

TRANSNET PORT TERMINALSTender Number: **ICLM PE 856/TPT**

Description of Works: **Provision and Installation of new Air Conditioners at PECT for Transnet SOC Limited (Reg. No. 1990/000900/30) operating as Transnet Port Terminals (hereinafter referred to as "TPT") at the Port of Port Elizabeth Multi purpose Terminal as a once off purchase.**

**PART C3: SERVICE INFORMATION**

Document reference	Title	No of pages
C3.1	This cover page	1
	<i>Service Information</i>	8
Total number of pages		9

C3.1 Service Information

1 Description of the service

1.1 Executive overview

The Port of Port Elizabeth Terminals has various administration and business unit buildings spread across the Port. Each of these buildings has split air conditioning units installed to service the various offices and workspaces.

Port of Port Elizabeth has infrastructure with air-conditioning system which needs to be replaced with the new air-conditioning systems as procured by TPT and looking for a service provider with relevant experience in air-conditioning system to supply and install new twenty-five (25) aircons.

Below is the Port of Elizabeth Terminals lay-out:

•Latitude: 33°57'22.79"S •Longitude:25°38'19.14"E



1.2 Employers Objective

The Employer's current objective is to source the new twenty-five (25) aircons.

- Twenty-Three (23) to install them at the Baarkens building as a new installation.
- One (1) Aircon at NRE Building for SCM Boardroom as a new installation.
- One (1) Aircon at Straddle Workshop Room-65 to be stripped then install new aircon at the Port Elizabeth Terminal Buildings as outlined in this scope of works

1.3 Access to the Affected Property

The terminal building that requires the services are the Baarkens, NRE and Straddle Workshop Buildings at Port Elizabeth Terminals.

1.4 Provisions

The service provider shall take all the necessary precautions to protect the public, the property of the public and the property and staff of Transnet Port Terminals and all other persons from injury or damage during the progress of the work.

The service provider shall make full provision to include full compensation in the rates for all material, equipment and labour required to carry out the installation stipulated herein to the satisfaction of the Transnet Port Terminals' representative.

1.5 The location of the equipment

1.5.1 The location of the twenty-five (25) air conditioning systems is:

- Baarkens Building
- NRE Building
- Straddle Workshop Building

1.5.2 The Port is operational 24 hours a day 7 days a week throughout the year. The maintenance staff are available from 07:00 to 15:30 Monday to Friday and standby personnel will be available every day after hours as well as weekends.

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1.5.3 Provision of Twenty-five (25) New Aircons at Baarkens Building offices:

The service provider is responsible for installation and handing over the newly installed twenty-five (25) aircons. For the once-off provision of new units' air conditioners, supply, install, test and commissioning of new split type air conditioning units.

Baarkens Supply and Installation of Aircons		
Number	Asset description	Location
1	AIR CONDITIONER 9000BTU	FILE STORE OFFICE NO.5
2	AIR CONDITIONER 9000BTU	NRE Building- SCM Boardroom
3	AIR CONDITIONER 9000BTU	Straddle Workshop- Room 65
4	AIR CONDITIONER 9000BTU	BOARDROOM PARTISION SIDE OFFICE NO.13
5	AIR CONDITIONER 9000BTU	PROJECT MANAGERS' OFFICE NO.6
6	AIR CONDITIONER 9000BTU	PROJECT MANAGERS' OFFICE NO.6
7	AIR CONDITIONER 9000BTU	ENGINEERS OFFICE NO.7
8	AIR CONDITIONER 9000BTU	ENGINEERS OFFICE NO.8
9	AIR CONDITIONER 9000BTU	PROJECT MANAGER OFFICE NO.3
10	AIR CONDITIONER 9000BTU	UNION OFFICE NO.2
11	AIR CONDITIONER 9000BTU	SECRETARY OFFICE NO.1
12	AIR CONDITIONER 9000BTU	TERMINAL MANAGER OFFICE NO.14
13	AIR CONDITIONER 9000BTU	ENGINEERING MANAGER OFFICE NO.9
14	AIR CONDITIONER 9000BTU	BUSINESS CASE OFFICE NO.4.2
15	AIR CONDITIONER 9000BTU	NRE- ICT OFFICE NO.11
16	AIR CONDITIONER 9000BTU	PROJECT SUPPORT TEAM OFFICE NO.4
17	AIR CONDITIONER 9000BTU	PROJECT SUPPORT TEAM OFFICE NO.4
18	AIR CONDITIONER 9000 BTU	BOARDROOM OFFICE NO.13
19	AIR CONDITIONER 9000 BTU	OFFICE BREAK-BULK NO.1
20	AIR CONDITIONER 9000 BTU	BOT Boardroom
21	AIR CONDITIONER 9000 BTU	OFFICE BREAK-BULK NO.2
22	AIR CONDITIONER 24000 BTU	BOARDROOM OFFICE NO.13
23	AIR CONDITIONER 24000 BTU	BOT Messroom-1
24	AIR CONDITIONER 24000 BTU	BOT Messroom-2
25	AIR CONDITIONER 30000 BTU	GENERAL BOARDROOM OFFICE NO.8



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1.5.4 **The new installation of twenty-five (25) aircons:** will be done in accordance with best practices in the industry as mentioned below but not limited to:

- Ensure the piping and trunking to be supplied by service provider.
- Ensure the power line extension for all the aircons when is necessary.
- Check for gas leaks by performing a dye test on all aircons.
- Ensure the air conditioner is working correctly.
- Technical Supervisor will do inspect/ examiner after every aircon is has been installed by the service provider.

Electrical Installation:

- The Employer will provide a power supply cable to the position of the Air conditioning units.
- The standard electrical supply voltage is 240 V single phase at a frequency of 50 Hz. The supply will be solidly earthed with a neutral.
- The Contractor Shall supply and install a new double pole Isolator within arm's reach of the external Condenser as well as the interior evaporators.
- The Isolator shall be weatherproof IP67 rated and shall disconnect neutral and live.
- The Contractor shall connect the air conditioner units to the electrical isolator as well as to the provided supply cable. It is the Contractors responsibility to ensure that the correct power rating and phase rotations are present at the isolator.
- Energising and de-energising of the supply cable will be under the control of the Employer.
- The Contractor shall ensure that he has under his employment or under his control a registered electrician to correctly and safely connect the units to the electrical supply that will be provided.
- All inter-unit wiring and connections are the responsibility of the Air conditioning Contractor

Piping and refrigerant:

- R410A refrigerant or Similar Industry Standard as well as proper annealed copper piping sets for the refrigerant shall be used.
- The correct pipe cutting and flaring tools shall be used for cutting and bending of copper pipes as well as confirming to the bending radius limits of the piping.
- All piping shall be adequately insulated as well as connection points sealed with heat insulators and tied with rubber straps. It should be made sure that no pipes or pipe connections have any leaks by performing leak tests and should be immediately sealed.
- All nuts and bolts of the entire system shall be anti-corrosive stainless steel
- Where, piping passes through building elements, all holes shall be sealed with suitable expanding foam.
- All existing piping is to be removed, and new piping installed for the installation.

Drainage Piping:

- Drainage pipes shall be round Polyvinyl Chloride Pipe (PVC) piping strapped securely onto the building. Where piping is above ground, they shall be extended all the way down to the ground and not be left to drip from a high level.
- Where drainpipes run in the offices the Contractor shall insulate the pipes so that chilled condensation will not damage furniture or floors.
- All PVC pipes connections and joints shall be connected using suitable PVC joint/weld

Internal Units:

- The general installation entails the complete removal of the existing air conditioning units and replacing it with a new more efficient air conditioner unit.
- The internal units shall be installed as per the manufacturer's guidelines for an efficient system.
- The Contractor shall install the internal units in the same location where possible unless otherwise stated by the Employer or recommended by the Contractor.
- Care should be taken when working in the offices of employees.
- The Contractor shall always keep office areas clean and tidy before and during installation, respect employee's furniture and belongings.
- Any damage whatsoever to the property of the Employer or its staff will be at the cost of the Employer.
- The Contractor shall confirm the building element that unit is to be installed on, i.e. Brick wall or dry wall partitioning.
- The Contractor shall install and use the appropriate fixings for the intended installation.

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External Units:

- The general installation entails the complete removal of the existing air conditioning units and replacing it with a new more efficient air conditioner unit.
- The outdoor Condenser units shall be installed as per the manufacturer's guidelines for an efficient system.
- Scaffolding shall be erected and approved by the Employers SHE representative to install units at a higher level or use of cherry picker is permitted.
- Condensing units shall as far as possible be readily accessible for inspection and servicing.
- The air conditioning condenser coil units shall be protected from corrosion.

All work is to be in accordance with the requirements of the South African National Standard (SANS), the Occupational Health and Safety (OHS) Act 85 of 1993 as revised, as well as all other relevant published SANS Standards and current regulations of all other codes applicable to the work. Standards to be applied shall include, but shall not be limited to:

National and international Standards	Document Code
Wiring of premises- Low Voltage Installations	SANS-10142-1
National Building Regulations	SANS-10400
Refrigerating Systems including plants associated with Air Conditioning Systems	SANS-10147
Air Conditioners, Liquid Electrical Appliances- Safety Part1: General Requirements	SANA-54511 Part1-4:2010

1.5.5 Eligibility Criteria:

- (a) Site briefing is compulsory to be attended by the service provider. **(Returnable Schedule T2.2-00)**
- (b) The bidder submits proof of the CIDB grading (2) ME certificate and this shall be mandatory. **(Returnable Schedule T2.2-01)**
- (c) Proof of letter of good stand or COIDA Certificate. **(Returnable schedule T2.2-02)**
- (d) Technician who has qualified on SAQA Qual ID 103277- Occupational Certificate in Air-Conditioning and Refrigeration Mechanic or Technician registered with SAQCC or SAIREC or other relevant HVAC recognized bodies **(Returnable Schedule T2.2-03)**

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1.5.6 Technical Evaluation:

CRITERIA	DESCRIPTION	WEIGHT (Points) %	SCORING PRINCIPAL		RETURNABLE SCHEDULE
1. Experience of a Supervisor	Submit the CV of a supervisor who has vast experience in Air-con installation for five (5) years or more experience.	35	Proof of five years or more	35 Points	T2.2 - 04
			Proof of experience 3 and less than 5 years	18 Points	
			Proof of experience 2 and less than 3 years	9 points	
			Proof of experience less than 2 years	0 points	
2. Experience of the Company	Submit traceable references of aircon maintenance in the past 3 years. <i>Three (3) reference letters with contact details. TPT reserves the right to call the provided referees to obtain testimonials.</i>	35	Three (3) traceable references in the past three years provided.	35 Points	T2.2 - 05
			Two (2) traceable references in the past three years provided.	18 Points	
			One (1) traceable reference in the past three years provided.	9 Points	
3. Experience of Technician	CV of Air-conditioning and Refrigeration Technician who has qualified on Occupational Certificate in Air-Conditioning and Refrigeration Mechanic with not less than two (2) years' experience	30	Proof of experience more than two years	30 Points	T2.2 - 06
			Proof of experience 2 years	15 Points	
			Proof of experience less than 2 years	0 Points	
		100			
			Technical Qualification Threshold = 70%.		

1.5.7 Returnable Essential Documents

- (a) The service provider is to provide 24-month guarantee (As a minimum) on all new air conditioners and compressors supplied **(T2.2-11(a))**.
- (b) The service provider is to provide 6 months warranty (As a minimum) on the workmanship on all maintenance, repairs and new fitments **(T2.2-11(b))**.
- (c) The service provider is to provide delivery time for acquisition of new aircons upon award **(T2.2-11(c))**.
- (d) The service provider is to provide a project plan for installation of all aircons upon award **(T2.2-11(d))**.

2 SERVICE
2.1 Temporary service, Affected Property & constraints on how the Contractor Provides the Service

2.1.1 Affected Property entry and security control, permits, and Affected Property regulations

The *Contractor* complies with the Employer's Affected Property entry and security control, permits and Affected Property regulations.

2.1.2 Restrictions to access on Affected Property, roads, walkways and barricades:

- 2.1.2.1 The *Contractor* is specifically excluded from entering the Employer's Operational Areas which are adjacent to the Affected Property. The *Contractor* plans and organises his work in such a manner so as to cause the least possible disruption to the Employer's operations.
- 2.1.2.2 The *Contractor* ensures safe passage of his team, to traffic and around the Affected Property working areas at all times which includes providing flagmen.
- 2.1.2.3 The *Contractor* ensures that any of his staff, labour and Equipment moving outside of his allocated Affected Property and Service Areas does not obstruct the operations of the Port Elizabeth Terminals to this end, access routes are allocated and coordinated by the *Service Manager*.
- 2.1.2.4 The *Contractor* ensures that all his Service staff, labour, and Equipment remains within his allocated and fenced off working Area.
- 2.1.2.5 All *Contractor's* staff and labour working within Port Elizabeth Terminals complies with Transnet Port Terminals (TPT) operational safety requirements and are equipped with all necessary personnel protective equipment (PPE), the following are compulsory ie, Safety Boots, Overalls, Hard Hat, Reflector Jacket and Respiratory Masks but not limited to the above-mentioned PPE.

2.1.3 People restrictions on Affected Property; hours of work, conduct and records:

The *Contractor* keeps daily records of his people engaged on the Affected Property with access to such daily records available for inspection by the *Service Manager* at all reasonable times

3 Health and Safety Information

After contract award the following documents must be submitted with a comprehensive, SHE files for TPT SHEQ approval before any work commences:

Document	Annexure
Contractor Compliance File Assessment	A
Contractor Environmental and Sustainability	B

Contractor Health and Safety Specification Guidelines	C
Contractor Questionnaire	D
Section 37 Mandatory Agreement	E

4 Procurement

6.1 The *Contractor's* Invoices

6.1.1 The invoice states the following:

- Invoice addressed to Transnet SOC Limited;
- Transnet Limited's VAT No: 4720103177;
- Invoice number;
- The *Contractor's* VAT Number; and

6.1.2 The invoice contains the supporting detail:

A bill format as per the tender document indicating previously paid, paid to date and amount due for the month.

The invoice is presented either by post or by hand delivery.

6.1.3 Invoices submitted by email are addressed to:

The invoice is presented as an original.