

Transnet National Ports Authority

Contract Number: TNPA SLD325/08/2020

Contract Title: Hiring of crane and cherry picker services on an “as and when” required basis for a period of twenty four (24) months for the Port of Saldanha.

Scope of Work: Service Information

Document reference	Title	No of pages
C3.1	<i>Service Information</i>	7
	Total number of pages	

C3.1: SERVICE INFORMATION

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1 Description of the service and executive overview

1.1 Executive overview

Transnet National Ports Authority is required, in terms of the Ports Act 12 of 2005, to provide efficient port services and facilities. Part of this responsibility lies with ensuring that Port infrastructure is properly maintained and in place, to allow for business continuity. The Port of Saldanha requires a Crane with an Operator and a Cherry picker with an Operator on an as and when required basis, to perform critical infrastructure maintenance over a 24-month period.

The Port of Saldanha currently uses pneumatic fenders on the Iron Ore and Oil Terminals and tyre fenders at the Multipurpose terminal. Crane equipment is required to assist with fender breakdowns, fender maintenance as well as ad hoc infrastructure maintenance.

Currently several buildings in the Port of Saldanha are multi-story and have high, inaccessible roofs. Cherry picker equipment is required to provide access to these roofs and high areas of the buildings for maintenance/repairs. The cherry picker would also be used for repairs/cleaning of streetlights and mounted cameras throughout the Port.

TNPA, Port of Saldanha has no contract in place for an external service provider to provide the Crane and Cherry Picker hire with operator on an “As and When” required basis. This poses a severe risk to Port operations, as the infrastructure maintenance department will be unable to respond adequately, to critical fender breakdowns. It is therefore recommended that a contract be put into place to close this operational risk. .

1.2 Specification of the services to be provided

1.2.1 *Specific requirements for crane*

- Crane sizes required are as follows: 35 Ton, 70 Ton and 120 Ton.
- The crane equipment will be required for approximately 8 hours per session.
- Under normal circumstances, notice for the required services will be 1 - 3 working days. In cases of emergency, the services will be required to be on site within 3 hours from the time of call out on a 24/7 basis.
- All instructions to the Service Provider shall be confirmed in writing and only requests that are received in writing, (via email or written in the recognized SI book) will be accepted for payment.
- The latest test certificate for the crane equipment should be available, on request.
- The Service Provider shall record any event/incident in detailed writing stating the work carried out by:
 - Reaction time (start time and date to end time and date)
 - Brief description of work performed and location
- The Service Provider shall supply a delivery note upon completion of works executed on site that were executed on site.
- Crane Supplier to be regarded as a Lifting Machinery Entity (LME) to be registered with the Department of Labour (DOL) as a LME.
- Key personnel required shall comply with the relevant experience and certification requirements. Key personnel for the Crane shall include the following:
 - 2 Crane Operators: Operators to hold valid certificates of competence complying to the OHS Act 1993, Department of Labour’s Driven Machinery Regulations. Valid certificate of Competence, issued by a training provider accredited by the Transport Authority.



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- Lifting Machinery Inspector (LMI) – LMI to hold valid certificates of competence complying with the OHS Act 1993, Department of Employment and Labour’s Driven Machinery Regulations 2015 and all other applicable Acts.

1.2.2 Specific requirements for cherry picker

- Cherry Picker with maximum working height of 18 m.
- The cherry picker equipment will be required for approximately 8 hours per session.
- All instructions to the Service Provider shall be confirmed in writing and only requests that are received in writing, (via email or written in the recognized SI book) will be accepted for payment.
- The latest test certificate for the cherry picker equipment should be available, on request.
- The Service Provider shall record any event/incident in detailed writing stating the work carried out by:
 - Reaction time (start time and date to end time and date)
 - Brief description of work performed and location
- The Service Provider shall supply a delivery note upon completion of works executed on site.
- Cherry Picker Supplier to be regarded as a Lifting Machinery Entity (LME) to be registered with the Department of Labour (DOL) as a LME.
- Key personnel required shall comply with the relevant experience and certification requirements. Key personnel for the Cherry Picker shall include the following:
 - 2 Cherry Picker Operators: Operators to hold valid certificates of competence complying to the OHS Act 1993, Department of Labour’s Driven Machinery Regulations. Valid certificate of Competence, issued by a training provider accredited by the Transport Authority.
 - Lifting Machinery Inspector (LMI) – LMI to hold valid certificates of competence complying with the OHS Act 1993, Department of Employment and Labour’s Driven Machinery Regulations 2015 and all other applicable Acts.

1.2.3 Constraints of Works

The crane and cherry picker equipment will be used throughout the Port. Some of the operational constraints of the works include but not limited to the following:

- Equipment may be used in close proximity to operations (e.g. Ship loading).
- Equipment may be required close to the water’s edge.
- Equipment may be required in locations with space limitations.

Prospective Service Provider shall visit the Site of the proposed Works and acquaint themselves with the nature of the works, the conditions under which the work is to be performed; the means of access to the site and in general with all matters that may influence or affect the contract.

The Service provider shall be deemed to have allowed in their tender for any risks in relation to the position or nature of the work.

1.2.4 Frequency of Service

The frequency of the services of a crane with operator and a cherry picker with operator are required on an ‘as and when required’ basis. The need for the crane services may arise at short notice to address emergency repairs and therefore the availability of the service needs to comply with the notice periods for normal circumstances as well as emergency circumstances.

2 Constraints on how the *Service Provider* provides the equipment

2.1 Access to Site

Transnet National Ports Authority personnel currently occupy the site. The site is occupied on a 24-hour basis. The areas are restricted and the Service Provider must ensure that they comply with the regulations of Transnet National Port Authority in every way. Refer to Annexure A, which contains the Specific Security requirements applicable to tenderers. The Service Provider shall make provision for all requirements and permissions contained in Annexure A in order to be granted access to the site.

2.2 Storage of fuel and chemicals

The Service Provider shall ensure that all fuel and chemicals are stored in their original containers and, if not, ensure the containers containing fuel and chemicals are clearly labelled.

2.3 Pollution, ecological or environmental impacts

The Service Provider shall ensure that no accident shall occur on site that could cause pollution. Where the Service Provider was negligent and caused any form of pollution the damage shall be rectified at the Service Provider’s cost.

2.4 Environment

The Service Provider shall at all times, comply with the statutes that prohibit pollution of any kind. The Service Provider shall comply with all SHE policies, procedures and requirements.

2.5 Employer specific policies and procedures

The Service Provider must comply with SHE policies, procedures and requirements. The SHE file with all required information shall be submitted to the project manager for review within ten (10) days after the issuing of the purchase order. Health and safety risk management

The Service Provider shall comply with the following Acts:

- 1) The Compensation for Occupational Injuries and Diseases Act, No 130 of 1993. The Service Provider shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act.
- 2) The Occupational Health and Safety Act, No 85 of 1993. The Service Provider deemed to be an employer in his own right with duties as prescribed in the said Act and agrees to ensure that all work will be performed, or machinery and plant used, in accordance with the provisions of the said Act.

2.6 Quality assurance requirements

The service provider shall ensure that all equipment provided and services rendered is carried out as per Section 1.2 with official documentation (Job card) issued to the TNPA Project Manager.

The TNPA Project Manager will perform ad hoc inspections of the equipment and documentation to ensure compliance.

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The Service Provider submits his Quality Management System documents to the Project Manager, which shall include the following details:

- Quality Management Plan for the Contract
- Quality Policy
- Method statement for the whole of the works.
- Index of Procedures to be used.

The Service Provider develops and maintains a comprehensive register of documents that will be generated throughout the Contract including all quality related documents as part of its Quality Plan.

2.7 Invoicing

When the TNPA Project Manager certifies payment following an assessment date, the Service Provider complies with the Employer's procedure for invoice submission.

The invoice must correspond to the TNPA Project Manager's assessment of the amount due to the Service Provider as stated in the payment certificate.

The invoice states the following:

- Invoice addressed to Transnet Limited;
- Transnet Limited's VAT No: 4720103177;
- Invoice number;
- The Service Provider's VAT Number; and
- The Contract number

Where applicable the invoice contains the following supporting detail:

- A statement of invoices,
- The amount paid to date,
- Copies of delivery notes of equipment
- Summary sheet of manning
- Summary of progress covered by invoice

The invoice is presented as an original.

2.8 Measurement and Payment

The Assessment date for work performed will be within one week of the fifteenth of each month. The Service provider shall provide the TNPA Project Manager with a payment certificate stating the work performed to date, the amount claimed in the certificate and the amount remaining, on or before the fifteenth of each month.

The payment certificate shall only contain work performed up to the fifteenth of the month or the assessment date, whichever is earlier. No work to be performed after the assessment date may be claimed for.

The TNPA representative shall assess the claim and provide the Service Provider with feedback within one day of the assessment. Should the Project Manager reject the claim, he/she will provide reasons for the rejection and the Service Provider shall provide an amended payment certificate within two days.

The Service Provider shall provide the Project Manager with an invoice, based on the approved payment certificate, within one day of approval of the payment certificate.

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3 Roles and Responsibilities

TNPA Project Organizational Structure

During the course of the Contract the duties of the Project Manager may be delegated to other members of the project team. The duties of the Project Manager is delegated to the individuals detailed in Table 1 for the duration of the contract, however the Project Manager shall inform the Contractor, in writing, should any other delegations be made. The Contractor may not implement any instructions from TNPA employees without this confirmation from the Project Manager and all instructions shall be in writing. In the case where the Contractor’s working methods poses a threat to human health and safety or the environment, a verbal instruction to stop work may be issued by any individual but should be recorded immediately in the Contractor’s site diary and reported to the Project Manager.

Table 1: Delegation of Project Manager's duties

Project team member	Delegation
<ul style="list-style-type: none"> • Project Manager • Maintenance Technical Manager • Technical Supervisor • Quay Supervisor 	<p>Authority to issue instructions for the supply of crane/cherry picker equipment in normal circumstances and emergency call-outs.</p> <p>Stoppage of work due to unsafe acts or conditions or adverse effects on the environment.</p>
Health and Safety Officer/ Risk Specialist	<p>Authority to issue instructions to stop work due to unsafe conditions.</p> <p>Review/Auditing of SHE file</p>
Environmental Officer or Manager	<p>Authority to issue instructions to stop work due to adverse effects on the environment.</p> <p>Review/Auditing of Contractor’s Environmental Management Plan.</p>

The Contractor may not deem any instruction from a representative of the Employer other than the Project Manager or the representatives indicated in this section as an instruction from the Project Manager. No claims as a result of implementing unauthorised instructions will be considered by the Employer.