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DURBAN RORO TERMINAL MPT POINT and CAR

Document Title:

SCOPE OF WORK

Project Title:

**The Provision of Fire Equipment Servicing, Supply,
and Installation of defective fire equipment on a once
off period at Durban MPT Point and CAR Terminal.**

REVISION 01: REQUEST FOR QUOTATION

TRANSNET PORT TERMINALS	Fire Equipment Maintenance and Service				DURBAN RORO TERMINAL
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1. Abbreviations and Definitions

SHERQ	: Safety, Health, Environmental, Risk and Quality
SOP	: Standard Operating Procedure
TPT	: Transnet Port Terminals
RFQ	: Request for Quotation
OHS	: Occupational Health and Safety
OHSACT	: Occupational Health and Safety Act of South Africa
SABS	: South African Bureau of Standards
SANS	: South African National Standards

2. Background

Transnet Port Terminals Port of Durban DBN Roro: MPT Point and Car Terminals core business is to handle Containers, break-bulk, and project cargo either entering or exiting via the different terminal's premises. The terminal areas include Administration buildings, Workshops, Open stack yard and Sheds as storage areas. TPT Durban Roro – MPT Point and Car Terminals requires services from a suitably qualified Service Provider for the servicing, supply and installation of fire equipment and defective signages. The scope of work includes the locations and the quantities of fire equipment that requires services at the DBN Roro Terminal.

3. Scope of Requirements

3.1 Regulatory Requirements

- 3.1.1 Service provider to have SANS 1475-1 accreditation to perform the fire maintenance, servicing, testing and installation services.
- 3.1.2 Service Provider's technicians to be in possession of the relevant SAQCC Certificates.
- 3.1.3 Fire equipment to be supplied and installed in buildings must comply with the current manufacturing standard SANS 1910, submitted by the manufacturer for approval as per SANS 1910 and equipment to clearly displays the certification mark of SANS 1910.
- 3.1.4 Any approved portable fire extinguisher shall be maintained and serviced in accordance with SANS 1475-1 and SANS 10105-1.
- 3.1.5 Any hose reel installed in a building shall comply with the requirements contained in SABS 543 and shall be positioned to ensure that the end of the hose will reach any point in the area to be protected.
- 3.1.6 Service Provider must be registered with A.S.I.B to perform automatic sprinkler system servicing and maintenance.
- 3.1.7 All fire extinguishers, hydrants and horse reel inspections, service, maintenance and installation to be conducted in compliance with all applicable legislation, SANS and SAQCC Standards.
- 3.1.8 Service provider must be able to supply and maintain a contractor safety file with relevant document as per attached contractor management specification for approval by the SHEQ Department.
- 3.1.9 Service provider must be registered with workman's compensation and in possession of a valid letter of good standing.
- 3.1.10 Service Provider must have a valid and active Public Liability insurance.
- 3.1.11 Service provider must have a permit to operate in a port environment or this must be obtained and submitted once successful bidder is awarded the contract.
- 3.1.12 Service provider must do a fire risk assessment for the Car terminal, provide a report on suitability for handling of Electrical vehicles and make recommendations for compliance.

3.2 DELIVERABLES

- 3.2.1 Inspection, service, testing, installation, and maintenance of all portable fire extinguishers as per the scope of work quantities and attached areas for distribution.
- 3.2.1 Inspection, service testing and maintenance of Fire Hose Reels as per the scope of work quantities and attached areas for location.
- 3.2.2 Inspection, service, water flow pressure (standing and running pressure) of Fire Hydrants scope of work quantities and attached areas for location.
- 3.2.3 Design and install Fire Evacuation plans for each building as per the scope of work. The evacuation plans to clearly indicate the type and location of the available fire equipment in the building, evacuation route and emergency assembly point in the case of any emergency.
- 3.2.4 Update and maintain fire equipment register per area with equipment number, type, size, location, service date and next service date. All registers must be dated and signed by the technician.
- 3.2.5 Install service and pressure test, labels including next pressure test and service due date.
- 3.2.6 Service provider must submit a service certificate for fire extinguishers, fire horse and fire hydrants at completion of service.
- 3.2.7 Supply and fit strong PVC clear fire equipment plastic covers.
- 3.2.8 Replacement of defective Hose reels.
- 3.2.9 Remove and instal heavy duty extinguisher brackets.
- 3.2.10 Supply and instal fire equipment signages.
- 3.2.11 All replacements of fire extinguishers including quantities must be verified by SHEQ Officer on duty and a quotation be submitted to SHEQ Manager and accepted BEFORE any replacement is supplied and installed.
- 3.2.12 Conduct a fire risk assessment for the Car terminal, provide a report on suitability for handling of Electrical vehicles and make recommendations for compliance.

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TASK SHEET: CAR TERMINAL

DBN CAR TERMINAL	9KG DCP SERVICE	9KG DCP PRESSURE TEST RECHARGE /SERVICE	5 KG CO2 SERVICE	FIRE HOSES SERVICE	FIRE HYDRANT	SERVICE HYDRANT BOX HOSE
AUTO MAIN ENTRANCE/BMW YARD	26	5	1	1		
A LEVEL CAR PARK	38	2		16	4	4
B LEVEL CAR PARK	39	1		16	4	4
C LEVEL CAR PARK	32	8		16	4	4
D LEVEL CAR PARK	34	6		16	4	4
FITMENT CENTRE & SECURITY 45 BAY TERRACE	4		4	4		
Q/R BERTH & SECURITY OFFICE	23	2	1	1		
LM LOCAL OFFICE	3		3			
L SHED	34			17	7	2
L&M SUPERVISOR OFFICES	3		2	1		
M SHED TECHNICAL	13	2	1	2		
M SHED	42			21	9	
G SQUARE HOLDING AREA	20	8				
G SQUARE	16	11			4	1
G SHED	13	25	2	14	8	
MPC	34			18	8	
QUANTITY TOTALS	374	70	14	143	48	19

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TASK SHEET: MPT POINT TERMINAL

DBN MPT TERMINAL	9 KG DCP SERVICE	5 KG CO2 SERVICE	FIRE HOSES Service	FIRE HYDRANT SERVICE
D SHED	16	2	16	
111 POINT, CALL CENTRE	6	12	7	
111 POINT PARKING, MESS ROOM	15	3	7	
WHARF SIDE SUPERVISORS	6			
F SHED	23	6	14	8
MPT, C GATE, CLINIC, BOWZER, AB	26	6	1	1
MHA SURROUNDING, STORES, ADMIN	22	5	8	
FLEET EQUIPMENT	86			
C/D/E BERTH SUPERVISORS	6			
2 X SUB STATIONS	8	4		
RESERVE STOCK TO SERVICE	25	20		
QUANTITY TOTALS	239	58	53	9

TASK SHEET: DEFECTS REPAIRS

ITEM REQUIRED	QUANTITY
290 X 290 PHOTO LUMINESCENT SABS FIRE EXTINGUISHER SIGNAGE (REMOVE/REPLACE)	X 34
FIRE HOSE REEL NOZZLE (REMOVE/REPLACE)	X 6
FIRE HOSE REEL CLAMPS (REMOVE/REPLACE)	X 13
TO REPLACE CENTA FIRE HOSE REEL FRAMES	X 2
REPLACE 30 METRE HOSE	X 5
REPLACE CENTRE FIRE HOSE REEL	X 1
CLEAR PVC FIRE REEL HOSE COVERS	X 140
REPLACE FIRE HYDRANT VALVE	X 3
REPLACE 290 X 290 SABS PHOTO LUMINESCENT FIRE HYDRANT SIGNAGE	X 9
REPLACE 290 X 290 SABS PHOTO LUMINESCENT FIRE HOSE SIGNAGE	X 20
REMOVE AND REPLACED BADLY RUSTED AND CONDMDED COMPLETE FIRE HOSE REEL INCLUDING UNION AND NIPPLE	X 50
SUPPLY AND INSTALL NEW 9KG DCP INCLUDING SERVICE AND LABELLING	X 150
SUPPLY AND INSTALL NEW 4.5KG DCP INCLUDING SERVICE AND LABELLING	X 40
CLEAR PVC FIRE EXTINGUISHER COVERS	X 350
REGISTER AND NUMBERING: PRESURE TEST AND SERVICE DATE OF ALL FIRE EXTINGUISHERS, FIRE HYDRANT, HOSE REELS	X 1
REMOVE AND REPLACE RUSTED FIRE EXTINGUISHER J BRACKETS	X 50
REMOVE AND INSTALL BROKEN 9KG HEAVY DUTY BRACKET FOR FLEET EQUIPMENT	X 40
EMERGENCY AIR HORNS ONLY	X 40
A3 LAMINATED EMERGENCY EVACUATION PLANS TO SUPPLY AND INSTALL, INCLUDING INITIAL INSPECTION AND DRAWING	
M SHED	1
L SHED	1
G SHED	1
LM SUPERVISORS' OFFICE	2
LOCAL OFFICE	1
SECURITY CONTROL ROOM	1
SECURITY SUPERVISORS' OFFICE	1
4 LEVEL PARKING, LEVEL A-D	4
111 POINT TECHNICAL OFFICE	1

4. GENERAL SAFETY REQUIREMENTS

- 4.1 The successful service provider is to submit a compliance safety file that will have to be aligned to the project at hand for approval by the Safety Department prior to conducting any work on site. It must be compiled according to the Safety File Requirements guidelines.
- 4.2 Access to the Durban MPT Point and CAR terminal will be subject to the TPT security requirements and regulations.
- 4.3 All employees that will access the site must undergo surveillance medicals and be declared fit by an Occupational Medical Practitioner.
- 4.4 Employees are to undergo the Terminal Safety induction upon approval of the safety file before any duties can be performed on site.
- 4.5 Vehicles that will access the operational areas of the site will need to comply with visibility requirements i.e., strobe/ revolving lights, have vehicle permits obtained from terminal security.
- 4.6 TPT shall be granted access to visit and evaluate the site where work is performed at any given time. TPT shall be granted access to be present on site to view the disassembling, inspection and assembling procedures of any spares/components.
- 4.7 Any TPT owned equipment should be signed off by a TPT representative before exiting the terminal.
- 4.8 All discipline irregularities will not be condoned. Offenders will be requested to leave the terminal immediately pending a full investigation.
- 4.9 Taking of photos is prohibited in the terminal.
- 4.10 Notification of arrival will be mandatory.

5. TECHNICAL EVALUATION CRITERIA

Criteria and scoring to be used in the selection of a contractor for this work.

ELIGIBILITY REQUIREMENTS

- 5.1 Proof of SANS 1475 Registration.
- 5.2 Proof of ASIB Registration.
- 5.3 Department of Labour Certificate: Pressure Equipment Inspection and Test.

QUALIFYING CRITERIA

- 5.1 Valid Letter of Good Standing related to scope of work.
- 5.2 Reference letters not older than 5years of similar service, must illustrate evidence that the service provider has experience in providing or servicing of fire equipment service. Letter must be on the client's letterhead and signed.
- 5.3 Proof of SAQCC Registration for 2 technicians accompanied by employee registration number). Registration for van/bakkie to be used or Lease agreement.
- 5.4 Proof of Public Liability Insurance with minimum cover of R1m.

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Safety File Requirements

CONTRACTOR COMPLIANCE FILE ASSESSMENT CHECKLIST

Client	
Employer (Principal contractor)	
Registered name of the enterprise	
Trade name of the Enterprise	
Company Registration No	
SARS registration No (PAYE)	
UIF registration No	
COIDA registration no	
Relevant SETA for EEA purpose	
Industry sector	
Bargaining Council	
Contact person & position	
Contact number	
Site Address	
Postal Address	
Chief Executive Officer	
Chief Executive officer's email and contact number	
Construction Manager	
Health and Safety Representative	
Activities/ Service rendered	
Commencement date	
Completion date	
Site Phone	
Total number of employees on site:	
Female	
Male	
People with disabilities	

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CONTRACTOR	Complying	Not Complying (i.e., Comments)	Not Applicable
1. Site Specific Organogram of reporting structure. This document must provide all persons appointed in terms of OHS Act No. 85 of 1993 including contact details. (rev, date, approval)			
2. Contractor scope of work information (Company Profile)			
3. Notification of Construction Work to the Department of Labour: Document to display required information as per OHS Act No.85 of 1993 – Construction Regulations Annexure A, must carry the stamp of acceptance from the Department of Labour (<i>if applicable</i>)			
4. Application for a permit to do construction work (<i>if applicable</i>)			
5. Valid Letter of Good Standing with FEM/WCA: And proof of relevant insurances to carry out work.			
MANAGEMENT PLANS			
6. Copy of reference documents: Health & Safety, Security, Quality, Environmental, and other applicable Specifications Including a signed register of communication to Managers, Supervisors & Safety Officers			
7. Approved Contractor Execution Plan correlating with Specification provided by Transnet (i.e., Approved health and safety plan, environmental plan, security plan etc.)			
8. Contractors Health and Safety Policy			
9. Site Specific Emergency Plan			
10. Contractors Traffic Management Plan (if applicable)			
11. Procedure for handling Hazardous Chemical Substance's and Applicable Safety Data Sheet (<i>if applicable</i>).			
APPOINTMENTS			
12. Fully completed appointments of the following (depends on the scope of work) but not limited to:			
<ul style="list-style-type: none"> Sec. 16(2) – Delegated Authority (Assistant to the CEO) 			
<ul style="list-style-type: none"> CR 8(1) – Construction Manager 			
<ul style="list-style-type: none"> CR 8(7) – Construction Supervisor 			
<ul style="list-style-type: none"> CR 8(8) – Assistant Construction Supervisor 			
<ul style="list-style-type: none"> CR 8(5) – Construction Safety Officer 			
<ul style="list-style-type: none"> CR 9(1) – Risk assessment 			
<ul style="list-style-type: none"> CR 10. (1)(a) – Fall Prevention Planner (<i>if applicable</i>) CR 10. (2)(b) (fall risk) Physical & Psychological fitness 			
<ul style="list-style-type: none"> CR 23. (d)(k) – Vehicle operator and Inspector 			
<ul style="list-style-type: none"> GSR 3.4 – First aider 			
<ul style="list-style-type: none"> CR 29 (h) – Fire Fighter 			
<ul style="list-style-type: none"> Sec 24, GAR 9(2) – Incident Investigator 			
<ul style="list-style-type: none"> CR 13(1)(a) – Excavation Supervisor 			

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• CR 28(a) – Stacking and Storage Supervisor			
• CR 12(1) – Temporary works designer			
• CR 14(1) – Demolition work supervisor			
• CR 16(1) – Scaffolding work supervisor			
• CR 17 (1) – Suspended platform work supervisor			
• CR 18(1)(a) – Rope access supervisor			
• CR 19(8)(a) – Material host Inspector			
• CR 20(1) – Bulk mixing plant supervisor			
• CR 21(2) – Explosive actuated fastening devices inspector			
• Sec 17(1) – SHE Rep (more than 20 employees)			
• GSR 13(a) – Ladder Inspector An abbreviated CV of the above appointed persons shall be attached to the appointment. Competency certificates will also be attached as required in specifications			
13. Elevated work training (Rescue/ Safety harnesses) – accredited Training (<i>If applicable</i>)			
14. Fall Protection Plan by competent person / Rescue Plan (<i>If applicable</i>)			
15. Contract/Project Specific Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached.			
16. Risk Assessment (HIRA), Method Statement, Safe Work Procedure to be generated for each specific task to be performed on the contract/project i.e., Site establishment, confined spaces, working at heights, working near water, excavations etc. Note: before establishment they can supply what they will start with – site establishment, fencing, clear & grub...so only request what is relevant at the time.			
17. PPE Policy and most recent issue register.			
INDUCTION			
18. Induction application forms completed for every employee of the contractor performing work on site; The following shall be attached:			
• Employee Dossier with applicable documentation;			
• Proof of site-specific induction;			
• Copy of ID Document;			
• Legal Letter of Appointment;			
• Proof of competence i.e.: Artisans, drivers, operators etc.;			
• Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e., Annexure 3 for construction work)			
REGISTERS			
19. Copy of equipment registers to be used with copy of each item's inspection checklist. The registers are not limited to the following, depends on the scope of work:			
• Site visitors register			
• Excavation Inspection Register			
• Hand tools Inspection register			
• Barricading Inspection Register			

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• Traffic Inspection Register			
• Mobile Toilet Inspection Register			
• Daily Risk Assessment and Toolbox Talk			
• PPE Inspection Register			
• First Aid kit Inspection Register			
• Fire Fighting Equipment Register			
• Portable electrical Equipment Register			
• Pneumatic Tool Register			
• Compressor Checklist			
• Ladder Inspection Register			
• Vehicle Inspection Register			
• Working at Height Equipment Register			
INCIDENT/ACCIDENT MANAGEMENT			
20. Incident /Accident Management Procedure including reporting, recording and investigation of incidents and accidents			
21. Register of first aid injuries			
22. Register of reportable injuries to the Provincial Director			
OTHERS			
23. Section 37(2) mandatory agreement between client - contractor and contractor - sub contractor. As well as:			
• CR 5.1(k) Principal Contractor appointment			
• CR 7(1)(c)(v) Subcontractor appointment			
24. Training Matrix (Management, Supervisors and Employees)			
25. Copy of the OHS act and its Regulations, COID Act Regulations			

CONTRACTOR'S COMPLIANCE FILE REVIEW			
Date	Print Full Name	Designation	Signature
Status			
Approved			
Not Approved			