

SCOPE OF SERVICE FOR THE PROVISION OF PILOT BOAT SERVICES WITH CREW ON AN AS-AND-WHEN-REQUIRED BASIS FOR A PERIOD OF TWELVE (12) MONTHS.

1. INVITATION TO SUBMIT A PROPOSAL

Port of East London Marine services (the "Authority") invites proposals from firms capable of providing the pilot boat services for Port of East London on an as-and-when-required-basis for a period of 12 months. The Authority provides marine pilotage services as mandated by the National Ports Act and its associated regulations. This Request for Proposal is for the provision of the services of the pilot boat services with fully qualified crew as and when required.

Port of East London is equipped with one work boat and its specification is as follows:

- **Name** : **Tristan Tern**
- Call Sign : ZR 3734
- Official No : 39809
- Dimensions : L=17.76m, Breath=6m,
- Hull's material : Steel
- No of Mast : 1
- Gross Tonnage : 69.70 t
- Motor : Twin Screw

2. SCOPE OF WORKS AND GENERIC CONDITIONS OF CONTRACT

2.1) SCOPE OF WORKS:

- a) The gross tonnage of the vessel to be between 18 grt to 100 grt.
- b) The Pilot boat will be utilised for shipping for Port of East London as and when required in the port.
- c) The vessel to render both services for incoming and sailing of foreign vessels during day and night.
- d) The boat must have safe landing/disembarkation platform with no impediments for safe embarkation and disembarkation of pilots.
- e) The Crewing of the vessel must be capable of recovering a pilot in an unfortunate incident of anyone falling overboard and the drill to be conducted prior commencement of contract to exhibit the capabilities to recover victim from water.
- f) Company to provide the list of incidents and indicate how the incidents were investigated and closed. The operator's SOPs relating to this work and emergencies.

- g) Prior to the operations the service provider to undertake safety and familiarisation drills with marine pilots in the Port of east London.
- h) Pilot boat to berth in Port of East London for duration of service request.
- i) Port of East London to allocate the berth for berthing of the Pilot Boat.

2.3 CONTRACT DURATION:

- a) The services will be required only if the TNPA craft is not available to undertake the operation.
- b) The duration of this contract commences after the issue of purchase order for a period of 12 months maximum.
- c) The completion date for the services will be advised by the project manager (after months)

2.4 CONTRACT MANAGEMENT:

- a) The operations will be managed by the Marine Operations Manager Port of East London.
- b) For each specific request, Port control will contact service provider office on the recording line requesting services.
- c) The requested service shall be provided at the designated site within a reasonable time after the call has been made. The service can be required at short notice in case of breakdown on 24-hour basis and must be available between **one to three hours** from the first request for service.
- d) The service provider must ensure that he/she has all the resources (pilot boat and qualified crews), essential to execute the service covered in this contract. The rates in the Bill of Quantities will be deemed to cover all these costs.
- e) All other conditions of contract shall be as per the TNPA Port of East London Procurement Department's contract documentations and procurement policies.

3. VEHICLES, PLANT & EQUIPMENT:

- a) The Service provider must ensure that all vehicles, plant & equipment to be used on site (where necessary) and in the Port are kept and maintained in good condition and working order.

- b) Parking of the service provider's personnel and vehicles in the Port will be at the servicer's risk. No long-term storage or parking is allowed.

4. SERVICE PROVIDER' STAFF TO BE USED ON SITE:

The Service provider' personnel on site must:

- a) Man the craft as per manning document from SAMSA relating to size of the vessel.
- b) Be inducted by the TNPA SHE Department and Pilot Exemption before working in the port. Exemption will be issued by the Harbour Master department after the Marine Pilot has conducted interviews.
- c) Be fully kitted with safety and personal protective equipment (PPE) necessary for the task to be performed on board and in the Port.
- d) Be certified, skilled and competent to conduct their duties to meet SAMSA's requirements and any other relevant regulations requirements. e.g. SOLAS Regulation.
- e) Conform to acceptable standards of behaviour and dress appropriately. The service provider must have uniform which is good condition and presentable as pilots are the ambassadors of the country.

5. WORKING HOURS

- a) The working hours shall be as and when required on a 24-hour basis.
- b) The Service provider must not vary the working hours/refuse to provide service at certain hours without written instruction/verbal instruction from the TNPA Project manager or representative through port control. Port of East London operates on a 24-hour basis. Please note that there is NO standby fee; the service is ad-hoc as needed arises.

6. DAILY SITE DIARY

- a) The service provider must submit to the TNPA Supervisor/Pilot for verification and sign off, of daily records and period of operation. The document must have the following information
 - Name of the vessel serviced

- Type of movement
 - Start- up time, pilot boarding time and cast of from quay- (Docking)
 - Pilot's name and surname.
 - Pilot's boarding time- Customer Vessel
 - Start- up time and cast of from quay-(Undocking)
 - Pilot's disembarkation time-From Customer Vessel.
 - Pilot's name and surname upon embarking the pilot boat.
 - Shut- down time, pilot disembarking time and along-side quay.
 - Pilot to sign off the occupational sheet.
 - Notification time for steaming across ports, Start-Up time and arrival time to Port.
 - Name and position of the individual that requested the service
- b) All movement diaries shall be signed off by the TNPA Marine operations/representative manager and submitted together with the monthly invoices. This must happen within 24 hours after the operations.

7. COMMUNICATION

- a) All communication and instructions shall be via, telephone, email or letter and radio mostly by Port Control.
- b) All verbal communication and instruction made be it on site or elsewhere shall be confirmed in writing by the Marine Operations Manager or representative.
- c) The Service provider shall provide all their contact details with their tender submissions.
- d) All data provided to the Contractor during the contract period is the property of TNPA Port of East London.
- e) No sharing, copying, or use of the data for personal gain, will be allowed without the written approval from TNPA Port of East London.
- f) TNPA reserves the right to conduct unannounced audits by the SHE and HM departments.

8. **COMPLIANCE**

- a) The Service Provider must comply and ensure that the staff complies with the Occupational Health and Safety Act, (Act 85 of 1993) and all applicable legislation and Regulations, equal opportunity legislation, the National Road Traffic Act, (Act 93 of 1996) and all applicable legislation and Regulations.
- b) The National Environment Management Act, (Act 108 of 1998) and all applicable legislation and Regulations, motor vehicle acts (third party insurance), transport acts, industrial agreements, registered workplace agreements of employer-employee agreements, the Safety, Health and Environment (SHE) requirements and all lawful direction of the TNPA Port of East London. As well as Merchant Shipping Act and National Ports Acts and Rules.
- c) The Service provider shall submit SHE Compliance File for approval as required by the TNPA Port of East London SHE Department after the award of tender/business.
- d) It is important that the service provider meets all the minimum requirements by South African Maritime Authority.
- e) The TNPA Supervisor shall point out to the Service provider details of any existing services within the Project Site before executing the assigned works and the Contractor's supervisor will personally supervise the work.
- f) Any damages to existing Port services due to negligence or recklessness of the Service provider's workforce will be for the Service provider's account.