

SCOPE OF WORKS

Mechanical Minor Works

1. TABLE OF CONTENTS

1. PRE-QUALIFICATION	4
A. TECHNICAL	4
B. DEFINITIONS AND ABBREVIATIONS	4
2. INVITATION TO TENDER	5
C. SCOPE BACKGROUND	5
D. COMPANY BACKGROUND	5
4. SCOPE OF WORK	6
E. SCOPE - EXTENT OF WORK OR SERVICE REQUIRED	6
1.1.1. 3.2.1 General Scope Considerations	6
1.1.2. 3.2.2 Project costing and expenses	6
1.1.3. 3.2.3 Disposal of refuse	6
1.1.4. 3.2.4 General requirements for commissioning	6
1.1.5. 3.2.5 Scope Specific statutory and legislative requirements legislative requirements	6
1.1.6. 3.2.6 Sub-Contracting and joint ventures	7
F. SCOPE	7
1.1.7. 3.3.1 FOSKOR Specific – Training and authorisations summarised – typical but not limited to:	7
G. BASIC REQUIREMENTS	7
H. FOSKOR MINE MINOR WORKS PROCEDURE	8
I. SITE ESTABLISHMENT	10
J. SAFETY MANAGEMENT	10
9. PROJECT URGENCY	11
10. DELIVERY OF MATERIALS AND EQUIPMENT	11
11. BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS	12
6.1 TABLE OF INCLUSIONS AND EXCLUSIONS	13
12. AS BUILT DRAWINGS	15
8. QUALITY	15
8.1. GENERAL REQUIREMENTS	15
9. QUALITY FILE INDEX	17
10. PROJECT DELIVERABLES	17
K. THE DELIVERABLES FOR THIS PROJECT INCLUDE:	17
L. DATA BOOKS	17
M. MANUALS AND DOCUMENTATION	18

N.	FORMAT OF DOCUMENTS AND MANUALS	18
O.	TRANSMITTAL OF DOCUMENTS AND MANUALS	18
P.	PROJECT COMPLETION.....	18
13.	DOCUMENTS / DRAWINGS ISSUED BY FOSKOR	18
14.	ON-SITE SUPERVISION REQUIREMENT	19
15.	TENDER DELIVERABLES.....	19
16.	SAFETY	20
17.	LEGISLATIVE REQUIREMENTS – SUMMARY	21
Q.	MINIMUM LEGISLATIVE REQUIREMENTS:	21
R.	SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S	22
17.1.1.	Before entering and operating a service vehicle (Own vehicle) on Foskor site, the appointed service providers shall:.....	22
17.1.2.	Before entering and working on Foskor site the appointed service providers shall ensure that their workmen are:	22
17.1.3.	Before entering and working on the Foskor site the appointed service provider shall:	23
18.	PERMIT TO WORK	23
19.	SAFETY FILE	25
S.	FOSKOR SAFETY FILE INDEX - TYPICAL.....	25
T.	TYPICAL CONTENTS OF SAFETY FILE:.....	29
U.	REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES	29
20.	PARAMETERS.....	30
V.	DESIGN PARAMETERS.....	30
W.	SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS	30
X.	SITE GEOGRAPHY	31
Y.	AMBIENT CONDITIONS.....	31
Z.	FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED BEFORE FINALIZATION OF ANY DESIGN OR SPECIFICATION).....	31
21.	LIAISON AND CO-OPERATION WITH OTHERS.....	33
22.	GENERAL CONDITIONS – COMMERCIAL	33
22.1.	EXTENSIONS, PENALTIES AND RETENTIONS.....	33
22.2.	AFTER SALES SERVICE OR REQUIREMENTS.....	33
	After sales service requirements are listed below:	33
22.3.	INVOICES DUE DATES	33
23.	TENDER EVALUATION CRITERIA	34
23.1.	MANDATORY REQUIREMENTS	34
24.	EVALUATION CRITERIA (TECHNICAL).....	35
25.	PRICING SCHEDULE	36

SCOPE OF WORK

Tender No.: FOSCO-RFP.../2024

Description: Mechanical Minor Works

1. PRE-QUALIFICATION

A. Technical

Supplier to meet the following pre-qualification criteria.

No	Pre-Qualification Requirements	Comments
2	The company will have CIDB 2ME or above Scoring: Yes or No	CIDB Grading certificate.

B. DEFINITIONS AND ABBREVIATIONS

BOQ – Bill of Quantities
 BRA – Baseline Risk Assessment
 COC – Certificate of Compliance
 COP – Code of Practice

MHSA – Mine Health and Safety Act
 NDT – Non-destructive Test
 OH&S – Occupational Health and Safety
 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. INVITATION TO TENDER

You are hereby invited to tender for a twenty-four (24) month, rates-based contract where it is required from the successful bidder, to provide the necessary skills and ability to perform mechanical maintenance tasks as and when requested to do so through the Minor Works Procedure.

C. SCOPE BACKGROUND

Foskor mechanical workshops do need maintenance assistance sometimes from contractors from the mine to the tailings department. This consists of crushers, conveyors, pumps, mills, dryers, thickeners, filters, flotation machines and more. The assistance will be mostly planned but could also be unplanned. The contractor will have to be ready at any given time to supply labour assistance to Foskor as needed. It could also be after normal working hours and over weekends. The contractor needs to be on site within reasonable time e.g. 3 hours.

FOSKOR REQUIREMENTS AND RESPONSIBILITIES:

Instruction to perform the work by means of a job card and a scope of work; unless otherwise agreed, the material to do the work.

Water.

Electricity.

D. COMPANY BACKGROUND

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

The Company owns and mines phosphate resources and beneficiates the mined material to produce a phosphate concentrate at Phalaborwa, in the Limpopo Province of South Africa. The phosphate concentrate is sold locally and transported to the Richards Bay plant on the coast of Kwa-Zulu Natal to produce phosphoric acid, sulphuric acid and granular fertilisers MAP and DAP from phosphoric acid and is the leading supplier of fertilisers to South Africa. In all

about 95% of the phosphoric acid is exported and the granular sales are divided between exports and local markets. Since 1951 Foskor has supplied more than 95% of South Africa's fertiliser requirements.

4. SCOPE OF WORK

E. SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

1.1.1. 3.2.1 General Scope Considerations

Please allow for a competent Quality Control Officer to compile and manage the contractor's quality management. In the event of quality system failures, Foskor will request the Quality Official's experience and qualifications and if this is not acceptable, it will be expected that the contractor obtains this service at his/her own cost.

Please allow for a competent person to compile the method statement and the subsequent Microsoft Project plan. This person will manage and update this plan weekly and present it to the responsible Foskor Engineer. It is expected that this planning and management is executed by the contractor. This service will be provided at the contractor's cost. If the contractor cannot execute this planning and report to management, it will be expected that the contractor obtains this service at his/her cost.

Scaffolding needs to be arranged by Foskor. It is expected that arrangements will be communicated to the Foskor Scaffolding company at least a time before the work commence requirement. Proof of request and arrangements and actual scaffolding installation for Scaffolding to be provided to Foskor on request.

1.1.2. 3.2.2 Project costing and expenses

The contractor shall supply all engineering services, materials, labour, transport, supervision, and consumable materials, equipment, tools and every item of expense for the scope of work to be completed successfully unless otherwise stated taking the following into consideration.

1.1.3. 3.2.3 Disposal of refuse

The Contractor shall be responsible for disposal of refuse and waste generated by his staff daily. The site is to be kept clean, neat, and tidy, by complying with Foskor Waste Management COP.

1.1.4. 3.2.4 General requirements for commissioning

Commissioning or handover will be executed as per Foskor Procedures or as directed by the Engineer. Normally the Foskor Punch list and Hand over certificate will be used.

1.1.5. 3.2.5 Scope Specific statutory and legislative requirements legislative requirements

The successful or appointed service provider shall comply with the latest revisions of the following:

- Foskop COP(s)
- Foskop Procedures and standards
- Foskop CTD's (Critical task Descriptions) (CTD's are available on request)

1.1.6. 3.2.6 Sub-Contracting and joint ventures

The primary aspect of the works may not be subcontracted. For subcontracting the relevant companies supporting documentation needs to support the bidder's tender.

Joint Ventures must be declared in the bidder's tender with all relevant supporting documentation.

F. SCOPE

1.1.7. 3.3.1 Foskop Specific – Training and authorisations summarised – typical but not limited to:

- Basic Health and Safety – Training
- First Aid - Training
- HIRA – Training and Authorisation
- TMM – Foskop driving licence, open pit licence and Authorisation.
- Confined space – Training and Authorisation
- Working at Heights – Training and Authorisation
- Hot Work - Training and Authorisation
- Electrical – Relevant training and Authorisation
- Lifting and rigging – Training and Authorisation
- Overhead crane - Training and Authorisation
- Fire – Training
- Other – as and when as per Foskop COP's and Baseline Risk Assessment

G. BASIC REQUIREMENTS

The scope will require the supplier to provide the following:

- a) Provided qualified section 26 D persons to perform the work, proof of qualifications to be submitted with the tender.
- b) Provide properly qualified Artisan Supervisors to oversee the work required, proof of qualifications to be submitted with the tender.
- c) Provide all supervision, labour, PPE, tools and equipment to safely performs these tasks.
- d) Calculate cost of minor works task using tendered rates.
- e) Calculate and notify the appointed Foskop representative of the materials required to successfully complete a task.
- f) Provide transport for their employees to and from Foskop. Please note that passengers may not be transported on the back of a bakkie.

- g) All vehicles used on Foskor site to be marked in accordance with the Foskor “Vehicle Livery Specifications”, specifications will be provided.
- h) Attend monthly contractor meetings.

H. FOSKOR MINE MINOR WORKS PROCEDURE

The successful contractor is expected to follow and adhere to the following procedure:

- a) Only accept a work request in accordance with this contract from the relevant Foskor workshop representative.
- b) Submit minor works quotation to Foskor workshop representative for acceptance and for approval by the Senior Manager. Minor works tasks exceeding a value of R20, 000 require additional approval from the Procurement Department.
- c) Upon acceptance of the minor works quotation the Foskor representative will arrange and supply the contractor with all necessary material. Contractor to collect materials at Foskor premises. Should the contractor be required to provide the materials this will be invoices at cost plus 10% handling fee.
- d) If required, the Foskor workshop representative will notify the contractor of hold-points for in-progress inspections, if so required. Contractor to notify Foskor workshop representative when in-progress inspection hold-points are reached.
- e) Invoice:
 - i. Included in invoice minor works order number.
 - ii. Attach original Request for Minor Works Form
 - iii. Attach original invoice of any ad-hoc material purchased on behalf of Foskor (Purchase price plus 10% handling fee)
 - iv. Invoice to be accepted and signed off by Foskor workshop representative.
 - v. Supplier to submit approved invoice to Foskor Procurement department for verification by a Foskor appointed quantity surveyor.
 - vi. Payment of services rendered in accordance with Foskor financial policy, i.e. 30 days after statement date.
- f) If quantity surveyor is not satisfied with the invoice the invoice will be returned to contractor for correction.

All (According to the Engineers specifications)

The following mandatory requirements need to be complied to when conducting work at Foskor Mine.

- a) Obtain full work permit.
- b) All work includes all tools, labour, equipment, transport, supervision, management, coordination, administration, quality management, project communication and management, Safety management, etc.
- c) Foskor Site - See indicated Map- Typical



Security

- d) Compliance to Foskor lockout procedure COP 53.
- e) Compliance to relevant SANS.
- f) Typical aspects as per Foskor COP and SANS (Not limited to).
 - a. All employees to be trained and authorised. Compliance to SANS
 - b. Mill relining maintenance and relevant maintenance records available and properly administered.
- g) General aspects to provide Service to Foskor mine
 - a. Response to request - Foskor make use of an internal job card system (JDE) no job card no work.
 - b. TMM's for Mining, Crushers and Tailings area requires roll over protection, PDS compatible with level 9 CAS, and reverse hooter. See COP 59
 - c. Maintain mill relining documents as per SANS with all relevant records (Auditable)
 - d. Installing and removing of liners safely.

- e. All employees trained and certified and authorised to work on Foskor site.
- f. Make use of Foskor overhead cranes (authorised and trained) to move mill components. Training and authorisation lifting and rigging, working at heights, and Foskor OHC licence.
- g. It is the Service provider's responsibility to deliver tools, persons and equipment for use and remove afterwards.

I. SITE ESTABLISHMENT

- a. All site establishment offices need to have a valid COC.
- b. Suitable site establishment to include lunch area and facilities as per Foskor COP's. Includes green area, Communication (ISO), etc. See Foskor contractor management COP 25
- h. Safeguarding
- c. It is the contractor's responsibility to safeguard its own equipment and tools. Foskor shall not take any responsibility for loss or damage that may occur.
- i. Management Requirement – Typical but not limited to. Competent and appointed as per SANS.
- d. Pass Foskor 2.6.1 Legal exam.
- e. Pass LACA (Legal Assessment)
- f. Appointed as 2.6.1 - Regulation MHSA 2.6.1.
- g. Transport to ensure proper site management and safety.
- h. Ensure compliance to MHSA for all contracted work.
- i. Support Foskor in managing scaffolding as per ISO requirements.
- j. Supervisors Requirement (MHSA) – Typical but not limited to. Competent and appointed as per SANS.
- j. Pass Foskor 2.9.2 Legal exam.
- k. Pass LACA (Legal Assessment)
- l. Appointed as 2.9.2 – regulation MHSA 2.9.2
- m. Each team to have its own 2.9.2 appointee including night shift.
- n. Legal appointee full time on site with team. No 2.9.2 on site no work
- o. Ensure compliance to MHSA.
- p. Support Foskor in managing scaffolding as per ISO requirements.

J. SAFETY MANAGEMENT

- a. Have a qualified Safety officer to assist team and ensure proper safety management / documentation.
- b. Provide full safety officer functions.
- c. Service provider to provide Transport to ensure proper site management and safety. Liaise with Foskor Safety team and ensure compliance.
- d. Manage Safety File as per Foskor safety file index and ensure communication between Foskor safety and service provider employees takes place.
- e. Support Foskor in managing scaffolding as per ISO requirements.

- a. After hour service
 - f. Provide after hour service within 1 hour from Call out. Clock in at Security from Security call to provide service.
 - g. Have a team with relevant 2.9.2 supervisor on site.
 - h. Have adequate material to provide service on Foskor mine.
 - i. Have adequate transportation and delivery of material.
 - j. Ensure compliance to labour hours worked as per Foskor ministerial determination.
 - k. Ensure procedures is documented, presented to Foskor for acceptance and approval – Who receives the call and how the team will be dispatched on a call out basis. Ensure Back-up Telephone numbers.
- b. Billing and invoicing
 - l. Ensure billing is supported by relevant information - Sketch of Scaffolding erected indicating sizes, labour time and relevant calculations. To be presented to client for approval with invoice.
 - m. P &G's to be divided for the month into all the invoices and must be stated as a separated line on each invoice.
 - n. Monthly progress report – Typical required information – Submitted to Engineer
 - i. Safety – Safety statistics, hours worked (Compliance to MHSA), Safety issues.
 - ii. Technical and quality issues
 - iii. Maintenance conducted – compliance, quality, etc.
 - iv. Commercial
- c. PPE
 - o. The service provider is to supply, maintain all relevant Personal Protective Equipment to his employees. Align this PPE to Foskor COP's, Policies, and procedures as well as the MHSA.

9. PROJECT URGENCY

Project urgency is defined below:

- This service will take place during all operation hours – Foskor runs 24 hours 7 days a week.

10. DELIVERY OF MATERIALS AND EQUIPMENT

It is the responsibility of the Contractor to take delivery, off-load, store, and move into their permanent position all equipment and materials covered under this Scope. The Contractor shall, at his own expense, be responsible for the delivery to the Site of imported plant and equipment, materials and Contractor's plant and equipment in connection with the execution of the works, including but not limited to securing of permits and customs clearances, and payment of handling costs, storage costs, releasing costs, transportation costs, and duties, taxes, imposts, excise and charges of any kind that may be imposed by the South African Government, or any of its agencies and political subdivisions relating to the supply and delivery to the site of the imported plant and equipment, materials and Contractor's plant and equipment.

TAKE NOTE - Foskor pays for material delivered to Foskor site only!

NB: The contractor/ consultant must clearly state in his tender submission if there is an exclusion on the Foskor scope (As per the site meeting procurement scope and site meeting minutes) Failure to state the exclusion will mean that the full Foskor scope is still applicable.

11. BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS

6.1 TABLE OF INCLUSIONS AND EXCLUSIONS

List the boundaries in terms of equipment (Foskor plant specific). Up to where is it Foskor's responsibility and where/what is the contractor's responsibility.

WHO WILL SUPPLY THE FOLLOWING?													
FF = FOSKOR, FREE OF CHARGE				FC = FOSKOR, AT COST TO CONTRACTOR				C = CONTRACTOR				N/A = NOT APPLICABLE	
1. Sanitary		2. Transport		3. Quality		4. Security		5. Lifting and Rigging		6. Medicals		7. Communication devices	
1.1 Water on site and toilet facilities / janitorial services	C	2.1 Labour	C	3.1 Plan, Management, QA, QC	C	4.1 Site Security	C	5.1 All rigging equipment (Slings, Chain blocks, turners, etc)	C	8.1 Entry and Exit	C	7.1 All communication devices like laptops, computers, networks, radios, cellphones, etc.	C
1.2 Potable connection point	C	2.2 Materials	C	3.2 All quality test Civil, Paint, Mechanical, etc	C	4.2 Foskor ID Card	C	5.2 Rigger	C	8.2 First aid box at place of work	C		
1.3 Connection to construction water supply	C	2.3 Equipment	C	3.3 Sampling and laboratory testing	C	4.3 Personal Items	C	5.3 Mobile cranes	C				
1.4 Change rooms	C	2.4 All TMMS	C										
8. PPE		9. Surveying		10. Safety File		11. Training & Authorizations		12. Site Establishment		13. Waste management		14. Painting	
8.1 Supply, Issue, inspect and manage	C	9.1 Site Surveys	C	10.1 Foskor will issue template	F F	11.1 All Required Training	C	13.1 Site office/s with suitable facilities for daily "Green Area" meetings, and lunch area	C	13.1 Transport all on site to waste to Foskor designated waste sites	C	14.1 All Equipment and tools paint, labour, etc	C
				10.2 Ensure file conform/ populate to Foskor standards	C	11.2 Authorisation - As per Foskor COP	F F	13.2 Site establishment space	F F				
15. Fuel		16. Mechanical		17. Labour		18. Compressed air		19. Scaffolding		20. Tools & Equipment		21. Training	
15.1 Fuel Supply	C			17.1 All labour as per Scope of Work to execute task including management	C	18.1 Sandblasting or flash blast	C	19.1 Scaffolding Supply & Erect	F F	20.1 All Portable Electrical Equipment	C	21.1 All required training and training manuals as required to ensure that Foskor can train its workforce and operate the plant / equipment safely	C
15.2 Fuel storage	C					18.2 Compressor	C	19.2 Scaffolds be managed by the Contractor	C	20.2 Hot Work Equip as per Foskor COP - Welding Machines, Gas Cutting, Grinding, Gauging, etc	C		
15.3 Fuel fire protection	C					18.3 Air for power tools - If available	C	19.3 Cherry Picker's – only if available by pre-booking	F F	20.3 Tools as required to execute task	C	21.2 All manuals and related documents to be supplied to project Eng. and Foskor Drawing office for safe keeping	C
15.4 Refuelling	C							19.4 Cherry Picker's Driver– Trained and authorized driver	C				
22. Certificates		23. Consumables		24. Storage and inventory control		25. Electrical							
22.1 Supply All regulatory and other certificates as required	C	23.1 Welding rods	C	24.1 Protective coverings/tarpaulins	C	25.1 Generators	C	25.4 Temporary lighting	C	25.7 Electric panel + distributing wiring	C		
		23.2 Bolts & Nuts, etc.	C	24.2 Storage area and inventory control	C	25.2 Electrical Extensions	C	25.5 Power for tools on site from existing Foskor electrical supply point (Welding plugs and 220 v plugs	C	25.5 Electrical connection point	F		



WHO WILL SUPPLY THE FOLLOWING?											
FF = FOSKOR, FREE OF CHARGE				FC = FOSKOR, AT COST TO CONTRACTOR				C = CONTRACTOR		N/A = NOT APPLICABLE	
						25.3 COC Site Establishment	C	25.6 Connection to Electrical supply	C	25.9 Electrical and Instrumentation Installation	C

****NOTE**

Foskor has made provision for the supply of scaffolding free of charge depending on the size and nature of the works. It is expected that arrangements will be communicated to the appointed Scaffolding contractor at least 3 days before requirement. Proof of request and arrangements and actual scaffolding installation for Scaffolding to be provided to Foskor on request.

It should be noted that FOSKOR has an existing appointed and accredited scaffolding supplier.

12. AS BUILT DRAWINGS

- N/A

8. QUALITY

8.1. GENERAL REQUIREMENTS

- i. The service provider must provide the necessary quality management systems and plans to ensure that the quality of his work complies with the requirements of this scope of work.
- ii. The service provider shall during all phases of construction comply with the Foskor approved Quality Assurance Plan.
- iii. The service provider shall be responsible for all the resources required for executing the Quality Management System including but not limited to, developing the Quality Assurance Plan and performing the Quality Control measures to ensure that the deliverables comply with the specifications and standards mentioned in the scope of work.
- iv. Any change requests / additional work resulting due to inadequate quality management system will be for the account of the service provider.
- v. Foskor might appoint a third party for Quality Control Inspections.
- vi. The Service provider will have to provide an approved quality system for all work executed.
- vii. This will include the following but is not limited to:
 - a. Quality plan
 - b. Quality compliance – Performance and reports
 - c. Quantity surveying
 - d. Quality Assurance
 - e. Quality Authorization matrix – part of the Quality plan
 - f. Quality control
 - g. Quality administration. – All documents, checks, measurements, reports, variances, analysis, Corrective actions, etc. needs to be properly filed and available on request at any time. The file will require an index.

- h. Includes all test work, laboratories, Filing, etc.
 - i. Survey and survey verifications.
 - j. Construction versus design - Any Deviations from the approved "Construction Drawings"
 - k. Quality communication – What needs to be reported to whom and at what frequency.
- viii. FOSKOR envisage a complete quality System driven by the Service provider and this system/plan will be approved by FOSKOR and the appointed designer (if applicable) before construction/fabrication will be started.
- ix. Compliance to this plan will be measured and failure to adhere to the quality plan will result in the stopping of construction activities until concerns have been addressed. The cost for this delay will be for the service provider's account.
- x. FOSKOR may appoint a third party to measure and control FOSKOR's interest in the terms of quality in this contract and the service provider is expected to work in conjunction with this company.
- xi. Hold points will be discussed and finalized with the successful service provider based on the approved Quality plan

The Quality plan will only be compiled and signed off after the Method Statement and WBS* have been compiled.

Quality on Shutdown type tasks will be included in the Scope of Works, but the service provider will have to submit proof of an experienced quality assurer or relevant qualifications. IF the service provider does not have this it will be required that this service be hired in by the service provider at his cost.

- i. State any specific hold points that are not negotiable here
- ii. State any other applicable quality that is not in the "Parameters" section

Method statement – the service provider must list all steps and actions required to complete the work as per the scope of work – typically includes the items listed below:

- i. Key step and stages of the work required.
- ii. Tools, Equipment, TMMS, etc
- iii. Labour requirements, etc
- iv. Spares, resources,
- v. Safety requirements

***WBS** is a hierarchical and incremental decomposition of the project into phases, deliverables and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective, for example, a program, project, and contract.

This includes arrangements, tools, equipment labour, Tasks, Purchase, Quality, Communication, etc

9. QUALITY FILE INDEX

The quality file index listed below will be the minimum requirement.

This file must be kept up to date for the duration of the project and will be handed in to the Foskor project Engineer on completion of the project.

QUALITY FILE INDEX

File Index

1. Issued for Construction (IFC) drawings - Approved
2. Quality Control Plan (QCP) Approved
3. Competency of People – Welder Qualifications, Trade, Authorization, Certifications, etc
4. Designer/Engineers Instructions, Specifications, Approvals, Concessions applied for & approved. Site instructions, Variations and ECO's.
5. Method Statement of contractor– Approved
6. Material orders & Delivery notes
7. Certificates – Material, Data Sheets, Compliance, Certification, etc.
9. Test Results – Each Discipline – Test cubes, NDT, etc.
10. Request for inspection (RFI)
11. As Built Drawings
12. Reports - Survey, etc
13. Punchlist/Snag list
14. Handover/ Occupations/ Taking over Certificates/Commissioning

10. PROJECT DELIVERABLES

K. THE DELIVERABLES FOR THIS PROJECT INCLUDE:

- Completed Permit to work including safety File.
- All relevant authorisations.
- Mechanical maintenance, repairs and inspections as per Job card issued.
- Completed and signed off job card and invoice.

L. DATA BOOKS

a) N/A

M. MANUALS AND DOCUMENTATION

The following must be supplied:

- Maintenance records

N. FORMAT OF DOCUMENTS AND MANUALS

Note! - All Manuals must be in English

O. TRANSMITTAL OF DOCUMENTS AND MANUALS

Documents and Manuals to be submitted in the flowing formats:

Type of Document	Hard Copy	Electronic Format
Manuals		
Drawings		
Reports		
Data Books		
Material certificates, Maintenance records	X	

Hard Copy: Book or binding arch file format and must be durable and of high quality.

Soft Copy: Manuals, Reports and Data Books – Word, Excel, PDF, etc.
 Drawings – AutoCAD
 Storage – Compact Disk or Data traveller

Language: English

P. PROJECT COMPLETION

On project completion, the contractor will issue FOSKOR with a Handover certificate.

The handover certificate will be accompanied by the following documents:

1. Safety File
2. Quality File – Material Certificates and maintenance records

13. DOCUMENTS / DRAWINGS ISSUED BY FOSKOR

Drawing or Document No	Title	Revision

301-00707/01-01	SITE PLAN 1	B
301-00707/01-02	SITE PLAN 2	B
301-00707/01-03	SITE PLAN 3	B
301-00707/01-04	SITE PLAN 4	B
301-00707/01-05	COLUMN STRENGTHENING	B
301-00707/01-06	FLOTATION FLOOR SUPPORT 1	B
301-00707/01-07	FLOTATION FLOOR SUPPORT 2	B
301-00707/01-08	CELL BEAM SUPPORT 1	B
301-00707/01-09	CELL BEAM SUPPORT 2	B
301-00707/01-10	CLASHES OF SERVICES 1	B
301-00707/01-11	REHABILITATION METHODOLOGIES	B
	Scope of Work	

14. ON-SITE SUPERVISION REQUIREMENT

- A Foskor work permit before commencement of site work.
- A FOSKOR 2.6.1 appointed person will be provided for the duration of the project. A full work permit will still be compiled by the contractor. This includes all arrangements, training, signatures, etc.
- Appointed SHE Rep for the entire duration of site work.

15. TENDER DELIVERABLES

The deliverables will include:

- Completed Foskor pricing schedule (BOQ) as per the scope.
- Commercial documents requested by Procurement.

- Technical documents requested as per scope.

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 needs to be submitted.

16. SAFETY

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

- i. The service provider and sub-service providers need to always comply with the Mine Health and Safety act. All Foscok 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, Foscok ID Card, etc. is approximately R800 per person. Exit medicals need to be done on termination of the contract.
- iv. The successful tenderer will be required to compile a Foscok 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 MSHA: 2.6.1; 2.9.2 and Section 29(1) – SHE REP for the duration of the contract.
- v. All vehicles and cranes as well as other TMM's to be inspected before entering Foscok Premises.
- vi. All person competencies to be verified before being allowed to work on Foscok premises for a specific task.
- vii. The service provider must compile a Safety File as per Foscok 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 Foscok Safety System. Analyse data and trends and recommend preventative measures where required.
- x. Ensure all authorizations are in place as per the Foscok Safety System. Arrangement with Foscok 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 Foscok ID card must complete the Foscok induction course and must undergo a medical examination at the Foscok clinic on 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 Foscok 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. Their 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 provide guidance on training requirements. 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 when 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

17. LEGISLATIVE REQUIREMENTS – SUMMARY

Q.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. Foskop (Pty) Ltd. COP (Code of Practice) No. 25 for Service Provider Control (Available on request)
- v. Foskop (Pty) Ltd. COP (Code of Practice) No. 59 for Trackless Mobile Machinery (Available on request)
- vi. All Foskop (Pty) Ltd. Safety, Health, Quality and Environmental procedures applicable to the successful application of the contract. (Available on request)
- vii. All Foskop procedures and policies apply to the successful application of the contract. (Available on request)

R. SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S

17.1.1. Before entering and operating a service vehicle (Own vehicle) on Foskop site, the appointed service providers shall:

- i. Ensure that their driver/s have a valid national driver's licence for the specific class of vehicle, have 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 at 015 789 2840 to make an appointment for competence testing and authorisations).
- ii. The appointed service provides shall, before entering and operating a vehicle or trailer on the Foskop premises:
 - a. Obtain permission from the Foskop Safety and Security manager to operate their 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 Foskop inspector for their 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 their service vehicles/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.

17.1.2. Before entering and working on Foskop site the appointed service providers shall ensure that their 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 their 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.

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

- i. Ensure that their portable electrical equipment have been tested and declared safe for use by the Foskor electrical services workshop.

18. PERMIT TO WORK

Before any on-site work under this contract may commence, the appointed or successful service provider shall obtain a PERMIT TO WORK from Foskor. The following guidelines are provided to assist the appointed service provider in obtaining a PERMIT TO WORK. (See Foskor COP 28 Permit to work and COP 25 Control of Externally Provided Processes, Products and Services (Service provider Control) for details):

- i. The PERMIT TO WORK can be obtained from Safety, and on completion returned to the Legal Administrator, Foskor Safety department.
- ii. Obtain a contract number from the Foskor Procurement or Projects department.
- iii. Appoint a subordinate manager under Regulation 2.6.1 and an on-site supervisor under Regulation 2.9.2 of the Mines Health and Safety Act.

The appointed subordinate manager and supervisor shall be required to write and pass the Foskor 2.6.1 and 2.9.2 legal examinations within 30 days after the contract has been awarded.

Attend an hour-long legal exam briefing any Thursday between 08:00 and 09:00 at the Security training hall.
Write legal examination any Friday between 07:30 and 10:30 at the Security training hall. (Please book)

- iv. Appoint an on-site SHE-Rep under section 29(1) of the MHSA to assist Regulation 2.6.1 and 2.9.2 on the daily on-site management of health, safety and environmental issues.

The designated SHE Rep must have the ability to read, write and express him/herself.

The appointed SHE-Rep shall be required to attend a five-day SHE-Rep training course within 30 days after being awarded this contract (Training free of charge). Make booking on 015 789 2531.

A pre-requisite for attending the SHE-Rep training course is successful completion of Basic Health and Safety Principles and HIRA training.

See Foskor's COP 5 Health and Safety Representatives for details.

- v. Provide a name list, including ID numbers, residential and postal addresses, and telephone numbers of all of the appointed service providers' on-site employees.

- vi. All the appointed service providers' on-site employees shall undergo a full medical examination at the Foskor on-site CLINIX Clinic. The clinic can be contacted at 015 789 2427 for an appointment. Please note:
All NEW- and employees LEAVING the service of the appointed service provider must undergo a full entry or exit medical examination.
Women who are pregnant or suspect that they may be pregnant must notify the examining medical practitioner.
- vii. The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on Foskor site.
- viii. All the appointed service providers' employees shall receive/have received the following training:
 - a. First Aid Level 1 (Provide own training)
 - b. Working at heights (Provide own training)
 - c. Basic Health & Safety Principles (Provide own training)
 - d. HIRA (Provide own training)
 - e. Basic Firefighting. (Provide own- or receive Foskor training, contact 015 789 2531 for bookings)
 - f. Lock-out. (Provide own or receive Foskor training, contact 015 789 2531 for bookings)

All training not provided by Foskor must be verified by the Foskor training superintendent Mr Johan Fouche. Please contact him at 015 7789 2525 to make an appointment or email proof of training and certificates to johanfo@foskor.co.za to confirm compliance before requesting his approval on the PERMIT TO WORK.
- ix. All the appointed service providers' on-site employees shall receive the basic Foskor site induction training at the Foskor Security office.
- x. All the appointed service providers' on-site employees shall receive site-specific induction training provided by the Foskor area Regulation 2.6.1 appointee/s.
- xi. A BRA (Baseline Risk Assessment) shall be completed for ALL "typical" tasks that will be completed under this contract. The BRA to be approved by the responsible Foskor MHSA 2.13.1 appointee and signed by all the service providers' employees. Make use of Foskor's BRA document, Annexure 1.2, contained in COP 1, Risk and Opportunities Management (Available on request)
- xii. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- xiii. All Foskor's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1. a manager must undersign/approve the PERMIT TO WORK.
- xiv. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. The registration number must be provided.
- xv. SARS issued a tax clearance certificate.
- xvi. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- xvii. Upon successful completion and approval of the PERMIT TO WORK the Security department will issue the appointed service providers' employees with access ID cards.
- xviii. Any other documents, certificates or records as requested by a Foskor official deemed necessary to ensure that all safety, legislative and administrative requirements have been met must be attached to the PERMIT TO WORK.

- xix. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

19. 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 relevant area responsible Safety Representative as indicated by Foskor at the Kick-off meeting.

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

S. FOSKOR SAFETY FILE INDEX - TYPICAL

Template SHE FILE INDEX: - TYPICAL

<u>ISO clause / Description of item</u>	<u>File divider</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	
COP 7: Communication	
Clause 7.4: Communication, participation, and consultation	8
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	9
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	10
11. COP 53: Lock out system and usage.	
Clause 8.1.1 General	
Clause 8.1.2 Eliminating hazards and reducing OH&S risks	
	11
12. COP 55: Stairs walkways handrails and Ladders	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	
	12
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	
	13
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	
	14
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	
	15
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	
	16

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.

T. TYPICAL CONTENTS OF SAFETY FILE:

- i. Title and index cover page
- ii. A copy of the PERMIT TO WORK.
- iii. A copy of the MHSA Regulation 2.6.1 and -2.9.2 and SHE Rep appointment letters.
- iv. A copy of Foskop COP 25, Service provider control.
- v. Baseline risk assessment of ALL and ANY POTENTIAL tasks that may be performed on site under this contract. See Foskop COP 26, Critical Task Descriptions for details.
- vi. Copies of critical task descriptions and standard operating/maintenance procedures.
- vii. Copies of the appointed service providers safety, health, environmental, HIV and AIDS, smoking and waste management policies.
- viii. Training records of all on-site employees.
- ix. Employee records of actual time worked (Normal and overtime).
- x. Copy of on-site induction training.
- xi. Records of inspections of TMM (Trackless Mobile Machinery) and trailers. See Foskop COP 59, Trackless Mobile Machinery for details.
- xii. Records of issues and inspections of PPE (Personal Protective Equipment) and safety equipment. See Foskop COP 65, Personal Protection Equipment for details.
- xiii. Records of issues and inspections of PEE (Portable Electrical Equipment). See Foskop COP 60, Portable electrical Equipment for details.
- xiv. Records of issues and inspections of tools and equipment. See Foskop COP 63, hand tools for details.
- xv. Records of daily, weekly and monthly 2.6.1 / SHE Rep safety inspections. See Foskop COP 22, SHE Inspections for details.
- xvi. Records of daily green-area and safety talks. See Foskop COP 7, Communication for details.
- xvii. Any other documents, certificates or records as requested by a Foskop official deemed necessary to ensure that all safety, legislative and administrative requirements have been met.

Note:

The bidder / Service provider can obtain updated Foskop COP's and Engineering Specification on request.

U. 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!

20. PARAMETERS

V. DESIGN PARAMETERS

All plant and equipment will be designed to:

- Operate satisfactorily under atmospheric, ambient, and other conditions present at the site location.
- Ensure interchangeability of units and/or sub-parts throughout the plant to reduce spares holding requirements – take old plant equipment into account.
- Ensure reliability and maintainability. Minimum availability of 98% is required.
- Operate without undue vibration, stresses (temperature and built-in) and excessive noise.
- Comply with legal requirements in terms of the water license and DWA.

W. SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

The latest edition of the South African National Standards in effect 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 but not limited to:

- Water License - 04/B72K/ACGIJ/962 Requirements
- Occupational Health and Safety Act (Act 85 of 1993)
- Mine Health and Safety Acts and regulations (Act 29 of 1996)
- Explosive Acts and Regulations - South Africa
- DWS and the National Water Act.
- Foskor COP's and applicable General SHEQ Requirements
- Foskor Engineering Specifications
- Chamber of Mines / Mine Council SHEQ Requirements (Milestones)

- Atmospheric Emissions Licence - 13/2/AEL-02 Requirements
- 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%.

X. SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

Y. 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

Z. 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.

21. LIAISON AND CO-OPERATION WITH OTHERS

- The CONTRACTOR/ SERVICE PROVIDER shall be required to co-operate and liaise with Foskor appointed Project Manager.
- The CONTRACTOR/ SERVICE PROVIDER must note that construction is within an operational plant.
- The CONTRACTOR/ SERVICE PROVIDER may appoint a Foskor approved sub-contractor.
- The CONTRACTOR/ SERVICE PROVIDER shall be required to work in conjunction with the Foskor appointed structural-, electrical-, equipment- and instrumentation installation contractor – if applicable.

22. GENERAL CONDITIONS – COMMERCIAL

22.1. 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 to a maximum of 10%	Late Delivery after promised completion date
Performance Bond	0% of Contract Value	0 Year after completion
Retention	5% of Contract value	Release after 3 months...
Type of Contract	Foskor standard terms and conditions of service	
Tender price validity	180 days	
Escalation	N/A	N/A

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

22.2. AFTER SALES SERVICE OR REQUIREMENTS

After sales service requirements are listed below:

- **Not applicable**

22.3. INVOICES DUE DATES

The due dates for claim certificate are the 12th of every month. Invoices are due the latest 17th of every month.

22.4. MANDATORY DOCUMENTS

	MANDATORY COMMERCIAL DOCUMENTS		Attach as:
1	Valid SARS Pin	Yes	Annexure 1
2	Company/Trust or CC registration documents (CIPC)	Yes	Annexure 2
3	Directors Identity Document (certified copies)	Yes	Annexure 3
4	BBBEE certificate/ or Affidavit for the below R10million revenue p.a. companies	Yes	Annexure 4
5	Shareholding Structure (showing all shareholders in the entity)	Yes	Annexure 5
6	Shareholder or trust beneficiary information -Id numbers of shareholders or -Registration documents, where a shareholder is also legal entity/company or trust -Id numbers of the trustees and beneficiaries, where the shareholding is by a Trust	Yes	Annexure 6
7	Shareholder Certificates (where not reflected on CIPC documents)	Yes	Annexure 7
8	Letter of Good Standing (COIDA) for companies that render service on Foskor site or deliver on site	Yes	Annexure 8
9	Two year's Financial Statements - The financial statements must not be older than two years.	Yes	Annexure 9

23. TENDER EVALUATION CRITERIA

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

23.1. MANDATORY REQUIREMENTS

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

No	Pre-Qualification Requirements	Comments
1	<i>The company must be registered to supply and provide engineering services. CIDB 2 ME or proof of application</i>	Submit documented proof of registration.

24. EVALUATION CRITERIA (TECHNICAL)

Evaluation Criteria (Technical)				
Mechanical Minor Work				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
1	Experience & Team competence -			
a)	Relevant experience in Supplying of Mechanical services in the past five years. Show proof of work on pump repairs i.e G frames D frames, Denver Orion, ME 20, and all previous structure repair work. Five reference letters or purchase orders relating to similar work done from previous clients. With traceable references [include name of company, contact numbers description of work completed and value of the contract of projects done in the past 5 years]	40%	Scoring: Five or more proof of purchase orders = 40% points ≤ Four proof of purchase orders = 30% points ≤ Three proof of purchase order = 20% points ≤ Two proof of purchase order = 10% points	
b)	Contractor Site Equipment List (Project Specific) Scoring: ≤ 1 Equipment = 0% ≤ 3 Equipment = 50% ≤ 4 Equipment = 75% ≥ 5 Equipment = 100%	20%	Bidders must have the following: Hand tools box, Mobile Welding Machine, cutting torch, Hand Grinder and Hand Drill machine. Proof: Bidders must provide proof of purchase or inventory list/register.	
	Artisan Qualification and experience CV's of relevant technical team members who will be dedicated to this project.(5 years and more on artisans)	25%	MQA / Seta accredited Trades and Two-year experience Artisan on the mining industry. Semi-skilled 2.9.2 and 2.6.1	

Evaluation Criteria (Technical)				
Mechanical Minor Work				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
c)	Safety Record Scoring: Complaint = 100% Non-Compliant = 0%	15%	Bidders must submit the following complaint certificates and Authorisation. All Safety Training for Foskor- First Aid, HIRA, Lockout, Conveyor Maintenance and Working at Height .	
	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			

25. PRICING SCHEDULE

Tender No.:

Description: Mechanical Minor Works

All items of expense to be Included in Pricing Schedule, including but not limited to:

- All labour and supervision, including transport, accommodation, meals, etc.
- All expertise, skill and technical support, Supervision, Administration, Safety, etc.
- Cost for any subservice providers/service providers used.
- Design, supply fabricate and installation of required Scope items.
- Cost and supply of all tools and machinery required to successfully install and commission the OHC.
- Wastage/Cut Off to be included in the rates, Sum prices.
- All consumables required to Execute the work as per the Scope, Pricing Schedule (Bolts, nuts, Welding Rods, Gas Cutting, consumables, etc)
- All Lighting and electrical extensions requirements to execute the work.
- Basic Cleaning of Spillages to execute the work.
- All Supervision, Transport, Site Security, etc
- All Safety Related items required to execute the task (Work Permit, PPE, Training, Medicals, etc)

25.1. PRICING SCHEDULE / SCHEDULE OF QUANTITIES OR BOQ

Item	Description	UOM	Rate
1	Supervisor – Artisan	Hour	
2	Artisan boilermaker	Hour	
3	Artisan boilermaker Overtime	Hour	
4	Artisan boilermaker Standby	Hour	
5	Artisan Fitter	Hour	
6	Artisan Fitter Overtime	Hour	
7	Artisan Fitter Standby	Hour	
8	Technical operator	Hour	
9	Technical operator Overtime	Hour	
10	Technical operator Standby	Hour	
11	Coded welder	Hour	
12	Coded welder Overtime	Hour	
13	Coded welder Standby	Hour	
14	Welder Semi-skilled	Hour	
15	Welder Semi-skilled Overtime	Hour	
16	Welder Semi-skilled Standby	Hour	
17	Labourers (Unskilled)	Hour	
18	Labourers (Unskilled)	Hour	
19	Labourers (Unskilled)	Hour	
20	P&Gs - Includes management, administration, legal insurance management, transport, licenses, safety management, Tools etc	Monthly	

Note - please ensure all your scope has been allocated this Pricing Schedule

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.**