

## EAST LONDON MULTI-PURPOSE TERMINAL

**Document Title:**

### SCOPE OF WORK

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**PROVISION OF MAINTENANCE SERVICE TO FIRE EQUIPMENT AND FOR TRANSNET SOC LTD OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE PORT OF EAST LONDON MULTI PURPOSE TERMINAL (EMLPT) FOR A PERIOD OF TWO (2) MONTHS**

## **1. PURPOSE**

To provide firefighting equipment inspection, maintenance, and servicing for East London – Multipurpose Terminal (EL-MPT) for a period of two (2) months.

## **2. SCOPE OF WORK**

The successful tenderer will be required to provide maintenance services and competent technicians to EL-MPT. The fire equipment technicians will be expected to perform their duties of Fire detection, Portable fire horns, Gas suppression, Fire pump, Fire hydrants and portable fire equipment maintenance by servicing, Monthly inspections of fire extinguishers, testing, pressure testing, installations where needed.

## **3. DETAILED SCOPE**

The Contractor shall provide the maintenance services to the portable firefighting equipment. This will include the following:

- The servicing of fire extinguishers annually (or when due) and monthly inspections, painting and refilling of firefighting equipment, these including fire extinguishers in Non-Revenue Equipment vehicles, forklifts, Other Equipment, Straddle Carrier and all buildings.
- The service provider will be required to report on missing, damage and faded fire equipment signage.
- The pressure testing of fire extinguishers shall be performed as and when requested, replacement and installation of damaged parts as and when required.
- The contractor needs to provide the original quotation for any spares needed to replace before the service is done with their mark-up price.
- The contractor shall provide the maintenance services to the fire hoses and hose reels which will include cleaning, pressure testing, patching and binding.
- The contractor shall provide the maintenance services to the fire hydrants which will include pressure testing as per SANS standard requirements and any other related South African Safety or Quality Standards.

- Plastic Pressure Test Neck Rings must be placed on all extinguishers that have been pressure tested.
- The contractor shall provide maintenance services to the fire detection, fire alarm system, fire pumps and hydrants.
- The servicing of an extinguisher may only be carried out by a currently registered South African Qualification & Certification Committee (SAQCC) Fire serviceman, or under his personal supervision.
- The contractor shall also bring the technicians and their assistants at the Port for induction and orientation of the EL-MPT 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 Contractor shall be responsible for the acts and omissions of its employees. Once the supervisor is satisfied with the work, he will sign the register.
- The contractor shall conduct annual demonstration to the TPT employees and appointed fire team on the correct usage of all the equipment.
- On completion of the work on all the areas, the contractor shall bring the **signed registers** of the work done and the **compliance certificate** per terminal to the SHEQ representative to certify that the work has been done according to the legal required standard. Refer to Compliance on paragraph 4.
- At the end of each month or work done the contractor 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.
- At the end of each month the contractor shall furnish a **comprehensive electronic copy of a report** certifying all tests and inspection mentioned above have been completed and include any deficiencies found which may require corrective action. The report shall list specific deficiencies found each device or fire equipment that was inspected.
- The service provider must submit a list of service vehicles and mobile workshops with all the necessary documentation.

#### 4. COMPLIANCE

- The Contractor 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. These include the following:
  - a) SANS 10400: 1990
  - b) SANS 1475-1 & 2:2010
  - c) Occupational Health and Safety Act 85 of 1993
  - d) Environmental Regulations for Workplaces, (GNR.2281)
  - e) Pressure Equipment Regulations, 2009 (GNR. 734)
- The contractor shall always act professional while in the premises of TPT.

#### 5. TECHNICAL EVALUATION

MANDATORY	YES/NO	COMMENT
Submit Company SABS accreditation certificate for serving of fire equipment	Y/N – This is an eligibility criteria.	Mandatory requirement – failure to comply will result in disqualification
The company's technician to submit proof of SAQCC Fire registration in Firefighting maintenance servicing and inspection.	Y/N – This is an eligibility criteria.	Mandatory requirement – failure to comply will result in disqualification
DESCRIPTION	WEIGHT	AWARD POINTS
Respondent must submit a generic risk assessment based on the scope of work. The risk assessment should, give detail of the following elements: safety; health; environment and quality.	25 Points	25 points = risk assessment covers all 4 elements 15 points = risk assessment covers 3 of the 4 elements 10 points = risk assessment covers 2 of the 4 elements 0 points = risk assessment covers less than 2 of the 4 elements or no risk assessment submitted.

Submit two (2) CVs of Fire Technicians with atleast 1 year of experience in servicing and maintaining of fire equipment.	25 Points	25 points = 2 CVs submitted with 1 year of experience. 15 points = 1 CV submitted with 1 year of experience. 0 points = 0 CV submitted
Submit two written reference letters with company letter head from two different companies where fire equipment maintenance work has been previously performed in the last 3 years.	25 Points	25 points = 2 written reference letters submitted 15 points = 1 written reference letter submitted 0 points = No written reference letter submitted
Submit a lab or workshop accreditation where servicing and testing of fire equipment will be done	25 Points	25 points = Accreditation certificate submitted 0 points = No Accreditation certificate submitted
Sum/Total of Weight	100	
Total Scored	100	

**Please note:**

The service provider is required to meet a minimum of 70 Threshold, failure to do will deem the bidder non-responsive.

NB: There will be a compulsory site briefing and companies failing to attend will be disqualified.

## 6. SHE FILE REQUIREMENTS

Below are to be submitted upon award of contract and form part of SHE management system:

- a) Risk Assessment and Control measures for the specific activities to be performed
- b) Fall Protection Plan (if applicable)
- c) Signed section 37(2) form (from TPT)-Contractor Appointment
- d) Letter of Good Standing with Compensation Commissioner
- e) List of PPE to be used
- f) Registers – vehicles/machinery/tools/Safety Talks
- g) Team members' medical certificates for the current financial year.
- h) Copies of Contractor SOP's / Work Instructions
- i) If Hot work to be done: Competence certificates for persons performing Hot Work
- j) List of equipment / tools with valid log sheets (if applicable)
- k) Employee competency certificates
- l) Emergency Plan

Before awarding a service provider is expected to submit a copy of full SHE file to SHEQ department for approval.

## **7. GENERAL**



- Working hours will be allowed from 08h00 to 16h00 (Monday to Friday) and on weekends and afterhours only for emergency when required, with a response time of 2 hours.
- The successful contractor based on the amount of work and resources must determine own working hours needed to ensure all work is completed.
- Where applicable, all Scaffolding shall be erected by qualified, certified erectors and inspection certificate to be provided.
- Contractor shall practice good "housekeeping" and leave the site clean and tidy.
- The contractor submit a copy of general liability cover and professional indemnity cover not less than R1 million per occurrence.
- When vacating the area the contractor will remove equipment and debris from site. Anything damaged by the contractor will be the responsibility of the contractor to repair that area at their own cost.
- Electrical power point will be provided.
- Toilet facilities will be provided by East London MPT.

## **8. SAFETY RELATED ITEMS**

- Safety of all electrical tools shall be checked and certified as per statutory requirement and certificates, must be presented to TPT.
- Tenderer to provide inspection certificates of all lifting gear, equipment, scaffolding and rigging equipment as per statutory requirement and certificates must be submitted with the Tender Document.
- Prior to start of work a comprehensive safety file needs to be submitted to the TPT Safety, Health, Environmental and Quality (SHEQ) Department for approval.
- As part of the safety file a comprehensive risk assessment and method statement must be included for approval.
- All workers must be qualified for their specific work- proof of qualification must be included in safety file.
- The contractor must adhere to Transnet Lockout Procedure and other relevant safety rules.
- The contractor must ensure that all its personnel have all the necessary protective clothing whilst within and` working in TPT premises.
- All personnel working in the TPT premises must undergo a complete induction course with the SHEQ department before commencing with the project on site.
- The contractor must ensure that they apply for a permit to work from TPT prior to commencement of works and for a hot work permit from Transnet National Port Authority (TNPA) prior to commencing with any work that might institute a hazard or an explosion through SHEQ department.
- The contractor must ensure that all the necessary fire protection and a qualified fire fighter will be on site whilst carrying out such work. Only after receiving permission in writing from TNPA can work commence.

## **9. SCHEDULING OF THE WORKS:**

- The successful contractor 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.
- The contractor with his 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;
- The contractor must note that other parts of the terminal will be operational during the execution of the works; and
- The Contractor is required to prepare a work schedule, two weeks after award, and after assessment and consultation with the relevant TPT officials i.e. TPT Equipment Controller and SHEQ Official.

NAME	DESIGNATION	SIGNATURE	DATE
Sive Brukwe	SHEQ Manager		07/07/2025
Naliya Stamper	Terminal Manager		07/07/2025