

**DURBAN CONTAINER TERMINAL PIER 2**

Document Title:

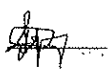
## **SCOPE OF WORK**

Project Title:



**MAINTENANCE SCHEDULE FOR TPT-DCT'S:  
*PENCIL TANKS, PLANT, FORECOURT & MOBILE FUEL STATIONS***

**REVISION 00 : For RFQ**


COMPILED BY

Name	Title	Signature	Date
SW Ngcongo	Regional Fleet Manager		12/06/2023

REVIEWED BY

Name	Title	Signature	Date
Oscar Makhathini	Technical Manager: Straddle Workshop		12/06/2023
Thandazile Mtshali	Technical Supervisor		12/06/2023

APPROVED BY/NOT APPROVED BY

Name	Title	Signature	Date
Thokozani Ntuli	Engineering Manager (Pier 2)		12/06/2023

## **Specification/Scope of Work**

### **OVERVIEW OF SERVICE:**

#### **Executive Overview**

TPT, Durban Container Terminal (DCT) requires maintenance services for all Fuel Facilities based on Durban Container Terminal (Pier 2) for a period of 6 months as and when required , or when the budgeted amount for the contract has lapsed, whichever comes first. The specific equipment and facilities will be shown physically during a site briefing.

TPT requires the following from the contractor:

- To execute planned maintenance, repairs and servicing of all fuel facility components
- To attend to all breakdowns and call outs which are related to the functioning of the fuel facilities
- Provision of a competent resource that must be available on a 24 hour basis, seven days a week to respond to breakdowns related to the fuel facilities
- Company to have a fully fitted mobile vehicle with all relevant tools to perform any required repairs, critical components spares (E.g. piping, couplings, belts, lighting and any other spares that may be fast moving) to respond to TPT call outs, with the option for TPT to add to this common/critical spares list as and when the spares are identified.
- To conduct root cause analysis for all unplanned stoppages or breakdowns on the facility and provide this information to TPT within a maximum of 2 days of the said breakdown.
- To compile a weekly report that details the number of services conducted in that week, any unrestricking damages noted and the details of the breakdowns that have been attended to

- To respond within one (1) hours after a breakdown has been reported

## **SPECIFICATION AND SERVICE REQUIRED:**

### **Purpose of the Scope of Work**

To provide full maintenance services of all Fuel Facilities within Durban Container Terminal (Pier 2), to ensure that these facilities remain in a condition suitable for their intended use and the contractor is to ensure that they are in full compliance with all statutory requirements, laws & regulations relating to the work in hand. Some examples of these may be, and are not limited to, the following:

- Occupational Health and Safety Act 85 of 1993
- The SA National Standards and Code of Practice
- All extent local, provincial or SA Government Law
- SANS 1013.2004

### **Specific Requirements for this Service**

- Fuel Facility maintenance, whether structural, fuel, mechanical or electrical

Outputs Tasks for Planned Maintenance Service are to be compiled by the contractor and submitted to TPT, DCT Pier 2, Management representatives for review and refining. These are to be submitted in the form of four formal documents, detailing the following:

- 1) Contractor's company name and logo
- 2) Contractor's maintenance representative's names and contact details
- 3) Date, service interval, signature lines (for maintenance representative, maintenance representative's supervisor and the relevant TPT Supervisor of the area in question)
- 4) Fuel Facility area in question (Pencil Tanks x3, Plant, Forecourt and Mobile Bowsers x3)
- 5) The components of this specific fuel facility and all related maintenance task requirements
- 6) Space next to each task for maintenance representative to populate with actual work completed, issues encountered, spares used, and any further recommendations/requirements/requests with these requests being aimed at the contractor's maintenance representatives' superiors.

## **SAFETY REQUIREMENTS:**

- If awarded the works, the Contractor shall be required to submit a safety file which shall contain the documents as detailed in the "TPT DCT SHEQ /RS FORM 416", which is attached as an annexure.
- No work can commence on site until such time that the contractor has complied with TPT safety requirement and the file has been approved by TPT SHERQ department.
- All contractor employees that will be working on site shall be required to undergo TPT safety induction.

## **OTHER REQUIREMENTS:**

- a) Only suppliers that can demonstrate sufficient, recent experience in the maintenance of the relevant Fuel Facilities, discussed in this document and/or similar activities, shall be considered.
- b) The supplier must supply a minimum of three (3) references with their response to enable Transnet Port Terminals to determine their level of experience. The supplier shall provide this information by completing Annexure B. Reference lists shall include addresses as well as contact persons who may be visited for inspection of the equipment during the adjudication period. Transnet Port Terminals will not consider any supplier's offer that, in the sole opinion of Transnet Port Terminals, does not have adequate experience and/or adequate equipment to ensure high quality maintenance work.
- c) Only suppliers that are deemed fully competent Fuel Facility service providers, as defined in the latest South African Fuel Facility Regulations, shall be considered. Each respondent shall provide proof of all Fuel Facility supply, service, safety and maintenance certification.
- d) Transnet Port Terminals will not consider any supplier's offer who, in the sole opinion of Transnet Port Terminals, does not meet the requirements of the latest South African Fuel Facility Regulations and above-mentioned certification.
- e) The supplier shall submit all necessary information and supporting documents, to enable TPT to assess the level of competency of the supplier and his employees, to execute maintenance work on all Fuel Facilities within Transnet Port Terminals, Durban Container Terminal (Pier2) and thus be in a position to verify compliance with Occupational Health and Safety Act and Regulations 85 of 1993 as well as all further relevant regulations relating to Fuel Facilities within TPT, DCT (Pier2).
- f) The successful contractor shall be required to attend monthly Service Level Agreement meetings at TPT offices in which the contractor and TPT shall be scored according to their respective levels of responsibility regarding the execution of all tasks relating to the content within this document. Furthermore, the SLA Meeting will include comprehensive discussions regarding all matters relating to the maintenance of the Fuel Facilities discussed in this document.
- g) End of service work done need to be signed off by an authorized person or Engineer with experience working with storage Tanks.

- h) For any parts replaced contractor must provide old parts to TPT area supervisor (Pier 2).
- i) Site Meeting is **compulsory** for this service.

## EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

TENDER EVALUATION CRITERIA: FUEL FACILITIES WITHIN TPT		REQUIRED PROOF/RETURNABLE DOCUMENTATION	POINTS	TOTAL %
ELIGIBILITY	Compliance to South African Fuel Facility Regulations	Bidder is to provide proof of all Fuel Facility supply, service, safety and maintenance certification	Yes/No	n/a
Experience with similar type of work	The bidder must provide reference of similar work experience done in the last three (3) years.	The bidder to submit three (3) traceable reference letters with company head from companies that they have provided with a similar work experience done in the past three (3) years.	3 Letters submitted = 15 2 Letters submitted = 10 1 Letter submitted = 5	15
Compliance to the OHS Act	The bidder must present a detailed Health, Safety & Environmental Management Plan/Policy as a proof of compliance to the OHS Act, NOSA or similar reputable accreditation.	Safety and Environmental Management Certification/proof of Compliance	Proof of compliance supplied = 10 No proof of compliance supplied = 0	10
Business Continuity Plan	The bidder must present their detailed Business Continuity Plan that will ensure that their service to TPT will not be interrupted in the event of internal strikes, mass industrial strikes, or any other interruption that could result in work stoppage.	Business Continuity Plan including but not limited to the following criteria: <ul style="list-style-type: none"> <li>➤ Contingency labour work force per shift</li> <li>➤ The strike management plan is crucial. It defines the roles and responsibilities of the strike management team. It should cover the following minimum information in the following categories: Pre-strike planning, during the strike, post-strike review.</li> <li>➤ List the strike management team and their contact details</li> <li>➤ Command centre operation and</li> </ul>	Detailed plan supplied includes the following criteria: (i) Contingency labour work force per shift, (ii) The strike management plan, (iii) List of strike management team and their contact details, (iv) Command centre operation & communication protocols, (v) Disciplinary process for illegally striking employees, (vi) Strike diary and emergency planning = 5 points No plan supplied = 0 points	5

		<p>Communication protocols e.g. notifying customers and regular strike reports</p> <ul style="list-style-type: none"> <li>Disciplinary process for illegally striking employees</li> <li>Strike diary and Emergency planning</li> </ul>		
Professional Accreditation	The bidder must provide proof of professional accreditation for delivering services relating to fuel facilities.	<p>Bidder to provide certification from manufacturers certifying that the service provider is accredited to supply, transport, deliver, maintain, repair and provide good quality services relating to Fuel Facilities.</p> <p>Bidder must provide a proof of compliance to the Grading Electrical engineering works and compliance in terms of the regulation 6(4) EIR and official registration body (CIBB).</p>	<p>Certification supplied = 5</p> <p>No Certification = 0</p> <p>Master Electrician and registered (EB2) = 20</p> <p>No Master Electrician = 0</p>	25
Experienced and skilled personnel	The tenderer must be able to show that his company is able to supply suitable technical personnel to ensure an uninterrupted service to TPT-DCT	<p>The bidders are to submit summary of 2 x key skilled and experienced personnel CVs that will be responsible for the service of fuel storage tanks. The CVs are to show their names of the individuals, the role/position, the years of experience AND any technical safety related courses attended (attach certified copies of certificate of such course, trade certificates and drivers licences as a proof).</p>	<p>Two (2) CVs with relevant documents = 10</p> <p>One (1) CV with relevant documents = 5</p> <p>No CVs = 0</p>	10
Equipment and facilities	The tenderer must furnish proof that he has fully equipped facilities and equipment to perform the job	<p>The bidder must furnish proof ownership (i.e. signed/stamped/certified title deeds) of fully equipped workshop facility.</p> <p>If the building is leased the bidder must furnish lease agreement OR letter of intent proving that lease agreement will be entered to for the duration of the contract must be provided</p> <p>The Bidder must supply confirmation that they are able to provide a pool of 2 X vehicles whether leased or owned: A description of the vehicles to be leased</p>	<p>Photos/Proof of 2 x vehicles ownership or lease agreement submitted = <b>10 points</b></p> <p>No proof submitted as per above = <b>0 points</b></p>	10



		and or owned/purchased including make and model and Certified copies of all motor vehicle licence/licence discs (TPT reserves the right to visit the site to ensure the site is full equipped). Include photographs	
Response Time to breakdown	The tenderer must provide achievable response time within 1 hour.	The bidder is required to submit a signed declaration letter stating their commitment to respond within 1 hour of a breakdown incident reported on the bidder's letterhead.	Response Time 1hr and Below = 25 Above 1 hours = 0
Threshold = 85 points			
			25

## PRICE SCHEDULE

I/We quote as follows for the goods required, on a "delivered nominated destination" basis, excluding VAT:

Description	Unit Price (ZAR)
Call out fee normal hours	
Call out fee after hours	
Normal hourly rate (per hour)	
After hours rate/hour (per hour)	
Weekend and public holidays rate/hour (per hour)	

The table below is a proposed list of items/services and expected quantities/frequency. Please stipulate unit and total cost:

Service/Item	Expected quantities/frequency (6 Months)	Unit Price (ZAR)	Total Price (6 months) (ZAR)
Monthly maintenance	6		
Call out normal	15		
Call out after hours	15		
Displays/electronic card	6		
Trigger nozzles (gun)	6		
Repair/replace handrails	6		
Belts (replace)	9		
Filters (replace)	6		
Bowser pump (replace)	3		
Piping, fittings, connections or similar (replace)	9		
Lights/bulbs (flame proof) (replace)	9		
Flushing of pipes	6		
Degrease area	9		
Tank cleaning (mobile bowser)	3		
Tank cleaning (pencil tank)	3		
Tank cleaning (petrol tank)	3		
Valves (replace)	6		
Loading/Dispensing station pump	2		
<b>TOTAL</b>			

8. AFS System	<ul style="list-style-type: none"> <li>Maintain AFS System as per OEM specifications</li> </ul>	<ul style="list-style-type: none"> <li>As per OEM</li> </ul>	
9. 3 x Mobile Bowsers	<ul style="list-style-type: none"> <li>To follow same process and procedures as per points 1-8.</li> <li>Inspect surrounding structure and tanks and trailer and report.</li> </ul>	<ul style="list-style-type: none"> <li>As per above</li> <li>Monthly</li> </ul>	

SUGGESTED MAINTENANCE SCHEDULE FOR TPT-DCT'S STATIONS:			
SECTION	DESCRIPTION	FREQUENCY	RESPONSIBLE PERSON - NAME & SIGNATURE
1. Pencil Tanks/underground tank	<ul style="list-style-type: none"> <li>• Drain Off Water</li> <li>• Check Condition &amp; Clean Breathers At Top Of Tanks</li> <li>• Diesel/Petrol sampling and reporting (Wearcheck)</li> <li>• Fuel Storage Tank Cleaning –Complete Drain, External Filtration &amp; Removal Of Internal Algae/Deposits/Impurities</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• Monthly</li> <li>• Monthly</li> <li>• Every 6 Months</li> </ul>	
2. Pump Dispensing Station	<ul style="list-style-type: none"> <li>• Drain Off Water From Dispensing Unit Filters</li> <li>• Strip, Clean &amp; Reassemble Dispensing Unit Filters</li> <li>• Calibrate All Mechanical Fuel Flow Meters, Check Condition &amp; Repair</li> <li>• Check Condition Of And Clean Loading Nozzles</li> <li>• Pump Maintenance/Reconditioning</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• Every 2 Months</li> <li>• Every 4 Months</li> <li>• Monthly</li> <li>• Every 6 Months</li> </ul>	
3. Pump Loading Station	<ul style="list-style-type: none"> <li>• Drain Off Water From Loading Filters</li> <li>• Strip, Clean &amp; Reassemble Dispensing Unit Filters</li> <li>• Calibrate All mechanical fuel flow meters, check condition &amp; repair.</li> <li>• Pump Maintenance/Reconditioning</li> <li>• Check Condition Of &amp; Clean Loading Nozzles</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• Every 2 Months</li> <li>• Every 4 Months</li> <li>• Every 6 Months</li> <li>• Monthly</li> </ul>	
4. House Keeping	<ul style="list-style-type: none"> <li>• All Drains To Be Cleaned</li> <li>• Inspect For Damages/Leaks/Malfunction</li> <li>• Clean Oil Trap/Diesel Separator</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 Months</li> <li>• Daily</li> <li>• Every 3 Months</li> </ul>	
5. Safety Systems	<ul style="list-style-type: none"> <li>• Test Fire Extinguishing Units &amp; Systems</li> <li>• Service Fire Extinguishing Units &amp; Systems</li> <li>• Inspection And Continuous Care For Safety Signage</li> <li>• Check condition of ladders and handrails and secure if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• Every 6 Months</li> <li>• Weekly</li> <li>• Weekly</li> </ul>	
6. Electrical Systems/ Circuits	<ul style="list-style-type: none"> <li>• Check Condition Of &amp; Repair All Wire Insulation</li> <li>• Check Condition Of And Repair All Electrical Boxes &amp; Power Outlets And Ensure That They Are Secure And Insulated From Water/Dust</li> <li>• Check Condition Of &amp; Repair All Lights &amp; Light Connections</li> <li>• Calibrate Dip Reading System</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• Monthly</li> <li>• Monthly</li> <li>• Every 4 Months</li> </ul>	
7. Piping Network	<ul style="list-style-type: none"> <li>• Check Condition Of &amp; report on piping, valves and connections, etc.</li> <li>• Purge/clean all pipes.</li> <li>• Replace gaskets, bushes, seals, lubrication, corroded nuts and bolts.</li> <li>• Check condition and repair/replace/recondition all valves.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• Every 6 Months</li> <li>• Every 24 Months.</li> <li>• Every 12 Months.</li> </ul>	11