

Transnet National Ports Authority

Specifications for the provision of lift maintenance in the NMB Ports (Port of Port Elizabeth and Port of Ngqura) for a period of three (3) years.

1. SCOPE OF WORKS

1.1. BACKGROUND

Transnet National Ports Authority (TNPA) Nelson Mandela Bay (NMB) is equipped with nine (9) lifts installed in the port's buildings. The type of lifts installed includes passenger lifts and goods lifts. These elevators must be serviced and maintained on a regular basis to ensure that they remain in excellent working order and are safe for users.

This submission is to secure a suitable service provider for three (3) years for planned and unplanned maintenance and servicing of Nelson Mandela Bay (NMB) ports lifts. This ensures that they are in optimal working conditions and in accordance with National Safety Standards and regulations.

1.2. SCOPE OF WORKS

The scope of work encompasses inspection, testing, servicing, and maintenance of nine (9) lifts. Five (5) x Schindler passenger lifts, two (2) x OTIS passenger lifts, and two (2) x Schindler freight lifts within the NMB Ports. All works conducted must comply with the Original Equipment Manufacturer's (OEM) requirements and the Occupational Health and Safety Act (85 of 1993).

1.3. PREVENTATIVE MAINTENANCE SERVICE:

The equipment shall be inspected, tested, serviced, and maintained in terms of the Occupational Health and Safety Act (Act 85 of 1993), specifically Clauses 6 (Appendix A: Inspections and tests) and Clauses 7 (Appendix B: Maintenance) of the Lifts, Escalator and Passenger Conveyor Regulations thereto (hereinafter referred to as the Act).

- 1.3.1 The Service Provider shall carry out regular inspection, testing, maintenance, and servicing of the equipment in accordance with the terms and conditions contained in the Act.
- 1.3.2 The Preventative Maintenance Service must include the below aspects in the next points, which will be clarified further in the specification.
- 1.3.3 A preventative maintenance program must be performed in accordance with the maintenance schedule specific to the lifts and in accordance with the manufacturer's specifications. It is incumbent on the prospective Service Provider to ascertain from the original equipment manufacturer (OEM) Lifts what the manufacturer's specifications but not limited to.

- 1.3.4 The Manufacturer's Service requirements require that a S Type = car gate and locks Service is carried out monthly accompanied by either an A Type = motor room focus areas;
- 1.3.5 B Type = top of car and shaft focus areas or C Type Service = car and pits focus areas.
- 1.3.6 Example; Month 1 = S Type + A Type; Month 2 = S Type + B Type; Month 3 = S Type + C Type; Month 4 = S Type + A Type; etc.

1.4. COVERED PARTS

The following parts must be covered under the Preventative Maintenance Service:

Elevator machines, motor generators, or solid-state motor drive components; controller components; machine brakes and parts thereof, including hoisting motors; selector motors; worms and gears; bearings; rotating elements; brake magnet coils; brushes and commutators; brake shoes, linings, and pins; windings and coils; contacts and relays; resistors and transformers; solid state devices; PC boards; accessory equipment such as car and corridor operating stations; hangars and tracks; door operating devices; door gibs; guide rails (lubricate only as needed); guide shoe gibs or rollers; control cables; signal lamps (where appropriate); sheaves and sheave assemblies; interlocks; door closers, buffers, overspeed governors, car and counterweight safeties, limit, landing and slowdown switches, door protective devices, elevator alarm bells; wire ropes; contactor ropes and trailing cables or any other parts as deemed necessary. The replacement non-consumable components will be procured through a separate procurement process.

1.5. EXAMINE, LUBRICATE AND ADJUST COVERED COMPONENTS

- 1.5.1 Service Providers must examine, lubricate and adjust covered components periodically in line with manufacturer's recommendations. All lubricants, cleaning material, cotton rags and all other tools and equipment necessary to perform the maintenance must be included in the maintenance price.
- 1.5.2 The car top, pit and machine room must be periodically cleaned of debris.
- 1.5.3 The Service Provider must warrant that only parts manufactured in accordance with the manufacturer's specifications are to be used in the maintenance and repair of the lift installation.

1.6. TESTING OF SAFETY DEVICES

Safety devices must be tested periodically in line with the OEM recommendations.

1.7. FAULT CALL OUTS

This service includes a call out for emergency repairs needed for any fault on a lift. The service provider will present a fault report and a quotation including, labour and material costs to service or repair the fault for procurement process to commence.

1.8. LINES OF COMMUNICATION

The Service Provider must provide a twenty-four (24) hour, seven (7) days a week emergency call back center. The 45minutes response times during and after normal office hours must be indicated.

1.9. LOCATION

Port of Ngqura (PoN)

- eMendi Admin Building - Two Passenger lift (Schindler Lift), installed 2016
- eMendi Admin Building - One goods lift (Schindler Lift), installed 2016
- Port Control building - One Passenger lift (OTIS Lift), installed 2010
- Admin Craft Basin (ACB) building - One Passenger lift (OTIS Lift), installed 2019

Port of Port Elizabeth (PoPE)

- Port Admin Building – Two Passenger lift (Schindler Lift), installed 2013
- Port Admin Building – One Goods lift (Schindler Lift), installed 2013
- Port Control Building – One Passenger lift (Schindler Lift), installed 2013

1.10. WORKING HOURS

1.10.1. The working hours shall be from 08h00 to 16h00, Monday to Friday.

1.10.2. The service provider must not vary the working hours without a written instruction from TNPA appointed representative.

1.10.3. After hours and fault callouts will be 16H01 to 19h00 and weekends.

1.10.4. Care should be taken to minimize the impact on occupants of the building during conduction of works.

1.11. INDEMNITY AND INJURY MANAGEMENT

The service provider and any persons from the service provider working on site must first ensure that they provide their signatures on the indemnity form before entering the site.

1.12. COMPLIANCE

- The successful Service Provider is to submit a comprehensive Safety covering the scope of work, risk assessment, certification and medicals health and Environmental file training records, legal appointments, etc. for approval prior to Service Provider being granted approval to commence with the contract.
- The Service Provider shall ensure that at both the commencement of the contract and again at a 24-month interval an Inspection Service Provider (Lift Inspector) conducts the inspection and testing of the lifts and compiles a comprehensive report separately for each lift inspected and tested as per the Occupational Health and Safety Act (Act 85 of 1993) and Clause 6 of the Lift, Escalator and Passenger Conveyor Regulations. If the reports show any defects or weaknesses, such defects or weaknesses shall be rectified within 30 days.
- Reports are to be submitted within 30 days and a copy of the report to be placed in each Machine Room given to Transnet National Ports Authority representative for safe keeping.
- The service provider shall comply with 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. (To be included in the Safety File)
- The service provider shall comply with Occupational Health and Safety Act No. 85 of 1993, 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 in respect of all persons in his employ, other persons on the premises or the site or place of the works or on the works to be executed by him and under his control in terms of the contract. According to section 37(2), Act No. 85 of 1993, the agreements in this contract and all documents attached or referred to, form an integral part of the arrangements and procedures mentioned

in the afore-mentioned section.

- Any penalty imposed in terms of this shall be set-off against the invoiced (Vatable) amount, as declared in the Service Provider's Tax Invoice, to which the penalty has attached, and the VAT payable by TNPA to the Service Provider shall be calculated on the invoiced amount less the service-related penalty imposed.

1.13. Parking and Vehicles

1.13.1. Parking will be at any open parking space and will be done via reverse parking as per the port rules. Vehicles transporting workers and goods should be easily identifiable by company logo and drivers should adhere to the road signs within the port.

1.13.2. Parking is at own risk and TNPA shall not be held liable for any damages occurred during this time.

1.13 PERSONNEL & COMPANY REQUIREMENTS

Safety

- All personnel on-site should be attired in relevant Personal Protective Equipment at all times.
- All personnel on-site should have relevant training regarding the work to be done and materials to be used.

1.14. SERVICE RECORDS/JOB CARDS/INVOICES:

- Signed service records/job cards to be attached to all invoices submitted for payment.
- Any faults found while on-site should be reported immediately to TNPA representative.

1.15. PRICING INSTRUCTIONS

- Pricing Assumptions mean the criteria as set out below, read together with all Parts of this specifications document, which it will be assumed in the contract that the service provider has considered when developing their prices.
- The appointed service provider will then be eligible to invoice for the hours worked and material plus profit 10% as stipulated in the pricing schedule. This will also apply to consumables used for maintaining lifts.

1.16. CIDB grading

- The tender CIDB class of works code: SI.
- The tender CIDB grading values of grade3.



1. BILL OF QUANTITIES

Port of Port Elizabeth

The rates per year (Routine Monthly Preventative Maintenance) = per month amount x 12.

Item No.	Description of Goods / Services	Unit	Qty	Rate Year1	Rate Year2	Rate Year3
1.	Preliminaries and General					
1.1	Preparation, adherence to and submission of safety file and update of SHE file for five years	Sum	1			
1.2	Statutory 24 months lift status inspection and report					
	NB: The billing in 1.2.1 under 1.2 will be in year one and year three only.					
1.2.1	A comprehensive lift inspection carried out by an independent registered lift inspector accredited by ECSA and SANAS Accredited Inspection Body registered (appendix B inspection).	EA	4			
2.	Routine Monthly Preventative Maintenance					
2.1 Port Admin Building	Schindler ELE452 Passenger lift JNB PE MO14A (1000kg) year of installation 2013	Month	12			

**NMB Ports
ENGINEERING DEPARTMENT**



2.2 Port Admin Building	Schindler ELE453 Passenger lift JNB PE MO14B (1000 kg) year of installation 2013	Month	12			
2.3 Port Admin Building	Schindler ELE454 Goods lift JNB PE MO14C (1600 kg) year of installation 2013	Month	12			
2.4 Port Control	Schindler ELE455 Passenger lift JNB PE MO14D (1000 kg) year of installation 2013	Month	12			
3.	Maintenance intervention					
3.1	Yearly maintenance intervention	Yearly	1			
	Total amount (Excl. VAT)					
	Total amount (Incl. VAT)					
	Grand total					



Port of Ngqura

The rates per year (Routine Monthly Preventative Maintenance) = per month amount x 12.

Item No.	Description of Goods /Services	Unit	Quantity	Rate Year1	Rate Year2	Rate Year3
1.	Preliminaries and General					
1.1	Preparation, adherence to and submission of safety file	EA	1			
1.2	Statutory 24 months lift status inspection and report					
	NB: The billing in 1.2.1 under 1.2 will be in year one and year three only.					
1.2.1	A comprehensive lift inspection carried out by an independent registered lift inspector accredited by the SANAS Accredited Inspection Body (appendix B inspection).	EA	5			
2.	Routine Monthly Preventative Maintenance					
2.1(a) eMendi Building	Schindler ELE731 Goods lift 1780736 (1000 kg) year of installation 2017 – B1, B2, G+5	Month	12			
2.2 (b) eMendi Building	Schindler ELE732 Passenger lift 1780730 (1000 kg) year of installation 2017 – B1, G+5	Month	12			
2.3 (c) eMendi Building	Schindler ELE733 Passenger lift 1780735 (1000 kg) year of installation 2017 – (B1, B2, G+4)	Month	12			

**NMB Ports
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2.4 (a) Port Control	OTIS Passenger lift 72NE7432(1000 kg) year of installation 2010	Month	12			
2.5 (a) Admin Craft Basin (ACB)	OTIS Passenger lift 7NE002 (1000 kg)year of installation 2019	Month	12			
3.	Maintenance intervention					
3.1	Yearly maintenance intervention	yearly	1			
	Total amount (Excl. VAT)					
	Total amount (Incl. VAT)					
	Grand total					

NMB Ports

ItemNo.	Description of Goods /Services	Unit of Measure	Quantity	Total Price
1	Preparation, adherence to and submission of safety file	each	2	
1.2	Statutory 24 months lift status inspection and report			
1.2.1	A comprehensive lift inspection (annexure B inspection).	each	27	
2	Routine Monthly Preventative Maintenance	month	60	
3	Maintenance intervention	month	60	
	SUB-TOTAL			
	Added VAT %	Percentage15%		
	Grand total -			

	NAME	DESIGNATION	SIGNATURE	DATE
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Appendix A

6. Inspections and tests

- (1) The user shall ensure that every lift, escalator or passenger conveyor is inspected and tested in accordance with the relevant health and safety standards incorporated into these

Regulations under section 44 of the Act-

- (a) before such lift, escalator or passenger conveyor is put into use for the first time; or
 - (b) after any modification has been affected; or
 - (c) after any failure has occurred; or
 - (d) whenever there has been a change in the competent lift service provider; and
 - (e) at intervals not exceeding 24 months thereafter, or at shorter intervals according to in-house risk assessment, by an inspection service provider who shall complete a comprehensive report separately for each lift, escalator or passenger conveyor so inspected and tested, and such inspection service provider shall date and sign such report and submit it within 30 days to the user, who shall keep the report in a safe place and a copy of the report in the machine compartment.
- (2) If an inspection or test carried out by an inspection service provider on a lift, escalator or passenger conveyor shows that any defect or weakness exists whereby persons are endangered, the inspection service provider shall report such defect or weakness forthwith to the user, the competent lift service provider and the provincial director, and no person shall be conveyed or allowed to be conveyed in or on such lift, escalator or passenger conveyor until such defect has been rectified to the satisfaction of the inspection service provider.
- (3) If a comprehensive report in accordance with a health and safety standard incorporated into these Regulations under section 44 of the Act shows a defect or weakness not considered under sub regulation (2) the user shall rectify such defect or weakness.
- (4) A comprehensive report for a lift, escalator or passenger conveyor shall be completed when-
- a) The lift, escalator or conveyor is put into use for the first time;
 - b) Any modification to the lift, escalator or conveyor has been effected;
 - c) A reportable incident in terms of section 24 of the Act occurs;
 - d) There is a change in the designated competent lift service provider; and
 - e) At intervals not exceeding 24 months thereafter.

- (5) When an inspection or a test is conducted by an inspection service provider the inspection service provider shall ensure that all the documents and records required in terms of regulation 8 are kept in good order and are up to date.

- (6) An inspector may at any reasonable time inspect any lift, escalator or passenger conveyor, and the user shall place, free of charge, at the disposal of the inspector any workmen and equipment that may be reasonably required by the inspector for the purpose of carrying out such inspection.

- (7) An inspection service provider who wishes to avail himself or herself of designation as such by the user of a lift, escalator or passenger conveyor in order to carry out an inspection in terms of this regulation shall register with the accreditation authority.

Appendix B

6. Maintenance

- (1) The user shall designate a competent lift service provider to examine and maintain a lift, escalator or passenger conveyor at least once a month or at such longer intervals as may be prescribed by the manufacturer of such lift, escalator or passenger conveyor: Provided that an inspector may prescribe such examining intervals as he or she may deem necessary.

- (2) At an examination contemplated in sub regulation (1), the competent lift service provider shall examine the parts of a lift, escalator or passenger conveyor as prescribed by the relevant manufacturer or by an inspector: Provided that in the case of a lift, he or she shall test all the gates and door locks at each examination: Provided further that the suspension ropes of a lift shall be examined at six-monthly intervals and that the lift safety gear, over speed governor and buffers shall be tested at intervals not exceeding 12 months.

- (3) If maintenance or an examination carried out in terms of sub regulation (1) or a test carried out in terms of sub regulation (2) shows that a weakness or defect exists whereby persons are endangered, the competent lift service provider shall report the weakness or defect immediately to the user and the provincial director, and no person shall be conveyed in or allowed to be conveyed in or on such lift, escalator or passenger conveyor or to enter such access goods only lift until such defect has been rectified to the satisfaction of an inspection service provider.

- (4) The user of a lift, escalator or passenger conveyor shall immediately take steps to stop the working thereof and to prevent the starting thereof if its use is or is likely to be dangerous to persons.

- (5) The user of a lift, escalator or passenger conveyor and the competent lift service provider responsible for the examinations contemplated in sub regulation (1) or test contemplated in sub regulation (2) shall immediately notify the provincial director in writing of the name and address of the competent lift service provider carrying out such examinations or tests.

- (6) The competent lift service provider shall notify the provincial director and the user immediately in writing if a lift, escalator or passenger conveyor is found to be in operation without a valid comprehensive report issued in terms of regulation 6 that is kept in the machine compartment in terms of regulation 8.