

Transnet Port Terminals

Scope of Work

DESCRIPTION: PURCHASE AND INSTALLATION OF DS-40i FOLDER INSERTER FOR TRANSNET PORT TERMINALS, OPERATING DIVISION OF TRANSNET SOC Ltd (Reg. 1990/000900/30) DURBAN MPT, CAR TRMINAL



1. INTRODUCTION

Transnet Port Terminal is an operating division of Transnet SOC Limited. It offers terminal cargo handling service in sea freight transport of imports, exports and transshipment of commodities in the three key sectors of the South African commodity market i.e. Containers, Mineral bulk Agricultural bulk and RORO. The division operates in seven South African commercial ports; that is, Richards Bay, Durban, East London, Port Elizabeth, Ngqura, Cape town and Saldahna. Transnet Port Terminal has reviewed its strategy to include a Global Strategy; the objectives of the strategy are to expand its footprint and service offering into Africa.

Transnet Port Terminals wishes to purchase, install DS-40i folder inserter for Car & MPT Terminals. The proposed solution will be great benefits to the department as it will make it faster and save time, it will ensure that the process is Efficiency improved and securely sealed for privacy.

2. SCOPE OF WORKS

- **DOCUMENT FEEDER**

Two document feeders and one insert feeder provide ease-of-use, increased productivity and document processing versatility.

- **TOUCH SCREEN DISPLAY**

Integrated 5-inch color touch screen with wizard-based instructions for easy and intuitive operation.

- **LARGE CATCH TRAY**

Neatly stacks completed mailpieces for easy collection.

- **INSERT & BRE FEEDER**

Easily include Business Reply Envelopes or small marketing inserts.

TRANSNET PORT TERMINALS	PURCHASE AND INSTALL DS-40i FOLDER INSERTER			CAR & MPT TERMINAL
		SOW	Rev 00	

SPECIFICATIONS

Processing speed	Up to 1,350 envelopes/hour
5" Color touch screen	Standard
Job memory	Up to 15 programmable jobs
Document feeders	2
Insert/BRE feeder	1
Document feeder capacity	100 sheets (20 lb.)
Insert/BRE feeder capacity	100
Envelope feeder capacity	100
Folding capacity	Up to 5 sheets
Fold types	Letter, single, double parallel, no fold
WiFi enabled	Standard
Remote diagnostics/assistance/control	Standard
Document height	7" - 14"
Document width	5.6" - 8.9"
Document weight	18 - 30 lb.
Insert/BRE height	3.5" - 5.9"
Insert/BRE width	5.6" - 8.9"
Insert weight	20 - 62 lb.
BRE weight	19 - 30 lb.
Envelope height	4.1" - 6.5"
Envelope width	8.8" - 9.5" (standard 6" x 9.5", #10)

3 SITE MEETING IS REQUIRED

- 3.1 Meeting will be at Isivivane House, Croft Road, Maydon Wharf, Durban ,4001
- 3.2 All bidders must attend a compulsory meeting session and bidder who did not attend will be disqualified.

TRANSNET PORT TERMINALS	PURCHASE AND INSTALL DS-40i FOLDER INSERTER			CAR & MPT TERMINAL
	SOW	Rev 00		

4 SAFETY

- 4.1 All personnel reporting to the terminal must come in full personal protective equipment gear (safety vest, hard hat and safety shoes).
- 4.2 Vehicles used to be fitted with rotating flashing light and proper company signage when accessing the terminal.
- 4.3 Only certified or competent technical personnel are required to operate electrical machinery.
- 4.4 All TPT owned equipment, or property needs to be signed off by TPT representatives before exiting the terminal.
- 4.5 Terminal provides mess and ablution facilities and must always be kept clean.
- 4.6 No discipline irregularities will be condoned. Offenders will be requested to leave the terminal immediately pending a full investigation.
- 4.7 Notification of arrival will be mandatory.

5 OPERATING HOURS

The Durban BBC Terminals operate 24 hours a day. The ICT team mainly works a day shift (08h00 – 16h00) and all work should be done during this period.

6 ACCESS PERMIT

Site meeting: All suppliers are required to bring with them the following to apply for the required permit.

- Permits must be done prior to the site briefing. This is done by sending an email to TPT permit office (tptdrtsecuritysupervisors@transnet.net) stating the reason for entry, full name and ID number for personal entering the port. Once at the terminal you will need to collect a physical permit note from the permit office. This note will the allow you to enter the terminal.
- Hardcopy of RFQ
- Proof of identification for all service providers attending.
- Letter from the relevant company stating the names and surnames of the service provider requesting access and reason for access.
- Minimum PPE, safety vest, hard hat and safety shoes. Failing to come with the correct PPE will not be allowed into the terminal for the site briefing.
- Suppliers are advised to bring any/all required measuring tools for proper costing

7 CONDUCTING THE WORK

In order to acquire access permits for conducting work, external contractors will need to attend safety induction (valid for a year) and obtain an approved safety file before any work can commence. There after the appointed bidder will need to request a work permit to our Security department to gain access into the terminal. For vehicles access, all vehicles are required to have a company sign and are evolving light and access will be obtained at the security office.

8 SITE FACILITIES

No provision has been made for the site facilities. Security of the service providers tools, material and machinery remains a responsibility of the service provider to provide their equipment wherever necessary and /or required for the completion of the work.

TRANSNET PORT TERMINALS	PURCHASE AND INSTALL DS-40i FOLDER INSERTER			CAR & MPT TERMINAL
		SOW	Rev 00	