



SCOPE OF WORK REQUIREMENTS:

Provision of transport service standby personnel for a 36-months period

Compiled	Designation	Signature	Date
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SCOPE OF WORK

Tender No.: Txxx/24

Description: Standby Personnel Transport Service

1. INVITATION TO TENDER

This document prescribes the scope of work requirements for provision of standby personnel transport services to and from Foskor premises to various destinations outside normal Foskor dayshift working hours for period of 36 Months.

1.1 DEFINITIONS AND ABBREVIATIONS

BOQ	–	Bill of Quantities	MHSA	–	Mine Health and Safety Act
BRA	–	Baseline Risk Assessment	NDT	–	Non-destructive Test
COC	–	Certificate of Compliance	OH&S	–	Occupational Health and Safety
COP	–	Code of Practice	OHC	–	Over-Head Crane
CTD	–	Critical task Descriptions	PEE	–	Portable Electrical Equipment
DAP	–	Diammonium Phosphate	PPE	–	Personal Protective Equipment
DB	–	Distribution Boards	QA	–	Quality Assurance
DWA	–	Department of water affairs	QC	–	Quality Control
DWG	–	Drawing	QCP	–	Quality control Plan
ECO	–	Engineering Change Order	QMS	–	Quality Management System
HDG	–	Hot-Dip galvanizing	RFI	–	Request for Inspection
HIRA	–	Hazard Identification and Risk Assessment	ROPS	–	Rollover Protection System
IFC	–	Issued for Construction	SANS	–	South African National Standards

ISO	– International Organization of Standardization	SHE	– Safety, Health, Environment
LDV	– Light Delivery Vehicle	SHERQ	– Safety Health Environment Risk & Quality
MAP	– Monoammonium phosphate	TMMS	– Trackless Mobile Machines
MCOP	– Mandator Code of Practice	WBS	– Work-breakdown structure.

1.2 SCOPE BACKGROUND

The basic requirement for this contract is that the successful bidder/service provider shall provide transport services to 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.

1.3 COMPANY BACKGROUND

Foskor is one of the world's largest producers of phosphate rock (concentrate) and phosphoric acid. It is one of the world's few vertically integrated producers of phosphoric acid and is the second-largest supplier to India, the world's largest consumer of phosphoric acid.

The Company owns and mines phosphate resources and beneficiates the mined material to produce a phosphate concentrate at Phalaborwa, in the Limpopo Province of South Africa. The phosphate concentrate is sold locally and also transported to the Richards Bay plant on the coast of Kwa-Zulu Natal to produce phosphoric acid, sulphuric acid and granular fertilisers MAP and DAP from phosphoric acid and is the leading supplier of fertilisers to South Africa. In all about 95% of the phosphoric acid is exported and the granular sales are divided between exports and local markets. Since 1951 Foskor has supplied more than 95% of South Africa's fertiliser requirements.

2. SCOPE OF WORK

2.1 SCOPE

2.1.1 Basic Requirement

This scope defines the minimum specifications and requirements for a contractor to provide transport services for standby personnel on callouts basis for a period of 36 months.

The successful bidder/service provider will be required to perform the following basic tasks:

1. Provide labour in the form of certified drivers who are holders of Professional Driving permit (PDP)
2. Transport will be strictly on callout basis as the need arises and will only be available for:
 - a. Foskop employees who are requested to work outside of their normal working hours (unplanned overtime)
 - b. Foskop operations employees, working outside their normal shifts.
 - c. Foskop's technical operators called out to assist on breakdowns.
3. The service is not extended to contractors working for Foskop except for Drying and Dispatch tarpaulin contractor team members.
4. The successful bidder must provide:
 - a. Dedicate standby mobile number that would be used by Foskop to request services, or/and radio. The standby mobile number provided must be available and answered when called by Foskop.
 - b. A trip register and kilometre log that must be completed for each and every request for transport service and Foskop employee has to 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 days a week aligned 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 roadworthy, licensed and proof of maintenance of the respective vehicles,
 - ii. One (1) off 15-seater (Toyota 15-seater quantum or similar) standby personnel dedicated vehicle that is road roadworthy, licensed and proof of maintenance of the respective vehicles,
 - iii. Alternative vehicle, roadworthy and licensed, in the event that the three off dedicated vehicles are not available to prevent service disruption.
- i. Fuel for the vehicles used for the standby transport service,
- j. Manpower
- i. Four off licensed 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 requirement of the mine. In the event of potential disruption of the service, the service provider must communicate such urgently to the senior engineer at TSS. The communication must include, amongst other things, the mitigation of such disruption.

4. BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS

- This service is only available within 60-kilometre radius, personnel to be collected at 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 DELIVERABLES

5.1 THE DELIVERABLES FOR THIS PROJECT INCLUDE:

- 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 service disruptions (vehicle break-down, riots, protest, etc)

5.2 MANUALS AND DOCUMENTATION

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 MANUALS

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 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 documents that need to be submitted.

8. SAFETY

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

- i. The service provider and sub-service providers need to always comply with the Mine Health and Safety act. All Foskor COP's Policies and procedures need to be adhered to.
- ii. A service provider 2.9.2 to be permanently on-site.
- iii. Medical, Induction, Foskor ID Card, etc. is approximately R800 per person. Exit medicals need to be done at the termination of the contract.
- iv. The Successful tenderer will be required to compile a Foskor Work permit and at least 2 weeks should be allocated for this. The service provider must provide the following appointed

persons in terms of the MHSA: 2.6.1; 2.9.2 and Section 29(1) – SHE REP for the duration of the contract.

- v. All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises.
- vi. All person competencies to be verified before being allowed to work on Foskor premises for a specific task.
- vii. The service provider must compile a Safety File as per Foskor standard for all service providers and sub-service providers.
- viii. Site access will need to be controlled and all persons must receive site-specific induction before entering the site.
- ix. Conduct inspections as per Foskor Safety System. Analyse data and trends and recommend preventative measures where required.
- x. Ensure all authorizations are in place as per the Foskor Safety System. Arrangement with Foskor training to be done by the service provider to ensure that authorization and training are conducted. Arrange timeously.
- xi. Ensure all workers competencies are available and have been validated.
- xii. Ensure proper security, signboards, fencing and barricading is in place on-site where applicable.
- xiii. The service provider shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions and all relevant regulations.
- xiv. The service provider must complete a Baseline Risk Assessment (COP 01) before a work permit can be issued for the installation.
- xv. All service providers not in possession of a valid Foskor ID card have to complete the Foskor induction course and have to undergo a medical examination at the Foskor clinic for the service provider's account.
- xvi. The service provider shall be responsible for coordinating and integrating his schedule and responsibilities with other FOSKOR appointed contract manager on-site for this Scope of Work.
- xvii. All personnel operating mobile equipment including LDV's must have a Foskor driver's permit.
- xviii. An open Pit Licence is required for driving in the mining areas.
- xix. All the required PPE and Safety Equipment are for the service provider's account.
- xx. All service providers must ensure that:
 - a. His workers are issued with the correct personal protective equipment free of charge.

- b. That the workers wear the PPE per the project area's requirements or as given by the service provider Supervisor.
 - c. Training is provided in the correct use of PPE to workers.
 - d. Daily inspections are done on PPE.
 - e. The registers will be complete at least monthly on findings on PPE. (All PPE must be kept in good condition)
- xxi. All providers of services need to be informed of the following minimum training applies to all service providers (irrespective of the tasks or scope of work) that will enter the Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by the Foskor Training section and service providers must ensure that the training is sourced through accredited external training companies:
 - a. Basic health and safety principles
 - b. HIRA
 - c. First Aid Training
- xxii. All other training requirements must be aligned with the baseline risk assessment. Risks identified in the baseline risk assessment will guide the requirements for training. A summary of the training must be completed as well as status on required authorization as per Foskor COP's.
- xxiii. Training certificates will be accepted if complying with the following:
 - a. Unit Standard Title
 - b. Learner Full name
 - c. Learner ID number
 - d. Competency achieved.
 - e. Date of Assessment
 - f. Assessors signature
 - g. Training provider logo
 - h. Training provider registration number and accreditation number.
 - i. Seta logo

9. LEGISLATIVE REQUIREMENTS – SUMMARY

9.1 MINIMUM LEGISLATIVE REQUIREMENTS:

The successful or appointed service provider shall comply with:

- i. The Mines Health and Safety Act with Regulations (Latest revision)
- ii. The National Road Traffic Act with Regulations (Latest revision)
- iii. All applicable national and international legislative requirements and regulations.
- iv. Foskor (Pty) Ltd. COP (Code of Practise) No. 25 for Service Provider Control (Available on request)
- v. Foskor (Pty) Ltd. COP (Code of Practise) No. 59 for Trackless Mobile Machinery (Available on request)
- vi. All Foskor (Pty) Ltd. safety, health, quality and environmental procedures applicable to the successful application of the contract. (Available on request)
- vii. All Foskor procedures and policies apply to the successful application of the contract. (Available on request)

9.2 SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S

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

- i. Ensure that his driver/s have a valid national driver's licence for the specific class of vehicle, has been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.

(Contact the Foskor mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)
- ii. The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskor premises:
 - a. Obtain permission from the Foskor Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskor site. (Forms will be provided)

- b. Obtain a certificate of fitness from the Foskor Light Vehicle maintenance workshop supervisor or appointed a Foskor inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl. 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.
- iii. Ensure that his service vehicles/trailers have been inspected (Daily) by the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)

See Foskor 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:

- i. Briefed on the required task and have been informed of any abnormal conditions/situations.
- ii. Physically, emotionally, and mentally fit to perform their duty.
- iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the duty of maintaining, servicing, inspecting, and testing earthmoving- and mobile equipment.
- iv. Before commencement of work:
 - a. All tools and equipment shall have been inspected and tested to be in good and safe working order.
 - b. All workmen have participated in the completion of a standard Foskor site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.

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

- i. 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 area 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 Plant Training Hall)

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

11.1 FOSKOR SAFETY FILE INDEX – TIPICAL

Template SHE FILE INDEX: - TIPICAL

<u>ISO clause / Description of item</u> <u>divider</u>	<u>File</u>
1. Integrated Management System. Clause 5.1 & 5.2	1
2. Policies Clause 5.2: OH&S Policies	2
3. COP 1: Foskor risk management Clause 6.1.2.1 & 6.1.2.2: Hazard identification, risk assessment and determining controls.	3
4. COP 88: Objectives, targets and management programmes Clause 6.2: Objectives and programs	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	5
6. COP 15: SHERQ Competency and awareness training Clause 7.2 / 7.3: Competence, training and awareness	6
7. COP 17: Mobile, technical and process training Clause 7.2 / 7.3: Competence, training and awareness	7
8. COP 6: SHERQ Committees	

9. OCCUPATIONAL HYGIENE

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 Pollutants.

COP 64: Ergonomics

COP 86: MCOP for Occupation Health Program for noise

Clause 8.1.2 Eliminating hazards and reducing OH&S risks

10. COP 49: Waste management

COP 58: Hazardous chemical substances and control Hazchem and waste management

Clause 8.1.2 Eliminating hazards and reducing OH&S risks

11. COP 53: Lock out system and usage.

Clause 8.1.1 General

Clause 8.1.2 Eliminating hazards and reducing OH&S risks

12. COP 55: Stair's walkways handrails and Ladders

Clause 8.1 Operational planning and control,

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

13. COP 56: Lifting machinery and lifting Tackle.

Clause 8.1 Operational planning and control,

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

14. COP 57: Boilers and vessels under pressure work forms

Clause 8.1 Operational planning and control,

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

15. COP 59: MCOP for the operation of TMM's

Clause 8.1 Operational planning and control,

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

16. COP 60: Portable electrical equipment checks and registers.

Clause 8.1 Operational planning and control,

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk

17. COP 61: Earth leakage Relays and checks
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
17
18. COP 62: General Electric installations and machinery in hazardous locations
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
18
19. COP 63: Hand tools
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
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 hazards and reducing OH&S Risk
20
21. COP 69: Maintenance of fire equipment.
Clause 8.1 Emergency preparedness and response,
Clause 8.1.2 Eliminating hazards and reducing OH&S 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 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 8.1.2 Eliminating hazards and reducing OH&S Risk
23
24. COP 94: Hot work
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
24
25. COP 95: Confined space entry
Clause 8.1 Operational planning and control,
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
25

26. COP 96: Working on Heights
 Clause 8.1 Operational planning and control
 Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
 26
27. COP 97: Erection and use of scaffolding
 Clause 8.1 Operational planning and control,
 Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
 27
28. COP 98: Water safety
 Clause 8.1 Operational planning and control,
 Clause 8.1.2 Eliminating hazards and reducing OH&S Risk
 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 8.1.2 Eliminating hazards and reducing OH&S Risk
 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 30
31. COP 103: Use of mobile devices 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 31
32. COP 22: SHEQ Inspection
 Clause 8.1 Operational planning and control
 Clause 8.2 Emergency preparedness and response 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.
 33

Notes:

1. If a COP is not applicable to your section, please complete and attach the “Not Applicable” form in the space of the COP.

2. Always keep your file neat and clean
3. A Foskor representative may add or remove any other 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 attach the “Not applicable” form in the space of the COP.

11.2 TYPICAL CONTENTS OF SAFETY FILE:

- No applicable.

11.3 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 with 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, Lock-out, 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 Regulation 2.6.1	Direct supervision of Foskor appointed Regulation 2.9.2. and Regulation 2.6.1 appointed manager may be provided if contractor is unable to supply.	Must provide dedicated Regulation 2.9.2. with proof of competency and direct supervisor. Regulation 2.6.1 appointed manager may be provided if contractor is unable to supply.	Must provide <u>dedicated</u> Regulation 2.6.1. and Regulation 2.9.2. appointees with proof of 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 Surveillance	Only completed a declaration of fitness and health matters relevant to visit	Shortened medical surveillance Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic
Permit required	Day Permit is obtained at Security (Valid for 1 day)	Short term ID card at Security Return permit to Security when completed. (Permit each day)	Short term ID card at Security Permit to work at Foskor is required unless Specialists or Product experts. Return Permit to Security when work is complete	Permit to work at Foskor. Permanent ID at security Return Permit to Security when work is complete	Permit to work at Foskor. Permanent ID at security Return Permit to Security when work is complete
Induction	SHERQ Induction pamphlet only	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet	Attend full Foskor Induction Site Specific Induction SHE Induction Pamphlet
Minimum training	None	None	First Aid Training HIRA Understanding Basic Health and Safety Principles	First Aid Training HIRA Understanding Basic Health and Safety Principles <u>PLUS</u> , all training as defined in Baseline risk assessment and Scope (COP 1)	First Aid Training HIRA Understanding Basic Health & Safety <u>PLUS</u> , 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 (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
Letter of Good standing	Not required	Not required	<u>May</u> 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	Required and correct nature of business must reflect on the Letter of Good standing

11.4 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

- *Risk Assessments and clearance certificates.*
- *Lifting operations*
- *Working at heights*
- *Confined space entry*
- *Positive energy Isolation and lockout*
- *Moving Machinery*
- *Personal protective equipment*

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

12. PARAMETERS

12.1 DESIGN PARAMETERS

- No applicable.

12.2 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

The Latest edition of the South African National Standards in effects at the date of projects design shall establish the minimum requirements for design, materials, and construction. This should be referenced with the Foskor General Engineering specifications and requirements of the Foskor SHERQ system (COP's)

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

- Water license (04/B72K/ACGIJ/962)
- Occupational Health and Safety Act
- South African Mine Health and Safety Acts and regulations (Act 29 of 1996)
- Explosive Acts and Regulations - South Africa
- 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 operation 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.	50 °C Max
Winter	17 °C Avg.	2 °C Min

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

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

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

- Not applicable

12.7 ADDITIONAL SPECIFICATIONS IF REQUIRED

- None

13. PROJECT MANAGEMENT – CONTRACTOR

- Not applicable.

14. LIAISON AND CO-OPERATION WITH OTHERS

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

15. GENERAL CONDITIONS – COMMERCIAL

15.1 EXTENSIONS, PENALTIES AND RETENTIONS

- Extension on the promised completion or Milestone date may be requested but needs to be approved by Foskor. The contractor should be in possession of a formal document issued via Foskor Procurement indicating that this request was approved.
- Any additional works not defined in the order needs to be approved by Foskor in writing before any work commence.

Description	Condition	Duration

Penalties	2% per week	Late Delivery after promised completion date
Performance Bond	0% of Contract Value	0 Year after completion
Retention	0 % of Contract value	Release after 3 months
Type of Contract	Foskor General condition of contract	
Tender price validity	3 months	
Escalation	None	None

All delays must be immediately brought under the attention of the section engineer and the responsible party agreed upon immediately.

15.2 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.

16. TENDER EVALUATION CRITERIA

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

16.1 MANDATORY REQUIREMENTS

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

No	Mandatory Requirements	Comments
1	Driver's license with PDP for four drivers	Submit documented proof
2	Team organogram	Submit documented proof
3	Two (2) off 10-seater and one off (1) 15-seater vehicles valid roadworthy certificate	Submit documented proof
4	Standby transport service procedure, including rooster	Submit documented proof
5	Vehicle maintenance or service records	Submit documented proof

17. EVALUATION CRITERIA (TECHNICAL)

Evaluation Criteria (Technical)				
Txxx/24 - Standby transport service				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
1				
a)	Drivers that have drivers' license that was first issued five ago or longer. Scoring: 2 year 25% 3 years 50% 4 years 75% 5 years or greater 100%	10%	Drivers' license	<u>Annexure A</u>
b)	Bidder to provide comprehensive service records of vehicles. Scoring: No records 0% Incomplete records 25% Complete records or new vehicle 100%	10%	Maintenance or service records of vehicles	<u>Annexure B</u>
c)	Bidder to provide copy of its standard procedures (operational plan) Scoring: No operational plan 0% Unsatisfactory operational plan 25% Satisfactory operational plan 100%	10%	Operational plan	<u>Annexure C</u>
d)	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). Scoring: No contingency plan 0% Unsatisfactory contingency plan 25% Satisfactory contingency plan 100%	10%	Contingency Plan	<u>Annexure E</u>
e)	Experience in offering similar service at FOSKOR Operations. Scoring: 1 year or less 25% 2 years 50%	30%	Copies of previous contracts, or award letters	

Evaluation Criteria (Technical)				
Txxx/24 - Standby transport service				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
	3 years 4 years or 75% 100%			
f)	Location of service provider in Limpopo Scoring: 50 km or more within Phalaborwa 25% Less than 50 km within Phalaborwa 100%	30%	Business address	
	Total Technical Score	100.00%		
	Note: In order for the bid to be considered the bidder needs to score 70% and above, and comply to all mandatory requirements			

18. PRICING SCHEDULE

Tender No.: Txxx/24

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			

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			

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			

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				
	Three-year Total Price				

Description: T (Insert Tender Number)//21 (Standby transport service)

18.1 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 instructions.

18.2 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	–	meganeutron
kℓ	–	kilolitre	MN.m	–	meganeutron-metre
km	–	kilometre	MPa	–	megapascal
km-					
p					
a	–	kilometre-pass	No.	–	number
s					
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					

18.3 BILL OF QUANTITY

18.4 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		

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		

18.5 SCHEDULE SUMMARY:

Description	Amount R
SECTION 1200: GENERAL REQUIREMENTS AND PROVISIONS	
(Insert relevant text in context with the project – If applicable)	

TOTAL excl. VAT
VAT @ 15%
TOTAL incl. VAT

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.

19. ACCEPTANCE

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

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

20. SUB-CONTRACTOR (PLEASE PROVIDE LIST AND FUNCTION)

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

BBBEE Level		Black Ownership	%	Black Woman Ownership	%
Tender Validity	Days	Manufacturing Period	Days	Installation Period	Days
Guarantee	Months	Commencement after receipt of official purchase order			Days
Payment terms					

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

Fixed		Duration of fixed price	12 Months	24 Months
Variable		Price Base Date		

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

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

Factor	%	Factor	%	Factor	%	Factor	%	Factor	%

Where prices include a foreign currency rate please provide:



% of price, subject R
O E

%

ROE

= ZAR

ROE Base Date

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

I, _____ in my capacity as
_____ for and on behalf of
_____ hereby acknowledge that I have read and understand
the Instruction to Tender and the Scope of Work as detailed in this document and accept all the Terms and
Conditions of Tender **TXXX-22**.

Signed at _____ on this the _____ day of
_____ 2022

Signature: _____

Witnesses:

1. _____ Name:

2. _____ Name:

For and on behalf of Foskor (Pry) Limited

Name: _____ Signature:

Designation: _____ Date:

Note: It is imperative to complete this schedule in full where applicable, marked "N/A" where not applicable and signed off in full, **unsigned bids will not be accepted**. All the supporting documentation requested with the tender document, scope of work and evaluation criteria need to be submitted with the tender. Tenders received without supporting documentation requested for the tender evaluation **will not be considered**.



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	9d440383-bf35-4c63-91c2-575eb8d76ff4	Timestamp:	2024-07-18 13:17:32 GMT
Signee Name:	Jeffrey Segokodi	Sender Name:	Jeffrey Segokodi
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	Revised standby transport scope BSC approved 05032024.docx	Document Size:	524.2 KB
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Email Evidence

Signee Email:	jeffreys@foskor.co.za	Email Subject:	A document from Jeffrey Segokodi is ready for signature
Email Sent Timestamp:	2024-07-18T13:16:02.942934	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	41.21.226.206	Request Timestamp:	2024-07-18 13:16:20 GMT
Signee GPS (if shared):	ZA: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/126.0.0.0 Safari/537.36 Edg/126.0.0.0	Terms Accepted Timestamp:	2024-07-18 13:16:40 GMT

Annotations and Modifications

Signature Count:	1	Form Fields Filled Count:	0
Text Annotation Count:	1	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+27833204064	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	d0d61c23-e30b-45f7-995d-9fed59e15a24

Chain Of Custody Generation

Attached Document Name:	20240718T131731.776914Z Revised standby transport scope BSC approved 05032024.docx	Attached Timestamp:	2024-07-18 13:17:32 GMT
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Signature Request

Signature Request ID:	ce136b17-e5b5-4032-9e13-9839fcef2fef	Timestamp:	2024-07-18 13:40:15 GMT
Signee Name:	Joseph J. Mathebula	Sender Name:	Jeffrey Segokodi
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	Revised standby transport scope BSC approved 05032024.docx	Document Size:	797.5 KB
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Email Evidence

Signee Email:	josephjm@foskop.co.za	Email Subject:	A document from Jeffrey Segokodi is ready for signature
Email Sent Timestamp:	2024-07-18T13:16:02.982848	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	41.21.226.206	Request Timestamp:	2024-07-18 13:39:40 GMT
Signee GPS (if shared):	ZA: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/126.0.0.0 Safari/537.36 Edg/126.0.0.0	Terms Accepted Timestamp:	2024-07-18 13:39:46 GMT

Annotations and Modifications

Signature Count:	1	Form Fields Filled Count:	0
Text Annotation Count:	1	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+27768618785	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	d0d61c23-e30b-45f7-995d-9fed59e15a24

Chain Of Custody Generation

Attached Document Name:	20240718T134015.455659Z Revised standby transport scope BSC approved 05032024.docx	Attached Timestamp:	2024-07-18 13:40:15 GMT
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