



**PROVISION FOR RENTAL FOR THE 3 x 18-TON
AND 3 x 32-TON FORKLIFTS AT THE MULTI-
PURPOSE TERMINAL, PORT OF SALDANHA,
FOR TRANSNET SOC LTD (REGISTRATION NO.
1990/000900/30) OPERATING AS TRANSNET
PORT TERMINALS [HEREINAFTER REFERRED
TO AS "TPT"] FOR A PERIOD OF TWELVE (12)
MONTHS ON A DRY RATE.**

Works Information

Document Reference Number:

Site:

Transnet Port Terminals

Saldanha Terminals

Date:

12 June 2026



Table of Content

1. Definitions:	
2. Abbreviations:	
3. Background:	
4. Purpose:	
5. Scope Of Services:	
6. Quality And Service:	
7. Lead Time:	
8. Safety And Compliance:	
9. Business Continuity Plan For Managing Risk:	
10. General Safety And Compliance Specifications:	
11. Annexure:	



Definitions:

Commissioning:	The process of assuring that all systems and components of a building or industrial plant or product designed, installed, evaluated, 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	A Transnet representative overseeing the contractor, ensuring compliance with technical specs, quality, HSE, and work quantity. Executes the plan, authorized by project initiator/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 (organization) 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-specific documented plan covering Health & Safety, Environmental, Energy, Quality, and Delivery, submitted to Transnet for approval before mobilization.
Job Owner:	Any permanent employee of MPT 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 caliper 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 TPT 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 has been assigned responsibility for the operation and maintenance of a particular section/s of the plant.



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

PROVISION FOR THE RENTAL SERVICES OF THREE (3) X 18 TON AND THREE (3) X 32 TON FORKLIFTS FOR HANDLING THE COMMODITIES AT THE MULTI-PURPOSE TERMINAL, PORT OF SALDANHA, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS [HEREINAFTER REFERRED TO AS "TPT"] FOR A PERIOD OF TWELVE (12) MONTHS ON A DRY RATE.

1. BACKGROUND

Saldanha Multi-Purpose Terminal (SLD-MPT) is a critical logistics hub that facilitates bulk and breakbulk cargo movement. To maintain efficient terminal operations, the terminal relies on specialized lifting equipment hence the scope of work outlines the provision for leasing three (3) x 18-ton and three (3) x 32-ton forklifts to support cargo handling operations at SLD-MPT.

2. PURPOSE

The purpose of this initiative is to enhance the terminal's operational efficiency by securing the rental of forklifts that meet the growing handling requirements. The addition of these forklifts will help streamline cargo movement, reduce downtime caused by equipment failure, and improve overall productivity.

3. SCOPE OF WORKS

- 3.1 The objective of this scope of work is to procure the leasing of Forklifts, excluding operators, for a duration of twelve (12) months on a dry rate. **The agreement shall include a comprehensive maintenance plan.**
- 3.2 The service provider must be available 24 hours per day, 7 days per week, including weekends and Public Holidays, to support TPT's 24-hour operations.
- 3.3 **The service provider shall be fully responsible for all maintenance/services or repairs for the forklifts while on TPT premises and all associated costs thereof will be for the service provider and not TPT.**
- 3.4 The service provider should have a maintenance plan indicating the hours required to perform the services.
- 3.5 The maintenance plan should include servicing, fair wear-and-tear, repairs required as per the manufacture's schedules including all labor, parts, oil etc.

- 
- 3.6 The service provider must provide valid load test certificates of each forklift with delivery which clearly highlight that the equipment has undergone the necessary load testing and conform to the specifications as required by TPT. Failure to submit will result in the delivery being rejected and classified as non-compliant to the scope of work.
 - 3.7 Equipment must be in excellent working condition, regularly maintained, and free of defects.
 - 3.8 The equipment must be capable of operating and maneuvering effectively in harsh environments and across varying terrains.
 - 3.9 Routine maintenance must be performed according to the manufacturer's recommendations.
 - 3.9.1 On-site repair and support services should be available to minimize downtime.
 - 3.9.2 Replacement equipment must be provided in case of extended breakdowns.
 - 3.9.3 A dedicated service team should be available for troubleshooting and technical support.
 - 3.10 The service provider shall be responsible for the delivery and commissioning of the equipment at TPT premises as per TPT instructions.
 - 3.11 Upon completion of the contract, the service provider will be required to decommission and remove the equipment off site by similar means of transport at no additional cost.

4. SCOPE OF SERVICES

4.1 Equipment Specification

The MPT Saldanha requires a service provider that will be capable of providing three (3) x 18-ton and three (3) x 32-ton forklifts with enclosed steel cabin and tempered glass windows all round. This work's information covers the scope of work for rental of the forklifts, which must comply with the following minimum standard requirements:

18 Tons Specification:

Product Basic Type: SCP180C2

Max Lifting Height: 4 m

Engine Model: QSB6. 7

Engine Rated Power: 164 kw

Overall Dimension (LxWxH): 8552x3100x3850(mm)

Load Capacity: 18000

Min Turning Radius: 5.75m



Gross Mass: 33100kg

Number: CP1802Y80057

32 Tons Specification:

Product Basic Type: SCP320C1

Max Lifting Height: 4 m

Engine Model: TAD851VE

Engine Rated Power: 185kw

Overall Dimension(Lx W x H): 9535x3580x4380(mm)

Load Capacity:32000

Min Turning Radius: 6.65m

Gross Mass: 45200kg

Number: CP3201Y80047

The following safety devices must be in place:

- Rear View Mirror
- High visibility color (Reflective tape)
- Side shift 300 mm
- Fire extinguisher
- Speedometer and diesel gauge
- Roll over protection and seatbelts
- Forklift weather protection

5. QUALITY AND SERVICE

- 5.1 All services supplied and delivered to Transnet must be of excellent quality in compliance with the specifications. Should the goods or services not be in conformity with the specifications, Transnet reserves the right to reject them, obtain the goods or services from other sources of its free choice and debit the difference in cost, if any, to the Service Provider's account.
- 5.2 The service Provider shall have a response time of two (2) hours from call logging for technical onsite support.
- 5.3 In the event that the service provider has hired or leased the required equipment; such service provider shall be responsible for ensuring that the relevant equipment is certified and in a well- maintained condition.
- 5.4 Maintenance should be performed as per OEM prescribed recommendations and include services and breakdowns. All replacement spares and sundries will



be for the service provider's account and includes but not limited to oils, filters, lubrication, electrical and mechanical components. Maintenance must preferably be done on site as to minimize downtime.

6. LEAD TIME

- 6.1 Initial Mobilization and Deployment: The contractor is required to deliver all specified forklifts to MPT Saldanha within the agreed timelines (kick off meeting) between Transnet and the contractor.

7. MANDATORY REQUIREMENTS

- 7.1 For tendering purposes, the service provider must submit the following returnable document. Failure to provide these will result in immediate disqualification.

- 7.1.1 Provide **valid load test certificates** for the **3 x 18-Ton and 3 x 32-Ton** forklifts, issued by a certified Lifting Machinery Inspector from an accredited, independent institution, as required by OHSA.

8. SAFETY AND COMPLIANCE

- 8.1 The service provider must adhere to all relevant safety laws and regulations, as well as any directives issued by TPT management and supervisory staff.
- 8.2 All operations must adhere to health and safety standards, including the Occupational Health and Safety Act (OHSA).
- 8.3 Dust control measures must be implemented to minimize environmental impact.
- 8.4 Prior to the start of the contract, the service provider must submit a valid letter of good standing from the Department of Labor.
- 8.5 The service provider must comply with the terminal's safety, health, environment, and quality (SHEQ) Standard Operating Procedures (SOPs) and adhere to the TIMS SHEQ contractor specification requirements as outlined by TPT.
- 8.6 The service provider shall be required to undergo TPT's safety induction training programs prior to commencing any work on-site.



- 8.7 The service provider must ensure compliance with TPT's security and emergency policies, procedures, and regulations.
- 8.8 Substance abuse of any kind (e.g., alcohol, drugs) is strictly prohibited, and the service provider may be subject to random drug and alcohol testing.
- 8.9 The service provider (at own expense) shall ensure full appropriate safety clothing or personal protective equipment (PPE), such as reflective jackets, safety boots, hard hats, and identity tags.

9. BUSINESS CONTINUITY PLAN FOR MANAGING RISK

- 9.1 The service provider is expected to submit a business continuity plan to manage risk. This plan must state how the service provider will limit or minimize operational disruptions; this will require the following but not limited to:
- 9.2 A clearly defined business continuity team with their roles and contact details to be contacted in case of an emergency.
- 9.3 Critical services and equipment should be identified in the plan and how much time it will take to restore or replace each critical service or equipment in case of a disruption without compromising service level or operations. A waiting time of two (2) hours would be ideal.
- 9.4 Detailed business continuity risks and their mitigations and how long it will take to practically implement the mitigation.
- 9.5 How often the plan will be tested and the method of testing the plan i.e., online or live simulation.
- 9.6 Detailed crisis communication plan in case of an emergency. The crisis plan should cover the following topics:
 - 9.6.1 What constitutes a crisis,
 - 9.6.2 Crisis team,
 - 9.6.3 How will a crisis be communicated including timelines etc.
- 9.7 Continuity of operations / Contingency plan – The plan should be supported with back up contracts (this can be draft contracts pending contract award) with alternative suppliers who can supply equipment at short notice to prevent business disruption. The response time for the back-up support should be clearly defined in the contract.



10. GENERAL SAFETY AND COMPLAINE SPECIFICATIONS

- 10.1 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.
- 10.2 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
- 10.3 Contractor Compliance SHE File within accordance with File Contractor Compliance File Approval Checklist TPT-IMS-SLDT-CL-014-001.1 and in line with relevant applicable specifications as per respective TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines.
- 10.4 Principal contractors approve Mandatary 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.
- 10.5 The Principal 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.
- 10.6 Agreement between Principal contractor and Sub Contractor submitted to Contractor Manager.
- 10.7 Contractor must submit completed SHE File Electronic to Contractor Manager for approval.
- 10.8 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:
- 10.9 All relevant permits and authorizations are as per TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorizations shared and completed prior to site access.
- 10.10 Contractor appointed within accordance with TRN-IMS-GRP-TMP-001.1 prior to site access by TPT.
- 10.11 Contractor Manager will conduct TRN-IMS GRP TMP 014.8 Pre-site handover inspection prior to Site Access grated with Service Provider.
- 10.12 No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit issue to the contractor-by-Contractor Manager.



- 10.13 Contractor Manager and the Contractor must co-sign the TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist.
- 10.14 TESTING AND COMMISSIONING: The Contractor Manager will develop a test and commissioning plan of the project and communicate it to the contractor.
- 10.15 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.
- 10.16 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.
- 10.17 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.
- 10.18 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.
- 10.19 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 Protection Plans, Environmental Plans, Emergency Plans, and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- 10.20 Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- 10.21 Service provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to off-loaded or load from any flatbed or low bed.
- 10.22 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.