



**APPOINTMENT OF A SERVICE PROVIDER
TO RENT OUT AND MAINTAIN
FORKLIFTS (3 TON, 3.5 TON, 4 TON, 5
TON AND 7 TON) FOR 36 MONTHS TO
TRANSNET ENGINEERING.**

**19 VOORTREKKER ROAD, SALT RIVER,
CAPE TOWN**

DOCUMENT No: PEMM_SALT RIVER_SPEC_150

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Signature of Bidder/s: _____ Date: _____

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Signature of Bidder/s: _____ Date: _____

1. INTRODUCTION / SCOPE OF WORK

This scope of work is for the:

#	TASK	REQUIRED
1	Design	
2	Rental	✓
3	Support service	✓
4	Call centre / dedicated line	✓
5	Licences	✓
6	Documentation	✓
7	Load Testing	✓
8	Maintenance	✓
9	Service	✓

of the specified:

#	ITEM	REQUIRED
1	The appointment of a service provider to rent out forklifts 3 tons, 3.5 tons, 4 tons, 5 tons and 7 tons for 36 months to Transnet Engineering.	✓

2. SITE INSPECTION

- 2.1 All prospective contractors shall be required to undertake a compulsory site inspection to fully acquaint themselves with all aspects involved.
- 2.2 Arrangements to visit the site and confirmation of the date and time of the site inspection shall be made with Transnet Engineering Contract Manager.
- 2.3 The site inspection certificate shall be completed and countersigned by the Contract Manager on the day of the visit and must be submitted with the tender documents.

3. INFORMATION REQUIRED

- 3.1 Offers will not be considered unless full particulars and sufficient literature are provided at the tendering stage to enable Transnet Engineering Technical Officers the opportunity to assess each technical offer properly.
- 3.2 Prospective Contractors will complete the relevant questionnaire in full and must indicate whether their offer complies with each item of the specification.
- 3.3 Should there be insufficient space for furnishing full details; contractors shall provide the additional details in their covering letter. The additional details shall be numbered in accordance with the applicable clause specified in the specification.
- 3.4 As prospective contractors are considered to be experts in their field, they are obliged to identify any shortcomings, such as omissions or sub-standard requirements, to the completeness of this specification. These must be brought to the attention of Transnet Engineering at tender stage with alternatives to address these shortcomings. However, each offer shall be quoted for separately.

Signature of Bidder/s: _____ Date: _____

4. SPECIFIC REQUIREMENTS

Any person with the intention of tendering shall ensure that the information below is complied with.

4.1 Environment

- Indoors and outdoors.
- Refer to section for external conditions.

4.2 Scope of work (overview)

<u>Item no.</u>	<u>Requirements</u>	<u>Compliance</u> Write "YES" or tick "✓" to indicate compliance or write "NO" to indicate non-compliance.
	This specification covers the minimum requirements.	
4.2.1.1	This scope of work shall be read with annexure 1 (Contractor safety, health and environmental management specification guidelines).	
4.2.1.2	The service provider shall have a call centre to receive calls emanating from breakdowns and any other issues disrupting the continuous operation of vehicles. If there is no call centre, there shall be a person dedicated to answer calls from Transnet Engineering (TE). NB. Bidders to provide proposals on how to handle calls.	
4.2.1.3	All vehicles (forklifts) shall be roadworthy and licenced by the Department of Transport (of South Africa).	
4.2.1.4	All vehicles shall have the licence disks, issued by the Department of Transport (of South Africa). Ensure that license disks are visible displayed on vehicles. (forklifts)	
4.2.1.5	<u>Annual load Testing</u> All lifting equipment shall undergo annual load testing as per COP 29 requirements to determine whether they are safe to use. Load testing to be carried out by a competent person and/or entity and proof thereof be filed with the Transnet's equipment Examiner . The load tests and certificates shall be included in this contract, no additional purchase orders will be allowed.	
4.2.1.6	The supplier to ensure that all vehicles (forklifts) are always in good working condition .	

Signature of Bidder/s: _____ Date: _____

<u>Item no.</u>	<u>Requirements</u> This specification covers the minimum requirements.	<u>Compliance</u> Write "YES" or tick "✓" to indicate compliance or write "NO" to indicate non-compliance.
4.2.1.7	The tyres for forklifts shall be solid. - The forklifts shall be powered by Diesel engines. - All forklifts to have suitable load backrests. - All forklifts shall be fitted with revolving lights on the roof. - All forklifts fitted with fire extinguisher. - All forklifts fitted with rain cover transparent. - The forklifts shall have suitable lifting forks.	
4.2.1.8	Forklifts must include tracking and monitoring system. (Each driver must have their own tag)	
4.2.1.9	The leased equipment will be operational per month, twelve months per year. Bidders to quote based on monthly operational rate, not the daily rate.	
4.2.1.10	If the service provider already owns the vehicles, the details of vehicles and proof of ownership shall be attached in the bid documents.	
4.2.1.11	The service provider shall ensure that for the duration of this contract the vehicles are repaired and serviced at all service intervals, as required by the manufacturers of vehicles (forklifts). The current vehicles repair records and service books for the duration of the contract shall be made available to Transnet Engineering.	
4.2.1.12	The service provider can supply and deliver new forklifts: NO FORKLIFTS WITH MORE THAN A 100 HOURS ON THE HOUR METERS WILL BE ACCEPTED BY TRANSNET ENGINEERING. For new equipment, the service provider must provide the proof of purchase document from the Service Provider, the letter must include the service providers details and equipment information/specifications purchased as per scope of work.	
4.2.1.13	The interval service, load testing, licence renewals, repairs and maintenance shall be the responsibility and paid for by the service provider.	
4.2.1.14	The service provider to manage service intervals, load testing intervals, licence` renewals, repairs and maintenance.	
4.2.1.15	Only repairs that are a result of abuse, negligence and/or poor safekeeping by Transnet Engineering staff will be paid for by Transnet Engineering.	

Signature of Bidder/s: _____ Date: _____

<u>Item no.</u>	<u>Requirements</u> This specification covers the minimum requirements.	<u>Compliance</u> Write “YES” or tick “✓” to indicate compliance or write “NO” to indicate non-compliance.
4.2.1.16	The service provider shall pay for repairs of vehicles resulting from poor interval service, skipping of service intervals, use of inferior parts / spares and poor workmanship.	
4.2.1.17	All vehicle breakdowns shall be attended to immediately. The service provider to ensure that if one of their vehicles cannot be repaired within a day, a substitute vehicle shall be made available.	
4.2.1.18	Replacement vehicles must be made available if the breakdown takes longer than twenty-four (24) hours (i.e. if the repair work on the breakdown will take twenty-four hours or more replacement equipment must be on site in 4 hours) business continuity. This is inclusive of weekend and public holidays.	
4.2.1.19	Vehicles to be leased for 80 hours per month.	
4.2.1.20	Bidders to submit the proposals with literature for the proposed vehicles, odometer readings. It would take ____ day(s) to deliver vehicle`s to TE. If the proposed vehicles are currently not in the possession of bidders at the time of bidding, bidders shall indicate as to when the vehicles would be available after the issue of PO / appointment letter if the bid is successful.	
4.2.1.21	It shall be noted that immediately after the current contract expires, Transnet Engineering requires the new service provider to make their forklifts available to prevent disruption of operations. The bidder’s proposals to be in line with the requirements of Transnet Engineering, otherwise the bid will be rejected.	

Signature of Bidder/s: _____ Date: _____

<u>Item no.</u>	<u>Requirements</u> This specification covers the minimum requirements.							<u>Compliance</u> Write “YES” or tick “✓” to indicate compliance or write “NO” to indicate non-compliance.
4.2.1.24	The service provider to rent out to Transnet Engineering the following forklifts:							
	Business	RSE Salt River	RM Salt River	Coaches Salt River	Wheels Salt River	Wheels Saldanha	T O T A L	
	Cost centre	2001	2101	1301	2201	2201		
	3 Ton Forklifts	1	2	2			5	
	Forks Length and Lifting height	1.5m Length 3m Height	1.5m Length 3m Height	1.5m Length 3m Height				
	3.5 Ton Forklift				1		1	
	Forks Length and Lifting height				1.5m Length 3m Height			
	4 Ton Forklift				1		1	
	Forks Length and Lifting height				1.5m Length 3m Height			
	5 Ton Forklift	1		1	1	1	4	
	Forks Length and Lifting height	1.5m Length 3m Height		1.5m Length 3m Height	1.5m Length 3m Height	1.5m Length 3m Height		
	7 Ton Forklift							
	7 Ton Forklift with offloading					1	1	
	Forks Length and Lifting height					1.5m Length 3m Height		
	TOTAL	1	2	3	3	2	12	

Signature of Bidder/s: _____ Date: _____

4.2.2 Scope of work (Forklifts)

<u>Item no.</u>	<u>Requirements</u> <u>This specification covers the minimum requirements.</u>	<u>Compliance</u> Write "YES" or tick "✓" to indicate compliance or write "NO" to indicate non-compliance.
4.2.2.1	Provide the rental forklifts (powered by diesel engine) for 36 months.	
4.2.2.2	Forklifts shall have 3 Ton, 3.5 Ton, 4 Ton, 5 Ton and 7 Ton sizes and be equipped with suitable lifting forks.	

Salt River – RSE 2001				Details of offer Comply Y (Yes)/ Do not comply N (No)
Requirements for Forklift trucks: 1 X 5 Ton & 1 x 3 Ton				
Item	Capacity	Qty	Specification	
1	5 Ton	1	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring/Forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 600mm Max Height = 3m Free Lift = 3m Fork Length =1500mm Dimensions = Length (3150mm) Width (1480mm) Tyres = Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	
2	3 Ton	1	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 600mm Max Height = 3m Free Lift = 3m Fork Length = 1500mm Dimensions = Length (2705mm) Width (1225mm) Tyres -Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	

Signature of Bidder/s: _____ Date: _____

TOTAL	2
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Salt River – RM 2101				Details of offer Comply Y (Yes)/ Do not comply N (No)
Requirements for Forklift trucks: 2 x 3 Ton				
Item	Capacity	Qty	Specification	
1	3 Ton	2	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/Tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 500mm Max Height = 3m Free Lift = 3m Fork Length =1500mm Dimensions = As per normal ST Tyres = Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	
TOTAL		2		

Saldanha– Wheels 2201				Details of offer Comply Y (Yes)/ Do not comply N (No)
Requirements for Forklift trucks: 1 X 5 Ton & 1 x 7 Ton with offloading attached				
Item	Capacity	Qty	Specification	
1	5 Ton	1	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 500mm Max Height = 2.8m Free Lift = 3m Fork Length =1500mm Dimensions = As per normal ST Tyres = Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m Perspex windshield	

Signature of Bidder/s: _____ Date: _____

			LOAD TEST: COP29	
2	7 Ton with offloading attached	1	Lease Type – FML Transmission – Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 500mm Max Height = 3m Free Lift = 3m Fork Length = 1500mm Dimensions – As per normal ST Tyres -Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m Perspex windshield LOAD TEST: COP29	
TOTAL		2		

Salt river – Wheels 2201				Details of offer Comply Y (Yes)/ Do not comply N (No)
Requirements for Forklift trucks: 1 X 5 Ton & 1 x 3.5 Ton & 1 x 4 Ton				
Item	Capacity	Qty	Specification	
1	5 Ton (stores)	1	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 500mm Max Height = 3m Free Lift = 3m Fork Length =1500mm Dimensions = Length (3150mm) Width (1480mm) Tyres = Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	
2	4 Ton	1	Lease Type – FML Transmission - Manual Engine Type – Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 500mm Max Height = 3m Free Lift = 3m Fork Length =1500mm Dimensions = Length (2705mm) Width (1225mm)	

Signature of Bidder/s: _____ Date: _____

			Tyres = Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	
3	3.5 Ton	1	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 500mm Max Height = 3m Free Lift = 3m Fork Length = 1500mm Dimensions = Length (2705mm) Width (1225mm) Tyres -Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	
TOTAL		3		

Salt river - Coaches				Details of offer Comply Y (Yes)/ Do not comply N (No)
Requirements for Forklift trucks: 1 X 5 Ton & 2 x 3 Ton				
Item	Capacity	Qty	Specification	
1	5 Ton	1	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover) Load centre = 600mm Max Height = 3m Free Lift = 3m Fork Length =1500mm Dimensions = Length (3150mm) Width (1480mm) Tyres = Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	
2	3 Ton	2	Lease Type – FML Transmission - Manual Engine Type - Diesel Driver Activity Monitoring /forklift tracking/tags Cab – Open with tarp roof and sides/no doors (transparent rain cover)	

Signature of Bidder/s: _____ Date: _____

			Load centre = 600mm Max Height = 3m Free Lift = 3m Fork Length = 1500mm Dimensions = Length (2705mm) Width (1225mm) Tyres -Solid Hours = 80 Need fire extinguisher. Maximum Height of closed Machine – to enter building = 2.4 m LOAD TEST: COP29	
TOTAL		3		

5. GENERAL

- 5.1 The successful tenderer will be subjected to a workshop inspection by Transnet Engineering, to ensure that the facilities are to the satisfaction of the Transnet Engineering in terms of the quality control and equipment capabilities for manufacturing such type of equipment.

6. OTHER INFORMATION RELATED TO THE SCOPE

- 6.1 This specification states the minimum requirements relating to the work and in no way absolves the contractor from responsibility for sound ethical and engineering practices. Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering at tender stage and optional prices for addressing such omissions must be provided.
- 6.2 Any matter relating to this work, which requires a decision from Transnet Engineering shall be presented to the Project Manager in charge.
- 6.3 All offers shall be completed in every respect with this specification. Only completed tenders shall be considered.
- 6.4 The Technical Officer reserves the right to have the proposal checked independently by a third party.

7. HEALTH AND SAFETY REQUIREMENTS

- 7.1 All equipment whether detailed in this specification or not shall comply with the requirements of the Occupational Health and Safety Act 85 of 1993 as amended and all other applicable legislation including specific set of regulations and local authority bylaws where applicable. All equipment shall be designed **to be fail safe.**
- 7.2 All the necessary safety equipment such as guards over rotating equipment shall be supplied and the equipment shall comply fully with all the requirements of the South African Occupational Health and Safety Act, Act 85 of 1993 and all other applicable legislation including specific set of regulations and local authority bylaws where applicable. At all times during the manufacture, assembly and testing of the equipment the contractor will be responsible for the safety of all persons on site and the equipment.

Signature of Bidder/s: _____ Date: _____

7.3 SHE SPECIFICATION

Prior to commencement of contract, the contractor shall be issued with a SHE specification in order specification in order to compile a SHE files in line with TE requirements.

The Contractor's personnel directly involved with this contract, including those of sub-contractors, attend a **Safety induction course**. Transnet will provide the course free of charge and attendance is compulsory for all personnel under the control of the Contractor who, during the duration of the contract, will be present on site whether on a full time or adhoc basis.

The contractor must allow for all additional charges because of these requirements as no claims for extras will be accepted in connection with the foregoing.

7.4 As part of the legislative and TE SHE requirements.

The successful contractor is required to conduct a Risk assessment to ascertain all potential risks associated with this project. The completed risk assessment is to be formally submitted to the Risk department via the project manager at least two weeks prior to the commencement of the actual project. A safety file and associated documents will be required from a successful tenderer and such will be communicated by the Risk department.

8. SPECIALIST SUB-CONTRACTORS

8.1 Only specialist sub-contractors who have previously successfully completed work of the type and tent specified in this document should be engaged.

The tenderer shall provide the technical officer with sufficient proof of having suitable experience regarding the design and manufacturing of similar equipment. To this end, complete and detailed reference list shall be submitted with the tender. Reference list shall include addresses as well as contact person who may be visited for inspection of the equipment during the adjudication period.

8.2 The tender shall submit a complete list of proposed sub-contractors and suppliers of major components with his tender.

8.3 The tenderer shall be prepared to commit themselves in writing to the technical officer with an adequate, experienced and stable project team for the duration of the contract.

8.4 Transnet Engineering will not consider any Tenderer's offer that, in the sole opinion of Transnet Engineering, does not have adequate experience in the design and manufacture of such equipment.

8.5 Contractors shall do the installation simultaneously with other contractors on-site busy with other work and shall plan work that it integrates with other work performed.

9. GENERAL REQUIREMENTS

Operation will be in the following conditions:

Altitude	Sea level
Ambient temperature	0°C to 45°C
Relative humidity	50% to 100%
Atmosphere	Heavy saline

9.1 Tenderers shall indicate clause-by-clause either that they comply in every respect with the

Signature of Bidder/s: _____ Date: _____

specific requirements, or if not, exactly how it differs.

10. DEFINITIONS AND ABBERVATIONS

CLIENT	Transnet Engineering Salt River.
TECHNICAL OFFICER	Project Manager, Transnet Engineering.
CONTRACTOR	Contractor appointed under this specification document.
SABS	South African Bureau of Standards.
TE	Transnet Engineering.
VEHICLES	Forklifts.

11. PENALTY CLAUSES

11.1 Due to the criticality of this work, penalties will be levied for late deliveries.

TRANSNET LIMITED 12. SCHEDULE OF PRICES:

All prices **exclude Vat** and additional items listed (with prices) shall be clearly labelled as optional or essential.

Item	Monthly rental /vehicle	Cost of Load testing, service and others	Total price per month	Qty	(Sub-Total) = Total price /month x vehicle quantity x 1 month
3 Ton				5	
3.5 Ton				1	
4 Ton				1	
5 Ton				4	
7 Ton with offloading				1	
Grand Total (Excl. VAT) to tender form					R

Tenderer: _____

Date: _____

Witness 1: _____

Date: _____

Witness 2: _____

Date: _____

Signature of Bidder/s: _____

Date: _____

13. TENDER EVALUATION CRITERIA

The following criteria will be used to award the tender. Should there be a criteria over and above the listed below, that will be used, such criteria will be specifically stated.

REF		Criteria	Points	Bidder's Response		Bidders Comments	Scoring Method
				YES	NO		
1	Technical	Supplier to submit Equipment data sheet	20				20 Points = Submit Datasheet for all forklifts 0 Points = for not submitting data sheet for all forklifts.
2	Experience	Service provider shall be required to have proven track record in the supply and delivery of forklifts in the last 3 years. Three (3) or more references issued by the respondents clients on the letter head (Different clients)which shall be used to verify the respondents past performance. The reference must specifically have a contract period greater than 1 year where the respondent has provided forklifts which shall be used to verify the respondents past performance over the last 3 years.	20				20 Points = 3 references 10 Points = 2 references 0 Points = 1 reference Note 1: Reference letter must be greater than 1 year old. Note 2: Transnet's previous Purchase Order (PO) is acceptable Each PO number will count as one
3	Equipment	The service provide shall be required to have proof that the forklifts is new . Note: all services and maintenance will be the responsibility of the bidder. Evidence : forklift must not be more than 100 hrs ,picture of the forklift and odometer	30				30 Points = Proof that the forklift is brand new 0 Points = no proof that the forklift is new
4	Lead Time	Lead time from Contract award to commencement. Company letter head/ proof of lead time	30				30 points =4 weeks or less than 4 weeks 20 points =more than 4 weeks to 6 weeks 0 points =more than 6 weeks
			70				

Signature of Bidder/s: _____ Date: _____

14. COMPLIANCE VERIFICATION

ITS IS **MANDATORY** FOR ALL THE SUPPLIERS/BIDDERS TO COMPLETE THIS FORM. AN INCOMPLETE FORM WILL RESULT IN DISQUALIFICATION.

No.	Heading/Subsection	Compliance Indicate compliance by ticking or writing "yes".	Comment
1.	Scope of work		
2	Site inspection		
4	Specific requirements		
4.2	Scope of work (overview)		
4.2.2	Scope of work (forklifts)		
5.	Health and Safety requirements		
6.	Penalty clauses		
7.	Schedule of prices		

TENDERERS: PLEASE NOTE THAT YOUR TENDER WILL BE REJECTED IF ANY OF THE ABOVE ITEMS ARE OMITTED OR NOT FILLED.

Signature of Bidder/s: _____ Date: _____