

SCOPE OF WORKS

Quantity Surveying support for Project Site

Signatures

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Signatures

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SCOPE OF WORK

Tender No.: FOSPHB-RFP-04-2627

Description: Quantity Surveying Services for Project Section

1.0 PRE-QUALIFICATION

1.1 TECHNICAL AND COMMERCIAL PRE-QUALIFICATION

No	Pre-Qualification Requirements	Comments
1	<i>The company will be a registered Quantity Surveying company.</i>	Bidding Company - Submit documented proof of being a registered Quantity Surveying company with relevant regulatory bodies

1.2 DEFINITIONS AND ABBREVIATIONS

2.	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

INVITATION TO TENDER

This document prescribes the requirements the provision of competent reregistered persons to Foskor site for providing a Quantity surveying service as defined in the scope.

2.1 SCOPE BACKGROUND

Foskor project section requires the assistance a registered Quantity surveying service.

2.2 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.

3. SCOPE OF WORK

3.1 BACKGROUND DOCUMENTATION

N/A

3.2 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

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 Foskor Project 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 the contractor. It is expected that arrangements will be communicated to the FOSKOR Scaffolding company at least 3 days before the requirement. Proof of request and arrangements and actual scaffolding installation for Scaffolding to be provided to FOSKOR on request.

3.2.2 Project costing and expenses:

The contractor shall supply all the 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.

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.

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.

3.2.5 The successful or appointed service provider shall comply with the latest revisions of the following FOSKOR CTD's (Critical task Descriptions) (CTD's are available on request):

- i. Not Applicable

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.

The main contractor must comply to the technical evaluation criteria.

3.3 SCOPE

3.3.1 Scope of Works

FOSKOR project section requires the services of a registered person to assist in the following aspects listed in the summary requirements. The main aspect will revolve around the certification of claim certificates, BOQ compilation or support, and signing off invoices.

Duration

The Services is required for the duration of 2 years after order placement. Requirement is 7 Working days on FOSKOR site.

Summary of requirements

The company will provide a service to Foskor site to verify claim certificates submitted by the relevant contractors. This includes all administrative functions including all relevant actions and activities to sign of the claim certificates. Early warning to Project engineer based on BOQ and remaining qty's.

The claims certificates need to be physically verified on project site

All activities on Foskor site needs to be conducted and includes all traveling, sundries and consumables as well as accommodation and meals. The submitted claim certificates will be verified in conjunction with the relevant contractor and once agreed will be presented to Foskor for approval as per Foskor approval matrix. Ensure all supporting documentation to support claim sign off is compiled signed off and attached to invoice.

Material on site to be documented during claims

A file on each project with relevant documentation like order, invoice copies, verification documents, notes, status, final account, etc. The index to be agreed after project kick off. File only relevant to orders exceeding R50 000. The purpose of the file is for audit purposes. Typically, the scaffolding file will only be the invoices and verification.

The QS company to provide his own PC and relevant administration, communication, internet access, Files, etc

The company needs to ensure that a resource is here every month for the full duration as specified in the scope.

Working Times

This service will be for working 7 days per month ((starting at 7:00 and ending at 16:00 Monday to Thursday and 7:00 to 13:30 on Friday). The service will be at Foskor mine site as per Scope of Works. This rate is all inclusive to provide the service on Foskor site and obtaining the relevant sign of by the required PR QS

The services will be conducted per Foskor normal working hours for the week. Traveling is excluded from this and is additional. Traveling to be done outside working hours. Traveling labour cost to be part of traveling

Arrangements

Make all relevant arrangements with contractors and follow up to ensure agreement is reached pertaining claim certificate to be presented for approval. This includes all administration and arrangements, submitted admin is up to date and final account compiled and submitted where required.

Type of Projects

The verification of contractor claim certificates will predominantly be for construction projects on Foskor mine site. The projects are typically of a capital expenditure nature. Drawings and the scope of Works including the BOQ will form the basis of site verifications. Foskor will provide the scope and drawings. Some project will required drawing review and the compilation of the relevant BOQ's for mostly smaller tasks

Sign Off

All claim certificates must be certified/signed off by a registered Professional QS

BOQ Compilation

Compile BOQ from relevant drawings and scope document that Foskor provide - Typical for internal designed projects or where a BOQ was not compiled previously

Safety and work site

All the work done on Foskor site would have to comply with Foskor's code of practices, Foskor SHEQ policy, Mine Health & Safety Act and other regulations/legislations as applicable. Any implications arising from contractors not complying to above would be to contractors' account.

Work will be executed under the supervision of a Foskor legal appointee, but a work permit will still be required before site work is conducted.

- It is the contractor's responsibility to obtain the work permit and make all relevant arrangements and conduct relevant trainings e.g. – Basic Health and Safety, First Aid, Hazard identification Risk Assessment

Financial Information

Supporting information form Foskor JDE System per Project Code- See Extract below- Tipcal Example ioif available information

- Foskor has Minor works contract with agreed upon rates in some projects whereby in other project this is part of the supply. This is typically for Mechanical, civil and electrical task less than R25 000. No file is required - only verification
- Typical available information is available as per indicated report headings

Capital Project Costs										
3/10/2026 11:56:20 AM										
Business Unit	Object	Subsidiary	BU Description	Account Description	GL Balance	Budget	Total Ordered	Received Orders	Outstanding Orders	Outstanding Orders + GL
Orders:										
Type	Order No	Line No	Descr1	Descr2	Next Status	Ordered	Received	Outstanding	Supplier No	Supplier Name
General Ledger:										
Fin Year	Period	GLDate	Post Code	Amount	Description 1	Description 2	Doc Type	Document No	Order No	Order Type

Key Performance indicators

- Verify BOQ Quantities on Site for allocated Projects.

- Compile accurate Quantity surveyor assessments for every allocated claim certificate
- Compile accurate BOQ for requested Projects
- Provide cost estimate for requested projects

4. **PROJECT URGENCY**

Project urgency is defined below:

The work will be conducted in normal working hours. See Scope and BOQ

5. **DELIVERY OF MATERIALS AND EQUIPMENT**

It is the responsibility of the Contractor to take note of 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.

Lay down areas are as indicated on the drawings

6. **BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS**

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 Foskop 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 Foskop will issue template	FF	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 Foskop designated waste sites	C	14.1 All Equipment and tools paint, labour, etc	C
				10.2 Ensure file conform/ populate to Foskop standards	C	11.2 Authorisation - As per Foskop COP	FF	13.2 Site establishment space	FF				
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	FF	20.1 All Portable Electrical Equipment	C	21.1 All required training and training manuals as required to ensure that Foskop 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 with proper documentation (request, Erected, Job completed, Demolished, etc)	C	20.2 Hot Work Equip as per Foskop 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	FF	20.3 Tools as required to execute task	C	21.2 All manuals and related documents to be supplied to project Eng. and Foskop 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 Foskop electrical supply point (Welding plugs and 220 v plugs	C	25.5 Electrical connection point	F		
		23.3 All other required Consumables to execute the plant				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.

7. AS BUILT DRAWINGS

As built drawing requirement is defined below:

As built drawings are not required.

8. QUALITY

An indication of Foskor requirement in terms of Quality management

- 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

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 to the Foskor project Engineer on completion of the project

QUALITY FILE INDEX

	QUALITY FILE INDEX FOSKOR: TSS - PROJECTS	Doc. No.:	FSK-P-GEN-IX-001
		Rev. No.:	00
		Date:	12 - July - 2019

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9. PROJECT DELIVERABLES

9.1 THE DELIVERABLES FOR THIS PROJECT INCLUDE:

- A file on each project with relevant documentation like order, invoice copies, verification documents, notes, status, etc. The index to be agreed after project kick off.

9.2 TRANSMITTAL OF DOCUMENTS AND MANUALS

Documents and Manuals to be submitted in the flowing formats:

Type of Document	Hard Copy	Electronic Format
Manuals	N/a	N/a
Drawings	N/a	N/a
Reports	X	X
Data Books	N/a	N/a

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.

Storage – Compact Disk or Data traveller

Language: English

9.3 PROJECT COMPLETION

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

The handover certificate will be accompanied by the following documents:

- A file on each project with relevant documentation like order, invoice copies, verification documents, notes, status, etc. The index to be agreed after project kick off

10. DOCUMENTS / DRAWINGS ISSUED BY FOSKOR

Drawing or Document No	Title	Revision
None		
Note	Please read your Scope of Work	

11. ON-SITE SUPERVISION REQUIREMENT

- A Foskop work permit before commencement of site work.
- Sites will be visited with the relevant contractor's legal appointees
- Work will be executed under a Foskop 2.6.1 legal appointee

12. TENDER DELIVERABLES

The deliverables will include: -

- Complete Foskop pricing schedule (BOQ)
- Preliminary Project Schedule
- Preliminary method statement to execute the site work.
- 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.

13. **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 MHSA: 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 Foskop Phalaborwa site with effect from 1 April 2014. This training is not presented by the Foskop 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 Foskop 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

14. **LEGISLATIVE REQUIREMENTS – SUMMARY**

14.1 **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. 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 FOSKOR procedures and policies apply to the successful application of the contract. (Available on request)

14.2 SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S

14.2.1 Before entering and operating a service vehicle (Own vehicle) on FOSKOR 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 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 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 FOSKOR premises:
 - a. Obtain permission from the FOSKOR Safety and Security manager to operate their 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 FOSKOR 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 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.

14.2.2 Before entering and working on FOSKOR 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.

14.2.3 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.

15. **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 Foskop training, contact 015 789 2531 for bookings)
- f. Lock-out. (Provide own or receive Foskop training, contact 015 789 2531 for bookings)

All training not provided by Foskop must be verified by the Foskop 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 Foskop site induction training at the Foskop Security office.
- x. All the appointed service providers' on-site employees shall receive site-specific induction training provided by the Foskop 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 Foskop MHSA 2.13.1 appointee and signed by all the service providers' employees. Make use of Foskop'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 Foskop'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 Foskop 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.

16. 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.

16.1 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: Foshor 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.

16.2 TYPICAL CONTENTS OF SAFETY FILE:

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

Note:

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

16.3 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

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

- *Personal protective equipment*

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

17. PARAMETERS

17.1 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.

17.2 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%.

17.3 SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

17.4 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

17.5 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.

17.6 SPECIFICATION

ELECTRICAL SPECIFICATIONS		
NUMBER	REVISION	TITLE
EE-1	Latest Revision	Motor Control Centre & Switchgear
EE-2	Latest Revision	Squirrel Cage Induction & Wound Rotor Motors
EE-11	Latest Revision	Power Factor Correction Equipment
GE-1	Latest Revision	Design Criteria for Electrical Installations
GA-1	Latest Revision	Procedures for Enquiries & Tenders
GD-1	Latest Revision	General Requirements for Design, Project Management & Tenders
GD-2	Latest Revision	Engineering Change Order (E.C.O) Procedure
GM-1	Latest Revision	Mechanical Equipment
GM-5	Latest Revision	Pipe Standards
GM-6	Latest Revision	Engineering Drawing & Document Requirements
GM-8	Latest Revision	Surface Protection
GM-3	Latest Revision	Painting & Surface Protection of Steel
GS-1	Latest Revision	Structural Steel work & Plate work Fabrication & Erection
GQ-1	Latest Revision	Quality Control
GI-1	Latest Revision	General specifications & Procedures
GI-2	Latest Revision	Installation & Commissioning
GI-3	Latest Revision	General Equipment Specification
GI-4	Latest Revision	Field Instrumentation Specification

18.0 PROJECT MANAGEMENT - CONTRACTOR

- Nominate a single window of communication to Foskor – Typically the appointed contractor 2.6.1
- Attend meetings as agreed during the project kick-off meeting
- Submit Progress reports (Format & interval) as defined in the Kick-off Meeting (Invoicing, Labour, Performance against the plan, Contractor purchases, Quality Management, Safety, Etc.
- Manage and participate in the “Daily Journal” as part of executing the project
- All meetings will be held at FOSKOR offices unless otherwise stated
- The contractor to provide updated project management plans on progress as defined by the Foskor Project Engineer.
- Project progress updates** - If the contractor cannot produce proper updates on a WBS then the contractor will be required to subcontract this function to produce the WBS updates for the duration of the project. This cost must be included in the contractor's price

The Service provider is responsible for managing the project and this is graphically displayed below indicating where what functions lies. Graphical presentation only covers some basic aspects.

19. **PLANNING AND SCHEDULING:**

- The Project Section has a planning standard that needs to be adhered to during the execution as per the relevant order placed
- The Foskop scheduler can be contacted to provide schedule details input and guidelines if needed.
- Schedule must be compiled within one week after kick-off meeting conducted by the Foskop Project Leader
- The Contractor schedule needs to be signed off by contractor 2.6.1 before approval by Foskop
- The Foskop scheduler will issue the Templates to be used - This template must be adhered to, and no changes should be made.
- Progress Update is needed every once a week a day before the weekly progress meeting or as requested.
- The progress Updates to be submitted to Foskop Scheduler/Planner via email.
- It is the contractor's responsibility to appoint the competent person to manage the contractors schedule which that person will directly communicate with Foskop Scheduler - If the contractor's responsibility to add the cost of a competent person on the project. Commercial action to be taken if the performance in planning is lacking.
- Foskop requires all contractors to use MS Project software which it will be fully implemented latest 01 February 2022.

19.1 **Typical aspects to be adhered to:**

- It is the subcontractor's responsibility to produce a detailed schedule which tie up to the Foskop standards of requirements.
- The Schedule must not have open ended activity task.
- The schedule must be fully resourced.
- The schedule must not have constraints.
- The calendar must be created and assigned in the schedule. Confirm the templates with the Foskop Scheduler
- It is Foskop responsibility to review the schedule before it's been approved.
- A schedule must be approved by Project Scheduler/Project Manager and Project Engineer.
- The approved baselined schedule must be updated by the contractor to show Planned vs Actual.
- The contractor must show S-Curve which will be constructed from the schedule.
- Project updates must be submitted to the Project Planner/Scheduler for review.

20. **LIAISON AND CO-OPERATION WITH OTHERS**

- The CONTRACTOR/ SERVICE PROVIDER shall be required to co-operate and liaise with Foskop 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.

21. GENERAL CONDITIONS – COMMERCIAL

A. 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	0% 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	Provide escalation approach	Provide escalation approach

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

B. AFTER SALES SERVICE OR REQUIREMENTS

- After sales service requirements are listed below:

- **Not applicable**

C. INVOICES DUE DATES

The due dates for claim certificate are the 5th of every month. Invoices are due the latest 15th of every month.

D. MANDATORY DOCUMENTS

	MANDATORY ADMINISTRATIVE DOCUMENT	Required	
		Yes or No	
1	Completed and signed tender document – Tender Invitation	Yes	Foskor document
2	Initialled Scope of Work document	Yes	Foskor document
3	Signed Ethics Policy document	Yes	Foskor document
4	ISO 45001 Introduction	Yes	Foskor document
5	FIDIC Red –N/A	Will be applied	No need to submit
	MANDATORY COMMERCIAL DOCUMENTS		Attach as:
1	Valid SARS Pin	Yes	Annexure 1A
2	Company/Trust or CC registration documents (CIPC)	Yes	Annexure 1 B
3	Directors Identity Document (certified copies)	Yes	Annexure 1 C
4	BBBEE certificate/ or Affidavit for the below R10million revenue p.a. companies	Yes	Annexure 1 D
5	Shareholding Structure (showing all shareholders in the entity)	Yes	Annexure 1 E
6	Shareholder or trust beneficiary information -Id numbers of shareholders or -Registration documents, where a shareholder is also a legal entity/company or trust -Id numbers of the trustees and beneficiaries, where the shareholding is by a Trust	Yes	Annexure 1 F
7	Shareholder Certificates (where not reflected on CIPC documents)	Yes	
8	Letter of Good Standing (COIDA) for companies that render service on Foskor site or deliver on site	Yes	Annexure 1 G
9	Two year's Financial Statements – for bids above R 5 million. The financial statements must not be older than two years.	Yes	Annexure 1 H

	-Provide any additional information if available on credit lines/ accounts that your company has with its owns suppliers to show financial strength or -Bank letter of good standing or support on the project		
10	CIDB Grading per advert	No	Annexure 1 I
11	ISO certification for bidder – ideal but not required	No	Annexure 1 K

22. 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.

A. MANDATORY REQUIREMENTS

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

No	Pre-Qualification Requirements	Comments
1	The company will be a registered Quantity surveying company.	Bidding Company - Submit documented proof of being a registered Quantity surveying company with relevant regulatory bodies

23. EVALUATION CRITERIA (TECHNICAL)

Evaluation Criteria (Technical)				
T- Quantity Surveying for Projects				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
1	Experience & Team competence -			

Evaluation Criteria (Technical)				
T- Quantity Surveying for Projects				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
a)	<i>The company will have 3 years' experience in verifying construction contractors' certificates and providing a QS service.</i> SCORING: No experience in contractor verification = 0% One Year experience = 25% Two Years Experience = 50% Three Years Experience = 100%	30%	Bidding Company • Submit documented proof of experience Company name, Order, Date, Task name, Value, Reference contact name and number	<u>Mark as Annexure TA</u>
b)	<i>Providing service in an operation and construction environment</i> SCORING: -No experience in contractor verification in Plant & Construction = 0% -One Year experience in Plant & Construction = 25% -Two Years Experience in Plant & Construction = 50% -Three Years Experience in Plant & Construction = 100%	20%	Bidding Company • Submit documented proof of experience in a plant environment Company name, Order, Date, Task name, Value, Reference contact name and number.	<u>Mark as Annexure TB</u>
c)	<i>The Professional QS and any staff supporting the service on Foskor will be registered/affiliated.</i> SCORING: -No affiliation or registration = 0% -Professional QS and no supporting documentation for this site or not sufficient = 30% -Professional QS and supporting Certification with full compliance and organogram = 100%	30%	• Submit a short cv's of persons intended to be used for this task and attach the document indicating registration/affiliation, • Provide company organogram. • Competency verification report by independent agency for all Skilled resources.	<u>Mark as Annexure TC</u>

Evaluation Criteria (Technical)				
T- Quantity Surveying for Projects				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
d)	<i>Proof of valid professional indemnity cover for R500 000 or more</i> SCORING: No PI = 0% Quote for PI = 50% PI or R500 000 or more = 100%	20%	Bidding Company - Provide PI cover of R500 000 or more or the ability to provide through a valid Quote from and insurance provider	<u>Mark as Annexure TD</u>
	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 - This is still dependant on a audit or verification of submitted document that can lead to a bid not being accepted			

24. PRICING SCHEDULE

Description: Quantity Surveying Project Section

Specifications shall be deemed to form part of and included in the pricing instructions.

A. PRICING SCHEDULE / SCHEDULE OF QUANTITIES OR BOQ

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

%	=	percent	m ² .pass	=	square metre-pass
h	=	hour	m ³	=	cubic metre
ha	=	hectare	m ³ .km	=	cubic metre-kilometre
kg	=	kilogram	MN	=	meganewton
kℓ	=	kilolitre	MN.m	=	meganewton-metre
km	=	kilometre	MPa	=	megapascal
km-pass	=	kilometre-pass	No.	=	number
kPa	=	kilopascal	Prov sum	=	Provisional sum
kW	=	kilowatt	P C sum	=	Prime Cost sum
ℓ	=	litre	sum	=	lump sum
m	=	metre	t	=	ton (1 000 kg)
mm	=	millimetre	W/day	=	Workday
m ²	=	square metre			

SCHEDULE OF QUANTITIES

Note! - Foskor will only pay for material delivered to Foskor site and for work completed on Foskor site as indicated in the BOQ

Payment will only be done for BOQ lines executed.

Pricing Schedule - Quantity surveying for Projects					
No	Item Description	Unit	Qty	Rate	Amount R
1	CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATIONS				
1.1	Contractor's general obligations - This includes all Safety related items, administration, etc Obtain work permit. Training, PPE (includes traveling and accommodation (Basic Health and Safety, First aid, Hira). This includes replacement personnel if required Note - (Traveling – Travelling to and from Foskor - rate per trip as well as during the 7 days – This includes the hourly labour rate during traveling. This includes accommodation, food and sundries for the 7 days at Foskor site)	R/Month	24 months		
2	Quantity surveying service				
2.1	The company will provide a service to Foskor site to verify claim certificates submitted by the relevant contractors. This includes all administrative functions including all relevant actions and activities to sign of the claim certificates. This service will be for working 7 days per month ((starting at 7:00 and ending at 16:00 Monday to Thursday and 7:00 to 13:30 on Friday). The service will be at Foskor mine site as per Scope of Works. This rate is all inclusive to provide the service on Foskor site and obtaining the relevant sign of by the PR QS Compile BOQ from relevant drawings and scope document that Foskor provide - Typical for internal designed projects or where a BOQ was not compiled previously – See Scope above Compile and update register for project claims, tasks managed with relevant project engineer and contractors – Logbook and Month report	R/Month	24 Months		
2.4	RATE ONLY - Rate per Day - Additional Requirements for other sections - All Inclusive.	Rand Per Day			

	Pre-Approval to be granted formally in writing before work commence				
Note	Ensure all scope of Works items is covered in this Schedule of Quantities				
	TOTAL				

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.**

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.