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**PORT OF NGQURA:  
SPECIFICATION FOR SEWERAGE AND  
STORMWATER MONITORING CONTRACT AT  
PORT OF NGQURA FOR 36 MONTHS**

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**1. INVITATION TO SUBMIT A QUOTATION**

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- 1.1. Tenderers are hereby invited to tender on the sewerage and stormwater monitoring contract at TNPA Port of Ngqura, Port Elizabeth, South Africa for a period of 36 months

## **2. SCOPE OF WORKS AND GENERIC CONDITIONS OF CONTRACT**

### **2.1. BACKGROUND AND PURPOSE**

TNPA Port of Ngqura is implementing and certified to ISO 14001 Environmental Management Systems (EMS). The Port has identified the generation of sewerage effluent and storm-water runoff into the marine environment as one of the significant environmental risks. As such, the Port established a storm-water and sewerage monitoring programme to comply with environmental requirements and to facilitate proactive management in the prevention of catchment, river and marine pollution.

TNPA Port of Ngqura together with its tenants which include Transnet Port Terminals discharges the sewerage effluent to Coega Development Corporation (CDC) system; TNPA therefore needs to ensure that the quality of the discharged effluent quality meets the legislative requirements. The effective monitoring and qualitative analysis of the effluent discharged enables TNPA to know these requirements are met.

The Port of Ngqura also conveys stormwater from high altitude areas, through the Port into the highly bio diverse and ultra-sensitive marine environment. It is in the interest of TNPA Port of Ngqura to prevent environmental degradation of the surrounding catchment areas and marine environment. With the activities of the Port, tenants and Port users, it is important that TNPA monitors the quality of stormwater entering and leaving the Port continually, to establish if prevention control measures adopted are effective, and to ensure compliance to its adopted policies, management systems and applicable national legislation.

### **2.2. SCOPE OF WORKS**

#### **2.2.1 The scope of works comprises:**

The objective of this monitoring programme is to gather data on the quality of sewerage discharged into CDC network system and storm-water effluent.

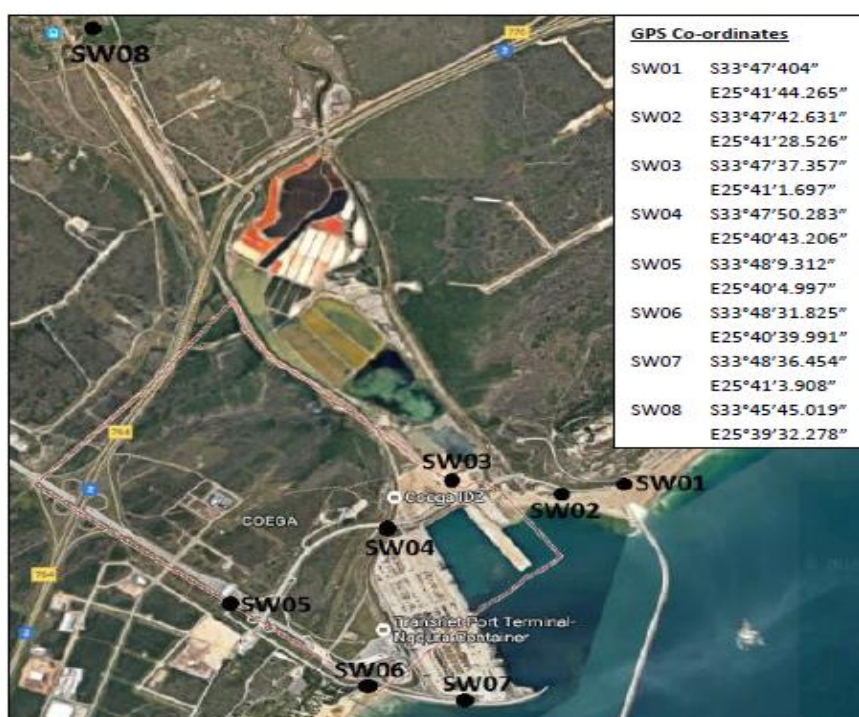
The successful tenderer will be required to:

- Conduct storm water and sewerage effluent monitoring on a monthly basis.
- Use the Identified proposed plotted sample points on the provided map.
- Ensure that the storm-water runoff is sampled strategically within the Port and sampling is done in such a way that the results reflect the sampled points.
- Ensure collection of storm-water samples on a rainy day. It is the duty of the service provider to make means to check weather conditions.
- Ensure a scientifically reputable and certified lab with adequate resources, processes the samples to meet the desired quality standard.
- Manage the process of sample analysis to ensure accurate and reliable data for informed decision making.
- Adhere to quality assurance procedures governing the sample collection, handling, storage, operation and maintenance of any sampling equipment, data management and reporting of results.
- Ensure personnel conducting the monitoring are competent to do the work as required and they have appropriate sampling tools and resources to ensure sampling is done independently.
- Ensure the samples are taken to a scientifically reputable and certified lab with adequate resources.
- Provide personnel with adequate resources to ensure a safe working environment whilst working at TNPA Port of Ngqura.
- Submit a report on month to month basis for both storm-water and sewerage effluent and the report must include the following:

- Include a short description of the sample points

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- A spread sheet of all sampled points with the values obtained for the determined key parameters. This spreadsheet will entail data for the whole duration of the contract and should be circulated on monthly basis with monthly reports.
  - Identify areas where potential challenges are most likely to happen and define the problems.
  - Where there are exceedance, ensure thorough investigation is conducted and make practical recommendations to address non-conformity during monitoring.
  - As and when required, the service provider will be requested to conduct a more detailed analysis of the exceeded parameters.
  - The state of the outlets and indicate all observations and abnormalities during the day of sample in the report.
- The figure below shows the stormwater GPS co-ordinate points for stormwater sampling:



## 2.3. LOCATION OF THE SITE AND ACCESS

- 2.3.1. Access to the site can be gained via the N2 Road, on to Neptune Road, past the Port Entrance Plaza.

## 2.4. CONTRACTOR COMPLIANCE FILE ASSESSMENT CHECKLIST

Date of inspection/ Evaluation: \_\_\_\_\_

Client	
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Employer (Principal contractor)	
Registered name of the enterprise	
Trade name of the Enterprise	
Company Registration No	
SARS registration No(PAYE)	
UIF registration No	
COIDA registration no	
Relevant SETA for EEA purpose	
Industry sector	
Bargaining Council	
Contact person & position	
Contact number	
Site Address	
Postal Address	
Chief Executive Officer	
Chief Executive officer's email and contact number	
Construction Manager	
Health and Safety Representative	
Activities/ Service rendered	
Commencement date	
Completion date	
Site Phone	
Total number of employees on site:	
Female	
Male	
People with disabilities	

CONTRACTOR	Complying	Not Complying (i.e. Comments)	Not Applicable
1. Site Specific Organogram of reporting structure. This document must provide all persons appointed in terms of OHS Act No. 85 of 1993 including contact details. (rev, date, approval)			

2. Contractor scope of work information (Company Profile)			
3. Notification of Construction Work to the Department of Labour: Document to display required information as per OHS Act No.85 of 1993 – Construction Regulations Annexure A, Must carry the stamp of acceptance from the Department of Labour ( <i>if applicable</i> )			
4. Application for a permit to do construction work ( <i>if applicable</i> )			
5. Valid Letter of Good Standing with FEM/WCA: And proof of relevant insurances to carry out work.			
<b>MANAGEMENT PLANS</b>			
6. Copy of reference documents: Health & Safety, Security, Quality, Environmental, and other applicable Specifications Including a signed register of communication to Managers, Supervisors & Safety Officers			
7. Approved Contractor Execution Plan correlating with Specification provided by Transnet (i.e. Approved health and safety plan, environmental plan, security plan etc.)			
8. Contractors Health and Safety Policy			
9. Site Specific Emergency Plan			
10. Contractors Traffic Management Plan (if applicable)			
11. Procedure for handling Hazardous Chemical Substance's and Applicable Safety Data Sheet ( <i>if applicable</i> ).			
<b>APPOINTMENTS</b>			
12. Fully completed appointments of the following (depends on the scope of work) but not limited to:			
• Sec. 16(2) – Delegated Authority (Assistant to the CEO)			
• CR 8(1) – Construction Manager			
• CR 8(7) – Construction Supervisor			
• CR 8(8) – Assistant Construction Supervisor			
• CR 8(5) – Construction Safety Officer			
• CR 9(1) – Risk assessment			
• CR 10. (1)(a) – Fall Prevention Planner ( <i>if applicable</i> )			
• CR 10.(2)(b) (fall risk) Physical & Psychological fitness			
• CR 23.(d)(k) – Vehicle operator and Inspector			
• GSR 3.4 – First aider			
• CR 29 (h) – Fire Fighter			
• Sec 24, GAR 9(2) – Incident Investigator			
• CR 13(1)(a) – Excavation Supervisor			
• CR 28(a) – Stacking and Storage Supervisor			
• CR 12(1) – Temporary works designer			
• CR 14(1) – Demolition work supervisor			
• CR 16(1) – Scaffolding work supervisor			
• CR 17 (1) – Suspended platform work supervisor			
• CR 18(1)(a) – Rope access supervisor			
• CR 19(8)(a) – Material host Inspector			
• CR 20(1) – Bulk mixing plant supervisor			
• CR 21(2) – Explosive actuated fastening devices inspector			
• Sec 17(1) – SHE Rep (more than 20 employees)			

<ul style="list-style-type: none"> <li>GSR 13(a) – Ladder Inspector</li> </ul> <p>An abbreviated CV of the above appointed persons shall be attached to the appointment. Competency certificates will also be attached as required in specifications</p>			
<b>13.</b> Elevated work training (Rescue/ Safety harnesses) – accredited Training <i>(If applicable)</i>			
<b>14.</b> Fall Protection Plan by competent person / Rescue Plan <i>(If applicable)</i>			
<b>15.</b> Contract/Project Specific Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached.			
<b>16.</b> Risk Assessment (HIRA), Method Statement, Safe Work Procedure to be generated for each specific task to be performed on the contract/project i.e. Site establishment, confined spaces, working at heights, working near water, excavations etc. Note: before establishment they can supply what they will start with – site establishment, fencing, clear & grub...so only request what is relevant at the time.			
<b>17.</b> PPE Policy and most recent issue register.			
<b>INDUCTION</b>			
<b>18.</b> Induction application forms completed for every employee of the contractor performing work on site; The following shall be attached:			
<ul style="list-style-type: none"> <li>Employee Dossier with applicable documentation;</li> </ul>			
<ul style="list-style-type: none"> <li>Proof of site specific induction;</li> </ul>			
<ul style="list-style-type: none"> <li>Copy of ID Document;</li> </ul>			
<ul style="list-style-type: none"> <li>Legal Letter of Appointment;</li> </ul>			
<ul style="list-style-type: none"> <li>Proof of competence i.e.: Artisans, drivers, operators etc.;</li> </ul>			
<ul style="list-style-type: none"> <li>Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e. Annexure 3 for construction work)</li> </ul>			
<b>REGISTERS</b>			
<b>19.</b> Copy of equipment registers to be used with copy of each item's inspection checklist. The registers are not limited to the following, depends on the scope of work:			
<ul style="list-style-type: none"> <li>Site visitors register</li> </ul>			
<ul style="list-style-type: none"> <li>Excavation Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>Hand tools Inspection register</li> </ul>			
<ul style="list-style-type: none"> <li>Barricading Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>Traffic Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>Mobile Toilet Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>Daily Risk Assessment and Toolbox Talk</li> </ul>			
<ul style="list-style-type: none"> <li>PPE Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>First Aid kit Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>Fire Fighting Equipment Register</li> </ul>			
<ul style="list-style-type: none"> <li>Portable electrical Equipment Register</li> </ul>			
<ul style="list-style-type: none"> <li>Pneumatic Tool Register</li> </ul>			
<ul style="list-style-type: none"> <li>Compressor Checklist</li> </ul>			
<ul style="list-style-type: none"> <li>Ladder Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>Vehicle Inspection Register</li> </ul>			
<ul style="list-style-type: none"> <li>Working at Height Equipment Register</li> </ul>			
<b>INCIDENT/ACCIDENT MANAGEMENT</b>			

20. Incident /Accident Management Procedure including reporting, recording and investigation of incidents and accidents			
21. Register of first aid injuries			
22. Register of reportable injuries to the Provincial Director			
<b>OTHERS</b>			
23. Section 37(2) mandatory agreement between client - contractor and contractor - sub contractor. As well as:			
• CR 5.1(k) Principal Contractor appointment			
• CR 7(1)(c)(v) Sub Contractor appointment			
24. Training Matrix (Management, Supervisors and Employees)			
25. Copy of the OHS act and its Regulations, COID Act Regulations			
<b>COVID 19</b>			
26. Appointment Letter: COVID-19 Compliance officer			
27. Approved COVID 19 - Risk Assessment			
28. Approved COVID -19 Workplace Plan: Preventing and Managing COVID 19 infection in the Workplace			
29. Copy of OHS Directive: COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES			

CONTRACTOR'S COMPLIANCE FILE REVIEW			
Date	Print Full Name	Designation	Signature
Status			
Approved			
Not Approved			
Reasons for not approving			





**CONSTITUENT to be measured for Stormwater samples**

Electrical Conductivity (mS/m)

Chemical Oxygen Demand (mg/L)

Total Suspended Solids (mg/L)

Fats, Oil and Grease (mg/L)

Cadmium as Cd (mg/L)

Chromium as Cr (mg/L)

Copper as Cu (mg/L)

Iron as Fe (mg/L)

Lead as Pb (mg/L)

Manganese as Mn (mg/L)

Mercury as Hg (mg/L)

Zinc as Zn (mg/L)

**CONSTITUENT to be measured for Effluent samples**

Electrical Conductivity (mS/m)

Chemical Oxygen Demand (mg/L)

Total Suspended Solids (mg/L)

Fats, Oil and Grease (mg/L)

Fluoride (mg/L)

Sulphide (mg/L)

pH