

# SCOPE OF WORK

## BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

### 1. PROJECT OVERVIEW

The Port of Port Elizabeth and the Ngqura Container Terminal's core business is the handling of bulk and containerized commodities.

#### 1.1 Port of Port Elizabeth Multi-Purpose (PEMPT)

At the Port of Port Elizabeth Multi-Purpose Terminal (PEMPT) a network of conveyors, storage areas and transfer houses forms the bulk of the infrastructure for the port operations, in addition; Ship Loaders, Stackers, Re-claimers are some of the larger equipment that is used by the terminal to handle cargo.

#### 1.2 Port of Port Elizabeth Container Terminal and Ngqura Container Terminal (PECT & NCT)

The two Container Terminals are equipped with Ship to Shore Cranes (STS), Straddle Carriers, Rubber Tyred Gantry (RTG), Haulers, Mobile Harbour Crane (MHC), Reach Stackers and Rail Mounted Gantry (RMG) used to handle cargo.

### 2. SITE LOCATION

The site is located on the premises of the two ports in Port Elizabeth namely: Transnet Port Terminals at the Port of Port Elizabeth (PEMPT and PECT) and Ngqura Container Terminal (NCT).

### 3. PURPOSE

The scope objective is to provide firefighting equipment maintenance services for Port Elizabeth Multipurpose Terminal, Container Terminal (TPT PE) and Ngqura Container Terminal (NCT) for a period of (4) four years.

### 4. SCOPE OF WORK REQUIREMENTS

The service provider shall provide the maintenance services to all fire-fighting equipment. This will include the following but limited:

- a. All work shall be executed by competent technicians to TPT PE and TPT NCT. The technicians or personnel and company to provide an SAQCC fire certification by
- b. All executed work shall have a warranty period of 12 months minimum this to include workmanship and replaced components.
- c. The fire equipment technicians will be expected to execute the following duties of sprinkler system, fire detection, gas suppression, fire pump, fire hose reels, firehydrants and portable

fire equipment maintenance by servicing, monthly inspections of fire extinguishers, testing, pressure testing and installations where needed.

- d. The monthly servicing where fire extinguishers are due, these will include fire extinguishers listed in the attached F1 document.

**e. Quantities and location of firefighting equipment attached Annexure F**

The pressure testing of fire extinguishers and fire hydrants, installation, painting and refilling of firefighting equipment and the provision of parts when required.

- f. Where units are condemned or out for pressure testing or repairs, the service provider needs to mount replacement units' equivalent to the size and type **within one week**, consult with the SHEQ department concerning replacement units available at the store.
- g. The Service Provider needs to provide the original invoice for any spare used for replacements during the service with their mark-up price.
- h. The Service Provider shall provide the maintenance services to the fire hoses and hose reels, which will include cleaning, pressure testing, patching and binding, yearlyoverhaul servicing, yearly testing.
- i. The Service Provider will be requested at times to service fire extinguishers on an adhoc basis in the event that the pressure gauge is identified to be low or a fire extinguisher gets used to extinguish fire.
- j. The Service Provider shall provide the maintenance services to the sprinkler system which will include: yearly overhaul servicing, yearly testing & servicing, as well as onrequest maintenance.
- k. Service Provider to test full functionality of the fire detection and suppression system on bi-weekly requirement by checking the following:
  - Check and test for voltages (230 AC and 24 VDC)
  - Check and test all signal lamps.
  - Check and test all alarms including the detection system.
  - Check and test external horns.
  - Check and test all detectors
  - Check all suppression CO2 cylinders.
  - Check all siren bells.
  - NB! All test to be simulated without dispersing the suppression gas.
- l. The servicing and maintenance of fire detection and suppression system at PEMPT shall be executed during the planned shutdown outages.
- m. The Service Provider shall provide the maintenance services to the fire detection, fire suppression system, fire alarm system, fire pumps and hydrants, foaming system, yearly overhaul servicing, yearly testing & servicing as well as on request maintenance and replacement of faulty parts. After maintenance, the service provider is required to provide a detailed report indicating defects and condition of the system. Replacement of parts or

fixing of faults needs to be done within one month after maintenance and service has been conducted.

- n. Inspection of all fire equipment on a quarterly basis and providing a report to the SHEQ Manager. Inspection schedule must be created by the service provider and provided to the SHEQ department splitting the inspections into different sections to be covered over 3 months due to the size of the Ports and number of fire extinguishers.
- o. The service provider must provide personnel who will be conducting the quarterly inspections.
- p. The Service Provider is required to create a schedule for all fire equipment and indicate their maintenance intervals. When the equipment is due for service the service provider must make arrangements to come to the Terminal and conduct the servicing and provide sufficient manpower for the job, not less than 2 Technicians to increase the turnaround time for maintenance.
- q. Upon completion of the maintenance and inspection, a report indicating defects identified must be provided to the SHEQ department. Repairs of defects must commence within one month after maintenance has been conducted e.g. (pressure testing, fixing of damaged parts in fire extinguisher, fixing faults in fire detection system etc.)
- r. The Service Provider shall bring the technicians and their assistants at the Port for induction and orientation of the TPT PE and NCT Safety, Health, Environment and Quality (SHEQ) policies as well as the procedures. The work will be carried out under the supervision or inspected when finished by the relevant supervisor of the area and the service provider shall be responsible for the acts and omissions of its employees. Once the supervisor is satisfied with the work, he will sign the register.
- s. On completion of the work on all the areas, the service provider shall bring the **signed registers or job card** of the work done and the **compliance certificate** to the SHEQ representative to certify that the work has been done according to the legal required standard. Refer to Compliance on item 4.
- t. At the end of each month or work done the service provider shall make out a **detailed job card**, have it signed by a Transnet Port Terminal representative at the Transnet Port Terminals SHEQ Department. A copy of the original job card with the tax invoice must be handed in.
- u. The Service Provider shall be required to scheduling of work:
  - The Service Provider shall have first-hand knowledge of contracts of this nature, his own capabilities and the current activity in the engineering is to give a schedule time for execution of the works; and
  - The Service Provider must note that other parts of the terminal will be operational during the execution of all onsite work.
  - The successful Service Provider would be required to schedule his site work such that it does not interfere with the terminal's operations or there is minimal disturbance to operation

## **5. COMPLIANCE**

The service provider shall ensure that all the statutory laws pertaining to but not limited to the handling of compressed cylinders, transportation of hazardous material, labour relations, occupational health & safety and national building regulations act are complied with.

**a.** The service provider must submit:

- The proof of company registration with ASIB for sprinklers,
- SAQCC Fire for fireextinguishers, fire detection and alarm as well as gas suppression.
- Valid letter of good standing as proof of registration to the Compensation Commissioner.
- Risk assessment for the work to be done.
- Proof that its personnel (technicians) have been trained and registered with SAQCC Fire.
- Proof of registration with SABS 1475 (must be the current certificate not the expiring one).
- Proof of registration with SANAS or the agreement to use the SANAS approved company.

**b.** The Service Provider shall at all times act professional while in the premises of TPT.

## **6. RETURNABLE DOCUMENTS**

**a.** Quality Assurance Certificates:

- Proof of company registration with ASIB, SAQCC, SANAS and SABS 1475. The Service Provider to attach proof of registration to E1 Eligibility Returnable Schedule.
- Quality assurance plan and safety management systems employed by the company e.g., ISO, SANS, etc. The Service Provider to attach quality management plan or ISO 9001 certificate to T2 Returnable Schedule.
- Provide proof of previous quality control measures deployed in some or other projects completed by means of certificates or any other means. The Service Provider to attach quality control plan previously deployed in other projects or certificate to T3 Returnable Schedule.
- Proof that its personnel (technicians) have been trained and registered with SAQCC Fire. The Service Provider to provide certificates of competence with SAQCC Fire certificate who will be deployed in the contract and attach this to T4 Returnable Schedule.

**b.** Project Team members':

- Project crew with valid certificates of competence in firefighting equipment maintenance. The crew (technician and inspector) shall have a minimum experience of three years in the field.
- Company organogram indicating the project team members to be allocated for TPT.
- The Service Provider to attach crew CVs indicating experience and Organogram to T5 Returnable Schedule.

**c. Tools and Equipment:**

- All machinery (Electrical, mechanical tools) used for the maintenance of fire-fighting equipment to have valid certificates from approved authorities (SABS, etc)
- The Service Provider to attach the tools and equipment list inclusive of certificates to T6 Returnable Schedule.

**d. Years of experience, track record and value of contracts:**

- Years of experience of the firefighting equipment inspector. TPT requires three (3) years or more of experience.
- The Service Provider to attach traceable track record, submit three (3) reference letters of completed work from previous clients to T7 Returnable Schedule.

**ESSENTIAL DOCUMENTS:**

- e.** The Service provider must comply to the scope of work requirements detailed on section (3) and (4). They shall submit a signed confirmation letter on a company letterhead to confirm that they will comply to the scope of work requirements. Attach confirmation letter to T8 Returnable Schedule.
- f.** The Service Provider shall provide a confirmation letter on a company letterhead indicating that they shall ensure that all aspects of the project are conducted in accordance with the best engineering, legal and environmental standards that will be used on this project, e.g. ASIB, SAQCC, SANAS and SABS 1475. Attach confirmation letter to T9 Returnable Schedule.
- g.** The Service Provider shall have a warranty minimum period of 12 months for all executed work this to include workmanship and replaced components. Attach confirmation letter to T10 Returnable Schedule.
- h.** Any lifting equipment, ladders and scaffolding to be used for any of the works to be done is to have inspections logbooks and load test certificates
- i.** Health and safety legal appointments

**7. TPT TO SUPPLY**

- Gate access for service provider to attend site meeting(s).
- TPT to provide fire equipment list and location.

## **8. SECURITY REQUIREMENTS**

The service provider will need to comply with the following security requirements once the SHE file has been approved:

- Copy of Identification Document (SAPS Certified)
- Duration of permit required.
- Name list of persons and list of vehicles
- Copy of Safety Induction Register
- Copy of Medical fitness certificates
- Driver's licenses for all vehicles drivers (SAPS Certified)
- Valid roadworthy certificate for all vehicles / copy of latest license renewal
- Hired vehicle – Proof of Lease agreement.

## **9. SHERQ TPT- PE FILE SITE REQUIREMENTS**

- The following documents must be submitted with the SHE file @ PE & NCT by the successful service provider for approval at the TPT SHEQ department before any work commences:
  - SHERQ, SHE file requirements
  - Contractor Questionnaire
  - Section 37 Mandatory Agreement

## Annexure F1: Fire Equipment List

PE TERMINALS FIRE EQUIPMENT			
Area	Equipment	System Type	Comments
PEBULK	A Reclaimer E-House	4 Zone Detection System	
	B Reclaimer E-House	4 Zone Detection & Suppression System	
	C Reclaimer E-House	4 Zone Detection System	
	A Stackler E-House	4 Zone Detection System	
	B Stackler E-House	4 Zone Detection System	
	A Ship loader E-House	4 Zone Detection System	
	B Ship loader E-House	4 Zone Detection System	
	T9 MCC Room	4 Zone Detection System	
	T9 Substation Room	4 Zone Detection System	
	T8 MCC Room	4 Zone Detection System	
	Container Substation	4 Zone Detection System	
	T9 Substation Room	4 Zone Detection System	
	Ore Berth Resistor Room	4 Zone Detection System	
	Ore Berth Transformer Room	4 Zone Detection System	
	Ore Berth MV Room	4 Zone Detection System	
	Ore Berth LV Room	4 Zone Detection System	
PECT	MHC (Mobile Harbour Crane)	Detection & Suppression System	Egonharig Flamtron (Fire and Extinguishing system with TMZ-4-D-Central unit).
	STS Crane 4	Detection & Suppression System	
	STS Crane 3	Detection & Suppression System	
	SHED 101	Sprinkler System	
	SHED 100	Sprinkler System	