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**PORT OF NGQURA:  
SPECIFICATION FOR THE PROVISION OF  
PLANT AND EQUIPMENT HIRE CONTRACT  
FOR PORT MAINTENANCE WORK ON AS-AND-  
WHEN-REQUIRED BASIS FOR SIXTY (60)  
MONTHS AT TNPA PORT OF NGQURA**

For: **TNPA Port of Ngqura**  
Prepared by: **TNPA Port Infrastructure, Port of Ngqura**

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## 1. INVITATION TO SUBMIT A PROPOSAL

- 1.2. Tenderers are hereby invited to submit tenders for a Plant and Equipment hire contract for port maintenance work on as-and-when-required basis for the period of sixty (60) months at TNPA Port of Ngqura.

## 2. SCOPE OF WORKS AND CONTRACT DATA

### 2.1. SCOPE OF WORKS:

The contract scope of works comprises of the following:

- 2.1.1. Hiring of construction Plant and Equipment on as and when required basis by TNPA Port of Ngqura for port maintenance work.

The following is the list of the construction Plant and Equipment required for hiring on as and when required basis for port maintenance work:

- a) Grader
- b) Backhoe
- c) 10 Ton Roller Compactor
- d) Water Truck (*The Contractor shall provide water*)
- e) 10-20m<sup>3</sup> Tipper Truck
- f) Street Cleaning Vehicle / Vacuum Truck / Sweeper Road Truck 3 – 5 Ton
- g) 20 Ton Excavator (*Bucket Application*)
- h) 50 Ton Excavator (*Bucket Application*)
- i) 30 Ton Road Dump Truck
- j) Low Bed Truck (*Return Trip – for transporting hired plant only*)
- k) Low Bed Truck
- l) 20 Ton Mobile Crane (*With Rigger and rigging equipment*)
- m) 35 Ton Mobile Crane with Rigger (*With Rigger and rigging equipment*)
- n) Mancage (To fit up to 4 (four) people)
- o) Oil Drum Electrical Oil Pump:
  - Must be:*
    - *A mobile cart and be able to move the oil drum around.*
    - *Electrically operated.*
    - *Able to dispense medium/high viscosity oils*
    - *Have a flow rate of up to 9l/min*
    - *Able to handle viscosity of up to 2000 cSt.*
- p) 5 Ton Forklift (*with Operator*)
- q) 10 Ton Forklift (*with Operator*)
- r) Cherry Picker, 25m High
- s) Honey Sucker – Super Sucker Truck

*Super Sucker Truck shall be suitable for sucking or removing sludge or stubborn waste material and sucking approximately to a range of 8-10 meters below ground, or further distance of up to 50 meters.*

- t) High Pressure Cleaner Truck / High Pressure Drain Cleaner (to pressure clean sewer pipes (unblocking) up to 200mm diameter size)

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u) Mobile Generator 100 Kva (100 amps = 69Kva)

2.1.2. The Contractor, during port maintenance activities that may necessitate the dumping of waste or rubble to the dump or landfill site, shall dispose such waste as required to any of the following approved dump site of their choice:

- a) Arlington Waste Disposal (Walmer area) which is approximately 36km from TNPA Port of Ngqura.
- b) Koedoeskloof Waste Disposal (Despatch) which is approximately 36km from TNPA Port of Ngqura.

TNPA Port of Ngqura does not have contractual agreements with the abovementioned landfill sites and that these sites have been suggested as possible sites for Contractor's consideration.

The Contractor will therefore make arrangements with the officials responsible for the landfill sites when requested by TNPA Port of Ngqura representative to dump waste to any of the landfill sites.

2.1.3. During events where the Contractor has dumped waste to the Municipal Dump / Landfill Site as specified in **CLAUSE 2.1.2** of this Specification, the Contractor shall furnish TNPA Port of Ngqura with a site disposal certificate. Where waste was dumped to the Municipal Dump / Landfill Site, invoices without site disposal certificate will not be paid.

2.2. CONTRACT DURATION:

2.2.1. The duration of this contract is sixty (60) months. This duration is subject to the contract value available for the contract. The duration may therefore be less or equal to sixty (60) months.

2.2.2. The duration of this contract commences after the Purchase Order has been issued to the Contractor.

2.3. CONTRACT MANAGEMENT:

2.3.1. The Contractor will mobilize the plant and/or equipment to the designated site(s) and make the plant and/or equipment available to TNPA as and when a request is made and must demobilize the plant/equipment from the designated sites on the termination of the period of hire or if plant/equipment is needed at a later date.

2.3.2. For each specific request during the contract, the period of hire commences at the time that plant arrives on site after being requested by the TNPA Project Manager or Supervisor and a signed / written request is received from the TNPA Project Manager, and shall end when the plant leaves the site.

2.3.3. The Contractors' plant and equipment shall be made available at the designated site(s) within 48 hours or at the time that has been mutually agreed between the Project Manager and the Contractor, after such request has been made. The appointment will be subjected to the plant being in good condition and working order.

2.3.4. The Contractor must ensure that the plant and all parts of the plant are kept and maintained in good condition and working order and must pay for all maintenance, servicing, repairs, fuels, lubricants, spare parts and other items necessary to maintain

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and keep the plant and all parts of plant in good condition and working order. The rates in the BoQ will be deemed to cover all these costs.

2.3.5. All other conditions of contract shall be as per the TNPA Port of Ngqura Procurement Department's contract documentations and procurement policies.

2.4. VEHICLES, PLANT & EQUIPMENT:

2.4.1. The Contractor must ensure that all vehicles, plant & equipment to be used on site and in the Port are kept and maintained in good condition and working order.

2.4.2. The Contractor must ensure that all plant delivered on site are cleaned and free of alien material and vegetation before entering site and after leaving site and are kept environmentally acceptable.

2.4.3. All construction plant and equipment are to be inspected for safety by a TNPA Site Supervisor using a Contractor's plant checklist before they can enter the Port premises. Construction plant and mobile vehicles found to be unsafe shall not be allowed to enter the Port.

2.4.4. Parking of the Contractor's plant and vehicles in the Port will be at the Contractor's risk

2.5. CONTRACTORS' STAFF AND LABOURERS TO BE USED ON SITE:

2.5.1. The Contractors' Staff and Labourers to be used on site must:

- a) Be inducted by the TNPA SHE Department before working on site and in the Port.
- b) Have and use all safety and personal protective equipment (PPE) necessary for the task to be performed on site and in the Port.
- c) Be certified, skilled and competent to conduct their duties (competence certificates shall be provided as per the Port of Ngqura SHE Requirements and will be presented to the TNPA Project Manager or Supervisor upon request for such documentation).
- d) Conform to the acceptable standards of behaviour and dress appropriately.

2.6. WORKING HOURS

2.6.1. The working hours shall be from 08h00 to 16h00, Monday to Friday.

2.6.2. The Plant and/or Equipment which is required in terms of this contract maybe requested for hire beyond the above-mentioned hours and days (**clause 2.6.1**) and the Contractor shall make provision for this on their rates in the Bill of Quantities (**Section 6**).

2.6.3. The TNPA Project Manager and the Contractor may by mutual agreement vary the working hours and the working days.

2.6.4. The Contractor must not vary the working hours and working days without written instruction from the TNPA Project Manager.

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2.7. STAND DOWN:

2.7.1. The TNPA Supervisor may, for the duration as seen fit by the TNPA Supervisor, stand down plant, equipment or staff seen to be in breach of this contract or any Transnet National Ports Authority policies applicable to this contract.

2.7.2. TNPA Port of Ngqura will not pay for any period of stand down.

2.8. DAILY DATA SHEET

2.8.1. The Contractor must submit to the TNPA Representative for verification and sign off by the end of each day the plant and/or equipment is hired or by the end of the period of hire of plant and/or equipment.

2.8.2. All data sheets shall be signed off by the TNPA Representative.

2.9. COMPLETION & TERMINATION OF CONTRACT

2.9.1. This contract will be considered complete when the contract period (sixty (60) months) or contract value reached, whichever comes first.

2.9.2. Either party may terminate this contract by providing the other with 1 (one) months' notice (or as determined by the TNPA Procurement Department).

2.9.3. Despite anything in the contract to the contrary, TNPA Port of Ngqura may, by providing a written notice to the Contractor, terminate the contract immediately if the Contractor:

- a) Suffers an insolvency event;
- b) Refuse to comply with any reasonable instruction or direction of the TNPA Port of Ngqura representative;
- c) Is in breach of this contract and has failed to rectify the breach following a written request do so by TNPA Port of Ngqura.

2.10. COMMUNICATION

2.10.1. All communication and instructions shall be via, telephone, electronic mail or letter.

2.10.2. All verbal communication and instruction made, be it on site or elsewhere, shall be confirmed in writing.

2.10.3. The Contractor shall provide all their contact details with their tender submissions.

2.11. EXISTING SERVICES:

2.11.1. The TNPA Supervisor shall point out to the Operator details of any existing services within the Project Site before executing the assigned works and the TNPA Supervisor will personally supervise the work.

2.11.2. Any damages to existing Port services due to negligence or recklessness of the Plant Operator will be for the Contractor's account.

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### 3. TECHNICAL EVALUATION

- 3.1. The Technical Evaluation of the tender is attached to this document.
- 3.2. Minimum technical evaluation criteria points required to qualify is **60 points**.

### 4. RETURNABLE SCHEDULE – TECHNICAL EVALUATION

- 4.1. Previous experience and track record: Signed letter indicating Contractor's work rendered in any entity in a particular period.
- 4.2. Lead / response time: Signed letter of commitment.
- 4.3. Indication of Plant and/or Equipment in possession (under ownership)
- 4.4. Location of Contractor: Signed letter indicating the Contractor's business address / location / proximity to the work area.

#### A. Penalties:

- A.1. Penalties shall be applied as result of poor delivery or non-delivery of the hiring services of the Contractor.
- A.2. If the Contractor did not deliver the plant and/or equipment requested at a stipulated time on the request, 5% penalty shall be charged on an invoice if the plant and/or equipment was delivered in 3 or 4 working days after the stipulated delivery date.
- A.3. If the Contractor did not deliver the plant and/or equipment requested at a stipulated time on the request, 10% penalty shall be charged on an invoice if plant and/or equipment was delivered in 5 or more than 5 working days after the stipulated delivery date.

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**5. TNPA PORT OF NGQURA SHE REQUIREMENTS**

- 5.1. The Successful Bidder shall submit a Safety File for approval by the SHE Department after the award of tender and shall prepare the File in accordance with the Checklist noted below.
- 5.2. **Please note:** SHE File does not form part of returnable documents on the submission of tender documents. The SHE File will only be required to be submitted after the award of the tender.
- 5.3. CONTRACTOR'S COMPLIANCE FILE ASSESSMENT CHECKLIST

Date of inspection/ Evaluation: \_\_\_\_\_

Client	
Employer (Principal contractor)	
Registered name of the enterprise	
Trade name of the Enterprise	
Company Registration No	
SARS registration No(PAYE)	
UIF registration No	
COIDA registration no	
Relevant SETA for EEA purpose	
Industry sector	
Bargaining Council	
Contact person & position	
Contact number	
Site Address	
Postal Address	
Chief Executive Officer	
Chief Executive officer's email and contact number	
Construction Manager	
Health and Safety Representative	
Activities/ Service rendered	
Commencement date	
Completion date	
Site Phone	

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Total number of employees on site:			
Female			
Male			
People with disabilities			
<b>CONTRACTOR</b>	<b>Complying</b>	<b>Not Complying (i.e. Comments)</b>	<b>Not Applicable</b>
1. Site Specific Organogram of reporting structure. This document must provide all persons appointed in terms of OHS Act No. 85 of 1993 including contact details. (rev, date, approval)			
2. Contractor scope of work information (Company Profile)			
3. Notification of Construction Work to the Department of Labour: Document to display required information as per OHS Act No.85 of 1993 – Construction Regulations Annexure A, Must carry the stamp of acceptance from the Department of Labour ( <i>if applicable</i> )			
4. Application for a permit to do construction work ( <i>if applicable</i> )			
5. Valid Letter of Good Standing with FEM/WCA: And proof of relevant insurances to carry out work.			
<b>MANAGEMENT PLANS</b>			
6. Copy of reference documents: Health & Safety, Security, Quality, Environmental, and other applicable Specifications Including a signed register of communication to Managers, Supervisors & Safety Officers			
7. Approved Contractor Execution Plan correlating with Specification provided by Transnet (i.e. Approved health and safety plan, environmental plan, security plan etc.)			
8. Contractors Health and Safety Policy			
9. Site Specific Emergency Plan			
10. Contractors Traffic Management Plan (if applicable)			
11. Procedure for handling Hazardous Chemical Substance's and Applicable Safety Data Sheet ( <i>if applicable</i> ).			
<b>APPOINTMENTS</b>			
12. Fully completed appointments of the following (depends on the scope of work) but not limited to:			
• Sec. 16(2) – Delegated Authority (Assistant to the CEO)			
• CR 8(1) – Construction Manager			
• CR 8(7) – Construction Supervisor			
• CR 8(8) – Assistant Construction Supervisor			
• CR 8(5) – Construction Safety Officer			
• CR 9(1) – Risk assessment			
• CR 10. (1)(a) – Fall Prevention Planner ( <i>if applicable</i> )			
• CR 10.(2)(b) (fall risk) Physical & Psychological fitness			
• CR 23.(d)(k) – Vehicle operator and Inspector			

<ul style="list-style-type: none"> <li>• GSR 3.4 – First aider</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 29 (h) – Fire Fighter</li> </ul>			
<ul style="list-style-type: none"> <li>• Sec 24, GAR 9(2) – Incident Investigator</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 13(1)(a) – Excavation Supervisor</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 28(a) – Stacking and Storage Supervisor</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 12(1) – Temporary works designer</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 14(1) – Demolition work supervisor</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 16(1) – Scaffolding work supervisor</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 17 (1) – Suspended platform work supervisor</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 18(1)(a) – Rope access supervisor</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 19(8)(a) – Material host Inspector</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 20(1) – Bulk mixing plant supervisor</li> </ul>			
<ul style="list-style-type: none"> <li>• CR 21(2) – Explosive actuated fastening devices inspector</li> </ul>			
<ul style="list-style-type: none"> <li>• Sec 17(1) – SHE Rep (more than 20 employees)</li> </ul>			
<ul style="list-style-type: none"> <li>• GSR 13(a) – Ladder Inspector</li> </ul> <p>An abbreviated CV of the above appointed persons shall be attached to the appointment. Competency certificates will also be attached as required in specifications</p>			
<p><b>13.</b> Elevated work training (Rescue/ Safety harnesses) – accredited Training (<i>If applicable</i>)</p>			
<p><b>14.</b> Fall Protection Plan by competent person / Rescue Plan (<i>If applicable</i>)</p>			
<p><b>15.</b> Contract/Project Specific Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached.</p>			
<p><b>16.</b> Risk Assessment (HIRA), Method Statement, Safe Work Procedure to be generated for each specific task to be performed on the contract/project i.e. Site establishment, confined spaces, working at heights, working near water, excavations etc. Note: before establishment they can supply what they will start with – site establishment, fencing, clear &amp; grub...so only request what is relevant at the time.</p>			
<p><b>17.</b> PPE Policy and most recent issue register.</p>			
<b>INDUCTION</b>			
<p><b>18.</b> Induction application forms completed for every employee of the contractor performing work on site; The following shall be attached:</p>			
<ul style="list-style-type: none"> <li>• Employee Dossier with applicable documentation;</li> </ul>			
<ul style="list-style-type: none"> <li>• Proof of site specific induction;</li> </ul>			
<ul style="list-style-type: none"> <li>• Copy of ID Document;</li> </ul>			
<ul style="list-style-type: none"> <li>• Legal Letter of Appointment;</li> </ul>			
<ul style="list-style-type: none"> <li>• Proof of competence i.e.: Artisans, drivers, operators etc.;</li> </ul>			
<ul style="list-style-type: none"> <li>• Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e. Annexure 3 for construction work)</li> </ul>			
<b>REGISTERS</b>			
<p><b>19.</b> Copy of equipment registers to be used with copy of each item’s inspection checklist. The registers are not limited to the following, depends on the scope of work:</p>			
<ul style="list-style-type: none"> <li>• Site visitors register</li> </ul>			

• Excavation Inspection Register			
• Hand tools Inspection register			
• Barricading Inspection Register			
• Traffic Inspection Register			
• Mobile Toilet Inspection Register			
• Daily Risk Assessment and Toolbox Talk			
• PPE Inspection Register			
• First Aid kit Inspection Register			
• Fire Fighting Equipment Register			
• Portable electrical Equipment Register			
• Pneumatic Tool Register			
• Compressor Checklist			
• Ladder Inspection Register			
• Vehicle Inspection Register			
• Working at Height Equipment Register			
<b>INCIDENT/ACCIDENT MANAGEMENT</b>			
20. Incident /Accident Management Procedure including reporting, recording and investigation of incidents and accidents			
21. Register of first aid injuries			
22. Register of reportable injuries to the Provincial Director			
<b>OTHERS</b>			
23. Section 37(2) mandatory agreement between client - contractor and contractor - sub contractor. As well as:			
• CR 5.1(k) Principal Contractor appointment			
• CR 7(1)(c)(v) Sub Contractor appointment			
24. Training Matrix (Management, Supervisors and Employees)			
25. Copy of the OHS act and its Regulations , COID Act Regulations			
<b>COVID 19</b>			
26. Appointment Letter: COVID-19 Compliance officer			
27. Approved COVID 19 - Risk Assessment			
28. Approved COVID -19 Workplace Plan: Preventing and Managing COVID 19 infection in the Workplace			
29. Copy of OHS Directive: COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES			

**6. BILL OF QUANTITIES**

The Bill of Quantities has been appended to this document as an Annexure.

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7. SIGN OFF AND RECOMMENDATION OF CONTRACT PROJECT SPECIFICATIONS

\_\_\_\_\_  
**PROJECT MANAGER**  
(Print Name)                      Signature                      Date

\_\_\_\_\_  
**ACTING TECHNICAL  
MANAGER: CIVIL**  
(Print Name)                      Signature                      Date

\_\_\_\_\_  
**PORT ENGINEER**  
(Print Name)                      Signature                      Date

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