



**PROVISION OF MOBILE CRANE HIRING SERVICES AT
THE SALDANHA TERMINALS (IRON ORE AND MULTI
PURPOSE TERMINALS) ON AN AS AND WHEN
REQUIRED BASIS FOR A PERIOD OF 3 MONTHS**

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Site: Saldanha Iron Ore Terminal

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1. DEFINITIONS

Commissioning:

The process of assuring that all systems and components of a building or industrial plant or product designed, installed, tested, operated, and maintained according to the operational requirements of the owner or final client.

Contract

An agreement with specific terms between two or more parties or entities based on mutual consent, which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.

Contract Manager

Transnet employee who is authorised to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the contractor to ensure that the specifications of the contract met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity of work). A contract manager has the role of executing the plan to achieve the deliverables. This person receives all his authorisations from the project initiator and the stakeholders.

Contract Owner

The person who requires a specific product, goods or services and who is responsible to provide the budget and approval.

Contractor

An employer (organisation) or a person performing any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers and Contractors.

Contractor Execution Plan

A site, activity or project specific documented plan in accordance with the client's project requirements. The Contractor to Transnet submits a plan for approval prior to mobilization on site. The Contractor Execution Plan includes, inter alia: Health and Safety, Environmental, Energy, Quality, Delivery plans etc.

Contractor Compliance File a file or other record containing the information in writing required by Transnet.

NB: A file must be submitted for each discipline where applicable e.g. health and safety, environment file etc.

Job Owner:

Any permanent employee of BTS who been trained, tested and found competent, and appointed in writing for the purpose of carrying out or supervising work on plant, machinery and equipment.

Risk Assessment

A risk assessment in this procedure means the process where all risks associated with the contract and its execution identified, mitigated and managed.

Specification

A detailed prescription of the Integrated Management System (IMS) requirements to which equipment, construction, product or service has to comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

Lockout:

The fitting of a padlock (or calliper and padlocks) to an isolator switch so that it cannot be returned to an operating condition.

Permit Acceptor:

Any person who has been appointed in writing to receive a Permit to Work for the purposes of carrying out or supervising work on equipment.

Permit Issuer:

The operations shift manager will be responsible for the issuing of permits.

Permit Number:

A number issued by CCR that logs the work performed, the person responsible for the work and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

Permit to Work:

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

Responsible Supervisor:

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

2. ABBREVIATIONS

IMS:	Integrated Management System
ISO:	International Organization for Standardization
OHSAS:	Occupational Health and Safety Assessment Series
POM:	Policy Manual
PROC:	Procedure
SOP:	Safe Operating Procedure
QMS:	Quality Management System
SANS:	South African National Standard
SMS:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
WI:	Work Instructions

3. BACKGROUND

Transnet Port Terminals, Iron Ore Terminal and Multi-Purpose Terminal are a bulk and break bulk material handling facilities that handles iron ore. The iron ore is offloaded from the wagons at the Tipplers, from where it is either directly conveyed onto the vessels via the Ship loaders/Mobile Ship loaders or onto the stockpiles via the Stacker/Reclaimers and Trucks. On a daily basis, TPT personnel perform maintenance tasks. These tasks include the lifting and positioning of plant critical equipment, which can weigh up to 20 metric tons. Without the regular repair, replacement and refurbishment of this equipment, the plant will fail to operate which poses a significant business risk. Equipment is loaded onto trucks at the workshops, transported to the relevant plant equipment and positioned using mobile cranes.

Due to the complexity of maintenance tasks, lack of skilled resources, high staff turnover, and challenges attached to the recruitment of qualified staff, and TPT not having mobile cranes in its current operational fleet, a vendor is required to provide mobile cranes service.



Picture 1: Pulley replacement



Picture 2: Bucket wheel repairs

Picture 1 & 2 above provides reference on the daily maintenance tasks executed with the aid of mobile cranes services. These repairs would not be possible without these services available to the business and would lead to operational downtime, poor service delivery to clients and impact on the Iron Ore Corridor. Reliability of equipment is under serious scrutiny as this is fundamental to support productivity standards attached to contractual obligation and business demands. In order for plant equipment to operate and maintain operation, a comprehensive mobile crane service is required at the Iron Ore and Multi-Purpose Terminals in Saldanha. It is important to note that there is no alternative to the service provision, the service is essential and most technical work cannot be executed without the mobile crane service.

4. SCOPE OF REQUIREMENTS

- 4.1 The Mobile Crane Hire Service includes, but is not limited to, 35 Ton Crane, 50 Ton Crane, 80 Ton Crane and 120 Ton Crane, "Hereafter referred to as equipment".
- 4.2 A crane shall at all times be fitted with full counterweights equivalent to its load rating as per the crane's loading chart.
- 4.3 All cranes shall be fitted with wind speed meters and all relevant safety devices.
- 4.4 All equipment supplied must have a valid fit for duty certificate.
- 4.5 The Service Provider will transport the equipment, by means of truck or necessary transportation to a site within the Iron Ore Terminal and Multi-Purpose Terminal, and commission the equipment as per TPT's instruction.
- 4.6 Upon completion of the utilization thereof, the service provider will decommission the mobile cranes and remove off TPT site by the same or similar means of transportation.
- 4.7 The Service Provider should have available as a minimum of one (1) Mobile Crane as per the above-mentioned tonnages (4.1),but a provision of two (2) crane per class for shutdown will be required.
- 4.8 The Service Provider(s) will be notified in advance to arrange additional crane requirements.
- 4.9 The Service Provider drivers/ staff/ employees must have a valid operator's license to operate the equipment.
- 4.10 Allocate drivers to TPT who hold a valid Professional Drivers Permit ("PDP") and valid Code EC driver's license in respect of the required vehicle to transport the equipment to the TPT site; and
- 4.11 Allocate crane operators to TPT who have clean criminal records and sober habits and are medically fit to perform their function.
- 4.12 The Service Provider(s) to exercise care and diligence when carrying out duties arising from the Mobile Crane Hiring Service.
- 4.13 The Service Provider(s) to adhere to TPT's regulations, rules, operating methods and procedures whilst providing the service.
- 4.14 The Service Provider shall compensate in full, the loss sustained by TPT because of damage or theft of TPT property or material during discharge of activities/service.
- 4.15 Conformance to the agreed terms and conditions, read in conjunction with the Service Level Agreement, is critical.
- 4.16 The Service Level Agreement will be part of the agreement and will be signed by the Successful Bidder; a draft thereof attached for your perusal.

- 4.17 The Service Provider will be solely responsible for all consequences apart from the liberty to lodge complaints before the appropriate authorities in the event of any of their staff found indulging in any undesirable or unfair activities on the premises of TPT.
- 4.18 Any damage cause to equipment / or items available at the office premises due to negligence of the Service Provider's work force shall be entirely on the Service Provider, the amount so involved on this account shall be deducted from the payment due to the Service Provider.
- 4.19 Before work commences, the Supervisor/Manager of the Service Provider must verify and communicate the duration of the work to the TPT Supervisor/Manager.
- 4.20 The service provider to ensure that all the necessary skills, resources, equipment and expertise are supplied to execute the works.
- 4.21 All services must be available on a 24-hour basis.
- 4.22 Reaction time for replacement of a mobile crane service if service is stopped, will be 3 -hours from logging the call.
- 4.23 Traveling/daily allowances shall not be payable to the supplier, its representatives, and officials engaged by it for their visit to TPT sites or any place where the service provider is required to perform their service for TPT.
- 4.24 The service provider shall provide PPE to all staff including badges/identity cards and shall ensure that their appearance is presentable in all respects.
- 4.25 The service provider to supply their own tools, consumables and equipment to carry out these repairs and maintenance task on mobile cranes.
- 4.26 The scope of work broadly described herein and assigned to the suppliers as their area of responsibility is inclusive of all consultancy and other services required in connection with the completion of work. The rendering such consultancy services will not entitle the suppliers to charge any additional fees in as much the same as included in the overall professional fees payable to them.

5. DUTIES

5.1. Duties to be performed includes the following:

- 5.1.1 The scope of work will be on an "as and when required basis" to perform the following:
- 5.1.2 Supply mobile cranes on a 24-hour basis. (Monday to Sunday, including public holidays, to support TPT's 24 hour operation);
- 5.1.3 Crane sizes: 35ton, 50ton, 80ton and 120ton

- 5.1.4 The service provider is responsible for the transportation , commissioning and site establishment of the mobile cranes ,within the Iron Ore Terminal as per TPT's instruction;
- 5.1.5 Upon completion of the utilization thereof, the service provider will decommission the mobile cranes and remove off site by the same or similar means of transport.

6. PROCEDURE OF WORK ACTIVITIES

- 6.1 The Service Provider shall be fully responsible to TPT for the acts and omissions of its employees, permitted sub-contractors and agents.
- 6.2 No sub-contractor may be appointed by the Service Providers without the prior written consent of TPT, who shall be entitled to withhold such consent without assigning any reason therefor. If granted, then the particular Service Provider shall nevertheless remain liable to TPT as a principal for the fulfilment of all of the obligations of the sub-contractor.
- 6.3 The Service Provider may not cede, assign, make over or delegate any of its rights and/or obligations to any third party without the prior written consent of TPT.
- 6.4 The Service Provider will ensure that all tasks applicable to its service are supervised at all times taking into account TPT's safety requirements.
- 6.5 The Service Provider undertakes irrevocably in favour of TPT that it will at no stage during the performance of the Mobile Crane Hire Service, use Equipment or Vehicle(s), which is not to the knowledge and belief in safe, good and proper working order.
- 6.6 The Service Provider shall in all aspects, organize his work, systems, environment, process control, documentation and tools, plant, inspection, measuring and testing equipment etc. as per instruction of TPT engineer / technician.
- 6.7 Service provider will ensure that lead times are adhered to.
- 6.8 The Service Provider shall ensure that the equipment is adequately insured against risk whilst on Transnet's premises.
- 6.9 The Service Provider agrees to immediately report to TPT any health incidents that pose a risk to TPT's operations.
- 6.10 After completion of work, the service provider must supply TPT with a Time Sheet, which indicates the Actual Hours Worked, Time of Arrival and Time of Departure. The service provider representative and TPT representative must sign this Time sheet. No payment will be made without this document.

7. PROJECTED HOURS

Below is the projected hours for the cranes

7.1. Crane Operating Hours

Nr.	Description	Qty.	Nr. Of Projected normal hours	Nr. Of projected after hours
1	35 TON Mobile Crane	2	200	100
2	50 TON Mobile Crane	2	100	50
3	80 TON Mobile Crane	2	100	50
4	120 TON Mobile Crane	2	300	150

7.2. Site Establishment

Crane Size	Nr. Of Projected Site establishments
35 TON Mobile Crane	30
50 TON Mobile Crane	15
80 TON Mobile Crane	15
120 TON Mobile Crane	45

8. TECHNICAL REQUIREMENTS

Service Providers evaluated according to the following criteria:

Technical Criteria	Weightings
<u>Experience</u> The Service Provider shall be required to have a proven track record in Mobile Crane Hiring Services for a minimum period of three (3) years	<ul style="list-style-type: none">• 30 points = Two (2) written references issued by respondent's client (different clients)• 15 points = One (1) written references issued by respondent's client (different clients)• 0 points = Zero (0) written references issued by respondent's client (different clients)

<p><u>Supporting documents</u></p> <p>Two (2) written references which shall be used to verify the Service Provider's previous performance and service delivery. Kindly note that the references must specifically set out whether the service provider is experienced in the capacities as set out above.</p>	
<p><u>Qualification:</u></p> <p>The Service Provider shall have two (2) experienced and qualified operators with five (5) years cumulative experience in operating mobile cranes</p> <p><u>Supporting documents</u> – Comprehensive CV including qualifications and valid training certificates of experienced Mobile Crane Operators</p>	<ul style="list-style-type: none"> • 25 points = Two (2) Comprehensive CVs submitted which includes qualifications and valid training certificates of Operators with five (5) years cumulative experience in operating Mobile Cranes • 15 points = One (1) Comprehensive CVs submitted which includes qualifications and valid training certificates of an Operator with five (5) years cumulative experience in operating Mobile Cranes. • 0 points = Comprehensive CVs submitted which includes qualifications and valid training certificates of Operators with less than five (5) years cumulative experience in operating Mobile Cranes/No CVs submitted
<p><u>Maintenance and Road worthiness compliance:</u></p> <p>Service Provider shall supply applicable historical maintenance documentation and road worthy certificates for each crane class indicated ie 120Ton, 80Ton, 50Ton and 35Ton</p> <p><u>Supporting documents</u></p> <p>Service Provider to submit up to date and valid Maintenance/services records and road worthy certificates of the four (4) classes of mobile cranes which will be utilized on site</p>	<ul style="list-style-type: none"> • 25 Points = Up to date and valid Service records and road worthy certificate's submitted for all four (4) classes of mobile cranes which will be utilized on site • 15 Points = Up to date and valid Service records and road worthy certificate's submitted for three (3) classes of mobile cranes which will be utilized on site. • 10 Points = Up to date and valid Service records and road worthy certificate's submitted for two (2) classes of mobile cranes which will be utilized on site • 0 Points = Up to date and valid Service records and road worthy certificate's submitted for less than two (2) classes of mobile cranes which will be utilized on site/No or not up to date or invalid service records and road worthy certificates submitted.
<p><u>Response time</u></p> <p>Service Provider is required to respond and be ready to execute</p>	<ul style="list-style-type: none"> • 20 points = Response time submitted of less than three (3) hours to respond and be ready to execute the works upon receipt of a notification

<p>the works within three (3) hours upon receipt of a notification.</p> <p><u>Supporting documents</u></p> <p>A written confirmation on a contractor's letterhead indicating the response time to deploy to the site and be ready to execute the works upon receipt of a notification/call out</p>	<ul style="list-style-type: none"> • 10 points = Response time submitted of three (3) hours to respond and be ready to execute the works upon receipt of a notification • 0 points = Response time submitted of more than three (3) hours to respond and be ready to execute the works upon receipt of a notification/No response time submitted
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The minimum qualifying score required is 70 out of 100

9. GENERAL SAFETY AND COMPLAINE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements.**
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training confirmed. Approved Employee Profile Dossiers includes certified copies of medicals, identity documents, competencies etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net.**
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval COVID 19 Checklist TPT-IMS-SLDT-CL-014-001.1 & TRN-IMS-GRP-TMP-014.11** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines, TRN-IMS-GRP-GDL 014.4 Contractor Environmental and Sustainable Specification Guideline, TRN-IMS-GRP-GDL 014.6 Contractor Quality Specification Guideline and TRN-IMS-GRP-GDL 014.5 Contractor Security Specification Guidelines**
- Principle contractor approve **Mandatarly Agreement** in terms of **section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submit to Contractor Manager to agree.
- The Principle Contractor must **submit written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.

- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.
- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements**.
- SITE ESTABLISHMENT:
- All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.
- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access granted with Service Provider.
- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor by Contractor Manager.
- CLOSE OUT PHASE
Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist**.
- TESTING AND COMMISSIONING:
The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.
- The service provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- The service provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as per required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- Service provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021_Lock Out Procedure** and lock out and isolation done by Trained and competent employees with conjunction with TPT competent.
- Service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993 , other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.

- Service provider to ensure that all employees involved in activity is informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved prior to sub mission to Contractor Manager.
- Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not be disposed within TPT waste skips. Removal of Hazardous waste will be contractor's responsibility and Disposal Certificate submitted to SHEQ after waste has been disposed safely.
- The Service Provider to ensure full compliance to TPT COVID 19 requirements and Government Safety measures regarding preventing the spread of the COVID 19 virus.

Contact the following employees at SHERQ Department:

SHERQ Manager MPT: Werner Labuschagne

Email: Werner.Labuschagne@transnet.net

Contact number: 022 703 4945

SHEQ Manager BTS: Marlon Saayman

Email: Marlon.Saayman@transnet.net

Contact number: 022 703 4958

10. ANNEXURE

12.1 TPT-IMS-SLDT-CL-014-001.1 Contractor COVID 19 SHE File Assessment Checklist

12.2 TPT-IMS-SLDT-GDL-014-001.2 Guide -Contractor COVID 19 Work Plan

Compiled: Acting Technical Manager Name : Signature: Date :	Reviewed : Engineering Manager Name : Signature : Date :
Approved: Acting Senior Engineering Name : Signature : Date :	