



T1.1 Tender Notice and Invitation to Tender

SECTION 1: NOTICE TO TENDERERS**1. INVITATION TO BID**

Responses to this Tender [hereinafter referred to as a **Tender**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as a **Tenderer**].

DESCRIPTION	Transnet Capital Projects a specialist unit of Transnet SOC Ltd invites suitably qualified Tenderers for the Consulting Engineering Services For the Safety and Operational Improvements Project at DCT.
	<p>Preferences are offered to tenderers who submit valid verification of their B-BBEE status level of contribution (see Returnable Schedule T2.2-50).</p> <p>Only those Tenderers who satisfy the following eligibility criteria are eligible to submit tenders:</p> <p>a) Attendance of Compulsory Briefing Sessions:</p> <p>Only tenderers who attend the compulsory clarification meeting will be eligible for further evaluation.</p> <p>b) Supplier Development (Prequalification):</p> <p>Tenderers must fully and properly complete and sign the Supplier Development Returnable Schedule T2.2-39. Tenderers accept that failure to commit to allocating a minimum of 5% (Five percent) if LE, 0% if QSE and EME shall result in the tenderer being deemed non-responsive and therefore eliminated from further evaluation.</p> <p>c) Functionality:</p> <p>The minimum number of evaluation points for Functionality is : 60</p> <p>Tenderers who fail to achieve the minimum qualifying score for functionality will be regarded as non-responsive and therefore eliminated from further evaluation.</p> <p>In the event that all tenders that are evaluated in terms of functionality do not meet the minimum qualification score (threshold) for functionality, Transnet reserves the right to lower the minimum qualification score (threshold) from 60 (Sixty) points to 55 (Fifty-Five) points.</p>
BID FEE AND BANKING DETAILS	<p>This Tender may be downloaded directly from the National Treasury eTender Publication Portal at www.etenders.gov.za free of charge. If Tenderers intend to download the bid off the Portal, they are required to indicate their intention to respond to this tender by 10th May 2016 by completing the "Acknowledgement of Receipt of Documents and Intention to Tender" (Page 7 of 7 of T1.1) and emailing it to: Freedom.Dlamini@transnet.net. This is to ensure that any required communication (e.g. addenda to the tender) in relation to this tender reaches those intending to respond. Transnet will not be held liable if Tenderers do not respond by this date and do not receive the latest information regarding this Tender as a result thereof.</p> <p>Alternatively, Compact Discs (CDs) containing the Tender document, specifications & drawings may be collected during working hours from 13h00 hrs on Monday, 25th April 2016 until Tuesday, 03rd May 2016 at 15h00hrs on a payment of R100.00 [inclusive of VAT], however if a hard copy of the Tender document is required the same can be collected on payment of an amount of R250.00 [inclusive of VAT] per set. Arrangements must be made one (1) day in advance for a hard copy.</p>



	<p>Payment is to be made as follows:</p> <p>Bank: Standard Bank Account Holder: Transnet Capital Projects Account Number: 001265741 Branch: Carlton Centre Branch code: 0202305 Reference: 2225427-651</p> <p>NOTES –</p> <p>A) THE PAYMENT OF R 100.00 OR R250.00 IS NOT REFUNDABLE.</p> <p>B) A RECEIPT FOR SUCH PAYMENT MADE MUST CLEARLY STATE THE ABOVE REFERENCE BE PRESENTED WHEN COLLECTING THE RFP DOCUMENTS AND SUBMITTED THEREAFTER WITH YOUR PROPOSAL.</p> <p>C) IT IS THE RESPONSIBILITY OF THE TENDERER TO ENSURE RECEIPT OF A COMPLETE TENDER DOCUMENT WITH SPECIFICATIONS & ANNEXURES.</p>
COLLECT DOCUMENTS FROM	<p>The office of the Secretariat, Local Acquisition Council</p> <p>TRANSNET CAPITAL PROJECTS</p> <p>Queens Warehouse,</p> <p>237 Mahatma Gandhi Road,</p> <p>Durban</p> <p>South Africa</p>
ISSUE DATE AND COLLECTION DATE DEADLINE	<p>Tender collection is during working hours from 13h00 hrs on Monday, 25th April 2016 until Tuesday, 03rd May 2016 at 15h00hrs</p> <p>Note: Bid fee is applicable as per the above fee section. Payment must be effected prior to the deadline for collection. Pursuant to this requirement, should a third party [such as a courier] be instructed to collect RFP documents on behalf of a Tenderer, please ensure that this person [the third party] has a "proof of payment" receipt for presentation to Transnet when collecting the Tender documents. In addition, bidders are to note that the Tender may also be downloaded directly from the National Treasury Tender Publication Portal free of charge. If Tenderers intend to download the bid off the Portal, they are required to indicate their intention to respond to this tender by 10th May 2016 by completing the "Acknowledgement of Receipt of Documents and Intention to Tender" (Page 7 of 7 of T1.1) and emailing it to: Freedom.Dlamini@transnet.net. This is to ensure that any required communication (e.g. addenda to the tender) in relation to this tender reaches those intending to respond. Transnet will not be held liable if Tenderers do not respond by this date and do not receive the latest information regarding this Tender as a result thereof.</p>
COMPULSORY BRIEFING SESSION	Refer to "formal briefing" Paragraph 2 for details.
CLOSING DATE	Please note that this RFP closes punctually at 12h00 hrs on Tuesday, 17th May 2016 . Tenderers must ensure that tenders are delivered timeously to the correct address. As a general rule, if a tender is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	The tender offer validity period is 12 weeks after the closing date. Tenderers are to note that they may be requested to extend the validity period of their tender, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful Tenderer(s), the validity of the successful Tenderer(s)' bid will be deemed to remain valid until a final contract has been concluded.



2. FORMAL BRIEFING

A **compulsory clarification** meeting with representatives of the Employer will take place at **Langeberg Road within the Durban Container Terminal and can be accessed via Bayhead Road in Durban**, on **Wednesday, 04th May 2016, starting at 10h00 hrs.**

Tenderers are advised to bring full PPE for the site walk that will follow the clarification meeting.

Note: This session is compulsory to all Tenderers, and Tenderers must ensure that all Key Personnel attend this session.

[Tenderers to provide own transportation]

- 2.1. Tenderers failing to attend the **compulsory clarification meeting** will be disqualified.
- 2.2. The site clarification meeting will start punctually **on Wednesday 04th May 2016 at 10h00** and information will **not** be repeated for the benefit of Tenderers arriving late.
- 2.3. Tenderers are required to wear safety shoes, glasses, long sleeve shirts and long pants, high visibility vests and hard hats. Tenderers without the PPE as stated will not be allowed on the site walk.
- 2.4. Tenderers and their employees, visitors, clients and customers entering Transnet Offices, Depots, Workshops and Stores will be required to undergo breathalyser testing and Induction.
- 2.5. All forms of firearms are prohibited on Transnet properties and premises.
- 2.6. The relevant persons attending the meeting must ensure that their original identity documents, passports or drivers licence are on them for inspection at the access control gates or Cutler area.
- 2.7. Transnet will not be held responsible if any Tenderer who did not attend the compulsory clarification meeting and subsequently feels disadvantaged as a result thereof.
- 2.8. A Certificate of Attendance in the form set out in the **Returnable Schedule T2.2-15** hereto must be completed and submitted with your Tender as proof of attendance is required for a **compulsory** site meeting and/or tender briefing. Tenders are required to bring this **Returnable Schedule T2.2-15 (attached to the Tender document)** to the briefing session to be signed by the *Employer's* Representative.

3. TENDER SUBMISSION

Tender Offers must be submitted in a sealed envelope addressed as follows:

The Secretariat, Transnet Capital Projects Acquisition Council

Tender No: **2225427-651**

Description **Consulting Engineering Services For the Safety and Operational Improvements Project at DCT**

Closing date and time: **Tuesday 17 May 2016 at 12:00**

Closing address: *[Refer to options in paragraph 4 below]*

All envelopes must reflect the return address of the Respondent on the reverse side.



4. DELIVERY INSTRUCTIONS FOR TENDER

4.1. Delivery by hand

Tenders are to be deposited in the Transnet Tender Box which is located as per address below and should be addressed as follows:

**THE SECRETARIAT
TRANSNET CAPITAL PROJECTS ACQUISITION COUNCIL
RECEPTION GROUND FLOOR
QUEENS WAREHOUSE
TRANSNET CAPITAL PROJECTS TENDER BOX
237 MAHATMA GANDHI ROAD
DURBAN
SOUTH AFRICA**

The measurements of the "tender slot" are 400mm wide x 100mm high, and Tenderers must please ensure that tender documents or files are no larger than the above dimensions. Tenders which are too bulky [i.e. more than 100mm thick] must be split into two or more files, and placed in separate envelopes, each such envelope to be addressed as required in paragraph 3 above.

4.2 Dispatch by courier

If dispatched by courier, the envelope must be addressed as follows and delivered to the Office of The Secretariat, Transnet Capital Projects Acquisition Council and a signature obtained from that Office:

**THE SECRETARIAT
TRANSNET CAPITAL PROJECTS ACQUISITION COUNCIL
RECEPTION GROUND FLOOR
QUEENS WAREHOUSE
TRANSNET CAPITAL PROJECTS TENDER BOX
237 MAHATMA GANDHI ROAD
DURBAN
SOUTH AFRICA**

- 4.3 If tender offers are not delivered as stipulated herein, such tenders will not be considered.
- 4.4 No email or faxed tenders will be considered.
- 4.5 The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the Tender Offers / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request.
- 4.6 Envelopes must not contain documents relating to any Tender other than that shown on the envelope.



5. DISCLAIMERS

Transnet DISCLAIMERS/additional conditions of tender

Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that Transnet reserves the right to:

- 5.1. Reject any Tender which does not conform to instructions and specifications which are detailed herein;
- 5.2. Disqualify Tender/s submitted after the stated submission deadline [Closing Date];
- 5.3. Not necessarily accept the lowest priced tender or an alternative tender;
- 5.4. Go to the open market if the quoted rates (for award of work) are deemed unreasonable;
- 5.5. Reject all Tenders, if it so decides;
- 5.6. Withdraw the Tender on good cause shown;
- 5.7. Award business in connection with this Tender at any time after the Tender closing date;
- 5.8. Award business for only a portion of the proposed works which are reflected in the scope of this Tender;
- 5.9. Should the Tenderers be awarded business on the strength of information furnished by the Tenderer, which after conclusion of the contract, is proved to have been incorrect, Transnet reserves the right to cancel the contract;
- 5.10. To request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 5.11. Not accept any changes or purported changes by the Tenderer to the Tender rates after the closing date;
- 5.12. To verify any information supplied by a Tenderer. By submitting a Tender, the Tenderer/s hereby irrevocably grant the necessary consent to the Transnet to do so;
- 5.13. Undertake post-tender negotiations with those persons/tenderers appearing on the list of preferred Tenderers, once such list is approved by relevant person(s) with delegated authority;
- 5.14. To verify conduct vetting of any Preferred *Consultant* through State Security Agency (SSA) for security clearance for any *Consultant* who has access to National Key Points.
- 5.15. Unless otherwise expressly stated, each Tender lodged in response to the invitation to Tender shall be deemed to be an offer by the Tenderer. The *Employer* has the right in its sole and unfettered discretion not to accept any offer.
- 5.16. **Repeal of Construction Sector Codes:**
 - 5.16.1. The Minister of Department of Trade and Industry issued a Government Notice No. 184 in the Government Gazette No.39703 on the 17th February 2016, to repeal the Construction Sector Codes.
 - 5.16.2. The repeal implies that the Construction Sector Codes cease to exist from the 17th February 2016.
 - 5.16.3. All Measured Entities operating in the Construction Sector will be required to use the B-BBEE Generic Codes

of Good Practice as amended and issued in terms of section 9 (1) of the B-BBEE Act No. 53 of 2003 as amended by Act No. 46 of 2013.

5.16.4. The application of the B-BBEE Generic Codes of Good Practice as amended must be in accordance with revised Notice of Clarification published in the Notice No. 444 of 2015 published in the Government Gazette No. 38799 on the 15 May 2015.

In addition, Transnet reserves the right to exclude any Tenderers from the bidding process who has been convicted of a serious breach of law during the preceding 5 [five] years including but not limited to breaches of the competition Act 89 of 1998. Respondents are required to indicate in tender returnable [clause 12 on T2.2-43], [breach of law] whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.

Should the preferred Tenderer fail to sign or commence with the contract within a reasonable period after being requested to do so, Transnet reserves the right to award the business to the next ranked Tenderer, provided that he/she is still prepared to provide the required goods at the quoted rate.

Kindly note that Transnet will not reimburse any Tenderer for any preparatory costs or other work performed in connection with this Tender, whether or not the Tenderer is awarded a contract.

**Transnet urges its clients, suppliers and the general public
to report any fraud or corruption to
TIP-OFFS ANONYMOUS: 0800 003 056 OR Transnet@tip-offs.com**



**ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS
AND INTENTION TO TENDER**

(To be returned within 5 days after receipt)

EMAIL TO: Transnet Capital Projects Project No.: 2225427F
Freedom.Dlamini@transnet.net
Attention: Freedom Dlamini Tender No.: 2225427-651
Closing Date 17 May 2016

For: Consulting Engineering Services For the Safety and Operational Improvements Project at DCT

We: Do wish to tender for the work and shall return our tender by the due date above **Check Yes**
Do not wish to tender on this occasion and herewith return all your documents received **No**

REASON FOR NOT TENDERING:

COMPANY'S NAME, ADDRESS, CONTACT, PHONE AND TELEFAX NUMBERS

SIGNATURE: _____

TITLE: _____

C3 Scope of Services

1 Executive Summary

The project entails:

- An analysis of the current container truck process flow at the Durban Container Terminal.
- Tabling proposals of how the process could be changed in order to improve safety and efficiency of the process.
- Subjecting the above proposals to the *Employer's* Project Lifecycle Process – FEL 3.
- Detail designs, specifications and drawings to enable the *Employer* to call for tenders.
- Inputs during the tender process.
- Inputs during construction and close-outs.

It is envisaged that the project will be executed through four (4) Task Orders as follows:

- **Task Order 1:** Analysis of the current process, proposals to improve and obtaining the *Employer's* agreement and approval on said improvements.
- **Task Order 2:** Participate in the *Employer's* Project Lifecycle Process culminating in a "Green" gate review status.
- **Task Order 3:** Completion of designs, specifications and drawings to enable the *Employer* to compile a tender document for construction.
- **Task Order 4:** Assistance to the *Employer* during the tender, construction and close-out phases of the project.

Consultants to note that any *services* of an architectural nature emanating from Task Order 1, will be carried out by the *Employer's* own Architectural division. Similarly, depending on capacity at the time, most of the engineering services emanating from Task Order 1 will also be undertaken by the *Employer's* own Engineering division. On the conclusion of Task Order 1, an assessment will be made by the *Employer* as to the division of services going forward and subsequent Task Orders to the *Consultant* will take the above division of services into account. Notwithstanding the envisaged division of *services*, the *Consultant* will remain responsible for the overall design solution as accepted at the end of Task Order 1.

Further, it should be noted that there is no guarantee that the project will progress from one Task Order to the next Task Order. The *Employer* may decide at the end of any of the Task Orders to cancel the project.

2 **Employer's Objectives**

The *Employer's* main objective is to ensure that there is smooth safe mobility of all traffic into the terminal carrying containers in order to meet the current/future projected growth rates.

In addition to the above, the *Employer's* objectives are to complete the *services/works* timeously with minimum disruptions to on-going DCT and other Transnet Business Unit operations, whilst maintaining the highest safety and quality standards.

3 **Background**

3.1 Since 2013, three (3) accidents that led to fatalities at the Durban Container Terminal have caused Transnet Port Terminals to conduct an intervention of the current port operations to positively enhance the operations and safety for both port employees, private truck operators and the third parties in the terminal.

3.2 A study was undertaken in May 2013 by external consultants to review the current operations and associated safety standards and provide recommendations on improvements, if any.

3.3 A report was prepared for Transnet Port Terminals reporting on current operations and provided recommendations on ways to improve operations and safety at the Durban Container Terminal, refer to the following Annexures:

- Annexure A: Aurecon: Recommendations Report Rev 02 dated 17 Sept 2013.
- Annexure B: Aurecon: Quick Wins Report Rev 03 dated 18 Mar 2014 (plus associated drawings)
- Annexure C: Aurecon: Traffic Model Presentation
- Annexure D: Draft Owner Requirement Specification

3.4 Further, the following Annexures provide information relating to external container truck statistics for the financial years 2014/15 and 2015/16.

- Annexure E: Truck Statistics Financial Year 2014/15
- Annexure F: Truck Statistics Financial Year 2015/16

4 **Management and Start Up**

4.1 **Documentation Control**

The *Consultant* shall submit all documentation complying with the *Employer's* standards and requirements, refer to Annexure K – Contractor Documentation Submittal Requirements – DOC-STD-0001 Rev. 03. The *Employer* will issue all relevant documentation to the *Consultant*, but control, maintenance and handling of these documents will be the *Consultant's* sole responsibility and at his expense, and managed with a suitable document control system.

All documents issued to 3rd Party contractors and to the *Employer* must be submitted through the *Employer's* Document Control Department.

4.2 **Health and Safety Requirements**

The *Consultant* shall comply with the Health and Safety Management Plan and Specification – HAS-STD-0001 Rev. 00, refer to Annexure G.

The *Consultant* shall comply with all applicable legislation, regulations issued in terms thereof and Transnet's safety rules, which shall be entirely at the *Consultant's* cost and which shall be deemed to have been allowed for in the Prices.

The *Consultant* will be required to submit particulars of his Health and Safety Programme within 1 (one) week of award of tender. Particular requirements of the *Employer* are stated below:

- Health & Safety Plan
- Risk Assessment
- Legal Appointments with CV's
- Letter of Good Standing – DoL
- Medical Examinations
- Health & Safety Policy
- 37 (2) Agreement (mandatory appointment of key person/s on the project who will ensure compliance with the provisions of this Act)
- Organogram
- 5.1 (k) Appointment (appointment of principal contractor in writing for the project or part thereof on the construction site)

The *Consultant* shall, in particular, comply with the following:

- (i) The Compensation for Occupational Injuries and Diseases Act, No.130 of 1993 as amended. The *Consultant* shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act and submit this with his tender.
- (ii) Act 85 of 1993, Occupational Health and Safety Act and its regulations.
- (iii) The Provisional Ordinances and Local Authority by-laws and all relevant regulations framed there under.
- (iv) The *Consultant* and his employees shall have valid safety inductions when accessing or working on site. Copies of which shall be submitted to the *Employer's Agent*. This will be at a time and location Transnet will arrange. The *Consultant* must allow for this in his pricing.
- (v) All personnel working on site must have attended the Health and Safety induction course and be in possession of a permit to access the various sites within the Durban Container Terminal. All personnel must have the required personal protective equipment (PPE).

4.3 Environmental Constraints and Management

The *Consultant* shall provide a *Consultant's* Environmental Management Plan (CEMP) addressing all the potential impacts of his activities. The *Employer's Agent* has the right to request additional specific work method statements should in his opinion this be required.

The *Consultant* shall make good all damages to the environment to the satisfaction of the *Employer's Agent*.

The *Consultant* shall, at all times, comply with the statutes that prohibit pollution of any kind. These statutes are enacted in the following legislation:

- The National Environmental Management Act, 107/1998
- The Environmental Conservation Act, 73/1989; and
- The National Water Act, 36/1998

The *Consultant* shall appoint a responsible person to ensure that no incident shall occur on site that could cause pollution. Where the *Consultant* was negligent and caused any form of pollution the damage shall be rectified at the *Consultant's* cost.

4.4 Quality Assurance Requirements

The onus rests on the *Consultant* to produce work which will conform in quality and accuracy of detail to the requirements of the Scope, and the *Consultant* must, at his own expense, institute a quality control system and provide experienced technical staff together with all transport, instruments and equipment to ensure adequate supervision and positive control of the *services* at all times.

The *Consultant* shall submit his proposed Project Quality Plan (PQP) to the *Employer's Agent* for approval. The *Consultant* shall comply with the General Quality Requirements for Suppliers and Contractors – HMG-QM-STD-001, refer to Annexure J.

4.5 Consultant's Management, Supervision and Key People

The insurances provided by the *Employer* are as stated in the Contract Data. The *Consultant* shall provide an organogram showing his key people and their lines of authority and communication.

4.6 Insurance Provided by the Employer

Procedures for making insurance claims can be obtained from the *Employer's Agent*.

4.7 Contract Change Management

The standard reporting forms that shall be used will be provided to the *Consultant*.

5 Procurement

5.1 People

5.1.1 BBBEE and Preference Scheme

The *Consultant* must at all times comply with the Preferential Procurement Regulations (2011), issued in terms of section 1(iii)f of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

The *Consultant* must immediately notify the *Employer's Agent* of any changes in the Consultant's B-BBEE Status Level of Contribution.

5.1.2 Subconsultants

The *Consultant* shall not appoint or bring Subconsultants onto site without the prior approval of the *Employer's Agent*, and all Subconsultants will be required to conform to the requirements as set out herein as if they were employees of the *Consultant*.

The *Consultant* shall not deviate from the approved Subconsultants list without prior approval of the *Employer's Agent*.

5.1.3 Subconsultant Documentation, and Assessment of Subconsultant Tenders

When subcontracting work the Consultant must be cognisant of the requirements of the Preferential Procurement Regulations (2011).

The *Consultant* shall appoint his Subconsultants on the basis of the NEC3 PSC agreements, i.e. on the same terms and conditions applicable to the agreement between Transnet and the *Consultant*.

5.1.4 Attendance on Subconsultants

The *Consultant* shall ensure that the quality assurance requirements placed on him under this Contract are transferred onto any Subconsultants.

5.1.5 Plant & Materials provided "free issue" by the Employer

No plant or materials are provided as "free issue" by the *Employer*.

6 Description Of The Services

6.1 The services that are required may involve:

The furnishing of all technical expertise, labour component, materials and devices for the provision of consulting engineering services for the Safety and Operational Improvements Project at the Durban Container Terminal. The scope of the consulting engineering services shall include the following areas of Durban Container Terminal, Pier 2:

6.1.1 Review of current information, reports and studies

Conduct a review of all presented and available reports, studies and any other information in order to obtain an understanding of the current process and anticipated scope of *services*. Refer, inter alia, to Annexures A through to F.

6.1.2 Company and Truck Registration Process

Interview relevant staff members from both Transnet National Ports Authority (TNPA) and Transnet Port Terminals (TPT) so as to gain a proper understanding of the current process associated with registering companies and trucks to operate in the Durban Container Terminal. Compare all data collected against Safe Operating Procedures (SOP's), identify gaps and document all for future reference.

6.1.3 Seafarer Road Entry Formalisation:

Observe and document truck driver behaviour and road condition/geometry within this stretch of road clarifying instances where drivers are staging their vehicles next to the road.

6.1.4 Pre-A Check:

Observe activities, interview staff members as to gain their understanding of required activities, note any situation where a truck will be refused any further entry to the staging area, compare all against SOP's, identify gaps and document all for future reference.

NOTE: Clearly indicate under what circumstances a truck will be refused further entry and what steps are required next in such a situation.

6.1.5 Help Desk

Observe activities, interview staff members as to gain their understanding of required activities, note under what circumstances a truck will be required to visit the Help Desk area and detailing next steps if issues are resolved or not resolved. Compare all against SOP's, identify gaps and document all for future reference.

6.1.6 A Check

Observe activities, interview local staff members, management as well as ICT staff members as to gain their understanding of all required/potential activities, note any situation where a truck will be refused any further entry to the staging area and/or directed back to the Help Desk, compare all against SOP's, identify gaps and document all for future reference.

NOTE: Clearly indicate under what circumstances a truck will be refused further entry and what steps are required next in such a situation.

6.1.7 Truck Staging Area:

Entrance, Staging Area, Exit and Langeberg Road up to Security Check

Observe activities, truck driver behaviour, interview local staff members as well as management as to gain their understanding of all required/potential activities, note any situation where a truck will be refused any further entry to the staging area and/or directed back to the help desk, compare all against SOP's, identify gaps and document all for future reference.

NOTE: Clearly indicate under what circumstances a truck will be refused further entry and what steps are required next in such a situation.

6.1.8 Terminal Entrance (Security Check):

Observe activities, interview local staff members as well as management as to gain their understanding of required activities, note any situation where a truck will be refused any further entry to the terminal, compare all against SOP's, identify gaps and document all for future reference.

NOTE: Clearly indicate under what circumstances a truck will be refused further entry and what steps are required next in such a situation.

6.1.9 Camco & M-Gate

Observe activities, interview local staff members, management as well as ICT staff members as to gain an understanding of activities taking place at these areas. Compare all against SOP's, identify gaps and document all for future reference.

6.1.10 Trouble Desk

Observe activities, interview staff members as to gain their understanding of required activities, note under what circumstances a truck (in and out bound) will be required to visit the Help Desk area and detailing next steps if issues are resolved or not resolved. Compare all against SOP's, identify gaps and document all for future reference.

6.1.11 Interchange Zones

Observe activities, truck driver behaviour, interview local staff members as well as management as to gain their understanding of all required/potential activities, compare all against SOP's, identify gaps and document all for future reference.

6.1.12 Camco and Terminal Exit Gate

Observe activities, interview local staff members, management as well as ICT staff members as to gain an understanding of activities taking place at these areas. Compare all against SOP's, identify gaps and document all for future reference.

6.1.13 Langeberg Road: Out Bound and Police Check

Observe activities, truck driver behaviour, interview local staff members as well as management as to gain their understanding of all required/potential activities, compare all against SOP's, identify gaps and document all for future reference.

6.2 *Consultant* to take note that all above mentioned observations should be done during peak and off-peak periods. Peak periods are generally during the afternoon shifts of Wednesdays, Thursdays and Fridays. Need to confirm with the *Employer* prior to observations that indeed heavy traffic will be anticipated for the peak period observations. Observations also to cover shift change periods.

- 6.3** During the above investigation period, it will also be expected from the Consultant to make contact with both TNPA and the municipality in order to understand their future plans for the DCT precinct and thus propose an integrated solution taking into account the planning of TNPA and the municipality.
- 6.4** Previous recommendations as contained in Annexures A to C covered the above areas and also recommended solutions to alleviate the issues encountered. The objective of this new study is to further develop the previous recommendations or suggest alternative recommendations.
- 6.5** The *services* are to be carried out in accordance with the latest provisions of the Guideline for Services and Processes for Estimating Fees for Registered Persons in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000), published by the Engineering Council of South Africa. It is the *Consultant's* responsibility to ensure that they are in possession and have full knowledge of the contents of the latest issue of the Act.
- 6.6** Reports, simulations and documents that are required to be submitted to the *Employer* for review, comments and acceptance as per the Task Schedule must be updated and aligned with previous report outputs, information gathering - discussions and meeting with terminal representatives, latest simulations and associated revised estimated costs.

Accordingly, the *Consultant* will be required to present preliminary reports, simulations and documents at forums / workshops, the *Consultant* will then update the reports, simulations and documents based on review outcomes at forums / workshops and present final report to the *Employer*.

- 6.7** The *Consultant* will become an integral member of the *Employer's* Project Team and provide input and assistance at the various stages of the project i.e. information gathering and report compilations, input and attendance at FEL-3 Gate Review, detail designing and pre-tender preparations and execution and close-out, the *Employer* will have overall responsibility of the project. However, the *Consultant* will still remain responsible for the overall design solution.
- 6.8** The *Consultant* will be issued with all relevant Project Life Cycle Process (PLP) documentation at the start of Task Order 2.
- 6.9** Notional hours have been allowed for in the Task Schedule for pricing and evaluation purposes. Prior to the issue of Task Orders 2 to 4, the *Employer* and *Consultant* will jointly agree appropriate staff required and the actual hours required to provide the agreed work for each Task Order.

6.10 Scope of Professional Services Required

The consulting engineering services required, but not limited to, shall be to achieve the following key deliverables:

- An analysis of the current container truck process flow at the Durban Container Terminal
- Tabling proposals of how the process could be changed in order to improve safety and efficiency of the process
- Subjecting the above proposals and participating in the *Employer's* Project Lifecycle Process – FEL 3
- Detail designs, specifications and drawings to enable the *Employer* to call for tenders

- Inputs during the tender process
- Inputs during construction and close-outs
- Review, familiarise and understand the proposed site including all constraints, safety and environmental factors
- Consult, advise, direct and interface with terminal management, staff members and the professional team to further develop the scope of works
- Review, familiarise and understand the operations of the terminal to further develop the scope of works
- Prepare preliminary and conceptual designs, presentations, schematics, images and presentations
- Meet with stakeholders, develop schematic drawings into detail, and provide appropriate information to the professional team
- Prepare calculations, computer simulations on engineering elements
- Prepare estimates at various stages of the project at the expected levels of accuracy
- Prepare reports at the various stages of the projects to the professional team and other relevant stakeholders
- Undertake design co-ordination with all other designs from the professional team
- Undertake and be available to execute SQUAD Checks at various stages of the project
- Prepare comprehensive Approved for Construction Drawings and detail for tender and construction phase of project
- Prepare NEC3 Contract works information and pricing information for incorporation into and the solicitation of tenders
- Prepare various technical specifications for equipment and the works taking value engineering principles and fit for purpose solutions
- Prepare Bills of Quantities and equipment lists where required
- All Transnet Tender procedures and policies shall be applicable and adhered to at all times
- Assist with the tendering process, selection and appointment of contractors as applicable
- Conduct a compulsory site clarification meeting for prospective contractors
- Check correctness of tenders
- Assist the Employer's Procurement department with the evaluation of tenders and preparation of tender evaluation reports

- Attend all site meetings, project meetings, design coordination meetings and relevant client meetings
- Monitor integrity of technical, quality and performance aspects during construction and commissioning up to final handover stage
- Prepare commissioning, pre-commissioning and handover reports
- Prepare AS-BUILT documentation and maintenance manuals
- Be proactive with the closing and handover of the works to the operational staff
- Any other reasonable works required to successfully deliver the project to the client on time, on budget, at the accepted quality
- The Consultant shall adhere to all Transnet's Engineering, Project Management and Documentation Control procedures
- Prepare drawings as per Transnet Capital Projects' drawing standards (ENG-STD-0001, Rev. 0, attached as Annexure S)
- Hand over all documentation including drawings in native file format, signed pdf's and hardcopies

6.11 Technical Requirements

The *Consultant* in the Providing the Services shall observe all relevant statutes, by-laws and associated regulations, applicable standards published by the South African Bureau of Standards, the International Organisation for Standardisation or learned societies and standards of professional conduct, and "best practice", as laid down, or recommended, by their respective professional associations, if any.

6.12 Employer's Site entry and security control, permits, and Site regulations

The *Consultant* complies with the *Employer's* Site entry and security control, permits, and site regulations.

The *Employer* provides ID cards to all *Consultants'* employees for access / egress of personnel (and Equipment) within the Site boundaries. The *Consultant* bears all costs incurred in providing *Consultant's* personnel with ID cards and access permits.

6.13 Restrictions to access on Site, roads, walkways and barricades

The *Consultant* plans and organises his work in such a manner so as to cause the least possible disruption to the *Employer's* operations.

The *Consultant* ensures the safe passage of *Consultant's* traffic within the terminal and includes providing flagmen, protective barriers, signage, etc. for protection, direction and control of traffic.

The *Consultant* ensures that any of his staff, labour and Equipment moving outside of his allocated Working Areas does not obstruct the operations of DCT.

All *Consultant's* staff and labour working within DCT complies with Transnet Port Terminals' (TPT) operational safety requirements and are equipped with all necessary PPE, high visibility apparel and, when working within two meters of the quay wall, floating apparel.

6.14 People restrictions on Site; hours of work, conduct and records

The *Consultant* keeps daily records of his people engaged on the Working Areas (including Sub-*Consultants*) with access to such daily records available for inspection by the *Employer* at all reasonable times.

6.15 Title to Materials from demolition and excavation

The *Consultant* has no title to all materials arising from excavation and demolition in the performance of the *works* with title to such materials remaining with the *Employer*. The *Employer* shall instruct the *Consultant* how to label, mark, set aside and/or dispose of such materials for the benefit of the *Employer*.

6.16 Publicity and progress photographs

The *Consultant* does not advertise the Contract or the project to any third party, nor communicate directly with the media (in any jurisdiction) whatsoever without the express written notification and consent of the *Employer*.

The *Consultant* obtains the permission and approval of the *Employer* before erecting any notice boards or using the details of the contract in any advertising media.

6.17 Consultant's Equipment

The *Consultant* keeps daily records of his Equipment used on Site and the Working Areas (distinguishing between owned and hired Equipment) with access to such daily records available for inspection by the *Employer* at all reasonable times.

6.18 Equipment provided by the *Employer*

No Equipment will be provided by the *Employer*.

6.19 Site services and facilities

No services and facilities will be provided by the *Employer*.

6.20 Facilities provided by the *Consultant*

The *Consultant* is not required to provide facilities for the *Employer*.

7 Facilities and Equipment to Be Provided by the *Employer*

No facilities or equipment will be provided by the *Employer*.

8 Invoices

All invoices submitted by the *Consultant* shall be VAT invoices, which invoices shall be accompanied by a daily activity sheet covering a detailed description of the work in the Task that has been completed together with, where relevant, a detailed breakdown of the staff time properly spent on the work in the Task and the Task Order number.

Invoices are to be delivered to:

Transnet Capital Projects
237 Mahatma Ghandi Road
Queens Warehouse
Durban
4001

(Attention: Lead Contracts Administrator - Iqbal Hoosen)