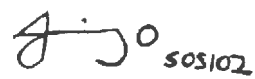



<b>CONSTRUCTION OF TAILINGS TRANSFER PUMP STATION ASBESTOS ROOF REPLACEMENT WITH IBR AND CLADDING</b>		
<b>BID SPECIFICATION COMMITTEE (BSC)</b>		<b>21 January 2025 11:00 to 13:00</b>
<b>BSC Comments:</b>		<b>Comment captured/ pending</b>
Organogram with some skills to be removed		Captured
Add a line item on BOQ for Crane hire for contractor to price		Captured
SOW compiled and comments rectified by	Jabulani Msimango	 503102
	Graduate Engineer-Projects	
Reviewed by	G Steenkamp	
	Senior Project Engineer	
	Date	23/1/25
SOW Final Approval by	Joseph J. Mathebula	Approved
	BSC Chairperson	
	Date	

## TABLE OF CONTENTS

<b>1</b>	<b>PRE-QUALIFICATION.....</b>	<b>4</b>
<b>2</b>	<b>INVITATION TO TENDER .....</b>	<b>4</b>
2.1	Scope Background .....	4
2.2	Company Background.....	4
<b>3</b>	<b>SCOPE OF WORK .....</b>	<b>5</b>
3.1	Background Documentation .....	5
3.2	SCOPE - Extent of WORK OR service required .....	5
3.3	Scope .....	7
<b>4</b>	<b>PROJECT URGENCY .....</b>	<b>8</b>
<b>5</b>	<b>DELIVERY OF MATERIALS AND EQUIPMENT .....</b>	<b>8</b>
<b>6</b>	<b>BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS.....</b>	<b>9</b>
6.1	Additional Boundaries .....	11
<b>7</b>	<b>AS BUILT DRAWINGS(N/A) .....</b>	<b>11</b>
<b>8</b>	<b>QUALITY.....</b>	<b>11</b>
8.1	Quality file index.....	12
8.2	Additional Quality Requirements.....	14
<b>9</b>	<b>PROJECT DELIVERABLES.....</b>	<b>14</b>
9.1	The deliverables for this project include:.....	14
9.2	Data Books.....	14
9.3	Manuals and Documentation .....	14
9.4	Format of Documents and Manuals.....	14
9.5	Transmittal of Documents and Manuals .....	14
9.6	Project completion.....	14
<b>10</b>	<b>DOCUMENTS / DRAWINGS ISSUED BY FOSKOR.....</b>	<b>15</b>
<b>11</b>	<b>ON-SITE SUPERVISION REQUIREMENT .....</b>	<b>15</b>
11.1	Additional Requirments (N/A).....	15
<b>12</b>	<b>TENDER DELIVERABLES.....</b>	<b>15</b>
<b>13</b>	<b>SAFETY .....</b>	<b>16</b>
<b>14</b>	<b>LEGISLATIVE REQUIREMENTS – SUMMARY .....</b>	<b>17</b>
14.1	Minimum Legislative Requirements: .....	17
14.2	Summarised requirements/extracts from Foskop COP's.....	18
<b>15</b>	<b>PERMIT TO WORK .....</b>	<b>18</b>
<b>16</b>	<b>SAFETY FILE .....</b>	<b>20</b>
16.1	Foskop Safety File Index .....	21
16.2	TYPICAL CONTENTS OF SAFETY FILE:.....	24
16.3	COP 25 – CONTRACTORS LEGAL OBLIGATION AND MINIMUM REQUIREMENTS.....	26

16.4	Reminder of Risk identification – LIFE SAVING RULES .....	27
16.5	Add any additional safety requirements .....	27
<b>17</b>	<b>TECHNICAL ASPECTS.....</b>	<b>27</b>
17.1	Specifications, Codes, Standards and Regulations .....	27
17.2	Site Geography .....	27
17.3	Ambient conditions .....	27
17.4	Foskor General Engineering Specifications (should be consulted prior to finalization of any design or specification) ..	28
17.5	SPECIFICATION .....	29
<b>18</b>	<b>PROJECT MANAGEMENT - CONTRACTOR.....</b>	<b>29</b>
18.1	Add any additional project management requirements .....	30
<b>19</b>	<b>LIAISON AND CO-OPERATION WITH OTHERS .....</b>	<b>30</b>
19.1	Any Additional requirements .....	31
<b>20</b>	<b>GENERAL CONDITIONS – COMMERCIAL.....</b>	<b>31</b>
20.1	Extensions, penalties and retentions .....	31
20.2	After sales service or requirements.....	31
20.3	Invoice due dates .....	32
<b>21</b>	<b>TENDER EVALUATION CRITERIA .....</b>	<b>32</b>
21.1	MANDATORY REQUIREMENTS.....	32
<b>22</b>	<b>EVALUATION CRITERIA (TECHNICAL) .....</b>	<b>33</b>
<b>23</b>	<b>PRICING SCHEDULE.....</b>	<b>35</b>
<b>24</b>	<b>ACCEPTANCE .....</b>	<b>37</b>
<b>25</b>	<b>DOCUMENTED INFORMATION .....</b>	<b>38</b>
<b>26</b>	<b>REFERENCES.....</b>	<b>38</b>
<b>27</b>	<b>ANNEXURES A-G (TO BE SUPPLIED BY CONTRACTOR).....</b>	<b>38</b>

## SCOPE OF WORK

**Tender No.:** Txx/21

**Description:** Construction works for tailings transfer pump station asbestos roof replacement with IBR and cladding

### 1 PRE-QUALIFICATION

No	Pre-Qualification Requirements
1	Company should have a minimum CIDB rating of 3CE or 3GB or 3SL higher of the three

### 2 INVITATION TO TENDER

This document prescribes the requirement for the Construction works for tailings transfer pump station asbestos roof replacement with IBR and cladding.

#### 2.1 SCOPE BACKGROUND

The tailings transfer pump station is constructed out of face brick and roofed with IBR sheeting and translucent sheeting. Part of the building is a switch room consisting of MCCs, this area is additional roofed from corrugated asbestos sheeting to protect the MCCs.

When the pump train discharge piping experience pressurized spillage, the spillage sprays up to the roof of the switch room. Since the spillage is pressurised, Foskor had incidents where the roof leaked which resulted in the MCCs being exposed to spillage and tripping the plant.

Additionally, South African legislature prohibits the use of asbestos roofing; Foskor has taken the initiative to comply with the government regulations by replacing asbestos roofing.

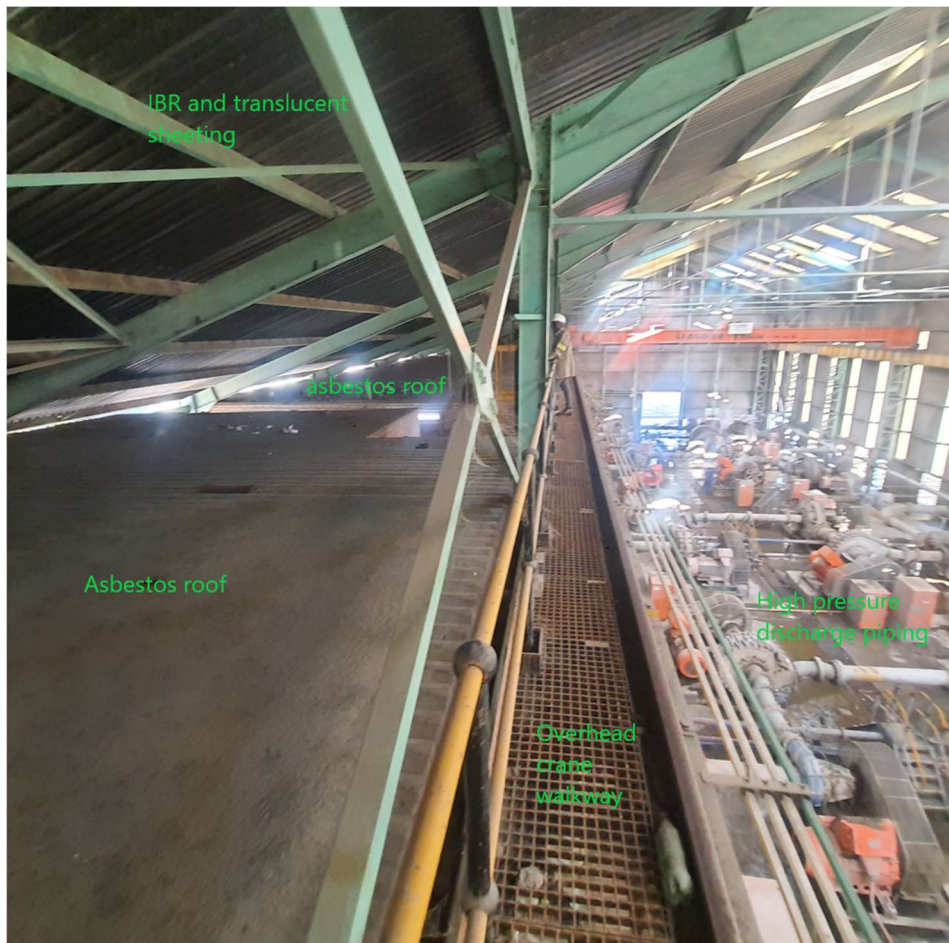
#### 2.2 COMPANY BACKGROUND

*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.*

### 3 SCOPE OF WORK

#### 3.1 BACKGROUND DOCUMENTATION



Picture 1: Illustrating a portion of a cross -section of the Tailings transfer pump station (asbestos roof at level 360.10 top of brickwork)

#### 3.2 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

##### 3.2.1 **General Scope Considerations:**

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

Please allow for a competent person to compile the method statement and the subsequent Microsoft Project plan. This person will manage and update this plan on a weekly basis and present to the Foskor Project Engineer. It is expected that this planning and management is executed by the contractor. This service will be provided at the contractor's cost. In the event that the contractor cannot execute this planning and reporting to management, it will be expected that the contractor obtains this service at his/her cost.

Scaffolding needs to be arranged by the contractor. It is expected that arrangements will be communicated to Phalaborwa Scaffolding at least 3 days before requirement. Proof of request, arrangements and actual scaffolding installation for Scaffolding to be provided to Foskor on request.

### 3.2.2 Project costing and expenses:

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

### 3.2.3 Disposal of refuse

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

### 3.2.4 Sub-Contracting and joint ventures

The primary aspect of the works may not be subcontracted. For subcontracting the relevant companies supporting documentation needs to support the bidder's tender.

NB: Joint Ventures must be declared in the bidder's tender with all relevant supporting documentation.

**The Main Contractor must pass the technical evaluation criteria.**

### 3.2.5 General

The scope of work shall include for the procurement, supply, manufacture, lining, corrosion protection, inspection, performance testing, certification, packaging for transport, delivery, offloading, unpacking, de-stuffing, handling, site storage, safe-keeping, site transport, assembly, erection, application of touch-up corrosion protection, and commissioning of the new Fire Pump and Tank system

All the above equipment shall be fabricated or supplied from new materials and components. No recycled, repaired, refurbished or 'made like new' materials, components or assembly of components and equipment shall be accepted.

The scope of work shall include provisions for resources, labour, services, and material, crantage, project management, QA/QC management, engineering, and hand-over of all supplied equipment including but limited to:

- Allowance for a competent Project Manager,
- Engineers for all applicable disciplines,
- Site Manager and Supervisor/s,
- Quality Assurance/Control Officer,
- Safety Officer and Safety Representative/s,
- Project Planner,
- Administration, etc.
- Competent construction team

The above-mentioned services which are not exhaustive to the list provided are required to ensure effective project management, engineering, site management, safety management, compilation and management of the Contractor's quality control and management plans, compilation of method statements, risk assessments, project plans, and other project support services that will require continuous reporting on a daily, weekly, and monthly basis. It is expected that all these services will be allowed for in the Contractor's Tender costing. If the Contractor cannot execute any of these services to the detrimental of the project, it will be expected that the Contractor obtains such services at his/her cost.

### 3.2.6 General requirements for commissioning

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

### 3.2.7 Scope Specific statutory and legislative requirements Legislative requirements

The contractor needs to familiarise themselves with ASBESTOS ABATEMENT REGULATIONS 2020 Published under Notice R 1196 in GG 43893 of 10 November 2020 as amended by Notice R 11435 in GG 46380 of 20 May 2022

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

- N/a

**3.3 SCOPE**

**3.3.1 Basic Requirement**

This work entails the Tailings transfer pump station MCC roof asbestos sampling and analysis, asbestos removal and disposal, supply and installation of IBR roof sheeting, supply and installation of Vertical beams to support cladding as well as Vertical IBR sheeting.

- Obtain work permit.
- All work includes all tools, labour, equipment, Transport, Supervision., Quality management, Project communication and management, Cranes, etc.  
Each and every component required for the successful completion of this Project, and not limited to the list supplied herein.

**3.3.2 Sampling and analysis, removal and disposal of asbestos roof sheeting in the Tailings transfer pump station MCC room.**

This includes supply of required tools, machinery, manufacture, test work, air quality measurements and control, delivery, etc to execute the works as per relevant drawings issued to remove asbestos roofing and hand over site work.

**3.3.2.1 Test work**

The sample of the suspected asbestos material to be taken, sealed, labelled and transported to an approved analytical laboratory for analysis (mineralogical) testing. Report to be issued to Foskor (PTY)Ltd Engineer.

**3.3.2.2 Removal of asbestos to Skips.**

- Remove existing asbestos cladding and place into skips (Skips will be supplied by Contractor)

**3.3.2.3 Disposal of asbestos**

- Disposing of asbestos roof sheets (All transportation and permits will be supplied by Contractor)

**3.3.2.4 Removal of IBR sheets**

- Remove existing IBR sheets and place into skips (Skips will be supplied by Foskor (Pty) Ltd and Foskor (Pty) Ltd will dispose off site)

**3.3.2.5 Supply and installation of horizontal IBR sheeting in the MCC room and vertical IBR sheeting, its associated supports and ancillaries.**

This includes supply, manufacture, test work, measurement, corrosion protection, delivery, cranes, etc to execute the works as per relevant drawings issued to construct and hand over the required work as defined in the drawings.

**3.3.2.6 Vertical Support structure**

- Supply, Manufacture, Corrosion Protection and Install
  - Supply and Installation of Purlin type PL 1 (5 off), PL 2 (5 off), PL3 (5off), PL4 (8 off), PL5(6 off), PL65 (3 off), PL7(3 off)
  - Supply and Installation of Sag rod Type: SR 1 (20 off) and SR 2 (10 off)
- Supply and install all the bolting, nuts and other ancillaries not specified herein.
- Supply and install Traffic Green Chromadek IBR 0.8mm sheeting to close sides (from grid 1 to 9) of the structure as illustrated on drawings supplied.



### 3.3.2.7 **Roof and Side Cladding**

- Removal of Brick fill on top of face brick wall (Before installing Traffic Green Chromadek IBR 0.8mm sheeting)
- Supply and install Traffic Green Chromadek IBR 0.8mm sheeting to close the MCC room roof from Grid 3 to Grid 9
- All roof gaps on between sheeting and brickwork to be sealed with mortar.

### 3.3.2.8 **Roof Insulation (take-out price)**

- Supply and install water ingress and thermal insulation to close the MCC room roof from Grid 3 to Grid 9.

### 3.3.2.9 **Fixed Or Permanent Lifelines**

- Supply and install lifeline to enable secure and safe working environment for installation of roof.
- There are many variables to consider in the erection of fixed static lines. These include the number of people on the system at any one time, the length of the system and the length between intermediate supports, length of lanyard of the user and the distance below the user. Engineer designed systems are necessary to consider all these variables.
- Each new lifeline system shall be inspected by the 2.13.1 engineer and a certificate of conformity issued for the lifeline.

### 3.3.2.10 **General requirements for this tender**

- The supplier is expected to be available for site briefing to verify any information relevant for successfully costing, supply and installation of the Project requirements.

## 4 **PROJECT URGENCY**

Project urgency is defined below:

This project needs to be prioritized as it will mitigate production risk and adhering to South African government asbestos legislation.

Proper communication to be managed by contractor and reported daily weekly to the Project Engineer.

## 5 **DELIVERY OF MATERIALS AND EQUIPMENT**

It is the responsibility of the Contractor to take delivery, off-load, storing, materials control 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, imports, excise and charges of any kind that may be imposed by the South African Government, or any of its agencies and political subdivisions relating to the supply and delivery to the site of the imported plant and equipment, materials and Contractor's plant and equipment.

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

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



## 6 BATTERY LIMITS – 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?													
N/A = NOT APPLICABLE; C = CONTRACTOR; FF = FOSKOR, FREE OF CHARGE FC = FOSKOR, AT COST TO CONTRACTOR													
1. Sanitary		2. Transport		3. Quality		4. Security		5. Lifting and Rigging		6. Medicals		7. Communication devices	
1.1 Toilets	FF	2.1 Labour	C	3.1 Plan, Management, QA/ QC	C	4.1 Mine 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 (Foskor to supply connection point, contractor to route/distribute to his temporal offices	C	2.2 Materials	C	3.2 All quality test Civil, Paint, Mechanical, etc	C	4.2 Foskor ID Card	C	5.2 Rigger	C	8.2 First aid box at place of work	C		
1.3 Change rooms	C	2.3 Equipment	C	3.3 Sampling and laboratory testing	C	4.3 Contractor laydown area and temporal offices security	C	5.3 Mobile cranes; The contractor to supply a takeout price	C				
1.4 Mobile Shower facility for asbestos labourers	C	2.4 All TMMS	C	3.4 Monitoring of air quality during asbestos removal	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. Removal of all on site/office waste to Foskor designated waste bins	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	13.2 Informing the Foskor waste management contractor that there is a need for a waste bin or that there is a need for waste bin removal	C		
										13.3 Transport of all on site waste bins to Foskor designated waste sites	FF		
15. Fuel		16. Mechanical		17. Labour		18. Compressed air		19. Scaffolding		20. Tools & Equipment		21. Training	
15.1 Fuel Supply	C	16.1 N/A	FF	17.1 All labour as per Scope of Work to execute task including management	C	18.1 Sandblasting or flash blast	C	19.1 Scaffolding Supply & Erect	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	NA
15.2 Fuel storage	C					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					18.3 Air for power tools - If available	FF	19.3 Cherry Picker's – only if and when available by pre booking	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		Asbestos					
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	26.1 Asbestos removal	C
		23.2 Bolts & Nuts, etc.	C	24.2 Storage area and inventory control	C	25.2 Electrical Extensions	C	25.5 Electrical connection point	FF	25.8 Power for tools on site from existing Foskor electrical supply point (Welding plugs and 220v plugs	C	26.2 Supply of skips, covers as per test work report recommendations	C



WHO WILL SUPPLY THE FOLLOWING?												
N/A = NOT APPLICABLE; C = CONTRACTOR; FF = FOSKOR, FREE OF CHARGE FC = FOSKOR, AT COST TO CONTRACTOR												
					25.3 COC Site Establishment	C	25.6 Connection to Electrical supply	C	25.9 Electrical and Instrumentation Installation		26.3 Asbestos Transport offsite to asbestos designated waste	C

## 6.1 ADDITIONAL BOUNDARIES

Drawings issued for tender purpose only.

## 7 AS BUILT DRAWINGS(N/A)

As built drawing requirement is defined below:

- As built drawings are to be compiled after completion.
- All drawing to be detail engineering drawings.

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

## 8 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 to 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 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. Foskor envisage a complete quality System driven by the Service provider and this system / plan will be approved by Foskor and the appointed designer (if applicable) before construction/fabrication will be started.
- 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 provider's account.
- x. Foskor may appoint a third part to measure and control Foskor's interest in the terms of quality in this contract and the service provider is expected to work in conjunction with this company.
- 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 hold points that is not negotiable here.

ii. State any other quality that is applicable 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.

## **8.1 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 in to the Foskor project Engineer on completion of the project.

### **8.1.1 QUALITY FILE INDEX**

**See template on the next page.**

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

## Contents

Issued for Construction (IFC) drawings – Approved.....	1
Quality Control Plan (QCP) Approved.....	2
Competency of People – Welder Qualifications, Trade, Authorization, Certifications, etc ....	3
Designer/Engineers Instructions, Specifications, Approvals, Concessions applied for & approved. Site instructions, Variations and ECO's .....	4
Method Statement of contractor– Approved.....	5
Material orders & Delivery notes.....	6
Certificates – Material, Data Sheets, Compliance, Certification, etc .....	7
Test Results – Each Discipline – Test cubes, NDT, etc.....	8
Request for inspection (RFI).....	9
As Built Drawings.....	10
Reports - Survey, etc.....	11
Punchlist/Snag list .....	12
Handover/ Occupations/ Taking over Certificates/Commissioning.....	13

## 8.2 **ADDITIONAL QUALITY REQUIREMENTS**

N/A

## 9 **PROJECT DELIVERABLES**

### 9.1 **THE DELIVERABLES FOR THIS PROJECT INCLUDE:**

- Project Schedule
- Sample analysis report
- Method statement
- Compliance documents
- Priced BOQ

### 9.2 **DATA BOOKS**

N/A

### 9.3 **MANUALS AND DOCUMENTATION**

Manuals of the new proposed material or Specification incorporating MSDS where applicable.

### 9.4 **FORMAT OF DOCUMENTS AND MANUALS**

General Note- All documents must be in English.

### 9.5 **TRANSMITTAL OF DOCUMENTS AND MANUALS**

Documents and Manuals to be submitted in the following formats:

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

Hard Copy: Arch lever file and must be durable and of high quality.

Soft Copy: Email and memory stick

Language: English

### 9.6 **PROJECT COMPLETION**

On project completion, the contractor will issue FOSKOR with a Handover certificate.

The handover certificate will be accompanied by the following document.

1. Quality file
2. Safety File
3. Reports
4. All Project deliverables listed under section 8.1.

## 10 DOCUMENTS / DRAWINGS ISSUED BY FOSKOR

Drawing or Document No	Title	Revision
AC25/C/292	TAILINGS TRANSFER PUMP STATION STRUCTURAL STEEL SHEET 1 OF 5	4
AC25/S/004	TAILINGS TRANSFER PUMP STATION SWITCH ROOM LAYOUT AND DETAILS	4
1214 -1	SELATI TAILINGS DAM'S TAILINGS TRANSFER PUMP STATION SHEET CLADDING LAYOUT AND ELEVATIONS	0
1214 -2	TYPICAL SECTION THROUGH BUILDING (GRID 2 TO 8)	0
1214 -3	TYPICAL SECTION THROUGH BUILDING (GRID 1, 2, 8 AND 9)	0
<b>Note</b>	Please read your Scope of Work	

## 11 ON-SITE SUPERVISION REQUIREMENT

- A FOSKOR work permit before commencement on 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.

### 11.1 ADDITIONAL REQUIREMENTS (N/A)

## 12 TENDER DELIVERABLES

The deliverables will include: -

- Complete FOSKOR pricing schedule (BOQ)
- Cashflow projection
- Preliminary Project Schedule indicating 5 months duration or shorter (Incorporating Christmas holidays)
- Company training Matrix indicated minimum training requirement compliance OR  
The tenderer should provide undertaking to comply with FOSKOR Safety requirements during tendering stage and fulfil the requirements if awarded the work. Any deviation may lead to cancellation of order/contract. Timeframes needs to be attached.
- Copy of Certificate of Passing FOSKOR 2.6.1 and 2.9.2 Legal Exam for the people that is intended to be used in this task /project.
- 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 needs to be submitted



## 13 SAFETY

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

- i. The service provider and subservice providers need to comply with the Mine Health and Safety act at all times. All Foskop COP's Policies and procedures needs to be adhered to.
- ii. A service provider 2.9.2 to be permanently on site.
- iii. Medical, Induction, Foskop ID Card, etc. is approximately R800 per Person. Exit medicals need to be done at termination of contract.
- iv. The Successful tenderer will be required to compile a Foskop 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 Foskop Premises.
- vi. All person competencies to be verified before being allowed to work on Foskop premises for a specific task.
- vii. The service provider must compile a Safety File as per Foskop 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 Foskop Safety System. Analyse data and trends and recommend preventative measures where required.
- x. Ensure all authorizations are in place as per the Foskop Safety System. Arrangement with Foskop training to be done by the service provider to ensure that authorization and training is conducted. Arrange timeously.
- xi. Ensure all workers competencies are available and have been validated.
- xii. Ensure proper security, sign boards, 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 (COP01) 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 areas.
- 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 in accordance with 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 be informed of the following minimum training is applicable to all service providers (irrespective of the tasks or scope of work) that will enter Foskop Phalaborwa site with effect from 1 April 2014. This training is not presented by 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 must be from recognised or registered training providers accredited by Seta.  
(Guidance on training certificate information supplied below but not limited to the list)
  - 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

### 14.1 MINIMUM LEGISLATIVE REQUIREMENTS:

The successful or appointed service provider shall comply with:

- i. The Mines Health and Safety Act with Regulations (Latest revision)
- ii. The National Road Traffic Act with Regulations (Latest revision)
- iii. All applicable national and international legislative requirements and regulations.
- iv. 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 applicable to the successful application of the contract. (Available on request)
- viii. Additionally comply with the following **Environmental Specifications, Policies and Procedures**:
  - a) COP 41 Housekeeping and workplace organisation
  - b) COP 49 Waste Management
  - c) COP 51 Resource conservation, energy, and materials
  - d) COP 70 Storage of petroleum products and other hazardous material
  - e) National Environmental Management Act 107 of 1998 (NEMA)
  - f) Asbestos Abatement Regulation, 2020
  - g) National Environmental Management Waste Act 59 of 2008 (NEMWA) as amended.
  - h) The successful service provider shall include in his/her SAFETY FILE, and comply with, the following documents:
    - i. Environmental Aspect and Impact Register (Applicable to this contract).
    - ii. Environmental Objectives and Targets (Applicable to this contract).
    - iii. Waste Management Plan (Applicable to this contract).
    - iv. FOSKOR Atmospheric Emissions License (Copy available on request)
    - v. FOSKOR Waste Management Licence (Copy available on request)
    - vi. FOSKOR Water Use Licence (Copy available on request)

## 14.2 SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S

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

- i. Ensure that his driver/s are in possession of a valid national driver's licence for the specific class of vehicle, has been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.  
(Contact the Foskor mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)
- ii. The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskor premises:
  - a. Obtain permission from the Foskor Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskor site. (Forms will be provided)
  - b. Obtain a certificate of fitness from the Foskor Light Vehicle maintenance workshop supervisor or appointed Foskor inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl Fridays) at the Light Vehicle Maintenance workshop.
  - c. Submit the above permission and COF in at the main security office for issue of a vehicle access disk.
- iii. Ensure that his service vehicles / trailers have been inspected (Daily) in accordance with the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)  
See Foskor COP 59, Trackless Mobile Machinery for details.

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

- i. Briefed on the required task and have been informed of any abnormal conditions/situations.
- ii. Physically, emotionally and mentally fit to perform their duty.
- iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the duty of maintaining, servicing, inspecting and testing earthmoving- and mobile equipment.
- iv. Before commencement of work:
  - a. All tools and equipment shall have been inspected and tested to be in a 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.

13.2.3 Before entering and working on the Foskor site the appointed service provider shall ensure that his portable electrical equipment have 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 in order 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 in accordance with Regulation 2.6.1 and an on-site supervisor in accordance with 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 in accordance with section 29(1) of the MSHA to assist the 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 of 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 of the appointed service providers' employees shall receive/have received training in:
  - a. First aid level 1 (Provide own training)
  - b. Working at heights (Provide own training)
  - c. Basic Health & Safety Principals (Provide own training)
  - d. HIRA (Provide own training)
  - e. Basic firefighting. (Provide own- or receive FOSKOR training, contact 015 789 2531 to book)
  - f. Lock out. (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 alternatively email proof of training and certificates to [johanfo@foskor.co.za](mailto:johanfo@foskor.co.za) to confirm compliance before requesting his approval on the PERMIT TO WORK.

- ix. All of the appointed service providers' on-site employees shall receive the basic FOSKOR site induction training at the FOSKOR Security office.
- x. All of 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 MSHA 2.13.1 appointee and signed by all of service providers employees. Make use of FOSKOR's own 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 MSHA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1.a managers 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. Registration number must be provided.
- xv. SARS issued 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 at all times be available for inspection by a Foskor official: The following guidelines are provided in order 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, SHERQ Department receptionist will supply the contract details or attend the monthly service providers meeting every 2<sup>nd</sup> Monday of the month (3<sup>rd</sup> Monday if 1<sup>st</sup> or 2<sup>nd</sup> Monday a public holiday) at 13:30 in the Foskor Plant Training Hall)  
The SAFETY FILE must at all times be available for inspection by a Foskor official.

## 16.1 FOSKOR SAFETY FILE INDEX

See template of the SHE FILE INDEX below:



### SHE FILE INDEX

<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. COP1: Foskop risk management Clause 6.1.2.1 & 6.1.2.2: Hazard identification, risk assessment and determining controls.	3
4. COP88: Objectives, targets and management programmes Clause 6.2.1: Planning to achieve OH&S objectives. Clause 6.2.2: Objectives and programs	4
5. COP 2: Compliance obligations and appointments COP 5: Health and safety representatives, Clause 5.1: Leadership and commitment Clause 6.1.3: compliance obligations/ legal and other requirements	5
6. COP 15: SHERQ Competency and awareness training Clause 7.2: Competence Clause 7.3: Training awareness	6
7. COP 17: Mobile, technical and process training Clause 7.2: Competence Clause 7.3: Training and awareness	7
8. COP 6: SHERQ Committees COP 7: Communication (Mini – business communications) Clause 7.4: Communication Clause 5.4 participation and consultation	8
9. COP 42: Lighting: natural and artificial; COP 43: MCOP Occupational health programme on thermal stress COP 44: Sanitation plant hygiene amenities COP 45: MCOP occupational health program on personal Exposure to Air borne Pollutants COP 64: Ergonomics COP 86: MCOP for Occupation Health Program for noise Clause 8.1. Operational health program for noise Clause 8.1.1. General	9
10. COP 49: Waste management COP 58: Hazardous chemical substances and control Hazchem and waste management Clause 8.1.2 Eliminating hazards and reducing OH&S risks	10



## SHE FILE INDEX

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. COP 59: 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. COP 60: 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. COP 63: Hand tools	19
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
20. COP 65: Personal Protective Equipment	20
COP 67: MCOP Women in mining PPE	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
21. COP 69: Maintenance of fire equipment	21
Clause 8.1 Emergency preparedness and response	
Clause 8.1.2 Eliminating hazards and reducing OH&S	



## SHE FILE INDEX

22. COP 72: Firefighting emergency drill and instructions	22
COP 74 Emergency preparedness and response	
COP 102: MCOP: Risk based emergency care on mine	
COP 104: MCOP: Prevention of fires at mine	
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency Preparedness and response	
23. COP 93: 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. COP 94: Hot work	24
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
25. COP 95: 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. COP 98: Water safety	28
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
29. COP 101: 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: 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	

## SHE FILE INDEX

31. COP22: SHEQ Inspection	31
Clause 8.1 Operational planning and control	
32. COP 23: Internal and external audit.	32
Clause 9.2 Internal audit	
Clause 9.2.1 general	
Clause 9.2.2 internal audit programme.	
33. COP 82: Mandatory Code of Practice for Mine Residue Deposits	33
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency preparedness and response	
34. COP91: Combat rock fall and slope instability accidents in surface mines.	34
Clause 8.1 Operational planning and control	
Clause 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

- NOTE:
- 1) A Foskor representative may add or remove any other Foskor safety, health, quality and environmental policies and/or procedures deemed applicable.
  - 2) If a COP is not applicable to this contract/project, please complete and attach the "Not applicable" form in the space of the COP

### 16.2 TYPICAL CONTENTS OF SAFETY FILE:

- i. Title and index cover page
- ii. A copy of the PERMIT TO WORK.
- iii. A copy of the MHSA Regulation 2.6.1 and -2.9.2 and SHE Rep appointment letters.
- iv. A copy of Foskor COP 25, Service provider control.
- v. A copy of LME (Lifting Machine Entity) registration certificate with the Department of Labour.
- vi. Copy of LMI (Lifting Machine Inspector) registration certificate with the Engineering Council of South Africa in the employ of the service provider.
- vii. 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.
- viii. Copies of critical task descriptions and standard operating/maintenance procedures.
- ix. Copies of the appointed service providers safety, health, environmental, HIV and AIDS, smoking and waste management policies.
- x. Training records of all on-site employees.
- xi. Employee records of actual time worked (Normal and overtime).
- xii. Copy of on-site induction training.
- xiii. Records of inspections of TMM (Trackless Mobile Machinery) and trailers. See Foskor COP 59, Trackless Mobile Machinery for details.
- xiv. Records of issues and inspections of PPE (Personal Protective Equipment) and safety equipment. See Foskor COP 65, Personal Protection Equipment for details.

- xv. Records of issues and inspections of PEE (Portable Electrical Equipment). See Foskor COP 60, Portable electrical Equipment for details.
- xvi. Records of issues and inspections of tools and equipment. See Foskor COP 63, hand tools for details.
- xvii. Records of daily, weekly and monthly 2.6.1 / SHE Rep safety inspections. See Foskor COP 22, SHE Inspections for details.
- xviii. Records of daily green-area and safety talks. See Foskor COP 7, Communication for details.
- xix. 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 to obtain updated Foskor COP's electronically from Procurement Department- (The designated buyer will supply the information)**

### 16.3 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.	<ul style="list-style-type: none"> <li>No work that relates to life saving rules e.g., Construction, Conveyors, Lifting, Electrical, Lock-out, Working at Heights, Hotwork.</li> <li>Specialist and consultants (experts) working in teams smaller than 5 for less than 1 month on site.</li> </ul>	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 includes all work relating to <u>life saving rules</u> (risk work) and therefore must comply to relevant training and Authorisations as required in the Foskor COPs 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	SHEQ 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	1. First Aid Training 2. HIRA 3. Understanding Basic Health and Safety Principles	1. First Aid Training 2. HIRA 3. Understanding Basic Health and Safety Principles <u>PLUS</u> , all training as defined in Baseline risk assessment and Scope (COP 1)	1. First Aid Training 2. HIRA 3. 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

#### 16.4 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

1. Risk Assessments and clearance certificates
2. Lifting operations
3. Working at heights
4. Confined space entry
5. Positive energy Isolation and lockout
6. Moving Machinery
7. Personal protective equipment

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

#### 16.5 ADD ANY DDITIONAL SAFETY REQUIREMENTS

### 17 TECHNICAL ASPECTS

#### 17.1 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

Latest addition 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 SHEQ system (COP's)

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

- FOSKOR Water Use Licence (Copy available on request)
- Occupational Health and Safety Act (Act 85 of 1993)
- Mine Health and Safety Acts and regulations (Act 29 of 1996)
- Explosive Acts and Regulations - South Africa
- DWS and the National Water Act.
- Foskor COP's and applicable General SHEQ Requirements
- Foskor Engineering Specifications
- Chamber of Mines / Mine Council SHEQ Requirements (Milestones)
- FOSKOR Atmospheric Emissions License (Copy available on request)
- 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%.

#### 17.2 SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

#### 17.3 AMBIENT CONDITIONS























- Ambient temperature

Summer	35 Degrees Avg.	50 Degrees Max
Winter	17 Degrees Avg.	2 Degrees Min

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



#### 17.4 FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED PRIOR TO FINALIZATION OF ANY DESIGN OR SPECIFICATION)

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

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

## 17.5 SPECIFICATION

ELECTRICAL SPECIFICATIONS		
NUMBER	REVISION	TITLE
EE-1	Latest Revision	Motor Control Centre & Switchgear
EE-2	Latest Revision	Squirrel Cage Induction & Wound Rotor Motors
EE-11	Latest Revision	Power Factor Correction Equipment
GE-1	Latest Revision	Design Criteria for Electrical Installations
GA-1	Latest Revision	Procedures for Enquiries & Tenders
GD-1	Latest Revision	General Requirements for Design, Project Management & Tenders
GD-2	Latest Revision	Engineering Change Order (E.C.O) Procedure
GM-1	Latest Revision	Mechanical Equipment
GM-5	Latest Revision	Pipe Standards
GM-6	Latest Revision	Engineering Drawing & Document Requirements
GM-8	Latest Revision	Surface Protection
GM-3	Latest Revision	Painting & Surface Protection of Steel
GS-1	Latest Revision	Structural Steel work & Plate work Fabrication & Erection
GQ-1	Latest Revision	Quality Control
GI-1	Latest Revision	17.5.1.1 <b>General specifications &amp; Procedures</b>
GI-2	Latest Revision	17.5.1.2 <b>Installation &amp; Commissioning</b>
GI-3	Latest Revision	17.5.1.3 <b>General Equipment Specification</b>
GI-4	Latest Revision	17.5.1.4 <b>Field Instrumentation Specification</b>

## 18 PROJECT MANAGEMENT - CONTRACTOR

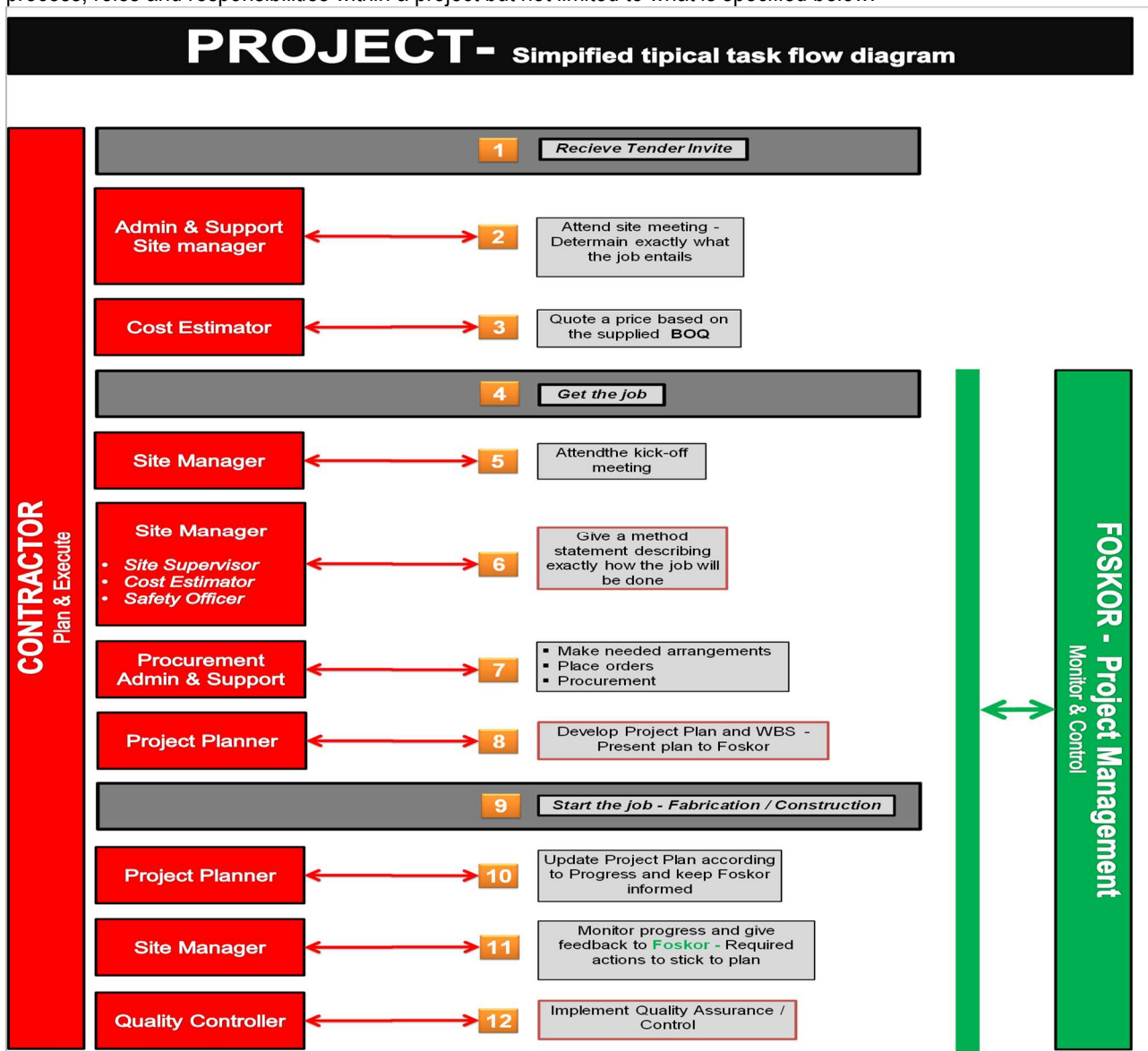
- Nominate a single window of communication to Foskor – Typically the appointed contractor 2.6.1
- Attend meetings as agreed during the project kick off meeting.
- Submit Progress reports (Format & interval) as defined in the Kick off Meeting (Invoicing, Labour, Performance against plan, Contractor purchases, Quality Management, Safety, Etc.
- Manage and participate in the “Daily Journal” as part of executing the project.
- All meetings will be held at FOSKOR offices, unless otherwise stated.
- The contractor to provide updated project management plans on progress as defined by the Foskor Project Engineer.



- h) If the project is executed based on a shutdown approach the contractor will produce a formal Works Breakdown Structure of the works.
- i) 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.
- j) 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.
- k) This includes arrangements, tools, equipment, labour, Tasks, Purchase, Quality, Communication, etc.

### 18.1 ADD ANY ADDITIONAL PROJECT MANAGEMENT REQUIRMENTS

The Contractor is responsible for managing the project and this is graphically displayed below indicating typical project process, roles and responsibilities within a project but not limited to what is specified below.



### 19 LIAISON AND CO-OPERATION WITH OTHERS

- The Contractor shall be required to co-operate and liaise with Foskor appointed project manager.
- The Contractor must note that construction is within an operational plant.
- The Contractor may appoint a Foskor approved sub-contractor.

- The Contractor shall be required to work in conjunction with the Foskor appointed structural-, electrical-, equipment- and instrumentation installation contractor – if applicable.

## 19.1 ANY ADDITIONAL REQUIREMENTS

N/A

## 20 GENERAL CONDITIONS – COMMERCIAL

### 20.1 EXTENSIONS, PENALTIES AND RETENTIONS

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

Description	Condition	Duration
Penalties	2% per week to a maximum of 8%	Late Delivery after promised completion date
Performance Bond	0% of Contract Value	0 Year after completion
Retention	5 % of Contract value	Release after 3 months of completion
Type of Contract	Foskor General condition of contract	
Tender price validity	180 business days from bid closing	
Escalation	None	None

All delays must be immediately reported to the section engineer with the remedial action or catch-up plan.

### 20.2 AFTER SALES SERVICE OR REQUIREMENTS

#### 20.2.1 After sales service requirements are listed below:

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

(The supplier must take note that he will be required to undergo specific inductions, training and obtain authorisations before being allowed to enter and work on the Fokor site – details can be forwarded on request)

## 20.3 INVOICE DUE DATES

The due dates for claim certificate are the 12<sup>th</sup> of every month. Invoices are due the latest 17<sup>th</sup> of every month.

A Foskop QS will be responsible for claim certificate verification and claim certificates needs to submitted latest the 7<sup>th</sup> of each month to the QS

## 21 TENDER EVALUATION CRITERIA

- a) 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.
- b) The following tender evaluation criteria will be used for adjudicating the Contractor submitted tender.
- c) Please provide the required documentation as requested in the "Proof / documents to be submitted" column. Please be specific when submitting documents by ensuring it answer the item specified.
- d) Please use the annexure number as indicated to identify proof submitted.
- e) Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.

### 21.1 MANDATORY REQUIRMENTS

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

No	Pre-Qualification Requirements	Comments
1	<p><b>Company should have a minimum CIDB rating of 3CE or 3GB or 3SL or higher of the three</b></p> <p><b>Scoring:</b> Yes or No</p>	Provide certificate of CIDB grading

## 22 EVALUATION CRITERIA (TECHNICAL)

Evaluation Criteria (Technical)			
T /21: Tailings Transfer pump station – asbestos roof removal			
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted
1	<b>Experience &amp; Team competence</b>		
a)	<p>Company Previous Installation of steelwork and roofing</p> <p><b>Scoring:</b></p> <p>0 Projects 0%</p> <p>1-2 Projects 5%</p> <p>3-4 Projects 15%</p> <p>5 Projects &amp; above 20%</p>	20%	<p>Give reference list of projects, years of experience with values and Purchase order and completion certificate.</p> <p><u>Annexure A</u></p>
b)	<p>Company Previous Installation of steelwork and roofing in an Industrial, plant or mining Environment</p> <p><b>Scoring:</b></p> <p>0 Projects 0%</p> <p>1-2 Projects 2,5%</p> <p>3-4Projects 7,5%</p> <p>5 Projects &amp; above 10%</p>	10%	<p>Give reference list of projects, years of experience with values and Purchase order and completion certificate.</p> <p><u>Annexure B</u></p>
c)	<p>Company – Previous successful Asbestos removal and disposal Project</p> <p><b>Scoring:</b></p> <p>0 Projects 0%</p> <p>1-2 Projects 5%</p> <p>3-4 Projects 10%</p> <p>5 Projects &amp; above 15%</p>	15%	<p>Give proof of purchase order, appointment letters, completion certificates and a reference list of projects, with values and contact numbers for verification</p> <p><u>Annexure C</u></p> <p><u>This works may be Subcontracted. The scoring will require subcontractor information, if subcontracted.</u></p> <p><b><u>Mandatory</u></b></p>
2	<b>Compliance</b>		
a)	<p>Competent Persons - Contractor registration with Department of Labour for working with asbestos and compliance with the Asbestos Regulations 5, 15 and 21</p> <p><b>Scoring:</b></p> <p>Yes 20%.</p> <p>No 0%;</p>	20%	<p>Provide proof of registration</p> <p><u>Annexure D</u></p> <p><u>This works may be Subcontracted. The scoring will require subcontractor information, if subcontracted.</u></p> <p><b><u>Mandatory</u></b></p>

Evaluation Criteria (Technical)			
T /21: Tailings Transfer pump station – asbestos roof removal			
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted
3	<b>Company Capacity</b>		
a)	Quality verification and auditing.  <b>Scoring:</b> No quality document or not accepted =0% Partial documents = 7,5% All Quality documents provided =15%	15%	Give extract of at least 3 Signed off Quality control plans (QCP's) and quality documents used during construction with relevant inspector and client signatures of similar projects  <b>Note:</b> Partial documents means that not all quality documentation has been given  <u>Annexure E</u>
b)	Project team Organogram indicating names, positions, trades for this project  <b>Scoring:</b> No Organogram = 0 %. Organogram with all relevant skills =10%	10%	Submit organogram with names, designation and CVs for the personnel which will be executing the works. Include who will be the legal appointee's as per the MHSA. Include all roles and subcontractors.  <u>Annexure F</u>
4	<b>Project schedule</b>		
a)	The contractor to supply a Level 2 preliminary schedule of this project.  <b>Scoring:</b> No Schedule/ irrelevant schedule =0%. Relevant schedule = 10 %	10%	Level 2 Preliminary schedule illustrating activities that are aligned with the Project deliverables.  <b>Note:</b> Level 2 schedules provide a more detailed summary of your project, including the major activities, milestones, and dependencies among tasks  <u>Annexure G</u>
<b>Total Technical Score</b>		<b>100.00%</b>	
<b>Note: In order to qualify for the second evaluation phase (commercial) your company need to score a minimum of 70% on the technical evaluation.</b>			

## 23 PRICING SCHEDULE

**Tender No.:** T....

**Description:** Tailings Transfer pump station- asbestos roof removal

All items of expense to ensure successful completion of the project to be Included in Pricing Schedule, including but not limited to:

- a. All labour and supervision, including transport, accommodation, meals, etc.
- b. All expertise, skill and technical support, Supervision, Administration, Safety, etc.
- c. Flash blast structures to remove loose portions and rust. Cost for any subservice providers/service providers used.
- d. Cost and supply of all tools and machinery required for successfully installation.
- e. Wastage/Cut Off to be included in the rates, Sum prices.
- f. All consumables required to Execute the work as per the Scope, Pricing Schedule (Bolts, nuts, Welding Rods, Gas Cutting, etc)
- g. All Lighting and electrical extensions requirements to execute the work.
- h. Basic Cleaning of Spillages to execute the work.
- i. All Safety Related items required to execute the task (Work Permit, PPE, Training, Medicals, etc)

No	ITEM	Unit of Measure	Estimated quantity	Rate	Total
<b>1</b>	<b>General Obligations</b>				
1.1	Safety – Work Permit, PPE, Safety File, Medicals, Induction, Management, Supervision, etc.	1	Sum		
	Travelling to site, meals, accommodation	1	Sum		
	<b>Asbestos roof removal</b>				
2.1	The sample of the suspected asbestos material to be taken, sealed, labelled and transported to an approved analytical laboratory for analysis (mineralogical) testing. Report to be issued to Foskor (PTY)Ltd.	Each	Task		
		Each	Task		
2.2	Remove existing asbestos cladding equivalent to 580m <sup>2</sup> and place into skips (Skips will be supplied by Contractor)	m <sup>2</sup>	580		
2.3	Disposing of asbestos roof sheets (All transportation and permits will be supplied by Contractor) ***Note: Asbestos is only disposed in asbestos waste designated area	m <sup>2</sup>	580		
<b>3</b>	<b>Roofing the switch room (No steel work)</b>				
3.1	Removal of Brick fill on top of face brick wall (Before installing Traffic Green Chromadek IBR 0.8mm sheeting)	1	Sum		
3.2	Supply and install Traffic Green Chromadek IBR 0.8mm sheeting to close the MCC room roof from Grid 3 to Grid 9	m <sup>2</sup>	580		
3.3	All roof gaps on between sheeting and brickwork to be sealed with mortar	1	Sum		

No	ITEM	Unit of Measure	Estimated quantity	Rate	Total
3.4	Remove existing IBR sheets and place into skips (Skips will be supplied by Foskor (Pty) Ltd and Foskor (Pty) Ltd will dispose of site)- within the building	1	Sum		
3.5	Supply and Install Traffic Green Chromadek IBR 0.8mm sheeting	1	Sum		
<b>4</b>	<b>Supply and Installation of vertical cladding steelwork</b>				
4.1	Supply and Installation of Purlin type PL 1	Ea.	5		
4.2	Supply and Installation of Purlin type PL 2	Ea.	5		
4.3	Supply and Installation of Purlin type PL 3	Ea.	5		
4.4	Supply and Installation of Purlin type PL 4	Ea.	8		
4.5	Supply and Installation of Purlin type PL 5	Ea.	6		
4.6	Supply and Installation of Purlin type PL 6	Ea.	3		
4.7	Supply and Installation of Purlin type PL 7	Ea.	3		
4.8	Supply and Installation of Sag rod Type: SR 1	Ea.	20		
4.9	Supply and Installation of Sag rod Type: SR 2	Ea.	10		
<b>5</b>	<b>Supply and Installation of vertical cladding Traffic Green Chromadek IBR 0.8mm sheeting</b>				
5.1	Supply and Installation of Sheeting between Grid 1-2	Ea.	10		
5.2	Supply and Installation of Sheeting between Grid 2-3	Ea.	10		
5.3	Supply and Installation of Sheeting between Grid 3-4	Ea.	10		
5.4	Supply and Installation of Sheeting between at Grid 4-5	Ea.	10		
5.5	Supply and Installation of Sheeting between Grid 5-6	Ea.	10		
5.6	Supply and Installation of Sheeting between Grid 6-7	Ea.	10		
5.7	Supply and Installation of Sheeting between Grid 7-8	Ea.	11		
5.8	Supply and Installation of Sheeting between Grid 8-9	Ea.	11		
<b>6.</b>	<b>Roof Insulation (take-out price)</b>				
6.1	Supply and install water ingress and thermal insulation to close the MCC room roof from Grid 3 to Grid 9. (See Data sheet 3 Rock wool core panel-50mm thick)	1	Sum		
<b>7</b>	<b>Fixed Or Permanent Lifelines and safety Harness</b>				
7.1	Supply and install lifeline and safety harness to enable secure and safe working environment for installation of roof and side cladding (To accommodate minimum of 4 people working at the same time).	1	Sum		
8.	Transport of steelwork	1	Sum		
9.	Transport of IBR sheeting	1	Sum		
10.	Transport of Insulation	1	Sum		
<b>11</b>	<b>Supply Crane</b>	<b>1</b>	<b>Sum</b>		
	<b>TOTAL (Excluding VAT)</b>				
	<b>VAT (15%)</b>				
	<b>TOTAL (Including VAT)</b>				



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**: -

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

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**Sub-contractor** (Please provide list and function)

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

BBBEE Level	<input type="text"/>	Black Ownership	<input type="text"/> %	Black Woman Ownership	<input type="text"/> %
Tender Validity	<input type="text"/> Days	Manufacturing Period	<input type="text"/> Days	Installation Period	<input type="text"/> Days
Guarantee	<input type="text"/> Months	Commencement after receipt of official purchase order	<input type="text"/> Days		
Payment terms	<input type="text"/>				

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

Fixed	<input checked="" type="checkbox"/>	Duration of fixed price	<input type="text"/> 12 Months	<input checked="" type="checkbox"/>	<input type="text"/> 24 Months	<input type="text"/>
Variable	<input type="checkbox"/>	Price Base Date	<input type="text"/>			

If variable provide price variation factors, percentages and formula in 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	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Where prices include a foreign currency rate please provide:

% of price subject R O E	<input type="text"/> %	ROE	<input type="text"/> = ZAR
ROE Base Date	<input type="text"/>		

**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 T -18.

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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**.

**25 DOCUMENTED INFORMATION**

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

**26 REFERENCES**

Code of Practice Foskor Risk Assessment (COP 01).  
 Quality Management Systems – Requirements (ISO 9001:2015).  
 Environmental Management Systems – Requirements with guidance for use (ISO 14001:2015).  
 Occupational Health and Safety Systems – (ISO 45001)

**27 ANNEXURES A-G (TO BE SUPPLIED BY CONTRACTOR)**

DRAWINGS - HYPERLINK

<https://www.dropbox.com/scl/fo/r88wqv5v33g8udct9z8bv/AGgiAOhgJxlthDp4COIF0o?rlkey=jbg0ccu2g7rcgjgtlj6kx78&st=atj3nxbd&dl=0>