



# **Provision of Tyre Maintenance Service and Repairs, for the Period of Five (5) Months, at Cape Town Terminals**

## **Works Information**

### **Document Reference Number:**

CTT-Tyres-19-11-2023

### **Site:**

Transnet Port Terminals

Cape Town Terminals

### **Date:**

19<sup>th</sup> November 2023

## Scope Of Work (SOW)

### 1. Purpose

The purpose of this work scope is to procure service from an external service provider capable to carry out tyre maintenance and repairs for all Port equipment running on rubber tyres for a period of five (5) months. Transnet Port Terminals Cape Town Terminal (TPT CTT) require a tyre management system (TMS).

### 2. Scope of works

TPT intends to source all its industrial tyre maintenance and repairs requirements through a preferred service provider for a period of five (5) months. TPT CTT aims to appoint a service provider who has experience in the Industrial Tyre; not only in the execution of tyre maintenance and repairs services but in all the ancillary services that are part of maintaining tyres on a fleet of machines.

The Service Provider(s) shall be fully responsible to TPT CTT for the acts and omissions of persons directly or indirectly employed by them.

The equipment to be serviced include: Mobile Cranes, Rubber Tyre Gantry (RTG), Empty Container Handlers (ECH), Reach Stackers (RS), Haulers (Mafi/Terberg), Straddle Carriers, Trailers, Forklifts, Tractors, sweepers, but not limiting to other rubber tyre equipment in the terminals.

### 3. Repairs of tyres

Repairable tyres will be identified by the service provider, together with the TPT CTT Technical Supervisor as is done with scrapping of tyres. Once these tyres are identified, agreed upon by both parties, the TPT Tyre Supervisor will notify the service provider to conduct the repairs as per the documentation completed during the identification/selection process. A clear and comprehensive scope of work, set up by the TPT CTT Technical Supervisor with lead time and a warranty being stipulated in accordance with the minimum requirements stipulated in this agreement, must accompany the purchase order and be adhered to by the repairing company.

Please note the following warranty on workmanship requirements for tyre repairs:

Component	Warranty on workmanship
Tyre repairs (Off-site & on-site)	12 months

## 4. Tyre Management

### 4.1. Tyre management will consist of the following but not be limited to:

- a) The contractor must be in a possession to have a tyre management system that can generate task for planned maintenance service and submit them for review and refinement to TPT CTT Technical Supervisor and Manager. The contractor must provide the tyre performance management solution and tyre thread and pressure. The system must be able to detect wear patterns and alignments in order to assist TPT CTT in planning their job and meeting the tyre inventory requirements.

In order to assist TPT CTT low tyre pressure and tyre related issues, precise historical tyre pressure data must be supplied to TPT CTT Technical Manager.

- b) An efficient secondary resource for stock level identification and to inform the TPT Technical Supervisor of relevant low stock levels should they notice that orders have not been placed timeously.
- c) Onsite Tyre inflations service using a bakkie (mobile) and/or a land-based (stationary) compressor appropriately rated and capable of inflating all tyres used in the Terminal. Each and every single tyre inflated shall be captured on paper/IPAD/TAB by the service provider and submitted to the TPT Technical Supervisor on a weekly basis. If TPT identifies the need to adjust this process at any given stage, the service provider will conform and provide all necessary assistance and co-operation. The service provider must ensure that this process is adhered to in ensuring that “run flat” failures are eliminated. The root cause for any repetitive leak (noticed in data analyses) is to be investigated and rectified immediately. Each root cause identified, as well as the rectification process followed, is to be captured in the monthly report submitted to TPT Technical Supervisor.
- d) Service provider to submit an organogram of the support services team which will start from the Manager level and below. Manager will submit contact details (email and mobile contact number). Service provider must make use of their best discretion, available skills and resources.
- e) At 50% life of dual-fitment on some of the equipment’s, the service provider will be required to rotate the tyres in order to prolong the life span.
- f) Service vehicles to be provided may not be less than three (3) vehicles for onsite Support.

**\*Note:** All vehicles must have decals, which visibly portray the service provider’s name and logo. Vehicles need to be station on site 24/7.

- g) Spare compressor must be made available at all times when the compressors are sent for maintenance or are on breakdown.
- h) Onsite support vehicles must be fitted with compressors suitable to inflate all tyres used in each respective port. (a maximum pressure rating not lower than 12bar and CFM (cubic feet per minute) rating of 37 (1150l/min).
- i) A service provider must have valid calibration certificates for all tools to be used for tyre management, this include but not limited to:
  - 3 yearly hydraulic pressure test certificates for air receiver.
  - Yearly compressor pressure gauge calibration certificates.
  - Yearly safety valve calibration certificate for air receiver.
  - Torque wrench calibration certificates.
- j) Tyre repairs where tyres have been penetrated by a hard object but still repairable will be repaired after the prior approval by TPT Technical Supervisor.
- k) The tyre management team to be able to cover 24 hours and 7 days a week:
  - 1 Supervisor – 6am to 2pm shift (Monday - Friday)
  - 3 Tyre Fitter – 6am to 2pm shift (Monday - Friday)
  - 3 Assistant – 6am to 2pm shift (Monday - Friday)
  - 2 Tyre Fitter – 2pm to 10pm shift (Monday - Friday)
  - 2 Assistant – 2pm to 10pm shift (Monday - Friday)
  - 1 Tyre Fitter – 10pm to 6am shift (Monday - Friday)
  - 1 Assistant – 10pm to 6am shift (Monday - Friday)
  - 2 Tyre Fitter – 6am to 6pm (Day shift Weekend & PPH)
  - 2 Assistant – 6am to 6pm (Day shift Weekend & PPH)
  - 1 Tyre Fitter – 6pm to 6am (Night shift Weekend & PPH)
  - 1 Assistant – 6pm to 6am (Night shift Weekend & PPH)
- l) The tyre management team to be able to cover Call-out, as and when required:
  - 1 Tyre Fitter – 10pm to 6am shift (Night shift Monday - Friday)
  - 1 Tyre Fitter – 6pm to 6am (Night shift Weekend & PPH)
  - 1 Assistant – 6pm to 6am (Night shift Weekend & PPH)
- m) Detailed report of all repaired/replaced tyres to be provided to the TPT Technical Supervisor at the end of every shift period where repairs were done with each job having its own job card, comprehensively populated with all crucial information and

signed off by the repairer and his/her supervisor. Job card information requirements may need to be adjusted based on TPT requirements.

- n) Onsite tyre storage facility where available will be allocated by TPT at accessible locations. The service provider will ensure that good housekeeping is maintained through all tyre storage areas, including the collection and acceptable storage of all abandoned tyres found anywhere in the port.

## **5. Fitment of tyres**

### **5.1.1. Tyre fitment**

The Service Provider must provide the services of professional tyre fitment to the various fleet vehicles used within TPT CTT. This includes the removal of used and damaged tyres and fitting of new tyres.

The Service Provider will be responsible for correcting or replacement of all damages such as wheel studs, Tyre Beads or other related material, property or tools caused by their employee.

The service of professional tyre fitting includes the correct fitment of the entire axle matching tyre type, size, tread pattern, load index and ply rating, correct rim to hub combination as well as inflation of the tyre to the correct pressure and to torque of the wheel studs/nuts to the correct torque setting as specified by the OEM. Any shortfalls noted during surveys must be rectified by the service provider and reported on, in terms of progress, to the TPT Technical Supervisor. Four nut-rotation-indicators, PER WHEEL, will be fitted and monitored by the service provider. Any displaced indicators must be noted and rectified by the service provider immediately by tightening or replacing the wheel nuts. Fitment must be based directly on the application of the machine in question as well as best practise for front/rear/drive/steer axles.

OEM wheel nuts torque settings but not to be limited to:

- Mobile Harbour Crane: 500 – 550Nm
- RTG: 530Nm
- Straddle carrier: 550 – 600Nm
- Empty Container Handler: 650Nm
- Reach Stacker: 400Nm
- Haulers and Trailers: 650Nm

It is envisaged that the service is a 24/7 operation in accordance with port operations and the prospective service provider should price accordingly. Utilization of power tools to assist in productivity is for the cost of the service provider. Compressed air is to be supplied by the service provider in the form of an air compressor with a maximum

pressure rating not lower than 12bar and CFM (cubic feet per minute) rating of 37 (1150l/min).

All Safety and Legal Aspects affecting the works of tyre fitment must be adhered to, including but not limited to the following examples:

- Adherence to instructions from Management and Supervisory Personnel
- The use of inflation cages at all times
- A complete set of SOP's with a copy of each submitted to TPT in a format and soft copy file type as requested by TPT
- Prevention of fire
- Safe inflations of damaged tyre
- Risk assessment
- etc.

Solid tyre fitment to rims or removal from rims forms part of the service provider's responsibilities and thus it is expected of the service provider to have the relevant tooling and equipment readily available for such work. Upon request, the service provider will have to provide proof of ownership of such tooling/equipment, or a lease agreement for such tooling/equipment or a non-disclosure agreement/letter of intent to enter into business with a subcontracted company for solid tyre fitment/removal.

Please note: The preferred turnaround time for solid tyre fitment to rims or removal from rims is 8hrs.

#### **5.1.2. Scrap Tyres**

Scrapped / used tyres remain the property of Transnet. At each respective Port's the tyre scrapping report will form part of the monthly report given to the TPT Technical Supervisor. The copy of the tyre scrapping report will be submitted to the Reverse Logistics Specialist (Head Office) by the TPT Technical Manager. Reports are to include quantities, per tyre size and the application for which the tyre was used. (Scrapping of tyres to be done in accordance with the waste tyre regulations)

#### **5.1.3. Maintenance**

- a) The Service Provider will provide the following but not limited to:
  - tyre brands & tread patterns used
  - tracking of each tyre casing by recording the unique serial numbers stamped on the casing, together with the equipment fleet number & hour meter readings, wheel positions and dates
- b) The Service Provider should be capable of handling and fitting all TPT's solid tyre sizes or must have access to the necessary equipment required to perform this task.
- c) Service back-up to be applied, which will include the following:

- i. Trained tyre maintenance team to work safely on site equipped with the correct specialized tools and PPE
  - ii. Where there are no on-site tyre fitters, rapid response (max 3hours complete) to any breakdown including 24hr breakdowns on specialized material handling equipment on site is required.
  - iii. Mobile compressors used on-site must be Diesel driven as per TPT HAZMAT CHEMICAL regulations and these need to be capable of inflating tyres to 10BAR pressure (12Bar Maximum pressure with relief at 10.5bar, for example).
  - iv. All pressure vessels (compressors) must comply with OCCUPATIONAL HEALTH AND SAFETY ACT – 1993 AND AS AMENDED. TPT reserves the right to visit the Service Providers site for verification purposes or insist that repairs or upgrades are to be performed in view of the safety of all surroundings and people.
  - v. Safe on-site fitting and stripping of tyres
  - vi. Safe, reinforced repairs to tyre casings, provided the penetration does not exceed 200mm. All repairs must hold a warranty where credit notes will be provided for the repair costs if premature repair failures occur.
  - vii. On-site tyre inflation cages for safety purposes supplied by Service Provider must be used for ALL tyre inflations.
  - viii. Daily inspection of machines with tyre action plan reports to indicate any tyre problems related to tread wear, punctures and the timely removal of worn tyres that may be rethreaded.
  - ix. The removal and rotating of tyres on rims or wheel positions that indicate conical wear patterns for the purpose of achieving maximum hours (Front axle tyres on empty container handlers, forklifts, reach stackers and the likes.
  - x. **\*\*Very Important\*\*** A quarterly Tyre consumption report to assist TPT Management to forecast tyre expenditure, operational and non-operational factors as well as the achieved hours per tyre size and brand. The layout and frequency of this report will be reviewed depending on TPT's requirements at that time.
  - xi. Adequate Physical stock on hand at Service Provider's premises, must be available for inspection at any time.
- d) Service Provider will ensure buffer stock at stores for required equipment. These will be tyres, on rims, ready to fit.

### List of Port equipment and type of tyres currently in use.

TYRE DESCRIPTION – CAPE TOWN CONTAINER TERMINAL
<b>RUBBER TYRE GANTRY (RTG)</b>
18.00-25 40 Ply E3 Industrial
<b>Straddle Carriers (SC)</b>
16.00-25 E4 Container master
<b>REACH STACKER (RS)</b>
18.00-25 E4

<b>Empty Container Handler (ECH)</b>
14.00-24 Container master
14.00x24" tube with flap
<b>HAULERS</b>
310/80 R22.5
12R 22.5
<b>TRAILERS</b>
300/80 R22.5
10.00-20 Robust Wall Solid tyre
<b>FORKLIFT</b>
6.50-10, 14 Ply tube
28X9.15, 14 Ply tube
<b>DIESEL BOWSER</b>
385X65
18.4-34
10.00-16
<b>HAZMAT TRAILER</b>
300/80 R22.5 tubeless

<b>TYRE DESCRIPTION - CAPE TOWN MULTI-PURPOSE TERMINAL</b>
<b>LIEBHERR MOBILE CRANE</b>
285/70R19.5
<b>HAULERS</b>
12R22.5 20PLY (Front, tubeless)
310/80R22.5 20PLY (Rear, tubeless)
<b>FORKLIFT</b>
12.00x20:20PLY E-3 INDUSTRIAL
14.00-24 Container master
16.00-25 Tyre
8.15-15 (SOLID) IMPORT
8.25-15 (SOLID) IMPORT
6.50-10 (SOLID)
700 X12 (SOLID) IMPORT
28x9x15 (SOLID) IMPORT
3.00x15:14PLY INDUSTRIAL
600 X 9 PNEUMATIC
<b>REACH STACKERS</b>
1800x25:40PLY
<b>STRADDLE CARRIERS</b>
16.00R25
<b>TRAILERS</b>
10.00X20:14 PLY (Solid Tyres)

310/80/22.5
385/65 R22.5
<b>BELL TRACTORS</b>
18.4-34
10.00-16
<b>DIESEL BOWSER</b>
195R14C
18.4-34
10.00-16
<b>VEHICLES</b>
195R14 COMMERCIAL
18.4/15-34:10PLY HAULAGE

## 6. Safety requirements

- 6.1. The contractor must receive mandatory induction training from CTT (Cape Town Terminals) before any work is initiated.
- 6.2. The contractor must provide a valid medical fitness certificate issued by a registered Occupational health practitioner for all personnel.
- 6.3. The contractor must provide CTT with a valid competency certificate for all personnel who will perform work on CTT premises.
- 6.4. The contractor must provide a Safety, Health and Environment (SHE) manuscript as specified in the Occupational Health and Safety Act (Act No 85 of 1995 as amended).
- 6.5. The contractor must provide a tools list which must document all tools which will be used for the specific task. The tools must be checked and verified by security and a CTT representative upon entry and exit of the plant.
- 6.6. The contractor will be liable for any damages incurred to any part of the machine for the duration of the work unless otherwise stated.
- 6.7. The contractor must only use non-corrosive cleaning agents. The contractor must provide a **technical data sheet** and **material safety data sheet** for all cleaning agents used during the cleaning process.
- 6.8. The contractor must **barricade the immediate working area and provide clear warning signs** informing individuals of potential safety hazards. The contractor must provide their own barricades and safety signs.

6.9. The contractor will provide CTT with a **complete risk assessment** clearly identifying;

- The **work description**
- The **potential hazards** while performing such works
- The **recommended action to ensure the safety** of the workers

6.10. The service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: NOSA CMB253; applicable SANS codes; OHS Act of 1993; International Health Regulation Act 28 of 1974, and OHSAS 18001.

6.11. All material aspects of all applicable legislation, provincial ordinances, and local authority by-laws, including all relevant regulations promulgated in terms thereof, which affects the Maritime business.

6.12. The service provider ensures compliance with TPT SHERQ-RS PRO 027\_ SHERQ Contractor Specifications Procedure. SHE File will be handed into TPT SHERQ Department in advance for approval before work commence.

6.13. The service provider will ensure compliance with TPT CTT SHEQ-RS PRO 032\_Permit to Work procedure in ensuring that Permit to work been issued via their specific Job owner in conjunction with the relative scope of work and all the necessary precaution measures have been considered and implemented.

6.14. Service provider to ensure that all employees involved in the activity are informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, proof to be submitted to SHERQ with SHE File.

6.15. Updated SHE File to be submitted to SHERQ via procurement on the award of business in accordance with TPT SHERQ –RS PRO 027 TPT SHERQ Contractors Specifications Procedure.

6.16. The following document is a **compulsory returnable document** for all service provider to procurement:

- a) Legal Letter of Good standing
- b) Legal Liability cover

- c) Agreement between TPT & Principal contractor
- d) Agreement between Principal contractor and Sub Contractor if making use of any.

6.17. The following document is a **compulsory returnable document** for a service provider that conducts any physical work on site to SHERQ:

- a) SHE File that complies with TPT SHERQ-RS PRO 027 TPT SHERQ Contractor Specifications Procedure.
- b) Completed signed TPT CTT SHEQ-RS FORM 032\_Permit To Work to be handed to SHEQ after completion of the task.

## **7. Requirements for documentation on submission of proposal**

7.1. The service provider shall supply the following documentation on submission of proposal:

- 7.1.1. Program to render tyre services to TPT Cape Town Terminals.
- 7.1.2. Quality Control Plans (QCP) for approval by Transnet appointed quality officer and hold points to be added.
- 7.1.3. A well-structured and detailed proposal which indicates the grand total of the works of this document.
- 7.1.4. A detailed risk assessment of all potential hazards identified, relevant risk rating of the potential hazards and recommended/remedial actions to be taken to reduce these potential hazards.
- 7.1.5. Submitted quality control plan as stated in the works information and method statement.
- 7.1.6. Submit proof of RMI (Retail Motor Industry Organization) Accreditation.
- 7.1.7. Provide proof of office/workshop or operational facility within a 50 km radius to the Port of Cape Town

## 8. Technical Evaluation

Service Providers will be evaluated according to the following criteria:

No.	Technical Criteria	% Weightings	Returnable documents/Evidence
1	<p><b>Eligibility</b></p> <p>The bidder to provide proof of registration with the Waste Bureau in accordance with the National Environmental Management Waste Act, 2008 (Act No. 59 of 2008) Waste Tyre Regulations 2017, or confirm that it will only utilize a company that is registered with the Waste Bureau to dispose of tyres. Bidder to provide proof of registration of outsourced company.</p>	Y/N	<p>Proof of registration with the Waste Bureau or Proof of registration of the out-sourced company that will be utilized</p>
2.	<p><b>Employee Requirements</b></p> <p>Bidder is able to provide the Breakdown Team onsite support service for 7days a week and on standby, as per SOW.</p> <p>1. Supervisor one (1) with Supervisor training certificate for tyre maintenance, 5yrs experience on tyre maintenance, valid driver's license with PDP. 2. Tyre fitters six (6), with proof of training for tyre maintenance, 2years experience tyre maintenance, valid driver's license with PDP. 3. Assistant six (6), with proof of training for tyre maintenance assistant, 1year experience <b>35 points</b> = cover all 3 element <b>Zero (0) point</b> = less than 3 element covered</p>	35	<p>The Bidder to attach the proof of employment and of training of staff requirement.</p> <p>Provide proof of staff required:</p> <p>6 Fitters, 6 assistants, 1 supervisor</p>

<p><b>2.</b></p>	<p><b>Risk Assessment</b></p> <p>The respondent must submit a generic risk assessment, based on the Tyre maintenance service aligned to the scope of work. The risk assessment should, as a minimum, give detail of the following elements: (1) Health and (2) safety: service provider should give an SOP and comply with all other elements related to the SOW; (3) Environment: Housekeeping is a priority and also comply with all other elements on the scope related to Environment and (4) Quality: Service provider should give a proof of quality assurance as stated on the scope.</p> <p><b>15 points</b> = risk assessment covers all 4 elements  <b>10 points</b> = risk assessment covers 3 out of the 4 elements  <b>5 points</b> = risk assessment covers 2 out of the 4 elements  <b>Zero points</b> = risk assessment covers less than 2 out of the 4 elements or no risk assessment submitted</p>	<p><b>15</b></p>	<p>Submission for detailed risk assessment related to scope of work and must cover all elements with activities</p>
<p><b>3.</b></p>	<p><b>Experience</b></p> <p><b>30 points</b> = Three (3) or more written references issued by respondent's client (different clients) for tyre service and maintenance. Latest reference letter (date of service) not older than five (5) years and previous two (2) reference letters must be less than ten (10) years.</p> <p><b>20 points</b> = Two (2) written references issued by respondent's client (different clients) for tyre service and maintenance. Latest reference letters (date of service) older than five (5) years but less than ten (10) years.</p> <p><b>10 points</b> = one (1) written references issued by respondent's client (different clients) for tyre service and maintenance. Reference letters (date of service) older than ten (10) years.</p> <p><b>Zero (0) points</b> = Zero (0) written references issued by respondent's client (different clients) for tyre service and maintenance</p>	<p><b>30</b></p>	<p>Provide evidence related to tyre maintenance services and repairs for equivalent Port fleet, written references from different clients.</p> <p>The reference letters must be on the respondent's client letter head and signed.</p> <p>The latest reference letter dates of service to their clients must not be older that five (5) years.</p> <p>The previous two reference letters dates of service to their clients must not be older that ten (10) years.</p>

<b>4.</b>	<b>Call out response time (After hours)</b> <b>20 points</b> = 30-60 minutes <b>15 points</b> = 60-80 Minutes <b>10 points</b> = 80-90 minutes <b>Zero (0) points</b> = more than 90 minutes	<b>20</b>	Please provide two (2) proofs of call-outs response time, from the time the customer called to the time you arrived at the breakdown. Cell phone statement & call-out report, or anything equivalent to show response time.
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**Technical Evaluation threshold is 70 points**

## 9. Pricing schedule

### 9.1. Full Maintenance & Tyre Management Service

No.	Details / Description	Resource Designation	Quantity  (A)	Rate (B)  (excl. VAT)	Total (excl. VAT)  (A X B) per month	Total (excl. VAT)  For five (5) months
1	Monthly Management Fee [Full tyre maintenance service Monday – Friday flat rate (06:01– 14:00; 14:01- 22:00; 22:01- 06:00).  Including 3 Vehicles with tools and compressors, that will be station on site 24/7]	Supervisor	1	R	R	R
2		Tyre Fitter	6	R	R	R
3		Assistant	6	R	R	R
4	Monthly Management Fee [Full tyre maintenance service weekends and public holidays flat rate (06:01– 18:00; 18:01 - 06:00).  They will use the Vehicles that are station on site 24/7]	Tyre Fitter	3	R	R	R
5		Assistant	3	R	R	R
TOTAL PRICE, exclusive of VAT:					R	R
VAT 15% (if applicable)					R	R
Disbursement					R	R
Unconditional Discount(s)					R	R
TOTAL PRICE, inclusive of VAT (where applicable)					R	R

**9.2. Call out - After hours (as and when required)**

Call-out Service	Quantity (A)	Unit Price (B) (excl. VAT)	Total (excl. VAT) (A x B)
Call-out rate (1 x vehicle travel per trip)	76 call-out	R	R
Labour hour rate (1 x Tyre Fitter)	290 hours	R	R
Labour hour rate (1 x Assistant)	290 hours	R	R
<b>TOTAL PRICE, exclusive of VAT</b>			R
<b>VAT 15% (if applicable)</b>			R
<b>TOTAL PRICE, inclusive of VAT (where applicable)</b>			R

**Notes:**

1. The Bidder unconditionally guarantees all work performed. TPT CTT reserves the right to utilise some (not all) of the materials and services as listed above and pricing must be done accordingly.
2. TPT CTT reserves the right to negotiate final prices with the preferred Bidder.
3. All prices shall exclude VAT.
4. All prices quoted shall be valid for the period of adjudication of this Bid, or for a period of 60 business days calculated from the closing date of the tender.
5. TPT CTT reserves the right to re-allocate work, should it be deemed necessary.
6. TPT CTT does not guarantee volumes of any punctures/repairs that may be required.
7. Should there be any additional costs to TPT CTT the Service Provider is to furnish those in the Pricing Schedule and return with their bid as no deviations will be accepted by TPT CTT after submission of your RFQ.