

Transnet Port Terminals

Scope of Work

Durban MPT Point Terminal



TENDER NUMBER:

DESCRIPTION: RFP FOR THE PROVISION OF MATERIALS HANDLING THAT INCLUDES DRIVING, AND HANDLING SERVICES OF IMPORT, EXPORT AND TRANSSHIPMENT CONTAINERS, BREAK BULK COMMODITIES AND ANY RELATED CARGO THERETO INCLUDING CARGO REQUIRING SPECIALISED EQUIPMENT, ON AS AND WHEN REQUIRED BASIS for 3 (THREE) MONTHS, REQUIRED BY TRANSNET PORT TERMINALS, OPERATING DIVISION OF TRANSNET SOC Ltd (Reg. 1990/000900/30)

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. Background

MPT Point Terminal materials handling includes both Containerized cargo and Break bulk cargo that requires human resources such as crane operators, reach stacker drivers, truck drivers, port workers, and more. MPT switched over from 3 shift to a 4-shift pattern last financial year, however recruitment was then put on hold, hence we are short of truck/ERF drivers (DAV's), port workers, and reach stacker(R/S) drivers.

Transnet Port Terminals ("TPT") intends to request for truck/ERF drivers, and Port Workers from one (1) Service Provider for driving of ERF's (DAV's), and conducting Port Worker (General Workers) duties, as and when required for MPT Transnet Port Terminals, operating divisions of TRANSNET SOC LTD.

The Port Workers, and DAV's role, may also include various ad hoc services which are related to MPT operations, as we handle various type, size, & shape of cargo.

. Scope of Work

The Point Multi-Purpose Terminal requires the Service Provider to perform driving services of trucks (ERF), to handle container, and breakbulk commodities, further perform port worker duties, and any relevant MPT cargo handling function that may be deemed relevant. Minimum requirement for truck drivers (DAV's), code 14 with minimum of 2 years, and a valid PDP.

2.1 Waterside Operations:

a) From Vessel to Stack/Yard:

- . TPT Supervisor will assign crane drivers, port workers, Cargo Coordinators, truck/ERF drivers, reach stacker drivers to a vessel (allocated berth) for discharge of cargo, unhooking, transporting, and upliftment of cargo from the vessel to the designated stack.
- . TPT crane driver/Derrick Operator is required to discharge the container/Break Bulk cargo from the vessel directly onto the truck/ERF.
- . The service provider will be required to take over the container/cargo as soon as it

is loaded on to the ERF to the allocated stack position where the truck/ERF will be offloaded by a reach stacker and cargo/container will then be stacked in the allocated stack position.

- . Port workers will be deployed based on demand and requirements, ie. housekeeping, unhooking of cargo from the crane, preparing of cargo, etc. is
- . The service provider will accept liability for all claims arising from failure to perform such duties in a safe and controlled manner.
- . The service provider is required to adhere to the plan as shared by the TPT Planning Official and all deviations communicated to the planning supervisor with remedial plans.

b) From Stack/Yard to Vessel

- I. TPT Supervisor will assign crane drivers, port workers, cargo coordinator, truck/ERF drivers, reach stacker drivers to a vessel (allocated berth) for loading, transporting, unhooking, and upliftment of cargo from the stack to the planned vessel.
- II. After the container/cargo has been loaded on to the ERF by the reach stacker allocated in the yard the service provider will proceed to the vessel where the crane driver/Derrick operator will then offload the container/cargo from ERF/Truck.
- III. The TPT c crane driver/Derrick Operator is required to load the container/B/B cargo into the planned vessel.
- IV. Port workers will be deployed based on demand and requirements, ie. housekeeping, unhooking of cargo from the crane, preparing of cargo, etc. is
- V. The service provider will accept liability for all claims arising from failure to perform such duties in a safe and controlled manner.
- VI. The service provider is required to adhere to the plan as shared by the TPT Planning Official and all deviations communicated to the planning supervisor with remedial plans.

2.2 Landside Operations:

From Rail to stack and vice versa

- . Prior to any operation taking place in all the rail sidings, the Service Provider shall ensure that all safety standards, including lock-out procedures are understood and strictly complied with as well as unlash SOPs are adhered to.
- . The Service Provider shall ensure that all personnel comply with the PPE requirements for loading/offloading of any containers onto/off rail trucks and that safety talks are conducted prior to the handling of any rail activity. Properly written minutes must be prepared for each occasion and a copy must be provided to TPT.
- . When the export container train arrives the service provider is required to open twist locks on all wagons.
- . The reach stacker will then offload the container from the wagon and load it on to the truck/ERF.
- . The service provide will be required to proceed to the stack with the container, where a reach stacker will off load the container from the ERF/truck and stack it on the allocated stack address.

2.3 Obligations of the Service Provider

- . The Service Provider shall ensure that all its employees comply fully with the prescribed.
 - Conditions of entry to MPT Point Terminal and TPT operational and security procedures and policies, as they may Scope of Work be amended from time to time by TPT in its sole discretion, with the details of all of which the Service Provider hereby confirms it is fully and effectively acquainted.
- . Ensure all drivers meet the minimum experience requirement and they must have a valid operating license/certification.
- . TPT shall, without limitation, carry out all the necessary and proper supervision by means of continuous on-site supervision in the operational

areas at MPT Point Terminal during official hours of duty.

- . The Service Provider shall ensure that written safety, health, environmental, and quality standards issued by TPT are complied to.
- . The Service Provider to align with TPT's shift patterns according to the operational requirements of the terminal.
- . Provide all requisite employees thereof for the proper, efficient, and economic performance and shall ensure that such performance is carried out in such a way that it will enable TPT to achieve and improve upon its set productivity rates and service quality, full details of which the Service Provider hereby acknowledges being aware of.
- . Ensure that all employees are inducted and trained before entering any operational area and/or performing the required services.
- . Provide adequate PPE, Reflective jackets, hard hat, safety boots, clothing for protection against inclement or cold weather and which shall, without limitation include a full-length rain suit and rain boots.
- . All employees to have fit for duty certificates and include eye test conducted by a registered service provider.
- . Ensure all employees do not have criminal record, police clearance to be included on the safety file.
- . Service Provider must always comply strictly with the code of conduct/ethics as shall be prescribed from time to time by TPT.
- . Drivers must have a minimum of matric, have the ability and capability to understand, to read, and write English, have attention to detail which shall be regarded for all purposes arising out of this Agreement as the minimum educational qualification. Drivers to have a minimum of 2 years operating/driving experience.
- . Ensure that all of the Service Provider's employees are aware and have consented in writing (prior to entering TPT's premises) to TPT carrying out background checks as well as to TPT carrying out identity checks, searches of property or persons and/or conducting drug, alcohol and/or polygraph tests

at the Service Providers cost on all or any of such employees at any time and from time to time as TPT in its sole discretion may decide.

2.4 Other Requirements:

The Service Provider will be required to:

- a) Provide TPT with an updated copy of its Business Continuity Plan Perform the driving functions.
- b) Ensure that each driver, upon commencement has a Transnet Port Terminal permit endorsed by TPT security, and further ensure that you provide transport for your employees.
- c) Attend all operational meetings and collect work programme from the operational staff
- d) Conduct safety / green area talks per shift, and all drivers to conduct daily inspection on equipment at the start of shift and at the end of shift.
- e) Provide TPT with the list of all resources (with allocated names) planned for the next day's business.
- f) Provide TPT with the signed off sheets of all staff rostered at the beginning of each shift.
- g) Ensure that the correct number of planned staff and working as per the operational plans.
- h) Immediate reporting of all incidents as and when occurs.
- i) Incident investigation of all incidents / accidents within 72-hour period and corrective measures / action put in place to avoid recurrence.
- j) Service Provider to take full responsibility & liability for all cargo damages and equipment damages due to negligence and failure to adhere to SOP's.
- k) All suppliers conducting business with TPT must undergo the following processes through Transnet National Port Authority.
 - o Application for an access permit and

- o Supplier approval.

NB: It is critical for the service to have Business Continuity plan in place

3 Constraints

Vessel estimated time of arrivals / departures may change which is beyond the control of TPT and therefore standby costs must be taken into consideration when costing.

4 Safety Requirements

- a) Safety Health Environment (SHE) File (upon award), to be submitted prior to commencement of work for approval.
- b) PPE is required for all employees coming to the terminal as per terminal's safety standards.
- c) Once a SHE file is approved, and induction will be conducted.

5 Pricing Schedule:

Description	UOM	Price (Rands per hour per person)
Weekdays 06:00 - 18:00	Hourly rate per person	
Weekdays 18:00 - 06:00	Hourly rate per person	
Saturday 06:00 - 18:00	Hourly rate per person	
Saturday 18:00 - 06:00	Hourly rate per person	
Sunday/PPH 06:00 - 18:00	Hourly rate per person	
Sunday/PPH 18:00 - 06:00	Hourly rate per person	

Position	Req./Shift	Shift Pattern
DAV (Truck Drivers)	8	12 hr
Port Worker (General Workers)	10	12hr

Description	Price/Month	Total Price for 3 Months
Labour Supply (DAV's & PW's)		
Total		
Vat		
Grand Total		

6 Technical Evaluation for MPT Materials Handling:

No	Tender compliance to the scope of work specification	Weight (Points)	Scoring Principal				
1	<p>Bidder must provide proof of 24 valid code 14 driver's license with a minimum of 2 years.</p> <p>The above certified valid driving licenses must be accompanied by certified ID and PDP's copies of those drivers.</p> <p>12 certificates will be equivalent to 100%.</p>	30	<p>24 certificates submitted= 30 Points</p> <p>14 certificates submitted= 20 Points</p> <p>0 certificates submitted= 0 Points</p>				
2	<p>Company to be in a position of a valid public liability cover to the value of 10 million rands by submitting the latest confirmation letter from the insurance company stating the value of the cover.</p> <p>Letter should not be older than 3 months.</p>	30	<p>Valid public liability cover submitted= 30 Points</p> <p>Valid public liability cover not submitted= 0 Points</p>				
3	<p>Company must be experienced and must be registered with the bargaining council. Proof of bargaining certificate to be attached.</p>	10	<p>Valid proof of bargaining certificate= 10 Points</p> <p>Valid proof of bargaining certificate not submitted= 0 Points</p>				
4	<p>Company must confirm in writing on a company letterhead that they will be able to produce valid medical certificates and police clearance for all employees</p>	10	<p>Medical certificate & police clearance letter submitted= 10 Points</p> <p>Medical certificate & police clearance letter not submitted= 0 Points</p>				
5	<p>The company must confirm in writing on a company letterhead that they will be able to supply required labor within 48 hours upon award</p>	10	<p>Letter confirming the supply of required labor within 48 hours upon award= 10 Points</p> <p>Letter not submitted = 0 Points</p>				
6	<p>Company must submit a valid letter of good standing from COIDA. Proof of letter to be attached.</p>	10	<p>Letter of good standing from COIDA submitted= 10 Points</p> <p>Letter not submitted= 0 Points</p>				
	Total	100					

- Note: A bidder is expected to achieve at least 80% on all requirements listed above. Should a bidder not receive 80% for all requirements the respective bid will be disqualified from the bidding process and not proceed to the next stage of evaluation.**