



Provision for Rental of Forklifts:

3 x 7.5-Ton

Works Information

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Site:

Transnet Port Terminals

Saldanha Terminals

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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 authorized 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 authorizations 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 (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, 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.

Job Owner:

Any permanent employee of TPT 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 must comply with this includes various models, drawings, and documents. It noted that the specification might even comprise of a multitude of different elements.

Permit Acceptor

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

Permit Issuer

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



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.

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.

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
FEL:	Front-end Loader
SP:	Service Provider



PROVISION FOR THE RENTAL SERVICES OF (3) THREE X 7.5 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 SIX (6) MONTHS ON A DRY RATE.

3. 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 7.5-ton forklifts to support cargo handling operations at SLD-MPT.

4. 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.

4.1. SCOPE OF WORKS

- 4.1.1 The objective of this scope of work is to procure the leasing of Forklifts, excluding operators, for a duration of six (6) months on a dry rate. The agreement shall include a comprehensive maintenance plan.
- 4.1.2 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.
- 4.1.3 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.
- 4.1.4 The service provider should have a maintenance plan indicating the hours required to perform the services.



- 4.1.5 The maintenance plan should include servicing, fair wear-and-tear, repairs required as per the manufacture's schedules including all labor, parts, oil etc.
- 4.1.6 The service provider must provide valid load test certificates of each forklift upon delivery which clearly highlight that the equipment have undergone the necessary load testing and conforms to the specifications as required by TPT.
- 4.1.7 Equipment must be in excellent working condition, regularly maintained, and free of defects.
- 4.1.8 The equipment must be capable of operating and maneuvering effectively in harsh environments and across varying terrains.
- 4.1.9 Routine maintenance must be performed per manufacturer's recommendations.
- 4.1.10 On-site repair and support services should be available to minimize downtime.
- 4.1.11 Replacement equipment must be provided in case of extended breakdowns.
- 4.1.12 A dedicated service team should be available for troubleshooting and technical support.
- 4.1.13 The service provider shall be responsible for the delivery and commissioning of the equipment at TPT premises as per TPT instructions.
- 4.1.14 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.

5. SCOPE OF SERVICES

Equipment Specification

The MPT Saldanha requires a service provider that will be capable of providing three (3) x 7.5-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:

5.1 **Three (3) x 7.5-Ton Forklifts:**

Rated Load Capacity: 7,500 kg	Lift Height: 3.3 m to 6 m (Simplex, Duplex, or Triplex mast)
Load Center: 600 mm	Fork Dimensions: 2,400 mm length, 200 mm width
Engine Type: Diesel (common brands: Perkins, Cummins, Mitsubishi/ similar)	Turning Radius: ~3.5–4.5 m



Engine Power: ~75–100 kW (100–135 hp)	Travel Speed: ~25–30 km/h (loaded/unloaded)
Transmission: Powershift or hydrostatic	Gradeability: ~20–25%
Tyres: Pneumatic or solid (front: 8.25-15, rear: 7.00-12)	Overall Dimensions: ~3.5 m (L) × 2.2 m (W) × 2.5 m (H)
Braking System: Hydraulic disc or drum brakes	Weight (Unladen): ~10,000–11,500 kg
Hydraulic System: Load-sensing with priority valve	Fuel Tank Capacity: ~100–120 liters
Speedometer and diesel gauge	Roll over protection and seatbelts
High visibility color (Reflective tape)	Rear View Mirror
Fire extinguisher	<ul style="list-style-type: none"> Forklift weather protection

Operators Cabin:

Enclosed steel cabin with tempered glass windows and climate control



6. QUALITY AND SERVICE

- 6.1 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.
- 6.2 The service Provider shall have a response time of two (2) hours from call logging for technical onsite support.



- 6.3 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.
- 6.4 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.

7. LEAD TIME

- 7.1 Initial Mobilization and Deployment: The contractor is required to deliver all specified forklifts to MPT Saldanha within 7 days of the date of contract commencement.

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 four (4) 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.



Technical Criteria	Weightings
<p>Company Experience The Service Provider shall have a minimum of three (3) years, cumulative experience in the hiring of forklifts.</p> <p>Supporting Documents Provide written reference letter(s) on a company letter head from client(s) where the service was rendered, indicating the project name and description, client project value, contact details, and duration of the project</p>	<ul style="list-style-type: none"> ● 50 points = Written reference(s) submitted from clients indicating five (5) years and above, cumulative experience in the hiring of forklifts ● 35 points = Written reference(s) submitted from clients indicating four (4) years' cumulative experience in the hiring of forklifts ● 30 points = Written reference(s) submitted from clients indicating three (3) years cumulative experience in the hiring of forklifts ● 0 points = Written references submitted from clients indicating less than two (2) years cumulative experience in the hiring of forklifts /No references submitted
<p>Forklift(s) Compliance Certification</p> <p>The service provider shall have all the valid legislative documents for three (3) 7.5ton forklifts to be provided to Transnet six (6) months of inspection records and valid load test certificates for each forklift)</p> <p>Supporting documents The service provider shall provide the following for each of the three (3) forklifts earmarked for Transnet's use:</p> <ul style="list-style-type: none"> • Recent six (6) months of inspection and maintenance records • Valid load test certificates issued and completed by a certified Lifting Machinery Inspector from an independent and accredited institution as per the OHS Act 	<ul style="list-style-type: none"> ● 50 points = Submission of six (6) months of inspection records and valid load test certificates submitted for three (3) 7.5ton forklifts ● 0 points = Submission of less than six (6) months of inspection and maintenance records and or invalid load test certificates submitted for 7.5ton forklifts/No inspection records or load test certificate submitted.
TOTAL SCORE	100
Minimum qualifying score requires	70

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.

11.ANNEXTURE

TPT-IMS-SLDT-CL-014-001.1 Contractor SHE File Assessment Checklist.