

Transnet National Ports Authority

Port of Port Elizabeth



**SCOPE OF WORKS FOR SERVICING AND MAINTENANCE OF THE MAIN INTAKE
SUBSTATION VENTILATION SYSTEM AS A ONCE OFF SERVICE**

Transnet SOC Ltd
Registration Number
1990/000900/30

138 Eloff Street
Braamfontein
JOHANNESBURG
2000

P.O. Box 72501
Parkview, Johannesburg
South Africa, 2122

Directors: A Sangqu (Chairperson) R Buthelezi M Debel B Jiya L Letsoalo Dr PS Molefe E Monage Prof FS Mufamadi D Patel B Sedupane MP Zambane
PPJ Derby* (Group Chief Executive) NS Dlamini* (Group Chief Financial Officer)
*Executive

Group Company Secretary: Ms S Bopape

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**Port of Port Elizabeth
Engineering Department**

1. PROJECT OVERVIEW

1.1. The project involves the restoration and maintenance of the operational integrity of the main intake substation ventilation system by:

- Replacing missing aluminium blank-off plates.
- Servicing and cleaning all ventilation components including fans, ducts, filters, and grids.
- Reinstating rubber seals to ensure airtight and vibration-free operation.
- Ensuring compliance with relevant standards for electrical substations and ventilation systems.

1.2. Only the bidders that meet the following minimum requirement shall be considered:

- **CIDB Grading:** Contractor must be registered with CIDB **Grade 1 ME** or higher.
- Attended a compulsory site briefing.

2. SCOPE OF SERVICES

2.1. The contractor shall perform the following services:

2.1.1. Inspection & Assessment

- Conduct a full inspection of the ventilation system including all ducts, fans, filters, and seals.
- Identify any additional defects or wear not captured in the initial assessment.

2.1.2. Replacement of Aluminium Blank-Off Plates

- Fabricate and install 2x 1m x 1m aluminium blank-off plates.
- Ensure proper sealing and secure mounting.

2.1.3. Fan & Motor Servicing

- Service all 4 axial fans including:
 - Cleaning of fan blades and motor housings.
 - Lubrication of moving parts.
 - Electrical integrity checks.

2.1.4. Rubber Seal Reinstatement

- Remove damaged seals.
- Supply and install new rubber seals at all duct joints and fan interfaces.

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2.1.5. Cleaning of Grids and Filters

- Remove and clean all inlet and outlet grids (8 total).
- Clean or replace filters as necessary.
- Reinstall components ensuring proper airflow alignment.

2.1.6. Access Provision for the duration of works

- Provide scaffolding or mobile platforms to access ducting at 3m height.
- Ensure all work at height complies with safety regulations.

3. STANDARDS & COMPLIANCE

3.1. All work shall comply with:

- SANS 10142 – The Wiring of Premises
- ISO 16890 – Air Filter Testing and Classification
- SANS 1424 - Filters for use in air-conditioning and general ventilation
- Occupational Health and Safety Act (OHSA) – Safe working practices

4. DELIVERABLES

- Installed aluminium blank-off plates.
- Serviced and operational fan/motor units.
- Reinstated rubber seals.
- Cleaned and functional inlet/outlet grids and filters.
- Inspection report with before/after photos.
- Compliance certificate and maintenance checklist

5. LOCATION OF SITE AND ACCESS

5.1. The units are located within Port of Port Elizabeth and access will be granted by technical supervisor arrangements needs to be made.

5.2. A compulsory site visit will be arranged. Failure to attend the Compulsory site briefing will result in bidder disqualification.

6. WORKING HOURS

6.1. The working hours shall be from 8h00 to 16h00, Monday to Friday excluding public holidays.

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- 6.2. The Service Provider must not vary the working hours without a written instruction from the Project Manager.
- 6.3. Care should be taken to minimize the impact on occupants of the buildings during the conduction of works.

7. COMPLIANCE AND TNPA SHE REQUIREMENTS

- 7.1. The Service provider shall comply with the Occupational Health and Safety Act (OHSA) pertaining to workplace safety while conducting the maintenance works.
- 7.2. The Service provider should consider the National Building Regulations and Building Standards Act.
- 7.3. After receiving a Purchase Order from the TNPA Port of Port Elizabeth Procurement Department, the Contractor must submit a Compliance (SHE) File-minimum requirements tabulated below.
- 7.4. The Compliance (SHE) File must be prepared in accordance specifications outlined in this Specification.
- 7.5. The Contractor's Compliance (SHE) File Assessment, Checklist completed and submitted as required.

No.	items	Approved	Not Approved
1	Principal Contractors Organogram		
2	Letter Of Good Standing With Compensation Fund		
3	Notification Letter Of Construction Work ~ Department Of Labour (If Applicable)		
4	Appointments		
5	Induction: Employees and Visitors: Staff Medical Certificates		
6	Principal Contractor's SHEQ Policy		
7	Health & Safety Plan, Integrated Legal Register, Client Specification.		
8	Fall Protection Plan (If Applicable)		
9	Risk Assessments: Method Statements: Safe Operating Procedures		
10	Incidents / Accidents Register and Investigation Reports		
11	Emergency Contact Telephone Numbers		
12	Business Continuity Plan Including Emergency Plan		
13	Documented Proof Of Daily Toolbox Safety Talks/ DSTI		
14	Inspections Checklist		
15	All Registers		

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16	Welfare Facilities		
17	Electrical Compliance		
18	Mandatory Agreement		
19	Communication Plan		
20	Training Records and Competency Certificates		
21	General		

8. PARKING AND VEHICLES

- 8.1. Parking will be at any open car park. Vehicles used for people and equipment transport must be easily identifiable as a site vehicle.
- 8.2. Parking is at own risk and TNPA will not be held accountable for any damage that may occur.

9. GENERAL PRICING INSTRUCTIONS

- 9.1. Pricing assumptions refer to the criteria as set out below, read together with all parts of this specifications document, which it will be assumed in the contract that the tenderer has considered when developing their rates and prices.
- 9.2. Bidders are required to disclose upfront the markup percentage applied to all OEM spare parts that may be required for replacement during the annual service. This markup must be clearly indicated in the bid submission.
- 9.3. The disclosed markup will be fixed for the duration of the contract and must not exceed industry-standard rates. Failure to provide this information may result in disqualification from the bidding process.

10. BILL OF QUANTITIES

ITEM NO	REF NO.	DESCRIPTION	UNIT	QTY	RATE (R)	TOTAL AMOUNT (R)
		This BoQ shall be read in conjunction with this specifications document.				
1	7	Submission of safety file	sum	1		
2		servicing and maintenance of the main intake substation ventilation				

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2.1	2.1.2	Supply and install Aluminum Blank-Off Plates (1m x 1m)	no	4		
2.2	2.1.3	Fan and Motor Servicing	no	4		
2.3	2.1.4	Rubber Seal Replacement	no	8		
2.4	2.1.5	Grid & Filter Cleaning	no	8		
2.5	2.1.6	Access Equipment (Scaffolding/Platform)	Sum	1		
2.6	2.1.1	Inspection & Compliance Documentation	Sum	1		
3		Sub total				
4		VAT 15%				
5		GRAND TOTAL				

11. SIGN OFF AND APPROVAL OF SPECIFICATION

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