



FOSKOR (PTY) LIMITED SCOPE OF REQUIREMENTS

for

**SANAS Accredited Laboratory Services –Supply Sampling Media and analysis of
Occupational Hygiene Airborne Pollutants
Three (3) year contract**

DOCUMENT AND SERVICE CONTRACT APPROVAL

505556.

Complied By: Zanele Mahlangu
Occupational Hygienist

Approved by 505180
Vukile Fada
Environment, Quality & Chemical Laboratory Manager

Foskor (Pty) Limited
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- Phosphorus pentoxide
- DPM
- Wood dust
- Volatile Organic Compounds

4. METHODOLOGY

The service provider must use the SANASs accredited for sampling methodology for supplying sampling media and analysis. Turnaround time for the analysis report must be 14 days or less, from the day of the delivery of samples.

Below is a table of the numbers required of samples preparation and analysis per year:

No.	Description and Analysis	Unit	Quantity per quarter
1	Welding fume – NIOSH 7303-16 elements	Each	5
2	Silica and PNOC – respirable Niosh 6702	Each	115
3	Sulphonic acid- NIOSH 7908	Each	3
4	Magnetite NIOSH 7303- element- Iron	Each	4
5	Nitric acids volatile acids NIOSH 7907	Each	6
6	Coal dust and silica in one sample NIOSH 7603	Each	2
7	Phosphorus Pentoxide NIOSH 7905	Each	2
8	DPM NIOSH 5040	Each	3
9	Volatile organic Compounds badge	Each	3
10	Wood Dust	Each	3

5. DELIVERABLES

Sampling media must be obtained within 7 days after the request has been made and analysis results to be received within 14 days or less, from the day of the delivery of samples.

6. REPORTING

The service provider must submit the results of the airborne pollutants to the (surface and wastewater) to the Occupational Hygienist via email. Any defects or overloaded samples must be communicated with the Occupational Hygienist immediately.

7. BASIC SPECIFICATIONS, REQUIREMENTS AND RESPONSIBILITIES

The successful bidder is responsible to:

- a) Comply with all the specifications and requirements of this document.
- b) Comply to all the requirements of FOSKOR COP 25, Service Provider Control (Available on request).
- c) Supply and transport to site all labour, skill, expertise, and supervision.
- d) Supply required PPE (Personal Protection Equipment) and safety equipment to safely conduct the required service.

8. LEGISLATIVE- AND REGULATORY REQUIREMENTS

8.1 The successful or appointed service provider shall comply with:

- a) The Mines Health and Safety Act with Regulations (Latest revision)

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- b) SANAS accreditation is a requirement
- c) Department of Labour
- d) All applicable national and international legislative requirements and regulations.

8.2 The successful or appointed service provider shall comply with the latest revisions of the following Foscok COP's (Compendium of Procedures) (COP's, policies and procedures are available on request):

- a) COP 17 Mobile, Technical and Process Training
- b) COP 25 for Service provider Control
- c) COP 56 for Lifting Machinery and Lifting Tackle
- d) COP 59 for Trackless Mobile Machinery
- e) COP 96 Working at Heights
- f) Any other Foscok safety, health, quality and environmental policies and procedures deemed applicable by a Foscok representative.
- g) All other Foscok procedures and policies applicable to the successful application of this contract.

7.1 The successful or appointed service provider shall ensure that all his/her on-site employees have been authorised by a Foscok regulation 2.13.1.

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

- a) Ensure that:
 - i. In order to access in restricted areas, his vehicle has been fitted with an "internal safety cell" (ROPS – Roll Over Protection Structure) that has been designed, fabricated, tested and certified to comply with the requirements of ISO 3471:2008 - EARTH-MOVING MACHINERY – ROLL-OVERPROTECTIVE STRUCTURES or similar specification.
ROPS COMPLIANCE CERTIFICATES (Fabrication and Installation) TO PRESENTED DURING VEHICLE INSPECTION (See item 5.b.ii)
 - ii. His driver/s are in possession of a valid national driver's licence for the specific class of vehicle, has been tested by the Foscok mobile equipment training centre and authorised by a Foscok MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.
 - iii. His driver/s has been tested by the Foscok mobile equipment training centre and authorised by a Foscok MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee to operate a vehicle in the mine open pits (Restricted or red-flag areas)
(Contact the Foscok mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)
- b) The appointed service provider shall, before entering and operating a vehicle on the Foscok premises:
 - i. Obtain permission from the Foscok Safety & Security manager to operate his nominated service vehicle/s on the Foscok site. (Forms will be provided)
 - ii. Obtain a certificate of fitness from the Foscok Light Vehicle maintenance workshop supervisor or appointed Foscok inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excluding Fridays) at the Light Vehicle Maintenance workshop.

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- iii. Submit the above permission and COF in at the main security office for issue of a vehicle access disk.
 - c) Ensure that his service vehicles have been inspected (Daily) in accordance with the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)
 - d) See Foskor COP 59, Trackless Mobile Machinery for details.
- 7.3 Before entering and operating/working on the Foskor site the appointed service provider shall ensure that his driver/workmen are:
- a) Briefed on the required task and have been informed of any abnormal conditions/situations.
 - b) Physically, emotionally, and mentally fit to perform their duty.
 - c) Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the required services on mine and enroute to the waste disposal sites.
- 7.4 Although every effort has been made to ensure that the information contained within this document is correct, it remains the responsibility of the bidder to verify actual status and site conditions. (A site visit can be arranged)

9. PERMIT TO WORK

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

- 8.1 The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, Foskor Safety department.
- 8.2 Obtain a contract or order number from the Foskor procurement department.
- 8.3 Provide a name list, including ID numbers, residential and postal addresses, and telephone numbers of all the appointed service providers' on-site employees.
- 8.4 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.
- 8.5 (NOTE: All NEW- and Employees LEAVING the service of the appointed service provider must undergo an entry or exit medical examination)
- 8.6 The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on the Foskor site (See item 5 under the heading LEGISLATIVE REQUIREMENTS).
- 8.7 All the appointed service providers' employees shall receive/have received training in:
 - a)
 - First aid level 1 (Provide own training)
 - Working at heights (Provide own training)
 - Basic Health & Safety Principles (Provide own training)
 - HIRA (Provide own training)
 - Basic firefighting. (Provide own- or receive Foskor training, contact 015 789 2531 to book)
 - Lock out. (Provide own- or receive Foskor training, contact 015 789 2531 to book)
 - b) All training not provided by Foskor must be verified by the Foskor training superintendent Mr. Johan Fouche. Please contact him on 015 7789 2525 to make an appointment or alternatively email proof of training and certificates to johanfo@foskor.co.za to confirm compliance before requesting his approval on the PERMIT TO WORK.
- 8.8 All the appointed service providers' on-site employees shall receive the basic Foskor site induction training at the Foskor Security office.

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- 8.9 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.
- 8.10 A HIRA (Hazard Identification and Risk Assessment) shall be completed for ALL "typical" tasks that will be completed under this contract. HIRA's to be signed by all service provider employees. Make use of Foskor's own HIRA document, Annexure 1.2, contained in of COP 1, Foskor risk management (Available on request)
- 8.11 Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- 8.12 All Foskor's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1.a managers must undersign/approve the PERMIT TO WORK.
- 8.13 Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. Registration number must be provided.
- 8.14 All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- 8.15 Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards valid for 12 months.
- 8.16 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.
- 8.17 The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

10. SAFETY FILE

Before any work may commence, the appointed service provider must, IN CONJUNCTION WITH THE FOSKOR SAFETY DEPARTMENT, compile a SAFETY FILE specifically for THIS contract. Contact the area responsible safety representative or attend the monthly service providers meeting every 2nd Monday of the month (3rd Monday if 1st or 2nd Monday a public holiday) at 13:30 in the Foskor Plant Training Hall).

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

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PRICING SCHEDULE

Item Nos	Description	No of sample per quarter	No of sample per year	Total cost Year 1	Total cost Year 2	Total cost Year3
1	Welding fume – NIOSH 7303-16 elements	5				
2	Silica and PNOC – respirable Niosh 6702	115				
3	Sulphonic acid- NIOSH 7908	3				
4	Magnetite NIOSH 7303- element- Iron	4				
5	Nitric acids volatile acids NIOSH 7907	6				
6	Coal dust and silica in one sample NIOSH 7603	2				
7	Phosphorus Pentoxide NIOSH 7905	2				
8	DPM NIOSH 5040	3				
9	Wood Dust	3				
10	Volatile organic Compound	3				
	Total cost per year					
	Total Cost for the project					

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11. MANDATORY REQUIREMENTS/ PRE-QUALIFICATION CRITERIA

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

No	Mandatory Requirement	Comments
1	SANAS Accreditation for the laboratory that will be conducting the analysis and, a written Work Agreement or SLA.	Submit the SANAS Accreditation Certificate and certification schedule for the sampling methods
2	The service provider must be able to deliver Samples media to Foskor within 7 days from the day of request and analysis results to be received with 14 days or less form the day the samples were received.	Confirmation letter acknowledging that the service provider will be able to deliver sampling media at within 7 days after request and the analysis results will be received within 14 days from the day of the delivery of samples.

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12. EVALUATION CRITERIA AND BID ASSESSMENT

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 contract, the following information is required:

Technical Evaluation

	MEASUREMENT CRITERIA	Criteria scoring (%)	Score (%)	Type of proof to be submitted.
1	Company- Years in business in conducting of laboratory services for water analysis.	▪ No experience = 0% ▪ 1- 3 years combined experience = 15% ▪ >4 years combined experience = 30%	30%	Award Letters / Confirmation letter from the companies indicating the type of work done and the dates or duration of the contract
2	List of similar/same contracts awarded in past five years. Provide the following information/details: a) Brief description of the contract type b) Address/ site of the contract c) Name and tele/hone/ cell number of clear contact person	▪ No previous projects = 0% ▪ 1- 4 Projects = 15% ▪ >4 projects = 30%	30%	Award Letters / Confirmation letter from the companies indicating the type of work done and the dates or duration of the contract
3	Team Leader/ project specialist tertiary qualification in Occupational Hygiene	▪ No Degree =0% ▪ Degree/ Diploma in Chemistry or Analytical Chemistry= 20%	20%	CV indicating number of years the individual was involved with similar type of projects and Copies of Certificate
4.	Understanding of the project- The brief methodology or proposal for preparing and analyzing sampling media	▪ Methodology not submitted = 0% ▪ Methodology submitted = 20%	20%	Provide brief methodology or proposal
For the bid to be considered for shortlisting, the bidder needs to score 70% and above and comply to all mandatory requirements				

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TAKE NOTE:

- 1) Any bidder/service provider that fails to comply or to provide/include/supply requested information and/or copies of all requested supporting certificates and documents will result in a reduced evaluation score that could adversely affect the bidder/service providers chance of being awarded this contract/order.
- 2) Any MANDATORY REQUIREMENT not met will result in immediate rejection of bid/quotation.
- 3) Any bid/quotation with an evaluation score of less than 70% will not be considered.

TECHNICAL:

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COMMERCIAL:

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BIDDER: _____

SIGNATURE

DESIGNATION

DATE

COMPANY STAMP