

SCOPE OF WORKS

Plant Equipments Lubrication Management Services

(FOSPHB-RFP-22-24/25)

Tender No. FOSPHB-RFP-22-24/25

Description: Plant Lubrication Management Services

Contents

1.	INTRODUCTION	- 3 -
2.	FOSKOR REQUIREMENTS AND RESPONSIBILITIES.....	- 3 -
3.	CONTRACT REQUIREMENTS	- 3 -
4	APPLICABLE SPECIFICATIONS AND LEGISLATION	- 6 -
	THE CONTRACTOR SHALL COMPLY TO THE FOLLOWING LEGISLATION AND STANDARDS IN THE EXECUTION OF THE WORK:	- 6 -
A)	BASIC CONDITIONS OF EMPLOYMENT ACT, ACT 75 OF 1997;	- 6 -
B)	COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, ACT 130 OF 1993;	- 6 -
C)	LABOUR RELATIONS ACT, ACT 66 OF 1996;	- 6 -
D)	NATIONAL ROAD TRAFFIC ACT, ACT 93 OF 1996;.....	- 6 -
E)	MINE HEALTH AND SAFETY ACT, ACT 29 OF 1996.....	- 6 -
F)	FOSKOR CODES OF PRACTICE	- 6 -
G)	WORK AREA STANDARD OPERATING PROCEDURES (SOP) AND TASK DESCRIPTIONS (TD)-	- 6 -
5	GENERAL PRICING INSTRUCTIONS	- 6 -
6.	LUBRICATION SERVICE PROPOSED ORGANOGRAM.	- 7 -
7.	ANNEXURE A: PRICING SCHEDULE.....	8
	MANDATORY REQUIREMENTS.....	13

1. INTRODUCTION

Foskor (Pty) Ltd. is an open cast mining and beneficiation operation situated in Phalaborwa. The core business of the Phalaborwa operation is the mining and beneficiation of phosphate rock.

Part of its operational and maintenance requirements is a service provider to render Plant Lubrication services in the mining area on request. The service shall exclude the supply of lubrication oils and greases.

2. FOSKOR REQUIREMENTS AND RESPONSIBILITIES

- a) Provision of ablutions, lunchrooms and access to drinking water.
- b) Grease and Oil required to perform the service shall be issued to contractor as free issue by the relevant maintenance section where the service is provided.
- c) Instruction to perform the cleaning work by means of a job card and a scope of work.
- d) All specialised safety equipment such as area lighting, lifelines, scaffolding, protective roofing and ventilation to do the work.
- e) Access to 220VAC and 550VAC Electricity where required.
- f) Access to equipment and machinery to be lubricated as per plant maintenance schedules.

3. CONTRACT REQUIREMENTS

- a) This is a Thirty-Six (36) month, **fixed price contract** where it is required from the successful bidder, to provide the necessary supervision, manpower, skills and ability to perform plant lubrication tasks in the mine area as per attached lubrication point inventory lists.
 - i. The contractor shall use the lubrication point inventory lists to determine manpower resources to be assigned to each area in line with the lubrication workload as per attached proposed organogram.
 - ii. The contractor shall provide the plant lubrication service 5 (five) days per week as per agreed maintenance schedules. All lubricators shall be trained and certified competent by the contractor.
 - iii. It is the contractor's responsibility to report defective filters, breathers, filler caps, bearing seals to the responsible maintenance section for repair.
 - iv. It is the responsibility of the contractor to report machinery problems which may affect the performance and reliability of the lubrication to the responsible maintenance team for correction.
 - v. The contractor shall furnish the relevant Maintenance supervisors with a weekly condition report and list of lubrication points completed and in Excel spread sheet format.

- b) The contractor must provide a site manager who will liaise with Foskor site officials about managing the work teams in the various areas. The contractor site manager shall be appointed in terms of MHSA Regulation 2.6.1.
 - i. The cost of the site managers shall be apportioned to the monthly fixed cost charged for each work area as defined in Annexure A
 - ii. The site manager shall engage the section engineer monthly to report on packing performance, service level satisfaction and areas of improvement.
 - iii. The site manager shall attend monthly contractor safety meetings and brief the contractor's executive team and workforce on matters of safety and health as discussed at the Contractor's monthly safety meeting.
- c) The contractor must provide a data clerk that will be trained by Foskor to create, capture and schedule lubrication workorders as all lubrication requests must be captured on a work order.
- d) The contractor must provide 2.9.2 Team Leaders to supervise the work required,
 - i. The Regulation 2.6.1 and 2.9.2 nominated site manager and supervisors must pass the Foskor competency requirements to be legally appointed as the site manager and Supervisors.
 - ii. The contractor's supervisors will exercise direct supervision over the work team while performing the plant lubrication service.
 - iii. The contractor's site manager shall ensure that Lubricators do not exceed the legally capped overtime of 15 hours per week.
 - iv. The contractor's site manager shall ensure that Lubricators do not work more than 55 hours per week.
 - v. The contractor's site manager shall ensure that Lubricators do not work any continuous shift longer than 12 hours in every 24 hours.
 - vi. Invoices exceeding the above overtime limitations will not be paid by Foskor as this is a contravention of the Basic Conditions of Employment Act, Act 75 of 1997.**
- e) The contractor must transport and deliver the requested work teams to the work area.
 - i. Please note that passengers may not be transported on the back of a bakkie.
 - ii. All vehicles used on Foskor site to be marked in accordance with the Foskor "Vehicle Livery Specifications".
 - iii. Vehicles operated in the Open Pit area must be equipped with roll-over-protection (ROPS) in accordance with Foskor COP59.
 - iv. Vehicles operated in the Tailings dam area must be ANCAP 5 star rated or equipped with roll-over-protection (ROPS) in accordance with Foskor COP59.
- f) The contractor must provide Lubricator to perform the work as per area equipment inventory tables. The following site requirements shall be applicable to the Lubricator
 - i. The contractor shall complete a contractors Work Permit for each department where the Lubrication and condition Monitoring management service is to be provided.
 - ii. The Lubricator shall be inducted according to Foskor site induction processes.

- iii. All Lubricator shall complete compulsory basic safety training as prescribed by Foskop. The 3 basic competencies are HIRA, First Aid and Basic Health & Safety.
- iv. All staff required to operate vehicles on site shall be authorised through the Foskop licensing process.
- v. All Lubricator shall be authorised to perform lock-out procedures on pumps in accordance with Foskop's COP53 lockout.
- g) The contractor must provide adequate and all hand tools to perform the Lubrication and condition Monitoring service safely.
 - i. All hand tools provided by the contractors shall be clearly marked as the contractor's property and shall meet Foskop safety requirements.
- h) The contractor shall supply all oil and grease dispensing equipment including but not limited to funnels, transport buckets, grease pumps and waste rags for cleaning.
 - i. The contractor shall maintain all grease and oil dispensing equipment clean and dust free to prevent contamination of grease and oil with dust.
 - ii. The contractor shall have a Grease Caddy ultrasonic grease gun on site for dispensing grease.
 - iii. The contractor shall have a calibrated infra-red thermometer for temperature scanning of lube points.
 - iv. The contractor shall supply a computer and LaserJet printer which will be administered by Foskop IT department for scheduling and printing of lubrication work orders.
- i) The contractor shall conduct weekly first line condition monitoring on all lubrication points by scanning and reporting bearing temperatures to the area maintenance supervisor.
- j) The contractor must provide Lubricator with all relevant PPE in accordance with COP 65 and COP67. Specific PPE to be allowed for is as follows.

NO	PPE TYPE	QTY PER PERSON
1	MSA approved hard hat	One
2	Safety spectacles	One pair
3	Ear plugs	One set
4	Overall or Conti-suit	Two pairs
5	Gloves-Ninja or equivalent	One pair
6	Socks	Two pairs
7	Safety boots	One Pair

- k) The contractor shall keep all lubrication store areas assigned to him in a clean and dust free condition.
- l) The contractor shall be responsible for the disposal of old oil and greases generated due to contractual activities to Foskop Salvage hazardous waste yard.
 - i. Old oil shall be decanted into reclaimed oil drums and stored for collection To sell per litre to who is responsible for old oil reclamation.

- ii. Old grease, contaminated waste rags, and oil filters shall be packed into reclaimed drums, sealed, marked as hazardous waste and delivered to the Foskor Salvage yard hazardous waste yard.
- m) The contractor must calculate monthly cost of providing Lubricators using tendered rates.
- n) Fiskor reserves the right to sub-divide the scope of work into functional areas in accordance with its operational requirements.

4 APPLICABLE SPECIFICATIONS AND LEGISLATION

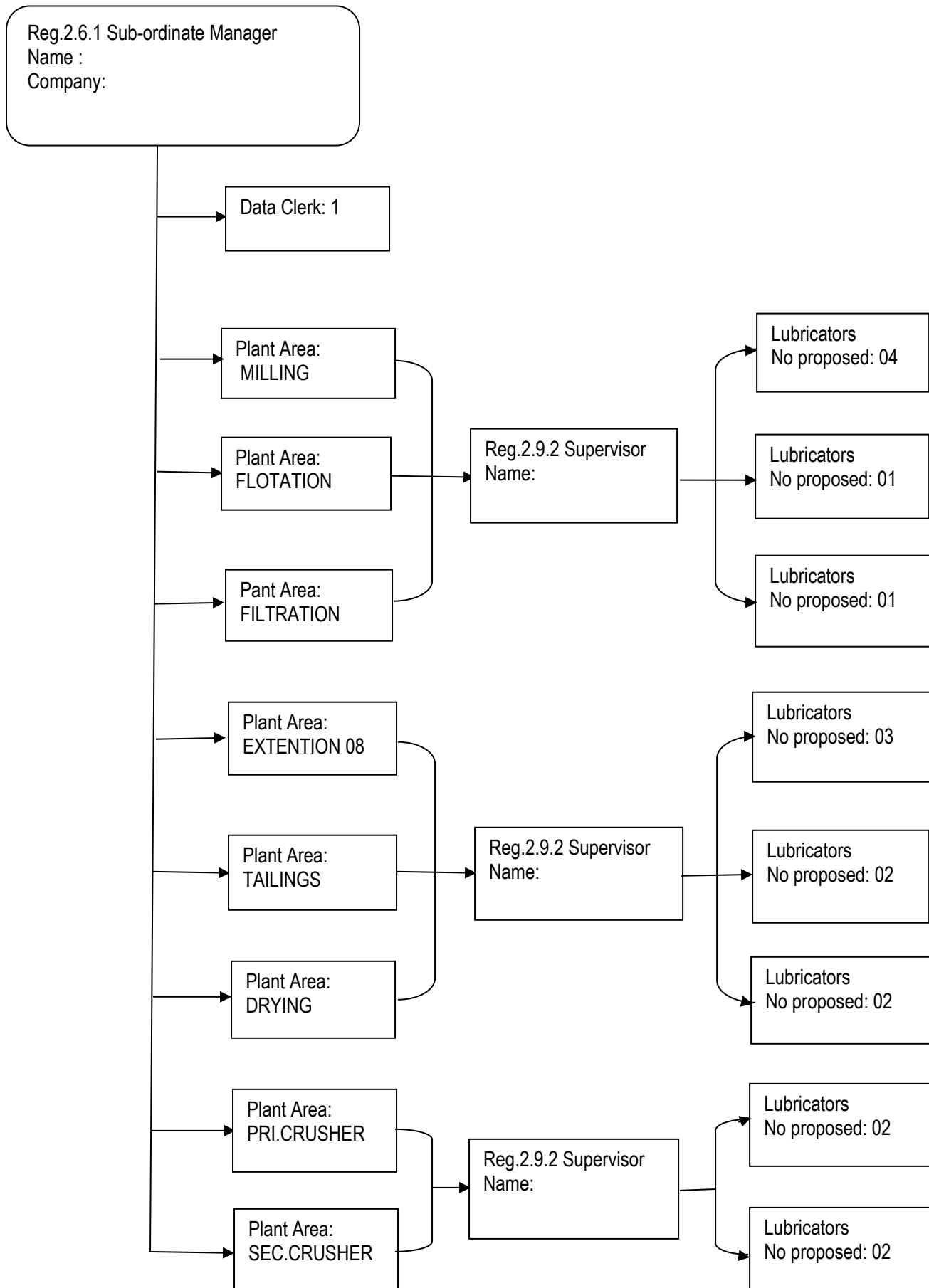
The contractor shall comply to the following legislation and standards in the execution of the work:

- a) Basic Conditions of Employment Act, Act 75 of 1997;
- b) Compensation for Occupational Injuries And Diseases Act, Act 130 of 1993;
- c) Labour Relations Act, Act 66 of 1996;
- d) National Road Traffic Act, Act 93 of 1996;
- e) Mine Health and Safety Act, Act 29 Of 1996
- f) Fiskor Codes of Practice
- g) Work area Standard Operating Procedures (SOP) and Task Descriptions (TD)

5 GENERAL PRICING INSTRUCTIONS

- a) The contractor shall be held liable in terms of this contract for lubrication related failures should a formal investigation indicate poor lubrication practices or non-service delivery, or lack of diligence by the contractor with reference to this contract. Liability shall include cost of replacement parts, new bearings and labour. This clause shall exclude all lubrication points not serviced in terms of this contract.
- b) This contract will be a **fixed price** contract; verification of minor works scope and actual work conducted is subjected to inspection and re-measurement before invoicing.
- c) Labour rates shall be supplied for overtime work were requested by the user department. Overtime shall be invoiced separately from the fixed monthly price and supported by clocking records.
- d) The contractor is required to submit tender pricing strictly as per Pricing Schedule - **Annexure A**.
- e) Failure to comply with **Annexure A** may lead to your disqualification from the tender process.
- f) Preference shall be given to rates which will be fixed for the duration of the contract, i.e., Thirty-Six (36) months from award date.
- g) The contractor may include in the official tender document a detail description for a price adjustment mechanism **e.g.** CPIX plus 2%.
- h) The contractor must complete the proposed organogram attached indicating the manpower structure to be implemented to provide the lubrication service.
- i) Please confirm if your employees belong to any bargaining council or union.
- j) All meetings with the contractor management team will be held on site, unless arranged otherwise.
- k) All tendered rates to be exclusive of VAT.

6. LUBRICATION SERVICE PROPOSED ORGANOGRAM.



7.ANNEXURE A: PRICING SCHEDULE

Work area where service is to be performed:		Milling Milling Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?
Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R
FIXED MONTHLY COST TOTAL			R

Work area where service is to be performed:		Extension 8 Ext.8 Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?
Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R
FIXED MONTHLY COST TOTAL			R

Work area where service is to be performed:		Tailings Tailings Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?

Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R
FIXED MONTHLY COST TOTAL			R

Work area where service is to be performed:		Drying & Dispatch Drying Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?
Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R
FIXED MONTHLY COST TOTAL			R

Work area where service is to be performed:		Secondary Crushers Secondary Crushers Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?

Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R
	FIXED MONTHLY COST TOTAL		R

Work area where service is to be performed:		Primary Crushers Primary Crushers Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?
Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R
	FIXED MONTHLY COST TOTAL		R

Work area where service is to be performed:		Flotation Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?
Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R

FIXED MONTHLY COST TOTAL	R
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Work area where service is to be performed:		Filtration Maintenance Workshop	
Manpower type	No of lubricators to be deployed on this contract	Estimated Man-hours per Month	Is shift work required?
Lubricators		167 per person	No
Management overheads	R	Lubrication service cost	R
		FIXED MONTHLY COST TOTAL	R

LABOUR RATES	Normal time	1.5xNormal Time 0-15 hours overtime	2 x Normal time Sunday & public Holiday
Supervisor			
Lubricator			
Callout fee			

Total Estimates per month	
Total Estimates for 36 months	

*****BBBEE Level		(Mandatory)
Tender Price validity		days
Bargaining Council / Union:		

MANDATORY REQUIREMENTS

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

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Evaluation Criteria (Technical)				
Lubrication and Condition Monitoring Services				
No	Technical Criteria Description	% Contribution	Proof/documents to be submitted	Notes
1	Company Experience, Capacity and Capability			
a)	Company experience– Previous similar Lubrication and Condition Monitoring Services work in the last 5 years. Scoring: 1 year = 5%; 2 years 15%; 3 years = 20%; 4 years = 30%	30%	Provide reference letter of list of projects, with values and contact numbers for verification. NB: The reference letter must be on the client's letterhead and signed.	
b)	Company – Projects valued at R1 m or more in Lubrication and condition Monitoring Services in the last 5 years in the Mining environment. Scoring: R 1 million = 5 % R 1.5 million = 10% R2 and more = 20%	20%	Provide the project orders with the number of years of experiences and reflecting the order value.	
c)	Company – Capability to provide Skilled 3 Lubricators, Supervisor. Scoring: No cv and qualifications = 0%;	20%	Provide the CVs & the qualifications certificates or trade test certificates.	

	1 CV and 1 Qualification= 10%; 2 CVs and Qualifications =15%; provide all = 20%			
2	Company Quality management			
a)	Quality Planning, Quality assurance/control plan, Quality Control Scoring: No Quality Plan = 0; Quality Plan signed off = 10 %	10%	Provide documentation of one (1) previous signed off Project plan and quality assurance (the project plan should entails; Project scope, Objectives and goals, Timeline and schedule, Resources, Risk management, Roles and responsibilities, commutation plan, quality expectations. And the Quality Assurance, quality standards, process controls, testing and validation, audits and inspections, continuous improvement and documentation	
b)	Condition Monitoring Understanding and Equipment availability Scoring: No report = 0; Report not signed off = 0 %; Report signed off = 10 %	10%	Proof of condition monitoring signed reports (ultrasound bearing Greasing) Bearing Temperature recording.	
c)	Basic Machinery Lubrication and Oil sampling Training. Hazardous Chemical Handling Training and Material Safety Data Sheet (MSDS) Understanding Scoring: No Training 0% Partial Training 10%	10%	Provide Training certificates from accredited centre	
Total Technical Score		100.00%		

	Note: In order for the bid to be considered the bidder needs to score 70% and above, and comply to all mandatory requirements		