



**FOSKOR (PTY) LIMITED
SCOPE OF REQUIREMENTS**

for

**THREE YEAR CONTRACT FOR MAINTENANCE OF GARDENS
AT FOSKOR FACILITIES BOTH IN PHALABORWA AND
NAMAKGALE.**

DOCUMENT AND SERVICE CONTRACT APPROVAL

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Coordinator SLP & Facilities • Corporate Affairs



Group Manager: Corporate Affairs

Foskor (Pty) Limited
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Phalaborwa
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1. INTRODUCTION

Foskor (Pty) Ltd. is an opencast mining and beneficiation operation situated in Phalaborwa. The core business of the Phalaborwa operation is the mining and beneficiation of phosphate rock. (The Foskor operation situated in Richards Bay is primarily a producer of phosphoric acid, phosphate-based fertilizers, and lower volumes of sulphonic acid).

Foskor (Pty) Ltd (Mining Division) is an Open Cast Mine that produces phosphate rock for export or domestic beneficiation. Approximately 2.2 million tons of phosphate rock is produced annually. The product is finely ground apatite mineral from coarsely crystalline calcium-fluoride-phosphate compound of igneous origin.

The intermediate and final products are for the domestic and international markets and provide the following advantages:

- Make South Africa self-sufficient from phosphate imports.
- Earn foreign currency from the export of the products.
- Create approximately 2000 direct job opportunities, with associated indirect job opportunities in the Greater Phalaborwa region.

The dominating rock type in the Phalaborwa area, older than 3000 million years, is granite-gneiss of the Archaic Complex. Intrusive in this are younger rock types of the Phalaborwa Igneous Complex. Inclusions of serpentine, talc and amphibole schist are found in the granite-gneiss and igneous rock.

2. PREAMBLE

This scope broadly covers all normal grounds maintenance activities, standard to a professional gardening practice.

• PREQUALIFICATION.

The Bidder must be 100% Black owned and Local Company.

3. SCOPE OF WORK

The appointment of the service provider to conduct maintenance of gardens at Foskor facilities both in Phalaborwa Town and Namakgale. The soccer field and single quarters (Phola park) in Namakgale are also included in this scope. Details on the service schedule below

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4. SERVICES SCHEDULE

4.1 NORMAL MAINTENANCE ACTIVITIES

No	Activity	Frequency
1	Mowing and trimming /edge cutting	Weekly
2	Tending of Flower beds	Weekly
3	Raking, Sweeping and Garden Refuse Removal	Daily
4	Litter Collection & Refuse Removal (incl emptying bins)	Daily
5	Sweep/Blowing of roadways, pathways & parking areas	Daily
6	Cleaning of pavements	Weekly
7	Cleaning of roofs and gutters	Weekly
8	Pruning	Monthly
9	Hoeing of weeds outside the fence	Weekly
10	Slashing of long grass	Weekly
11	Removing of weeds	Weekly
12	Cleaning of drains	Monthly
13	Cleaning on the outside of the parameter fence	Weekly
14	Maintaining between sports-fields/parameter fence	Weekly
15	Other activities such as cleaning of toilets, etc.	Daily
16	Removal of Alien plants	Quarterly
17	Irrigation of Areas **	Daily

** Irrigation excl any repairs / replacement of spares

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4.2 AD – HOC ACTIVITIES (SEPARATE QUOTES WILL BE REQUESTED)

1	Fertilizing
2	Pest Control
3	Composting
4	Upgrading
5	Top Dressing
6	Bed Plants and Tree/Shrub replacements

NOTE: - All ad-hoc activities are to be approved by the Group Manager – Corporate Affairs

5. SPECIFICATIONS

5.1 MAINTENANCE ACTIVITIES

5.1.1. MOWING AND EDGE TRIMMING

- Mowing and edge trimming are tasks that must always be completed together to ensure the uniform length of both areas.
- The length of the grass cut may differ from place to place according to the type of grass and standard of finish required.
- The correct equipment in relation to the size of the area should be utilised, as noted on the Service Schedule.
- Mowing and edge trimming commenced on any given day must be completed by close of business on the same day.
- Ride-on lawnmowers must be available for use at areas greater than average domestic size. Push-type lawnmowers must be available for domestic size and smaller garden areas. Petrol driven edge trimming and lawn-mowing equipment is to be used.

5.2 TENDING OF FLOWER BEDS

- The contractor should adapt the cleaning method of the bed to suit the character of the bed and where the soil is exposed, ensure that the soil is weed free, has no foreign objects, is levelled out when wash-aways occur and when clods are present and gives the overall appearance of being attended to. Where beds are covered with peat or any other soil additive, this additive must be weed free, free of foreign objects and appear neat and tidy.
- Where beds are covered with ground cover, this plant material may periodically have to be cut back and/or removed to stimulate growth and retain a fresh appearance.
- The disposal of leaves, grass shavings/cuttings and general decomposable garden waste by spreading this waste on beds is not allowed.
- Equipment required: suitable quality and quantity of garden forks and spades are the minimum required types of equipment.

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- If any of the maintenance areas show signs of compaction that inhibits growth, looks unsightly and which may encourage the growth of other less desirable plant species, the contractor is, on an ongoing basis, to overcome this compaction by adopting any of the recognised methods of aeration treatment and timeously restoring the affected area to its original state or level of acceptability.

5.3 IRRIGATION

- In the absence of an installed underground fixture the contractor will supply the necessary above ground portable equipment to continue with the regular watering of gardens.
- The onus is on the contractor to ensure that hosepipe fittings are compatible with the water standpipe taps.

5.4 RAKING, SWEEPING AND GARDEN REFUSE REMOVAL

- Garden debris in the form of leaves, grass cuttings, twigs and other waste or waste generated by the contractor during the course of normal gardening activity is to either be raked or swept together, bagged and removed by the contractor before such debris becomes unsightly and detracts from the overall appearance of the grounds. The contractor will remove all garden waste to the designated Municipal dumping area or provided containers.

5.5 LITTER COLLECTION AND REMOVAL

- The removal of litter is an ongoing process throughout the year. In high-profile areas the servicing may take place as frequently as once per week.
- Litter should be collected and placed in regulation plastic bags and removed by the contractor to the designated Municipal dumping area or the provided containers.

5.6 SWEEPING / BLOWING OF ROADWAYS, PATHWAYS, PARKING AREAS

- To be done to maintain a generally aesthetically pleasing appearance. Equipment to be used: blowers (electric blowers are to be used in areas where noise disturbance is a factor and suitably dB graded petrol blowers are unavailable) and/or brooms.

5.7 CLEANING OF PAVEMENTS

- To be done to maintain a generally aesthetically pleasing appearance. Equipment to be used: blowers (electric blowers are to be used in areas where noise disturbance is a factor and suitably dB graded petrol blowers are unavailable), and/or brooms.

5.8 CLEANING OF ROOFS AND GUTTERS

- Roofs are cleaned as a preventative measure to prevent roof leakages. Safety is a priority; therefore Foskop's safety requirements are to be adhered to at all times and the necessary proof of training should be provided before inception of the contract.

5.9 PRUNING

- Trees, shrubs and certain plants may require periodical or annual pruning during their lifetime. The contractor will identify what plants require pruning and determine when this is to be done to the best advantage of the plant, to realise long term growth potential, development and ultimate shape of the plant as well as to improve or achieve current aesthetic appeal.

5.10 THINNING OUT (Ongoing)

- Thinning out especially in flowerbeds, is to be undertaken timeously to check uncontrolled growth and where overgrowth results in an unsightly appearance of the grounds. The contractor may decide to thin out

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annually or as an ongoing exercise depending on the growth and development of the plants. The correct fullness and appearance of the area should be maintained.

5.11 REMOVAL OF ALIEN PLANTS (Ongoing)

- It will be the contractor's responsibility to identify and remove all alien plants as identified by Fauna and Flora.

5.12 HORTICULTURAL ACTIVITIES – when requested.

5.13 FERTILISING

- During July the contractor may be requested to extract soil samples from the areas he is contracted to maintain for analysis by a recognised laboratory to identify any soil deficiencies. Based upon these laboratory results, the recommended fertiliser should be distributed according to the schedule, and with due care to ensure the proper "precipitation" of such fertiliser, with the correct equipment suitable for this purpose.
- After application of fertiliser, it may be necessary to mow lawns twice per week. The Foskor Quality Controller will do this on approval, with an ad-hoc work order.
- Fertiliser will be applied from the beginning of July to the end of February on a 3-month programme. That is an average of 2 to 3 applications per season.
- Equipment: An approved fertiliser sprinkler will be used for his purpose
- If any of the maintenance areas show signs of compaction that inhibits growth, looks unsightly and which may encourage the growth of other less desirable plant species, the contractor is, on an on-going basis, to overcome this compaction by adopting any of the recognised methods of aeration treatment and timeously restoring the affected area to its original state or level of acceptability.

5.14 WEED, FUNGI AND PEST CONTROL (Manual and Chemical)

- The eradication of weeds whether by manual, mechanical or chemical means is the responsibility of the contractor who must determine the most effective method of eradication and remove such weeds, prior to such weeds becoming unsightly and detracting from the overall appearance of the grounds, according to the rules of normal professional gardening practice.
- The control of fungi and pests applies to outdoor areas only on lawns, beds, on trees, shrubs and other foliage. The contractor will control such fungi and pests as and when their appearance becomes evident or in the interests of the plants affected so as not to detract from the general appearance of the grounds.
- Pests are identified as insects that may invade plant material, such as worms, ants, termites, crickets, bugs, and locusts.
- The contractor is to ensure that when choosing weedicides, pesticides or fungicides, that no long term soil imbalance results from the indiscriminate use of such chemicals and that the chemicals do not have a long term adverse effect on plant growth or soil fertility. The correct spray equipment in relation to the size of the area must be utilised.
- When the contractor has decided that chemical eradication is the correct procedure and the chemicals have been decided upon, the contractor must ensure that the application of these chemicals are handled by a suitably qualified person who is registered in terms of the Chemicals Control Act where the scheduling of the relevant chemical requires this procedure to be followed.
- A weekly condition inspection is expected of the contractor. Problems are to be addressed immediately.

5.15 UPGRADING ACTIVITIES

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5.15.1 COMPOSTING

- Composting in beds or at the base of certain trees and shrubs may be required at intervals throughout the maintenance period.
- Composting forms part of the upgrading programme.
- The contractor is to identify the particular needs of the soil and determine where certain soils require corrective treatment to facilitate water retention, enrichment and soil texture improvement. The contractor will provide the appropriate compost and apply it to the areas required in the appropriate manner.

5.15.2 UPGRADING

- The Foskor Quality Controller will determine an upgrading programme as required. The upgrading programme is undertaken with additional casual labour, with the object of improving maintenance areas both aesthetically and practically to reinstate standards and undertake tasks which may have fallen behind due to summer maintenance pressure.
- Recommendations on improvements may be made by the contractor and submitted to Foskor for approval. Plants will be supplied by Foskor.

5.15.3 TOP DRESSING

- Areas that may require levelling and filling in are to be identified by the contractor and good weed-free topsoil is to be laid.

5.15.4 BED PLANTS AND TREE/SHRUB REPLACEMENTS

- Bed plants, trees and shrubs that were in existence at the commencement of the contract period in the maintenance areas and that have become old or unsightly looking may be replaced. The contractor will use the same or similarly approved plants to those that require replacing. Bed plants are all plants whether trees or shrubs that are within the confines and perimeters of beds and are not more than 2, 5 metres high. Plants will be supplied by Foskor.

5.16 AD-HOC ACTIVITIES

- Foskor will initiate and the Group Manager: Corporate Affairs will approve all ad-hoc activities prior to the contractor proceeding thereof.

6. WORKING HOURS

Normal working hours are defined as follows:

07H00 to 16H00 Mondays to Fridays

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7. PRICE BASIS

The contractor shall provide all supervision, labour, transport, equipment, consumables and tools to satisfactorily carry out the services as specified in the scope of works. The price offered should be on an all-inclusive basis.

8. The SERVICE SCHEDULE details the frequency of specified tasks. Although climatic and other conditions may have to be taken into account, the contractor should schedule his maintenance routine according to the service schedule as far as possible.
- 9.
10. Tender prices are to be quoted per month inclusive of all supervision, labour, transport, equipment, consumables and tools, but excluding VAT as per AREA AND PRICING SCHEDULE. THE SECTORAL DETERMINATION HAS TO BE TAKEN INTO ACCOUNT TO AVOID UNNECESSARY LABOUR UNREST.

11. THE CONDITIONS OF THIS SCOPE OF WORK EXCLUDE ERRORS AND OMISSIONS.**12. LABOUR COMPENSATION**

- 10.1 Foskor requires the Contractor to pay a minimum straight rate per month for the fulltime unskilled labour in accordance with the recent Sectoral Determination 1 – Contract Cleaners determined by the Department of Labour.
- 12.1 The Contractor shall provide the workmen with all protective /safety clothing and equipment.
- 12.2 All statutory requirements for employing people should be complied with at any given time.

13. LABOUR REQUIREMENTS FOR THE AREAS (see 7.1 & 7.2)

- 13.1 One Supervisor for the team.
- 13.2 Number of full-time laborers (8).
- 13.3 One team for all facilities
- 13.4 Each team to be responsible for the cutting and disposing it to a legal dumping site.
- 13.5 The contractor must be 100% Black owned Ba-Phalaborwa.
- 13.6 A valid BEE Certificate and Tax Clearance Certificate is required.
- 13.7 The contractor is required to have a Bakkie or a Truck



14. AREAS AND PRICING SCHEDULE:

(A MAP OF THE 2 AREAS WILL BE PROVIDED)

14.1 1 Area 1 – Foskor Community Centre

AREA OF REFERENCE	AREA DESCRIPTION	IRRIGATION SYSTEM
A	Green Acres Flats	Cutting of grass and irrigation
B	Kiaat Flats	Cutting of grass and irrigation
C	Avingnon	Cutting of grass and irrigation
D	Disa Flats	Cutting of grass and irrigation
E	Museum	Cutting of grass and irrigation
F	Old HR	Cutting of grass and irrigation
G	HR inside the Mine	Cutting of grass and irrigation
H	Moshate	Cutting of grass and irrigation
J	Selati	Cutting of grass and irrigation
K	Airport	Cutting of grass and irrigation
L	Foskor Single quarters	
M	Foskor Community Centre	

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EVALUATION CRITERIA AND BID ASSESSMENT

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 contract, the following information is required:

	MEASUREMENT CRITERIA	% WEIGHTING	Type of proof to be submitted
1	How many years in business of horticulture and garden services Rating: <ul style="list-style-type: none"> >2 = 20%, 3 -5=15% <1 = 0% 	20%	Confirmation letter from the companies indicating the type of work done and the dates or duration of the contract.
2	Team Leader/ project specialist individual experience in conducting horticulture/ landscaping and garden services Rating <ul style="list-style-type: none"> <1year= 0% 1-2 years= 5% >3 years= 10% 	10	CV indicating number of years the individual was involved with similar type of projects
3	Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. Registration number must be provided (Valid Letter of good standing) Rating: <ul style="list-style-type: none"> Available and valid =10% 	20 %	Valid Good Letter of Standing (COIDA) and must be relevant to the type of work.
4	Detailed description of type of vehicle, tools and equipment to be allocated to this contract. Provide make, model, and include photo of each. Rating: <ul style="list-style-type: none"> Vehicle, tools and equipment available = 15%, Vehicle, tools and equipment not available = 0% 	15 %	Vehicle registration documents and vehicle photographs
Mandatory requirements			
***NB - Failure to provide the mandatory documents will lead to disqualification and your company will not be evaluated further			
	List the top five (5) similar/same contracts awarded in the past . Provide the following information/details: <ul style="list-style-type: none"> Project listed 15% Projects not listed 0% 	15%	Confirmation letter from the companies indicating the type of work done and the dates or duration of the contract
5	Understanding of the project- The whole method statement should provide with clearer step by step and details of the method to be used for horticultural / garden services and the equipment used <ul style="list-style-type: none"> Methodology not submitted = 0% Methodology submitted =20% 	20 %	Provide detailed method statement
		100	
For the bid to be considered for shortlisting, the bidder needs to score 70% and above and comply to all mandatory requirements			

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11 IT18 PRICING SCHEDULE

Annexure A

Garden Service: Phalaborwa and Namakgale

Item Nos	Description	Area per m ²	Number	Monthly rate	Total
1	Labour		09		
2	Foskor Community Centre gardens				
3	Phola Park – Single Quarters gardens				
4	Green Acrers		1		
5	Palfos		1		
6	Kiaat		1		
7	Avingnon		1		
8	Disa		1		
9	Moshate		1		
10	Other (specify)				
	a)				
	b)				
	c)				
	Total Cost				

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12. MAJOR EQUIPMENT

List the major equipment that will be utilised for this tender e.g. 2 x Ride On, vehicles etc

Item	Qty	Description	Model	Year
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

For and on behalf of BSC

Name: J Mathebula Signature: _____

Date: _____

FAILURE TO COMPLETE AND SUBMIT THIS ANNEXURE MAY LEAD TO DISQUALI

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