



**PORT OF NGQURA:
APPOINTMENT OF SERVICE PROVIDER FOR A BASELINE SURVEY OF MARINE
FAUNA AND FLORA IN THE PORT OF NGQURA.**

For: **TNPA Port of Ngqura**
Prepared by: **TNPA Port Environment, Port of Ngqura**

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1. INVITATION TO SUBMIT A QUOTATION

1.1. Quotations are hereby requested by Transnet National Ports Authority from suitable Service Providers to conduct a baseline survey of Marine fauna and flora in the Port of Ngqura berths to assess and manage changes in fauna and flora in the Port of Ngqura Marine environment.

1.2. Only tenderers who:

- Are conversant with the relevant environmental legislative requirements and have experience in similar work.
- Have knowledge of environmental management tools and standards necessary for the project.
- Are competent in Marine biology with relevant experience,
- Are able to assess and understand the impact of marine invasive species from ships ballast and other vectors.
- Are able to assist with the management actions to prevent introduction of new marine invasive species.
- Are able to make recommendations on monitoring programme and management thereof.
- Are able to produce a report and have ability to interpret the results so the objectives of the programme are scrutinised and achieved at the same time, by conducting investigations and assessing the areas of improvements within the Port of Ngqura.
- Submit project plan and project progress report, where appropriate.
- Take adequate occupational health, safety and environmental programmes and control measures to prevent injuries, illness and harm to their employees.
- Personnel Registered with relevant scientific body.

2. BACKGROUND:

The Transnet National Ports Authority (TNPA), Port of Ngqura, requests a Quotation from competent service providers to conduct a baseline survey of marine fauna and flora around different localities in the Port of Ngqura for the purpose of monitoring in water hull cleaning activities background and need.

The introduction of invasive aquatic species to new environments by ships has been identified as a major threat to the world's oceans and to the conservation of biodiversity. A multitude of marine species, carried either in ships' ballast water, on ships' hulls, anchor chains, etc., may survive to establish a reproductive population in the host environment, becoming invasive, out-competing native species and multiplying into pest proportions.

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Bio fouling is considered one of the main vectors for bio invasions and is described as the undesirable accumulation of microorganisms, plants, algae and animals on submerged structures (especially ships' hulls). Bio fouling on ships entering the ports may result in the establishment of invasive aquatic species which may pose threats to human, animal and plant life, economic and cultural activities and the aquatic environment.

TNPA, Port of Ngqura, is in the process of licensing Hull Cleaning Service Providers to undertake In-water hull cleaning at berths C100, C101, B100 and D- berths. In view of this, TNPA wishes to conduct a baseline survey and establish a list of all marine fauna and flora around the hull cleaning localities in the Port of Ngqura.

2.1. OBJECTIVE:

The objectives of the project is to:

- a) Understand the current state of marine alien species in the Port of Ngqura to capacitate the Port to understand changes that may be presented by the in water hull cleaning activities.
- b) Allow TNPA, Port of Ngqura, to understand the environmental changes in the marine environment, and to ensure that effective oversight over hull cleaning service providers is undertaken over time.
- c) Use the baseline to develop an early warning monitoring protocol for future potential introductions.
- d) Enable TNPA, Port of Ngqura, to report to competent authorities in line with regulatory obligations for South African Ports

2.2. SCOPE OF WORKS AND GENERIC CONDITIONS OF CONTRACT

- a) Conduct and manage the survey to ensure delivery of accurate and reliable data.
- b) Survey to be conducted at berths C100, C101, B100 and D- berths.
- c) Manage all sub-contractors involved in the survey.
- d) Adherence to quality assurance procedures governing sample collection of seawater, sediment, floral and/or faunal specimens, as well as sample handling and storage, operation and maintenance of any sampling equipment, data management and reporting of results and as such the service provider will be expected to use accredited laboratories.
- e) Suggest practical changes and make recommendations aligned to international best practice to guide and inform management strategies and propose initiatives where needed to address environmental impacts identified during the survey and monitoring programme

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2.3. PROJECT SPECIFIC SPECIFICATIONS AND OTHER TECHNICAL SPECIFICATIONS

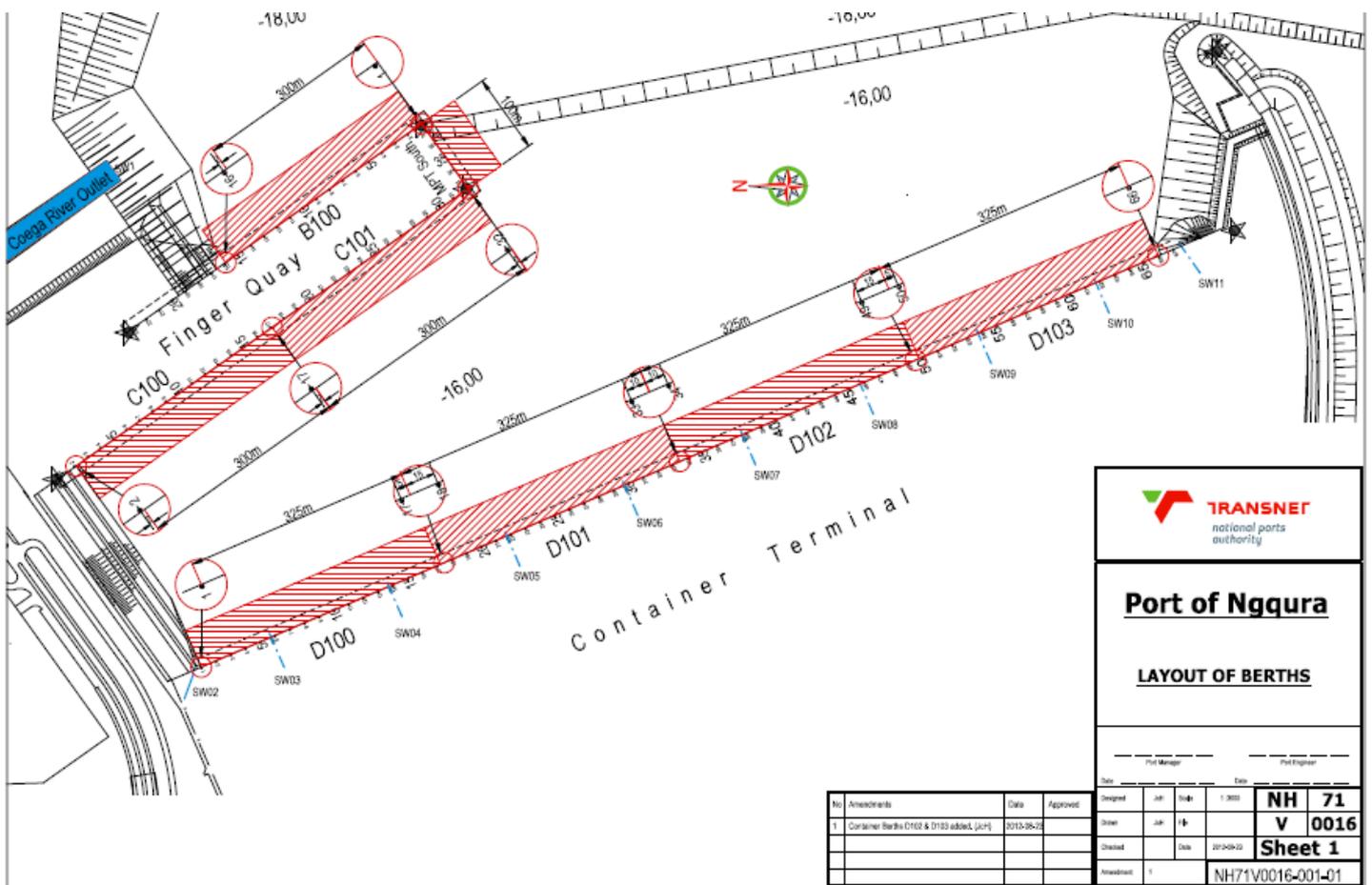
All Service Providers are requested to submit the following:

- a) Indicate the probable cost and time elements of the proposal (full breakdown)
- b) Suggest a practical and cost effective sampling plan for the identified berths that would be dedicated for Hull Cleaning Berths for the baseline survey and future monitoring programme.
- c) Submit a detailed methodology/approach/proposal to this project as part of your returnable documents.
- d) Be able to commence work at a reasonable and agreed time if successful to ensure the exercise adds value to the intent of monitoring required.
- e) Demonstrate a proven track record for service provision in relation to this contract's requirements.
- f) Show clear capacity for delivering adequate services within the proposed time-frames.
- g) Provide services in compliance with all company policies and national and international legislation. These shall include Health and Safety requirements.
- h) Clearly detailed specific deliverables for this project.
- i) Note that the Service Provider needs to provide proof of competence to conduct similar work. A list of contactable clients (references) and related work conducted to date should be provided as well.

ALL PRACTICES REGARDING THIS CONTRACT SHALL COMPLY WITH ALL RELEVANT LEGISLATION

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2.4. LOCATION OF THE SITE AND ACCESS



The Project is located in the Port of Ngqura, Port Elizabeth, Eastern Cape, South Africa.

2.5. DURATION, COMPLETION DATE AND EXTENSION OF THE WORKS

2.5.1 The estimated duration of the Works is (including two weeks for submission and approval of the Compliance File i.e. SHE file):

- Duration of work should not be more than 12 weeks

2.5.2. The completion date for the project shall be stated on issue of the Purchase Order to the Service provider.

2.5.3. Any extensions to the Completion Date shall be subject to:

- Change in scope of the works.
- Delays due to other reasonable reasons.

2.6. GENERAL

- 2.6.2. The expected date of commencement will be discussed with the successful service provider by the TNPA Project Manager/ Supervisor.
- 2.6.3. The Service provider must ensure that the equipment and material used are kept and maintained in good condition and working order and must pay for all maintenance, and other items necessary to maintain and keep the equipment/material in good condition and working order.
- 2.6.4. All other conditions of contract shall be as per the TNPA Procurement Department's contract documentations and procurement policies.
- 2.6.5. The Service provider shall familiarise himself with and shall comply with all legislation applicable to a contract of this nature.

2.7. SERVICE PROVIDERS STAFF AND LABOURERS TO BE USED ON SITE:

- 2.9.1 The Service providers Staff and Labourers to be used on site must:
- 2.9.2 Be inducted by the TNPA SHEQ Department before working on site and in the Port.
- 2.9.3 Have and use all safety and personal protective equipment (PPE) necessary for the task to be performed on site and in the Port.
- 2.9.4 Be certified, skilled and competent to conduct their duties (competence certificates shall be provided as per the Port of Ngqura SHEQ Requirements and will be presented to the TNPA Supervisor upon request for such documentation).
- 2.9.5 Conform to the acceptable standards of behaviour and dress appropriately.

2.10 PAYMENTS

2.10.1 General:

- Assessment of the Works for payment shall be done by the Service provider and TNPA Supervisor, and shall be signed off by the TNPA Project/Supervisor. All claims to be submitted to the TNPA Project Manager by the end of every month.
- When the TNPA Project Manager certifies payment following an assessment, the Service provider shall comply with the Employer's procedure for invoice submission.
- The invoice must correspond to the Project Manager's assessment of the amount due to the Service provider as stated in the payment certificate.
- The invoice is presented as an original.

2.10.2 Invoice Supporting Documents:

The invoice shall contain the supporting documents such as (all supporting documentation to be signed off and approved by the TNPA Supervisor):

- All site visit data sheets,
- Any other information required by the TNPA Project Manager to enable her to approve the invoice.

2.10.3 Claims will not be accepted for items and quantities that do not have a data sheet signed off the TNPA Supervisor.

2.10.4 Invoice Details:

The invoice shall state the following:

- Purchase Order Number
- Name of the Service provider as it appears in the tender documentation;
- Invoice addressed to Transnet National Ports Authority;
- Transnet SOC Limited's VAT No: 4720103177
- Invoice number
- The Service provider's VAT Number
- The Contract number
- The invoice is to be accompanied by statement of invoices (to be signed off and approved by the TNPA Supervisor);
- The amount paid to date;
- Settlement discount;

2.10.5 Payments will be made by the TNPA PORT OF NGQURA within 30 days and at the end of the month from the receipt of the Service provider's invoice (or as determined by the TNPA Procurement Department), provided that the content of the invoice has been certified as correct by the TNPA Project Manager and nothing in the invoice is in dispute.

2.11 COMPLETION & TERMINATION OF CONTRACT

2.11.1 This Contract will be considered complete on the Project Completion date as stated in the Scope of Works and on the basis that all of the works have been completed or this Contract will be considered complete upon the full delivery of the items as stated in the in the scope of works.

2.11.2 Either party may terminate the period of hire by providing the other with 1 (one) months' notice (or as determined by the TNPA Procurement Department).

2.11.3 Despite anything in the contract to the contrary, TNPA PORT OF NGQURA may, by providing a written notice to the Service provider, terminate the contract immediately if the Service provider:

2.11.3.1.1 Suffers an insolvency event;

2.11.3.1.2 Refuse to comply with any reasonable instruction or direction of the TNPA PORT OF NGQURA representative;

2.11.3.1.3 Is in breach of this contract and has failed to rectify the breach following a written request do so by TNPA PORT OF NGQURA.

2.12 PENALTIES

2.12.1 On termination of the contract TNPA PORT OF NGQURA may recover costs incurred in the appointment of a new Service provider and for any additional costs incurred as a result of the termination.

2.12.2 TNPA PORT OF NGQURA may impose penalties for:

- Failure to timeously submit SHE files for approval
- Failure to provide services in reasonable time after request for service to be available onsite
- Failure to submit reports on time
- Non-compliance to SHE requirements (See **Section 3** for the TNPA Port of Ngqura SHE requirements).
- SHE incidents

2.12.3 All costs to the project as a direct result of delays incurred to the project (reports and plans not submitted timeously, constant break down of equipment and vehicles which could lead to insufficient data being not collected as per agreement, Service provider not reporting for duty, etc.) may be claimed from the Service provider.

2.12.4 Penalties will be charged as determined by the TNPA Procurement Department, such penalties shall be deducted from the monthly amount due to the Service Provider by TNPA, after the Service Provider has been notified of such non-conformance.

2.12.5 Notwithstanding the provision of this penalty clause, TNPA shall not:

- Be precluded from exercising its right to terminate the Agreement in the event of Persistent Minor Breach; and
- Be stopped from claiming damages from the Service Provider, should damages be suffered by TNPA or any third party as a result of any conduct or failure on the part of the Service Provider or any of its employees arising of a breach by the Service Provider of this agreement.
- Notwithstanding any other provision of this agreement, the total penalty deduction per month shall be limited to a maximum of 50% (fifty percent) of the monthly contract value payable to the Service Provider by TNPA.
- Any penalty imposed in terms of this shall be set off against the invoiced (Vat able) 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.

2.13 INSURANCE

2.13.1 Before the Service provider commences with the works, the Service provider must effect and maintain (if the Service provider does not already carry these insurances under its annual policies of insurance) at its own expense, all insurances required by law and the contract, including:

- a) Public liability insurance covering liability to third parties for injuries, death, loss of and damage to the property from anything done or omitted to be done for the public liability insurance.
- b) Motor vehicles third party insurance for all relevant vehicles.

2.13.2 Before commencement of the works and whenever subsequently requested in writing by the TNPA Project Manager, the Service provider must provide TNPA Port of Ngqura with certificates of currency to demonstrate that the insurance referred to have been affected and are being maintained.

2.13.3 The Service provider must notify TNPA Port of Ngqura immediately of any circumstances, injuries, deaths or incident that may occur on site which may, or may not, involve a claim against both the Service provider and TNPA Port of Ngqura.

2.13.4 TNPA Port of Ngqura will not be liable for any claim or part of claim against the Service Provider's liability mentioned in (clause 2.14.1).

2.14 INDEMNITY AND INJURY MANAGEMENT

2.14.1 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.

2.15 COMMUNICATION

2.15.1 All communication and instructions shall be via, email or a letter.

2.15.2 All verbal communication and instruction made, be it on site or elsewhere, shall be confirmed in writing.

2.15.3 The Service provider shall provide all their contact details with their tender submissions.

2.16 COMPLIANCE

2.16.1 The Contractor must comply and ensure that the staff complies with the Occupational Health and Safety Act, (Act 85 of 1993) and all applicable legislation and Regulations, equal opportunity legislation, the National Road Traffic Act, (Act 93 of 1996) and all applicable legislation and Regulations, the National Environment Management Act, (Act 108 of 1998) and all applicable legislation and Regulations, motor vehicle acts (third party insurance), transport acts, industrial agreements, registered workplace agreements of employer-employee agreements, the Safety, Health and Environment (SHE) requirements and all lawful direction of the TNPA Port of Ngqura.

2.16.2 The Contractor (successful bidder) shall submit a Compliance File for approval after the award of tender. All general TNPA SHE documentations are attached to this Specification as **Section 7.3**.

2.17 ASSIGNMENT AND SUBCONTRACTING

2.17.1 If the Service provider has subcontracted the designated work, TNPA PORT OF NGQURA requires the Service provider to notify TNPA PORT OF NGQURA of any such appointments and to ensure that the sub-contractor complies with all conditions as stated in this contract.

2.17.2 The main Service provider will still ultimately be responsible for all terms and conditions as stated in this contract and under no circumstances will any responsibility be transferred to the sub-Service provider.

2.18 PROJECT MANAGEMENT

2.18.1 A kick off meeting shall be arranged between the TNPA Procurement Contracts Manager, TNPA Project Manager, TNPA SHEQ Department and the Service provider, prior to commencement of the works and within 1 (one) week of successful issue of the Purchase Order, to discuss:

- Project Scope,
- Target Dates,
- Quality Control Plans ,
- SHEQ Requirements,
- Submission of invoices for payments,
- Signing off of the relevant contractual documents pertaining to the Purchase Order.
- Any other regulations and requirements, etc.

2.18.2 Regular meetings of a general nature may be convened and chaired by the TNPA Project Manager as follows:

- The Service provider shall attend management meetings at the TNPA Project Manager's request. It is envisaged that a minimum of one contract management meeting will be held. The Service provider will be required to present relevant information including quality plans, schedules (including progress, issue and risk log progress), and sub-contractor management, and health, environment and safety issues at such meetings.
- All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract, as these shall be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

2.18.3 The Service provider shall submit a Project Programme to the TNPA Project Manager where possible, for approval within one week of the Project Kick Off meeting. Failure to

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submit shall result in the works being put on hold and a possibility of delay penalties being applied.

3. TNPA PORT OF NGQURA SHE REQUIREMENTS

- 3.1 All general TNPA SHE documentations are available upon request. Any additional SHE Documentation shall be issued to the Service provider by TNPA SHEQ after award of the Purchase Order.
- 3.2 Within one week of successful issue of the Purchase Order, a project kick off meeting will be arranged between the TNPA Procurement Contracts Manger, TNPA Project Manager, TNPA SHEQ Department and the Service provider. With reference to 3.1 above, the Service provider will be expected to be conversant with TNPA's Occupational, Health, Safety and Environmental requirements prescribed by TNPA and adhere to such requirements. If the Service provider is not certain on any aspect, this meeting will address such areas that need clarity.
- 3.3 The project kick off meeting shall discuss the following in terms of SHEQ:
- Detailed breakdown of the project and what it may entail in terms of Health and Safety,
 - Identify with the SHEQ Department what is the minimum required SHE documentation to be submitted to TNPA for approval.

4. COMPLIANCE

- 4.1 All data provided to the Service provider during the course of the Project is the property of Transnet National Ports Authority.
- 4.2 No sharing, copying, or use of the data for personal gain will be allowed without the written approval of TNPA Port of Ngqura.
- All reports, data and training material:
- Provided to the Service provider by TNPA, and
 - Done by the Service provider on behalf of TNPA, shall be and will remain the property of TRANSNET.

5. TNPA PORT OF NGQURA SHE REQUIREMENTS

- 5.1. The Service provider (successful Service provider) shall submit a Compliance File for approval by the TNPA Port of Ngqura SHE Department 10 working days after the award of tender.

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5.2. The Service provider (successful Service provider) shall prepare a Compliance File in accordance with the table noted on clause 6.2.1 of this Specification.

5.2.1. SERVICE PROVIDER'S COMPLIANCE FILE ASSESSMENT CHECKLIST

CONTRACTOR'S COMPLIANCE FILE ASSESSMENT CHECKLIST

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 (if applicable)			
4. Application for a permit to do construction work (if applicable)			
5. Valid Letter of Good Standing with FEM/WCA: And proof of relevant insurances to carry out work.			
MANAGEMENT PLANS			
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 (if applicable).			
APPOINTMENTS			
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			

<ul style="list-style-type: none"> CR 10. (1)(a) – Fall Prevention Planner (<i>if applicable</i>) CR 10.(2)(b) (fall risk) Physical & Psychological fitness 			
<ul style="list-style-type: none"> CR 23.(d)(k) – Vehicle operator and Inspector 			
<ul style="list-style-type: none"> GSR 3.4 – First aider 			
<ul style="list-style-type: none"> CR 29 (h) – Fire Fighter 			
<ul style="list-style-type: none"> Sec 24, GAR 9(2) – Incident Investigator 			
<ul style="list-style-type: none"> CR 13(1)(a) – Excavation Supervisor 			
<ul style="list-style-type: none"> CR 28(a) – Stacking and Storage Supervisor 			
<ul style="list-style-type: none"> CR 12(1) – Temporary works designer 			
<ul style="list-style-type: none"> CR 14(1) – Demolition work supervisor 			
<ul style="list-style-type: none"> CR 16(1) – Scaffolding work supervisor 			
<ul style="list-style-type: none"> CR 17 (1) – Suspended platform work supervisor 			
<ul style="list-style-type: none"> CR 18(1)(a) – Rope access supervisor 			
<ul style="list-style-type: none"> CR 19(8)(a) – Material host Inspector 			
<ul style="list-style-type: none"> CR 20(1) – Bulk mixing plant supervisor 			
<ul style="list-style-type: none"> CR 21(2) – Explosive actuated fastening devices inspector 			
<ul style="list-style-type: none"> Sec 17(1) – SHE Rep (more than 20 employees) 			
<ul style="list-style-type: none"> GSR 13(a) – Ladder Inspector <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>			
<p>13. Elevated work training (Rescue/ Safety harnesses) – accredited Training (<i>If applicable</i>)</p>			
<p>14. Fall Protection Plan by competent person / Rescue Plan (<i>If applicable</i>)</p>			
<p>15. Contract/Project Specific Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached.</p>			
<p>16. 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.</p>			
<p>17. PPE Policy and most recent issue register.</p>			
INDUCTION			
<p>18. Induction application forms completed for every employee of the contractor performing work on site; The following shall be attached:</p>			
<ul style="list-style-type: none"> Employee Dossier with applicable documentation; 			
<ul style="list-style-type: none"> Proof of site specific induction; 			
<ul style="list-style-type: none"> Copy of ID Document; 			
<ul style="list-style-type: none"> Legal Letter of Appointment; 			

<ul style="list-style-type: none"> • Proof of competence i.e.: Artisans, drivers, operators etc.; 			
<ul style="list-style-type: none"> • Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e. Annexure 3 for construction work) 			
REGISTERS			
19. 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"> • Site visitors register 			
<ul style="list-style-type: none"> • Excavation Inspection Register 			
<ul style="list-style-type: none"> • Hand tools Inspection register 			
<ul style="list-style-type: none"> • Barricading Inspection Register 			
<ul style="list-style-type: none"> • Traffic Inspection Register 			
<ul style="list-style-type: none"> • Mobile Toilet Inspection Register 			
<ul style="list-style-type: none"> • Daily Risk Assessment and Toolbox Talk 			
<ul style="list-style-type: none"> • PPE Inspection Register 			
<ul style="list-style-type: none"> • First Aid kit Inspection Register 			
<ul style="list-style-type: none"> • Fire Fighting Equipment Register 			
<ul style="list-style-type: none"> • Portable electrical Equipment Register 			
<ul style="list-style-type: none"> • Pneumatic Tool Register 			
<ul style="list-style-type: none"> • Compressor Checklist 			
<ul style="list-style-type: none"> • Ladder Inspection Register 			
<ul style="list-style-type: none"> • Vehicle Inspection Register 			
<ul style="list-style-type: none"> • Working at Height Equipment Register 			
INCIDENT/ACCIDENT MANAGEMENT			
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			
OTHERS			
23. Section 37(2) mandatory agreement between client - contractor and contractor - sub contractor. As well as:			
<ul style="list-style-type: none"> • CR 5.1(k) Principal Contractor appointment 			
<ul style="list-style-type: none"> • 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			
COVID 19			
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			

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PRE-QUALIFICATION EVALUATION CRITERIA FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A BASELINE SURVEY OF MARINE FAUNA AND FLORA IN THE PORT OF NGQURA

TENDER NO: TNPA/2021/12/0022/RFQ

BIDDER NAME:

Returnable Item	PRE-QUALIFICATION CRITERIA		Submitted (Yes / No)	Comments	
1.	RESPONDENTS WITH A MINIMUM B-BBEE STATUS LEVEL OF FOUR				
TECHNICAL EVALUATION CRITERIA FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A BASELINE SURVEY OF MARINE FAUNA AND FLORA IN THE PORT OF NGQURA					
Returnable Item	Technical/Functional Criteria	Weighting	Scoring breakdown	Score	Submitted (Yes / No)
1.	Company experience in field of work. (Company profile and a detailed table listing similar work in environmental management services and duration to be provided and attached to Returnable Schedule)	20	Company has worked in the Environmental Management field and have provided services in this regard to the industry for ≥5 years = 25	20	
			Company has worked in the Environmental Management field and have provided services in this regard to the industry for 3-4 years =15.	15	
			Company has worked in the Environmental Management field and have provided services in this regard to the industry for 1-2 years = 5.	5	
			Company has worked in the Environmental Management field and have provided services in this regard to the industry <1 years = 0.	0	
2.	Previous Experience	20	Bidder must submit at least 3 signed reference letter(s) from clients / entities whose such relevant / related activity / service was rendered.	0	
			Submitted reference letter(s) but not signed.	0	

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			<p>The entities' / clients' signed reference letter(s) must on their letterheads confirm the work performed with specific reference to the project, project value, company involvement,</p>	Signed reference letter(s) indicate(s) less than 1 year relevant experience.	5	
			<p>The entities' / clients' signed reference letter(s) must on their letterheads confirm the work performed with specific reference to the project, project value, company involvement,</p>	2 Signed reference letter(s) indicate(s) 1 to 2 year relevant experience combined.	10	
			<p>value portion of involvement and clearly indicate the client's impression.</p>	2-3 Signed reference letter(s) indicate(s) more than 5 years relevant experience combined	15	
			<p>The signed reference letters shall also indicate the duration or the period which the service was rendered to that entity.</p>	>3 Signed reference letter(s) indicate(s) more than 5 years relevant experience combined.	20	
3.	<p>CV, Qualifications of employees to be deployed on this project and registration with relevant Competent Authorities.</p> <p>(Staff CV's)</p>	20	<p>Environmental Management experience with an environmental/natural sciences qualification and; expertise in Marine biology and marine alien invasive species with 8 - 10 or more year's collective experience in the environmental science fields.</p>		20	
			<p>Environmental Management experience with with an environmental/natural sciences qualification and; expertise in Marine biology and marine alien invasive species with 5- 7 years collective experience within environmental science fields.</p>		15	
			<p>Environmental Management experience with an environmental/natural sciences qualification and; expertise in Marine biology and marine alien invasive species with less than 4 years collective experience in the environmental science fields.</p>		10	
			<p>Environmental Management experience with with an environmental/natural sciences qualification and; expertise in Marine biology and marine alien invasive species with less than 2 years collective experience in the environmental science fields.</p>		0	

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4.	Personnel to be registered with applicable professional bodies (e.g. SACNASP, EAPASA)	10	Proof of registration to applicable professional bodies	Proof of registration submitted	10	
				No submission	0	
5.	Detailed Project Plan	20	<p><u>Project Plan:</u></p> <p>The Project plan must clearly detail the work that will be undertaken and cover all the requirements of the contract. Which may include but is not limited to the following:</p> <ul style="list-style-type: none"> • Subject • Name of service provider • Address & contact details • Table of content • Executive summary • Understanding of the scope of services • Overview of the processes to be followed • Program indicating specific tasks to be completed • Identification of deliverables and key milestones • Understanding of relevant legislation • Organisational structure indicating key team members & their specific roles • Communication between the service provide, the team & the client 	The submitted a detailed project plan, which covers all the aspects required and demonstrates a sound understanding of the scope of works.	20	
				The submitted project plan does not cover some of the requirements and does not demonstrate sound understanding of the scope of works, relevant legislation, fails to adequately identify deliverable and key milestones and the key team members' roles.	15	
				The submitted project plan does not cover the requirements and demonstrates poor understanding of the scope of works and does not identify the deliverables and key milestones.	5	
				A project plan not submitted	0	

ANNEXURE B



6.	Health, Safety and Environmental Plan	10	<p><u>Health, Safety and Environmental Plan:</u></p> <p>SHE plan indicating, but not limited to the following:</p> <ul style="list-style-type: none"> • The SHE requirements will be met. • What health and safety measures are put in place for the work and personnel working on site. • Implementing site safety, health and environmental regulations relevant to this contract. <p>Clearly define roles and responsibilities pertaining to day to day SHE management on site.</p>	Health, safety and environmental plan submitted does not demonstrate adequate SHE measures or No submission.	0	
				Health, safety and environmental plan partially demonstrates (i.e. most but not all the requirements are submitted) adequate SHE measures.	5	
				Health, safety and environmental plan meets requirements of the tender and demonstrates sound SHE measures.	10	
TOTAL SCORE		100				
TOTAL SCORE: A Bidder is to obtain a minimum of 60 points to be technically compliant with the bid. Failure to attain 60 points will result in disqualification of the bidder						

ANNEXURE C

Price Schedule

ITEM	DESCRIPTION	UNIT	COST
1	Review of the previous Survey report for comparison purposes	1	R
2	Site visits and inspections	1	R
3	SHE File	1	R
4	Submit final survey report with recommendations on areas of improvement	1	R
TOTAL PRICE, exclusive of VAT:			R
VAT 15% (if applicable)			R
Total Inclusive of VAT (where applicable)			R

NB: Detailed breakdown of pricing for the contract should also be attached.

***Cost: all-inclusive of travel, accommodation, parking, etc.**