harm employee health and safety, it is essential to verify and authenticate packaging materials, manufacturers, and logos.
- 5.5. Any rejected consignment due to quality non-conformance must be replaced immediately or collected within two (2) days of rejection thereof.
- 5.6. For ease of traceability, should any food safety violation occur, the service provider is required to keep their original proof of purchases, e.g., tax invoices etc.

**6. MEANS OF TRANSPORT**

Delivery of the refreshments must be made to TPT by means of vehicles which have the relevant certificates of conformity as follows:

- 6.1. Minimum of one (1) vehicle.

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- 6.2. Vehicle to have a certified, valid vehicle license.
- 6.3. Vehicle shall always be roadworthy.
- 6.4. Driver to have a valid driver’s license
- 6.5. Should the vehicle breakdown in Transnet’s premises, service provider needs to remove the vehicle immediately at no cost to Transnet.
- 6.6. The service provider is expected to have an alternative means of transport should the existing vehicle breakdown or be unable to deliver.
- 6.7. Should there be oil spillages or any kind of spillage by the vehicle, within Transnet premises, it is the service provider’s responsibility to clean the premises.

**7. PROSPECTIVE BIDDERS MUST SUBMIT:**

- 7.1. Market-related prices and lead times.
- 7.2. Be able to handle all refreshments items as listed on the pricing schedule as failure to do so will lead to the disqualification of the bidder’s submission.
- 7.3. Submit traceable reference letters on the supply and delivery of refreshments.
- 7.4. Submit a Map and CIPC (Companies and Intellectual Property Commission) report detailing proof of address for local offices or warehouses.
- 7.5. Submit a signed lead-time confirmation letter in a company letterhead.

**8. LOCATION FOR DELIVERIES**

TPT Head Office	202 Anton Lembede Street Durban 4000
Pier 1	DCT Pier 1, Admin Building, Port Entrance number 8 Bayhead Road
Durban RoRo – Auto & MPT	RORO MHA Boardroom, MHA Building,

	Point Auto Terminal, Quayside Road.
Maydon Wharf and Agri bulk terminals	7 Croft Road Maydon Wharf 4001
MPT Point	111 Mahatma Ghandi Durban 4000