



SPECIFICATION FOR HIRING AND SERVICING OF 5 TON FORKLIFT FOR PROCUREMENT STORES IN THE PORT OF DURBAN

PROJECT SPECIFICATION AND SPECIAL CONDITIONS

1. SCOPE OF WORK

This contract covers the hiring, servicing and full maintenance of five (5) Forklift on and as when required basis for a period of thirty six (36) months for Procurement Stores in the Port of Durban.

2. FUELING , SERVICING AND MAINTENANCE

- 2.1 Transnet National Port Authority will supply petrol/ diesel as required
- 2.2 The contractor shall provide all material, tools and equipment required and will perform servicing on as when required. All servicing, maintenance and repairs are at the contractor's own expense and in contractor's own time.
- 2.3 The cost of servicing, maintaining and repairing by the contractor shall be included in the hourly rates worked, and will not be paid for as a separate item.
- 2.4 Only suitable qualified and trained persons may inspect, maintain or repair the plant.
- 2.5 The plant must be provided with appropriate safety checklists as stipulated by legislation and manufacture.
- 2.6 The plant shall be maintained as per the O-E-M (Original Equipment Manufacturers) specifications
- 2.7 A maintenance, service and fueling logbook must be provided with the plant for – Regular monitoring by the stores or any Transnet National Ports Authority appointed personnel.
- 2.8 The contractor shall keep records of all maintenance and servicing, including testing and commissioning, as well as any alterations made to the plant.

3. MECHANICAL CONDITIONS

- 3.1 No plant shall be accepted until it has been examined and the contractor is in possession of certificate signed by the stores that item is in an acceptable condition
- 3.2 All plant shall be in good condition and shall be maintained by the contractor in good mechanical and roadworthy condition for the duration of the contract.

4. AVAILABILITY

- 4.1 The plant shall be supplied at the place of work within two (2) working days from the date of the award of the contract.
- 4.2 After the plant has been accepted at the place of work, the contractor shall ensure that it is available for such periods as may be required and as determined by Procurement Stores



5. NON –AVAILABILITY

- 5.1 In the event of the plant not being available for work, the contractor shall provide a mechanically operational replacement of at least the same capacity for the period of absence at no additional expense on Transnet National Ports Authority within 48 hours.
- 5.2 No payments will be made by Transnet National Ports Authority for the cost of any repairs.
- 5.3 The contractor will be required to perform his duties in a professional manner at all times.

6. MOVEMENT OF PLANT

- 6.1 The contractor shall deliver the plant complete in all respects, in a fully operational condition, at the initial place of work as desired.
- 6.2 The time taken to move the plant from one workplace to another will be treated as working time when the plant is moved under its own power.
- 6.3 Transnet National Ports Authority reserves the right to alter the place of work to suit its own requirements.

7. ACCOMODATION

Transnet National Ports Authority will provide no accommodation of any description for the contractors use. The plant will be kept within a secured are when not in use and after hours.

8. OPERATION OF THE PLANT

- 8.1 The forklift will only be operated by Transnet National Ports Authority trained and certified staff for the duration of the contract.

9. SITE DOCUMENTATION

- 9.1 The contractor shall supply an A4 size triplicate carbon copy book with detachable Numbered sheets. This logbook must stay with the contractors plant at all times. A daily log of hours and breakdowns shall be kept each day on a separate sheet.
- 9.2 The contractor must ensure that the log sheet are signed and date stamped by the Site Supervisor or stores before submitting such documentation for payment.

10. SPECIFICATION

5 –Ton forklift with License Disc and Number plate, minimum load carrying capacity (w): 5000 kg

Year of Manufacture : Not earlier than 2011

Equipped to operate in inclement weather : Original construction and registered Machinery



Equipped to move and bend all side

The following safety devices must be in place

- Rear View mirror
- High visibility colour (Reflective tape)
- Side shift 300mm
- Fork Length 144mm
- Lifting Height 4,5m
- Fire extinguisher
- Speedometer and petrol gauge
- Roll over protection and Seat belts
- Forklift weather protection, roof cover

Transnet National Ports Authority reserve the right to inspect the plant as well as the Maintenance infrastructure available prior to the contract. It is a condition of this tender that a logbook for the plant on offer for hire be provided to Transnet National Ports Authority.

The contractor must comply with the requirements of the Occupational Health and Safety Act, with specific mention of the Driven Machinery Regulations

11. DURATION OF THE CONTRACT

The contract duration will be for thirty six (36) months, based on whichever comes first between the value and the contract period.

12. WORKING HOURS

The actual working hours for this contract shall be between 07:00 to 15:30 daily Monday to Friday. The machine will not be required to work the hours in full. (Estimated working hours- 4 hours per day 80 hours a month)

13. AREA OF OPERATION

The area of operation will be within the limits of the Port of Durban.

14. PROPOSED TECHNICAL EVALUATION (A Tender that scores less than 60 for functionality will be regarded as submitting a non- responsive tender and will be disqualified)

Description of Criteria	Criteria	Breakdown	Maximum
Tenderers must submit Photographic copy of 5 ton Forklift as per spec that is displayed on the Data plate. (With manufactured date , disc and number plate)	Specification	Latest manufactured date 2015 to 2018 = 10 2011 to 2014 = 8 No photographic copy with manufactured date =0 License disc and number plate =10 No license disc and number plate = 0	20
Tenderers must submit a copy of proof of previous 6 monthly maintenance / service plan / records that was undertaken on the forklift, as per the OEM specification	History of Forklift	Proof of previous monthly maintenance/Forklift record = 20 No proof of previous maintenance record= 0	20
Tenderers must submit a commitment letter stating they will respond to breakdown within 24 hours	Response to breakdown	Breakdown commitment letter within 24 hours =10 No breakdown commitment letter = 0	10
Tenderers must submit a commitment letter to indicate they have 2 Forklift technicians available for breakdowns	Technicians	Technicians commitment letter provided = 10 No Technicians commitment letter = 0	10

<p>Tender must submit a letter of confirmation with the tender document to confirm that the following safety devices are in place:</p> <ul style="list-style-type: none"> • Rear view Mirror • High visibility colour (Reflective tape) • Side shift 300mm • Forklift length 1440mm • Lifting height 4,5m • Fire extinguisher • Speedometer and petrol gauge • Roll over protection and seat belts • Forklift weather protection 	Safety	<p>Confirmation Letter provided with all safety device =40</p> <p>No Confirmation Letter provided with all safety device = 0</p>	40
Total			100