



**PROVISION OF SERVICE TO SUPPLY AND DELIVER HIGH  
PRESSURE FEED PUMP TO TPT SALDANHA**

**Document Reference Number:**  
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**Site:**  
Bulk Terminal Saldanha

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## **TABLE OF CONTENT**

<b>1.DEFINITIONS .....</b>	<b>3</b>
<b>2.ABBREVIATIONS .....</b>	<b>5</b>
<b>3.BACKGROUND .....</b>	<b>6</b>
<b>4.SCOPE OF REQUIREMENTS.....</b>	<b>6</b>
<b>5.QUALITY ASSURANCE.....</b>	<b>6</b>
<b>6.TECHNICAL REQUIREMENTS .....</b>	<b>7</b>
<b>7.GENERAL SAFETY AND COMPLAINE SPECIFICATIONS.....</b>	<b>8</b>

## 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 authorised 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 authorisations 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 (organisation) 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.

**Job Owner:**

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

**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 has to comply with this includes various models, drawings and documents. It noted that the specification might even comprise of a multitude of different elements.

**Lockout:**

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

**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 Number:**

A number issued by CCR 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.

**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:	Safety Management System / Service Management System
TCC:	Transnet Corporate Centre which is the Transnet Head Office
SLD:	Saldanha
TPT:	Transnet Port Terminals
WI:	Work Instructions

### **3. BACKGROUND**

TPT requires a service provider with the knowledge and capabilities to supply and deliver the following spare parts to TPT Saldanha IOT:

- One (1) High Pressure Feed pump for the Reverse Osmosis plant

### **4. SCOPE OF REQUIREMENTS**

- 4.1 The service provider to have at least one site briefing before submission of quotation to familiarize him/herself with the plant and equipment.
- 4.2 The service provider to supply one (1) new High-Pressure Feed pump for the Reverse Osmosis plant to replace the currently installed High Pressure Feed pump with the following specification:
  - a. OEM: FEDCO
  - b. SERIAL NUMBER: 9600
  - c. SERIES: MSS-9024
  - d. MAX. PRESSURE: 83 bar
  - e. MAX. TEMP.: 70°C
  - f. FLOW: 111.1 m<sup>3</sup>/h
- 4.3 The new spare parts should be able to be installed without modifications to existing fittings and structures.
- 4.4 The service provider to supply TPT with a minimum of 12 months guarantee/warranty on each of the spare parts supplied.
- 4.5 The service provider to provide detailed contact details (email address, land line and cell phone numbers) to TPT.
- 4.6 The service provider shall ensure that the spares are packaged for shipping and storage as follows:
  - a. To be attached to a pallet that can be lifted by a forklift / overhead crane.
  - b. To be over wrapped and sealed
  - c. Any additional IOT packaging requirements will accompany the tender document.

### **5. QUALITY ASSURANCE**

- 5.1 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.
- 5.2 The Service Provider shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 5.3 The Service Provider must have roadworthy and licenced vehicles.
- 5.4 The Service Provider must have a permanently manned telephone (place of business/cell phone) and email access, to ensure that immediate contact can be made in case of emergency.

## 6. TECHNICAL REQUIREMENTS

Service Providers evaluated according to the following criteria:

Technical Criteria	% Weightings
<p><b><u>Experience</u></b></p> <p>The Service Provider shall be required to have a proven track in the supply of mechanical / industrial spare parts.</p> <p><b>Supporting documents</b> - List 2 contact details as follows: Project Name and Description, Client, Project Value, Reference and contact details, duration of project Indicate on company letterhead.</p>	<ul style="list-style-type: none"> <li>• <b>30 points</b> = List of two (2) contactable references submitted.</li> <li>• <b>15 points</b> = One (1) contactable reference submitted.</li> <li>• <b>0 points</b> = Not provided.</li> </ul>
<p><b><u>Lead time</u></b></p> <p>Lead time from award of PO to delivery of the spare parts.</p> <p><b>Supporting documents</b> - submit confirmation on a company letterhead acknowledgment that the service provider can supply the spare parts within six months of receiving the PO.</p>	<ul style="list-style-type: none"> <li>• <b>30 points</b> = Confirmation of lead time of less than 6 months</li> <li>• <b>15 points</b> = Confirmation of lead time of 6 months</li> <li>• <b>0 points</b> = Lead time of more than 6 months / Not provided</li> </ul>
<p><b><u>Guarantee/Warranty</u></b></p> <p>Service Provider to provide guarantee/warranty on the spare parts supplied.</p> <p><b>Supporting document</b> - Written confirmation on a company letterhead stipulating guarantee/warranty period.</p>	<ul style="list-style-type: none"> <li>• <b>40 points</b> = 12 months and more</li> <li>• <b>20 points</b> = 6 months and more</li> <li>• <b>10 points</b> = 3 months and more</li> <li>• <b>0 points</b> = Not provided / if less than 3 months</li> </ul>

**The minimum qualifying score required is 70% out of 100%**

## 7. GENERAL SAFETY AND COMPLAINE SPECIFICATIONS

- The Contractor must submit a detailed Contractor Execution Plan (CEP) to the Contractor Manager for approval as per **TRN-IMS-GRP-GDL 014.5 Contractor Execution Plan minimum requirements**.
- Contractor must submit **TRN-IMS-GRP-TMP 014.3 Employee Personal Profile Dossier** to contractor Manager for approval before induction training confirmed. Approved Employee Profile Dossiers includes certified copies of medicals, identity documents, competencies etc. submitted via email correspondence to **TPTSLD-Induction-booking@transnet.net**.
- Contractor Compliance SHE File within accordance with File Contractor Compliance File **Approval COVID 19 Checklist TPT-IMS-SLDT-CL-014-001.1 & TRN-IMS-GRP-TMP-014.11** and in line with relevant applicable specifications as per respective **TRN-IMS-GRP-GDL 014.2 Contractor Specification Guidelines, TRN-IMS-GRP-GDL 014.4 Contractor Environmental and Sustainable Specification Guideline, TRN-IMS-GRP-GDL 014.6 Contractor Quality Specification Guideline** and **TRN-IMS-GRP-GDL 014.5 Contractor Security Specification Guidelines**
- Principle contractor approve **Mandatar Agreement** in terms of **section 37(2) TRN-IMS-GRP-TMP-014.1** of the Occupational Health and Safety Act (OHS Act) and submit to Contractor Manager to agree.
- The Principle Contractor must **submit written request** to the Contractor Manager for permission for sub-contract to provide any work or services to TPT and ensure that all **37.2 Agreement between Principle contractor and Sub Contractor** submitted to Contractor Manager.
- Contractor must **submit** completed **SHE File Electronic** to Contractor Manager for approval.
- Contractor undergoes induction training prior to handing over the site to the Contractor as **TRN-IMS-GRP-GDL 014.6 Contractor Induction Minimum Requirements**.
- SITE ESTABLISHMENT:
- All relevant permits and authorisations is as per **TRN-IMS-GRP-TMP 014.7 List of Legal Permits and Authorisations** shared and completed prior to site access. **Contractor appointed** within accordance with **TRN-IMS-GRP-TMP-001.1** prior to site access by TPT.
- Contractor Manager will conduct **TRN-IMS GRP TMP 014.8 Pre-site handover inspection** prior to Site Access grated with Service Provider.
- **No work will commence with approved TRN-IMS-GRP-TMP-014.10 Operational Safe Work Permit** issue to the contractor by Contractor Manager.
- CLOSE OUT PHASE
- Contractor Manager and the Contractor must co-sign the **TRN-IMS-GRP-TMP-014.13 Final Handover and Closeout Inspection Checklist**.
- TESTING AND COMMISSIONING:
- The Contractor Manager will **develop a test and commissioning plan of the project** and communicate it to the contractor.



- The service provider will be responsible for obtaining Hot work permit from TNPA (phone no: 022 703 4331) within conjunction with Fire Safety Management Manual GRM/SHEQ/MAN 001.
- The service provider must have a Fire watch on duty during Hot Work and a Fire extinguisher as per required within Fire Safety Management Manual GRM/SHEQ/MAN 001.
- Service provider will ensure compliance to **TPT SLDT SHEQ-RS PRO 021\_Lock Out Procedure** and lock out and isolation done by Trained and competent employees with conjunction with TPT competent.
- Service provider shall implement and maintain applicable Health, Safety, Quality and Environmental regulations and other relevant standards and regulation, example: applicable SANS codes; OHS Act of 1993 , other legislation, ISO 9001, ISO 14001 and ISO 45001, etc.
- Service provider to ensure that all employees involved in activity is informed of the Hazards and risk they exposed to and all other relevant applicable Safety Work Procedures, Fall protections Plans, Environmental Plans, Emergency Plans and any other relevant procedures, etc. proof to be submitted as part of the SHE File.
- Service Provider will ensure that On the Job HIRAS is completed prior to start of activity to ensure that any additional Risks been identified.
- Service provider must ensure that when required to off-load or load any heavy equipment and machinery on the plant that they comply with that equipment or machinery will not be physically operated by an employee when required to off-loaded or load from any flatbed or low bed.
- Principle Contractor will be responsible to ensure that Sub Contractor SHE File compiled within conjunction with TPT Requirements and Approved prior to sub mission to Contractor Manager.
- Service Providers are liable to collect and remove all waste generated during the contract/project. Generated Waste will not allowed being disposed within TPT waste skips. Removal of Hazardous waste will be contractor's responsibility and Disposal Certificate submitted to SHEQ after waste has been disposed safely.