

## SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR COLLECTION AND DISPOSAL OF OPERATIONAL HAZARDOUS AND NON-HAZARDOUS FROM THE PORT OF RICHARD'S BAY TO AN APPROVED LANDFILL SITE FOR A PERIOD OF 06 MONTHS

### A - PURPOSE

- A-1 Transnet National Ports Authority on its day to day operations and maintenance projects produce large quantities of hazardous and non-hazardous waste that has to be removed and disposed of in a manner that complies with Environmental and waste legal and other requirements.
- A-2 **Hazardous Waste** in this specification is referred to: Oil sludge from Tugboats; Oily rags; oil contaminated waste; Hazardous Chemical Substances containers including but not limited to oil drums; Asbestos sheeting and pipes; old and used batteries, fluorescent tubes; etc
- A-3 **Non-hazardous Waste** in this specification is referred to all non-hazardous industrial waste such as wood or planks; containers of non-hazardous substances; scrapped assets and other non-hazardous redundant materials; etc
- A-4 The 'cradle to grave' principle stipulates that any waste generator retains the ultimate responsibility of ensuring that waste generated in its premises is handled, stored, transported and disposed of in an environmentally acceptable and safe manner. TNPA therefore, has a responsibility to ensure that all wastes originating from its premises are disposed of appropriately and in an environmentally responsible manner.
- A-5 As a commitment to pollution prevention and compliance with relevant legislation, TNPA intends to appoint a reputable service provider for the collection and disposal of operational hazardous and non-hazardous waste at Marine, Aviation, Truck staging facility and Infrastructure Departments in the Port of Richards Bay for a period of six months.
- A-6 The contract duration will be commencing on the **1<sup>st</sup> of June 2022** ending on the **30<sup>th</sup> November 2022**.

## **B - SCOPE OF WORK**

This specification covers the **provision of waste receptacles with covers** (i.e. skips with tarpaulins), for hazardous and non-hazardous waste, removal and disposal of hazardous and non-hazardous waste at a legally compliant and permitted landfill sites as per the waste classification report for TNPA produced waste.

### **B-1 Marine Department (Tug Jetty and Waste Handling Area)**

- B-1-1 Provision and removal (**only when full**) 210 liter used oil drums in a **Drum Carrier**,
- B-1-2 Provision and removal (**only when full**) of a **7 m<sup>3</sup> skip containing old tug filters (oil and air), oil contaminated waste, oily rags** as well as used hazardous chemical containers.
- B-1-3 Provision and removal (**only when full**) of a **7 m<sup>3</sup> skip of non-hazardous waste** for disposal of day to day operational non-hazardous waste
- B-1-3 Collection and disposal of waste oil from the Tugboat and other TNPA harbour craft **three times a week** or as and when required from the Small craft Tug Jetty and Marine Department waste area. The service provider will be contacted by Marine Management requesting waste removal. The service provider must provide the service required within 6 hours after receiving a request from TNPA.

### **B-2 Infrastructure Department (TNPA Main Stores)**

- B-2-1 Provision and removal (**only when full**) of a **7 m<sup>3</sup> skip of a non-hazardous waste** for disposal of day to day operational non-hazardous waste
- B-2-2 Provision and removal (**only when full**) of a **7 m<sup>3</sup> skip hazardous waste** including asbestos sheets and pipes, used oil, oily rags, old batteries as well as empty paint tins and other hazardous waste removed during construction and maintenance projects.
- B-2-3 Provision of two (02) fluorescent tubes coffins and removal of full coffin as and when required.

### **B- 3 Truck Staging Facility**

- B-4-1 Provision and removal (**only when full**) of a **7 m<sup>3</sup> skip for hazardous waste** including contaminated oil absorbent material; diesel contaminated containers; cargo spillages; and any hazardous waste produced at truck staging area.

**B- 4 Aviation**

B-3-1 Provision and removal (**only when full**) of a **7 m3 skip for hazardous waste** including contaminated oil absorbent material; contaminated oil; diesel drums and diesel contaminated containers; cargo spillages; and any hazardous waste produced at aviation building.

**B-5 Other Locations**

B-3-1 A service provider may be required to provide and remove 7m3 skip of fiberglass poles at the substations.

B-3-2 TNPA may also specify other locations within the Port of Richards Bay from which waste will be required to be removed from. Service provider will be required to provide and remove when instructed to remove waste skips from those locations.

B-3-3 A service provider may be requested to collect recyclable material such as paper, plastics, cans etc. within the Port of Richards Bay for recycling and provide TNPA with volumes thereof.

**Note: *It must be noted that all skips provided to during this contract must have covers or tarpaulins to prevent waste from being blown by wind or rainwater entering the skip.***

**B-4 Turnaround Times and other contract requirements**

B-4-1 Service provider will be required to provide service requested within 6 hours for waste oil (slops) from the tug boats at Small craft harbour and 24 hours for the **Drum carrier, 7m3 skip and fluorescent tubes coffins** after a request a has been logged

B-4-2 Service provider will be required to submit a service delivery note for signature and be issued with a gate release note for each skip or load of waste required to be removed. It must be noted that waste will not be allowed to leave the Port premises without a gate release note.

B-4-3 Service provider will be required to present an invoice for each waste skip or waste load removed along with a safe disposal certificate. It must be noted that no invoice will be paid without a safe disposal certificate.

B-4-5 Service provider will be required to provide **leak proof, covered skips** to prevent spillages and rain water from entering the skips and must provide equipment to suck the sludge oil removed from the Tug boats into tanks that the service provider will be using to transport waste oil.

B-4-5 For other Marine Department and Infrastructure waste types (**ad hoc service**), the Skips are to be provided and removed within 24 hours unless otherwise specified by TNPA Environmental Management Department.

B-4-6 All waste must be disposed of at an approved and permitted landfill site for such type of waste as required by environmental legislations and other requirements and as specified in the TNPA Waste

Classification Report. Service provider will be required to provide proof of service slip or waste manifest document, safe disposal certificate and weighbridge slip) and ensure that the landfill site used to dispose of the waste is a permitted site and suitable for waste being disposed of. TNPA Environmental Management Department will from time to time undertake audits of the Service provider facilities on ad-hoc basis.

- B-4-7 Service provider must, in addition to safe disposal certificates, submit the weigh bridge receipt (sometimes with waste treatment cost) as well as a copy of the landfill site. No payment shall be made prior to the above information being submitted to TNPA.
- B-4-8 Service provider must submit monthly statistics of the waste removed from TNPA premises including but not limited to, date of removal, type of waste removed, landfill site disposed to, waste quantity (weight), amount (in Rands) paid and outstanding in that month. This information must be submitted on the first week of every month.
- B-4-9 Loaded "hazardous waste" containers must be adequately covered in transit over public roads and in compliance with any applicable waste management legislation or other requirements. Correct signage must be affixed on the vehicle transporting hazardous waste.
- B-4-10 Service provider must take all necessary measures to prevent spillage from containers during removal on site and whilst the waste is on transit to the appropriate landfill site. The Service provider will be held responsible for any leakages that occur through the skips while on TNPA property and in transit.

**C - PRE-QUALIFICATION CRITERIA**

**The following documents must be submitted together with the quotation in order to qualify for the technical evaluation:**

ITEM	Pre-Qualifying criteria	Yes/No
1.)	Certified copy of Landfill Registration Certificate and/or SLA between Service provider and Landfill site owner;	

**Note:** *Failure to provide any of the above stated documentation will result to the quotation being disqualified.*

**D - SERVICE LEVEL AGREEMENT AND TIME OF DELIVERY**

- D-1 The service provider must attend compulsory quarterly or as and when required service evaluation meeting with the TNPA Environment and Procurement Department. The meeting must take place in the first Friday of the month. A formal Agenda will be agreed and communicated with an

appointed service provider together with the terms of reference for the SLA Meeting for Operational Waste Removal.

D-2 The service provider must note that time is of the essence in the contract and that successful service provider will be required to provide service as specified in this documents of which failure will result to action being taken or even suspension of the contract.

D-3 The successful service provider shall undertake to:

D-3-1 Advise the Environmental Manager in writing, as soon as possible as it becomes evident that for any reason the required delivery date cannot be met;

D-3-2 Negotiate a new delivery acceptable to the Company, provided that the Company reserves its right to hold the service provider to the original date, save and except in instance of vis major;

D-3-3 Provide the Environmental Manager with documentary proof of the final delivery or completion of the order within seven (7) days of such an event

**E - ACCEPTANCE OF PROPOSALS**

The Transnet National Ports Authority does not bind itself to accept lowest cost quotation nor will it furnish any details or enter into any communication relating to the non-acceptance of any or all proposals.

**F - INFORMATION TO BE OBTAINED ON SITE**

Bidders will be expected to attend a compulsory site meeting at TNPA premises. In the site meeting requirements of the service required will be discussed and bidders will be required to specify issues that require clarity from the end user

**G - SERVICE PROVISION REQUIREMENTS**

G-1 The Service provider shall provide a service, which in the interest of public health, hygiene and environment, will ensure clean and tidy areas without any spillages of waste on site during removal and transportation. The Service provider shall ensure that all statutory laws pertaining to the handling, removal, transportation and disposal of waste are complied with.

## Collection and Disposal of Hazardous and Non-hazardous Waste

- G-2 The work shall be carried out under the supervision of Transnet National Ports Authority and the Service provider shall be responsible for the acts and omissions of its employees.
- G-3 The Service provider shall co-operate with the staff of Transnet National Ports Authority and with all instructions issued and restrictions imposed with respect to the works which affect the operation of Transnet National Ports Authority.
- G-4 The staff of Transnet National Ports Authority having identified himself, may stop the work if, in his opinion, the Service provider is in contravention with Transnet National Ports Authority requirements, municipal refuse removal bylaws, and other applicable national legislations that affects the activity or the safety of Transnet National Ports Authority assets or any person is affected or the environment.
- G-5 In the event of there being industrial action in the Ports, whereby the Service provider is prevented from gaining access to provide a service, the Service provider shall immediately notify the Transnet National Ports Authority Environmental Management Department. Contingency plans shall be introduced whereby it may be necessary to perform the service outside normal working hours.
- G-6 The Service provider shall make good or bear the cost of making good any damage caused by him to any road, path or street on Transnet National Ports Authority property.
- G-7 No permanent structures of any nature erection will be permitted on Transnet National Ports Authority property.
- G-8 Service provider to attend quarterly or as and when required service level evaluation meeting (first week of month): Points of discussion in the SLA meeting will be; Turnaround time, waste handling areas inspection reports, Non-conformances, Invoice payment, complaints, etc.

## **H - SAFETY REQUIREMENTS**

- H-1 The Service provider as the employer shall comply with all the relevant sections and regulations of the Occupational Health and Safety Act, Act No. 85 of 1993 during the contract period.
- H-2 The Service provider will be responsible for adherence to TNPA's safety rules. To ensure that the contractor complies with relevant safety legislative requirements; the service provider bring all employees to be involve in the contract for safety induction at least two weeks prior to the contract scheduled start

## Collection and Disposal of Hazardous and Non-hazardous Waste

date and must submit a safety file via TNPA Project manager to TNPA Risk department for review and approval prior to commencement of any works.

H-3 The safety file together with the **environmental management plan** must be submitted via Project Manager at least 2 weeks prior to the scheduled start of the work to ensure that is approved on time. The content of the safety file will be communicated to the awarded service provider by the TNPA Project manager.

H-4 Compliance will be verified during the SHE audits to be conducted at the contractor site annually

### **I - GENERAL**

I-1 The Service provider shall not restrict the free use of any road, right-of-way or path on Transnet National Ports Authority property unless he has obtained the approval of the authority / owner concerned.

I-2 The Contractor shall make good or bear the cost of making good any damage caused by him to any road, path or street on Transnet National Ports Authority's property.

I-3 No permanent works or structures of any nature will be erected on TNPA's property.

I-4 No material shall be provided by Transnet National Ports Authority.

#### I-5 Site Access

I-5-1 Entrance Security Permits; The Service provider shall take out temporary entry permits for all staff working within the harbour. All costs incurred shall be borne by the Service provider or his staff and shall be included in the tendered rates.

I-5-2 The Service provider must comply with all TNPA, Port of Richards Bay Security requirements while working in the Port.

I-5-2 Access to the worksites will be via the Urania and Medway Road entrances to the port.

**J - TECHNICAL EVALUATION**

<b>NO.</b>	<b>Technical Evaluation</b>	<b>SCORE</b>	<b>Sub weights</b>
1.)	Company profile and a list of reference letters with contact details not older than 5 years for similar project undertaken; a list and value of similar previous work done	30	<p>Three Reference letter with details of a contact person = <b>12</b> (4 points for each letter) Two letters= <b>8</b>, One Letter= <b>4</b>, Zero letters= <b>0</b> Letters without details of a contact person = <b>0</b></p> <p>third party Recycling company trading permit <b>Or</b> company's trading permit for recycling= <b>10</b></p> <p>List of previous work with contract values = <b>8</b>  <math>\leq R50\ 000 = 0</math>  <math>&gt; R50\ 001</math> to <math>R249\ 999 = 2</math>  <math>&gt; R250\ 000 \geq</math> to <math>R499\ 999 = 6</math>  <math>&gt; R500\ 000 = 8</math>  List of previous work with no contract value = <b>0</b>  Not submitted = <b>0</b></p>
2.)	<p>Safety, Health (including COVID-19) and Environmental Risk Assessment listing project specific risks and mitigation, Operational Procedures e.g. waste collection, Emergency Response plan with Spill Management Procedure.</p> <p>List of PPE Personal protective equipment e.g. boots, white suits and gloves</p>	35	<p>SHE Risk Assessment with project specific risks = <b>10</b> SHE RA without mitigation measures = <b>0</b> SHE RA with generic risks = <b>0</b></p> <p>Operational Procedure (how work will be done)= <b>10</b> Not submitted = <b>0</b></p> <p>Emergency Response plan with Spill Management Procedure and contact details = <b>10</b> No Emergency Response plan = <b>0</b></p> <p>List of PPE = <b>5</b> Not submitted = <b>0</b></p>
3.)	<p>Evidence of training provided to staff who will be working on this project related to waste management services or spill response; The Bidder's Operator Drivers to be in possession of a valid Professional drivers permit for dangerous goods ("PDP-DG")</p> <p>Provision of a site manager dedicated to TNPA Port of Richards Bay;</p>	20	<p>Copy of PDP-DG = <b>5</b> Not submitted = <b>0</b></p> <p>Proof of Training (Certificate) for waste management/transportation/emergency/incident or related = <b>10</b> Not submitted = <b>0</b></p> <p>Appointment letter of a waste/site manager= <b>5</b> Not submitted = <b>0</b></p>
4.)	Equipment owned by the Bidder, including specialized equipment and vehicles able to provide the service with the maximum skips (7 cubes) and vehicles required for the service. Vehicles to be licensed to carry dangerous goods;	15	<p>List of equipment = <b>5</b> Less than five, 7m3 skips = <b>2</b> Five or more, 7m3 skips = <b>5</b> Not submitted = <b>0</b></p> <p>Certificate for carrying dangerous goods = <b>5</b> Not submitted = <b>0</b></p>
<b>TOTAL = 100 points</b>			
<b>Note: The bidder must attain at least 70 points to qualify for commercial evaluation. Failure to attain 70 points will result to an immediate disqualification of the application.</b>			

**K - SCHEDULE OF QUANTITIES**

<b>K-1 PRELIMINARY AND GENERAL</b>				
	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>RATE (Once off)</b>	
1.)	General	<i>Give a description</i>	R	
<b>NO.</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MONTHLY RATE</b>	<b>06 MONTHS RATE</b>
Ad hoc t  2.)	Operational	Pumping, transportation and disposal of waste oil from the tug boats <b>(24 000 litres of waste oil per month, i.e. 6000 litres a week) 3 times weekly collection</b>	R	R
		Ad hoc marine craft breakdown/maintenance 6000liters	R	R
		Placement and disposal of 4X7 m <sup>3</sup> skips per month i.e. marine, infrastructure, aviation and truck staging facility.	R	R
		Recycling of 220 litre( <i>l</i> ) oil drums in a drum carrier per month	R	R
		Recycling of Fluorescent tubes in 1Xcoffin from Infra per month	R	R
		Removal of 3X210 litre drums of waste oil per month from Infrastructure and Aviation department.	R	R
		Provision and disposal of 12x skips for 6 months for any TNPA ad hoc basis services	R	R
<b>K-3 NON-HAZARDOUS WASTE</b>				
<b>NO.</b>	<b>ITEM</b>		<b>R</b>	<b>R</b>
3.)	Operational	Placement and disposal of non-hazardous waste in 2X7 m <sup>3</sup> skip per month	R	R
<b>K-4 TOTALS</b>				
<b>4.) TOTAL</b>			<b>MONTHLY</b>	<b>R</b>

**TOTAL AMOUNT IN WORDS (Excl. VAT)**

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WITNESSES:

1. .... Contractor: .....

2. .... Date: .....

WITNESSES:

1. .... TNPA: .....

2. .... Date: .....

**K - APPROVAL OF THE SPECIFICATION**

**By signing this document the signatories indicate that they have read, understand and in full agreement with the contents of the document.**

**COMPILED / PROPOSED BY:**



\_\_\_\_\_  
**Signature**

**Name:** Xoliswa Xulu

**Designation:** Environmental Officer

24.03.2022

**Date**

**RECOMMENDED BY**



\_\_\_\_\_  
**Signature**

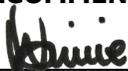
**Name:** Lungile Nyembe

**Designation:** Environmental Manager

25.03.2022

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**Date**

**RECOMMENDED BY**



\_\_\_\_\_  
**Signature**

**Name:** Winnie Mpanza

**Designation:** Marine Operations Manager

25.03.2022

**Date**



\_\_\_\_\_  
**Signature**

**Name:** Kangelani Nontswabu

**Designation:** Civil and Maintenance Manager

25/03/2022

**Date**