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**PORT OF NGQURA:  
REMOVAL AND CONTINUED MONITORING OF  
INVASIVE PLANTS WITHIN THE PORT OF NGQURA  
AND COEGAKOP QUARRY FOR 36 MONTHS.**

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

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## 1. INVITATION TO SUBMIT A QUOTATION

1.1. Service providers are hereby invited to submit quotations on the procurement of invasive plants eradication and monitoring at the Port of Ngqura and Coega Kop Quarry, Port Elizabeth, South Africa. The duration of contract is 36 months.

1.2. Only Service providers who:

- Are conversant with environmental legislative requirements, especially on alien invasive plants management and have environmental responsibility and accountability in safeguarding of our natural environment.
- Has an authorized or certified pest controller within the Organization.
- Are competent in invasive plants/ species eradication and management including mapping using GIS tools.
- Are able to quantify invasive plants eradicated in TNPA and disposed in an environmentally responsible manner and should have appropriate equipment and resources.
- Are able to give proper results on key performance areas of alien invasive plants management services including the requirements of this document.
- Are able to conduct clearing and keep track using management tools aligned to the requirements of the client to meet the objectives of the programme.
- Are able to make recommendations on alien invasive plants management services to keep the number of alien invasive plants within acceptable norms within TNPA.
- Have experience in similar work,
- Are able to produce reports 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 and for any abnormalities that could result in poor eradication of alien invasive plants within TNPA.
- 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.
- Are eligible to submit quotations.

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

### 2.1. BACKGROUND AND PURPOSE

The Port of Ngqura is the only South African port that triggered an Environmental Impact Assessment (EIA) to be conducted prior to its development. One of the conditions of the 2002 Record of Decision was that an invasive alien plant management plan must be implemented. In order to meet that requirement and to ensure compliance, Transnet National Ports Authority (TNPA) Port of Ngqura, invites proposals from suitably qualified service providers for the development of a clearing project plan and eradication of invasive alien plants in line with legislative requirements on continued basis.

### 2.2. SCOPE OF WORKS

The scope of works comprises:

2.2.1. To align its documented clearing plan with the Port of Ngqura Invasive Plants Management Plan.

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- 2.2.2. Identify Invasive Plants in the Port of Ngqura and Coega Kop Quarry and document a clearing plan that will be in line with the Port of Ngqura Invasive Plants Management Plan.
- 2.2.3. Remove invasive plants in identified areas and monitor growth on continued basis as agreed between the Client and the service provider.
- 2.2.4. The clearing plan must take into consideration the port development plans and current construction activities.
- 2.2.5. Develop training material that can be used for refresher training and conduct awareness session to the Client.
  - 2.2.5.1. Conduct training for Port of Ngqura TNPA employees in operational areas.
  - 2.2.5.2. The training must include the following: Identification of the invasive alien vegetation, impacts of invasive alien vegetation on indigenous vegetation, control methods used for the clearing of invasive alien vegetation.
- 2.2.6. Ensure that the methods applied in clearing of invasive plants is aligned with legislative requirements, including the norms and standards from the Working for Water programme as well as National Biodiversity Act and its regulations on Alien Invasive Plants.
- 2.2.7. Submit progress reports in hard copy and soft copies on timeframes agreed upon with the Client on areas that had been cleared as well as species composition of alien invasive cleared per area.
- 2.2.8. Schedule progress meetings on a quarterly basis to discuss progress and challenges related to the project.
- 2.2.9. Provide personnel with adequate resources to ensure a safe working environment whilst working at TNPA Port of Ngqura. All Service Providers to take note that Port of Ngqura has a high abundance of potent snakes that impose a safety risk to employees conducting this nature of work and TNPA requires all bidders to have necessary risk prevention measures against wild animals and measures in place to deal with an incident should it arise.
- 2.2.10. Ensure that TNPA adheres to the Records of Decision (Environmental authorisation requirements).

2.2.10 Ensure the clearance of alien vegetation in the identified areas of concern (as shown in the table and map below) done accordingly.

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**2.10.1 Table showing Areas infested with alien vegetation with estimated area sizes.**

Identified Sites	Estimated Area sizes (hectares) with Alien vegetation infestation	Densities of Alien Vegetation in the area
Joorst Park Area	11.22	Medium to sparse
Behind bridge to behind Brenton house	1.3	Medium to sparse
Behind eMendi Building	1	Medium to sparse
Neptune Road Off-Ramp Area	0.23	Medium to sparse
TPT Off-Ramp Area	0.17	Medium to sparse
Near Entrance Plaza	1.28	Medium to sparse
Port Control Side	1	Medium to sparse
Tank Farm (Ad Hoc)	20	Medium to sparse
Zone1 Boundary Fence-line on TNPA side	1	Medium to sparse
East Bank Plaza access route	3.5	Medium to sparse
All other road reserves in the Port	+5	Sparse
Coega Kop Quarry	15	Medium to sparse
<b>Estimated Total Area</b>	<b>+60.7 ha</b>	

\*Sparse- The area has few clumps of invasive alien vegetation which are spread out sparsely.

\*Medium- The area has more (not dense) invasive alien vegetation.

**2.10.2 Map showing areas that are dominated with alien vegetation.**



### **2.3. PROJECT SPECIFIC SPECIFICATIONS AND OTHER TECHNICAL SPECIFICATIONS**

#### **2.3.1 Objectives**

The successful bidder will be required to:

- 2.3.1.1 Develop a time bound clearing plan in line with the requirements of the Ports Alien Invasive Plants Eradication Plan.
- 2.3.1.2 Implement the eradication plan (removal, maintenance and continued survey).
- 2.3.1.3 Submit progress reports (indicating progress against plan and challenges and recommendations).
- 2.3.1.4 Continue engagements with TNPA personnel to implement the requirements of the plans.
- 2.3.1.5 Raise awareness to staff as and when required.
- 2.3.1.6 Conduct refresher training and supply TNPA with training material.

#### **2.3.2 Alien Invasive plants eradication and evaluation:**

The successful bidder will be required to:

- 2.3.2.1 Conduct surveys on continued basis and indicate primarily the alien invasive plants distribution within TNPA and record such as the baseline.
- 2.3.2.2 The service provider should assess the vegetation trends following control measures employed.
- 2.3.2.3 Produce data on cleared alien invasive plants indicating the area where each species type has been cleared and the area covered/number of individual cleared and compare against the baseline.
- 2.3.2.4 Continue to survey and monitor regrowth and record alien invasive species with their distribution cover within TNPA (Port of Ngqura and Coega Kop Quarry).
- 2.3.2.5 Engage with the Client and eradicate surveyed plants according to the clearing plan aligned with the Ports eradication plan and as agreed upon with the Client.
- 2.3.2.6 Have the ability to map the distribution patterns of invasive plants within TNPA (Port of Ngqura and Coega Kop Quarry).

ALL PRACTICES REGARDING THIS CONTRACT SHALL COMPLY WITH ALL RELEVANT LEGISLATION

#### **2.3.3. Development and review of the Alien Invasive Plants eradication or Clearing Plan**

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- 2.3.3.1. Remove all the alien vegetation found on identified sites in line with the best control method and legal requirements.
- 2.3.3.2. Determine the most appropriate methods (mechanical, chemical, biological taking into consideration relevant legal provisions) available to control/manage site-specific invasive plants.
- 2.3.3.3. Conduct an alien vegetation survey and have this mapped in a GIS/GPS format (i.e. the exact coordinates to be indicated and visually represented in a form of a map taking into consideration the species list indicated in legislation and relevant guidelines in South African law context).
- 2.3.3.4. The GIS information should also be supplied to the Client in a universal format, like txt.
- 2.3.3.5. If required, undertake document review i.e. existing Invasive Alien Plant Clearing Plan.
- 2.3.3.6. The objective of this exercise is for the detection of current and newly invading species so as to review and update the port IAP Programme informed by the survey.
- 2.3.3.7. Advise on the correct means of disposal for the alien vegetation and soil that could be contaminated with seeds of the alien vegetation.
- 2.3.3.8. The plan in itself will be part of TNPA intellectual property including all data collected and reports submitted.

#### **2.4. LOCATION OF THE SITE AND ACCESS**

- 2.4.1. Access to the site can be gained via the N2 Road, on to Neptune Road, past the Port Entrance Plaza. Coega Kop Quarry can be accessed via the N2 Road, on to Neptune Road.

#### **2.5. DURATION**

- 2.5.1. The duration of this contract is 36 months. This duration is subject to the contract value available in the contract. The duration may therefore be less or equal to 24 months.
- 2.5.2. The duration of this contract commences after the purchase order has been issued to the Contractor.

#### **2.6. CONTRACT MANAGEMENT**

- 2.6.1. The TNPA Project Manager may call contractual meetings with the Contractor from time to time to discuss project progress and SHE matters.
- 2.6.2. The Contractor will undertake the work as specified in this Specification.
- 2.6.3. All quantities measured in the Pricing Schedule are estimates and may vary during the course of the contract.
- 2.6.4. All other conditions of contract shall be as per the TNPA Procurement Department's contract documentations and procurement policies.

#### **2.7. INSURANCE**

- 2.7.1. Before the Contractor commences with the works, the Contractor must effect and maintain (if the Contractor does not already carry these insurances under its annual

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policies of insurance) at its own expense, all insurances required by law and the contract on terms and conditions and for amounts acceptable to the TNPA Port of Ngqura, 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.

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

2.7.3. The Contractor 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 Contractor and TNPA Port of Ngqura.

## **2.8. COMPLIANCE**

2.8.1. 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 107 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.

2.8.2. 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 5**.

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### 3. RETURNABLE SCHEDULE

The following documents shall be submitted with the RFQ:

- 3.4. Previous experience and track record: Signed reference letters.
- 3.5. Method Statement.
- 3.6. Pest Control Certificate or proof of registration as a Pest Control Operator
- 3.7. Health, Safety and Environment (SHE) plan.

### 4. TNPA PORT OF NGQURA SHE REQUIREMENTS

- 4.1 The Contractor (successful bidder) shall submit a Compliance File for approval by the TNPA Port of Ngqura SHE Department 10 working days after the award of tender.
- 4.2 The Contractor (successful bidder) shall prepare a Compliance File in accordance with the table noted on **clause 4.3** of this Specification.

#### 4.3 CONTRACTOR COMPLIANCE FILE ASSESSMENT CHECKLIST

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

Client	
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 ( <i>if applicable</i> )			
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)			
• GSR 13(a) – Ladder Inspector			
An abbreviated CV of the above appointed persons shall be attached to the appointment.			
Competency certificates will also be attached as required in specifications			
<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:			
• Employee Dossier with applicable documentation;			

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• Proof of site specific induction;			
• Copy of ID Document;			
• Legal Letter of Appointment;			
• Proof of competence i.e.: Artisans, drivers, operators etc.;			
• Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e. Annexure 3 for construction work)			
<b>REGISTERS</b>			
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:			
• Site visitors register			
• Excavation Inspection Register			
• Hand tools Inspection register			
• Barricading Inspection Register			
• Traffic Inspection Register			
• Mobile Toilet Inspection Register			
• Daily Risk Assessment and Toolbox Talk			
• PPE Inspection Register			
• First Aid kit Inspection Register			
• Fire Fighting Equipment Register			
• Portable electrical Equipment Register			
• Pneumatic Tool Register			
• Compressor Checklist			
• Ladder Inspection Register			
• Vehicle Inspection Register			
• Working at Height Equipment Register			
<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			

CONTRACTOR'S COMPLIANCE FILE REVIEW			
Date	Print Full Name	Designation	Signature

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Status		
Approved		
Not Approved		
Reasons for not approving		

## 5. PRICING SCHEDULE

ITEM NO.	DESCRIPTION	Unit	QTY	Total Amount (R)
1. <b>SHE FILE</b>				
1.1.	SHE File submission as per <b>Section 4</b> of this Specification.	Sum	1	
2. <b>MONTHLY ALIEN VEGETATION CONTROL AND MONITORING</b>				
2.1.	Monthly clearing and monitoring of Invasive Alien vegetation, and application of pesticide in the Port of Ngqura and Coega Kop Quarry.	Monthly	36	
2.2.	Conducting Invasive Alien vegetation growth Surveys and Produce monthly reports	Monthly	36	
2.3.	Progress Meeting as per 2.2.8 in the scope of work.	Quarterly	12	
3. <b>TRAINING</b>				
3.1	Conduct training/awareness sessions as per section 2.2.5 under scope of work.	Annually	3	
3.2	Develop relevant training material on invasive alien plant species in the Port of Ngqura (posters, brochure etc.) <i>*Including printing</i>	No.	100	

ITEM NO.	DESCRIPTION	Unit	QTY	Total Amount (R)
4.	Produce Annual Report for clearing and monitoring of Invasive Alien vegetation, and application of pesticide in the Port of Ngqura and Coega Kop Quarry.	Annually	3	
5.	<b>Sub-total</b>			
6.	<b>Add 15% VAT</b>			
7.	<b>TOTAL</b>			