



## Request for Quotation

<b>Vendor Number:</b> <b>Company Name:</b>	<b>RFQ number / date</b> <b>11228626/ 08.04.2021</b> <b>Buyer</b> Zukile Balani <b>Telephone / Fax</b> 041 507 1550/086 583 5225 RFQEC@TRANSNET.NET
<b>Request From</b> Bulk TERMINAL PE MPT STORE 5 PO Box 1043 Port Elizabeth 6000	<b>Quotation Deadline:</b> <b>15.04.2021</b>

### Terms and Conditions

**Dear Supplier, kindly take note of the following:**

- The Quotation Number must be quoted on the returned quotation;
- Subject to standard trading terms and conditions, for our terms and conditions, visit [www.transnet-tpt.net](http://www.transnet-tpt.net);
- Should quotations not be submitted to the fax/email indicated above, the offer will be disqualified;
- Be advised that goods or services to Transnet Port Terminals (TPT) may not be undertaken without a receipt of a valid Purchase Order number. Verbal, telephonic instructions from a TPT employee is a violation of Transnet's procurement policy and will result in an unlawful transaction, with the repercussion of non-payment to the supplier;
- TPT only invites and accepts quotations from prospective Respondents who are listed on the National Treasury's Central Supplier Database (CSD), and therefore, TPT reserves the right not to award business to a Respondent who is not registered on the CSD. **Respondents to please indicate their CSD Registration and Unique number on their quotation;**
- Transnet urges its clients, suppliers and the general public to report any fraud or corruption on the part of Transnet's employees to - **TIP-OFFS ANONYMOUS - 0800 003 056.**

Item	Description	Del. Date	Qty.	UOM	Unit Cost	Net Price
1	Maintenance cleaning for 3 months	01.05.2021	3			


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**Special Requirements:**

**Bidders should provide us with their CSD, BBBEE, Tax clearance when submitting their quotes.**

**Your person responsible : Zukile Balani**

**Email: [zukile.balani@transnet.net](mailto:zukile.balani@transnet.net)**

	Signature			
	Date	08.04.2021		

PE MULTI-PURPOSE TERMINAL

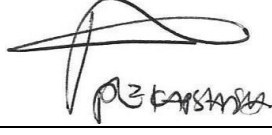
**Document Title:**

**SCOPE OF WORK**

**Scope of work title:**

**Maintenance Cleaning for PE MPT ORE PLANT**

**TRANSNET PORT TERMINAL  
PE Manganese Terminal Refurbishment  
Scope of Work for Maintenance cleaning at PE MPT OREPLANT**

	Name	Title	Signature	Date
Compiled by	PE Kaphasha	Engineering technician		07/04/2021

**Distribution List**

## 1. Executive Summary

The Port Elizabeth Multi-Purpose Terminal's (PEMPT) core business is to import and export dry bulk cargo manganese ore. This is accomplished with terminal infrastructure such as the rail wagon tippers, feeders, conveyor belts, storage facilities, ship-loaders and a network of machine mobile equipment such as excavators and bulldozers. For the plant to run smoothly and comply with port regulations, this equipment must be maintained regularly as per TPT PE MPT maintenance plan. Part of the maintenance includes cleaning of the chutes, Counter weight trolleys and conveyor structures. TPT requires a team to execute these cleaning services, to allow the technical team to identify all faults and potential failures and perform preventative maintenance. The cleaning team will also be used to keep the plant in clean conditions for increased reliability.

## 2. Specifications and special conditions of the contact

**2.1** This specification covers Transnet Port Terminal's requirements for cleaning of specified area's at the Manganese Terminal of Port of Port Elizabeth. The scope of cleaning will be divided into two sections which will be normal day to day cleaning and monthly cleaning.

### 2.2 Frequency and number of team members for day to day cleaning team.

- 2.2.1 A crew of at least 14 people per month which may include weekends on request by TPT, for a period of **3 months**.
- 2.2.2 Bidder shall include a fully equipped supervisor as part of the day-to-day team to execute the tasks as requested.
- 2.2.3 Supervisor shall have a cell phone where he can be contacted during the course of the cleaning period.
- 2.2.4 Supervisor will be required to attend daily morning meetings, for planning and progress reporting.

### 2.3 Areas and scope of cleaning

#### 2.3.1 Import side

- 2.3.1.1 Tippler A and B
  - ❖ High pressure cleaning of floor area, using the water hose provided at the tippler area or high pressure machine provided by the bidder as and when requested to do so.
  - ❖ Cleaning of submersible pump sump.
  - ❖ High pressure cleaning of top locking arms and pawl arms as and when requested by technical team.
  - ❖ Cleaning of the charger centre pit as and when requested (contractor to ensure machine is isolated).

- ❖ Cleaning of tippler rack to remove excess grease and dust.
- ❖ In the case of submersible pump not working, the bidder is expected to pump the water out using the mobile pump, which will be provided by Transnet.
- ❖ Transportation of the pump from one location to another will be provide by Transnet.

#### 2.3.1.2 Transfer house-T1/T2/T3/T4/T7

- ❖ High pressure cleaning of floor area, using the water hose provided at the area or high pressure machine provided by the bidder as and when requested to do so.
- ❖ High pressure cleaning of Belt scrapers using water hoses provided on the transfer houses.
- ❖ High pressure cleaning of Dribble chutes using water hoses provided on the transfer houses.
- ❖ Reporting of any defects on belt scrapers, belt skirting's, impact rollers and transfer chutes to the responsible supervisor.
- ❖ Cleaning of submersible pump sumps.
- ❖ Cleaning of counter weight area on request as part of the maintenance.
- ❖ Cleaning of all material left during and after breakdowns and normal maintenance.

#### 2.3.1.3 Stackers A & B

- ❖ Cleaning of Belt scrapers.
- ❖ Reporting of any defects on all belt scrapers, belt skirting's, impact rollers and transfer chutes.
- ❖ Cleaning of all excess ore on the stacker structure and slewing deck platform.

### **2.3.2 Export side**

#### 2.3.2.1 Reclaimer A, B & C

- ❖ Cleaning of Belt scrapers.
- ❖ High pressure cleaning of Dribble chutes.
- ❖ Daily checking and reporting of any defects on the belt, belt scrappers, skirting rubbers and rollers.
- ❖ High pressure was of all traversing system mechanism under the supervision of Transnet authorities.

#### 2.3.2.2 Transfer Points T4/T5/T6/T8/T9/T10

- ❖ High pressure cleaning of floor area, using the water hose provided at the tippler area or high pressure machine provided by the bidder as and when requested to do so

- ❖ High pressure cleaning of Belt scrapers, using water hoses provided on the transfer houses.
- ❖ High pressure cleaning of Dribble chutes, using water hoses provided on the transfer houses.
- ❖ Reporting of any defects on belt scrapers, belt skirting's, impact rollers and transfer chutes to the responsible supervisor.
- ❖ Cleaning of submersible pump sumps.
- ❖ Cleaning of counter weight area on request as part of the maintenance.
- ❖ Cleaning of all material left during and after breakdowns and normal maintenance.
- ❖ Cleaning of submersible pump sumps (T5, T4, T6, T8)

#### 2.3.2.3 Ship loaders

- ❖ High Pressure cleaning of Belt scrapers.
- ❖ High pressure cleaning of Dribble chutes.
- ❖ Daily checking and reporting of any defects on the belt, belt scrappers, skirting rubbers and rollers
- ❖ Reporting of any defects on belt scrapers, belt skirting's, impact rollers and transfer chutes to the responsible supervisor

### 3. Employer Objective

The Employer's objectives are to ensure reliable plant equipment and maintain plant cleanliness.

#### 3.1 Technical evaluation items

<b>1,1</b>	<b>Lead time:</b> (The service provider will be given a lead time of not more 8 days, to begin with the cleaning after award of the tender, )
<b>1,2</b>	<b>Experience:</b> Past experience (at least 1 years' experience in cleaning of bulk handling equipment, conveyer belts and chutes or relevant equipment)
<b>1,3</b>	<b>Resources:</b> Resources shall include, but not limited to, a crew of at least 14 team members for day-to-day and 20 team members for ad-hock cleaning to execute the task as requested
<b>1,4</b>	<b>Compliance to the specification as per scope of work (SOW):</b> supplier to submit written confirmation that they will adhere to all the scope requirements
<b>1,5</b>	<b>Quality control plan:</b> Contractor shall submit full QCP indicating all important points during execution of all planned cleaning (QCP to cover at least the following points: all hold , inspection, control, witness and the interval of inspection during the cleaning period )

<b>1,6</b>	<b>Risk assessment:</b> Contractor shall submit full risk indicating all important points during execution of all planned cleaning (QCP to cover at least the following points: all hold , inspection, control, witness and the interval of inspection during the cleaning period )
<b>1,7</b>	<b>Tool list</b> ( Contractor to supply as a minimum, a tool list to be provided during for the period of the cleaning contract )

### 3.2 Deliverables

The contractor deliverables shall be as follows;

- ❖ Services as outlined in the scope of work.
- ❖ Provide their own general tools (**spades and Gwala**) **at least 1x spade per cleaner and 8x gwalas for the crew.**
- ❖ All electrical equipment, 8x lead lights to allow for lighting in the chutes.
- ❖ Contractor shall practice "good housekeeping" and leave the site clean and tidy.
- ❖ All provisions and regulations of the Factory act shall be adhered to.
- ❖ 1xmobile high pressure cleaner.
- ❖ The contractor must provide for their own office, eating, dressing and washing/ablution facility on site.

### 4. Health and Safety Requirements

The contractor shall comply with the following health and safety requirements:

- ❖ Medicals to be done by an Occupational Health Practitioner and to include chest X-ray, blood tests (Manganese levels) and drug test.
- ❖ Valid Letter of Good Standing of the Company.
- ❖ Compulsory site PPE to be worn at all times.



## 5. Additional Requirements

- ❖ Adjustment and inspection of belt scrapers (Hover dale Scrapers) must be undertaken by a competent person and prove of competency must be submitted (Only training conducted/undertaken by the Hover dale scraper agent will be acceptable).
- ❖ Annual medicals on all personnel must be conducted. These will be for the contractors cost. Prove of medical examinations must be submitted annually.
- ❖ Contractor to ensure that all his personnel are issued with the relevant PPE and trained on the usage.
- ❖ All equipment needed in the execution of their task must be provided by the contractor (included: high pressure cleaning equipment, lifting equipment, extension leads)
- ❖ All equipment used on site, must be kept on register and inspected in accordance to Transnet Code of practice 29. This register is to be kept on site and made available on request.
- ❖ The contractor must provide for their own office, eating, dressing and washing/ablution facility on site.
- ❖ Before commence of work the contractor must supply to Transnet, all relative Safe Operating Procedures for Transnet's approval, as well as the relevant training registers.
- ❖ The contractor shall appoint a person in a Supervisory capacity, that will supervise the contractor's activities on site, as well as sit in on the daily morning meetings and submit weekly exception reports
- ❖ Floor cleaning: As stated in in the scope above, all floor areas are to be cleaned using a High pressure system, to ensure that deposited dirt is efficiently removed from the floors. The use of a suitable chemical is also recommended to ensure effective cleaning. The frequency of cleaning is to be assessed by the contractor and TPT representative to ensure that the state of cleanliness is maintained at all times.
- ❖ Kindly note that all chemicals used must first be approved by TPT prior to use.

## 6. CONTRACTOR REPRESENTATIVES

- ❖ The Contractor shall provide Transnet Port Terminals with the name names and telephones/pager numbers of representatives.

## 7. TRANSNET PORT TERMINALS REPRESENTATIVES

- ❖ A Transnet Port Terminal representative will be nominated and made known to the Contractor. The name, contact phone number and location of workplace of the representative will be supplied to the contractor

## **8. CONTRACT PERIOD**

- ❖ The contract shall be for **3 month**.

## **9. DAMAGE TO CONTRACTOR'S VEHICLE, PLANT AND EQUIPMENT**

- ❖ Transnet Port Terminals will not be responsible for any loss or damage to the vehicles or plant belonging to the Contractor except for loss or damage, which is due to wilful misconduct or gross negligence on the part of Transnet Port Terminals.

## **10. INFORMATION TO BE OBTAINED ON SITE**

- ❖ bidders shall visit the site of the proposed service and acquaint themselves with the nature of the work, the conditions under which the work has to be done, the means of access to the site, the waste to be removed, any limitations or restrictions that may be imposed by Transnet Port Terminals, local or other authorities and in general with all matters that may influence or effect the contract and shall be deemed to have allowed in his tender for additional costs involved due to the foregoing as no claims for extras will be entertained.

## **11. SECURITY**

- ❖ The Contractor will adhere to all the security measures enforced by Transnet Port Terminals and as notified to the Contractor in writing from time to time.

## **12. COMPLIANCE WITH STATUE**

- ❖ The Contractor shall comply with the Compensation for occupational injuries and Diseases Act 1993 (Act 130 of 1993) and any amendment thereof.
- ❖ The Contractor undertakes to carry out its obligations in accordance with the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations and to comply with all requirements of the Act. The Contractor also undertakes to comply with safety Rules of Transnet, as adopted from time to time, a copy of which can be obtained from the relevant project leader.
- ❖ The Contractor shall at his own cost comply with the provisions of all such laws, Provincial Ordinances, local Authority Bylaws and all relevant Regulations framed there under which are applicable to the work to be undertaken.

## **13. PAYMENT**

- ❖ As soon as possible after the last day of each month, the Contractor shall submit to the Procurement Manager, Straddle Carrier Workshop, Port of Port Elizabeth, a detailed account of the service rendered.

#### **14. PENALTY FOR NON-FULFILMENT OF SERVICE**

- ❖ In the event of the Contractor being unable to supply Transnet Port Terminals with the required services within the specified time period, for any reason whatsoever, or in the event of the Contractor being unable to deliver any ancillary service hereunder, Transnet Port Terminals reserves the right to nominate an alternative Supplier.
- ❖ Any additional costs incurred by Transnet Port Terminals as results of the Contractor's inability to deliver the required services shall be for the Contractor's account.
- ❖ In the event the contractor provide substandard services as deemed by Transnet, Transnet reserves the right to impose penalties, which may include financial penalties.

#### **15. WORKING HOURS**

- ❖ Working hours to be 7:00 to 16:00 daily, Monday to Friday and 7:00 to 17h30 on weekends unless otherwise requested.