



Provision of services for the hiring of Two (2) Horse-Rear Tipper Trailer combinations (30 ton) for the handling of Manganese Ore for a period of two (2) months

**Document Reference Number:
CTMPT 23102024**

Site:
Multi-Purpose Terminal Cape Town

Date: 23 October 2024

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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.

Contractor Compliance File a file or other record containing the information in writing required by Transnet.

NB: A file must be submitted for each discipline where applicable e.g. health and safety, environment file etc.

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 purposes of carrying out or supervising work on equipment.

Permit Issuer:

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

Permit to Work:

A written document indicating the equipment to work on, the potential hazards, how and where these hazards negated, signatures indicating that equipment is safe and the names of all persons working on the equipment.

Responsible Supervisor:

The Operations and Maintenance Supervisor who been assigned responsibility for the operation and maintenance of a particular section/s of the plant.

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: System	Safety Management System / Service Management
TCC: Office	Transnet Corporate Centre which is the Transnet Head
CPT:	Cape Town
TPT:	Transnet Port Terminals
WI:	Work Instructions

REQUEST FOR THE PROVISION OF SERVICES FOR THE HIRING OF TWO HORSE-REAR TIPPER TRAILER COMBINATIONS WITH FOUR (4) X OPERATORS FOR THE HANDLING OF MANGANESE ORE [HEREINAFTER REFERRED TO AS THE "TRANSPORTATION AND HANDLING SERVICES"] AT THE MULTI-PURPOSE TERMINAL, PORT OF CAPE TOWN, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS [HEREINAFTER REFERRED TO AS "TPT"] FOR A PERIOD OF TWO (2) MONTHS.

3. BACKGROUND

- 3.1 Transnet Port Terminals (TPT) requires a suitably qualified service provider(s) to provide Two (2) x Horse-Rear Tipper Trailer combination trucks with four (4) operators for the offloading of Manganese Ore products at the Multi-Purpose Terminal, Port of Cape Town.
- 3.2 CTMPT requires a partner to provide solutions for the offloading of Manganese ore.
- 3.3 Other key considerations include the service provider's capability, capacity and adherence to (without limitation) all legal and safety requirements and/or considerations.
- 3.4 TPT must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Service Provider
- 3.5 TPT must receive proactive improvements from the Service Provider with respect to provision of Services and related processes.
- 3.6 TPT's overall competitive advantage must be strengthened by the chosen Service Provider's leading edge technology and service delivery systems.
- 3.7 TPT's end users must be able to rely on the chosen Service Provider's personnel for service enquiries, recommendations and substitutions.
- 3.8 TPT must reduce costs by streamlining its acquisition of Services, including managed service processes.

4. SCOPE OF REQUIREMENTS

- 4.1 The service provider must be available 24 hours per day, 7 days per week, including weekends and Public Holidays, in order to support TPT's 24-hour operations.
- 4.2 The following Horse-tipper trailer combinations are required from the Service Provider at TPT's premises:
 - 4.2.1 Two 30-ton Horse-rear tipper trailer combinations, with four (4) operators. The trucks should be able to carry a minimum capacity of a 30-ton container full of manganese ore.
 - 4.2.2 This service will be required for a period of Two (2) months.

- 4.2.3 These trucks will be used for handling of Manganese ore at CTMPT operations facility as per operational requirements.
- 4.2.4 CTMPT is a 24/7 operations and the Service Provider is expected to be available 24/7 when Transnet needs to communicate to them.
- 4.2.5 The trucks will off-load trains, load vessel, transport cargo to various areas in the terminal without limit.
- 4.2.6 These services will be required for a minimum of 12-hours with Two (2) drivers and a maximum of 24-hours with four (4) drivers in a day depending on the rail/train availability.
- 4.2.7 These services will be required when offloading trains and loading vessels.
- 4.2.8 The Service provider will be required to be on site within 4 hours after being activated.
- 4.2.9 CTMPT is a 24/7 operations and the Service Provider is required to be accessible and available at any time of the day.
- 4.2.10 Vessels will call CTMPT once stockpile for the consignment is full.
- 4.2.11 Service Provider will be required to submit a SHE File within 48 hours after the award of business. For reference refer to Safety File Check sheet - **Annexure A**
- 4.2.12 Mandatory items:
 - Wiper/washer
 - Forward/reverse working lights
 - High visibility mirrors.
 - Reverse siren
 - Truck roadworthiness

5. QUALITY AND SERVICE

- 5.1 The service provider shall be responsible for the delivery and commissioning of equipment, at TPT premises as per TPT instruction. Upon completion of contract, the service provider will be required to decommission and remove the equipment off-site by similar means of transport at no additional cost to TPT.
- 5.2 The service provider will ensure that the equipment is in good working condition i.e. mechanically sound and should not have any defects and must comply with all regulations and legislation applicable. The trucks should be roadworthy.
- 5.3 The service provider shall deploy trucks with operators who hold a valid competency certificate for the required type of equipment used.
- 5.4 The service provider shall ensure that the operators are experienced to avoid any near miss and/or incidents.

- 5.5 The service provider shall ensure that the operators have a clear criminal record, be of sober habit and are medically fit with negative drug test results.
- 5.6 The service provider shall ensure he/she has enough operators for the equipment to run a 24 – hour operation.
- 5.7 In the event of service provider has hired or leased the required equipment, such service provider shall be responsible to ensure that the relevant equipment is certified.
- 5.8 If, for any unforeseen reason, any piece of equipment is unable to perform the service for which it is required, such equipment shall be replaced within 2 hours of notification and all cost incurred with replacement of defective equipment will be for the service provider’s account.
- 5.9 All consumables such as tires, maintenance and repairs with breakdowns or equipment failure shall be on the Service Provider’s account, unless it can be proven that repairs/breakdown are due TPT negligence.
- 5.10 The Service Provider will receive instruction from TPT representative on the operations for the shift.
- 5.11 When called upon in an emergency, the service provider is required to respond and be on site within Two (2) hours, to mitigate business risks.
- 5.12 Provision of services by the service provider is further subject to:
- 5.11.1 Weather permitting (conditions)
 - 5.11.2 Vessel delays.
 - 5.11.3 Equipment failure/Breakdowns.
 - 5.11.4 Unplanned and late requests from customers.
 - 5.11.5 Volume fluctuations
 - 5.11.6 The above mentioned is not an exhaustive list of delays or challenges that may be experienced. The delays will interrupt the provision of services or result in a cancellation of requests for services.

6. SAFETY AND COMPLIANCE

- 6.1 The service provider shall comply with all applicable safety laws and regulations.
- 6.2 The service provider shall be required to submit a copy of a valid Letter of Good Standing issued by the Department of Labour prior to the commencement of the contract.
- 6.3 The service provider shall comply with all the terminal Safety, Health, Environmental Management and Quality Standard Operating Procedures (SOP) as required by the TPT (SHEQ) Department.
- 6.4 The service provider must comply with TPT's Security and emergency policies, procedures and regulations. This includes the requirement of permits to gain entry into CTMPT at own cost.
- 6.5 There shall be zero tolerance of any form of substance abuse i.e. alcohol, drugs etc. The service provider and/or its employees shall be subjected to random drug and alcohol testing.
- 6.6 The service provider shall ensure that its employees present on TPT site are furnished with (at its own cost) and wear safety clothing or personal protective equipment (e.g. reflective jackets, safety boots, hard hats etc.).
- 6.7 Service Provider's employees on site shall be required to always have identity tags on them.

7. TPT SHALL PROVIDE THE FOLLOWING:

- 7.1 Supervision services of the entire operation. This will also include services of Port Workers/General workers for unlocking of twist locks.
- 7.2 Fuel (Diesel) during the period of hire, while equipment is being used will be for TPT's account. Currently we have a logbook system in place to keep track of diesel used by equipment.

8. TECHNICAL REQUIREMENTS

8.1 The service provider must comply with the specifications as set out in the scope of work. (Eligibility)

8.1.1 Supporting documents to be provided:

- Confirmation on the service provider's letterhead that it complies with the specifications as set out in the scope of work.

8.2 Suppliers to submit equipment data sheet for all equipment

8.2.1 Supporting documents to be provided

Confirmation on a data sheet with the service provider's letterhead that the trucks comply with the below:

- Twist locks on trailer
- Rear-Tipper Hydraulic Cylinder

- Load capacity of 30 Tons
- Road worthy certificates

8.3 The service provider must commence work within a lead time of 48 hours after notification of award of business.

8.3.1 Supporting documents to be provided:

- Confirmation on the service provider’s letterhead that it will commence work within 48 hours after notification of award of business.

8.4 The service provider shall be required to have a proven track record of maintenance of the trucks over the last one (1) year.

8.3.1 Supporting documents to be provided:

- The service provider shall provide maintenance records / Job cards
- If equipment is new: The service provider shall provide proof of ownership/purchase.

8.5 The service provider shall be required to have a proven track record of rendering similar services

8.5.1 Supporting documents to be provided:

- Three (3) written references issued by the respondent’s clients on their letter head (different clients) not older than five (5) years, which shall be used to verify the Respondent’s past performance.
- The references must specifically have contract period, contract value where the respondent has provided same service as per our Scope of Work which shall be used to verify the Respondent’s past performance over the last five (5) years.

9. GENERAL SAFETY AND COMPLAINE SPECIFICATIONS

Applicable Legislation and/or procedures	Description
GRM/SHEQ/STD 009	TNPA Fire Safety Management Manual
TRN-IMS-GRP-PROC-014	Contractor Management Procedure
SANS Codes	Applicable related South African Bureau of Standards’ Code of Practice in conjunction with Scope of work.
TPT-IMS-COR-SOP-009.002	Waste Management Procedure

TPT-IMS-CPT-SHEQ-016-01	Emergency Preparedness and Response
TRN-IMS-GRP-PROC-013	Occurrence and Non-Conformance Management Procedure
ISO 14001	Environmental Management System Environmental Specifications with guidance for use.
ISO 9001	Quality Management System- Requirements
OHSAS 18001	Occupational Health and Safety Management System Requirements
OHSAS 18002	Occupational Health and Safety Management Systems – Guidelines for the Implementation of OHSAS 18001
CMB253	National Occupational Safety Association-NOSA Integrated Management System
OHSACT 85 of 1993	Occupational Health and Safety Act
TRN-IMS-GRP-TMP -014.11	Contractor Compliance File Assessment Checklist
TRN-IMS-GRP-TMP-014.19	Site Access Certificate
TRN-IMS-GRP-TMP 014.13	Employee Personal Profile Dossier