



Scope of Work (SOW)

Provision of Prescription Safety Glasses for SANPC REFINERY

1. Background

SANPC REFINERY requires the provision of prescription safety glasses for **SANPC Refinery employees only** who require corrective eyewear to safely perform their duties. This Scope of Work defines the minimum requirements for the supply, examination, manufacture, fitting, and delivery of **HSE-compliant prescription safety eyewear** in accordance with SANPC Refinery standards and applicable legislation.

2. Objective

The objective of this Scope of Work is to appoint a **SANPC Refinery-approved optometry service provider** to:

- Conduct eye examinations where required
- Manufacture and supply prescription safety glasses
- Ensure full compliance with SANPC Refinery HSE and PPE standards
- Support injury prevention and regulatory compliance at the Refinery

3. Scope of Services

The service provider shall provide the following services:

3.1 Eye Examinations

- Conduct comprehensive eye examinations for SANPC Refinery employees and approved contractors when referred by SANPC Refinery Occupational Health clinic.
- Ensure examinations are conducted by qualified and registered optometrists.
- Issue prescriptions suitable for industrial safety eyewear.

3.2 Prescription Validation

- Accept and validate prescriptions issued by external optometrists (employee or contractor own optometrist).
- Confirm prescription suitability for safety eyewear manufacturing.

3.3 Supply of Prescription Safety Glasses

- Supply safety-rated frames and lenses compliant with SANPC Refinery HSE PPE specifications.

- Ensure lenses meet industrial impact resistance standards.
- Provide frame options approved by SANPC Refinery HSE.

3.4 Fitting and Dispensing

- Perform professional fitting and final adjustments.
- Ensure comfort, correct alignment, and full eye protection coverage.

3.5 Replacement and After-Sales Support

- Replace safety glasses due to prescription changes, fair wear and tear, or damage caused by normal operational use.
- Provide after-sales support for adjustments and minor repairs.

4. Applicability

This Scope of Work applies **exclusively to SANPC Refinery employees**.

Contractors are excluded from this Scope of Work and shall make their own arrangements in accordance with SANPC REFINERY Contractor HSE requirements.

5. Compliance Requirements

The service provider shall:

- Comply with SANPC Refinery HSE policies, procedures, and minimum standards.
- Comply with the SANPC Refinery Occupational Health clinic and Safety Act and relevant regulations.
- Adhere to SANPC Refinery site access, induction, and permit requirements.
- Ensure confidentiality of medical information.

5. Mandatory Requirements for Optometrists / Service Provider

The appointed service provider shall meet the following mandatory requirements:

5.1 Professional Registration and Accreditation

- Must be a registered optometry practice with the **Health Professions Council of South Africa (HPCSA)**.
- All optometrists conducting examinations must hold valid and current HPCSA registration.

5.2 Technical and Safety Specifications

- Must supply prescription safety glasses compliant with SANPC Refinery PPE specifications for eye and face protection.
- Frames and lenses must meet applicable **industrial impact resistance standards**.
- Only SANPC Refinery-approved frames and lens materials may be supplied.

5.3 Operational Capability

- Must demonstrate capacity to service the Refinery workforce.
- Must provide reasonable turnaround times for examinations, manufacturing, and delivery.
- Must provide after-sales support, including adjustments and minor repairs.

5.4 Quality Assurance

- Must implement quality control processes to ensure accuracy of prescriptions and fittings.
- SANPC Refinery reserves the right to reject non-compliant products or services at no additional cost.

5.5 Reporting and Record Keeping

- Must maintain accurate records of examinations, prescriptions, and issued safety glasses.
- Must adhere to confidentiality and medical ethics requirements.
- Must provide reports to SANPC Refinery Occupational Health clinic / Wellness upon request.

6. Deliverables

The service provider shall deliver:

- Eye examination reports (where applicable)
- Validated prescriptions
- HSE-compliant prescription safety glasses
- Issuance and fitting records

7. Performance Standards

- Turnaround time for supply of prescription safety glasses shall not exceed **working days** from receipt of a valid prescription.
- Products supplied must meet SANPC Refinery-approved PPE specifications.
- Zero tolerance for non-compliant safety eyewear.

8. Pricing and Commercial Terms

- Pricing must be submitted per frame type and lens specification.
- No deviations from approved specifications without written SANPC Refinery approval.
- All costs must be clearly itemised.

9. Duration of Services

The contract shall be valid for **3-year period**, subject to performance and SANPC Refinery procurement requirements.

10. Governance and Reporting

- The service provider shall report to SANPC Refinery Occupational Health clinic.
- All communication and approvals shall follow SANPC Refinery governance protocols.

11. Acceptance Criteria

Services and deliverables will be accepted upon:

- Compliance with this Scope of Work
- Alignment with SANPC Refinery HSE standards
- Successful fitting and employee/contractor acceptance

12. Confidentiality

All medical and personal information shall be treated as confidential and handled in accordance with applicable data protection and SANPC Refinery policies.

13. Pricing schedule

It is estimated that approximately 40 employees may require occupational optometry assessments and prescribed safety spectacles over the three-year contract period.

Please note that referrals will be made on an as-needed basis, following occupational health assessment and identification of visual requirements. The estimated quantity is provided for pricing guidance and does not guarantee the volume of work.

Service	Estimated Quantity	Estimated Unit Cost (ZAR)	Estimated Total (ZAR)
Occupational Vision Screening / Eye Examination	40 employees		
Vision Certificate / Report	40 employees		
Prescription Safety Spectacles (including frames and lenses)	40 employees		
Other costs (Specify)			
Sub-total			
VAT (If applicable)			
Grand total			

Bidder may edit this pricing schedule as they deem necessary.

Delivery address: Refinery Road, Prospecton, Durban, 4001.