

SCOPE OF WORK

Tender No. :

Description : Office Cleaning

1. INVITATION TO TENDER

This document prescribes the requirements for keeping all offices and hygiene facilities neat, tidy and in compliance with Facilities regulations under the Occupational Health and Safety Act 85 of 1993.

1.1 DEFINITIONS AND ABBREVIATIONS

BOQ	–	Bill of Quantities	MHSA	–	Mine Health and Safety Act
BRA	–	Baseline Risk Assessment	NDT	–	Non-destructive Test
COC	–	Certificate of Compliance	OH&S	–	Occupational Health and Safety
COP	–	Code of Practice	OHC	–	Over-Head Crane
CTD	–	Critical task Descriptions	PEE	–	Portable Electrical Equipment
DAP	–	Diammonium Phosphate	PPE	–	Personal Protective Equipment
DB	–	Distribution Boards	QA	–	Quality Assurance
DWA	–	Department of water affairs	QC	–	Quality Control
DWG	–	Drawing	QCP	–	Quality control Plan
ECO	–	Engineering Change Order	QMS	–	Quality Management System
HDG	–	Hot-Dip galvanizing	RFI	–	Request for Inspection
HIRA	–	Hazard Identification and Risk Assessment	ROPS	–	Rollover Protection System
IFC	–	Issued for Construction	SANS	–	South African National Standards
ISO	–	International Organization of Standardization	SHE	–	Safety, Health, Environment
LDV	–	Light Delivery Vehicle	SHERQ	–	Safety Health Environment Risk & Quality
MAP	–	Monoammonium phosphate	TMMS	–	Trackless Mobile Machines
MCOP	–	Mandator Code of Practice	WBS	–	Work-breakdown structure

1.2 SCOPE BACKGROUND

The purpose of this tender is to appoint a contractor who will be responsible to keep all offices and related ablutions facilities, eating rooms and kitchens neat, tidy and in compliance with Facilities Regulations under the Occupational Health and Safety Act, Act 85 of 1993 in addition to the requirements of Public Hygiene in the Mine Health and Safety Act, Act 29 of 1996.

1.3 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 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.

2. **SCOPE OF WORK/REQUIRED SERVICES**

2.1 **BACKGROUND DOCUMENTATION**

In general, the work covered by the Contract is for Office Cleaning service with a suitably qualified, experienced and established supplier with the capacity to deliver a service daily to on-site personnel, including the provision of all cleaning equipment and maintaining of equipment for the intended use. The contractor shall ensure that defective equipment will either be replaced or repaired with 24 hours from the time that such equipment is reported by the contractor's staff.

Should any of the buildings and facilities serviced by this contract be vacated or should the service for any other reason become wholly unnecessary the Service Provider agrees to claim no payment in respect of such buildings and facilities and the contract shall be considered cancelled in respect of such buildings and facilities. Foskor Mine undertakes to give the Service Provider thirty (30) days written notice of its intention to cancel the service provided at affected facilities.

All offices, control room, laboratories, and boardrooms to be vacuumed and swept daily, furniture to be dusted and polished daily, cutlery washed twice daily and dustbins to be emptied three times daily (Before and After Lunch periods).

The office cleaning service will include adhoc cleaning of the Foskor Mine Museum located in the Ba-Phalaborwa Municipality area. It must be further noted that Mining Division Offices has several office Blocks or complexes of which the Main Office block consist of 2 floors, security rooms, Auditorium, PR Conference Rooms.

2.1.1 **Schedule of Prices and escalation**

No escalation will be applicable to this contract and Tenderers must therefore make necessary allowances in their rates if desired. Tenderers will provide a fixed price for the period of thirty-six (36) Months.

2.1.2 **Areas to be cleaned**

The scope covers all the work required for the cleaning service to Foskor Mine premises to be carried out Monday to Friday from 06h30 till 13h30. Only at Moshate House where, two (2) cleaners will be required to remain behind until 16:00 daily (Monday to Thursday) to ensure cleaning after Management Meetings in all Meeting Venues in the Complex. The operational areas (shifts) should also be cleaned accordingly from Monday to Sunday including holidays. This will assist to ensure proper attention to Pest Control in all areas. The weekend times should also remain as 06:30 to 12:30.

2.1.3 **General Areas covered under the contract:**

ITEM NO.	COMPLEX / DEPARTMENTS	SECTIONS Covered	REQUIRED CLEANERS
1	Moshate House	- Block A, Block B, Block C, Block D - Museum - Security Offices - Inclusive of all Meeting Rooms (PR and Auditorium)	6
2	North Pit _ Mining Complex	- Mining Offices - Training Offices - Meeting / MBAs - Kitchens - Workshops (All) - North Crusher - East Crusher - All Change Houses	7
3	South Pit _ Mining Complex	- Mining Offices - Employee Meeting rooms - Crushing Building - Conveyor 2 Operator Rooms - Refuel Bay	3

4	Crusher Operations Complex	- Crusher Management - Crusher Building offices - Operator Rooms (All over the Plant) - Store Areas - Conveyor ... Areas	3
5	Production Complex	- Management Offices - NUM Office - Milling Offices - Filtration areas - Flotations areas - DSF Offices - Emergency Services - All workshop areas	8
6	Tailings Complex	300ft offices 300ft Operator rooms 300ft Workshop - TTPS - Tailings Pipe Yard - Southern Drain areas - Supervisor Container (Tailings Pipe Yard) - Sewage Plant	3
7	Extension 8 Complex	- Production Offices / Kitchen /Ablutions - Plant Workshops (Electrical, Mechanical, Instrumentation etc) - Training Centre Facilities - All MBAs	3
8	Drying and Despatch Complex	- Despatch Areas - Ablution / Change house areas - Drying areas - Magnetite areas - Mechanical and Electrical Workshops	4
9	TSS Complex	- TSS Building - Environment and Quality Building (Engineering included) - Procurement Stores	3
10	TSS Workshops Complex	- Fitter Workshop - Boiler Workshop - Civil Workshop - LVM Workshop - Instrumentation Workshop - Electrical Main Power Workshop	6
11	Metallurgical Laboratory Complex	- SHEQ Offices - Main Power Workshop - Met Laboratory - Training Centre (All areas in the vicinity)	4
12	HR Complex	- Chemical Laboratory - Projects - HR Offices	4
Total number of cleaners			54

2.1.4 Cleaning Scope

Commercial & Industrial Cleaning:

- Offices and associated infrastructure, including ablutions and kitchens
- Clinic and associated infrastructure
- Building windows Cleaning
- Carpet & Upholstery Cleaning
- Cleaning of Change Houses and associated infrastructure. Change house facilities shall be deep cleaned once per month or less or more as the Risk Assessment / situation requires.
- Cleaning Services: Washing of dishes in kitchens Mine Wide
- Adhoc cleaning on request and with an order (does not form part of the contract, but prices are offered at the same rates as the main contract)

2.1.5 Facility Conditions:

The condition of each facility must however always be kept to Foskop Mine's Safety, Health and Hygiene Standards. In addition, the specific cleaning requirements stipulated below for the various Departments and Sections will apply.

- Any accumulation of dust and mud outside the Main Change Houses will be hosed down when required. (The use of fire hoses not allowed feeding from fire system)
- Cleaning of offices is at least once per week, or regularly as and when required
- Change houses, toilets, ablution, and kitchens to be cleaned twice per day or as per the Covid-19 compliance requirements dictates.
- Foskop Mine Change House to be cleaned once per shift during the normal working hours.

2.1.6 Special Conditions:

1. The supplier will be responsible for all necessary precautions required to protect his employees from normal expected exposure such as dusts, greases, solvents, and oils encountered in a mining environment.
2. Foskop Mine will provide storage space for cleaning equipment as well as site offices.
3. These storerooms and offices are to be maintained to ISO 9001, 14001 and 45001 Standards.
4. Random inspections will be conducted by Foskop Mine employees to ensure standards are maintained.
5. Supplier personnel will be required to wear acceptable, identifiable clothing in a clean and hygienic condition, of a type, colour and marking to be agreed on.
6. As senior personnel use certain offices, the supplier will be expected to abide by the normal standards of confidentiality. In some areas, supervision will be necessary whilst cleaning is being undertaken.
7. The Foskop Mine Occupational Hygiene Section will subject all offices and facilities to random inspection. The supplier will be expected to rectify any below standard work within a period of 24 hours at its own cost.
8. The contractor will nominate a Contract Manager who will be responsible for handling complaints. All complaints regarding below standard work will be handled and rectified within 24 hours.
9. Under no circumstances will female cleaners be allowed in the men's change house and no male cleaner will be allowed in the female change houses.
10. Transport for supplier employees will be the responsibility of and at the contractor's cost.
11. Special permission must be obtained for work that needs to be executed on weekends.
12. The supplier shall submit a list of all the work, which he plans to perform by a sub-contractor and indicate the sub-contractor to be engaged for the work. Said subcontractor shall reach and apply to all FOSKOR MINE standards.
13. The supplier must submit an "Organization Chart" complete with manpower resources to perform the work in the time required.
14. The supplier shall establish an office within the Greater Phalaborwa area at which human resources management issues will be handled, including industrial action.
15. The supplier's employees shall not be allowed to picket or carry out any industrial action on Foskop Mine premises or anywhere near the property.
16. The supplier shall be held responsible for any loss of overalls and shall reimburse Foskop Mine within 24 hours of discovering the loss upon determination of actual loss being caused by the supplier's employees.

17. The supplier shall be responsible for expenses incurred on induction, medical, and any other training required by its employees.
18. **Training and awareness in terms of waste separation system: The responsibility for the separation of waste i.e., paper from domestic waste and tins for recycling lies with all employees of the successful supplier. The successful supplier should ensure that all employees undergo environmental awareness training (1 hour) to ensure that waste management/separation takes place in accordance with the Mine Standards.**
19. Special skills training on cleaners working on the LSE & MEM workshops will be required:
 - MEM Workshop (Truck & Dozer Shop), the cleaner will undergo: Site Specific Induction, Hira training, Forklift license training.
 - LSE Workshop (Garage), the cleaner will undergo: Site Specific Induction, Hira training, LMV license training.
20. The successful bidder shall be required by law to pay employees not less than the minimum gazetted wages for domestic cleaners. Domestic cleaning employees will not be allowed to work overtime and normal time above the Sectorial Guidelines without the required Department of Labour written approval. Daily time sheets must be kept and signed as per Foskop Mine standard and submitted with monthly invoices
21. Foskop Mine reserves the right to randomly audit the supplier payroll.
22. The supplier shall ensure that there is control on employees in as far as attendance, presence and actual performing of the job on the property is concerned. Employee attendances register or any other form of control mechanism shall be randomly inspected by Foskop Mine.
23. In case of an industrial action taking place, the supplier shall bear all cost associated with bringing cleaning sanity to Foskop Mine, while resolving the industrial action matters.

2.1.7 Cleaning materials and equipment:

Foskop Mine supply:

The following consumables are normally being held in stock, will be supplied by Foskop Mine:

- Paper products (toilet paper, paper towels, and kitchen towels)
- Black refuse bags
- Liquid hand washing soap
- Reinol hand cleaner
- Flight hand cleaner

The Area Supervisor or Manager shall issue these products to all areas as and when needed, ensuring that reasonable stock levels are maintained so that they don't run out of stock. The service provider will supply Foskop Mine with a monthly reconciliation of the consumption of all consumables in the various areas.

Vendor / Service Provider supply:

The supplier will supply the following cleaning materials:

- | | |
|-------------------|----------------------------|
| ▪ Brooms | ▪ Window & Floor squeegees |
| ▪ Feather dusters | ▪ Toilet brushes |

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- Scrapers
 - Dustpan & Brush
 - Pine Gel and Handy Andy
 - Furnisher Polish
 - Polymer Polish (After strip and seal)
 - Floor cleaner/wash
 - Scrubbing/stripping chemicals
 - Scrubbing machine with brushes for floor polishing
 - Toilet bowl cleaner
 - Mops
 - Mop Squeezer
 - Cleaning buckets
 - Hoovers
 - Dust pans
 - Furniture polish
 - Feather dusters
 - Rubbish bin liners
 - Step ladders for cleaning of windows

NB! The service provider is requested to make cleaning equipment available to each cleaner.

The specified or prescribed products to be used will need approval by Foskor Mine SHEQ department prior to it being brought on site and used.

The supplier shall be required to have sufficient equipment to carry out cleaning services efficiently and effectively, over and above the following:

- Vacuum Cleaners
- Buffing Machines
- Carpet Cleaning Machine
- Buckets & Riggers. Etc

2.1.8 Service Delivery

The contractor shall be responsible for the following:

- a) Provide supervision and labour to carry out the necessary cleaning tasks.
- b) Transport of the cleaning team to and from wherever they need to be as well as the transporting of the required equipment.
- c) Personnel to carry out the necessary cleaning tasks.
- d) **Foskor will not supply any vehicles.**
- e) Supervisor to monitor the activities and quality of work and to establish communication with the relevant office staff. This supervisor will be appointed as a 2.9.2 responsible person in accordance with the Mine Health and Safety Act and Regulations (Act 29 of 1996)
- f) Provide and maintain all equipment that is needed to fulfil the function e.g., mops, brooms etc. Refer to point **1.4.2 above.**
- g) Provide all cleaning agents (point 1.4.2) necessary to ensure that the offices and toilets are clean.

NB. A list of all the cleaning agents the Tenderer intends to use must be submitted with this tender, Annexure B to be completed and submitted with your tender.

- h) All the safety equipment and personal protective clothing shall be in accordance with Foskor specification.
- i) The verification of the Scope of Work in this document to ensure a full understanding of what is required to successfully complete these tasks.
- j) **Areas should be cleaned in accordance with the normal working hours of Foskor i.e. 06H30 to 13H30 Mondays to Thursdays and on Fridays, Saturdays and Sundays from 06H30 to 12H30. Lunch is 30 minutes only.**
- k) Tenderers may contact the relevant departments should you have specific questions relating to those areas, a list with the contact details has been attached.
- l) Attendance of the monthly contractor meetings shall be mandatory.
- m) Continuously make all equipment readily available for use; under NO circumstances should the lack of any equipment be the cause of any disruption of this service.

- n) Apply recommended SABS chemicals on and in all areas.
- o) Ensure that all the mandatory training of their employees has been done.

3. **Additional Notes**

- 3.1 A copy of our safety requirements is available on request.
- 3.2 All chemicals supplied should be accompanied by material safety data sheets. These MSDS should be handed over to Foskop's responsible person on the first day of operation.
- 3.3 All the employees of the successful contractor shall undergo medical examinations at the clinic
- 3.4 A valid works permit must be issued prior to commencement of the contract.
- 3.5 All employees must be inducted by Foskop Safety Officer. Induction is 07H00 – 08H00, Monday to Friday in the training department (Foskop premises). No appointment is required.
- 3.6 Take note that the medical exam and induction will cost approximately R500.00 person.

4. **Contract Period**

- 4.1 The contract period will be for an initial period of Three (03) years, of which the first three (3) months will be a probation period. Should Foskop not be satisfied with work performance in this time Foskop reserves the right to cancel the agreement with immediate effect.
- 4.2 After the initial period of Three (03) years the contract may be extended for a further period of one (1) year, this will be at the sole discretion of Foskop.

5. **Work Methodology**

- 5.1 Contractors must submit a detailed work methodology as part of the tender.
NB!! Foskop (Pty) Ltd may request the Tenderer(s) to put forward a presentation to its representative(s) in support of this tender. The Tenderer(s) will be informed to this effect.
- 5.2 The work methodology shall contain sufficient details to assure Foskop that the Contractor has a detailed understanding of the work and has enough staff and resources to support the contract. The methodology will be verified and approved by Foskop before commencement of all site work.
- 5.3 Failure to submit a detailed work methodology at the time of tender will result in the disqualification of the tender.

6. **SHEQ**

- 2.1 The Contractor shall comply with all Foskop Regulations and Safety Standards, COP's, and SOP's
- 2.2 The Contractor shall fully comply with the Mine Health and Safety Act (Act 29 of 1996) and, the Occupational Health and safety Act (Act 85 of 1993).
- 2.3 The Contractor on entering site must wear Foskop's minimum always required PPE namely safety glasses, overalls (clearly marked with company logo), and safety boots. Should a Contractor be found on site without the above-mentioned safety clothing, they will be removed from site and will not be allowed to return.
- 2.4 The Contractor shall provide appropriate safety procedures and written work instructions to the labour force to minimise the risk of injury.
- 2.5 The Contractor shall ensure that all his personnel are Safety Inducted by Foskop before they enter site.

7. **Company Profile**

Tenderers are to submit an extensive portfolio indicating their experience and expertise with reference to similar contracts, more especially in the same industry. The Contractor shall include in their tender, references of their previous service performance.

8. **Insurances**

The Contractor shall provide evidence of all required insurances including COID (Workman's Compensation letter of good stand) cover prior to commencement of site work. This must be maintained valid throughout the contract period. It is also a Restriction condition at security. When expired, employees cannot access the Mine.

9. **Tender Adjudication**

Proposals will be adjudicated on a mix of the following criteria (in no order):

- Price
- BBBEE
- Track record and experience
- Work Methodology

10. **Pricing Schedule**

The contractor must submit all pricing in detail.

1. The pricing schedule refers to the attached Annexure A; all the fields of Annexure A must be filled.
2. Pricing must also be done on the forms for each department, complete with the breakdown of the price and returned with your tender document. Failure to complete these forms will lead to disqualification.
3. Failure to submit or to conform to this requirement at the time of tender may be cause for disqualification of the tender.
4. The contractor must clearly indicate on tender all additions and exclusions in this document.

11. **Tender Acceptance**

Foskor is not obligated to accept the lowest or any tenderer in the tender process but, competency will be the key determiner of the prospective contractor.

12. **ON-SITE SUPERVISION & MANAGEMENT REQUIREMENT**

- A Foskor work permit before commencement of site work.
- A full time 2.9.2 Supervisor will be on this site for the entire duration of site work and must report to Line Management of each site being visited. Proof of Time and Attendance onsite can be used to verify attendance.
- A 2.6.1 Subordinate Manager for overall site management is not expected to be onsite daily and, their hours are capped at eight (8) hours a week except on emergency situations where they will be required to attend to issues of concern. Proof of Time and Attendance onsite can be used to verify attendance.
- Appointed SHE Rep for the entire duration of site work and, this employee must conduct inspections in all company worksites.

12.1 **Key Personnel**

12.1.1 **Management:**

The Contractor shall submit (as a part of the tender) an organogram identifying key persons for the following functions:

- **Site Manager**
 - Relevant years of experience in office cleaning field

- Passed the Foskop Legal Liability (Reg. 2.6.1 Examinations)
- Have completed and passed the LACA for the relevant scope of work
- **Site Supervisor**
 - Relevant years of experience in office cleaning field
 - Passed the Foskop Legal Liability (Reg. 2.9.2 Examinations)
 - Have completed and passed the LACA for the relevant scope of work
- **These persons shall not be substituted without prior client (Foskop) consultation and approval.**
- A list of the names of all your employees must be submitted with your tender response, see **Annexure D**
Failure to submit this information at the time of tender could lead to disqualification of the tender.

12.1.2 Cleaners

- Must be able to communicate in English or understand English.
- Staff to pay attention to personal hygiene and always take pride in their appearance.
- The Supplier to ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- The Supplier and staff to conduct business in a courteous and professional manner.
- All staff should be trained to use all types of equipment and know all cleaning procedures if staff is absent or has taken on more tasks.

12.2 Required Personal Protection Equipment

Contractor employees are expected to be always on approved uniform with company details. The following is the minimum requirements for most mine areas but, at certain areas, different additional PPE might be required.

- a) Staff uniform/Overalls. This should display the contractors name on the back or front.
- b) Safety shoes/boots and Socks
- c) Hard hats, Safety glasses and Ear protection
- d) Soft latex hand gloves for cleaning
- e) Dust masks (where required)

NB! Each cleaner should have his/her own PPE. No PPE should be shared amongst the cleaners and, should be worn at all times onsite for work.

- f) PPE should be issued free of charge to your employees and these costs must be factored into the tender price with clear issues being suggested for each employee.
- g) PPE must comply with Foskop standards; the onus is on the Tenderer to ensure that they the correct PPE. You may contact Foskop's PPE contractor to establish what PPE is used at Foskop.

13. TENDER DELIVERABLES

The deliverables will include: -

- Complete Foskop pricing schedule (BOQ)

- Preliminary method statement to execute the site work.
- Company training Matrix indicated minimum training requirement compliance, or the tenderer should provide an undertaking to comply with FOSKOR Safety requirements during the tendering stage and fulfil the requirements if awarded the work. Any deviation may lead to the cancellation of the order/contract. Timeframes need to be attached
- Certificate of Passing FOSKOR 2.6.1 and 2.9.2 Legal Exam for the people that are intended to be used in this task /project
- All Commercial documents requested by Procurement including, Tax Clearance, BEE Certificate
- Letter of Good standing (Workman compensation)
- Not submitting the required documentation or not completing the documentation (Pricing Schedule) correctly will lead to a disregard of the tender.

14. **SAFETY**

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

- i. The service provider and sub-service providers need to always comply with the Mine Health and Safety act. All FOSKOR COP's Policies and procedures need to be adhered to.
- ii. A service provider 2.9.2 to be permanently on-site.
- iii. Medical, Induction, FOSKOR ID Card, etc. is approximately R800 per person. Exit medicals need to be done at the termination of the contract.
- iv. The Successful tenderer will be required to compile a FOSKOR 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 FOSKOR Premises.
- vi. All person competencies to be verified before being allowed to work on FOSKOR premises for a specific task.
- vii. The service provider must compile a Safety File as per FOSKOR 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 FOSKOR Safety System. Analyse data and trends and recommend preventative measures where required
- x. Ensure all authorizations are in place as per the FOSKOR Safety System. Arrangement with FOSKOR training to be done by the service provider to ensure that authorization and training are conducted. Arrange timeously.
- xi. Ensure all workers competencies are available and have been validated.
- xii. Ensure proper security, signboards, 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 (COP 01) before a work permit can be issued for the installation.
- xv. All service providers not in possession of a valid FOSKOR ID card have to complete the FOSKOR induction course and have to undergo a medical examination at the FOSKOR 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 FOSKOR driver's permit.

- xviii. An open Pit Licence is required for driving in the mining area's
- 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 per 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 to be informed of the following minimum training applies to all service providers (irrespective of the tasks or scope of work) that will enter the Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by the Foskor 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 Foskor COP's.
- xxiii. Training certificates will be accepted if complying with the following:
 - 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

15. LEGISLATIVE RUIREMENTS / REQUIREMENTS – SUMMARY

15.1 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 Foskor (Pty) Ltd. COP (Code of Practise) No. 25 for Service Provider Control (Available on request)
- v Foskor (Pty) Ltd. COP (Code of Practise) No. 59 for Trackless Mobile Machinery (Available on request)
- vi All Foskor (Pty) Ltd. safety, health, quality and environmental procedures applicable to the successful application of the contract. (Available on request)
- vii All Foskor procedures and policies apply to the successful application of the contract. (Available on request)

15.2 **SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S**

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

- i. Ensure that his driver/s have 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 a Foskor inspector for his nominated service vehicle/s.
 - c. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl. Fridays) at the Light Vehicle Maintenance workshop.
 - d. Submit the above permission and COF at the main security office for the issue of a vehicle access disk.
- iii. Ensure that his service vehicles/trailers have been inspected (Daily) by the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)
- iv. See Foskor COP 59, Trackless Mobile Machinery for details.

15.2.2 **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 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.

15.2.3 **Before entering and working on the Foskor site the appointed service provider shall:**

Ensure that his portable electrical equipment has been tested and declared safe to use by the Foskor electrical services workshop.

16. 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 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 under Regulation 2.6.1 and an on-site supervisor under 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 under section 29(1) of the MHS Act to assist Regulation 2.6.1 and 2.9.2 in the daily onsite 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 the appointed service providers on-site employees shall undergo a full medical examination at the Foskor onsite 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. All 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. Lockout. (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 015 789 2525 to make an appointment or email proof of training and certificates to johanfo@foskor.co.za to confirm compliance before requesting his approval on the PERMIT TO WORK.

- viii. All the appointed service providers' on-site employees shall receive the basic Foskor site induction training at the Foskor Security office.
- ix. All the appointed service providers' on-site employees shall receive site-specific induction training provided by the Foskor area Regulation 2.6.1 appointee/s.
- x. 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 MHSA 2.13.1 appointee and signed by all the service providers employees. Make use of Foskor's BRA document, Annexure 1.2, contained in COP 1, Risk and Opportunities Management (Available on request)
- xi. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- xii. All Foskor's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1. a manager must undersign/approve the PERMIT TO WORK.
- xiii. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. The registration number must be provided.
- xiv. SARS issued a tax clearance certificate. xvi. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- xv. Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards.
- xvi. 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.
- xvii. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

17. **SAFETY FILE**

The appointed contractor must compile a SAFETY FILE specifically for this contract. The SAFETY FILE must always be available for inspection by a Foskor official: The following guidelines are provided 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, like the Chief Safety Officer or attend the monthly service providers meeting every 2nd Monday of the month (3rd Monday if 1st or 2nd Monday a public holiday) at 13:30 in the Foskor Plant Training Hall) The SAFETY FILE must always be available for inspection by a Foskor official.

17.1 **FOSKOR SAFETY FILE INDEX - TYPICAL**

The SHREQ File contents and other requirements is obtainable from the SHEQ Department, and on request, it can be provided.

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

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

17.2 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 Foscok COP 25, Service provider control.
- v. Base line risk assessment of ALL and ANY POTENTIAL tasks that may be performed on site under this contract. See Foscok COP 26, Critical Task Descriptions for details.
- vi. Copies of critical task descriptions and standard operating/maintenance procedures.
- vii. Copies of the appointed service providers safety, health, environmental, HIV and AIDS, smoking and waste management policies.
- viii. Training records of all on-site employees.
- ix. Employee records of actual time worked (Normal and overtime).
- x. Copy of on-site induction training.
- xi. Records of inspections of TMM (Trackless Mobile Machinery) and trailers. See Foscok COP 59, Trackless Mobile Machinery for details.
- xii. Records of issues and inspections of PPE (Personal Protective Equipment) and safety equipment. See Foscok COP 65, Personal Protection Equipment for details.
- xiii. Records of issues and inspections of PEE (Portable Electrical Equipment). See Foscok COP 60, Portable electrical Equipment for details.
- xiv. Records of issues and inspections of tools and equipment. See Foscok COP 63, hand tools for details
- xv. Records of daily, weekly and monthly 2.6.1 / SHE Rep safety inspections. See Foscok COP 22, SHE Inspections for details.
- xvi. Records of daily green-area and safety talks. See Foscok COP 7, Communication for details.
- xvii. Any other documents, certificates or records as requested by a Foscok official deemed necessary to ensure that all safety, legislative and administrative requirements have been met.

Note: The bidder / Service provider can obtain updated Foscok COP's and Engineering Specification on request

17.3 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

- ❖ Risk Assessments and clearance certificates
- ❖ Lifting operations
- ❖ Working at heights
- ❖ Confined space entry
- ❖ Positive energy Isolation and lockout

❖ Moving Machinery

❖ Personal protective equipment

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

17.4 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

The Latest edition 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 SHERQ system (COP's)

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

- Water license (04/B72K/ACGIJ/962)
- Occupational Health and Safety Act
- South African 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 Foskor Engineering Specifications
- 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%.

17.5 SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

17.6 AMBIENT CONDITIONS

- Ambient temperature

Summer	35 °C Avg.	50 °C Max
Winter	17 °C Avg.	2 °C Min

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

17.7 INVOICE DUE DATES

The due dates for claim certificate are the 19th of every month.

18. TENDER EVALUATION CRITERIA

- As part of the process to assist with the evaluation of the bidder's proposal/quotation and to make an informed decision in the awarding of this tender, the following information is required
- The following tender evaluation criteria will be used for adjudicating the Contractor submitted tender.
- Please provide the required documentation as requested in the "Proof/documents to be submitted" column.
- Please be specific when submitting documents by ensuring that they answer the item specified.
- Please use the annexure number as indicated to identify the proof submitted.
- Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.

23.2 EVALUATION CRITERIA (TECHNICAL)

Evaluation Criteria (Technical)				
T(Insert Tender Number)/21 - (Insert Project Name)				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
1	Experience & Team competence - <u>Section Weight not to be less than 25%</u>			
a)	Company – Previous experience in cleaning services: Scoring: < 1 year 2.5% 1 – 3 years 5% 2 – 5 years 7.5% > 5 years 15%	30%	Give reference list of projects _ Award Letters	
b)	Bidder to provide proof of most recent services valued over R500 000 Scoring: R200k 1% R300k 1.5% R400k 2.5% R500k 5%	10%	Give reference list of projects _ Award Letters	
c)	Company – Ability to satisfy technical requirements – Equipment, Vehicles, Offices, Organogram...) Scoring: None 0% Submitted 20 %	20%	Give list of equipment, vehicles, organogram and address of offices.	
d)	Bidder to provide copy of its standard cleaning procedures (operational plan) Scoring: None 0% Submitted 10 %	10%	Give an operational plan	
e)	Bidder to provide a contingency plan based on the following: Industrial strike action and Normal absence such as AWOL, vacation and sick leave Scoring: None 0% Submitted 10 %	10%	Give a contingency Plan	
f)	Locality: Scoring: Other 2.5% Mopani 7.5% Ba- Phalaborwa Municipality 10%	20%	Provide proof of company registration	
		100%		
Note: In order for the bid to be considered the bidder needs to score 70% and above, and comply to all mandatory requirements				

19. PRICING SCHEDULE

Tender No.: T(Insert Tender Number)//21

Description: T(Insert Tender Number)//21 (Insert Project Name)

20. BILL OF QUANTITY

- (Insert relevant text in context with the project – If applicable)

21. SCHEDULE SUMMARY:

Please refer to attached spreadsheet. 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

22. ACCEPTANCE

The conditions and requirements as stated in this “Scope of Work” are accepted with the following **exceptions/exclusions**: -

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

19 SUB-CONTRACTOR (PLEASE PROVIDE LIST AND FUNCTION)

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

BBBEE Level

Black Ownership

 %

Black Woman Ownership

 %

Tender Validity

 Days

Manufacturing Period

 Days

Installation Period

 Days

Guarantee

Months

Commencement after receipt of official purchase order

Days

Payment terms

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

Fixed

☐

Duration of fixed price

12 Months

☐

24 Months

☐
☐

Price Base Date

Variable

If variable provides price variation factors, percentages and formula in the cover letter. (Please specify indices to be used)

Price variation factors & percentages (e.g. material, labour, fuel, overheads, admin etc)

Factor	%	Factor	%	Factor	%	Factor	%	Factor	%

Where prices include a foreign currency rate please provide:

% of price, subject R O E

%

ROE

= ZAR

ROE Base Date

Note: If the above fields are not completed, it is confirmed that the quoted price/s are valid for the entire contract period mentioned and no escalation in the price is allowed under any circumstances.

I, _____ in my capacity as _____ for and on behalf of _____ hereby acknowledge that I have read and understand the Instruction to Tender and the Scope of Work as detailed in this document and accept all the Terms and Conditions of Tender **T103-21**.

Signed at _____ on this the _____ day of _____ 2024

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**