



**PROVISION FOR THE RENTAL OF
THREE ROUGH TERRAIN 5-TON
FORKLIFTS WITH THREE MAN
CAGES FOR A PERIOD OF 6 MONTHS
AT CAPE TOWN TERMINALS**

Works Information

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1. DEFINITIONS

1.1. COMMISSIONING:

The process of assuring that all systems and components of a building or industrial plant or product are designed, installed, tested, operated, and maintained according to the operational requirements of the owner or final client.

1.2. 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 someother type of benefit.

1.3. 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 meet (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 outputs agreed. This person receives all his authorizations from the project initiator and the stakeholders.

1.4. CONTRACT OWNER

The person who requires a specific product, goods or services and who is responsible for providing the budget and approval.

1.5. CONTRACTOR

An employer (organization) or a person performing any work has entered into a legally binding business agreement contract to supply a product or provide services to Transnet. This applies tothe Suppliers, Vendors, and Consultants, Service providers and Contractors.

1.6. 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 byTransnet.

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

1.7. JOB OWNER:

Any permanent employee of TPT who has been trained, tested and found competent, and appointed inwriting for the purpose of carrying out or supervising work on plant, machinery and equipment.

1.8. 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.

1.9. SPECIFICATION

A detailed description 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 is noted that the specification might even comprise of a multitude of different elements.

1.10. LOCKOUT:

The fitting of a padlock (or caliper and padlocks) to an isolator switch so that it cannot be returned to an operating condition.

1.11. 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.

1.12. PERMIT ISSUER:

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

1.13. PERMIT NUMBER:

A number issued by MPT that logs the work performed, the person responsible for the work and the approximate duration. Note: This is not the same as the sequential number on the Permit to Work.

1.14. PERMIT TO WORK:

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

1.15. RESPONSIBLE SUPERVISOR:

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

2. INTRODUCTION

2.1. BACKGROUND

- 2.1.1. TPT, at the Cape Town Container terminal (CTCT) requires a service provider to provide Three (3) Rough Terrain Forklifts (5-ton) with Three (3) Safety Man Cages. The requirements detailed in this scope of work describe the Forklifts, required to successfully complete planned tasks.

2.2. SCOPE OF WORK

- 2.2.1. Transnet Port Terminals, Port of CapeTown, requires a service provider to supply three (3) Five 5-Ton Rough Terrain Forklifts and Three (3) Safety Man Cages without operators and the commissioning thereof.
- 2.2.2. This works information covers the scope of work for the rental service of combination Forklifts and Safety Man Cages for Cape Town Container Terminal (CTCT) for the reefer container stacking area with 3200 plug points.
- 2.2.3. These forklifts are mostly used at the reefer stack area, where they are required to elevate port workers for the monitoring, plugging and unplugging of two, three, and four- high stacked reefer containers.
- 2.2.4. The same forklifts are used to assist in the Out of Gauge (OOG) operations where chains and slings must be used to hook the actual OOG's.
- 2.2.5. The hire service includes, but is not limited to: The supplier is required to execute the following services (as and when required):


3. SPECIFIC REQUIREMENTS

3.1. PRODUCT SPECIFICATIONS

Cape Town Container Terminal requires a service provider who can supply three (3) Rough Terrain 5-Ton Forklifts with enclosed steel cabin and tempered glass windows all round and three (3) Safety Man Cages. The hire equipment must comply with the following requirements:

Description	Quantity	Projected Time
Hiring three (3) Rough Terrain 5-ton forklifts and three (3) safety Man-cages. <u>Rough Terrain 5-Ton Forklift specification:</u> <ul style="list-style-type: none"> a) 3 x Rough Terrain 5-Ton Forklift b) Enclosed steel cabin with tempered glass window all round (as shown in figure 1). c) Tires dual front and back d) Pneumatic forks 1500 – 1700 e) Side shift function f) Tilt function g) Fuel diesel h) Standard rotating beacon and reverse buzzer. i) Standard adjustable 	3	Six (6) Months

Commented [MT1]: 2.2.1 does not mention 5 ton

<p>steering column</p> <p>j) Standard road ordinance lights</p> <p>k) Standard simple load weight indicator</p> <p>l) Standard auto fork levelling</p> <p>m) Safety features SAS – System of Active Stability.</p> <p>n) Safety feature operator presence switch</p> <p>The following safety requirements must be in place:</p> <ul style="list-style-type: none"> • Rear view Mirror • High visibility colour (Reflective tape) • Side shift 300mm • Minimum Forklift length 1440mm • Minimum Lifting height 4,5m • Fire extinguisher • Speedometer and diesel gauge • Roll over protection and seat belts • Forklift weather protection 		
<p><u>Man-Cage Specification:</u></p> <p>a) All steel construction.</p> <p>b) Dimensions 1200(L) x 1200(w)x 2000(H)-FLSC</p> <p>c) Load capacity -250kg to provide safe working access for 2 x people.</p> <p>d) Internal Handrail with safety loops to hook safety harness.</p> <p>e) Galvanized/ Painted finish to withstand elements during outdoor use.</p> <p>f) High grid fence backing separating workers from forklift moving parts.</p> <p>g) Forks not to protrude base of cage.</p>	<p>3</p>	<p>Six (6) Months</p> 

<ul style="list-style-type: none"> h) Lock place pins /mechanism securing the cage to the forks without obstructing use of forklift. i) Inward opening gate with safety latch. j) Non-slip floor. k) Safety Cage compliant with Department of Labour requirements. l) Load test/compliance certificate to be supplied. 		
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- 3.1.1. The purpose of the Forklifts is to assist the Operations Department in safely plugging and unplugging reefers with the use of a man cage. The man cage fits on the forks of the forklift and locks in place. A Port worker then boards the man cage and is transported to the stack to unplug or plug the container at 3 high. The forklift also used hook and unhook chains and straps when handling out of gauge cargo.
- 3.1.2. The forklift should have a minimum lifting height of 4 meters and a loading capacity of at least 5 tons.
- 3.1.3. The service provider shall transport the equipment by means of relevant transportation to the TPT premises and commission the equipment as per TPT's instruction. Upon completion of utilization, the service provider shall decommission the equipment and remove it off TPT premises by similar means of transport.
- 3.1.4. In case of breakdowns or any unforeseen happenings, the service provider should be able to supply, as per these written requirements, the listed equipment to TPT within the allowed 2 hours. In the event of equipment failure, the service provider shall repair or replace it within 2 hours of notification and site establishment and the cost of the replacement equipment shall be for the service provider's account.
- 3.1.5. The service provider shall be liable for a maintenance plan on the equipment supplied to TPT.
- 3.1.6. The service provider should be able to deliver the specified equipment within 48 hours from commencement of contract.
- 3.1.7. On delivery Forklifts shall be supplied with fuel. Service provider to ensure that their employees comply with the Standard operating procedures of Transnet Port Terminals and that PPE is issued to employees who will be delivering the Forklifts on the premises of Transnet Port Terminals.
- 3.1.8. The hiring of this equipment will encompass the full maintenance service and load testing for the duration of the rental period.
- 3.1.9. The Service Provider shall supply CTMPT with maintenance service book and relevant log sheets for the machine.

- 3.1.10. Vehicle Safety Inspection Checklist must accompany the forklift.
- 3.1.11. The equipment will not be accepted unless the documents listed above are submitted on delivery of the forklift.
- 3.1.12. The Service Provider shall attend technical breakdown support in case of equipment failure, and the cost of breakdown, spare and consumables will be on Service Provider's account.
- 3.1.13. In the case of a tire burst, a puncture and the deflation of tires, the Service Provider will be notified to attend at any tire related issues including the replacement tires at the service provider's cost.
- 3.1.14. All concluded accidental damages should be taken up with the bidders' insurer.
- 3.1.15. The 5-ton Rough Terrain Forklift supplied must not be older than 5 years.
- 3.1.16. It is important to note that CTCT operates in a harsh environment and has extremely robust surfaces, therefore it is advisable for the successful Bidder to make provisions for spare tires or spare equipment in the case of the major equipment component failures as a result uneven surface.
- 3.1.17. Service provider shall be fully responsible for all maintenance/ services or repairs for the hired Equipment while on CTCT premises and all associated cost thereof will be for the service provider and not CTCT.
- 3.1.18. The full maintenance should include all-servicing and fair wear and tear, and repairs required as per the manufactures schedules including all labour, parts and oil etc. All concluded accidental damages should be taken up with the service provider's insurer.
- 3.1.19. The Service Provider shall be responsible for the delivery and commissioning of equipment at CTCT premises as per CTCT instruction. Upon completion of the contract, the Service Provider will be required to decommission and remove the equipment off-site by similar means of transport at no additional cost.
- 3.1.20. Operator's Cab: A fully enclosed, center mounted cab with a sky view window, which is ergonomically designed, well insulated and weatherproof, providing maximum drivers visibility and comfort is required.



Figure 1: Enclosed Steel Cabin with tempered glass window all around

- 3.1.21. Load test Certificate: Service provider must provide load test certificates of the equipment upon delivery which clearly highlights that the equipment has undergone the necessary load testing and conforms to the specifications as required by CTCT for the Forklifts and the Safety man-cages.

4. REQUIREMENTS

4.1. QUALITY REQUIREMENTS

- 4.1.1. All services supplied and delivered to Transnet must be of excellent quality in compliance with the specifications. Should the goods or service(s) not be in conformity with the specifications, Transnet reserves the right to reject them, obtain the goods or service(s) from other sources of its free choice and debit the difference in cost, if any, to the Service Provider's account.
- 4.1.2. Transnet Port Terminals shall in no way accept responsibility for any tools and/or PPE brought to site by the service provider. Any replacement of tools and/or PPE shall be done at the service provider's own cost.
- 4.1.3. The service provider shall always have a suitably qualified representative available. The representative shall liaise on behalf of the service provider and handle all matters relating to the provision of the requirements as per this specification.
- 4.1.4. All services rendered to Transnet must be of excellent quality and in compliance with the required specifications. Should the service(s) not be in conformity with the specifications, Transnet serves the right to reject them, obtain the goods or service(s) from other sources of its free choice and debit the difference in cost, if any, to the Service Provider.
- 4.1.5. The Service Provider shall ensure that its employees tasked with providing the required services to Transnet are competent and experienced in carrying out their responsibilities as set out in the scope of work herein.

4.2. Evaluation Criteria

Technical Criteria	% Weightings	Returnable Schedule	Scoring guideline
1) Delivery of 3 x Rough Terrain 5-ton Forklifts with 3 x Man Cages at Cape Town Multipurpose Terminal in Four (4) weeks after issuing of Purchase Order (PO).	25	T1	<ul style="list-style-type: none"> • 25 points = One (1) week or less after issuing of Purchase Order (PO) • 15 points = Greater than one (1) week but less or equal to two (2) weeks after issuing of Purchase Order (PO) • 10 points = Greater than Two (2) weeks but less than or equal to Three (3) weeks after issuing of Purchase Order (PO) • 5 points = Greater than Three (3) weeks but less than or equal to Four (4) weeks after issuing of Purchase Order (PO) • 0 points = Greater than Four (4) weeks after issuing of Purchase Order (PO)
2) Company to provide technical support in case of break-down or callouts. One hour from time of calling.	25	T2	<ul style="list-style-type: none"> • Will provide support within one hour = 25 Points • Will provide support within two hours = 20 Points • Will provide support within three hours = 15 Points • Will provide support within four hours or more = 0 Points • Will not provide = 0 Points
3) Company provide at least two reference letters from customers who they have done similar work (Lease/Rental).	25	N/A	<ul style="list-style-type: none"> • Two letters = 25 Points • One letter = 10 Points • No letter = 0 Points
4) Company to submit proof that the Machine has a valid load test certificate	25	N/A	<ul style="list-style-type: none"> • Submitted = 25 Points • Not submitted = 0 Points
TOTAL Weighting:	100		
Minimum qualifying score Required:	70		



4.3. SAFETY REQUIREMENTS

4.3.1 Please comply with requirements in Safety Annexure 1A-Contractor Compliance Checklist attached.