SCOPE OF WORK

Tender No.: FOSCOR-RFP-05-25/26

Description: **Design, supply, install and commission an ESG Application for Foskor.**

1 INVITATION TO TENDER

This Request for Proposal (the "RFP") is an invitation by Foskor (Pty) Ltd hereafter referred to as Foskor, to prospective Tenderers to submit proposals for the provision of Environment, Strategy and Governance Application (ESG) for the Foskor Group. The locations or sites where this service is required include, Acid Division in Richards Bay and the Mining Division at Phalaborwa. This Scope of work amongst others seeks to deliver an ESG Application. The purpose of this document is to describe the work and solution required from the Vendor to produce, implement, and support the ESG Application. This may require integration with the existing solutions.

2 PRE-QUALIFICATION

2.1 COMMERCIAL

Preference to be given to the BBBEE levels 1 to 4 suppliers as set out in the PPPFA.

2.2 TECHNICAL PRE-QUALIFICATION

1. Demonstrated experience in developing and implementing ESG applications or similar software solutions. (Demo to be provided by potential suppliers)
2. Provide references from previous clients, including details of similar projects completed successfully.

3 DEFINITIONS AND ABBREVIATIONS

BRS	–	Business Requirement Statement	ESG	–	Environment, Strategy and Governance
ITSCM	-	IT Service Continuity Management			

3.1 SCOPE BACKGROUND

Foskor has adopted an ESG strategy, and currently there is no dedicated system for tracking and capturing of targets. This SOW intends to set the standards required for such an ESG system.

3.2 COMPANY BACKGROUND

Foskor (Pty) Ltd is a proudly South African producer of phosphates and phosphoric acid with international exposure. Foskor is the only vertically integrated phosphate producer in the South. Africa. From phosphate-bearing ores, the operations in the Phalaborwa mine and Richards Bay

Acid Division process phosphate rock concentrate, which is crucial for stimulating and raising. crop yields. The Richards Bay plant manufactures sulphuric acid, phosphoric acid, and phosphate-based granular fertilizers (MAP and DAP) by using phosphate rock as a raw material. The corporate office is situated in Midrand.

Further information about Foskor can be found at www.Foskor.co.za

4 SCOPE OF WORK

4.1 BACKGROUND DOCUMENTATION

Not Applicable

4.2 SCOPE

4.2.1 Strategic Alignment

By addressing a specific problem or idea captured in this document there is alignment with the following business strategies and goals:

1. Foskor is designed to optimize cost whilst at the same time enabling a high-performance culture and enhancing Foskor's change image, every aspect of our operations, facilities, and premises is geared towards delivering an exceptional experience and service comparable with global leading practice. Implementation of an enabling end to end system will improve monitoring and tracking of ESG targets and compliance while fast tracking processes and enabling quick and accurate reporting.
2. In line with the ICT strategy, a new system will provide more flexibility to users. This will promote more efficiency in the ESG process and the process turnaround.
3. Implementation of a ESG end-to-end solution that has been utilised in the mine/plant space that will address Foskor requirements and offer more improvement and benefits.

4.2.2 Current Foskor ESG Application

There is no system.

4.2.3 Target Stakeholders and Environment

Business interests of the system lie with the ESG department while ICT holds the plan, build and run interests.

4.2.4 Dependencies and Risks

1. Lack of a centralised ESG system to be used by all divisions
2. No control over measurements and targets.
3. Not having a reliable ESG system could lead to non-compliance issues, as the data would not be trustworthy and would not align with ESG reporting guidelines.

4. Unreliable ESG data could negatively impact Foskor from regulatory and stakeholder perspectives.
5. Integration with JDE, MES(Acid and Mining Division) and IsoMetrix
6. Limited ingestion of data from other Foskor systems to one source for the purpose of ESG.

4.2.5 Business Requirements

This project intends to redesign Foskor's ESG process by making use of a solution applicable to a mine/plant space.

4.2.6 Functional Requirements

1. Captures, accesses and stores ESG data in a centralised location.
2. Ensures data integrity and security and ensure the availability of data and ensure that the system is protected by protecting confidentiality and preventing unwanted modifications to ESG data.
3. System should have logging that keep track of "who accessed what" and "who changed what".
4. Ensure integrity controls to protect data against unwanted alterations or keep track of previous versions.
5. Has capacity to make the data available in a timely fashion to those with appropriate access levels, which will make retrieving ESG data easier, faster and more secure timeously.
6. Execution of ESG processes and reporting. End-to-end automation of ESG in a mine/plant environment.
7. Enabling compliance with ESG regulatory, reporting and governance requirements
8. Should be able to analyse data against business metrics and targets for corporate and divisional requirements
9. Alignment with relevant ESG/Sustainability reporting requirements. Can easily compare business ESG performance against sustainability disclosures such as SDG, GRI, JSE, SASB and IFRS1 & 2 and carbon tax and greenhouse gas emissions reporting requirements, as well as other applicable international reporting requirements.
10. Is agile enough to enable additional reporting requirements where possible, for example inclusion of supplier or business partners' ESG performance.
11. Enables the development of dashboards to show trends analysis for various KPIs per division as well as corporate requirements.
12. Database should be able to generate annual SABS and GRI context index for annual ESG reporting.
13. Flexible and agile to make certain data accessible to external parties, where allowable

14. ESG database can link with existing data sources, like JDE (Greenhouse gas data), IsoMetrix , the MES system for water data, etc.

4.2.7 Non-Functional Requirements

1. The provider of the system should ensure that the system aligns the organisation's data with ESG requirements and performs necessary tasks automatically.
2. The new system should eliminate manual intervention by collating Foskor's data into a centralised location from existing data sources where available. The system should automate the alignment of data to ESG requirements.

4.2.8 Primary Objectives

An automated ESG application which meets the requirements stipulated in 4.5

4.2.9 Project costing and expenses:

Please see section 8.3.

5. ENTERPRISE ARCHITECTURE

5.1. ENTERPRISE ARCHITECTURE FRAMEWORK TO BE USED.

The new solution will comply with internal governance and external laws and regulations and will be designed to maximize user efficiency.

5.2. APPLICATION STANDARDS:

A solution or application will need to meet the following Foskor integration standard.

- Application integration is business process based.
- Real-time integration is preferred over batch integration.

5.3. INTEGRATION STANDARDS AND PRINCIPLES:

The integration technology standard for Foskor (Microsoft Windows uses ODBC drivers to connect/ or interface different databases together for MES and IsoMetrix, and for JDE, JDBC drivers are used for connecting databases to the ERP database server).

5.4. SECURITY STANDARDS:

The solution should comply with information security standards such as ISO 27001/2, Open Enterprise Security Architecture (O-ESA), or SABSA).

6. SCOPE OF WORK

1. Final BRS Adoption. Customize the solution to meet the requirements and processes. This includes enabling all ESG integrations.
2. Design and Develop the solution (architecture)
3. Intergrate and Test the solution fully.
4. Quality assures the solution.
5. Train the users on using the solution.
6. Deploy the solution.
7. Support and maintenance of the software.

6.1 GENERAL SCOPE AND OTHER NON-FUNCTIONAL REQUIREMENTS

Requirement	Description
Price	Costing must detail the following: • Software application cost (detailed per-use model) • Software license cost (detailed per-use model) • Implementation cost • Migration cost (indicate time and material rates per hour) • Customization cost (indicate time and material rates per hour) • Maintenance and support cost • Separate costs for barcode scanning hardware • Training cost (detail per training options available) • Include any costs related to deliverables that need to be submitted due to project governance – reference section 7.2. • A separate summary of costs
Software deployment and use of model	Please provide information on available deployment and use models. Where available, please indicate if you can deliver the following options:

	• On-premises • Software as a service/cloud solution • Other Detail pricing as well as license models for each of the models, where available.
License models	Provide details on license models available, e.g., fixed/named licenses and/or floating or concurrent licenses. Provide costing for each of the license models.
Customization	Provide details on how the solution can be customized to meet the client's requirements without compromising the upgrade path. Describe how you would deal with requirements that are not inherently catered for as 'out-of-the-box' functionality.
Implementation	Please provide an overview (including high-level steps) of the intended project management approach that you would ideally like to apply to this implementation. Please provide the anticipated timeframe and sample project plan to implement the solution. Detail all assumptions that the timelines and implementation cost are based upon.
Maintenance and Support	Please describe the process that Foskor would follow to effect post-implementation support with your organization. Indicate the nature of your back-to-back agreement with the Original Equipment Manufacturer (OEM) if your organization is not the OEM. Indicate what is included in the Maintenance and Support costs. Indicate if you have a local support organization in RSA or whether you have a representative in RSA. Provide information on your standard Service Level Agreements (particularly response and resolution times).
Training	Please provide an overview of the training approach and material that can be used to equip Foskor with the required knowledge to use, administer and support your solution.
Technology Roadmap	Frequency – Please provide (in table format) a list of product releases (both major and minor) over the past 3 years. Include dates,

	release descriptions, version numbers, and related additional functionality and benefits. Future – Please provide details of future releases, where available.
References	Please supply suitable references for similar implementations (International and local). Please include: ○ The company name. ○ Overview of the solution(s) and service(s) provided to the company. ○ How long have you served the company?

6.2 ORGANISATIONAL AND GEOGRAPHIC SCOPE

The solution will be utilized and owned by the ESG department and operationally used to manage Environment, Strategy and Governance targets and processes.

6.3 FUNCTIONAL SCOPE

The required functionality has been described in Section 4.5. The high-level scope is essential:

- Ease of use
- Enhanced reporting
- Customizable to fit requirements and processes.
- Ability to accommodate a high level of usage.

6.4 TECHNICAL SCOPE

The solution must:

- Have the ability to integrate with other systems, such as MES, JDE, and IsoMetrix.
- Work on standard Foskor computer devices as well as Apple Mac devices
- Fully Validated System
- The shelving system will be configured to meet Foskor requirements and processes.
- The cloud solution is preferred over in-house hosting.

6.4.1 Availability, Accessibility, and Support

Availability

- It is expected that the ESG application is available at 99.99%

Accessibility

- The system should be accessible to all types of people, including those with disabilities and impairments. The software should be usable by any type of person.
- The system should also be accessible anywhere, anytime, and via any device.

Support

- Technical support should meet Service Level Agreement [SLA], as stipulated in the contract.
- First-line support will be provided by Foskor ICT personnel and escalated to external support if the resolution is not found within the specified time frame

6.4.2 Information Security

The application and/or service provider must provide for the protection, privacy, and confidentiality of Foskor's data:

- Protected – The information system and user's information and access privileges should be protected against abuse by other users or intruders. Refer to the Foskor Application Security Configuration framework for more details:
    - The application must allow for integration with Foskor's identity and access management processes and technologies.
    - The application must use encryption to implement key exchange and authenticate endpoints before establishing internal and external communication channels for key exchange.
    - Ensure that the new systems and/or upgraded systems have the latest malware protection installed and signature database, or it is a defined service for a Software as A Service (SaaS) solution.
    - Complete a security scan of the system and correct all significant vulnerabilities discovered before the system is delivered to the Foskor Group and before applications are accepted and the solution is put into production.
- Accessible - users must be able to access information at all times.

- The application must use encryption to implement key exchange and authenticate endpoints before establishing internal and external communication channels for key exchange. It provides integrity, authentication, and confidentiality.
- The application must be configured to make use of secure communication protocols when communicating via internal and external networks.

- Accurate – The information system must have the latest & updated information.
  - Have a change/configuration management system in place that governs the integrity of its systems and software delivered to the Foskor Group
- Authenticated – all users must be authenticated to a central system.
  - The application must allow for integration with Foskor's identity (AD) and access management processes and technologies.
  - Password complexity should be implemented in accordance with ICT policies.
- Account Management – Foskor manages information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts.
  - Obtain certifications or assurance that the systems are securely designed and configured before taking delivery for hosted solutions or cloud-based solutions.
- Recoverable – resources are put back in their initial states, as running before.
  - Consideration is to be given to ensure that adequate recovery procedures are in place to ensure the integrity and confidentiality of Foskor information and that Foskor data and systems configurations are backed up to Foskor dedicated tapes/drives.
- Confidential – The Confidentiality of Foskor information should be protected under the Foskor Information security policy. Unauthorized disclosure should be prevented.
  - Foskor data must be stored in a separate system or database instance from data belonging to or accessed by other companies.
- Duty segregated – System admins should not be allowed to process Foskor application data and have admin access at the same time. Additionally, Business app users should not be allowed access to change application system configurations.
  - The application must be configured to prevent general users from performing admin or privileged user functionality.
  - The Application's service accounts must not be implemented with more privileges than necessary for proper operation.
- Regulatory and Legislative – Ensure that consideration is given to the various legislations for cross-border communications as well as the Protection of Personal Information.

- The solution must meet the relevant legislation for transferring information between the varying regions that Foskor may operate within.

- Access Enforcement – The information system enforces assigned authorizations for controlling access to the system per applicable policy.
    - There will be adequate monitoring and controls to prevent external networks or systems from interfering with the operation of the service.
    - Any third-party gateway between the Foskor network and external systems will be adequately secured using Foskor firewalls and IPsec tunnels.
- Auditing & Logging activity & transactions – Enable Audits and Logs based on Foskor policies and standards.
    - Ensure that there are adequate provisions for the logging of events on the service to record as a minimum:
        - Application audit and monitoring must be implemented.
        - The application must be configured to protect audit and log information from unauthorized access, modification, or deletion.
        - The application must be configured to log critical application events.
        - The application must automatically log critical user and administrator activity.
        - All authentication actions on the application (i.e., the process of authenticating) and events must be logged, including authentication failures.

6.4.3 Reliability

The solution is required to be reliable and stable to allow users to gain confidence in the application. This will facilitate the continued use of the solution.

6.4.4 Performance

The application performance must be adequate for the viewing of real-time updating of data with a concurrent user base of ±40 users, from different geographical locations. This implies that, apart from a network or severe capacity constraints that may exist, the user should be able to work on the solution and experience similar response times as is the case with all other web-based solutions within his/her environment.

6.4.5 Maintenance and Support

The Vendor in supporting the service shall with regards to maintenance and support activities render as a minimum to Foskor the following:

- Implement industry-standard best practices to ensure that all software and hardware are correctly configured and installed. In cases where there is more than one way to configure the service, the Vendor will choose the configuration it determines to be most appropriate.
- Updating the Quality Assurance checklist about Foskor governance and best practices and obtaining approval from the Foskor ICT.
- Perform QA of application per installation.
- Repair and reload applications after critical hardware or software failure.
- Manage licenses used and ensure Foskor is within legal license usage.
- Optimise license usage and advise Foskor of opportunities to reduce license costs.
- Create and maintain appropriate documentation for the service including, but not limited, to architecture diagrams, service diagrams, procedures, operational guides, policies, ITSC plans, configuration settings, etc.
- Provide 1st, 2nd, and 3rd level end-user support for the service, where possible.
- Prioritise and investigate user escalation calls.
- Plan, implement, and test backups for this service.

6.4.6 Monitoring

The Vendor shall monitor the services in real-time to immediately identify incidents or pending incidents (both service outages and performance) with auto-call logging and notification to Foskor. The intention is to be aware of high-impacting outages and performance issues before user escalation of the incident.

6.4.7 Physical Security Management

The Vendor shall perform at a minimum the following security activity:

- Define and update operational physical security policies.
- Implement operational physical security policies.
- Audit operational physical security implementations as per policy.
- Perform Security Audits on infrastructure that forms part of this service.
- Identify physical security incidents via Incident Management.

6.4.8 ITSCM Activities

The Vendor shall perform at a minimum the following ITSCM activities:

- Conduct ITSCM tests where applicable.
- Partaking in Foskor's ITSCM forums as required.
- Develop ITSCM Procedures and Plans for the solution.
- Maintain existing ITSCM plans where applicable.
- Recommend and configure the technical architecture required to support Foskor's ITSCM requirements.
- Implement technical changes required to support Foskor's ITSCM requirements.

6.4.9 IMACD

The Vendor provides IMACD (Installation, Moves, Add, Change, and Dispose) services as part of an inclusive cost of the Service.

The Vendor shall install, move, add to, or change the configuration of the service at the request of Foskor at no additional cost to Foskor subject to the following clarification:

- A Foskor request for the installation or upgrade of third-party software or infrastructure that is not within the agreed scope of the service may attract a cost, and the Vendor may provide Foskor with a quotation for such cost for Foskor's prior approval.

6.5 TRAINING SCOPE

The Vendor is accountable for creating training content. The content may be used by Foskor to create electronic training material, if relevant.

The Vendor is accountable for the training of five train-the-trainers, training of the end users of the solution, training for super users and administrators, and where necessary, training of technical support individuals.

The following training programs (Documentation) have been identified as being required:

- Training in the use/ functionality of each software solution
- Training in the use/functionality of the Control interface
- Training in the configuration of all software and interfaces if available
- Training in the use of each software solution, operational
- Training documents to be packaged.
- 1st and 2nd line support documents to be supplied.
- Knowledge transfer to the Service teams

All the above courses will contribute to the understanding of the integration capabilities.

6.6 CHANGE MANAGEMENT SCOPE

The Vendor is accountable to give input into the change management approach and plan. The Vendor may be accountable for specific activities as per the change management plan.

6.7 PROJECT MANAGEMENT SCOPE

The Foskor project manager works closely with relevant stakeholders and the vendors' project manager to ensure that the relevant deliverables are identified and met. for each phase of the project. Where applicable, the Vendor's project team will interact and report to the Foskor project manager. The Foskor project manager reports to the relevant Foskor structures in Foskor

6.8 OUT OF SCOPE

When a solution is on-premises, Foskor will provide the infrastructure (servers, network, security). Specifications are to be provided by the Vendor. It must be understood that a cloud-based solution is highly preferred, and data access should be granted to Foskor.

7. PROJECT BUILD APPROACH

The delivery must align with Foskor software methodology.

The project deliverables will be defined after the selection of the solution, as this is dependent on the size and complexity of the solution implementation.

7.1 PROJECT MANAGEMENT & ADMINISTRATIVE

Foskor will appoint a Project Manager to manage the project. Foskor's project manager will work with the vendor's project manager or lead. A project manager will be Accountable for:

- Timekeeping, output management; completion of time sheets.
- Project scoping, planning, and resourcing.
- Project scheduling.
- Engineering and Business Track meetings.
- Risk and Issue assessment and tracking
- Lessons learned.
- Risk assessment
- Deliverables
- Liaise with vendor and Foskor Project Management Team to align and comply with Project governance.
- Accountable for the overall success of the project

7.2 PROJECT MANAGEMENT & ADMINISTRATIVE

The delivery must align with the Foskor methodology. The key additional consideration is the solutions document and quality requirements. These include but are not limited to, technical design, detailed functional and technical design, architecture, UAT, data validation, process validation, business sign, and acceptance. The delivery considerations are:

All required documents as per ICT governance.

RACI:

R - Responsible

A – Accountable

C – Consult

I – Inform

Phase	Deliverable/Activity	Foskor	Vendor
Feasibility	Enterprise Architecture Assessment	R	C
Feasibility	Conceptual Design	C	R
Feasibility	Project Charter Draft (Pending size and complexity of the project)	R	R
Feasibility	Risk Context	R	C
Feasibility	Change Management / Communication Approach	R	C
Feasibility	Milestone Project Plan (Flight Plan)	R	C
Basic Development	Update Project Charter (Finalized)	R	C
Basic Development	Functional Design Specification	C	R
Basic Development	Technical Design Specification	C	R
Basic Development	Testing Approach Definition (Unit, Integration, Regression, UATs, Negative)	C	R
Basic Development	Service Take On	C	R
Basic Development	Disaster Recovery Plan (if applicable)	C	R
Basic Development	Detailed Project Plan (baselined)	R	C
Basic Development	Create and maintain Risk Register	R	C

Basic Development	Create and maintain Issue Register	R	C
Basic Development	Create and maintain Deliverables Register	R	C
Basic Development	Create and maintain Decision Register (if applicable)	R	C
Basic Development	Create and maintain Scope Change Register (if applicable)	R	C
Basic Development	Change Management / Communication Plan	R	C
Basic Development	Training Strategy and Approach	C	R
Execution	Testing Plans (Unit, Stress, Integration, Regression, UATs, Negative)	C	R
Execution	Functional Design Specification (final)	C	R
Execution	Technical Design Specification (final)	C	R
Execution	Cutover/Deployment Plan	R	C
Execution	Testing Execution (Unit, Stress, Integration, Regression, Negative, **UAT**)	C	R
Execution	Training Plan	C	R
Execution	Training Material	C	R
Execution	Change Management / Communication Plan (finalized)	R	C
Start-Up	Testing Execution	C	R
Start-Up	Service Take On	R	C
Start-Up	Service Catalogue update	R	C
Start-Up	Project Close-Out Report	R	C
Start-Up	Finalize and Close Out the Decision Register	PM	PM
Start-Up	Intensive Care after Go-live concluded	R	C

8. VENDORS PROJECT PROPOSAL CONTENT

The vendor's response must be provided with the minimum items as follows:

- Section 1: Detailed design showing the architecture of the solution.

- Section 2: Detailed project schedule showing project duration, start date, critical dates, and milestones.
- Section 3: Detailed project approach
- Section 4: Fit to business/functional requirements.
- Section 5: Costing
- Section 6: Service and Maintenance Overview

8.1 DETAILED DELIVERY GUIDELINES FOR THIS PROPOSAL

Project Phase	Cost (ZAR) Excl. VAT
Phase 1 - Project Planning and Initiation	
Phase 2 - Design	
Phase 3 - Development	
Phase 4 - Internal System Test	
Phase 5 - Prepare Training Material	
Phase 6 - User Acceptance Testing	
Phase 7 - Cut Over and Go Live	
Phase 8 - Post Go Live Support	
Support/SLA (12 months)	
License and subscription (12 months)	
Other (specify)	
Total	

8.2 PROJECT PLAN

The Proposal must include a project plan showing the deliverables and major milestones.

This must include lead time for equipment, services, project commencement, etc.

8.3 SOLUTION PRICING

The proposal is based on a fixed-price Turnkey project.

The Vendors are to base their pricing structure on:

onboarding

design

build and go-live preparation.

Go-live.

Support and project closure.

To perform an effective comparison, costs should be quoted for both on-site and hosted solutions (including any operational costs); should the vendor have more than one offering.

The proposal price must contain the following sections.

- The project's once-off costs
    - Software costs
    - License costs (including licensing model)
    - Resources costs/implementation costs
        - Rate per hour
    - Training costs
    - Documentation deliverables (as specified in Section 7.2)
    - Any other costs that are deemed necessary to complete the project successfully.
- Ongoing cost for 2 to 3 years
    - License fee
    - Support costs
    - Other costs

8.4 RESOURCE ALLOCATION-VENDOR

The associated resources to be provided by the vendor together with the time/financial implication must be incorporated in the proposal.

8.5 RESOURCE REQUIRED FROM FOSKOR.

The delivery would include the resources commitment required from Foskor. This would include resource skills level, time commitments, and prerequisites.

This includes hardware, software, and other requirements that Foskor will need to deliver to make this project a success.

8.6 PROJECT METHODOLOGY

The proposal must include the overall approach and unpacking thereof, inclusive of measurable milestones. This methodology needs to be aligned with the Foskor ICT Project Management Framework or as decided by a steering committee.

8.7 QUALITY PLAN

The design and implementation must include the following considerations to maintain the quality of the project and the required deliverables:

- Review Summaries per deliverable.
- Copies of approved documents, upon review completion.
- Non-conformance reports and corresponding corrective action summaries, as required.
- The Quality plan for a project is to be developed as part of the proposal.

N.B: The vendor must provide the acceptance criteria for all deliverables that they provide to Foskor.

8.8 TRAINING SUMMARY REQUIREMENTS

Reference Section 6.5 and the requirements detailed within the Business Requirements section of this document.

8.9 FOSKOR ACCOUNTABILITIES

The Vendor needs to specify what the Foskor retained responsibilities are to ensure successful project delivery.

9. DOCUMENT RULES AND ADMINISTRATION

10. ANNEXURE A

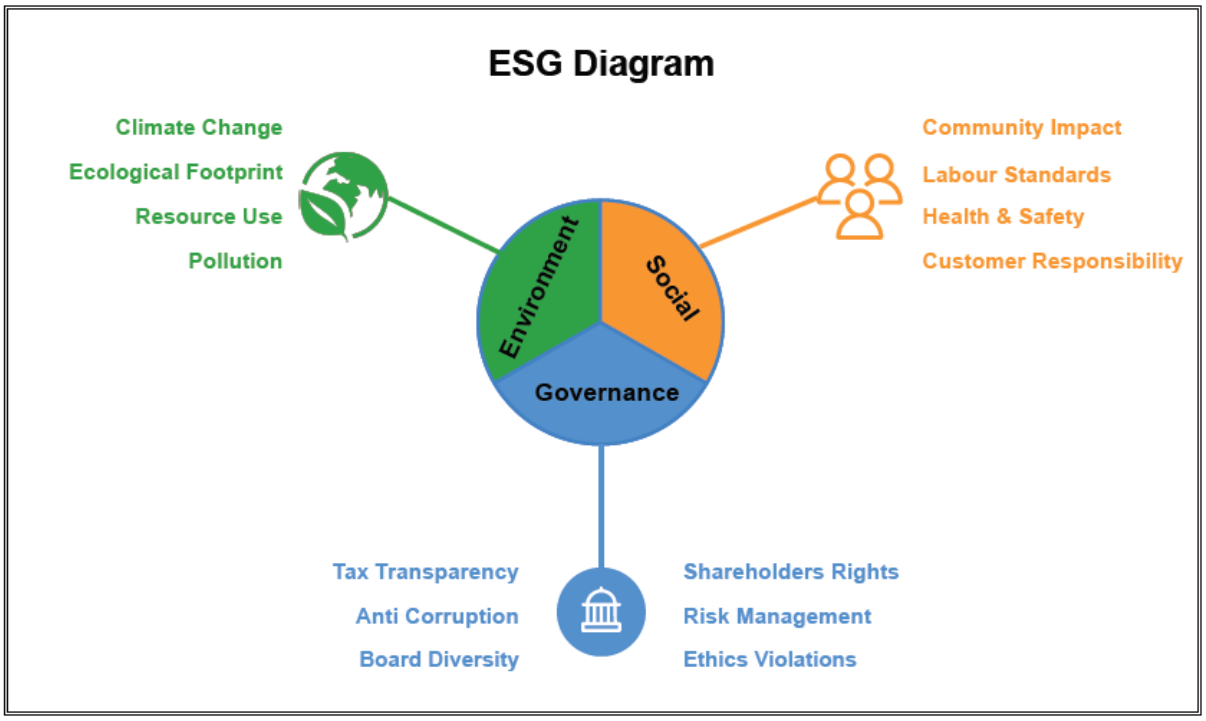

Figure 1: Key ESG metrics to be reported in the ESG database (as a minimum)

11. 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.

11.1. MANDATORY REQUIREMENTS

Bid submission not meeting the mandatory requirement will result in the bid being disqualified.

No	Mandatory Requirements	Comments
1	Submit at least two references in the form or PO/Contract or Letters with customers letter head and signature, from current/previous customers in similar industry as Foskor where ESG system was implemented: In line with section 4.2.6 of SOW.	Submit documented proof

12. EVALUATION CRITERIA (TECHNICAL)

Service provider to showcase their system to Foskor in the form of a demo. Only service providers who demonstrated their ESG solution will be evaluated. Foskor will organize demo sessions per service provider.

SYSTEM SUPPORT AND AVAILABILITY				
	Evaluation Criteria (Support and availability)			
	Implementing Laboratory Information Management System			
No.	**Support and availability Criteria Description**	**% Contribution**	**Proof/Documents to be submitted**	**Notes**
2	**Compliance with Scope of Work Specifications - Weight not to be less than 20%**			
a)	Support Services Level Response Times for Priority Calls during business hours. **Scoring:** 0% - Six hours or more 5% - Five hours 10% - Four hours or less	10%	Provide response times relating to priority level of calls logged. Foskor business hours are 07:00 to 16:30 Mon- to Thursday and 07:00 to 14:00 on Fridays. Provide overall support plan	
c)	Proposed overall service level availability. **Scoring:** 0% - 0 to 95 % service availability. 5% - 95% to 98% service availability. 10% - 99% service availability	10%	Proposed overall system availability and assurance plan as well as maintenance plan.	

3	**Competence - Functional – Non-functional** **Supplier experience & team competence in performing ESG implementation and Support - Weight not to be less than 50%. Solution capabilities on functional and non-functional**			
a)	Resources with applicable skills and certifications to perform an implementation and support of ESG, application support and customisations **Scoring:** 0% - Two or below Resources 5% - Three to Six Resource 10% - Seven or more Resources	10%	Provide list of ESG support resources and supporting docs with relevant certifications.	
b)	System addressing Functional requirements. Scoring: 0% - No requirements addressed 5% - Less than 8 requirements addressed 10% - Less than 12 or at least 12 requirements addressed 20% - More than 12 requirements addressed	20%	Description of how the system will address the functional requirements. In line with section 4.2.6 in SOW.	
c)	System addressing technical requirements. Scoring: 0% - No requirements addressed 5% - Less than 3 requirements addressed 10% - Less than 7 or at least 7 requirements addressed 20% - More than 7 requirements addressed	20%	Description of how the system will address the technical requirements. In line with section 6.4 in SOW.	
4	**Project Management and implementation -** **Supplier experience with managing projects in relation to ESG implementation and Support- Weight not to be less than 30%**			
a)	ESG Implementation Strategy. **Scoring:** 0% - Not Submitted 10% - Submitted	10%	Provide implementation strategy. Steps which will be taken to implement the new system, including a draft project plan.	

b)	Supplier experience with managing a ESG implementation projects Scoring: 0% - Three years and less 5% - Four to twelve years 10% - Thirteen years and more	10%	Rate supplier according to number of years overall experience. Submit at least two references in the form or PO/Contract or Letters with customers letter head and signature, from current/previous customers in similar industry as Foskor where the years of experience are indicated by dates.	
c)	Training plan strategy of how end users and ICT Technical support will receive training on how to use the new features of ESG **Scoring:** 0% - No plan submitted 5% - Plan submitted for users only 10% - Plan submitted for Users and ICT Technical	10%	Provide detail on training of end users, super users and ICT support team. In line with training section 6.5 of SOW	
	Total Technical Score:	**100%**		
	NOTE: Overall Technical Score should be above 75%			

13. PRICING SCHEDULE

Tender No.: FOSCOR-RFP-05-25/26

13.1. MEASUREMENT AND PAYMENT CLAUSES:

Measurement and payment clauses of the COLTO (1998) Standardised Specifications, as well as the Particular Specifications, shall be deemed to form part of and included in the pricing instructions.

13.2. 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:

%	–	Percent	**m^3**	–	cubic metre
h	–	Hour	**m^3.km**	–	cubic metre-kilometre
ha	–	hectare	**mm**	–	millimetre
kg	–	kilogram	**MN**	–	meganewton
kℓ	–	kilolitre	**MN.m**	–	meganewton-metre
km	–	kilometre	**MPa**	–	megapascal
km-pass	–	kilometre-pass	**No.**	–	number
kPa	–	kilopascal	**P C sum**	–	Prime Cost sum
kW	–	kilowatt	**Prov. sum.**	–	Provisional sum
ℓ	–	litre	**sum**	–	lump sum
m	–	metre	**t**	–	ton (1 000 kg)
m^2	–	square metre	**W/day**	–	Workday
m^2.pass	–	Square Metre-Pass			

13.3. SCHEDULE SUMMARY:

Description	Amount R
SECTION 1200: GENERAL REQUIREMENTS AND PROVISIONS **(Insert relevant text in context with the project – If applicable)**	
TOTAL excl. VAT	
VAT @ 15%	
TOTAL incl. VAT	

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

14. 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**: -

_____

_____

_____

15. 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**.