

FOSKOR MINING

an Operating Division of FOSKOR (PTY) LTD

[hereinafter referred to as **Foskor**]

[Registration No. 1951/002918/07]

**FOR THE SUPPLY/PROVISION OF TRANSPORT SERVICE STANDBY PERSONNEL AT FOSKOR MINING DIVISION
(PHALABORWA)**

FOR A PERIOD OF 3 (THREE) YEARS

RFP NUMBER	:	FOSPHB-RFP-06 -24/25
ISSUE DATE	:	08 October 2024
CLOSING DATE	:	05 November 2024
CLOSING TIME	:	12:00 PM
BID VALIDITY PERIOD	:	Business Days from Closing Date [22 July 2025]

NOTE TO BIDDERS: ALL SUBMISSIONS MUST INCLUDE A USB FLASH DRIVE/MEMORY STICK THAT CONTAINS YOUR BID SUBMISSION ON THE CLOSING DATE AND TIME. The submitted USB containing the soft copy of the RFP, must be an exact copy or duplicate of the hard copy response. Both submitted hard and soft copies will be reviewed and cross referenced to ensure that no submitted documents are missed. However, in the event that the soft copy submission is not an exact duplication of the hard copy, the hard copy submission will supersede the soft copy and will be used in the evaluation process.

Tenders sent directly to buyers or any other personnel in Foskor by any means of communication will not be accepted.

SCHEDULE OF BID DOCUMENTS

Section No	Page
SECTION 1: SBD 1 FORM	3
SECTION 2 : NOTICE TO BIDDERS	6
SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS	11
SECTION 4: PRICING AND DELIVERY SCHEDULE	18
SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS	27
SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE DOCUMENTS	31
SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM	33
SECTION 8: RFP CLARIFICATION REQUEST FORM	38
SECTION 9: B-BBEE PREFERENCE POINTS CLAIM FORM	38
SECTION 11: JOB-CREATION SCHEDULE	45
SECTION 12: SBD 5	47
SECTION 13: PROTECTION OF PERSONAL INFORMATION (For normal contract)	50
SECTION 14: PROTECTION OF PERSONAL INFORMATION (For Operator Contract only, delete this section if not for Operator Contract)	52

RFP ANNEXURES:

ANNEXURE	MASTER AGREEMENT /FOSKOR STANDARD TERMS AND CONDITIONS
ANNEXURE	FOSKOR'S GENERAL BID CONDITIONS
ANNEXURE	FOSKOR'S SUPPLIER INTEGRITY PACT
ANNEXURE	NON-DISCLOSURE AGREEMENT

Respondent's Signature

Date and Company Stamp

SECTION 1: SBD 1 FORM

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSPORT SERVICE STANDBY PERSONNEL MINING DIVISION FOSKOR SOC LTD					
BID NUMBER:	FOSPHB-RFP-06-24/25	CLOSING DATE:	05/11/2024	CLOSING TIME:	12:00
DESCRIPTION	FOR THE PROVISION OF TRANSPORTATION SERVICE STANDBY PERSONNEL FOR FOSKOR MINING DIVISION (PHALABORWA) FOR A PERIOD OF 3 YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
RESPONDENTS ARE TO SUBMIT THEIR BID RESPONSES IN THE TENDER BOX AT THE RECEPTION OF THE FOLLOWING PHYSICAL ADDRESS:					
Physical Address: Foskor Phalaborwa Moshate House					
Foskor Phalaborwa					
27 Selati Road					
Phalaborwa					
Please include a USB Flash Drive (soft copy) with your submission					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Daleen Kruger		CONTACT PERSON	Daleen Kruger	
TELEPHONE NUMBER	011 347 0600		TELEPHONE NUMBER	011 347 000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Daleenk@foskor.co.za		E-MAIL ADDRESS	Daleenk@foskor.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

Respondent's Signature

Date and Company Stamp

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
--	--	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

Respondent's Signature

Date and Company Stamp



RFP NUMBER: FOSPHB-RFP-06-24/25

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

Respondent's Signature

Date and Company Stamp

SECTION 2 : NOTICE TO BIDDERS

1. INVITATION TO BID

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**].

DESCRIPTION	FOR THE PROVISION OF TRANSPORTATION SERVICE STANBY PERSONNEL FOR FOSKOR MINING DIVISION (PHALABORWA) FOR A PERIOD OF 3 (THREE) YEARS
TENDER ADVERT	Foskor tenders are advertised on the National Treasury e-tender Portal, CIDB i-tender Portal and the Foskor website.
COMMUNICATION	Foskor will publish the outcome of this RFP on the National Treasury e-tender portal, CIDB i-tender portal and the Foskor website within 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This request must be directed to the contact person stated in the SBD 1 form. Any addenda to the RFP or clarifications will be published on the National Treasury e-tender portal, CIDB i-tender portal (where applicable) and the Foskor website. Bidders are required to check the National Treasury e-tender portal, CIDB i-tender portal (where applicable) and the Foskor website prior to finalising their bid submissions for any changes or clarifications to the RFP. Foskor will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.
BRIEFING SESSION	No-Briefing Session
CLOSING DATE	05 November 2024 12:00 pm Bidders must ensure that bids are submitted timeously. If a bid is late, it will not be accepted for consideration.
VALIDITY PERIOD	180 Business Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s) bid will be deemed to remain valid until a final contract has been concluded. Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from the tender process. With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 10.12

Any additional information or clarification will be published on the National Treasury e-tender portal, CIDB i-tender portal (where applicable) and the Foskor website, if necessary.

Respondent's Signature

Date and Company Stamp

2. FORMAL BRIEFING

NO- Formal Briefing will be held for the **FOSPHB-RFP-06-24/25** Provision of Transport Service Standby Personnel

3. RFP INSTRUCTIONS

- Please sign documents [sign, stamp and date the bottom of each page] before submitting them. The person or persons signing the submission must be legally authorised by the respondent to do so.
- **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offered. Any exceptions to this statement must be clearly and specifically indicated.
- Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 12 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

4. JOINT VENTURES OR CONSORTIUMS

- Respondents who wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Foskor through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Foskor.
- Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE scorecard (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the requirements in accordance with the table indicated in Table 4.1 of the B-BBEE Preference Points Claim Forms.

5. COMMUNICATION

- For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to **Daleen Kruger**, email Daleenk@foskor.co.za before 12:00 pm on 05 November 2024, substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, FOSKOR's response to such a query will be published on the National Treasury e-tender portal, CIDB i-tender portal (where applicable) and the FOSKOR website.

Respondent's Signature

Date and Company Stamp

- After the closing date of the RFP, a Respondent may only communicate with the AC Secretariat **Ntwanano Mabulani** at telephone number 015 789-2151, email Ntwananom@foskor.co.za on any matter relating to its RFP Proposal.
- Respondents are to note that changes to its submission will not be considered after the closing date.
- It is prohibited for Respondents to attempt, either directly or indirectly, to canvas any officer or employee of Foskor in respect of this RFP between the closing date and the date of the award of the business.
- Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- Foskor will publish the outcome of this RFP in the National Treasury e-tender portal, CIDB i-tender portal (where applicable) and the Foskor website within 10 days after the award has been finalised. Respondents are required to check the Foskor website for the results of the tender process. All unsuccessful bidders have a right to request Foskor to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

6. **CONFIDENTIALITY**

All information related to this RFP is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from Foskor.

7. **COMPLIANCE**

The successful Respondent [hereinafter referred to as the **Supplier/Service provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

8. **EMPLOYMENT EQUITY ACT**

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

9. **DISCLAIMERS**

Respondents are hereby advised that Foskor is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that Foskor reserves the right to:

- modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- disqualify Proposals submitted after the stated submission deadline [closing date];
- award a contract in connection with this Proposal at any time after the RFP's closing date;
- award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;

Respondent's Signature

Date and Company Stamp

- split the award of the contract between more than one Supplier/Service provider, should it at Foskor's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the bid process;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Foskor to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender has been published the outcome of the bid process on the National Treasury e-tender portal, CIDB i-tender portal (where applicable) and the Foskor website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods at their quoted price.

Note that Foskor will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

10. **LEGAL REVIEW**

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Foskor's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

11. **SECURITY CLEARANCE**

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the Goods/Services and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of **CONFIDENTIAL/ SECRET/TOP SECRET**. Obtaining the required clearance is the responsibility of the Successful

Respondent's Signature

Date and Company Stamp

Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

12. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

13. TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to Foskor and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents' tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.



SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. 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.

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

2. EXECUTIVE OVERVIEW- SCOPE OF WORK SERVICE REQUIRED:**2.1 Background:**

The basic requirement for this contract is that the successful bidder/service provider shall provide transport service for standby personnel, to transport them from their homes to Foskor premises and transport them back to their homes when completed with their respective activities on the mine for a period of 36 months.

The successful bidder/service provider will be required to perform the following basic task.

2.1 Provide labour in the form of certified drivers who are holders of Professional Driving permit (PDP).

2.2 Transport will be strictly on callout drivers as the need arises and will only be available for:

- a) Foskor employees who are requested to work outside of their normal working hours (unplanned overtime).
- b) Foskor operations employees, working outside their normal shifts.
- b) Foskor's technical operators called out to assist on break downs.

2.3 The service is not extended to contractors working for Foskor except for Drying and Dispatch tarpaulin contractor team members.

2.4 The successful bidder must provide:

- a) Dedicate standby mobile number that would be used by Foskor to request services, or/and radio. The standby mobile number must be available and answered when called by Foskor.
- b) A trip register and kilometre log that must be completed for each and every request for transport service and Foskor employee has to be sign acknowledgement of the service. The information must be kept in a file for period of 12 months.
- c) The register, as stated above, must have the following:
 - Information regarding the request:
 - Driver of the vehicle
 - Time of request
 - Requestor name and personnel number
 - Department requesting the service
 - Information regarding the user of the service
 - Name and personnel number

Department

Time picked up and dropped off at destination

Destination

d) A transport service that will be available on 24 hours a day and seven day a week aligns with Foskor's shift pattern:

i) A driver to be provided for each of 'ON' shifts, i.e. morning, afternoon and night shift.

ii) A fourth driver to be on 'OFF' shift.

e) Supervision for all employees.

f) PPE for employees, where required

g) Four (4) off drivers that in possession of a Professional driving permit (PDP), and certified copies must be attached to the tender together with certified copies of identity documents.

h) Vehicles:

i) Two (2) off 10-seater (Toyota 10-seater quantum or similar) standby personnel dedicated vehicles that are road worthy, licenced and proof of maintenance of the respective vehicles.

ii) One (1) off 15-seater (Toyota 15-seater quantum or similar) standby personnel dedicated vehicles that are road worthy, licenced and proof of maintenance of the respective vehicles.

iii) Alternative vehicle, roadworthy and licensed, in the event that the three of dedicated vehicles are not available to prevent service disruptions.

i) Fuel for the vehicles used for the standby transport service.

Respondent's Signature

Date and Company Stamp

j) Manpower:

Four off licenced drivers to work on a three-shift pattern (with one driver on 'off' shift).

3. PROJECT URGENCY

The proper function of this service is critical to support production requirements of the mine. In the event of potential disruption of the service, the service provider must communicate such urgently to the senior engineering at TSS. The communication must include other things, the mitigation of such disruption.

4. BATTERY LIMITS- INCLUSIONS AND EXCLUSIONS

- This service if only available within 60-kilometre radius, personnel to be collected at the official residential addresses and dropped at the same address thereafter
- The service is only available for standby personnel or personnel called out to work out of their normal working time.

5. PROJECT DELIVERIES

5.1 THE DELIVERABLES FOR THIS PROJECT INCLUDES:

- Supply of two (off) 10-seater vehicles, licenced, roadworthy and maintained.
- Supply of one (off) 15-seater vehicle, licenced, roadworthy and maintained.
- Maintenance records of the vehicles.
- 4 off Licensed drivers with PDP.
- Contingency plan in case of the service disruptions (vehicles break-down, riots, protest, etc).

5.2 MANUALS AND DOCUMETATION:

The following must be supplied:

- Certified copies of identity documents of all employees.
- Certified copies of driver's license.
- Copies of vehicles maintenance records.
- Transportation operational plan or method statement.
- Contingency plan in case of service disruptions (vehicle break-down, riots, protest, etc).

5.3 FORMAT OF DOCUMENTS AND MANUELS:

Note: All Manuals must be in English.

6. ON-SITE SUPERVISION REQUIREMENT

- No on-site supervision would be required as the service would be operating outside of Foskor Premises.

7. TENDER DELIVERABLES

The deliverables will include:

- Complete Foskor pricing schedule (BOQ).
- Preliminary Project Schedule.
- Transportation operational plan or method statement.
- Tax Clearance.
- Letter of Good standing (Workman compensation).
- BEE 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 documentation that need to be submitted.

8. SAFETY

Service provider to refer to the dull and updated Foskor COPs available.

- 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.
- A service provider 2.9.2 to be permanently on-site.

Respondent's Signature

Date and Company Stamp

- Medical, Induction, Foskor ID Card, etc. is approximately R800 per person. Exit medicals need to be done at the termination for the contract.
- 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 person in terms of the MHSA: 2.6.1: 2.9.2. and Section 29 (1) SHE REP for the duration of the contract.
- All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises.
- All person competencies to be verified before being allowed to work on Foskor premises for a specific task.
- The service provider must compile a Safety File as per Foskor standard for all service providers and sub-service providers.
- Site access will be controlled, and all persons must receive site-specific induction before entering the site.
- Conduct inspections as per Foskor Safety System. Analyses data and trends and recommend preventative measures where required.
- Ensure all authorizations are in place as per Foskor Safety System. Arrangement with Foskor training to be done by the service provider to ensure that authorization and training are conducted. Arrange timeously.
- Ensure all workers competencies are available and have been validated.
- Ensure proper security, signboards, 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.
- The service provider must complete a Baseline Risk Assessment (COP 01 before a work permit can be issued for the installation.
- All service providers not in possession of a valid Foskor IS 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.
- 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 Foskor driver's permit.
- An open Pit Licence is required for driving in the mining areas.
- All the required PPE and Safety Equipment are for the service provider's account.
- 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 completed at least monthly on findings on PPE (All PPE must be kept in good condition).
- All providers of service need to be informed of the following minimum training applies to all service providers (irrespective of the task or scope of work) that will enter the Foskor Phalaborwa site with effect from 1 April 2024. This training is not presented by 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
- 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 status as well on required authorization as per Foskor COP's.
- Training certificate 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

9. LEGISLATIVE REQUIREMENTS – SUMMARY

9.1 MINIMUM LEGISLATIVE REQUIREMENTS:

The successful or appointed provider shall comply with:

- The Mine Health and Safety Act with Regulations (Latest revision).
- The National Road Traffic Act with Regulations (Latest revision).
- 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 apply to the successful application of the contract (Available on request).

9.2 SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S:

9.2.1 Before entering and operating a service vehicle (Own vehicle) on the Foskop site, the appointed service provider shall:

- Ensure that his driver/s have a valid national driver's 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 authorisation).
- The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskop premises:
 - a) 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).
 - b) Obtain a certificate of fitness from the Foskop Light Vehicle maintenance workshop supervisor or appointed a Foskop inspector for his nominated service vehicle/inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (exl. Fridays) at the Light Vehicle Maintenance workshop.
 - c) Submit the above permission and COF at the main security office for the issue of a vehicle access disk.
- Ensure that his service vehicle/trailers have been inspected (Daily) by 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.

9.2.2 Before entering and working on the Foskor 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 mentality 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, inspection, and testing earthmoving-and mobile equipment.
- Before commencement of work:
 - a) All tools and equipment shall be 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.

9.2.3 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.

10. PERMIT TO WORK

No permit to work would be required as the service would be operating outside Foskor premises.

11. 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 areas responsible safety representative, Mr. Veli Langwenya at 015 789 2206 /velil@foskor.co.za 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 Plat Training Hall).

The SAFETY FILE must always be available for inspection by a Foskor Official.

11.1 FOSKOR SAFETY FILE INDEX- TIPICAL:

Respondent's Signature

Date and Company Stamp

ISO clause/Description of item divider:

- | | | |
|----|--|--------|
| 1. | Integrated Management System | |
| | Clauses 5.1 & 5.2 | File 1 |
| 2. | Policies | |
| | Clause 5.2 OH & S Policies | File 2 |
| 3. | COP 1: Foskor risk management | |
| | Clause 6.1.2.1 & 6.1.2.2 Hazard identification, risk assessment and determining controls | File 3 |
| 4. | COP 88: Objective, targets and management programmes | |
| | Clause 6.2: Objectives and programs | File 4 |
| 5. | COP 2: Compliance obligations and appointments | |
| | COP 5: Health and safety representatives | |
| | Clause 5.3: Legal and other requirements | |
| | Clause 5.3 / 7.1: Resources, roles, responsibility, accountability and authority | |
| | Clause 6.1.3: Compliance obligations/legal and other requirements | File 5 |
| 6. | COP 15: SHERQ Competency and awareness training | |
| | Clause 7.2/ 7.3: Competence, training and awareness | File 6 |
| 7. | COP 17: Mobile, technical and process training | |
| | Clause 7.2/ 7.3: Competence, training and awareness | File 7 |
| 8. | COP 6: SHERQ Committees | |
| | COP 7: Communication | |
| | Clause 7: 4 Communication, participation and consultation | File 8 |
| 9. | OCCUPATIONAL HYGIENNE | |
| | COP 42: Lighting: natural and artificial | |
| | COP 43: MCOP Occupational health programme on thermal stress | |
| | COP 44: Sanitation plant hygiene amenities | |
| | COP 45: MCOP occupational health program on personal Exposure to Air borne Pollutions | |
| | COP 64: Ergonomics | |
| | COP 86: MCOP for Occupational Health Program for noise | |
| | Clause 8.1.2 Eliminating hazard and reducing OH & S risks | File 9 |

Respondent's Signature

Date and Company Stamp

10. COP 49: Waste management
COP 59: Hazardous chemical substances and control Hazchem and waste management
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 10

11. COP 53: Lock out system and usage
Clause 8.1.1 General
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 11

12. COP 55: Stair's walkways handrails and Ladders
Clause 8.1 Operational planning and control
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 12

13. COP 56: Lifting machinery and lifting Tackle
Clause 8.1 Operational planning and control
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 13

14. COP 57: Boilers and vessels under pressure work forms
Clause 8.1 Operational planning and control
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 14

15. COP 57: MCOP for the operation of TMM's.
Clause 8.1 Operational planning and control.
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 15

16. COP 60: Portable electrical equipment checks and registers.
Clause 8.1 Operational planning and control.
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 16

17. COP 61: Earth Leakage Relays and checks.
Clause 8.1 Operational planning and control.
Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 17

18. COP 62: General Electric installations and machinery in hazardous locations

- Clause 8.1 Operational planning and control.
 Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 18
19. COP 63: Hand tools
 Clause 8.1 Operational planning and control.
 Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 19
20. COP 65: Personal Protective Equipment
 COP 67: MCOP Women in mining PPE
 Clause 8.1 Operational planning and control.
 Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 20
21. COP 69: Maintenance of fire equipment
 Clause 8.1 Emergency preparedness and response.
 Clause 8.1.2 Eliminating hazard and reducing OH & S risks File 21
22. COP 72: Firefighting emergency drill and instructions.
 COP 74 Emergency preparedness and response.
 Clause 8.1 Operational planning and control.
 Clause 8.2 Emergency Preparedness and response File 22
23. COP 93: MCOP for the safe use of conveyors installation for the transportation of minerals material or personnel
 Clause 8.1 Operational planning and control.
 Clause 8.2 Emergency Preparedness and response File 23
24. COP 94: Hot work
 Clause 8.1 Operational planning and control.
 Clause 8.2 Emergency Preparedness and response File 24
25. COP 95: Confine space entry
 Clause 8.1 Operational planning and control.
 Clause 8.2 Emergency Preparedness and response File 25

26. COP 96: Working on Heights
Clause 8.1 Operational planning and control.
Clause 8.2 Emergency Preparedness and response File 26
27. COP 97: Erection and use of scaffolding
Clause 8.1 Operational planning and control.
Clause 8.2 Emergency Preparedness and response File 27
28. COP 98: Water Safety
Clause 8.1 Operational planning and control.
Clause 8.2 Emergency Preparedness and response File 28
29. COP 101: MCOP: The right to refuse dangerous work and withdraw from dangerous workplace.
Clause 8.1 Operational planning and control.
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.
Clause 8.2 Emergency Preparedness and response File 29
30. COP 102: MCOP: Risk based-emergency care on mine.
Clause 8.1 Operational planning and control.
Clause 8.2 Emergency Preparedness and response File 30
31. COP 103: Use of mobile device on the mine premises.
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.
Clause 8.1 Operational planning and control.
Clause 8.2 Emergency Preparedness and response File 31
32. COP 22: SHEQ Inspection
Clause 8.1 Operational planning and control.
Clause 8.2 Emergency Preparedness and response File 32

33. COP 23: Internal and external audit.

Clause 9.2 Internal Audit

Clause 9.2.1 general and 9.2.2 internal audit programme

File 33

Notes:

1. If a COP is not applicable to your section, please completed and attached 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 Foskor 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 attached the "Not applicable" form in the space of the COP.

11.2 TYPICAL CONTENTS OF SAFETY FILE:

No applicable.

11.3 TYPICAL COP 25-CONTRACTORS LEGAL OBLIGATION AND MINIMUM REQUIREMENTS:

Contractor must comply to the requirements below within 4 weeks from awarding the contract unless otherwise agreed within 3.1 and SHE Manager within 10 days from the awarding of such contract.

	Visitors	Short Term Contractors (1-5 days)	Medium Term Contractors (1 days -1 month) – low risk	Long Term Contractors (>1 month) – low risk work	Medium or Term Contractors (1 days up to 12 month) – Risk work
Definition	Consultations, Salespersons, Foskor arranged and organised visitor groups, Family of injured employees	Deliveries, Consultation, Specialist, Auditors for less than 5 days and do not exceed 4 visits per year	Contractors working on the Mine premises for period more than 6 day but less than 1 month.	Duration of work is longer than 1 month	Duration of work is irrelevant. (only focus on Risk exposure)
Special conditions	May perform no work on site	May perform no physical work on site that will involve tools, equipment, or machinery.	No work that relates to life saving rules e.g. Construction, Conveyors, Lifting, Electrical, Lock-out, Working at Heights, Hot work. Specialist and consultants (experts) working in teams smaller than 5 for less than 1 month on site.	No construction work or work that relates to life saving rules e.g. Conveyors, Lifting or Rigging, Electrical maintenance, Lockout, Hot work, confined spaces, use of TMM's, Working at heights	This includes all work relating to <u>life saving rules</u> (risk work) and therefore must comply to relevant training and Authorisations as required in the Foskor COPs before work can start and permits signed.
Supervision	The organiser is responsible for the group. The visitors <u>must</u> be accompanied by a Foskor Regulation 2.9.2, Regulation 2.6.1, or legally appointed person.	Direct supervision of Foskor appointed Regulation 2.9.2. and	Direct supervision of Foskor appointed Regulation 2.9.2. and Regulation 2.6.1	Must provide dedicated Regulation 2.9.2. with proof of competency and direct supervisor.	Must provide <u>dedicated</u> Regulation 2.6.1. and Regulation 2.9.2. appointees with proof of

Respondent's Signature

Date and Company Stamp

		Regulation 2.6.1	appointed manager may be provided if contractor is unable to supply.	Regulation 2.6.1 appointed manager may be provided if contractor is unable to supply.	competency. The Regulation 2.9.2 appointee must have technical competency and experience in line with scope and trained in the in all aspects as defined in Baseline risk.
Medical	Only completed a declaration of fitness and health matters relevant to visit	Shortened medical surveillance	Full Medical Surveillance as per COP	Full Medical Surveillance as per COP	Full Medical Surveillance as per COP
Surveillance		Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Must declare Pregnancy and all chronic medical conditions at Mine Clinic
		Mine Clinic			
Permit required	Day Permit is obtained at Security (Valid for 1 day)	Short term ID card at Security	Short term ID card at Security	Permit to work at Foskor.	Permit to work at Foskor.
		Return permit to Security when completed.	Permit to work at Foskor is required unless Specialists or Product experts.	Permanent ID at security	Permanent ID at security
		(Permit each day)	Return Permit to Security when work is complete	Return Permit to Security when work is complete	Return Permit to Security when work is complete
Induction	SHERQ Induction pamphlet only	Attend full Foskor Induction	Attend full Foskor Induction	Attend full Foskor Induction	Attend full Foskor Induction
		Site Specific Induction	Site Specific Induction	Site Specific Induction	Site Specific Induction
		SHE Induction Pamphlet	SHE Induction Pamphlet	SHE Induction Pamphlet	SHE Induction Pamphlet

Respondent's Signature

Date and Company Stamp

Minimum	None	None	First Aid Training	First Aid Training	First Aid Training
training			HIRA	HIRA	HIRA
			Understanding Basic Health and Safety Principles	Understanding Basic Health and Safety Principles	Understanding Basic Health & Safety
				PLUS, all training as defined in Baseline risk assessment and Scope (COP 1)	PLUS, all training as defined in Baseline risk assessment and Scope (COP 1). When construction or maintenance work is done – minimum 1 artisan per team.
		Visitors	Short Term Contractors	Medium Term Contractors (1 days -1 month) – low risk	Long Term Contractors (>1 month) – low risk work
			(1-5 days)		
Letter of Good standing	Not required		Not required	May be required (dependant on scope) and correct nature of business must reflect on the Letter of Good standing	Required and correct nature of business must reflect on the Letter of Good standing

11.4 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

- Risk Assessment and clearance certificates.
- Lifting operations
- Working at heights

Respondent's Signature

Date and Company Stamp

- Confirmed 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!

12. PARAMETERS

12.1 DESIGN PARAMETERS:

- No applicable

12.2 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS:

The Latest edition of the South Africa 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 requirement 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)
- DWA and the National Water Act
- Foskor COP's
- 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 operations 24 hrs/day,365 days/year with operating availability equal to 100%.

12.3 SITE GEOGRAPHY:

The Plant is located at Phalaborwa, Limpopo, South Africa.

12.4 AMBIENT CONDITIONS:

- Ambient temperature

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

12.5 FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED BEFORE FINALIZATION OF ANY DESIGN OR SPECIFICATION).

 Name	Modified	Modified By
 Engineering Specification Index	... 15 April, 2016	☐ Khayelihle Pepu
 GS001 - General Design Information - Rev 1	... 15 April, 2016	☐ Khayelihle Pepu
 GS002 - Engineering Drawings - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS003 - Quality Control Procedures - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS005 - Concrete and Formwork - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS007 - Plate work - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS008 - Welding procedures - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS009 - Structural fabrication and erection - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS011- Piping - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS012 - Pressure vessels - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS013M - Painting and Protective Coatings	... 15 April, 2016	☐ Khayelihle Pepu
 GS014 - Rubberlining - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS015 - Fencing - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS016 - Roofing and side cladding - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS017 - Fuel - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS018 - Lubrication - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS019 - Liquid containemt bund walls - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS020 - General purpose valves - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS021 - Gearboxes - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GS022 - Chainblocks and lever hoists - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
 GSI-004 - Field Instrumentation Standards	... 15 April, 2016	☐ Khayelihle Pepu

Respondent's Signature

Date and Company Stamp

Service provider/Contractor/Supplier – Please ensure that you have the latest copy of the specifications before any activity is committed.

12.6 SPECIFICATIONS

- Not applicable

12.7 ADDITIONAL SPECIFICATIONS IF REQUIRED

- None

13. PROJECT MANAGEMENT – CONTRACTOR

- Not applicable

14. LIASON AND CO-OPERATION WITH OTHERS

- The CONTRACTOR/SERVICE PROVIDER shall be required to co-operate and liaise with FOSKOR appointed project manager.

15. INVOICE DUE DATES

- The Due Dates for claim certificate are the 15th of every month. Invoices are due the latest the 23rd of every month.

6. GENERAL SUPPLIER/SERVICE PROVIDER OBLIGATIONS

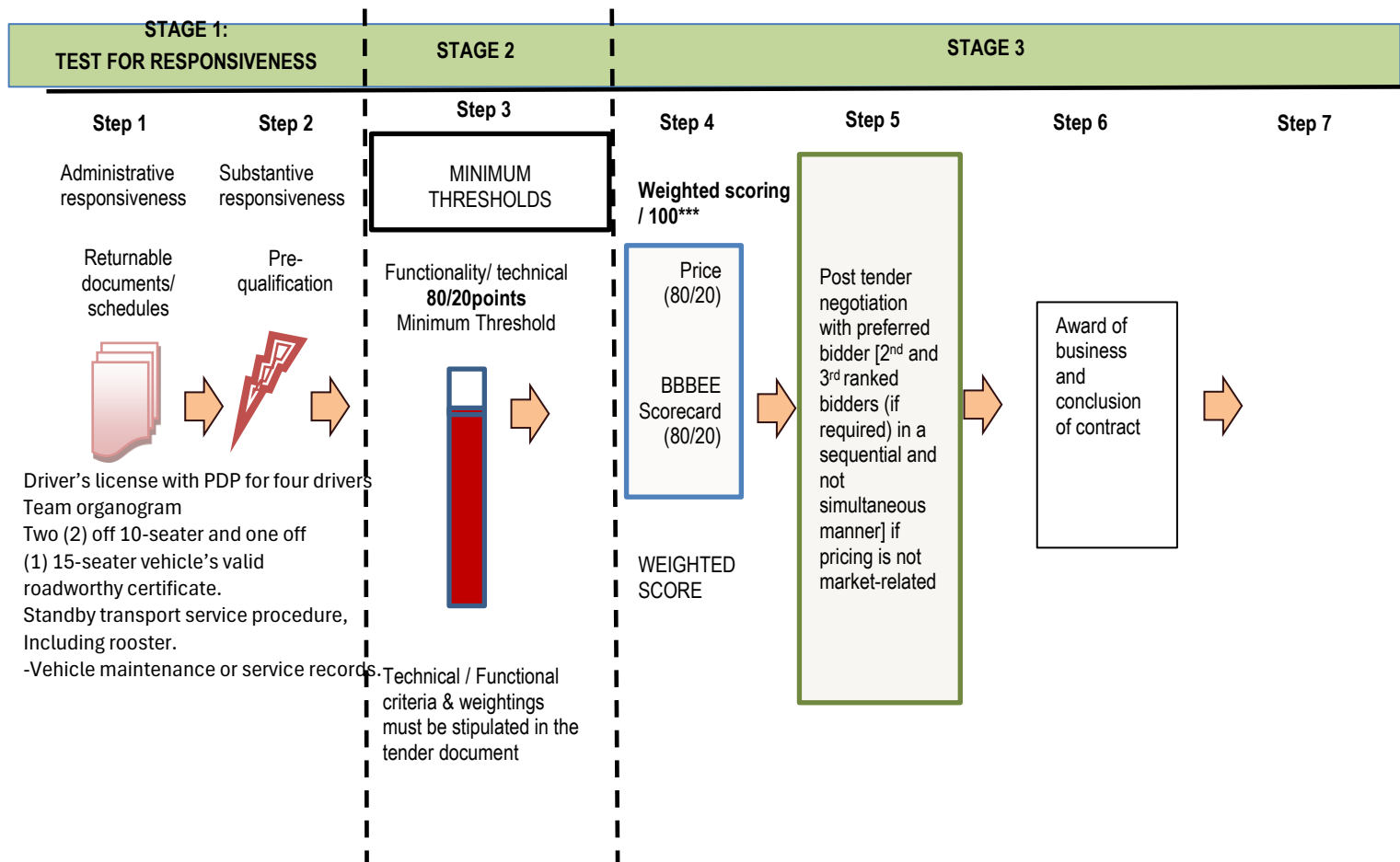
Respondent's Signature

Date and Company Stamp

- a. The Supplier/Service provider(s) shall be fully responsible to Foskor for the acts and omissions of persons directly or indirectly employed by them.
- b. The Supplier/Service provider(s) must comply with the requirements stated in this RFP.

6. EVALUATION METHODOLOGY

Foskor will utilise the following methodology and criteria in selecting a preferred Supplier/Service provider:



Respondent's Signature

Date and Company Stamp

NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Foskor reserves the right to conduct the different steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

a. STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
• Whether the Bid has been lodged on time	Section 2 paragraph 3
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	Section 5
• Verify the validity of all returnable documents	Section 5
• Verify if the Bid document has been duly signed by the authorised respondent	All sections

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further pre-qualification

b. STEP TWO: Test for Substantive Responsiveness to RFP

The test for substantive responsiveness to this RFP will include the following:

Check for substantive responsiveness	RFP Reference
• Driver's license with PDP for four drivers	All sections including Section 2 paragraphs, 2.2, 6.
• Pricing Schedule	Section 4
• Team Organogram	All Sections

Respondent's Signature

Date and Company Stamp

Operational Plan, Contingency Plan	Section 2, paragraph 13
Provide Proof of previous contracts or award letters, Business address.	Section 3 – Scope of Work Annexure

The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation.

c. STEP THREE: Minimum Threshold points for Technical Criteria 70% for Technical Criteria

i. The test for the Technical and Functional threshold will include the following

Technical Evaluation Criteria: Transport service standby personnel	100%	
	SCORING CRITERIA	PROOF Of documents to be submitted
1. Drivers that have driver's licence that was first issued five years ago or longer.	10 %	
4 years = 100	100%	Driver's license
3 years = 75	75%	
2 years = 50	50%	
1 year = 25	25%	
No Experience = 0%	0%	

Respondent's Signature

Date and Company Stamp

2. Bidder to provide comprehensive service records of vehicles.	10%	
Completed records or new vehicle = 100	100%	Maintain or service records of vehicles
Incomplete record's = 25	25%	
No records = 0	0	
3. Bidder to provide copy of its standard procedures (operational plan)	10%	
Satisfactory operational plan = 100	100%	Operational Plan
Un-Satisfactory operational plan = 25	25%	
No Operational plan = 0	0%	
4. Bidder to provide a contingency plan based on the following: - Industrial strike action - Normal absence such as AWOL, vacation, and sick leave. - Dedicated standby vehicle breakdown (s)	10%	
Satisfactory contingency plan = 100	100%	Contingency Plan
Un- Satisfactory contingency plan = 25	25%	
No-Submission = 0%	0%	
5. Experience in offering similar service at Foskor Operations	30%	

Respondent's Signature

Date and Company Stamp

4 years = 100	100%	Copies of previous contract, or award letters.
3 years = 75	75%	
2 years = 25	25%	
1 year = 0	0%	
6. Location of service provider in Limpopo	30%	
Less than 50 km within Phalaborwa = 75	75%	Business address
More than 50km within Phalaborwa = 25	25%	
For the bid to be considered for shortlisting, the bidder needs to score 70% and above and comply to all mandatory requirements. Contractors who achieve 70% scores but do not have people available, it is proposed that they take over the current employees of the current contractor due east of mobilization of the contract.		

Respondents are to note that Foskor will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation

d. STEP FOUR: Evaluation and Final Weighted Scoring

- a) **Pricing Criteria Weighted** score 80/20 points

Evaluation Criteria	RFP Reference
• Commercial offer	Section 4

Foskor will utilise the following formula in its evaluation of Price:

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ OR}$$

Where:

Respondent's Signature

Date and Company Stamp

P_s = Score for the Bid under consideration
 P_t = Price of Bid under consideration
 P_{min} = Price of lowest acceptable Bid

$$PS = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where:

P_s = Points scored for the price of Bid under consideration
 P_t = Price of Bid under consideration
 P_{max} = Price of highest acceptable Bid

b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 20 points]

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

e. **SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

Thresholds	Minimum Threshold
Technical / functionality	70%

Evaluation Criteria	Final Weighted Scores
Price a	80
BBBE-E Scorecard	20
TOTAL SCORE:	100

f. **STEP FIVE: Post Tender Negotiations (if applicable)**

- Respondents are to note that Foskop may not award a contract if the price offered is not market related. In this regard, Foskop reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.

Respondent's Signature

Date and Company Stamp

- Should FOSKOR conduct post tender negotiations, Respondents will be requested to provide their best and final offers to FOSKOR based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

g. STEP SIX: Objective Criteria (if applicable)

FOSKOR reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria FOSKOR may apply in this bid process include:

- Skills Transfer and Capacity Building for FOSKOR;
- Impact on FOSKOR's Return On Investment;
- Rotation of Suppliers to promote opportunities for other suppliers, by overlooking a supplier that has been awarded business repeatedly overtime in order to benefit other suppliers in the market.
- the tenderer:
- is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- is not undergoing a process of being restricted by FOSKOR or other state institution that FOSKOR may be aware of,
- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- has the legal capacity to enter into the contract
- is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- complies with the legal requirements, if any, stated in the tender data and
- is able, in the option of the employer to perform the contract free of conflicts of interest.

h. STEP SEVEN: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.



RFP NUMBER: FOSPHB-RFP-06-24/25

Respondent's Signature

Date and Company Stamp

SECTION 4: PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the table below:

PRICING SCHEDULE FOR OFFICE CLEANING SERVICE:

Year 1:				
Item	Description	Quantity	Unit Price (R)	Total Price (R)
1	Supply of 10-seater vehicles per month	2		
2	Supply of 15-seater vehicle per month	1		
3	Supply of drivers per month	4		
			YEAR 1 TOTAL PRICE, exclusive of VAT:	R
			VAT 15% (if applicable)	R
			TOTAL PRICE, inclusive of VAT:	R

Respondent's Signature

Date and Company Stamp

Year 2:				
Item	Description	Quantity	Unit Price (R)	Total Price (R)
1	Supply of 10-seater vehicles per month	2		
2	Supply of 15-seater vehicle per month	1		
3	Supply of drivers per month	4		
			YEAR 2 TOTAL PRICE, exclusive of VAT:	R
			VAT 15% (if applicable)	R
			TOTAL PRICE, inclusive of VAT:	R

Year 3:				
Item	Description	Quantity	Unit Price (R)	Total Price (R)
1	Supply of 10-seater vehicles per month	2		
2	Supply of 15-seater vehicle per month	1		
3	Supply of drivers per month	4		
			YEAR 3 TOTAL PRICE, exclusive of VAT:	R
			VAT 15% (if applicable)	R

Respondent's Signature

Date and Company Stamp

TOTAL PRICE, inclusive of VAT:	R
-----------------------------------	---

Pricing Schedule Three-year period:					
Item	Description	Year 1	Year 2	Year 3	Total Price (R)
1	Supply of 10-seater vehicles per month				
2	Supply of 15-seater vehicle per month				
3	Supply of drivers per month				
				YEAR 3 Three-year TOTAL PRICE, exclusive of VAT:	R
				VAT 15% (if applicable)	R
				TOTAL PRICE, inclusive of VAT:	R

MEASUREMENT AND PAYMENT CLAUSES:

Measurement and payment clauses of the COLTO (1998) Standardised Specifications, as well as the Particular Specifications, shall be deemed to form part of and included in the pricing structure.

Respondent's Signature

Date and Company Stamp

UNITS OF MEASUREMENT

The units of measurement described in the Bill of Quantities are metric units. Abbreviations used in the Bill of Quantities are as follows:

%	–	Percent	m³	–	cubic metre
h	–	Hour	m³.km	–	cubic metre-kilometre
ha	–	hectare	mm	–	millimetre
kg	–	kilogram	MN	–	meganewton
kℓ	–	kilolitre	MN.m	–	meganewton-metre
km	–	kilometre	MPa	–	megapascal
kmp					
a	–	kilometre-pass	No.	–	number
s					
kPa	–	kilopascal	P C sum	–	Prime Cost sum
kW	–	kilowatt	Prov. sum.	–	Provisional sum
ℓ	–	litre	sum	–	lump sum
m	–	metre	t	–	ton (1 000 kg)
m²	–	square metre	W/day	–	Workday
m².					
p					
a	–	Square Metre-Pass	s		
s					

Respondent's Signature

Date and Company Stamp

BILL OF QUANTITY

- Not applicable

SCHEDULE OF QUANTITIES

Year 1					
ITEM	ITEM DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
1	Supply of 10-seater vehicle (/Month)	No.	2		
2	Supply of 15-seater vehicle (/Month)	No.	1		
3	Supply of drivers (/Month)	No.	4		

Year 2					
ITEM	ITEM DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
1	Supply of 10-seater vehicle (/Month)	No.	2		
2	Supply of 15-seater vehicle (/Month)	No.	1		
3	Supply of drivers (/Month)	No.	4		

Respondent's Signature

Date and Company Stamp

Year 3					
ITEM	ITEM DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
1	Supply of 10-seater vehicle (/Month)	No.	2		
2	Supply of 15-seater vehicle (/Month)	No.	1		
3	Supply of drivers (/Month)	No.	4		

The window cleaning where high area access is required, Foskor will arrange a High-Up machine.

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

Respondent's Signature

Date and Company Stamp

GENERAL

Respondents are to note that Foskop will round off final pricing scores to the nearest 2 (two) decimal places.

Notes to Pricing:

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Foskop may not award the contract to that Respondent. Foskop may-
 - (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
 - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
 - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.

i. If a market-related price is not agreed with the Respondent scoring the third highest points, Foskop must cancel the RFP.
- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Any disbursement not specifically priced for will not be considered/accepted by Foskop.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- e) Rates proposed must be aligned with the Guide on Hourly Fee Rates for Consultants" by the Department of Public Service and Administration (DPSA);
- f) Quantities given are estimates only. Any orders resulting from this RFP will be on an "as and when required" basis.
- g) Prices are to be quoted on a delivered basis to .
- h) Please note that should you have offered a discounted price(s), Foskop will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- i) Where a Respondent's price(s) includes imported goods/items, the rate of exchange to be used must be in South African Rands for purposes of determining whether the price is market related or not and must be the currency's rate published by the South African Reserve Bank on the date of the advertisement of the bid:

Currency rate of exchange utilised: _____

Respondent's Signature

Date and Company Stamp

- j) In respect of incoterms conditions, if applicable, please refer to paragraph 25 of the General Bid Conditions which is attached to the RFP as Annexure *[Complete required information or remove entire sentence if not applicable]*
- k) Manufacturing and delivery lead time calculated from the date of receipt of purchase order: _____ weeks.
- l) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for the contract duration. [Not to be confused with bid validity period Section 2, clause 1]

YES	
-----	--

OR

- m) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for a period of 12 months, subject thereafter to adjustment (i.e. after the initial period of 12 months), utilising the following price index/indices/adjustment formula. [Not to be confused with bid validity period Section 2, clause 1]

.....

.....

	YES	
--	-----	--

1. DISCLOSURE OF CONTRACT INFORMATION

Prices tendered

Respondents are to note that, on award of business, Foskor may be required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016.

Johannesburg Stock Exchange Debt Listing Requirements

Foskor may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)

Foskor is free to procure the services of any person within or outside the Republic of South Africa in accordance with applicable legislation. Foskor shall not conduct or conclude business transactions, with any Respondents without having:

- Considered relevant governance protocols;
- Determined the DPIP or FPPO status of that counterparty; and
- Conducted a risk assessment and due diligence to assess the potential risks that may be posed by the business relationship.

Respondent's Signature

Date and Company Stamp

The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld.						
Is the Respondent (Complete with a "Yes" or "No")						
A DPIP/FPPO		Closely Related to a DPIP/FPPO		Closely Associated to a DPIP/FPPO		
List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.						
No	Name of Entity / Business	Role in the Entity / Business (Nature of interest/ Participation)	Shareholding %	Registration Number	Status (Mark the applicable option with an X)	
					Active	Non-Active
1						
2						
3						

Respondents declaring a commercial relationship with a DPIP or FPPO are to note that Foskor is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

2. PRICE REVIEW

The successful Respondent(s) [the Supplier/Service provider] will be obliged to submit to an annual price review. Foskor will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Supplier/Service provider's price(s) is/are found to be higher than the benchmarked price(s), then the Supplier/Service provider shall match or better such price(s) within 30 [thirty] calendar days, failing which the contract may be terminated at Foskor's discretion or the particular item(s) or service(s) purchased outside the contract.

3. SERVICE LEVELS

- 3.1 An experienced national account representative(s) is required to work with Foskor's procurement department.
- 3.2 Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

4. RISK

Respondent's Signature

Date and Company Stamp

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Foskor pertaining to potential non-performance by the Respondent, in relation to:

4.1 Quality and specification of Goods/Services delivered:

4.2 Continuity of supply:

4.3 Compliance with the Occupational Health and Safety Act, 85 of 1993:

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date and Company Stamp

SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS

I/We _____
 [name of entity, company, close corporation or partnership] of [full address]

carrying on business trading/operating as

represented by _____

in my capacity as _____

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Foskor decide to enter into Post Tender Negotiations with highest ranked bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply/provide the above-mentioned Goods/Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in Foskor's:

- (i) Master Agreement / Foskor Standard Terms and Conditions (which may be subject to amendment at Foskor's discretion if applicable);
- (ii) General Bid Conditions; and
- (iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

 Respondent's Signature

 Date and Company Stamp

I/We accept that unless FOSKOR should otherwise decide and so inform me/us in the letter of award, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with FOSKOR's acceptance thereof shall constitute a binding contract between FOSKOR and me/us.

Should FOSKOR decide that a formal contract should be signed and so inform me/us in a letter of award [the **Letter of Award**], this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence] together with FOSKOR's Letter of Award, shall constitute a binding contract between FOSKOR and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply/provision of Goods/Services within 2 [two] weeks thereafter, FOSKOR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

Furthermore, I/we agree to a penalty clause/s which will allow FOSKOR to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Goods/Services due to non-performance by ourselves, etc.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide FOSKOR with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its *domicilium citandi et executandi* hereunder:

Name of Entity: _____

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [the **Supplier/Service provider**] will be informed of the acceptance of its Proposal. FOSKOR will also publish the outcome of the tender, including successful and unsuccessful bidders, in the National Treasury e-tender portal, CIDB i-tender portal (where applicable) and the FOSKOR website. Any unsuccessful

Respondent's Signature

Date and Company Stamp

bidder has a right to request reasons for the bid not to be successful and FOSKOR has a duty to provide those reasons on receipt of the request from the bidder.

VALIDITY PERIOD

FOSKOR requires a validity period of 180 Business Days [from closing date] against this RFP, excluding the first day and including the last day.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the RFP is submitted.

(i) Registration number of company / C.C. _____

(ii) Registered name of company / C.C. _____

(iii) Full name(s) of director/member(s) Address/Addresses ID Number(s)

RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP <u>will</u> result in a Respondent's disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in FOSKOR affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i>

Respondent's Signature

Date and Company Stamp

All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed, stamped and dated by the Respondent.

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents**, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Driver's license with PDP for four drivers	
Team organogram	
Two (2) off 10-seater and one off (1) 15 seater vehicles valid roadworthy certificate.	
Standby transport service procedures, including rooster	
Vehicle maintenance or service records	

b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
Give reference list of projects, with values and contract numbers for verification	
Give list of equipment, vehicles, organigram and addresses of offices	
Give an operational plan	
Give a Contingency plan	
Provide proof of residence	

c) Essential Returnable Documents:

Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

Respondent's Signature

Date and Company Stamp

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	
SECTION 1: SBD1 FORM	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 9: B-BBEE Preference Points claim form	
SECTION 10 : Certificate of attendance of compulsory / non-compulsory Site Meeting / RFP Briefing	
SECTION : Protection of Personal Information	
CSD Registration report	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract **[the Agreement]** and fail to present FOSKOR with such renewals as and when they become due, FOSKOR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which FOSKOR may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

Respondent's Signature

Date and Company Stamp

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT/FOSKOR STANDARD TERMS AND CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Foskor SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1	General Bid Conditions
2	Foskor Standard Terms and Conditions
3	Supplier Integrity Pact
4	Non-disclosure Agreement

Note: Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier Declaration Form for registration as a vendor onto the Foskor vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by Foskor's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond on, before submitting the bid. **The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.**

Respondent's Signature

Date and Company Stamp



RFP NUMBER: FOSPHB-RFP-06-24/25

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. FOSKOR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Proposal [RFP];
3. We have been provided with sufficient access to the existing FOSKOR facilities/sites and any and all relevant information relevant to the Goods/Services as well as FOSKOR information and Employees and have had sufficient time in which to conduct and perform a thorough due diligence of FOSKOR's operations and business requirements and assets used by FOSKOR. FOSKOR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price;
4. At no stage have we received additional information relating to the subject matter of this RFP from FOSKOR sources, other than information formally received from the designated FOSKOR contact(s) as nominated in the RFP documents;

Respondent's Signature

Date and Company Stamp

5. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Foskor in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner;
6. We have complied with all obligations of the Bidder/Supplier as indicated in the Foskor Supplier Integrity which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with Foskor;
7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Foskor Group including any person who may be involved in the evaluation and/or adjudication of this Bid;
8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of Foskor;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of Foskor in the past 10 years. I further declare that if they were a former employee or board member of Foskor in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFP; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER/EMPLOYEE:

ADDRESS:

Indicate nature of relationship with Foskor:

[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with Foskor. Information provided in the declarations may be used by Foskor and/or its affiliates to verify the correctness of the information provided]

11. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Foskor [other than any existing and appropriate business relationship with Foskor] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify Foskor immediately in writing of such circumstances.

BIDDER'S DISCLOSURE (SBD4)

Respondent's Signature

Date and Company Stamp

12 PURPOSE OF THE FORM

12.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

12.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

13 Bidder's declaration

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

13.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Respondent's Signature

Date and Company Stamp

13.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

13.2.1. If so, furnish particulars:

.....

13.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

ii. If so, furnish particulars:

.....

14 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

14.1 I have read and I understand the contents of this disclosure;

14.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

14.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

14.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Respondent's Signature

Date and Company Stamp

- 14.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 14.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 14.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 12, 13 and 14 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

BREACH OF LAW

We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) **have/have not been** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that Foskor SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

Respondent's Signature

Date and Company Stamp



RFP NUMBER: FOSPHB-RFP-06-24/25

SIGNED at _____ on this _____ day of _____ 20____

Signed on behalf of _____	WITNESS:
Authorised hereto:	
	:
Position:	Position:
Signature:	Signature:
	Registration No of Company/CC
	Registration Name of Company/CC

Respondent's Signature

Date and Company Stamp



RFP NUMBER: FOSPHB-RFP-06-24/25

SECTION 8: RFP CLARIFICATION REQUEST FORM

RFP No: FOSPHB-RFP-06-24/25

RFP deadline for questions / RFP Clarifications: Before 12:00 pm on **31 October 2024**

TO: Foskor (Pty) Ltd
ATTENTION: Daleen Kruger
EMAIL: Daleenk@foskor.co.za

REQUEST FOR RFP CLARIFICATION

[illegible]

Respondent's Signature

Date and Company Stamp

SECTION 9: B-BBEE PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [B-BBEE] Status Level of Contribution.

Foskor will award preference points to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable. Despite the stipulated preference point system, Foskor shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

OR

Either the 80/20 or 90/10 preference point system will apply **[This clause is to be used where it is unclear as to which preference point system will be applicable – lowest acceptable bid will determine the preference point system. Delete if not applicable]**

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20

Respondent's Signature

Date and Company Stamp

Total points for Price and B-BBEE must not exceed	100
---	-----

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **“Price”** includes all applicable taxes less all unconditional discounts.
- (i) **“Proof of B-BBEE Status Level of Contributor”**
 - i) the B-BBEE status level certificate issued by an authorised body or person;
 - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) **“Rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

Respondent's Signature

Date and Company Stamp

80/20

or

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or}$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

4.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp.]

Respondent's Signature

Date and Company Stamp

EME³	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard
------------------------	---

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.6 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

- 6.1 B-BBEE Status Level of Contribution: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be subcontracted?

(**Tick applicable box**)

YES		N O	
-----	--	--------	--

³ In terms of the Implementation Guide: Preferential Procurement Regulations, 2017, Version 2, paragraph 11.11 provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

Respondent's Signature

Date and Company Stamp

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE.

YES		N	
		O	

(Tick applicable box)

Specify, by
of Preferential Procurement Regulations,2017:

ticking the appropriate box, if subcontracting with an enterprise in terms

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole proprietor
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

Respondent's Signature

Date and Company Stamp

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional Supplier/Service provider
- Other Suppliers/Service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If a bidder submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Foskor reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (f) forward the matter for criminal prosecution.

WITNESSES

.....

.....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

.....

ADDRESS:

.....

SECTION 11: JOB-CREATION SCHEDULE

(Please ensure that you return this schedule with your bid submission)

The Government has identified State Owned Enterprises sourcing activities as a key enabler to achieve the National Development Plan (NDP) objective of reducing unemployment from the current baseline of 28% to 6%. In order to give effect to these job creation objectives, Respondents are required to provide the following undertaking of new jobs that will be created (either by them or by their subcontractors) should they be awarded this bid.

Note that this undertaking is not required if a NIPP obligation is applicable to a Respondent's bid as indicated in Section . **Respondents are required to indicate below whether the NIPP obligation is applicable to their bid:**

YES		NO	
-----	--	----	--

(a) Please indicate total number of new jobs that will be created over the term of the contract:

Total number and value of new jobs created	Total number of new jobs	Total rand value of new jobs created

(b) Of the total number of new jobs created, please indicate the number and value of new jobs to be created for the following designated groups:

	Total number of new jobs	Total rand value of new jobs
Black men		
Black women		
Black Youth		
Black people living in rural or underdeveloped areas or townships		
Black People with Disabilities		

(c) Of the total number of new jobs created, please indicate the number of skilled, semi-skilled and unskilled new jobs that will be created over the term of the contract:

	Total number of Skilled jobs	Total number of Semi-skilled jobs	Total number of Unskilled jobs
Black men			
Black women			

Respondent's Signature

Date and Company Stamp

Black Youth			
Black people living in rural or underdeveloped areas or townships			
Black People with Disabilities			
Other			

(d) Please indicate the number of new jobs to be created, broken down per quarter over the term of the contract. **Insert additional tables for each year of the contract period:**

Year 1	Q1	Q2	Q3	Q4
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

Respondent's Signature

Date and Company Stamp

SECTION 12: SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation Programme (NIPP), which is applicable to all government procurement contracts that have imported content, became effective on 1 September 1996. The NIP policy and guidelines were fully endorsed by the Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIPP requirements. NIPP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

- 1.1 The NIPP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$5 million or other currency equivalent to US\$5 million will have a NIP obligation. This threshold of US\$5 million can be reached as follows:
 - (a) Any single contract with imported content exceeding US\$5 million.
 - or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$5 million.
 - or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$5 million.
 - or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$5 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIPP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIPP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

 Respondent's Signature

 Date and Company Stamp

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with their bid documentation at the closing date and time of the bid.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIPP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
 - Bid number;
 - Description of the goods or services;
 - Date on which the contract was awarded;
 - Name, address and contact details of the contractor;
 - Value of the contract; and
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIPP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
 - a. the contractor and the DTIC will determine the NIPP obligation;

Respondent's Signature

Date and Company Stamp

- b. the contractor and the DTI will sign the NIPP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIPP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number	Closing date:
Name of bidder.....	
Postal address	
Signature.....	Name (in print).....
Date.....	

Respondent's Signature

Date and Company Stamp

SECTION 13: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Foskop will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA: Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is “Foskop” and the Data subject is the “Respondent”. Foskop will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Foskop reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Foskop.
5. In responding to this bid, Foskop acknowledges that it will obtain and have access to personal information of the Respondent. Foskop agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Foskop further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Foskop and/or its authorised appointed third parties.
7. Furthermore, Foskop will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Foskop requires the Respondent to process any personal information disclosed by Foskop in the bidding process in the same manner.
8. Foskop shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).

Respondent's Signature

Date and Company Stamp

9. Foskop shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request Foskop to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Foskop correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Foskop's possession in terms of the provision of the POPIA and utilising Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES	
------------	--

NO	
-----------	--

12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Foskop against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by Foskop, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/infoereg/>, click on contact us, click on complaints.IR@justice.gov.za

Respondent's Signature

Date and Company Stamp

SECTION 14: PROTECTION OF PERSONAL INFORMATION THE FOLLOWING TERMS SHALL BEAR THE SAME MEANING AS CONTEMPLATED IN SECTION 1 OF THE PROTECTION OF PERSON INFORMATION ACT, NO. OF 2013 "(POPIA)":

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

1. The Operator will process all information by the Foskop in terms of the requirements contemplated in Section 4(1) of the POPIA: Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
2. The Parties acknowledge and agree that, in relation to personal information of Foskop and the information of a third party that will be processed pursuant to this Agreement, the Operator is (Respondent) and the Data subject is "Foskop". Operator will process personal information only with the knowledge and authorisation of Foskop and will treat personal information and the information of a third party which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
3. Foskop reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this Agreement and the Operator is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Foskop.
4. In terms of this Agreement, the Operator acknowledges that it will obtain and have access to personal information of Foskop and the information of a third party and agrees that it shall only process the information disclosed by Foskop in terms of this Agreement and only for the purposes as detailed in this Agreement and in accordance with any applicable law.
5. Should there be a need for the Operator to process the personal information and the information of a third party in a way that is not agreed to in this Agreement, the Operator must request consent from Foskop to the processing of its personal information or and the information of a third party in a manner other than that it was collected for, which consent cannot be unreasonably withheld.
6. Furthermore, the Operator will not otherwise modify, amend or alter any personal information and the information of a third party submitted by Foskop or disclose or permit the disclosure of any personal information and the information of a third party to any third party without prior written consent from Foskop.
7. The Operator shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to the services offered to Foskop in terms of this Agreement (physically, through a computer or any other form of electronic communication).
8. The Operator shall notify Foskop in writing of any unauthorised access to personal information and the information of a third party, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Operator must inform Foskop

Respondent's Signature

Date and Company Stamp

of the breach as soon as it has occurred to allow Foskop to take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and the information of a third party and to restore the integrity of the affected personal information as quickly as is possible.

9. Foskop may, in writing, request the Operator to confirm and/or make available any personal information and the information of a third party in its possession in relation to Foskop and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA.
10. Foskop may further request that the Operator correct, delete, destroy, withdraw consent or object to the processing of any personal information and the information of a third party relating to the Foskop or a third party in the Operator's s possession in terms of the provision of the POPIA and utilising Form 2 of the POPIA Regulations.
11. In signing this addendum that is in terms of the POPIA, the Operator hereby agrees that it has adequate measures in place to provide protection of the personal information and the information of a third party given to it by Foskop in line with the 8 conditions of the POPIA and that it will provide to Foskop satisfactory evidence of these measures whenever called upon to do so by Foskop.

The Operator is required to provide confirmation that all measures in terms of the POPIA are in place when processing personal information and the information of a third party received from Foskop:

YES		NO	
-----	--	----	--

12. Further, the Operator acknowledges that it will be held liable by Foskop should it fail to process personal information in line with the requirements of the POPIA. The Operator will be subject to any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that Foskop submitted to it.

Signature of Respondent's authorised representative: _____

13. Should a Respondent have any complaints or objections to processing of its personal information, by Foskop, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/infoereg/>, click on contact us, click on complaints.IR@justice.gov.za