

FOSKOR



SCOPE OF REQUIREMENTS

For

Video and Audio-Conferencing, Removal, Supply, Install and Support.

SECTION C: TECHNICAL REQUIREMENTS SPECIFICATION

1. Special instructions to tenderers

- 1.1** Tenderers shall provide full and accurate answers to the questions posed in this document, and where required explicitly state either, “Comply/Not Comply” regarding compliance with the requirements. Tenderers **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the tender response. Failure to comply to the Mandatory, Technical and Functional Requirements may lead to the Tenderer being disqualified.

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. Background Information

The current Video Conferencing equipment installed is Cisco SX10, SX20, SX80 with an additional adaptor for Microsoft TEAMS connectivity. The objective is to provide a reliable, secure, robust, scalable, integrated and cost-effective video/audio conferencing system that meets Foskor’s future business collaboration and communications requirements.

4. Scope of Work

4.1 Scope Description

The scope of this project covers the following boardrooms at Foskor Group:

- Richards Bay:
 - Main boardroom VC;
 - Meet-me room VC;
 - HR boardroom VC;
 - PR boardroom AV,
 - VIP boardroom AV
 - Club Hall AV
- Phalaborwa:
 - Main PR boardroom VC;
 - Management boardroom VC
 - Mining meeting Room AV
 - Production Meeting Room AV

The following activities are required per boardroom:

- Removal of current installed equipment and handover to Foskor.
- Acquisition and installation of new hardware and software.
- Integration, testing and commissioning between Sites.
- Supply technical documentation, user documentation, design documentation and drawings.
- Provide technical and user training.
- SLA agreement and maintenance plan.

The Service level agreement and maintenance plan must detail and ensure sustainability for the next 5 years for the installed equipment.

Support Response/Repair Plan All Sites			
	Low Priority	Medium Priority	Critical
Online/telephonic	immediate /unlimited	immediate /unlimited	immediate /unlimited
Onsite Support	Within business 7 days	Within 2 business days	next business day

Maintenance Plan All Sites for next 5 years	
Maintenance	OEM Annual Service Plan
Service Items	Service Items identified as per OEM
Warranty Cover	Replacement Items to be covered by warranty
Spares Parts and Stock holding	List the required spare parts list and supplier held stock holding plan

Recommended Spares list to be available for support while repairs/testing is done		
Item	Make model	Availability
Projector	As installed or latest model in range	On demand
screen	As installed or latest model in range	On demand
Amplifier	As installed or latest model in range	On demand

VC unit	As installed or latest model in range	On demand
Camera	As installed or latest model in range	On demand

The scope of work requires a replacement Video conferencing and board room equipment to equip to the latest technology and capabilities:

- Security and Privacy Capabilities
- User Login Capabilities
- Video and Audio Quality
- Gamification
- Integration Tools and Technology
- Measuring Performance – Data Analytics

4.2 Bill of Quantities

Boardroom Layout /Requirements														
Site	Room	No Seater	Room Size		Main Screen	Projector	Support Screen/Size	Projector/ Screen		VC/Teams unit	Mic Required	Amplified Sound & Speaker with Ceiling	Camera	Table connection HDMI @ C Type
			Length	Width				Screen	Ceiling Mounted					
RBY	PR	20	4.5 M	9.5 M	No	Yes	1X55"	0	1	1	Yes	Yes	Yes	3
	Main boardroom	20	5 M	11 M	2x 75"	Yes	2x55"	0	1	1	Yes	Yes	Yes	3
	MeetMe room	6	4 M	3.5 M	1 x 70"	No	0	0	0	1	Yes	Yes	No	1
	VIP Boardroom	20	5 M	10 M	No	Yes	1X55"	0	1	0	No	Yes	No	2
	HR Boardroom	10	5.5 M	7 M	2x 70"	No	0	0	0	1	Yes	Yes	Yes	1
	Club Hall	100	20 M	14 M	No	Yes	2x55"	0	1	0	No	Yes	No	1
PHB	Boardroom	20	10 M	6.5 M	No	Yes	0	1	1	1	Yes	Yes	Yes	2
	PHB: PR Room	30	12 M	9.5 M	No	Yes	1X55"	1	1	1	Yes	Yes	Yes	3
	Mine VC Room	8	6 M	3.5 M	No	Yes	0	1	1	1	Yes	Yes	Yes	1
	Plant VC Room	8	6 M	3.5 M	No	Yes	0	1	1	1	Yes	Yes	Yes	1
Total					5	8	7							

BILL OF QUANTITIES SPECIFICATIONS

DESCRIPTION	MODEL NO.	PHB MB	PHB PR	PHB SMR1	PHB SMR2	RBY MB	RBY Meetme	RBY 20 Seater1	RBY 20 Seater2	RBY CLUB	RBY HR
Audio Equipment											
XPA U 1002 Two Channel High Impedance Amplifiers 100 Watts Per Channel, 100 volts	60-1761-12	1	1			1					
SoundField XD 6.5" Two-Way Ceiling Speaker with 8" Composite Back Can and 70/100 V (Pair)	60-1310-03	3	4			3					

[illegible]

[illegible]

[illegible]

TT Back Grid WM	TT BGRID W											
Existing Samsung UA55J6200 displays (De- installed from Upstairs Boardroom, to be relocated to BYOD Meeting Room)	Existing											
Existing Samsung DC55E display (De- installed from Ground floor meeting room, to be relocated to Stand up meeting room)	Existing											
Existing Samsung DC55E display & bracket (De-installed from Main Boardroom, to be relocated to Lebo's Office)	Existing											
Existing Samsung DC55E display & ceiling mount brackets (De-installed from Main Boardroom, to be relocated to Kitchen)												
106" 16:9 Flat Fixed Frame Screen, White, 2346 x 1319mm viewing size, 80mm black velvet frame.	PERM10 6-HD							1	1			
Fixed Frame 100mm Spacer	Custom - Fixed Frame / 100mm Spacer (pair of 2)							2	2			
Rally Cam 100mm Spacer	Custom - Custom - Rally Cam / 100mm Spacer							1	1			
Switching & Integration												
0,9m HDMI Cable	C- MHM/M HM-3					2						
1,8m HDMI Cable	C- MHM/M HM-6	2	1	1	1	2	1	1	1	1		
3m HDMI Cable	C- MHM/M HM-10										1	
4.6m HDMI Cable	C- MHM/M HM-25			1	1		1					

[illegible]

4,6m VGA + Audio Cable	C-MGMA/MGMA-15									1	
Remote Control											
NBP 105 D Network Button Panel with 5 Buttons - Decorator-Style Wallplate	60-1688-01									1	
NBP 105 D buttons	SB-100-004697									1	
General											
Existing Equipment rack	Existing	1	1			1					
Client supplied shopfitting required, Laptop interface	Client supplied			1	1		1				
Client supplied equipment rack	Client supplied									1	

4.3 Scope – Extent of work or Service Required

- Service provider to showcase their equipment installations or showroom.
- Service provider must provide accreditation/expertise and experience in the business
- Service provider must provide the resource capacity and ability structure to provide maintenance services/ technical support
- All rooms must be fully Microsoft teams compatible and link to each other.
- Rooms must be compatible with BYOD (Bring Your Own Device), for communication and presentations.
- All rooms must also have their own equipment to connect to Microsoft teams. (No BYOD)
- All equipment, for example (amplifier) must be placed in a cabinet, complete with 2KVA UPS.
- Cabling and Trunking- comply to ISO standards.
- Equipment to be IP Rated for dust and moisture.
- Equipment must be equipped with electronic protection units.
- Work execution to be done during Foskor's business hours.

4.4 Project Deliverables

The deliverables for this project include:

- Project Management Documentation (Project Plan, Risk Register)
- Service Level Agreement
- Spare Parts List
- User and Technical training

- Warrantee Certification
- Drawings, documentation, manuals
- Software
- Installation Setups and configurations

4.5 On Site Supervision Requirements Contractor to appoint Legal appointees. Safety Talks, HIRA/Clearance compliance

4.6 Tender Deliverables

The deliverables will include: -

- Complete Foscok pricing schedule (BOQ)
- Preliminary Project Schedule
- Preliminary method statement to execute the site work.
- Tax Clearance
- Letter of Good standing (Workman compensation)
- BBBEE 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.

4.7 Safety Requirements

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

The service provider and subservice providers need to comply with the Mine Health and Safety act at all times. All Foscok COP's Policies and procedures needs to be adhered to.

A service provider 2.9.2 to be permanently on site.

Medical, Induction, Foscok ID Card, etc. is approximately R800 per Person. Exit medicals need to be done at termination of contract.

The Successful tenderer will be required to compile a Foscok 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:

Section 29(1) — SHE REP for the duration of the contract

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

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

The service provider must compile a Safety File as per Foscok standard for all service providers and subservice providers.

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

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

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

Arrange timeously.

Ensure all workers competencies are available and have been validated.

Ensure proper security, sign boards, fencing and barricading is in place on site where applicable.

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 before a work permit can be issued for the installation.

All service providers not in possession of a valid Foscok ID card have to complete the Foscok induction course and have to undergo a medical examination at the Foscok clinic for the service providers

account. 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. All personnel operating mobile equipment including LDV's must have a Foskop driver's permit. An open Pit License is required for driving in the mining area's . All the required PPE and Safety Equipment are for the service provider's account. All service providers must ensure that:

- His workers are issued with the correct personal protective equipment free of charge.
- That the workers wear the PPE in accordance with the project area's requirements or as given by the service provider Supervisor.
- Training is provided in the correct use of PPE to workers.
- Daily inspections are done on PPE.

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 certificate will be accepted if complying to the following:

- Unit Standard Title
- Learner Full name
- Learner ID number
- Competency achieved
- Date of Assessment
- Assessors signature
- Training provider logo
- Training provider registration number and accreditation number.

Seta logo

13.LEGISLATIVE REQUIREMENTS - SUMMARY

13.1 . Minimum Legislative Requirements:

The successful or appointed service provider shall comply with:

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.

Foskop (Pty) Ltd. COP (Code Of Practice) No. 25 for Service provider Control (Available on request)

Foskop (Pty) Ltd. COP (Code Of Practice) No. 59 for Trackless Mobile Machinery (Available on request).

All Foskop (Pty) Ltd. safety, health, quality and environmental procedures applicable to the successful

application of the contract. (Available on request).

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

- Summarized requirements/extracts from Foskop COP's
- Before entering and operating a service vehicle (Own vehicle) on the Foskop site, the appointed service provider shall:

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

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

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

- Obtain permission from the Foskop Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskop site. (Forms will be provided)
- Obtain a certificate of fitness from the Foskop Light Vehicle maintenance workshop supervisor or appointed Foskop inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl Fridays) at the Light Vehicle Maintenance workshop.
- Submit the above permission and COF in at the main security office for issue of a vehicle access disk.
- Ensure that his service vehicles / trailers have been inspected (Daily) in accordance with the Foskop standard.
- (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)
- See Foskop COP 59, Trackless Mobile Machinery for details.
- Before entering and working on the Foskop site the appointed service provider shall ensure that his workmen are:

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

Physically, emotionally and mentally fit to perform their duty.

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.

Before commencement of work:

- All tools and equipment shall have been inspected and tested to be in a good and safe working order.
- All workmen have participated in the completion of a standard Foskop site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.
- Before entering and working on the Foskop site the appointed service provider shall ensure that his portable electrical equipment have been tested and declared safe to use by the Foskop electrical services workshop.

MANDATORY REQUIREMENTS

VIDEO CONFERENCING EVALUATION			
Mandatory Requirements Bid submission not meeting any of the mandatory requirements will result in the bid being disqualified.			
Mandatory Documents	Yes/No	Proof	Notes
Project Schedule (Bar Chart/Gnatt Chart)		Document	
Method Statement		Document	
Tracible records & references of similar projects		Document	
Project Personnel Organogram and CV's of individuals		Document	
Priced Bill of Quantities as per schedule		Document	
Equipment Specification Documentation		Document	

TECHNICAL EVALUATION

No.	Technical Criteria Description	%	Proof	Notes
1)	Compliance - with Scope of Work Specifications - Weight not to be less than 40%			
	Bill of Quantity Equipment Specification 0% : does not meet specifications 40%: meets specifications	40%	Technical Documentation	
2)	Supplier reliability to complete the project within time and quality - Weight not to be less than 20%			
	Project timelines and Method Statement Plan 0%: timelines greater than 150 days 10%: timelines less 150 greater than 120 days 20 %: timelines less than 120 days	20%	Provide project plan and method statement documentation for all sites	Foskor wish to handover project to client before the end of financial year - March 2024
3)	Supplier experience & competency - Weight not to be less than 40%			
3a)	Company Experience related to the SOW 0%: no experience 5%: less than 2 years 10%: greater 2 year & less 5 years 20%: greater than 5 years	20%	Submit a list of projects undertaken and completed with description, time of project start and completion, project cost as well as <ul style="list-style-type: none"> certificates contact details. 	Records of projects successfully completed by the supplier provide an indication of the level of experience.
3b)	Microsoft Teams application Capability & Licensing compliance certificate. 0% : Not Submitted 10%: Submitted	10%	Certification	
4)	Product Supply & Installation Accreditation and personnel product competency. 0% : Not Submitted 10%: Submitted	10%	Product Competency Certification	

SECTION E: PRICE PROPOSAL

1. Please indicate your total bid price here: R.....(compulsory)

2. Costing Model/Pricing Breakdown

Description	Rate Exc. VAT	Total Exc. VAT
Year 1: Pricing		
1. Procurement, Installation, Commissioning		
2. Licensing Costing Model		
Total for Year 1		
Year 2: Pricing – Service Agreement & Licensing Costing		
Year 3: Pricing – Service Agreement & Licensing Costing		
Year 4: Pricing – Service Agreement & Licensing Costing		
Year 5: Pricing – Service Agreement & Licensing Costing		
PPE		
Medicals		
Training		
Total bid price exc. VAT		

