

SCOPE OF WORK

Tender No.:

Description: Installation, Service, maintenance & Repair on Air-conditioning Equipment, Ice Machines & Water coolers.

1 INVITATION TO TENDER

This document describes the scope of work for installation, service, maintenance, and repair of more than 1014 of air conditioners, 21 of Ice maker machines and 10 of water coolers at Foskor Phalaborwa for the period of 3 years.

2 PRE-QUALIFICATION

No	Requirements	Comments
1	Gas(Aircon refrigerant) handling license	Submit SARACCA certificate

*South African Refrigeration & Air Conditioning Contractors Association (SARACCA)

2.1 CONDITIONS FOR PENALTIES AND POSSIBLE TERMINATION OF CONTRACT

Deliverable conditions	Targets	Consequences
All six team available with all required resources.	6 teams with afterhours covering team.	Noncompliance will lead to 2% of the monthly invoice amount, per week penalty. Continued failure beyond 1 month may lead to cancellation at Foskor's convenience.
All spares are available at vendor's premises as per the scope.	All spares are available.	Noncompliance will lead to 2.5% per week of the ordered spares value for a maximum of four weeks.

		Continued failure to comply may lead to cancellation or an alternative service provider being approach at Foskor's convenience.
Completion of all the job cards(monthly job cards).	75% completion.	Non-compliance will lead to 2.5% monthly penalty based on the month's invoiced value.
Attending the Foskor monthly meeting by the 2.6.1 and 2.9.2 of the vendor.	All meetings to be attended.	This will be regarded as a non-compliance. Being absent from the monthly meeting will be classified as a safety non-compliance. Missing two monthly meetings may lead to suspension of contract and possible termination.

3 DEFINITIONS AND ABBREVIATIONS

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	–	Mandator Code of Practice	WBS	–	Work-breakdown structure

3.1 SCOPE BACKGROUND

Foskor Phalaborwa has more than 1014 of Air conditioners, 21 of ice machines and 10 of water coolers which needs regular servicing, maintenance, and repair for their reliable operation. Installation and servicing of new air conditioners are also part of this scope as it may be required whenever one unit fails completely or when a new place is identified for installation of a new unit. Foskor Phalaborwa would like to get the above scope to be completed by any vendor who can perform the above job scope in the best possible way.

3.2 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 also transported to the Richards Bay plant on the coast of Kwa-Zulu Natal to produce phosphoric acid, sulphuric acid and granular fertilisers MAP and DAP from phosphoric

acid and is the leading supplier of fertilisers 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.

4 SCOPE OF WORK

Installation, servicing, maintenance and repair of Air conditioners, ice make machines and water coolers at Foskor Phalaborwa.

SERVICING OF WINDOW WALL AND SPLIT UNITS

Following process should be followed for **servicing of Aircon units**:

A) WINDOW WALL

- Remove unit from sleeve
- Clean both coils with aluminium cleaner
- Wash off coils with tap water
- Wash out rest of unit
- Dry the unit off
- Clean filters with water
- Check wiring for hot connections and repair if necessary
- Check compressor
- Check thermostat
- Check gas and refill gas if required.
- Run unit for 15 mins for testing working conditions
- Place company sticker on unit and write date of service and sign

B) SPLIT UNIT

- Isolate unit from power source
- Indoor unit: -
 - Remove filters and wash
 - Remove outer casing
 - Clean evaporator with aluminum cleaner
 - Wash off evaporator
 - Clean fan blade
 - Check wiring and repair if required
 - Clean drip tray and blow clean drainpipe
 - Replace casing and filters

- Outdoor unit: -
 - Remove casing
 - Blow dust out of unit
 - Clean condenser with aluminum cleaner
 - Wash off condenser
 - Clean fan blades
 - Check wiring and repair if required
 - Check that drainpipe has blown clean from inside
 - Switch back power
 - Start up unit
 - Check gas pressure to align with the equipment OEM recommendation and refill if required.
 - Test control unit for working correctly
 - Replace outdoor unit covers

Place sticker of company on unit sign and write date of service.

5. DETAILS OF WORK

Job control process, Maintenance schedule, spare planning, replacement of units, installation of new units and payment process related to Aircon servicing, maintenance, repair, and installation process are required to be followed as per the below process:

5.1 JOB CONTROL

- 1 Foskop's TSS electrical department will distribute a job card to the contractor
- 2 The job card will reflect all the relevant information of the unit to be repaired or serviced
- 3 The services foreman or plant personnel will give authority to the contractor's personnel to enter the applicable area on the job card
- 4 A HIRA will be correctly filled in for each job to be done. Contractor to ensure to have relevant permits for specific jobs like hot work permit based on HIRA.
- 5 After completion of the job, exact details of repair work done must be captured on the job card
- 6 Foskop personnel will sign off the job card for the work done as to indicate their satisfaction and that the unit is working correctly

5.2 MAINTENANCE SCHEDULES

There will be a rolling progress look-ahead schedule will be updated weekly for service of Moshate house, Extension 8 substations, control room, PLC rooms, and all server rooms. It is important that the contractor provides a dedicated team for service these units.

Area	Frequency of service	Type of Units	No. of Units**
Moshate house	6 Monthly	Split units	48
		Industrial units	20
		Under ceiling unit	2
Extension8 Substations	3 Monthly Extension 8 and Dryer section (Dusty Aria)	Industrial units	0
		Split units	23
		Wall mounted units(window)	10
Server Rooms	3 Monthly Extension 8 and Dryer section (Dusty Aria) All other Control Rooms 6 Monthly	Industrial units	3
		Split units	20
		Wall mounted units(window)	10
PLC Rooms	3 Monthly Extension 8 and Dryer section (Dusty Aria)	Split units	20

	All other Control Rooms 6 Monthly		
		Wall mounted units(window)	30
Substations	6 Monthly	Industrial Units	32
		Split Units	190
		Wall mounted Units(window)	50
Control Rooms	3 Monthly Extension 8 and Dryer section (Dusty Aria) All other Control Rooms 6 Monthly	Industrial Units	0
		Split Units	50
		Wall mounted Units(window)	40
Offices	Yearly	Industrial Units	140
		Split Units	250
		Wall mounted Units(window)	40
Server Room / ICT offices	6 Monthly	Industrial Units	6
		Split Units	20
		Wall mounted Units(window)	10

** Tentative numbers. Figures will get revised with the additional units installed/upgraded.

5.3 SPARES

- 1 All spares that are used for repairs will be of the air conditioners manufacturer (Samsung, Alliance and Dunham Bush). For obsolete spares aircons, available alternative spare parts can be used.
- 2 Any spare parts that are not available within 7 days for the repair work to be carried out; an alternative can be used only after the authorization of the Services Electrical supervisor
- 3 It will be required from the contractor to keep spares in his store for critical air conditioners that are identified once the contract is in place. The spares must be available as per the list of spares in the pricing schedule.

Foskor can audit the vendor's premises to check whether all the spares mentioned above are available. If it is not available, then Foskor can put penalty on the vendor.

5.4 REPLACEMENTS OF AIRCON, WATER COOLERS & ICE MACHINES

- 1 Units that need to be replaced will be motivated by the contractor and inspected for authorization by Foskor's electrical services supervisor.
- 2 Replacements will be purchased by Foskor buying department according to policy and procedure
3. Contractor will be supplying the correct size of the equipment and Foskor's electrical supervisor will purchase the unit.

5.5 NEW INSTALLATIONS

The contractor is required to propose the aircon capacity for the area with proper aircon sizing calculation wherever the new new aircon installation is required.

The equipment (Aircons/ Water coolers/ Ice machines) will be purchased by TSS electrical department and issued to the contractor as a free supplied unit for installation at designated place. The contractor/ Installer will be responsible for the warranty and repairs for a period of twelve (12) months after installation of the unit.

5.6 PAYMENT

- 1 All invoices handed in at Services Electrical for payment must be accompanied with the original job request that has been signed off by the relevant section. A copy of the original work orders to be handed in by the planner.

- 2 Without the signature no payment will be made

6. REQUIREMENTS

Following are the requirement from the vendor related to the air conditioners maintenance/repair/service/ installation work:

- a. The contractor to ensure speedy and cost-effective repairs on all work done.
- b. The contractor is responsible for own transport on the mine.
- c. Any Damages, accidental or malicious of nature must be reported to the Foskor supervisor.
- d. Only qualified technicians will be used for the maintenance and servicing (Qualifications to be included with tender. Technicians should be with trade test and plus 3 years post qualification experience.) Qualified technician will only be allowed to enter substation if he/she possess the ORHVS training certificate, ORHVS is a 7-day course, for further details contact TSS electrical supervisor. It is required that each technician possess ORHVS certificate to access the substations.
- e. Contractors must be registered with SAQCC for gas handling (Valid SARACCA license to be included with tender).
- f. The contractor shall have at least six teams who can work at six different locations at the same time. Each team shall have at least one technician with trade test qualification plus 3 years post experience, one unskilled/semiskilled labor, tools and bakkie.
- g. The contractor will be responsible to maintain and adhere to Foskor's safety standards at this site.
- h. Contractor's Working hours: Monday – Thursday - 06H15 – 15H30
Friday - 06H15 – 12H30
- i. It will be necessary for the contractor to have a team to do standby after hours and during weekends for attending to call outs and breakdowns.
- j. A weekly meeting will be held on a Monday before 10.00 with the Services Electrical foreman/ Planner to discuss the work in progress.
- k. Response time: Breakdown (Priority 1) - Immediately
Emergency (Priority 1) - Within 24 hours
Urgent (Priority 2) - withing 1 day – 1 week
Normal (Priority 3) -Within 1 Week – 1 Month
- l. The following will be available for the contractor at the Services Electrical workshop: -

Fresh water supply

Wastewater drainage

Compressed or plant air supply

220v and 380v Power supply

- m. The Contractor shall have the agreement with the Aircon supplier to do the installation, servicing, maintenance and repair during the warranty period so that the warranty from the manufacturer must be valid. Contractor must be an Authorized service provider for Samsung/ Alliance/ Dunham bush.
- n. Contractor's technicians should have ACRA (Air conditioning and refrigeration academy) training certificates.
- o. Contractor must attend the Foskop green area meeting, or they should have their own green area meeting whose records should be submitted to Foskop on daily basis.
- p. Contractor must have their own 2.6.1 with Foskop LACA and with an updated safety file.

6.1 REFERENCES

The following documents are referenced in the text. Users of this document must ensure that the most recent editions of the following documents referenced in the text are used.

Regulations

In Particular the Works shall comply with the following regulations.

Mines Health & Safety Act (Act 29 of 1996, as amended)

Minerals Act (Act 50 of 1991, as amended)

Specifications and Standards

Abbreviations

BS	British Standard
IEC	International Electrotechnical Commission
NRS	National Rationalised user specification
SABS	South African Bureau of Standards

Foskop Electrical COPs.

Foskop's Engineering Specifications: EE-1, GE-1, and EC-1

High-voltage switchgear and SANS 62271

controlgear

Low-voltage switchgear and controlgear SANS 60947

Low-voltage switchgear and controlgear SANS 62626-1

enclosed equipment

Coating by powder coating SANS 1274

Process

National colour standards SANS 1091

for paints

Moulded case circuit breakers SANS 156

Insulated bushings SANS 60137

AC metal-enclosed switchgear for rated SANS 1885

voltages above 1 kV and up to and including 36 kV

Busbars SANS 1195

Measuring relays and protection equipment SANS 60255-127

Instrument transformers SANS 61869-1, -2 & -3

The Wiring of Premises Part 2 SANS 10142-2

Medium-voltage installations above 1 kV a.c.

The Contractor/Manufacturer shall adhere to the specifications and standards unless the Engineer has granted prior written authority for variation.

6.2 QUALITY ASSURANCE REQUIREMENT

For this Contract, the Manufacturer shall operate a documented Quality Assurance Programme/Management System. It is important that the system fully addresses the scope of work.

- a. For the purposes of filing and documenting the written Quality Assurance Programme, the guidelines laid down in ISO 9001 shall be used.
- b. It is the Manufacturer's responsibility to apply the appropriate requirements of ISO 9001 to any Subcontractor, to the extent necessary. The Manufacturer shall be required to verify and

demonstrate that their Subcontractors are capable of meeting the quality requirements stated therein and the Manufacturer shall monitor the Subcontractors for implementation of the quality requirements.

- c. In the event that the Manufacturer considers that any of the criteria referred to in ISO 9001 are not applicable to the Manufacturer or his Sub-Contractor, the Contractor shall provide a written justification to the Engineer for consideration. If such justification is not submitted to and agreed by the Engineer, it will be assumed that all criteria are applicable.
- d. The Engineer reserves the right to verify by audits that the Manufacturer and any Sub-Contractor's have an implemented quality management system, which satisfies the requirements of ISO 9001 or approved equivalent.
- e. For this Contract, the Contractor shall submit a quality plan(s). The quality plan(s) shall be submitted to the Engineer for approval and no work shall commence until such approval is given.
- f. All Sub-Contractors working for the Manufacturer shall work in accordance with the Manufacturer quality system, procedures and documentation. Sub-Contractor's documentation shall not be accepted.
- g. The Engineer will require access to the Manufacturer facilities and the facilities of any Sub-Contractors, for the purpose of quality audit and surveillance inspection.

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 Foskop scope (As per the site meeting procurement scope and site meeting minutes) Failure to state the exclusion will mean that the full Foskop scope is still applicable.

Lay down areas are as indicated on the drawings

7. BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS

(Insert relevant text in context with the project – If applicable)

A. 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	FF	2.1 Labour	C	3.1 Plan, Management, QA, QC	C	4.1 Site Security	FF	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	FF	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	FF				
1.4 Change rooms	FF	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	NA	17.1 All labour as per Scope of Work to execute task including management	C	18.1 Sandblasting or flash blast		19.1 Scaffolding Supply & Erect	FF	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	NA			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	NA			18.3 Air for power tools - If available	FF	19.3 Cherry Picker’s – only if and when available by pre-booking	F F	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		

WHO WILL SUPPLY THE FOLLOWING?											
FF = FOSKOR, FREE OF CHARGE				FC = FOSKOR, AT COST TO CONTRACTOR				C = CONTRACTOR		N/A = NOT APPLICABLE	
						25.3 COC Site Establishment	C	25.6 Connection to Electrical supply	C	25.9 Electrical and Instrumentation Installation	C

****NOTE**

Foskor has made provision for the supply scaffolding free of charge the size and nature of the works. It is expected that arrangements will be communicated to the appointed Scaffolding contractor at least 3 days before requirement. Proof of request and arrangements and actual scaffolding installation for Scaffolding to be provided to Foskor on request

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.

B. ADDITIONAL BOUNDARIES

(Insert relevant text in context with the project – If applicable)

8. AS BUILT DRAWINGS

As built drawing requirement is defined below:

As built drawings are to be compiled after completion

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

9. QUALITY

- i. 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
- ii. The service provider shall during all phases of construction comply with the Foskor approved Quality Assurance Plan
- iii. 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
- iv. Any change requests / additional work resulting due to inadequate quality management system will be to the account of the service provider
- v. Foskor might appoint a third party for Quality Control Inspections
- vi. The Service provider will have to provide an approved quality system for all work executed.
- vii. This will include the following but is not limited to:
 - a. Quality plan
 - b. Quality compliance – Performance and reports
 - c. Quantity surveying
 - d. Quality Assurance
 - e. Quality Authorization matrix – part of the Quality plan
 - f. Quality control

- g. 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
- h. Includes all test work, laboratories, Filing, etc.
- i. Survey and survey verifications
- j. Construction versus design - Any Deviations from the approved “Construction Drawings”
- k. Quality communication – What needs to be reported to whom and at what frequency
- viii. Foskop envisage a complete quality System driven by the Service provider and this system/plan will be approved by Foskop and the appointed designer (if applicable) before construction/fabrication will be started.
- ix. 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.
- x. Foskop may appoint a third party to measure and control Foskop’s interest in the terms of quality in this contract and the service provider is expected to work in conjunction with this company
- xi. Hold points will be discussed and finalized with the successful service provider based on the approved Quality plan

The Quality plan will only be compiled and signed off after the Method Statement and WBS* have been compiled.

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.

- i. State any specific hold points that are not negotiable here
- ii. State any other applicable quality that is not in the “Parameters” section

Method statement – the service provider must list all steps and actions required to complete the work as per the scope of work – typically includes the items listed below:

- i. Key step and stages of the work required
- ii. Tools, Equipment, TMMS, etc
- iii. Labour requirements, etc
- iv. Spares, resources,
- v. Safety requirements

***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

A. 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

i. QUALITY FILE INDEX

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

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B. ADDITIONAL QUALITY REQUIREMENTS

(Insert relevant text in context with the project – If applicable)

10. PROJECT DELIVERABLES

A. THE DELIVERABLES FOR THIS PROJECT INCLUDE:

Timely servicing of aircons.

Proper aircon sizing calculation for the proposal of the size of new aircons.

Installation as per the requirement of OEM.

Quality repair.

Safe handling of aircon work and team.

11. 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

A. ADDITIONAL REQUIREMENTS

(Insert relevant text in context with the project – If applicable)

12. TENDER DELIVERABLES

The deliverables will include: -

- Complete Foskor pricing schedule (BOQ)
- Preliminary Project Schedule
- Preliminary method statement to execute the site work
- Company training Matrix indicated minimum training requirement compliance or the tenderer should provide an undertaking to comply with Foskor Safety requirements during the tendering stage and fulfil the requirements if awarded the work. Any deviation may lead to the cancellation of the order/contract. Timeframes need to be attached
- Copy of Certificate of Passing Foskor 2.6.1 and 2.9.2 Legal Exam for the people that are intended to be used in this task /project. [If the 2.6.1 and 2.9.2 certificates are not available then vendor needs to agree that they will have the 2.6.1 and 2.9.2 before commencing the work.](#)
- 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

13. **SAFETY**

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

- i. The service provider and sub-service providers need to always comply with the Mine Health and Safety act. All Foskor COP's Policies and procedures need to be adhered to.
- ii. A service provider 2.9.2 to be permanently on-site.
- iii. Medical, Induction, Foskor ID Card, etc. is approximately R800 per person. Exit medicals need to be done at the termination of the contract.
- iv. 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
- v. All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises.
- vi. All person competencies to be verified before being allowed to work on Foskor premises for a specific task.
- vii. The service provider must compile a Safety File as per Foskor standard for all service providers and sub-service providers
- viii. Site access will need to be controlled and all persons must receive site-specific induction before entering the site.
- ix. Conduct inspections as per Foskor Safety System. Analyse data and trends and recommend preventative measures where required
- x. 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.
- xi. Ensure all workers competencies are available and have been validated.
- xii. Ensure proper security, signboards, fencing and barricading is in place on-site where applicable
- xiii. The service provider shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions and all relevant regulations
- xiv. The service provider must complete a Baseline Risk Assessment (COP 01) before a work permit can be issued for the installation.

- xv. All service providers not in possession of a valid Foskop ID card have to complete the Foskop induction course and have to undergo a medical examination at the Foskop clinic for the service provider's account
- xvi. 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.
- xvii. All personnel operating mobile equipment including LDV's must have a Foskop driver's permit.
- xviii. An open Pit Licence is required for driving in the mining area's
- xix. All the required PPE and Safety Equipment are for the service provider's account.
- xx. 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)
- xxi. 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 Foskop Phalaborwa site with effect from 1 April 2014. This training is not presented by the Foskop 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
- xxii. 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 Foskop COP's.
- xxiii. 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

14. LEGISLATIVE REQUIREMENTS – SUMMARY

A. 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. Foskop (Pty) Ltd. COP (Code of Practise) No. 25 for Service Provider Control (Available on request)
- v. Foskop (Pty) Ltd. COP (Code of Practise) No. 59 for Trackless Mobile Machinery (Available on request)
- vi. All Foskop (Pty) Ltd. safety, health, quality and environmental procedures applicable to the successful application of the contract. (Available on request)
- vii. All Foskop procedures and policies apply to the successful application of the contract. (Available on request)

B. SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S

i. Before entering and operating a service vehicle (Own vehicle) on the Foskop 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 Foskop mobile equipment training centre and authorised by a Foskop MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.

(Contact the Foskop 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 Foskop premises:
 - a. Obtain permission from the Foskop Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskop site. (Forms will be provided)
 - b. Obtain a certificate of fitness from the Foskop Light Vehicle maintenance workshop supervisor or appointed a Foskop 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.

ii. 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.

iii. 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.

15. PERMIT TO WORK

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):

- i. The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, Foskor Safety department.
- ii. Obtain a contract number from the Foskor procurement or projects department.
- iii. 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.

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.

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

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

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

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

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

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.

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

- vi. 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:

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

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

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

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

1. First aid level 1 (Provide own training)
2. Working at heights (Provide own training)
3. Basic Health & Safety Principals (Provide own training)
4. HIRA (Provide own training)
5. Basic firefighting. (Provide own- or receive FOSKOR training, contact 015 789 2531 to book)
6. Lockout. (Provide own- or receive FOSKOR training, contact 015 789 2531 to book)

All training not provided by FOSKOR must be verified by the FOSKOR training superintendent Mr Johan Fouche. Please contact him on 015 7789 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.

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

- x. 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.
- xi. 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)
- xii. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- xiii. 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.
- xiv. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. The registration number must be provided.
- xv. SARS issued a tax clearance certificate.
- xvi. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- xvii. Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards.
- xviii. 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.
- xix. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

16. 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 area responsible safety representative, 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.

A. FOSKOR SAFETY FILE INDEX – TYPICAL

<u>Description of item / ISO clause</u>	<u>File divider</u>
1. Integrated Management System; Clause 5.1 Clause 4.1 Understanding the organisation and its context,	1
2. Policies Clause 5.2: OH&S Policies	2
3. FSK-MD-PRO-10: Foskop risk management Clause 6.1.2.1 & 6.1.2.2: Hazard identification, risk assessment and determining controls.	3
4. FSK-MD-MS-PRO-04: Objectives, targets and management programmes Clause 6.2.1: Planning to achieve OH&S objectives. Clause 6.2.2: Objectives and programs	4
5. FSK MD PRO-36: Compliance obligations and appointments FSK-MD-PRO-17: Health and safety representatives, Clause 5.1: Leadership and commitment Clause 6.1.3: compliance obligations/ legal and other requirements	5
6. FSK-MD-PRO-24: SHERQ Competency and awareness training Clause 7.2: Competence Clause 7.3: Training awareness	6
7. FSK-MD-PRO-33: Mobile, technical and process training Clause 7.2: Competence Clause 7.3: Training and awareness	7
8. FSK-MD-PRO-18: SHERQ Committees COP 7: Communication (Mini – business communications) Clause 7.4: Communication Clause 5.4 participation and consultation	8
9. FSK-MD-PRO-04: Lighting: natural and artificial; FSK-MD-COP-01: MCOP Occupational health programme on thermal stress	9

FSK-MD-PRO-03: Sanitation plant hygiene amenities

FSK-MD-COP-05: MCOP occupational health program on personal Exposure to Air borne Pollutants

FSK-MD-PRO-05: Ergonomics

FSK-MD-COP-03: MCOP for Occupation Health Program for noise

Clause 8.1. Operational health program for noise

Clause 8.1.1. General

10. FSK MD PRO-36: Waste management 10

FSK-MD-PRO-06: Hazardous chemical substances and control Hazchem and waste management

Clause 8.1.2 Eliminating hazards and reducing OH&S risks

11. COP 53: Lock out system and usage 11

Clause 8.1.1 General

Clause 8.1.2 Eliminating hazards and reducing OH&S risks

12. COP 55: Stairs walkways handrails and Ladders 12

Clause 8.1 Operational planning and control

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

13. COP 56: Lifting machinery and lifting Tackle 13

Clause 8.1 Operational planning and control

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

14. COP 57: Boilers and vessels under pressure work forms 14

Clause 8.1 Operational planning and control

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

15. FSK-MD-COP-14: Mandatory code of practice for operation of the trackless mobile machinery 15

Clause 8.1 Operational planning and control

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

16. FSK-MD-PRO-13: Portable electrical equipment checks and registers 16

Clause 8.1 Operational planning and control

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

17. COP 61: Earth leakage Relays and checks 17

Clause 8.1 Operational planning and control

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

18. COP 62: General Electric installations and machinery in hazardous locations	18
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
19. FSK-MD-PRO-14: Hand tools	19
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
20. FSK-MD-PRO-40: Personal Protective Equipment	20
FSK-MD-COP-08: MCOP Women in mining PPE	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
21. FSK-MD-PRO-21: Maintenance of fire equipment	21
Clause 8.1 Emergency preparedness and response	
Clause 8.1.2 Eliminating hazards and reducing OH&S	
22. FSK-MD-PRO-22: Firefighting emergency drill and instructions	22
FSK-MD-COP-09: Emergency preparedness and response	
FSK-MD-COP-17: MCOP Risk based emergency care on mine	
FSK-MD-COP-04: MCOP Prevention of fires at mine	
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency Preparedness and response	
23. FSK-MD-COP-12: MCOP for the safe use of conveyors installation for the transportation of minerals, material or personnel	23
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
24. FSK-MD-PRO-16: Hot work	24
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
25. FSK-MD-COP-13: Confined space	25
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
26. COP 96: Working on Heights	26
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	

27. COP 97: Erection and use of scaffolding	27
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
28. FSK-MD-PRO-11: Water safety	28
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
29. FSK-MD-COP-16: MCOP The right to refuse dangerous work and withdraw from dangerous workplace.	29
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
30. COP 103: MCOP Use of mobile devices on the mine premises	30
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.	
Clause 8.2 Emergency preparedness and response	
31. FSK-MD-PRO-41: SHEQ Inspection	31
Clause 8.1 Operational planning and control	
32. FSK-MD-PRO-02: Internal and external audit.	32
Clause 9.2 Internal audit	
Clause 9.2.1 general	
Clause 9.2.2 internal audit programme.	
33. FSK-MD-COP-10: Mandatory Code of Practice for Mine Residue Deposits	33
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency preparedness and response	
34. FSK-MD-COP-11: Combat rock fall and slope instability accidents in surface mines.	34
Clause 8.1 Operational planning and control	
8.2 Emergency preparedness and response	

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

B. 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 updated Foskor COP's and Engineering Specification on request

C. 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 <u>life saving rules</u> (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 <u>must</u> 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 <u>dedicated</u> 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 <u>PLUS</u> , all training as defined in Baseline risk assessment and Scope (COP 1)	First Aid Training HIRA Understanding Basic Health & Safety <u>PLUS</u> , 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	<u>May</u> 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

D. 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!

E. ADDITIONAL SAFETY REQUIREMENTS

- **None**

17. PARAMETERS

A. 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

B. 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%.

C. SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

D. 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

E. 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.

F. SPECIFICATION

ELECTRICAL SPECIFICATIONS		
<u>NUMBER</u>	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

G. ADDITIONAL SPECIFICATIONS IF REQUIRED

- None

18. 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.

19. 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.

20. GENERAL CONDITIONS – COMMERCIAL

A. EXTENSIONS, PENALTIES AND RETENTIONS

- a) Penalties per par 2.1 above.
- b) Any additional works not defined in the order needs to be approved by Foskor in writing before any work commence.

Description	Condition	Duration
Retention	N/A	N/A

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

B. AFTER SALES SERVICE OR REQUIREMENTS

i. After sales service requirements are listed below:

1. The workmanship will have a warrantee for a period of 12 months from the handover of the commissioned panel.
2. The installation will be done such that the OEM warrantee is not forfeited.

C. INVOICE DUE DATES

The due dates for claim certificate are the 15th of every month. Invoices are due the latest the 23th of every month.

21. 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.

A. MANDATORY REQUIREMENTS

N/A

22. EVALUATION CRITERIA (TECHNICAL) PRICING SCHEDULE

Evaluation Criteria (Technical)			
T(Insert Tender Number)/26 - Installation, Service, maintenance & Repair on Air-conditioning Equipment, Ice Machines & Water coolers.			
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted
1	Experience & Team competence		
a)	Company - Previous experience in Installing, Servicing, maintaining, repairing of Air-conditioning equipment, ice machines and water coolers. Scoring: 1 year 2.5% 2 years 5.0% 3 years 7.5% 4 years and above 10.0%	20%	Give reference list of contracts for different years, with contact numbers for verification.
b)	Company – Aircon sizing calculation for a MCC and Kitchen area Scoring: Incorrect sizing of MCC & Kitchen 0% Correct sizing of MCC/Kitchen 10% Correct sizing of MCC & Kitchen 20%	20%	Provide the calculation for aircon sizing for a typical MCC and Kitchen area.
2	Regulatory/ Legal / Licences / Registrations (where applicable)		
a)	Organogram and qualifications of the team Scoring: NO submission 0 % Organogram/ Qualifications only 7.5 %	15%	Provide organogram of the company and qualification certificates of the team with regards to Installing, Servicing,

Evaluation Criteria (Technical)			
T(Insert Tender Number)/26 - Installation, Service, maintenance & Repair on Air-conditioning Equipment, Ice Machines & Water coolers.			
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted
	Organogram and qualifications 15 %		maintaining, repairing of Air-conditioning equipment, ice machines and water coolers.
b)	ACRA certificates for all the Technicians Scoring: License NOT submitted 0% License submitted 10 %	10%	Provide the ACRA certificates for complete team.
c)	Authorized service provider for Samsung, Alliance and Dunham Bush. Scoring: One or no authorization 0% Two authorizations 10% All three authorizations 20%	20%	Provide the authorization letter from the mentioned suppliers.
3	Company Capacity – <u>Weight not to be less than 25%</u>		
a)	Contractor Site – Phalaborwa area Scoring: Not a Phalaborwa based vendor 0 % Phalaborwa based vendor 10 %	15%	Provide the aircon workshop address at Phalaborwa.
	Total Technical Score	100.00%	
	Note: In order for the bid to be considered the bidder needs to score 70% and above, and comply to all mandatory requirements		

A. PRICING SCHEDULE (EXCLUDING VAT)

INSTALLATION PRICE:-

<u>Description</u>	<u>Price per Unit</u>	<u>Quantity</u>	<u>Yearly Cost</u>
Window Wall Units range a. 12000 btu. b. 18000 btu		Total 40 units of Aircons (Including 12000 BTU & 18000 BTU)	
Split Units range a. 18000 btu b. 24000 btu		Total 30 units of aircons (Including 18000 BTU & 24000 BTU)	
Industrial Units range a. 30000 btu b. 60000 btu c. 73000 btu d. 96000 btu		Total 30 units of aircons (Including all 4 sizes)	
Total installation Cost			

SPARES COST:

- Compressors
 - 12000 BTU : 10 units
 - 18000 BTU : 20 Units
 - 24000 BTU: 20 Units
 - 30000 BTU: 5 Units
 - 60000 BTU: 30 Units
 - 73000 BTU: 5 Units
 - 96000 BTU: 10 Units
- Capacitors
- Contactors
- Indoor and outdoor fan
- PC Board
- PC boards for ice machines must also be kept by the contractor.
- Sensors (water and bin sensors)
- Compressor gas: 600 Kg
- Air filters
- Copper tubing

- Condenser pumps

<u>Description</u>	<u>Price per Unit</u>	<u>Quantity</u>	<u>Yearly Cost</u>
Window Wall Units a. 12000 btu. b. 18000 btu		Total 20 units of Aircons (for 12000 BTU & 18000 BTU)	
Split Units a. 18000 btu b. 24000 btu		Total 40 units of Aircons (for 18000 BTU & 24000 BTU)	
Industrial Units a. 30000 btu b. 60000 btu c. 73000 btu d. 96000 btu		Total 40 units of Aircons (for 4 sizes mentioned.)	
Total Spares supply Cost			

CONSOLIDATED PRICING(EXCLUDING VAT)

	Description of the work	Units per year	Price per unit	Total over one (1) year	Total over three(s) years
1	Servicing of the aircons.	1014 (Aircon units)			
2	Servicing of the ice machines	21 Ice machines			
3	Servicing of the water coolers.	10 water coolers			
4	Standby cost	1 team on standby for everyday			

5	Repair of the equipment (Consider repair of 30% machines yearly).	305 Aircons,			
6		7 Ice machines			
7		3 water coolers.			
8	Installation of equipment (10% of total given equipment)	100 Aircons			
9		2 Ice machines			
10		1 water cooler.			
	Total Supply of spares cost (for 10% of total equipment if fails).	100 Aircons			
	Foskor work permit with all training and legal positions.	Lumpsum			
	Site establishment	Lumpsum			
	GRAND TOTAL (Excl. VAT)				
	VAT (if bidder is registered for VAT)				
	Total including VAT				

23. NON CONTRACT WORK

- 1 All non-contract work will only be carried out after a Quotation is supplied to the Services Electrical Workshop Supervisor and approval is given.
- 2 When a extra artisan / technician is used to carry out a request, it must be clarified with the workshop Supervisor and rate per hour given
- 3 Extra Labour Rate = R/hr

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

A. SCHEDULE SUMMARY:

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

24. 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**: -

25. 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 **Txxx-26**.

Signed at _____ on this the _____ day of _____ 2026

Signature: _____

Witnesses:

1. _____ Name: _____

2. _____ Name: _____

For and on behalf of Foskor (Pty) 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**.

Compiled by

Approved by

Deepak Pati

Thabang Mashile

**Maintenance Superintendent:
Electrical Services**

Senior Manager technical service

