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DOCUMENT NAME:	SCOPE OF WORK – STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION OF MAIN SUBSTATION 1 (MAIN-SUB 1)		
DEPARMENT:	TECHNICAL SUPPORT SERVICE	**BID TYPE:**	TENDER
SECTION:	MAIN POWER	**COST CENTRE:**	20918000

REVISION NO.:	CHANGE REFERENCE:	CHANGE SUMMARY:	DATE:
00	Initial Issue	None - Supported by the BSC Committee	2025-05-11

Compiled By:

NAME:	DESIGNATION:	PERSONNEL NO.:	SIGNATURE:
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SCOPE OF WORK

Description: STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION OF MAIN SUBSTATION 1 (MAIN-SUB 1)

1 PRE-QUALIFICATION

Pre-qualification criteria **MUST** be met to be considered for the technical and commercial evaluation of this tender.

No	Technical Criteria Description	Requirements	Proof/documents to be submitted
1.	Professional Expertise – ECSA registered Pr. Eng. appointed for this work. **Scoring:** **Non-compliant Disqualify** **Comply Qualify**	**Mandatory**	***Annexure B:*** Provide a copy of a valid and certified ECSA Registration Certificate for Engineers overseeing the assessment of the structure and the recommendations (Civil, Structural)

Note:

- **Failure to submit or meet any criteria of the will lead to an automatic disqualification.**
- It is to the advantage of the Bidder to supply all documents in a neat and organized format, enabling the evaluators to conduct a thorough evaluation of documents submitted to avoid any frustration and disappointments. Please refer to the Annexure labelling as indicated in the pre-qualification and technical evaluation criteria tables.

2 INVITATION TO TENDER

Qualified service providers are invited to submit tenders for the structural assessment and repair of Main-Sub 1. The purpose of the tender is to appoint a contractor who will assess the damage, compile a remedial action report, compile a scope of work for the repairs with bill of quantities and drawings and oversee the necessary structural repairs.

2.1 ABBREVIATIONS AND DEFINITIONS

BOQ	–	Bill of Quantities	MHSA	–	Mine Health and Safety Act
BRA	–	Baseline Risk Assessment	NDT	–	Non-destructive Test
COC	–	Certificate of Compliance	OH&S	–	Occupational Health and Safety
COP	–	Code of Practice	OHC	–	Over-Head Crane
CTD	–	Critical task Descriptions	PEE	–	Portable Electrical Equipment
DAP	–	Diammonium Phosphate	PPE	–	Personal Protective Equipment
DB	–	Distribution Boards	QA	–	Quality Assurance
DWA	–	Department of Water Affairs	QC	–	Quality Control
DWG	–	Drawing	QCP	–	Quality control Plan

ECO	–	Engineering Change Order	QMS	–	Quality Management System
HDG	–	Hot-Dip galvanizing	RFI	–	Request for Inspection
HIRA	–	Hazard Identification and Risk Assessment	ROPS	–	Rollover Protection System
IFC	–	Issued for Construction	SANS	–	South African National Standards
ISO	–	International Organization of Standardization	SHE	–	Safety, Health, Environment
LDV	–	Light Delivery Vehicle	SHERQ	–	Safety Health Environment Risk & Quality
MAP	–	Monoammonium phosphate	TMMS	–	Trackless Mobile Machines
MCOP	–	Mandatory Code of Practice	WBS	–	Work-breakdown structure

2.2 SCOPE BACKGROUND

Main-Sub 1 was damaged by fire on 31 May 2019 and has remained unused since. It is a brick-and-mortar medium voltage (11KV) substation building with a concrete roof slab. This project scope pertains only to civil and structural elements.

2.3 COMPANY BACKGROUND

Foskor is one of the world's largest producers of phosphate rock (concentrate) and phosphoric acid. It is one of the world's few vertically integrated producers of phosphoric acid and is the second-largest supplier to India, the world's largest consumer of phosphoric acid.

The Company owns and mines phosphate resources and beneficiates the mined material to produce a phosphate concentrate at Phalaborwa, in the Limpopo Province of South Africa. The phosphate concentrate is sold locally and transported to the Richards Bay plant on the coast of Kwa-Zulu Natal to produce phosphoric acid, sulphuric acid, and granular fertilizers MAP and DAP from phosphoric acid and is the leading supplier of fertilizers to South Africa. In all about 95% of the phosphoric acid is exported and the granular sales are divided between exports and local markets. Since 1951 Foskor has supplied more than 95% of South Africa's fertiliser requirements.

3 SCOPE OF WORK

3.1 BACKGROUND DOCUMENTATION

- Existing site layout and building plans
- Incident reports from May 2019 fire
- Any available structural drawings and specifications

3.2 BASIC SCOPE REQUIREMENTS

3.2.1 BASIC REQUIREMENTS

- Appointment of a qualified civil/structural engineer
- Site assessment and safety review

- Structural condition assessment

3.2.2 **The Scope of Work Entails:**

- Visual and technical inspection of the substation building
- Non-destructive testing (if required)
- Compilation of a detailed assessment report
- Identification of required repairs (roof slab, masonry, internal finishes, etc.)
- Development of a scope of work for the repairs and BOQ (with drawings where applicable)
- Oversee the construction and quality of approved repairs
- Final inspection and quality assurance of completed work
- Submission of final signed-off report by a professionally registered engineer (Pr. Eng)

3.2.3 **CONSTRUCTION SUPPORT AND SITE MANAGEMENT**

- Certificate of Compliance" certifying that all construction and quality control has been done in accordance with the standards defined in the Tender Specification and Bill of Quantities
- Final Occupancy Certificate" certifying that the design and construction of the concrete and structural refurbishment of Man Sub-1 is in accordance with the consultant's specification, MHSA, SANS, Foskor COPs, and Foskor Engineering Specifications.
- As-Built drawings

3.3 GENERAL SCOPE CONSIDERATIONS:

Please allow for a competent Quality Control Officer to compile and manage the contractor's quality management. In the event of quality system failures, Foskor will request the Quality Official's experience and qualifications and if this is not acceptable, it will be expected that the contractor obtain this service at its own cost. Please allow for a competent person to compile the method statement and the subsequent Microsoft Project plan. This person will manage and update this plan on a weekly basis and present to the Foskor Project Engineer. It is expected that this planning and management is executed by the contractor. This service will be provided at the contractor's cost. In the event that the contractor cannot execute this planning and reporting to management, it will be expected that the contractor obtains this service at their own cost. Scaffolding needs to be arranged by the contractor at their own cost.

3.4 PROJECT COMPLETION

- On project completion, the contractor will issue Foskor with the handover certificate that is accompanied with the following documents:
    - Safety file
    - Signed off report.
    - Signed of design
    - Signed of drawing for tendering
    - BOQ
- The contractor shall complete the project within the agreed timeline, ensuring all civil and structural elements are safe and restored to pre-incident condition or better.

3.5 PROJECT COSTING AND EXPENSES:

The contractor shall supply all engineering services, materials, labour, transport, supervision, and consumable materials, equipment, tools and every item of expense for the scope of work to be completed successfully unless otherwise stated taking the following into consideration.

3.6 DISPOSAL OF REFUSE

The Contractor shall be responsible for disposal of refuse and waste generated by his staff daily. The site is to be kept clean, neat, and tidy, by complying with Foskor Waste Management COP.

3.7 GENERAL REQUIREMENTS FOR COMMISSIONING

Commissioning or handover will be executed as per Foskor Procedures or as directed by the Engineer. Normally the Foskor Punch list and Hand over certificate will be used.

3.8 SCOPE SPECIFIC STATUTORY AND LEGISLATIVE REQUIREMENTS LEGISLATIVE REQUIREMENTS

The successful service provider shall ensure that all work is carried out under the following specifications and requirements.

The successful or appointed service provider shall comply with:

i. The mine health and safety act.

3.9 THE SUCCESSFUL OR APPOINTED SERVICE PROVIDER SHALL COMPLY WITH THE LATEST REVISIONS OF THE FOLLOWING FOSKOR CTD'S (CRITICAL TASK DESCRIPTIONS) (CTD'S ARE AVAILABLE ON REQUEST):

- N/a

4 PROJECT SITE MANAGEMENT – FOCUS AREAS

a. Nominate a single window of communication to Foskor – Typically the appointed contractor 2.6.1
b. Attend meetings as agreed during the project kick off meeting
c. Submit Progress reports (Format & interval) as defined in the Kick-off Meeting (Invoicing, Labour, Performance against plan, Contractor purchases, Quality Management, Safety, Etc.
d. Manage and participate in the "Daily Journal" as part of executing the project
e. All meetings will be held at FOSKOR offices, unless otherwise stated
f. The contractor to provide updated project management plans on progress as defined by the Foskor Project Engineer.
g. If the project is executed based on a shutdown approach the contractor will produce a formal Works Breakdown Structure of the works.
h. If the contractor cannot produce a proper WBS then the contractor will be required to sub-contract this function to produce the WBS and manage the WBS for the duration of the project. This cost must be included in the contractor's price
i. WBS - WBS is a hierarchical and incremental decomposition of the project into phases, deliverables, and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective, for example, a program, project, and contract.
j. This includes arrangements, tools, equipment, labour, Tasks, Purchase, Quality, Communication, etc
k. Project progress updates - If the contractor cannot produce proper updates on a WBS then the contractor will be required to subcontract this function to produce the WBS updates for the duration of the project. This cost must be included in the contractor's price
l. The Service provider is responsible for managing the project and this is graphically. Graphical presentation only covers some basic aspects.

4.1 MEETINGS

The contractor shall attend weekly program meetings at the Foskor job Site. The contractor must produce minutes of these meeting and must be signed off by Foskor Project Manager.

The contractor shall attend a bi-weekly progress meetings at the Foskor projects meeting or on MS Teams job Site. The contractor must produce minutes of these meeting and must be signed off by Foskor Project Manager.

5 PROJECT URGENCY

Project urgency is defined below:

This project is time-sensitive as the reinstatement of Main-Sub 1 is dependent on civil completion. Delays impact the broader electrical infrastructure recovery.

6 DELIVERY OF MATERIALS AND EQUIPMENT

It is the responsibility of the Contractor to take delivery, off-load, store and move into their permanent position all equipment and materials covered under this Scope. The Contractor shall, at his own expense, be responsible for the delivery to the Site of imported plant and equipment, materials and Contractor's plant and equipment in connection with the execution of the works, including but not limited to securing of permits and customs clearances, and payment of handling costs, storage costs, releasing costs, transportation costs, and duties, taxes, imposts, excise and charges of any kind that may be imposed by the South African Government, or any of its agencies and political subdivisions relating to the supply and delivery to the site of the imported plant and equipment, materials and Contractor's plant and equipment.

TAKE NOTE - Foskor pays for material delivered to Foskor site only!

NB: The contractor/ consultant must clearly state in his tender submission if there is an exclusion on the Foskor scope (As per the site meeting procurement scope and site meeting minutes) Failure to state the exclusion will mean that the full Foskor scope is still applicable.

Lay down areas are as indicated on the drawings

7 BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS

Areas within the building will be allocated to the Contractor in stages to allow for the execution of the work. These areas will coincide with the phases of the project and will be communicated to the Contractor before the commencement of each phase.

External lay-down areas will also be provided for the placement, storage and refurbishment of equipment removed from the building.

7.1 TABLE OF INCLUSIONS AND EXCLUSIONS

List the boundaries in terms of equipment (Foskor plant specific). Up to where is it Foskor's responsibility and where/what is the contractor's responsibility.

WHO WILL SUPPLY THE FOLLOWING?

FF = FOSKOR, FREE OF CHARGE **FC = FOSKOR, AT COST TO CONTRACTOR** **C = CONTRACTOR** **N/A = NOT APPLICABLE**

1. Sanitary		**2. Transport**		**3. Quality**		**4. Security**		**5. Lifting and Rigging**		**6. Medicals**		**7. Communication devices**	
1.1 Water on site and toilet facilities / janitorial services	C	2.1 Labour	C	3.1 Plan, Management, QA, QC	C	4.1 Site Security	C	5.1 All rigging equipment (Slings, Chain blocks, turfers, etc	C	8.1 Entry and Exit	C	7.1 All communication devices like laptops, computers, networks, radios, cellphones, etc	C
1.2 Potable connection point	C	2.2 Materials	C	3.2 All quality test Civil, Paint, Mechanical, etc	C	4.2 Foskor ID Card	C	5.2 Rigger	C	8.2 First aid box at place of work	C		
1.3 Connection to construction water supply	C	2.3 Equipment	C	3.3 Sampling and laboratory testing	C			5.3 Mobile cranes	C				
1.4 Change rooms	C	2.4 All TMMS	C										
8. PPE		**9. Surveying**		**10. Safety File**		**11. Training & Authorizations**		**12. Site Establishment**		**13. Waste management**		**14. Painting**	
8.1 Supply, Issue, inspect and manage	C	9.1 Site Surveys	C	10.1 Foskor will issue template	FF	11.1 All Required Training	C	13.1 Site office/s with suitable facilities for daily "Green Area" meetings, and lunch area	C	13.1 Transport all on site to waste to Foskor designated waste sites	C	14.1 All Equipment and tools paint, labour, etc	C
				10.2 Ensure file conform/ populate to Foskor standards	C	11.2 Authorisation - As per Foskor COP	FF	13.2 Site establishment space	FF				
15. Fuel		**16. Mechanical**		**17. Labour**		**18. Compressed air**		**19. Scaffolding**		**20. Tools & Equipment**		**21. Training**	
15.1 Fuel Supply	C	16.1 Conveyor Belt	FF	17.1 All labour as per Scope of Work to execute task including management	C	18.1 Sandblasting or flash blast	C	19.1 Scaffolding Supply & Erect	C	20.1 All Portable Electrical Equipment	C	21.1 All required training and training manuals as required to ensure that Foskor can train its workforce and operate the plant / equipment safely	C
15.2 Fuel storage	C	16.2 Conveyor 59 Drive Gearbox	FF			18.2 Compressor	C	19.2 Scaffolds be managed by the Contractor	C	20.2 Hot Work Equip as per Foskor COP - Welding Machines, Gas Cutting, Grinding, Gauging, etc	C		
15.3 Fuel fire protection	C	16.3 Idlers, Rollers and Frames	FF			18.3 Air for power tools - If available	FF	19.3 Cherry Picker's – only if and when available by pre-booking	C	20.3 Tools as required to execute task	C	21.2 All manuals and related documents to be supplied to project Eng. and Foskor Drawing office for safe keeping	C
15.4 Refuelling	C							19.4 Cherry Picker's Driver– Trained and authorized driver	C				
22. Certificates		**23. Consumables**		**24. Storage and inventory control**		**25. Electrical**							
22.1 Supply All certificates as required	C	23.1 Welding rods	C	24.1 Protective coverings/tarpaulins	C	25.1 Generators	C	25.4 Temporary lighting	C	25.7 Electric panel + distributing wiring	C		
		23.2 Bolts & Nuts, etc.	C	24.2 Storage area and inventory control	C	25.2 Electrical Extensions	C	25.5 Power for tools on site from existing Foskor electrical supply point (Welding plugs and 220 v plugs	C	25.5 Electrical connection point	FF		
						25.3 COC Site Establishment	C	25.6 Connection to Electrical supply	C	25.9 Electrical and Instrumentation Installation	C		

****NOTE**

Although Foskor usually supply scaffolding free of charge the size and nature of the works precluded this, and the contractor is to supply their own scaffolding.

It should be noted that FOSKOR has an existing appointed and accredited scaffolding supplier who could be sub-consulted and provide part of the local company requirement of the contract.

7.2 ADDITIONAL BOUNDARIES

Contractor to take note of allowable working times and plan accordingly. The normal work hours are from 7 am to 4 pm, the contractor may work to 6 pm upon application and granting of permission but at no point exceed gazetted allowable working hours, nor work at night.

8 AS BUILT DRAWINGS

As-built drawings must be submitted reflecting all changes and repairs made. These will be compared against original plans (where available).

Note! – All drawings to be delivered in AutoCAD electronic format. All drawing to be detail engineering drawings

9 QUALITY

a. The service provider must provide the necessary quality management systems and plans to ensure that the quality of his work complies with the requirements of this scope of work
b. The service provider shall during all phases of construction comply with the Foskor approved Quality Assurance Plan
c. The service provider shall be responsible for all the resources required for executing the Quality Management System including but not limited to, developing the Quality Assurance Plan & performing the Quality Control measures to ensure that the deliverables comply with the specifications & standards mentioned in the scope of work
d. Any change requests / additional work resulting due to inadequate quality management system will be to the account of the service provider
e. Foskor might appoint a third party for Quality Control Inspections
f. The Service provider will have to provide an approved quality system for all work executed. This will include the following but is not limited to:
    i. Quality plan
    ii. Quality compliance – Performance and reports
    iii. Quantity surveying
    iv. Quality Assurance
    v. Quality Authorization matrix – part of the Quality plan
    vi. Quality control
    vii. Quality administration. – All documents, checks, measurements, reports, variances, analysis, Corrective actions, etc. needs to be properly filed and available on request at any time. The file will require an index
    viii. Includes all test work, laboratories, Filing, etc.

ix. Survey and survey verifications
x. Construction versus design - Any Deviations from the approved “Construction Drawings”
xi. Quality communication – What needs to be reported to whom and at what frequency

g. Foskor envisage a complete quality System driven by the Service provider and this system/plan will be approved by Foskor and the appointed designer (if applicable) before construction/fabrication will be started.
h. Compliance to this plan will be measured and failure to adhere to the quality plan will result in the stopping of construction activities until concerns have been addressed. The cost for this delay will be for the service providers account.
i. Foskor may appoint a third party to measure and control Foskor’s interest in the terms of quality in this contract and the service provider is expected to work in conjunction with this company
j. Hold points will be discussed and finalized with based on the approved Quality plan
k. The Quality plan will only be compiled and signed off after the Method Statement and WBS* have been compiled.
l. Quality on Shutdown type tasks will be included in the Scope of Works but the service provider will have to submit proof of an experienced quality assurer or relevant qualifications. IF the service provider does not have this it will be required that this service be hired in by the service provider at his cost.
m. State any specific hold points that are not negotiable here
n. State any other applicable quality that is not in the “Parameters” section

9.1 METHOD STATEMENT

The contractor must submit a detailed method statement outlining how the work will be executed, including safety and environmental compliance.

***WBS** is a hierarchical and incremental decomposition of the project into phases, deliverables, and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective, for example, a program, project, and contract.

This includes arrangements, tools, equipment labour, Tasks, Purchase, Quality, Communication, etc

9.2 QUALITY CONTROL OFFICER

Please allow for a competent Quality Control Officer to compile and manage the contractor’s quality management. In the event of quality system failures, Foskor will request the Quality Official’s experience and qualifications and if this is not acceptable, it will be expected that the contractor obtain this service at its own cost.

9.3 PROJECT PLANNER

Please allow for a competent person to compile the method statement and the subsequent Microsoft Project plan. This person will manage and update this plan on a weekly basis and present to the Foskor Project Engineer. It is expected that this planning and management is executed by the contractor. This service will be provided at the contractor’s cost. In the

event that the contractor cannot execute this planning and reporting to management, it will be expected that the contractor obtains this service at his/her cost.

9.4 PROGRAMME

The Programme requirements are:

a. The Programme must be developed on Microsoft Projects by a Planner, who has experience in programming and the use of Microsoft Projects.
b. The programme should have a Project start and Project finish milestone activity, from which the network of all schedule activities will emanate and terminate respectively.
c. It must contain all identified key project performance milestones, logically linked to specific schedule activities.
d. The schedule activities or milestones, except the project start and project finish milestones, must be logically linked to at least one predecessor and successor.
e. The contractor must produce a Basis of Schedule which documents the assumptions of the project schedule
f. The Contractor will update the schedule as the project progresses and produce a weekly progress report

9.5 QUALITY FILE INDEX

The quality file index listed below will be the minimum requirement.

This file must be kept up to date for the duration of the project and will be handed to the Foskor project Engineer on completion of the project

9.5.1 **QUALITY FILE INDEX**

FOSKOR	QUALITY FILE INDEX FOSKOR: TSS - PROJECTS	Doc. No.:	FSK-P-GEN-IX-001
		Rev. No.:	00
		Date:	12 - July - 2019

Contents

Issued for Construction (IFC) drawings – Approved 1

Quality Control Plan (QCP) Approved 2

Competency of People – Welder Qualifications, Trade, Authorization, Certifications, etc 3

Designer/Engineers Instructions, Specifications, Approvals, Concessions applied for & approved. Site instructions, Variations and ECO's 4

Method Statement of contractor– Approved 5

Material orders & Delivery notes 6

Certificates – Material, Data Sheets, Compliance, Certification, etc 7

Test Results – Each Discipline – Test cubes, NDT, etc 8

Request for inspection (RFI) 9

As Built Drawings 10

Reports - Survey, etc 11

Punchlist/Snag list 12

Handover/ Occupations/ Taking over Certificates/Commissioning 13

9.6 ADDITIONAL QUALITY REQUIREMENTS

- N/a

10 PROJECT DELIVERABLES

- Structural assessment report
- Repair scope and BOQ
- Completion report
- As-built drawings
- Signed handover certificate

10.1 GENERAL

- Approved project plan, indicating holding points, inspection and testing points, delivery, installation etc
- Quality control and assurance for all manufacturing activities and supplies – Quality file to form part of the data book and handed over before final signoff of last invoice
- Safety Management as per the Mine Health and safety act 29 of 1996 and regulations
- Databook with drawings specifying operational and maintenance procedures
- Foskor needs to be informed in writing and the contractor/consultant must have confirmation from Foskor that it has been accepted if there are exclusions on the tender Scope and BOQ. Failure to have that confirmation will mean that the full scope is still applicable.

10.2 INFORMATION REQUIRED

- The following additional technical information is to be submitted together with the official quotation:
- Preliminary project plan and lead times
- Requests for a site visit (possibility of a collective site meeting if enough interest arises for a request of site visit)
- Hold/Inspection points
- Quality control plans envisaged for the project (or similar projects done)
- Warranty Conditions
- Terms of payment (negotiable)
- Any other applicable contract conditions (exclusions, battery limits etc.)

11 DATA BOOKS

During the official handover of the OHC, the service provider shall submit a detailed DATA BOOK that shall contain the following documents and information:

a) Certificates and documents indicating welding procedures and standards used, material grade certificates and the qualifications of welders and workmen used in the OHC fabrication process.

b) Comprehensive NDT (Non-Destructive Testing) report, including name and registration number of inspector indicating that all welds, joints and high-stress points have been examined and are free from defects and cracks.

c) All certificates, documents and records to be cross-referenced for purposes of traceability.

NB! ALL CERTIFICATES AND DOCUMENTS MUST BE CROSS-REFERENCED

11.1 MANUALS AND DOCUMENTATION

All documentation, including assessment reports, testing results, material datasheets, and completion certificates, must be submitted in both hard and digital formats.

11.2 FORMAT OF DOCUMENTS AND MANUALS

Note! - All Manuals must be in English

11.3 TRANSMITTAL OF DOCUMENTS AND MANUALS

Documents and Manuals to be submitted in the flowing formats:

Type of Document	Hard Copy	Electronic Format
Manuals	X	X
Drawings	X	X
Reports	X	X
Data Books	X	X

Hard Copy: Book or binding arch file format and must be durable and of high quality.

Soft Copy: Manuals, Reports and Data Books – Word, Excel, PDF, etc.
Storage – Compact Disk or Data traveller

Language: English

12 DOCUMENTS / DRAWINGS ISSUED BY FOSKOR

Drawing or Document No	Title	Revision
MA1063-LSL-ENG-RPT-0002	LSL Foskor Plant Structure (SIMMS) assessment report	A
720-105-08-M	MECANICAL	
720-105-08-S	CIVIL	
Note	Please read your Scope of Work	

13 ON-SITE SUPERVISION REQUIREMENT

- A Foskor work permit before commencement of site work.
- A full time 2.9.2 appointed supervisor will be on this site for the entire duration of site work
- A 2.6.1 appointed site manager for overall site management
- Appointed SHE Rep for the entire duration of site work
- LACA approval to contractor 2.6.1 and 2.9.2

13.1 ADDITIONAL REQUIREMENTS

None

14 TENDER DELIVERABLES

The deliverables will include: -

- Complete Foskor pricing schedule (BOQ)
- Pre-Qualification criteria
- Tax Clearance
- Letter of Good standing (Workman compensation)
- BEE Certificate
- Commercial documents requested by Procurement.
- Not submitting the required documentation or not completing the documentation (Pricing Schedule) correctly will lead to a disregard of the tender.
- Take note of the tender evaluation documents that need to be submitted (Technical and Commercial)
- Termination end-point requirements from Foskor, including:
    - Process
    - Mechanical
    - Instrumentation and Logic
    - Electrical
- Submit pricing for the proposal as specified in the pricing schedule.
- Termination of end-point requirements from Foskor, including
- All other requirements as specified in the technical evaluation and commercial RFQ
- Sub-contractors used if any, for site work
- State any means of confidentiality or Intellectual Property that may apply

Note: Not submitting the required documentation or not completing the documentation (Pricing Schedule) correctly could lead to a disregard of the tender.

15 SAFETY

Service provider to refer to the full and updated Foskor COP's available:

i. The service provider and sub-service providers need to comply with the Mine Health and Safety act at all times. All Foskor COP's Policies and procedures need to be adhered to.

i. A service provider 2.9.2 with technical competency to supervise the work to be permanently on-site.

ii. Medical, Induction, Foskor ID Card, etc. is approximately R800 per person. Exit medicals need to be done at the termination of the contract.

iii. The Successful tenderer will be required to compile a Foskor Work permit and at least 2 weeks should be allocated for this. The service provider must provide the following appointed persons in terms of the MHSA: 2.6.1; 2.9.2 and Section 29(1) – SHE REP for the duration of the contract

iv. All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises.

v. All person competencies to be verified before being allowed to work on Foskor premises for a specific task.

vi. The service provider must compile a Safety File as per Foskor standard for all service providers and sub-service providers

vii. Site access will need to be controlled and all persons must receive site-specific induction before entering the site.

viii. Conduct inspections as per Foskor Safety System. Analyse data and trends and recommend preventative measures where required

ix. Ensure all authorizations are in place as per the Foskor Safety System. Arrangement with Foskor training to be done by the service provider to ensure that authorization and training are conducted. Arrange timeously.

x. Ensure all workers competencies are available and have been validated.

xi. Ensure proper security, signboards, fencing and barricading is in place on-site where applicable

xii. The service provider shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions and all relevant regulations

xiii. The service provider must complete a Baseline Risk Assessment (COP 01) before a work permit can be issued for the installation.

xiv. All service providers not in possession of a valid Foskor ID card have to complete the Foskor induction course and have to undergo a medical examination at the Foskor clinic for the service provider's account

xv. The service provider shall be responsible for coordinating and integrating his schedule and responsibilities with other FOSKOR appointed contract manager on-site for this Scope of Work.

xvi. All personnel operating mobile equipment including LDV's must have a Foskor driver's permit.

xvii. An open Pit Licence is required for driving in the mining area's

xviii. All the required PPE and Safety Equipment are for the service provider's account.

xix. All service providers must ensure that:

a. His workers are issued with the correct personal protective equipment free of charge.

b. That the workers wear the PPE per the project area's requirements or as given by the service provider Supervisor.

c. Training is provided in the correct use of PPE to workers.

d. Daily inspections are done on PPE.

e. The registers will be complete at least monthly on findings on PPE. (All PPE must be kept in good condition)

xx. All providers of services need to be informed of the following minimum training applies to all service providers (irrespective of the tasks or scope of work) that will enter the Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by the Foskor Training section and service providers must ensure that the training is sourced through accredited external training companies:

a. Basic health and safety principles

b. HIRA

c. First Aid Training

xxi. All other training requirements must be aligned with the baseline risk assessment. Risks identified in the baseline risk assessment will guide the requirements for training. A summary of the training must be completed as well as status on required authorization as per Foskor COP's.

xxii. Training certificates will be accepted if complying with the following:

a. Unit Standard Title

b. Learner Full name

c. Learner ID number

d. Competency achieved

e. Date of Assessment

f. Assessors signature

g. Training provider logo

h. Training provider registration number and accreditation number.

i. Seta logo

16 LEGISLATIVE REQUIREMENTS – SUMMARY

16.1 MINIMUM LEGISLATIVE REQUIREMENTS:

The successful or appointed service provider shall comply with:

i. The Mines Health and Safety Act with Regulations (Latest revision)

ii. The National Road Traffic Act with Regulations (Latest revision)

iii. All applicable national and international legislative requirements and regulations.

iv. Foskor (Pty) Ltd. COP (Code of Practise) No. 25 for Service Provider Control (Available on request)

v. Foskor (Pty) Ltd. COP (Code of Practise) No. 59 for Trackless Mobile Machinery (Available on request)

vi. All Foskor (Pty) Ltd. safety, health, quality and environmental procedures applicable to the successful application of the contract. (Available on request)

vii. National Environmental Management Act 107 of 1998 (NEMA)

viii. National Environmental Management Waste Act 59 of 2008 (NEMWA) as amended.

The successful service provider shall include in his/her SAFETY FILE, and comply with, the following documents:

i. Environmental Aspect and Impact Register (Applicable to this contract).

ii. Environmental Objectives and Targets (Applicable to this contract).

iii. Waste Management Plan (Applicable to this contract).

iv. FOSKOR Atmospheric Emissions License (Copy available on request)

v. FOSKOR Waste Management Licence (Copy available on request)

ix. FOSKOR Water Use Licence (Copy available on request

16.2 SCOPE SPECIFIC STATUTORY AND LEGISLATIVE REQUIREMENTS LEGISLATIVE REQUIREMENTS

The successful service provider shall ensure that all work is carried out under the following specifications and requirements.

The successful or appointed service provider shall comply with:

ii. The mine health and safety act.

iii. Be registered as an LME (Lifting Machine Entity) in terms of the OHS Act.

iv. Have in his employ an LMI (Lifting Machine Inspector) registered with the Engineering Council of SA

v. SANS Standards and Foskor Engineering specifications

All Foskor procedures and policies applicable to the successful application of the contract. (Available on request)

16.3 CTD'S (CRITICAL TASK DESCRIPTIONS)

The successful or appointed service provider shall comply with the latest revisions of the following Foskor CTD's (Critical task Descriptions) (CTD's are available on request):

- N/a

16.4 SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S

16.4.1 **Before entering and operating a service vehicle (Own vehicle) on the Foskor site, the appointed service provider shall:**

i. Ensure that his driver/s have a valid national driver's licence for the specific class of vehicle, has been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.

(Contact the Foskor mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)

ii. The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskor premises:

a. Obtain permission from the Foskor Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskor site. (Forms will be provided)

b. Obtain a certificate of fitness from the Foskor Light Vehicle maintenance workshop supervisor or appointed a Foskor inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl. Fridays) at the Light Vehicle Maintenance workshop.

c. Submit the above permission and COF at the main security office for the issue of a vehicle access disk.

iii. Ensure that his service vehicles/trailers have been inspected (Daily) by the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)

See Foskor COP 59, Trackless Mobile Machinery for details.

16.4.2 **Before entering and working on the Foskor site the appointed service provider shall ensure that his workmen are:**

i. Briefed on the required task and have been informed of any abnormal conditions/situations.

ii. Physically, emotionally, and mentally fit to perform their duty.

iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the duty of maintaining, servicing, inspecting, and testing earthmoving- and mobile equipment.

iv. Before commencement of work:

a. All tools and equipment shall have been inspected and tested to be in good and safe working order.

b. All workmen have participated in the completion of a standard Foskor site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.

16.4.3 **Before entering and working on the Foskor site the appointed service provider shall:**

i. Ensure that his portable electrical equipment has been tested and declared safe to use by the Foskor electrical services workshop.

17 PERMIT TO WORK

a. Before any on-site work under this contract may commence, the appointed or successful service provider shall obtain from Foskor a PERMIT TO WORK. The following guidelines are provided to assist the appointed service provider in obtaining a PERMIT TO WORK. (See Foskor COP 28 Permit to work and COP 25 Control of Externally Provided Processes, Products and Services (Service provider Control) for details):

b. The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, Foskor Safety department.

i. Obtain a contract number from the Foskor procurement or projects department.

ii. Appoint a subordinate manager under Regulation 2.6.1 and an on-site supervisor under Regulation 2.9.2 of the Mines Health and Safety Act. **(Note: The 2.9.2 must be a person with technical competency to supervise the work on-site)**

iii. The appointed subordinate manager and -supervisor shall be required to write and pass the Foskor 2.6.1 and 2.9.2 legal examinations within 30 days after being awarded this contract. **(Note: The 2.9.2 must be a person with technical competency to supervise the work on-site)**

iv. Attend an hour-long legal exam briefing any Thursday between 08:00 and 09:00 at the Security training hall.

v. Write legal examination any Friday between 07:30 and 10:30 at the Security training hall. (Please book)

vi. Appoint an on-site SHE-Rep under section 29(1) of the MHSA to assist Regulation 2.6.1 and 2.9.2 in the daily on-site management of health, safety and environmental issues.

vii. The designated SHE Rep must have the ability to read, write and express him/herself.

viii. The appointed SHE-Rep shall be required to attend a five-day SHE-Rep training course within 30 days after being awarded this contract (Training free of charge). Make booking on 015 789 2531

ix. A pre-requisite for attending the SHE-Rep training course is successful completion of Basic Health & Safety Principals- and HIRA training.

See Foskor's COP 5 Health and Safety Representatives for details.

x. Provide a name list, including ID numbers, residential and postal addresses and telephone numbers of all of the appointed service providers on-site employees.

xi. All the appointed service providers on-site employees shall undergo a full medical examination at the Foskor on-site CLINIX Clinic. The clinic can be contacted at 015 789 2427 for an appointment. Please note:

xii. All NEW- and employees LEAVING the service of the appointed service provider must undergo a full entry or exit medical examination

xiii. Women who are pregnant or suspect that they may be pregnant must notify the examining medical practitioner.

xiv. The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on the Foskor site

xv. All the appointed service providers' employees shall receive/have received training in:

a. First aid level 1 (Provide own training)
b. Working at heights (Provide own training)
c. Basic Health & Safety Principals (Provide own training)
d. HIRA (Provide own training)
e. Basic firefighting. (Provide own- or receive Foskor training, contact 015 789 2531 to book)
f. Lockout. (Provide own- or receive Foskor training, contact 015 789 2531 to book)
g. TMM – Foskor driving licence, open pit licence and Authorisation
h. Confined space – Training and Authorisation
i. Hot Work- Training and Authorisation
j. Conveyors – Training & Authorisation
k. Electrical – Relevant training and Authorisation
l. Lifting and rigging – Training and Authorisation
m. Overhead crane - Training and Authorisation
n. Other – as and when as per Foskor COP's
o. Service provider to refer to the full and updated Foskor COP's available, refer to index on **page 28-31 in item 17.1**, SHE FILE INDEX / TABLE OF CONTENT – TYPICAL.

xvi. All training not provided by Foskor must be verified by the Foskor training superintendent Mr Johan Fouche. Please contact him on 015 789 2525 to make an appointment or email proof of training and certificates to *johanfo@foskor.co.za* to confirm compliance before requesting his approval on the PERMIT TO WORK.

xvii. All the appointed service providers' on-site employees shall receive the basic Foskor site induction training at the Foskor Security office.

xviii. All the appointed service providers' on-site employees shall receive site-specific induction training provided by the Foskor area Regulation 2.6.1 appointee/s.

xix. A BRA (Baseline Risk Assessment) shall be completed for ALL "typical" tasks that will be completed under this contract. The BRA to be approved by the responsible Foskor MHSA 2.13.1 appointee and signed by all of the service providers employees. Make use of Foskor's BRA document, Annexure 1.2, contained in COP 1, Risk and Opportunities Management (Available on request)

xx. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.

xxi. All Foskor's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1. a manager must undersign/approve the PERMIT TO WORK.

xxii. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. The registration number must be provided.

xxiii. SARS issued a tax clearance certificate.

xxiv. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.

xxv. Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards.

xxvi. Any other documents, certificates or records as requested by a Foskor official deemed necessary to ensure that all safety, legislative and administrative requirements have been met must be attached to the PERMIT TO WORK.

xxvii. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

17.1 PRE-ESTABLISHMENT CHECK LIST

Typical Step	Activity	Completed	Foskor 2.6.1 Signature
1	Obtain Order – procurement to Sign work permit		
2	Obtain Work Permit from Safety		
3	Do Method Statement – Sign off by Foskor 2.6.1 Tools, Equip and people – List all major pieces of equipment, Tools, TMM's		
4	List Subcontractors in Work permit		
5	Execute Baseline Risk Assessment – Signed Off by Foskor 2.6.1. All workers and legal appointees to participate		
6	Verify letter of Good Standing Main contractor and subcontractors		
7	Verify Main contractor and subcontractor Letter of good standing		
8	List all workers on Yellow and Blue form from Work Permit		
9	Execute Medicals at Clinic		
10	Compile critical tasks All to participate - Sign off by Foskor 2.6.1		
11	Execute training and ensure BHS, First Aid and HIRA – Sign off at Johan at Training Centre		
	Compile contractor organogram		

12	Compile Training matrix		
13	Define and document supervision requirements - Based on Baseline risk		
15	Define and document supervision requirements - Based on Baseline risk		
16	Foskor 2.9.2 and 2.6.1 legal exam – As soon as possible		
17	Execute relevant trainings as defined in Baseline Risk for all personnel – (Hot Work, Working at Height, Lifting and Rigging, Conveyors, etc.)		
18	Site Specific induction – Arrange with relevant area Foskor 2.6.1		
19	Execute Authorisations and sign of with relevant 2.13.1 Eng. (Hot Work, Working at Height, Lifting and Rigging, Conveyors, etc.)		
20	Compile Safety file with all relevant Documentation, Use Foskor Safety File index		
22	LACA Certification (2.9.2 and 2.6.1) – As soon as possible		
23	Verification of ROPS and TMM requirements		
24	Foskor Security to Sign Work Permit		
25	Foskor 2.9.2 to Sign Work Permit		
26	Foskor 2.6.1 to Sign Work Permit		
27	Foskor 2.13.1 to Sign Work Permit		
28	Foskor 3.1.a to sign Work permit. Appoint Contractor 2.6.1 and 2.9.2 legal appointees		
29	Foskor Safety to Sign Work Permit		
30	Hand in Work permit at Safety – Remember to have a copy in your safety file		
31	Issue Access cards by Security		
32	Book TMM training at Mining for VTS. Complete form and sign off by 3.1.a. After VTS go back to Clinic and get 3.1.a to sign off		
33	All TMM's' to be checked for compliance before entering the Plant. Arrangements with LDV workshop. Illumination test certificates to be in place with checklist book/file		

	Site establishment can now take place		

18 SAFETY FILE

The appointed contractor must compile a SAFETY FILE specifically for this contract. The SAFETY FILE must always be available for inspection by a Foskor official: The following guidelines are provided to assist the appointed contractor in compiling a SAFETY FILE.

Before any work may commence, the appointed service provider must IN CONJUNCTION WITH THE FOSKOR SAFETY DEPARTMENT, compile a SAFETY FILE specifically for THIS contract. (Contact the reception for details of the responsible safety representative 015 789 2206 / or attend the monthly service providers meeting every 2nd Monday of the month (3rd Monday if 1st or 2nd Monday a public holiday) at 13:30 in the Foskor Plant Training Hall)

The SAFETY FILE must always be available for inspection by a Foskor official.

18.1 FOSKOR SAFETY FILE INDEX

Template SHE FILE INDEX:

ISO clause / Description of item	File divider
1. Integrated Management System. Clause 5.1 & 5.2	1
2. Policies Clause 5.2: OH&S Policies	2
3. COP 1: Foskor risk management Clause 6.1.2.1 & 6.1.2.2: Hazard identification, risk assessment and determining controls.	3
4. COP 88: Objectives, targets, and management programmes Clause 6.2: Objectives and programs	4
5. COP 2: Compliance obligations and appointments COP 5: Health and safety representatives, Clause 5.3: Legal and other requirements Clause 5.3 / 7.1: Resources, roles, responsibility, accountability, and authority Clause 6.1.3: compliance obligations/ legal and other requirements	5
6. COP 15: SHERQ Competency and awareness training Clause 7.2 / 7.3: Competence, training, and awareness	6
7. COP 17: Mobile, technical and process training Clause 7.2 / 7.3: Competence, training, and awareness	7
8. COP 6: SHERQ Committees	

COP 7: Communication
Clause 7.4: Communication, participation, and consultation 8

9. OCCUPATIONAL HYGIENE
COP 42: Lighting: natural and artificial.
COP 43: MCOP Occupational health programme on thermal stress
COP 44: Sanitation plant hygiene amenities
COP 45: MCOP occupational health program on personal Exposure to Air borne Pollutants
COP 64: Ergonomics
COP 86: MCOP for Occupation Health Program for noise
Clause 8.1.2 Eliminating hazards and reducing OH&S risks 9

10. COP 49: Waste management
COP 58: Hazardous chemical substances and control Hazchem and waste management
Clause 8.1.2 Eliminating hazards and reducing OH&S risks 10

11. COP 53: Lock out system and usage
Clause 8.1.1 General
Clause 8.1.2 Eliminating hazards and reducing OH&S risks 11

12. COP 55: Stair's walkways handrails and Ladders
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 12

13. COP 56: Lifting machinery and lifting Tackle
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 13

14. COP 57: Boilers and vessels under pressure work forms
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 14

15. COP 59: MCOP for the operation of TMM's
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 15

16. COP 60: Portable electrical equipment checks and registers
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 16

17. COP 61: Earth leakage Relays and checks
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 17

18. COP 62: General Electric installations and machinery in hazardous locations
Clause 8.1 Operational planning and control,

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 18

19. COP 63: Hand tools
    Clause 8.1 Operational planning and control,
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 19

20. COP 65: Personal Protective Equipment
    COP 67: MCOP Women in mining PPE
    Clause 8.1 Operational planning and control
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 20

21. COP 69: Maintenance of fire equipment.
    Clause 8.1 Emergency preparedness and response,
    Clause 8.1.2 Eliminating hazards and reducing OH&S 21

22. COP 72: Firefighting emergency drill and instructions
    COP 74 Emergency preparedness and response
    Clause 8.1 Operational planning and control,
    Clause 8.2 Emergency Preparedness and response 22

23. COP 93: MCOP for the safe use of conveyors installation for the transportation of minerals, material or personnel
    Clause 8.1 Operational planning and control,
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 23

24. COP 94: Hot work
    Clause 8.1 Operational planning and control,
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 24

25. COP 95: Confined space entry
    Clause 8.1 Operational planning and control,
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 25

26. COP 96: Working on Heights
    Clause 8.1 Operational planning and control
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 26

27. COP 97: Erection and use of scaffolding
    Clause 8.1 Operational planning and control,
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 27

28. COP 98: Water safety
    Clause 8.1 Operational planning and control,
    Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 28

29. COP 101: MCOP: The right to refuse dangerous work and withdraw from dangerous workplace.

Clause 8.1 Operational planning and control
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 29

30. COP 102: MCOP: Risk based emergency care on mine
Clause 8.1 Operational planning and control
Clause 8.2 Emergency preparedness and response 30

31. COP 103: Use of mobile devices on the mine premises
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.
Clause 8.1 Operational planning and control
Clause 8.2 Emergency preparedness and response 31

32. COP 22: SHEQ Inspection
Clause 8.1 Operational planning and control
Clause 8.2 Emergency preparedness and response 32

33. COP 23: Internal and external audit.
Clause 9.2 Internal audit
Clause 9.2.1 general and 9.2.2 internal audit programme. 33

Notes:

1. If a COP is not applicable to your section, please complete and attach the "Not Applicable" form in the space of the COP.
2. Always keep your file neat and clean
3. A Foskor representative may add or remove any other Foskor safety, health, quality and environmental policies and/or procedures deemed applicable.
4. If a COP is not applicable to this contract/project, please complete and attach the "Not applicable" form in the space of the COP.

18.2 TYPICAL CONTENTS OF SAFETY FILE:

i. Title and index cover page
ii. A copy of the PERMIT TO WORK.
iii. A copy of the MHSA Regulation 2.6.1 and -2.9.2 and SHE Rep appointment letters.
iv. A copy of Foskor COP 25, Service provider control.
v. Base line risk assessment of ALL and ANY POTENTIAL tasks that may be performed on site under this contract. See Foskor COP 26, Critical Task Descriptions for details.
vi. Copies of critical task descriptions and standard operating/maintenance procedures.

vii. Copies of the appointed service providers safety, health, environmental, HIV and AIDS, smoking and waste management policies.

viii. Training records of all on-site employees.

ix. Employee records of actual time worked (Normal and overtime).

x. Copy of on-site induction training.

xi. Records of inspections of TMM (Trackless Mobile Machinery) and trailers. See Foskor COP 59, Trackless Mobile Machinery for details.

xii. Records of issues and inspections of PPE (Personal Protective Equipment) and safety equipment. See Foskor COP 65, Personal Protection Equipment for details.

xiii. Records of issues and inspections of PEE (Portable Electrical Equipment). See Foskor COP 60, Portable electrical Equipment for details.

xiv. Records of issues and inspections of tools and equipment. See Foskor COP 63, hand tools for details

xv. Records of daily, weekly and monthly 2.6.1 / SHE Rep safety inspections. See Foskor COP 22, SHE Inspections for details.

xvi. Records of daily green-area and safety talks. See Foskor COP 7, Communication for details.

xvii. Any other documents, certificates or records as requested by a Foskor official deemed necessary to ensure that all safety, legislative and administrative requirements have been met.

Note:

The bidder / Service provider can obtain an updated CD/Disk with all Foskor COP's from Abigail Modika at the Projects Department on 015 789 2005 or abigailm@foskor.co.za**.**

18.3 REQUIREMENTS FOR VEHICLES AND VEHICLE OPERATOR

Before entering and operating a service vehicle (Own vehicle) on the Foskor site, the appointed service provider shall:

Ensure that his driver/s are in possession of a valid national driver's licence for the specific class of vehicle, has been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.

Contact the Foskor mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations

The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskor premises:

Obtain permission from the Foskor Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskor site. (Forms will be provided)

Obtain a certificate of fitness from the Foskor Light Vehicle maintenance workshop supervisor or appointed Foskor inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl. Fridays) at the Light Vehicle Maintenance workshop.

Submit the above permission and COF in at the main security office for issue of a vehicle access disk.

Ensure that his service vehicles / trailers have been inspected (Daily) in accordance with the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)

See Foskor COP 59, Trackless Mobile Machinery for details.

18.4 REQUIREMENTS FOR WORKMEN

Before entering and working on the Foskor site the appointed service provider shall ensure that his workmen are:

i. Briefed on the required task and have been informed of any abnormal conditions/situations.
ii. Physically, emotionally and mentally fit to perform their duty.
iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the duty of maintaining, servicing, inspecting and testing earthmoving- and mobile equipment.
iv. All workmen have participated in the completion of a standard Foskor site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.

18.5 REQUIREMENTS FOR ON-SITE SUPERVISION

As detailed above the following are required:

i. A Foskor work permit before commencement of site work.
ii. A full time 2.9.2 appointed supervisor will be on this site for the entire duration of site work or every shift. No legal appointee allowed to do tool work.
iii. A 2.6.1 appointed site manager for overall site management
iv. Appointed SHE Rep for the entire duration of site work – if site workers exceed 20 people.

18.6 COP 25 – CONTRACTORS LEGAL OBLIGATION AND MINIMUM REQUIREMENTS

Contractor must comply to the requirements below within 4 weeks from awarding the contract unless otherwise agreed with 3.1 a and SHE Manager within 10 days from the awarding of such contract

	Visitors	**Short Term Contractors** **(1-5 days)**	**Medium Term Contractors** **(1 days -1 month) – low risk**	**Long Term Contractors** **(>1 month) – low risk work**	**Medium or Term Contractors** **(1 days up to 12 month) – Risk work**
Definition	Consultations, Salespersons, Foskor arranged and organised visitor groups, Family of injured employees	Deliveries, Consultation, Specialist, Auditors for less than 5 days and do not exceed 4 visits per year	Contractors working on the Mine premises for period more than 6 day but less than 1 month.	Duration of work is longer than 1 month	Duration of work is irrelevant (only focus on Risk exposure)
Special conditions	May perform no work on site	May perform no physical work on site that will involve tools, equipment, or machinery.	No work that relates to life saving rules e.g. Construction, Conveyors, Lifting, Electrical, Lock-out, Working at Heights, Hot work. Specialist and consultants (experts) working in teams smaller than 5 for less than 1 month on site.	No construction work or work that relates to life saving rules e.g. Conveyors, Lifting or Rigging, Electrical maintenance, Lock-out, Hot work, confined spaces, use of TMM's, Working at heights	This include all work relating to relates to life saving rules (risk work) and therefore must comply to relevant training and Authorisations as required in the Foskor COP's before work can start and permits signed.
Supervision	The organiser is responsible for the group. The visitors must be accompanied by a Foskor Regulation 2.9.2, Regulation 2.6.1, or legally appointed person.	Direct supervision of Foskor appointed Regulation 2.9.2. and Regulation 2.6.1	Direct supervision of Foskor appointed Regulation 2.9.2. and Regulation 2.6.1 appointed manager may be provided if contractor is unable to supply.	Must provide dedicated Regulation 2.9.2. with proof of competency and direct supervisor. Regulation 2.6.1 appointed manager may be provided if contractor is unable to supply.	Must provide dedicated Regulation 2.6.1. and Regulation 2.9.2. appointees with proof of competency. The Regulation 2.9.2 appointee must have technical competency and experience in line with scope and trained in the in all aspects as defined in Baseline risk.
Medical Surveillance	Only completed a declaration of fitness and health matters relevant to visit	Shortened medical surveillance Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic
Permit required	Day Permit is obtained at Security (Valid for 1 day)	Short term ID card at Security Return permit to Security when completed. (Permit each day)	Short term ID card at Security Permit to work at Foskor is required unless Specialists or Product experts. Return Permit to Security when work is complete	Permit to work at Foskor Permanent ID at security Return Permit to Security when work is complete	Permit to work at Foskor Permanent ID at security Return Permit to Security when work is complete
Induction	SHERQ Induction pamphlet only	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet
Minimum training	None	None	First Aid Training HIRA Understanding Basic Health and Safety Principles	First Aid Training HIRA Understanding Basic Health and Safety Principles PLUS, all training as defined in Baseline risk assessment and Scope (COP 1)	First Aid Training HIRA Understanding Basic Health & Safety PLUS, all training as defined in Baseline risk assessment and Scope (COP 1). When construction or maintenance work is done – minimum 1 artisan per team.
Letter of Good standing	Not required	Not required	May be required (dependant on scope) and correct nature of business must reflect on the Letter of Good standing	Required and correct nature of business must reflect on the Letter of Good standing	Required and correct nature of business must reflect on the Letter of Good standing

18.7 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

- *Risk Assessments and clearance certificates*
- *Lifting operations*
- *Working at heights*
- *Confined space entry*
- *Positive energy Isolation and lockout*
- *Moving Machinery*
- *Personal protective equipment*

Risk assessment is applicable to all jobs and training apply to all that will do physical work!

18.8 ADDITIONAL SAFETY REQUIREMENTS

- None

19 PARAMETERS

19.1 DESIGN PARAMETERS

All plant and equipment will be designed to:

- Operate satisfactorily under atmospheric, ambient, and other conditions present at the site location
- Ensure interchangeability of units and/or sub-parts throughout the plant to reduce spares holding requirements – take old plant equipment into account
- Ensure reliability and maintainability. Minimum availability of 98% is required
- Operate without undue vibration, stresses (temperature and built-in) and excessive noise
- Comply with legal requirements in terms of the water license and DWA

19.2 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

The Latest edition of the South African National Standards in effects at the date of projects design shall establish the minimum requirements for design, materials, and construction. This should be referenced with the Foskor General Engineering specifications and requirements of the Foskor SHERQ system (COP's)

No work shall be contemplated which is in breach of any legislation in South Africa – Typically:

- Water license (04/B72K/ACGIJ/962)
- Occupational Health and Safety Act
- South African Mine Health and Safety Acts and regulations (Act 29 of 1996)

- Explosive Acts and Regulations - South Africa
- DWA and the National Water Act.
- Foskor COP's
- Foskor Engineering Specifications
- The latest revisions of the SANS standardized specifications and Foskor Specifications as applicable at the time of quotation shall apply to this contract.

Note! The equipment to be capable of continuous operation 24 hrs/day, 365 days/year with operating availability equal to 100%.

19.3 SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

19.4 AMBIENT CONDITIONS

- Ambient temperature

Summer	35 °C Avg.	50 °C Max
Winter	17 °C Avg.	2 °C Min

- Site Altitude: 380 m
- Prevailing wind direction: Generally South Easterly - Maximum design velocity 40 m/s (144 km/h)
- Very dusty conditions
- Average annual rainfall = 540 mm

19.5 FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED BEFORE FINALIZATION OF ANY DESIGN OR SPECIFICATION)

Name	Modified	Modified By
Engineering Specification Index	15 April, 2016	Khayelihle Pepu
GS001 - General Design Information - Rev 1	15 April, 2016	Khayelihle Pepu
GS002 - Engineering Drawings - Rev 0	15 April, 2016	Khayelihle Pepu
GS003 - Quality Control Procedures - Rev 0	15 April, 2016	Khayelihle Pepu
GS005 - Concrete and Formwork - Rev 0	15 April, 2016	Khayelihle Pepu
GS007 - Plate work - Rev 0	15 April, 2016	Khayelihle Pepu
GS008 - Welding procedures - Rev 0	15 April, 2016	Khayelihle Pepu
GS009 - Structural fabrication and erection - Rev 0	15 April, 2016	Khayelihle Pepu
GS011- Piping - Rev 0	15 April, 2016	Khayelihle Pepu
GS012 - Pressure vessels - Rev 0	15 April, 2016	Khayelihle Pepu
GS013M - Painting and Protective Coatings	15 April, 2016	Khayelihle Pepu
GS014 - Rubberlining - Rev 0	15 April, 2016	Khayelihle Pepu
GS015 - Fencing - Rev 0	15 April, 2016	Khayelihle Pepu
GS016 - Roofing and side cladding - Rev 0	15 April, 2016	Khayelihle Pepu
GS017 - Fuel - Rev 0	15 April, 2016	Khayelihle Pepu
GS018 - Lubrication - Rev 0	15 April, 2016	Khayelihle Pepu
GS019 - Liquid containemt bund walls - Rev 0	15 April, 2016	Khayelihle Pepu
GS020 - General purpose valves - Rev 0	15 April, 2016	Khayelihle Pepu
GS021 - Gearboxes - Rev 0	15 April, 2016	Khayelihle Pepu
GS022 - Chainblocks and lever hoists - Rev 0	15 April, 2016	Khayelihle Pepu
GSI-004 - Field Instrumentation Standards	15 April, 2016	Khayelihle Pepu

Service provider /Contractor /Supplier - Please ensure that you have the latest copy of the specifications before any activity is committed.

19.6 SPECIFICATION

ELECTRICAL SPECIFICATIONS		
NUMBER	**REVISION**	**TITLE**
EE-1	Latest Revision	Motor Control Centre & Switchgear
EE-2	Latest Revision	Squirrel Cage Induction & Wound Rotor Motors
EE-11	Latest Revision	Power Factor Correction Equipment
GE-1	Latest Revision	Design Criteria for Electrical Installations
GA-1	Latest Revision	Procedures for Enquiries & Tenders
GD-1	Latest Revision	General Requirements for Design, Project Management & Tenders
GD-2	Latest Revision	Engineering Change Order (E.C.O) Procedure
GM-1	Latest Revision	Mechanical Equipment
GM-5	Latest Revision	Pipe Standards
GM-6	Latest Revision	Engineering Drawing & Document Requirements
GM-8	Latest Revision	Surface Protection
GM-3	Latest Revision	Painting & Surface Protection of Steel
GS-1	Latest Revision	Structural Steel work & Plate work Fabrication & Erection
GQ-1	Latest Revision	Quality Control
GI-1	Latest Revision	General specifications & Procedures
GI-2	Latest Revision	Installation & Commissioning
GI-3	Latest Revision	General Equipment Specification
GI-4	Latest Revision	Field Instrumentation Specification

19.7 ADDITIONAL SPECIFICATIONS IF REQUIRED

- None

20 PROJECT MANAGEMENT - CONTRACTOR

a) Nominate a single window of communication to Foskor – Typically the appointed contractor 2.6.1
b) Attend meetings as agreed during the project kick-off meeting
c) Submit Progress reports (Format & interval) as defined in the Kick-off Meeting (Invoicing, Labour, Performance against the plan, Contractor purchases, Quality Management, Safety, Etc.
d) Manage and participate in the "Daily Journal" as part of executing the project
e) All meetings will be held at FOSKOR offices unless otherwise stated
f) The contractor to provide updated project management plans on progress as defined by the Foskor Project Engineer.
g) If the project is executed based on a shutdown approach the contractor will produce a formal Works Breakdown Structure of the works.
h) If the contractor cannot produce a proper WBS then the contractor will be required to subcontract this function to produce the WBS and manage the WBS for the duration of the project. This cost must be included in the contractor's price
i) WBS - **WBS** is a hierarchical and incremental decomposition of the project into phases, deliverables, and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective, for example, a program, project, and contract.
j) This includes arrangements, tools, equipment, labour, Tasks, Purchase, Quality, Communication, etc
k) Project progress updates - If the contractor cannot produce proper updates on a WBS then the contractor will be required to subcontract this function to produce the WBS updates for the duration of the project. This cost must be included in the contractor's price

The Service provider is responsible for managing the project and this is graphically displayed below indicating where what functions lies. Graphical presentation only covers some basic aspects.

20.1 ADDITIONAL PROJECT MANAGEMENT REQUIREMENTS:

20.1.1 PROGRESS REPORT

Projects - A Progress report needs to be submitted weekly to the respective project engineer or project leader. This will form the basis for Invoice certificates and Invoice approvals in conjunction with the relevant Bill of Quantities. No invoice shall be approved without the BOQ

- PROGRESS REPORT INDEX

1. SHREQ
   - Safety issues, Environmental, etc
2. Compliment
   - Trades, Qty, Hours, etc
3. Progress

- planned versus actual
- Activities completed or milestones

4. Activities
   - Task completed, milestones
   - Technical issues
   - Quality
5. Drawings
   - Drawing issued
   - Drawing issues
6. General
7. Photos of site and progress

20.1.2 **PROJECT MEETINGS**

a. This is a Project that impacts production. Proper communication and plant take down procedure to be managed by contractor and reported daily to the production meeting.
b. Furthermore, the Contractor will be required to attend weekly progress meetings at the Site. The contractor shall minute these meetings and distribute minutes to attendees for acceptance.

21 LIAISON AND CO-OPERATION WITH OTHERS

- The CONTRACTOR/ SERVICE PROVIDER shall be required to co-operate and liaise with Foskor appointed project manager
- The CONTRACTOR/ SERVICE PROVIDER must note that construction is within an operational plant.
- The CONTRACTOR/ SERVICE PROVIDER may appoint a Foskor approved sub-contractor
- The CONTRACTOR/ SERVICE PROVIDER shall be required to work in conjunction with the Foskor appointed structural-, electrical-, equipment- and instrumentation installation contractor – if applicable.

21.1 ADDITIONAL REQUIREMENTS

- None

22 GENERAL CONDITIONS – COMMERCIAL

22.1 EXTENSIONS, PENALTIES AND RETENTIONS

a) Extension on the promised completion or Milestone date may be requested but needs to be approved by Foskor. The contractor should be in possession of a formal document issued via Foskor Procurement indicating that this request was approved
b) Any additional works not defined in the order needs to be approved by Foskor in writing before any work commences.

Description	Condition	Duration
Penalties	2% per week	Late Delivery after promised completion date
Performance Bond	0% of Contract Value	0 Year after completion
Retention	5 % of Contract value	Release after 3 months
Type of Contract	Foskor General condition of contract	
Tender price validity	3 months	
Escalation	None	None

All delays must be immediately brought under the attention of the section engineer and the responsible party agreed upon immediately.

22.2 AFTER SALES SERVICE OR REQUIREMENTS

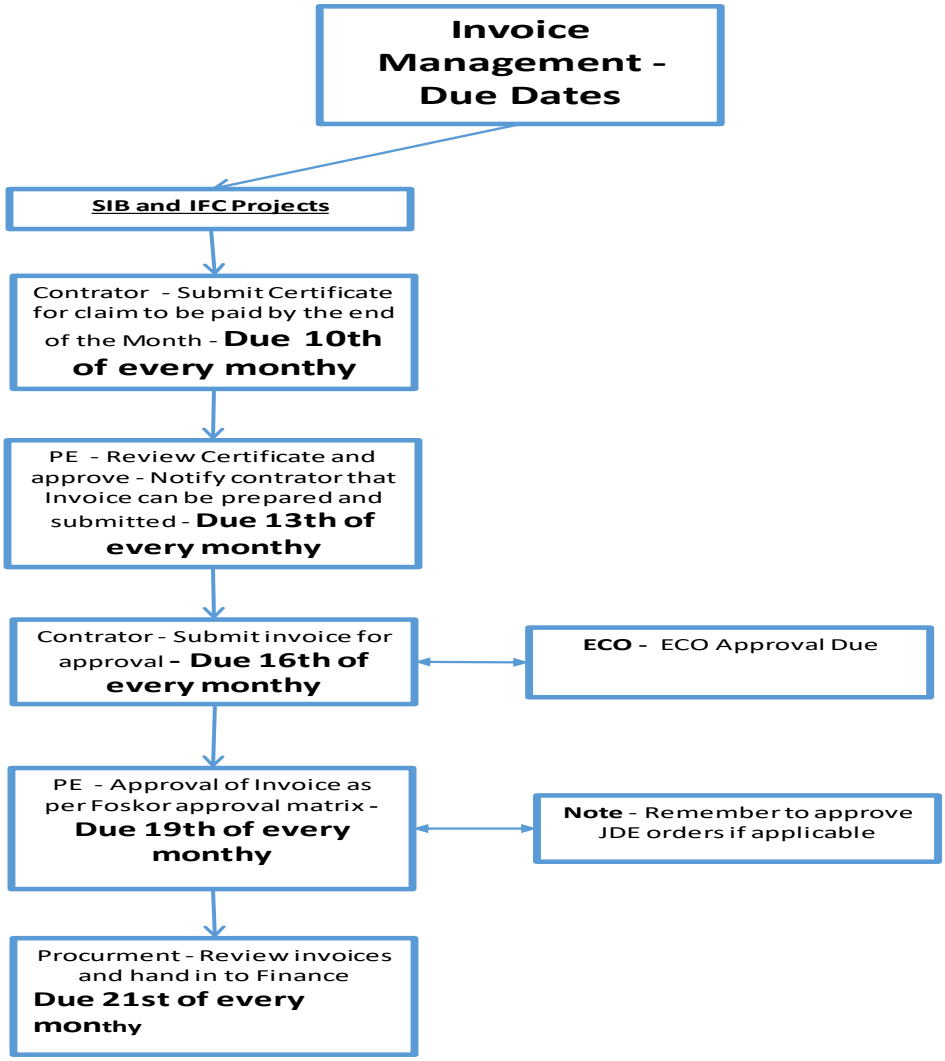
22.2.1 **After sales service requirements are listed below:**

a) Full description of guarantee and guarantee period to be attached to the official tender.

a) Full description of planned support during and after the guarantee period to be attached to the official tender.

22.3 INVOICE DUE DATES

The due dates for certificate and invoices are outlined in the graphical presentation.



23 TENDER EVALUATION CRITERIA

- As part of the process to assist with the evaluation of the bidder's proposal/quotation and to make an informed decision in the awarding of this tender, the following information is required.
- The following tender evaluation criteria will be used for adjudicating the Contractor-submitted tender.
- Please provide the required documentation as requested in the "Proof/documents to be submitted" column. Please be specific when submitting documents by ensuring that they answer the item specified.
- Please use the annexure number as indicated to identify the proof submitted.
- Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.
- Bid submission not meeting the mandatory requirement will result in the bid being disqualified. Evaluation based on this tender is set in three (3) phases.
- Candidates must be successful in all three phases of the evaluation criteria to be considered. Phases are as defined below:

Phase	Criteria Descriptions	Required score	Qualifying Outcome
1	Pre-Qualification Criteria	100%	Proceed to phase 2
2	Technical Evaluation Criteria	70%	Proceed to phase 3
3	Site Evaluation Criteria (applicable where bidder has never worked at Foskor)	70%	Consideration for the award

24 EVALUATION CRITERIA (TECHNICAL)

Technical Evaluation Criteria STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION OF MAIN SUBSTATION 1 (MAIN-SUB 1)				
No	**Technical Criteria Description**	**% Contribution**	**Proof / documents to be submitted**	Notes
1	**Experience & Team competence - *Section Weight not to be less than 25%***			
a)	Company – Previous experience in design, engineering, and quality control services for refurbishing concrete and buildings in a mineral processing plant of similar size. **Scoring:** **2 – 3 Years 10%** **4 – 5 Years 15%** **6 – 7 Years 20%** **8 + years or more 25%**	**25%**	Give a reference list of similar refurbishment projects during the last 5 years, with values and contract/order numbers for verification. Advantageous to add the Client's letter indicating the successful completion of the previous project	***Annexure A***
b)	Company – previous experience in executing EPCM and quality management projects with contract values over R4m over the last 5 years (Value per single contract will be considered for scoring) **Scoring:** **Exceeding R1, 000, 000.00 5%** **Exceeding R2, 000, 000.00 10%** **Exceeding R3, 000, 000.00 15%** **Exceeding R4, 000, 000.00 20%**	**20%**	Give a reference list of projects supplied and/or installed, with dates, project values, and contact numbers of clients for verification.	***Annexure B***
c)	Team – Capability to provide professional engineers (Mechanical, civil, structural, electrical), draughtsperson, surveyors, Project Manager, 3-D Laser scanning team. A Project team organogram with names, positions/designations, discipline/trade. **Scoring:** **No Submission 0%** **Submit one Engineer and one Draftsman, 10%** **Submission of full team without organogram 20%** **Full team Compliment 25%** **(More than one engineer, Draftsman, Surveyor, Project manager, 3D Laser)**	**25%**	Provide CVs indicating the required experience for the project's scope and copies of tertiary qualifications and ECSA registration. Submit organogram with names, position, professional registrations, qualifications, and skills.	***Annexure C***
2	**Company Capacity – *Weight not to be less than 25%***			
a)	Company's ability and understanding to execute EPCM and quality control services according to the scope through a WBS and/or project schedule. **Scoring:** **Does Not Comply 0%** **Submitted without design approach 5%** **Submitted with design approach 10%**	**15 %**	Submit a WBS proposal with design approach methodology for this project.	***Annexure D***

Technical Evaluation Criteria				
STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION OF MAIN SUBSTATION 1 (MAIN-SUB 1)				
b)	Previous Project Quality control plan **Scoring:** **No Quality Plan (QMS/QCP) 0%** **Quality control plan not signed 5%** **Implemented Quality Plan signed by Client 10%**	**15 %**	Provide documentation of having executed quality management system on at least one (1) previous project of similar scope	***Annexure E***
	Total Technical Score	**100 %**		
	Note: In order for the bid to be considered the bidder needs to score 70% and above, and comply to all mandatory requirements			

25 SITE EVALUATION SCORE

Site Visit Evaluation Criteria				
STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION OF MAIN SUBSTATION 1 (MAIN-SUB 1)				
No	**Technical Criteria Description**	**% Contribution**	**Proof / documents to be submitted**	**Notes**
1	**Experience & Team competence - *Section Weight not to be less than 25%***			
a)	Off-Site: Office capacity (functional office site that is fully resourced. **Scoring:** **No physical office site 0%** **Office site without drawing office 10%** **Functional office space with full resources 25%**	**40%**	Access to visit office site upon request	***Annexure A***
b)	Project Resources: Office capacity (functional office site that is fully resourced. **Scoring:** **Project Manager only 0%** **Project manager, Civil Eng, Draftsman 10%** **Project manager, Civil Eng, Mech. Eng. Draftsman, 3D-Laser Scanning 25%**	**30%**	Access to visit office site upon request	***Annexure B***
c)	Quality compliance: Companies' adherence to ISO 9001:2015 **Scoring:** **No quality compliance 0%** **Quality Compliance without accreditation 10%** **Quality Compliance with accreditation 25%**	**30%**	Access to visit office site upon request	***Annexure C***

26 COMMERCIAL EVALUATION REQUIREMENTS:

26.1 FINANCE

As directed by Procurement Department – Linked to Approved Supplier database

a. Undertaking to provide Bank Guarantee, to the value of 10 % of the Project value - Supply Relevant Financial proof documentation

b. Suppliers Account – In good standing - Supply relevant major supplier account information

Note! Additional requirements to be defined by procurement

27 PRICING SCHEDULE

Description: STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION OF MAIN SUBSTATION 1 (MAIN-SUB 1)

All items of expense to be Included in Pricing Schedule, including but not limited to:

a. All labour and supervision, including transport, accommodation, meals, etc.
b. All expertise, skill and technical support, Supervision, Administration, Safety, etc.
c. Cost for any subservice providers/service providers used.
d. Design, supply fabricate and installation of required Scope items.
e. Cost and supply of all tools and machinery required to successfully install and commission the OHC.
f. Wastage/Cut Off to be included in the rates, Sum prices
g. All consumables required to Execute the work as per the Scope, Pricing Schedule (Bolts, nuts, Welding Rods, Gas Cutting, etc)
h. All Lighting and electrical extensions requirements to execute the work
i. Supply and manage all Mobile Cranes required to execute the tasks
j. Basic Cleaning of Spillages to execute the work
k. All Supervision, Transport, Site Security, etc
l. All Safety Related items required to execute the task (Work Permit, PPE, Training, Medicals, etc)

27.1 MEASUREMENT AND PAYMENT CLAUSES:

Measurement and payment clauses of the Standardised Specifications, as well as the Particular Specifications, shall be deemed to form part of and included in the pricing instructions.

27.2 UNITS OF MEASUREMENT

The units of measurement described in the Bill of Quantities are metric units. Abbreviations used in the Bill of Quantities are as follows:

m	=	metre		m^2	=	square metre
m^3	=	Cubic metre		kg	=	Kilogram
No.	=	number		sum	=	lump sum

27.3 SCHEDULE OF QUANTITIES

Item	Description	UOM	Est. Qty	Unit Price	Sub Total
A	**DESIGN (PRELIMINARY & GENERAL)**				

A.1	Safety – Work Permit, PPE, Safety File, Medicals, Induction, etc.	Sum	**1**		
A.2	Management. Supervision, Transport, etc	Sum	**1**		
A.3	Site Establishment – Supply own furnished site office. Foskor will provide one electrical take-off point. Distribution of electrical power with a certificate of compliance, if of the Contractor's account. Foskor will provide ablution facilities and access to drinking water.	Sum	**1**		
A.4	Administration (Percentage of invoice)	%			
A.5	Transport and Accommodation of all employees of the contractor is for the contractor's account	Sum	**1**		
	Subtotal:				
B	***ASSESSMENT AND VIABILITY***				
B.1	Visual Site survey report (Urgency and Seriousness – SIMMS)	Sum	**1**		
B.2	Structural survey report (basic and critical dimensions)	Sum	**1**		
B.3	All testing and surveys required, including but not limited to - Laser (3-D Model)	Sum	**1**		
B.4	Design option analysis and recommendation to Foskor	Sum	**1**		
	Subtotal:				
C	***DESIGN DEVELOPMENT***				
C.1	Detailed Design Report	Sum	**1**		
C.2	Detailed drawings for construction	Sum	**1**		
C.3	Detailed Tender Specifications (scope of work) including Bills of Quantities, drawings and recommended contractors list meeting PFMA and technical requirements	Sum	**1**		
	Subtotal:				

D	***DOCUMENT AND PROCUREMENT***				
D.1	Class 3 Accurate cost and time estimates for execution of proposed method	Sum	**1**		
D.2	Final Design Report Submission	Sum	**1**		
D.3	Technical Evaluation and Recommendation of the bids received by Foskor	Sum	**1**		
D.4	Tender Briefing Meeting on Site with Contractors	Sum	**1**		
	Subtotal:				
E	**CONSTRUCTION (PRELIMINARY & GENERAL)**				
E.1	Safety – Work Permit, PPE, Safety File, Medicals, Induction, etc.	Sum	**1**		
E.2	Management. Supervision, Transport, etc	Sum	**1**		
E.3	Site Establishment – Supply own furnished site office. Foskor will provide one electrical take-off point. Distribution of electrical power with a certificate of compliance, if of the Contractor's account. Foskor will provide ablution facilities and access to drinking water.	Sum	**1**		
E.4	Administration (Percentage of invoice)	%			
E.5	Transport and Accommodation of all employees of the contractor is for the contractor's account	Sum	**1**		
	Subtotal:				
F	***CONSTRUCTION (SITE MANAGEMENT)***				
F.1	Request, Review and Approval of Construction Contractors' quality assurance plans (including site inspections during construction)	Sum	**1**		
F.2	Quality Control Inspections based on the approved quality assurance plan	Sum	**1**		
F.3	Submit Quality Management Files for all construction work	Sum	**1**		

F.4	Certificate of Compliance stating that all construction work is done as per design and specifications and relevant standards	Sum	**1**		
	Subtotal:				
G	**CLOSE OUT**				
	Final report submission (Hard copy and electronic) -As built Drawings -Quality Control File	Sum	**1**		
	***List Exclusions, if any**				
Total Project Value (Excl. Vat)				**R**	
	Note: The onus lies with the supplier to ensure correct dimensions and all other considerations have been taken into account.				

All price alterations must be signed for by the bidder confirming that such changes were made by the Bidder. **PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE BID SUBMITTED.**

NOTE: The onus lies with the tenderer to make sure that all formulas and calculations are correct. Calculation errors discovered during the evaluation process will be logged as a non-conformance and the tender/quotation will therefore be disregarded

28 ACCEPTANCE

The conditions and requirements as stated in this "Scope of Work" are accepted with the following **exceptions/exclusions**: -

_____

_____

_____

_____

The conditions and requirements as stated in this "Scope of Work" are accepted with the following **inclusions**: -

_____

_____

_____

29 SUB-CONTRACTOR (PLEASE PROVIDE LIST AND FUNCTION)

_____

_____

_____

_____

Failure to complete this form will lead to disqualification – Please do not leave blanks!

BBBEE Level		Black Ownership	%	Black Woman Ownership	%
Tender Validity	Days	Manufacturing Period	Days	Installation Period	Days
Guarantee	Months	Commencement after receipt of official purchase order			Days
Payment terms					

Price Basis for the duration of the contract/till supply of goods (Please tick):

Fixed		Duration of fixed price	12 Months		24 Months	
Variable		Price Base Date				

If variable provides price variation factors, percentages, and formula in the cover letter. (Please specify indices to be used)

Price variation factors & percentages (e.g., material, labour, fuel, overheads, admin etc)

Factor	%	Factor	%	Factor	%	Factor	%	Factor	%

Where prices include a foreign currency rate please provide:

% of price, subject R O E	%	ROE	= ZAR
ROE Base Date			

Note: If the above fields are not completed, it is confirmed that the quoted price/s are valid for the entire contract period mentioned and no escalation in the price is allowed under any circumstances.

I,_____, in my capacity as _____ for and on behalf of _____, hereby acknowledge that I have read and understand the Instruction to Tender and the Scope of Work as detailed in this document and accept all the Terms and Conditions of Tender **.**

Signed at _____ on this the _____ day of _____ 2025

Signature: _____

Witnesses:

1. _____ Name:_____

2. _____ Name: _____

For and on behalf of Foskor (Pry) Limited

Name: _____ Signature: _____

Designation: _____ Date: _____

Note: It is imperative to complete this schedule in full where applicable, marked "N/A" where not applicable and signed off in full, **unsigned bids will not be accepted**. All the supporting documentation requested with the tender document, scope of work and evaluation criteria need to be submitted with the tender. Tenders received without supporting documentation requested for the tender evaluation **will not be considered**.

30 DOCUMENTED INFORMATION

DESCRIPTION	RESP.	LOCATION	FILE NAME / INDEX	RETENTION TIME (MINIMUM)
Scope of Works	Procurement	Procurement	Procurement	As per Procurement Policies and procedures

31 REFERENCES

Code of Practice Foskor Risk Assessment (COP 01).

Quality Management Systems – Requirements (ISO 9001:2015).

Environmental Management Systems – Requirements with guidance for use (ISO 14001:2015).

Occupational Health and Safety Systems – (ISO 45001)

32 ANNEXURES:

Image: Current front view of Main Sub-1.

Image: Current back view of Main Sub-1.

Image: Current back view of Main Sub-1.