



## **TRANSNET PORT TERMINALS**

### **Scope of Work**

**ONCE OFF SUPPLY AND INSTALL CANTEEN EQUIPMENT MAINTAIN FOR A PERIOD OF 12 MONTHS FOR DURBAN CONTAINER TERMINAL PIER 2**

**REVISION 01 : For Quotation**

**SCOPE OF REQUIREMENTS AND GENERAL INFORMATION**

**1. BACKGROUND**

TPT’s main objective is to promote healthy eating behavior that will reduce risk of long-term diseases/illnesses and result in increased productivity and morale. Therefore there is a need to purchase the electric stove and fridge to keep perishable food in good condition

**2. WORK TO BE EXECUTED**

- 2.1 The service provider must supply, install and thereafter maintain kitchen equipment at TPT Pier 2 canteen facility.
- 2.2 Provide the list of spared per equipment supplied
- 2.3 Provide all the necessary skills, resources, tools, equipment and expertise to carry out the work commit to minimum warranty of period of 12 months (minimum period) on supplied components /material including workmanship of the project.
- 2.4 The contractor to ensure they have qualified and experienced employee to do the job

**3. SPECIFICATION OF THE EQUIPMENT**

- 3.1 Supply and Install Electrical one stove, Solid Top 3 Plate Stove with oven (Manufactured for heavy duty applications) Power KW 19, Temperature °C 7-280 and Dimension MM 1200X900X950
- 3.2 Supply and Install 1 x Vulcan Tilting pans electric, 135 litres, 230 Volts.
- 3.3 Supply and Install 1 x Volcano electric boiling pot.
- 3.4 Supply 1 x 21 Cubic foot deep freezer
- 3.5 Supply 1x 964 liters double door Industrial fridge.
- 3.6 Supply and install conveyer toaster (wide mouth)
- 3.7 Supply and Install 2x 4 Division Bain Marie Floor Model (Electric) and repair the surrounding to ensure neat

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**4. CONTRACTORS STAFF TO BE USED ON SITE:**

- 4.1 The full complement of labour must always to be available to TPT Pier 2. Service provider is to make adequate provision of for leave, sick leave and the other absences that may occur
- 4.2 The awarded contractor shall assign a responsible person empowered to act for him/her , such person shall be on the site to supervise and receive the instructions of Facilities Management
- 4.3 The awarded contractor’s Staff and Labourers to be used on site must:
  - 4.3.1 Be provided with correct and complete PPE for the duration of the contract. PPE must be full reflector overalls with company name in display, heavy -duty gloves, goggles/face shield, gumboots, and hardhat
  - 4.3.2 Be inducted by the Durban Container Terminal Pier 2 SHEQ Department before working on site and in the Port.
  - 4.3.3 Be certified, skilled and competent to conduct their duties (competence certificates shall be provided
  - 4.3.4 Conform to the acceptable standards of behaviour and dress appropriately.
- 4.4 The awarded contractor shall brand their PPE and ensure that employees are always wearing branded PPE.

**5. WORKING HOURS**

- 5.1 The working hours shall be **between 06h00 to 16h00 from Monday to Friday**
- 5.2 Durban Container Terminal Pier 2 is a 24 hr/day for seven days a week operating Terminal therefore the service provider may be required to attend to emergency situation call outs should such situation present itself.

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- 5.3 The awarded contractor must not vary the working hours without written instruction from the Durban Container Terminal Pier 2 Facilities manager
- 5.4 The awarded contractor must submit to the Durban Container Terminal Pier 2 Facilities manager for verification, site visit data /time sheets which show for the day of work
- 5.5 All data sheets shall be signed off and submitted together with the monthly invoices.

**6. VEHICLES & EQUIPMENT:**

- 6.1 The awarded contractor must ensure that all vehicles to be used on site and in the Port are kept and maintained in good condition and working order, are constructed as per legislation requirements
- 6.2 The awarded contractor must provide his/her own branded vehicle for staff movement within the terminal and from remote area (Internal and External) contractor employee are not allowed to use TPT vehicles
- 6.3 The awarded contractor must provide the licensed driver/s for any the type of vehicle/s to be used on site and the rates shall include for fuel and any other vehicle associated costs.
- 6.4 Equipment Operators must:
  - 6.4.1 Be certified, skilled and competent to work with the equipment (competence certificates shall be provided
  - 6.4.2 Conform to the acceptable standards of behaviour.

**7. INDEMNITY AND INJURY MANAGEMENT**

- 7.1 The Contractor or Operator and any persons from the Contractor working on site must first ensure that they provide their signatures on the indemnity form before entering the site.

**8. COMMUNICATION**

- 8.1 All communication and instructions shall be via, email or letter.

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- 8.2 All verbal communication and instruction made, be it on site or elsewhere, shall be confirmed in writing.
- 8.3 The awarded contractor shall provide all their contact details with their tender submissions

**9. GENERAL REQUIREMENTS AND COMPLIANCE TO PROCESSES AND PROCEDURES**

- 9.1 The awarded contractor shall provide the Standard operating procedures that will be followed throughout the process as per the scope requirement.
- 9.2 The awarded contractor must ensure that management controls are in place, such as daily summary sheet, schedules, which will be managed by the supervisor on site.
- 9.3 The awarded contractor is to work hand in hand with Facilities Manager, TPT Representative as per areas mentioned from this scope of work to ensure that cleaning space is cordoned off for safe work to be conducted.
- 9.4 The awarded contractor must be aware that all areas are considered working areas with constantly moving equipment, therefore it is recommended that the contractor structures their schedule based on the nature of the operation. Contractor is to always consider the movement of the equipment and the availability of equipment to operations should take priority in all instances.
- 9.5 The awarded contractor must ensure that all areas stipulated in the scope are kept clean.
- 9.6 All services supplied shall adhere to the relevant TPT Procedure (TIMS), OHSAct and National Environmental Management Act.
- 9.7 Staff must be trained and certified to work on heights and in handling of hazardous chemical substance.

**10. DAMAGE TO TRANSNET PROPERTY AND EQUIPMENT**

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10.1 The Service Provider is to ensure that all equipment are protected from damages caused during the service provision. The contractor will be solely responsible for any damages caused by staff and sub-contractors. Promptly repair damages caused to equipment and property at no cost to Transnet. **Therefore the service provider shall their labour for such damages repairs.**

**11. DURBAN CONTAINER TERMINAL PIER 2 SHE REQUIREMENTS**

- 11.1 The contract will be managed as per Transnet Integrated Management System under element 14.
- 11.2 Within one week (7 days) of successful issue of the Purchase Order, a project kick off meeting will be arranged
- 11.3 SHEQ will determine the minimum required SHE documentation to be submitted to Durban Container Terminal for approval. (see TPT safety file checklist attached)
- 11.4 The SHE File shall be submitted to DCT Pier 2 within 1 (one) week of the meeting as detailed
- 11.5 In the case of any amendments / additional requirements to the submitted SHE documentations, the Contractor shall submit their revised SHE File to DCT Pier 2 for approval within 1 (one) week of receipt of the request to amend / submit missing information.
- 11.6 Only one amendment / submission of missing information will be allowed and the contractor shall submit all that is requested by DCT Pier 2 Failure to:
  - 11.6.1 Submit the SHE file within 1 (one) week of Project Kick-off meeting,
  - 11.6.2 Re-submit amended / submit additional documentation within 1 (one) week of request to amend / submit additional documentation,
  - 11.6.3 Fully comply to the requirements of Clause 11.3 on re-submission of the documentation after 1 (one) week

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**May result in a cancelation of the Purchase Order.**

**12. ACCESS TO DURBAN CONTAINER TERMINAL PIER 2**

- 12.1 Access is gained through TPT security at the control room.
- 12.2 The awarded contractor must submit the details of his/her employees and the registration of the vehicle to Facilities Manager
- 12.3 A safety/site induction will be compulsory for contractors that are entering the terminal (to be arranged with Facilities Manager).
- 12.4 Contractor must adhere to all safety standards/rules/regulations pertaining to Durban Container Terminal. Specification, e.g. Compliant safety file

**N.B. All financial implication pertaining to this project remains with the service provider (as per his /her quotation), there for it is important that the service provider conduct hourly finical analysis of the project commit and to his / her own quotation**

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### Technical Evaluation Canteen EQUIPMENT



Technical Evaluation Canteen EQUIPMENT		SCORES
REQUIREMENT	SUBMISSION	
Previous Experience	Provide proof of the three previous work carried out by the company which is the same or similar nature according to the scope of work 3 x Purchase order/s supplied or awarding letter = 20 points 2x Purchase order/s supplied or awarding letter = 10 points 1x or no Purchase order/s supplied or awarding letter = 0 points	20 points
Lead Time	Signed declaration letter indicating the lead time for having the job completed Less than 30 days to complete service = 25 points 30 Days to complete service = 20 points Greater than 30 days to complete service = 0 points	25 points
Method Statement	Supply a method statement of execution of equipment purchasing and installation Method Statement including both purchasing and installation = 15 points Method Statement including with one activity = 5 points No method statement received = 0 points	15 points
Competency	Provide copy accreditation of Electrical installation ( wireman's license ) and electrician trade test certificate Copy of wireman's license and copy of trade test certificate =40 points No copy received (both wireman's license and trade test ) = 0 points	40 points
	Total	100 points
Technical threshold is 70 points		