

ANNUAL SERVICE & MAINTENANCE OF STU FORKLIFT

Site:

National Ports Authority

Date: 11-Aug-2025

| | |
|---|---|
| 1. SITE LOCATION | 2 |
| 2. PURPOSE | 3 |
| 3. OBJECTIVES | 3 |
| 4. SCOPE OF WORK | 3 |
| 5. DETAILED QUOTATION | 4 |
| 6. TECHNICAL REQUIREMENTS | 4 |
| 7. DOCUMENTATION ON AWARD | 5 |
| 8. QUALITY AND SERVICE | 5 |
| 9. HEALTH AND SAFETY REQUIREMENTS | 5 |
| 10. GOVERNING CODES, STANDARDS AND SPECIFICATIONS | 6 |
| 11. GENERAL RULES | 6 |
| 12. TOOLS AND MACHINERY | 6 |

1. SITE LOCATION

The work is to be completed at Mechanical Workshop, Port of Cape Town or Service provider Premises where the Service Provider required will report to the Mechanical Maintenance Department.

2. PURPOSE

The purpose of this work is to procure services from an external Service Provider to maintain and service STU forklift.

3. OBJECTIVES

To eliminate the risk of failure of the Forklift by performing required preventative maintenance.

Servicing the forklift to ensure equipment safety and increase equipment reliability. The service provider should critically evaluate the forklift from safety perspective to make sure it operates to safe working standard.

Transnet's objectives are to achieve completion of the work whilst still maintaining the highest quality and safety standards and minimizing disruptions to on-going port operations. Emphasis is placed on Transnet's commitment to safety and their objective of Zero Harm and achieving an incident free.

4. SCOPE OF WORK

The works comprise of Service and maintain forklift on a yearly basis or for every 2000 hours of operation/service hours. The Contractor is responsible, where necessary, for removal, replacement and repair of Forklift machine components. Service provider must submit a safety file prior to work commencement.

5. SCOPE OF WORK

Details of Equipment:

Make: LIUGONG STU Forklift
Serial no: CLG20002CNT051468
Model: CLG2120H-J
Engine: YC4A125-T300, 92kW

Annual Service task list.

4.1 Annual Service.

- Replace filter elements
- Check headlights, indicators, stop and reverse light
- Check and fix left and right rear tires
- Replace engine oil
- Replace engine oil filter element

- Replace fuel filter
- Replace coolant
- Replace oil suction filter element
- Replace oil for front axle
- Clean and lubricate axle bearing
- Drain and replace oil
- Master cylinder, brake piston cup, check valve and damage condition and replace
- Replace oil suction filter element for hydraulic tank
- Replace return oil filter
- Replace line connector tube, One(1) to two(2) years depending on its condition
- Supply and install damaged forward reverse switch, part number JK804A-HC
- Display digital hour-meter is flickering, repair or replace

6. DETAILED QUOTATION

All quotes are to be submitted in detailed format and itemized.

7. TECHNICAL REQUIREMENTS

The Service Provider shall provide the following on submission of quotation which will be used for the technical evaluation.

| Technical Requirements Criteria | | |
|---------------------------------|--|----------|
| 6.1 | Compliance to Scope and Work Requirements Evidence: Confirmation of the quotation is according to scope and work requirements. | Yes / No |

Note: Technical threshold is **1 "YES"** as the predetermined minimum threshold

Contract award evaluation will be based on the following:

- Method Statement
- Lead time (Start date, Lead time to complete)
- Price

8. QUALITY AND SERVICE

- 8.1. All services supplied and delivered to Transnet must be of excellent quality in compliance with the specifications. Should the goods or service(s) not be in conformity with the specifications, Transnet reserves 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.

- 8.2. 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.
- 8.3. The Service Provider must have roadworthy and licensed vehicles.

9. HEALTH AND SAFETY REQUIREMENTS

The service provider shall take full responsibility for ensuring that his employees and/or sub-service provider will comply with all relevant safety legislation while performing their function as required. In particular, the Service provider will:

- 9.1. Ensure that his staff is suitably qualified and experienced in order to work in equipment of this nature.
- 9.2. Issue suitable PPE to all his staff and ensure they are using it while performing their duties
- 9.3. Ensure that all his staff is medically fit as per SHERQ requirements.
- 9.4. During lifting operations, the Service Provider shall:
- 9.5. Immediately report any near miss or incident to the SHERQ department/Mechanical Technical Supervisor/Mechanical Technical Manager
- 9.6. Ensure that "permit to work" book is signed at mechanical workshop prior to commencement of work

10. GOVERNING CODES, STANDARDS AND SPECIFICATIONS

- 10.1. Occupational Health and Safety Act, 1993 (Act 85 of 1993) and the Driven Machinery Regulations of 2015.
- 10.2. SANS 2330:2007/ISO 2330:2002
- 10.3. SANS 10388
- 10.4. Safe Work Procedures for lifting equipment.

11. GENERAL RULES

- The appointed Service Provider will be required to stipulate a workmanship warranty.
- The appointed Service Provider will be required to meet stipulated delivery dates and outcomes as it relates to the Scope of Works.
- After every work that has been done by the external service provider, a performance test must be conducted by Infront of Transnet employees responsible for signing off the equipment.

12. TOOLS AND MACHINERY

The service provider is to provide all labor, material, tools and equipment necessary to carry out the work in the scope of work.