



## **TECHNICAL SCOPE OF REQUIREMENTS**

**FOR A**

### **THIRTY-SIX (36) MONTH CONTRACT TO SERVICE AND MAINTAIN MOBILE EQUIPMENT AIR CONDITIONER UNITS**

#### **1. INTRODUCTION**

Foskor (Pty) Ltd. is an opencast mining and beneficiation operation situated in Phalaborwa. The core business of the Phalaborwa operation is the mining and beneficiation of phosphate rock. (The Foskor operation situated in Richards Bay is primarily a producer of phosphoric acid, phosphate-based fertilizers and lower volumes of sulphuric acid)

As part of its business activities Foskor owns a fleet of heavy- and light earth moving machines, light- and medium commercial vehicles and shunt locomotives. For maintenance purposes the Foskor fleet is maintained by two separate departments. The following TMM (Trackless Mobile Machines) and TBM (Track Bound Machines, i.e. shunt locomotives) are fitted with air-conditioner units:

- The Mining department maintains a fleet of 3 primary ore loading excavators, 4 large FEL (Front End Loaders), 22 100- and 180-ton haul trucks, 6 tracked dozers and 17 other auxiliary and support machines such as graders, water- and diesel bowzers, ADT (Articulated Dump Trucks) and small FEL and -excavators.
- The TSS (Technical Support Services) department maintains a fleet of 4 shunt locomotives, 17 earth moving machines, 4 mobile cranes, 2 skid-steer loaders and 164 auxiliary machines, light- and heavy commercial vehicles and motor cars. (See attached PRICING SCHEDULES for fleet details)

#### **2. SCOPE**

This scope covers the minimum specifications and requirements to provide the service, as required from time-to-time to service and/or maintain fixed air conditioner units on the above mentioned TMM and TBM. Services and/or maintenance requirements must be performed on the Foskor site and the service provider must also be prepared to provide the service after normal working hours and over weekends or public holidays.

It is expected from the service provider to, in conjunction with the responsible TMM or TBM maintenance supervisor, monitor and schedule planned air conditioner system services.

NOTE: Although a single tender/quotation process is being followed, the successful service provider will be awarded two separate contracts, namely for the Mining- and TSS departments. Each department will manage their own service contract in conjunction with the successful service provider.

Any additional specifications, terms, conditions or guarantees not mentioned in this scope may be brought to Foscors attention on the official tender.

(It is the responsibility of the BIDDER to evaluate the Foskor site, actual working conditions and specifications of individually installed air conditioned units. A site visit can be arranged.)

### 3. BASIC REQUIREMENT

This is a service contract, it is thus expected from the successful service provider to, upon receiving a service/repair request from a nominated Foskor official (Telephonically, verbally, email or otherwise), to within 24 hours commence with the service/repair task for all non-production related equipment and within 60 minutes to commence with the service/repair of all production related equipment. Service/repairs of all production related equipment must always be managed on a breakdown or urgent basis.

Because Foskor is a 24/365 operational mine, it will be expected that the TMM air-conditioner maintenance team, may from time-to-time, be required to work overtime and/or over weekends.

Equipment listed in the attached PRICING SCHEDULES are subject to monthly- and three-monthly scheduled services. All other light- and commercial vehicles not listed will be serviced, maintained and/or repaired as and when required.

Unless specifically required or mentioned in this document, air conditioner services and -repairs shall be carried out in accordance with the procedures and requirements as contained in:

- SANS 1630-4: Earth-moving machinery - Operator enclosure environment Part 4: Heating, ventilating and air conditioning (HVAC) test method and performance
- SANS 10250: Fitment and repair centers for automotive air-conditioning systems
- SANS 20474-11: Earth-moving machinery - Safety Part 11: Requirements for earth and landfill compactors

### **IMPORTANT NOTICE / INSTRUCTIONS**

**BIDDER TO ENSURE THAT ALL ITEMS MENTIONED IN THIS SCOPE HAVE BEEN READ, IS UNDERSTOOD AND PROVIDED FOR.**

**ALL EVIDENCE AND INFORMATION PROVIDED MUST BE DETAILED, CLEAR AND CONTAIN SUFFICIENT INFORMATION TO ENABLE THE BID EVALUATION COMMITTEE TO MAKE A DECISIVE ASSESSMENT. DO NOT TICK (✓), USE THE WORD "YES" OR SIMILAR SHORT STATEMENT.**

#### **TECHNICAL EVALUATION (Paragraph 10.1)**

**FAILURE TO COMPLY OR NOT TO PROVIDE REQUESTED EVIDENCE OR INFORMATION WILL RESULT IN A REDUCED TECHNICAL EVALUATION SCORE THAT COULD ADVERSELY AFFECT THE BIDDERS CHANCE OF BEING AWARDED THIS CONTRACT/ORDER.**

**ANY BID/QUOTATION WITH A TECHNICAL EVALUATION SCORE OF LESS THAN 70% WILL NOT BE CONSIDERED.**

#### **PRICING SCHEDULE AND COMMERCIAL EVALUATION (Paragraph 10.2)**

**THE PROVIDED PRICING SCHEDULE WILL BE REGARDED AT THE PRIMARY QUOTATION. FAILURE NOT TO MAKE USE OF THE PROVIDED PRICING SCHEDULE MAY RESULT IN REJECTION OF THE SUBMITTED QUOTATION OR BID.**

**(For purposes of invoicing, the rates provided in the pricing schedule will be used, however, as part the commercial evaluation process a detailed cost breakdown needs to be attached to the pricing schedule explaining how the rates were calculated)**

### 4. ROLLS AND RESPONSIBILITIES

#### 4.1. SERVICE PROVIDER

- a) Always have available qualified service technicians/servicemen that are available 24/365 to attend to normal service/repair requests (Normal working hours) and breakdown requests (After normal working hours and over weekends/public holidays).

- b) Upon receiving an official request, the service provider shall plan and co-ordinate a requested air-conditioner system service or -repair together with the requesting official (Typically the workshop supervisor, -planner or their representative).
- Normal working hours: Monday to Thursday 06:15 – 15:30 (Tea time 09:00 – 09:15 and Lunch 11:30 – 12:00)  
Friday 06:15 – 12:30 (Tea time 09:00 – 09:15 and Lunch 11:30 – 12:00)
- c) The service provider shall be expected to be on-site to attend to requests within the following time periods:
- STANDARD SERVICE: Within 24 hours or as agreed/arranged with the requesting Foskop official.
  - NORMAL REPAIR/MAINTENANCE REQUEST: Within 24 hours or as agreed/arranged with the requesting Foskop official.
  - BREAKDOWN REPAIR/MAINTENANCE REQUEST (Normal working hours): Within 30 minutes after receiving a request from a Foskop official.
  - BREAKDOWN REPAIR/MAINTENANCE REQUEST (Call-out, after normal working hours): Within 60 minutes after receiving a request from a Foskop official.
- d) Appoint a subordinate manager in accordance with Regulation 2.6.1- and an on-site supervisor in accordance with Regulation 2.9.2 of the Mines Health and Safety Act in accordance with 8. PERMIT TO WORK, paragraph c.
- e) Before any on-site work may commence, appointed service provider shall ensure that:
- A Foskop works order or job card has been issued and signed-on by the designated Foskop representative.  
Only commence with inspection and on-site work once cleared to work
  - All workers are physically, emotionally, and mentally fit to perform their duty.
  - All workers have been briefed on the required task and have been informed of any abnormal conditions/situations.
  - All workers have participated in the completion of a standard Foskop site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.
  - Service vehicle has been inspected in accordance with the Foskop standard (COP 59) to ensure that it is safe and fit for use.
  - Equipment shall be locked out at the power source. The lock shall be marked and tagged. The tag shall contain the service providers business name, employee name responsible for lock and contact numbers.  
(See Foskop COP 53, Lock-out system and usage for details)
  - All workers have been issued with the applicable and necessary PPE.
  - All tools and equipment have been inspected and tested to be in a good and safe working order.
  - All portable electrical equipment has been tested and declared safe to use by the Foskop electrical services workshop.
  - Before accessing vehicles or mobile equipment where working at height is required (Above 2.0-meter ground level) the appointed service providers employees shall have inspected the:
    - Safety lanyard (Full body harness) to be of correct standard and safe to use.
    - Lifeline or anchorage points
    - Access ladders to be in good and in safe working order  
(See Foskop COP 96, working at heights for details)
- f) Provide all on-site employees with the following PPE (Personal Protective Equipment). Minimum requirement:
- High visibility two-tone work jacket and -long trousers with reflective bands (Shall comply with SANS 434, 1360-1 and 1360-2)
  - Metal capped safety boots (Shall comply with SANS 20345:2008)
  - Safety cap (Shall comply with SANS 1397:2003 and/or GME HH-2006-06-27)
  - Hearing protection (Shall have a minimum Noise Reduction Rating of 27dBA and comply with SABS 1451:1988 Part II.
  - Eye protection for general impact risks (Shall be polycarbonate clear lens safety glasses, scratch resistant, anti-fog, to EN166)
  - Hand protection for high abrasion conditions (Gloves shall be chrome leather or cow hide in accordance with EN388 to meet abrasion L4, cut L2 and tear L3 mechanical properties)
- g) If required (As per HIRA) provide all on-site employees with task specific PPE. Minimum Requirement:
- Gumboots to be black rubber, waterproof, non-slip with metal toe cap and comply with SANS 20245.

- ii. When working at height (Above 2.0 meters) full body harness that complies with SANS 50361 shall be fitted with a 1.8-meter-long lanyard that complies with SANS 50354:2003, a shock absorber that complies with SANS 50355:2003 and karabiner- and scaffold hook.
- iii. Elbow and knee pads to be heavy duty
- h) General PPE requirements:
  - i. All PPE issued must fit the wearer comfortably and must not impede the wearers normal movements during the execution of their work.
  - ii. All PPE issued must be suitable, fit for purpose and must be in good serviceable condition.
  - iii. As far as practically possible, all PPE issued to female employees must be lady cut/design.
- i) Provide the on-site maintenance team with a service vehicle able to access fixed- and mobile mining equipment within the Foskop site (Mine open pits) and restricted areas in accordance with the requirements of item 6. SERVICE VEHICLE- AND VEHICLE DRIVER / OPERATOR REQUIREMENTS, paragraphs a and -b.
- j) Ensure that all his/her on-site employee/s have been authorised by a Foskop regulation 2.13.1 appointee to:
  - i. Perform job specific hazard identification and risk assessments (Foskop Annexure 1.3)
  - ii. Perform lockout procedures (Foskop Annexure 53.2)
  - iii. Perform to operate a Trackless Mobile Machine – Contractors (Foskop Annexure 59.8(b))
  - iv. Perform work at heights (Foskop Annexure 96.1)
  - v. Any other Foskop activity requiring authorisation as deemed applicable by a Foskop representative.
- k) Ensure that the Foskop work permit remains valid and up to date.
- l) Ensure that the safety file remains valid, a working document and up to date. File must always be available for inspection by a Foskop official.
- m) Ensure that minimum employee training requirements remain valid in accordance with the requirements of item 9. PERMIT TO WORK, paragraph i.
- n) If required, provide the on-site maintenance team members' travelling and transport, accommodation, meals, allowances and every item of expense required to accommodate them locally within the Ba-Phalaborwa municipal area.
- o) Provide all administrative requirements.
- p) Ensure that registration under the Compensation for Occupational Injuries and Diseases Act remains valid.
- q) Ensure that SARS letter of good standing remains valid.
- r) Maintain and manage the on-site area where work is being conducted in a clean, tidy and safe condition in accordance with all applicable legislative requirements and applicable Foskop standards and procedures as contained in its COP (Compendium Of Procedures) and SOP (Standard Operating Procedures).
- s) Comply with all applicable legislative-, Foskop's COP and -CTD-, and SANS requirements as contained in 7. LEGISLATIVE AND REGULATORY REQUIREMENTS, paragraphs a and b.
- t) Comply with all applicable environmental legislative-, Foskop's COP and -CTD-, and SANS requirements as contained in 7. LEGISLATIVE AND REGULATORY REQUIREMENTS, paragraph c.
- u) Ensure good- and regular communication and cooperation with all appointed Foskop officials.
- b) Ensure vehicle operator / driver compliance in accordance with item 6. SERVICE VEHICLE- AND VEHICLE DRIVER / OPERATOR REQUIREMENTS, paragraph c and -d.
- c) Ensure compliance with item 7. LEGISLATIVE- AND REGULATORY REQUIREMENTS.
- v) Ensure compliance with item 8. PERMIT TO WORK.
- w) Ensure compliance with item 9. SAFETY FILE
- x) The service provider must keep record of all TMM and TBM air conditioner units serviced or repaired.
- y) The service provided must keep record, and if not already arranged, to notify the responsible Foskop official that an air conditioner unit is due for routine service within the next 14 days

#### **4.2. FOSKOR**

- a) Provide, install, commission and maintain service providers vehicle with a mine approved CAS (Collision Avoidance System)
- b) Provide mobile- or overhead crane requirements.
- c) Provide scaffolding or mobile elevated working platforms
- d) Provide change house- and ablution facilities.
- e) Provide electrical power and potable water.

## 5. WORKING PROCEDURE AND REQUIREMENTS

### 5.1. STANDARD SERVICE

- a) STANDARD SERVICE request (As per PRICING SCHEDULE):
- Typically, a TMM or TBM air conditioner unit is subjected to 3-monthly service intervals in accordance with the requirements of this document.
  - Upon receiving an official request to service an air-conditioner unit (Foskor works order or job card), the service provider shall plan and co-ordinate the service together with the responsible Foskor representative (Workshop supervisor, planner or their representative).  
Normal Foskor working hours:  
Monday to Thursday 06:15 – 15:30 (Teatime 09:00 – 09:15 and Lunch 11:30 – 12:00)  
Friday 06:15 – 12:30 (Teatime 09:00 – 09:15 and Lunch 11:30 – 12:00)
- b) Before any work may commence:
- The attached REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT must be completed and approved.
  - The REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT and TMM & TBM AIR CONDITIONER SERVICE CHECK SHEET is attached to the work order / job card.
  - The Foskor works order or job card must be signed-on by the designated Foskor representative.
  - The standard Foskor HIRA (Hazard Identification and Risk Assessment) must be completed to identify any risks and take corrective actions to mitigate the hazard.
- c) EACH AND EVERY ITEM on the TMM & TBM AIR CONDITIONER SERVICE CHECK SHEET must be INDIVIDUALLY signed as confirmation that the item has been checked, serviced and is in a good, safe and proper working order/condition.
- d) Should any defects/abnormalities be identified during a standard service requiring the purchase of replacement components, spares, materials or consumables the service provider shall complete the provided section on the REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT form and have approved by a designated Foskor representative before commencing with the repairs. (Follow same requirements and procedure as for a NORMAL REPAIR / MAINTENANCE REQUEST)
- e) Foskor shall initiate inspection hold-points at its own discretion on work being carried out.
- f) Upon completion of the service (And repairs if done) the works order or job card must be signed off by the Foskor representative requesting the service or repairs to confirm that the task has been completed satisfactorily (The vehicle or mobile machine is available and safe to use) and sign off the work order or job-card.
- g) The service provider retains possession of the original works order or job card, the REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT and TMM & TBM AIR CONDITIONER SERVICE CHECK SHEET and attaches all to the payment invoice.  
The invoice must contain the following information (As far as practically possible the service provider must compile a single all-inclusive invoice listing all vehicles/machines serviced/repared during the month):
- Foskor contract order number
  - Vehicle or mobile machine description and Foskor vehicle/machine number
  - Date of service and/or repairs if done
  - Foskor work order or job card number
  - Short description of service/repair done
  - Cost per vehicle/machine services/repairs as per the REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT
- The responsible Foskor representative will remove the original works orders or job cards, REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT and TMM & TBM AIR CONDITIONER SERVICE CHECK SHEET for own records.
- The service provider must submit the signed and approved invoice to the Foskor Creditors or Procurement departments for payment.
- h) The service provider must keep record of all vehicles and machines automatic fire suppression systems serviced or repaired.

## 5.2. NORMAL REPAIR / MAINTENANCE REQUEST

- a) Upon receiving an official request (Work order) for NORMAL maintenance and repair work, assess the work to be done, complete the attached REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT form and have approved by the designated Foskop representative (Workshop supervisor, planner or their representative).
- b) The service provider shall plan and co-ordinate the repair work together with the Foskop representative.  
Normal Foskop working hours:  
Monday to Thursday     06:15 – 15:30 (Teatime 09:00 – 09:15 and Lunch 11:30 – 12:00)  
Friday                     06:15 – 12:30 (Teatime 09:00 – 09:15 and Lunch 11:30 – 12:00)
- c) The service provider is to commence with the fault finding, commercial and repair process within 24 hours after receiving a NORMAL repair / maintenance request.
- d) Cost of repairs to be calculated by:
  - i. LABOUR component (Time multiplied by rate):  
TIME required to successfully complete the task.  
RATE. Only TWO (2) skills disciplines will be considered for this contract, namely a registered competent serviceman/technician and a service assistant/worker/trainee.  
Rate to include all costs for administrative requirements, supply of a service vehicle, PPE and safety equipment, required tools and equipment, expertise, skill & technical support and transport & accommodation.
  - ii. Unless provided by Foskop, actual cost of spares, material and consumables required to complete the repair task will be calculated at cost to supplier plus 10% (Ten percent) handling fee. (Minimum R300.00 Maximum R1,000.00).
    - All spares and consumables used shall be OEM or SANS quality approved. The use of non-OEM (Original Equipment Manufacturer) spares must be brought to the attention of- and discussed with the Foskop representative.
    - Original invoice/quote for material/spares to be attached to the REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT form.

NOTE: Service provider / Bidder to indicate in item 5 of 10.1. TECHNICAL EVALUATION his acceptance of 10% handling fee requirement (Min R300, Max R1,000) for supplied spares, material and consumables.

Alternative proposals, with reasons, can be attached to official bid.
- e) Before any work may commence:
  - i. The REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT has been approved.
  - ii. The REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT has been attached to the works order or job card.
  - iii. The Foskop works order or job card must be signed-on by the designated Foskop representative.
  - iv. The standard Foskop HIRA (Hazard Identification and Risk Assessment) must be completed to identify any risks and take actions to mitigate the hazard.
- f) Foskop shall initiate inspection hold-points at its own discretion on work being carried out.
- g) Upon completion of the repair task the service provider must report to the area supervisor (Or Foskop representative requesting the repairs) who will access that the task has been completed satisfactorily and sign off the job card.
- h) The service provider retains possession of the original works order or job card and REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT and attaches all to the payment invoice.  
The invoice must contain the following information (As far as practically possible the service provider must compile a single all-inclusive invoice listing all vehicles/machines serviced/repaired during the month):
  - i. Foskop contract order number
  - ii. Vehicle or mobile machine description and Foskop vehicle/machine number
  - iii. Date of service and/or repairs if done
  - iv. Foskop work order or job card number
  - v. Short description of service/repair done

- vi. Cost per vehicle/machine services/repared as per the REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT

The responsible Foskop representative will remove the original works orders or job cards, REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT and TMM & TBM AIR CONDITIONER SERVICE CHECK SHEET for own records.

The service provider must submit the signed and approved invoice to the Foskop Creditors or procurement departments for payment.

- i) The service provider must keep record of all vehicles and machines air-conditioner units repaired.

### 5.3. BREAKDOWN OR CALLOUT MAINTENANCE REQUEST

- a) Upon receiving an official request (Work order) for a BREAKDOWN or a CALLOUT, assess the work to be done, complete the task and submit the completed REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT form for approval by the designated Foskop representative (Workshop supervisor, planner or their representative) on the first normal working day after completion of task.
- b) The service provider is to commence with the fault finding and repair process within 60 minutes after receiving the BREAKDOWN or a CALLOUT request.
- c) Service provider to notify the responsible departmental (TSS or Mining) workshop supervisor, maintenance superintendent or senior engineer if the expected job cost is to exceed R20,000.  
(Successful service provider to ensure that his maintenance- and standby personnel have the necessary contact details available)

- d) Cost of work to be calculated by:

- i) LABOUR component (Time multiplied by rate):
- a) TIME required to successfully complete the task.
- b) RATE. Only TWO (2) skills disciplines will be considered for this contract, namely a registered competent serviceman/technician and a service assistant/worker/trainee.  
Rate to include all costs for administrative requirements, PPE and safety equipment, required tools and equipment, expertise, skill & technical support and transport & accommodation.
- ii) Unless provided by Foskop, actual cost of spares, material and consumables required to complete the repair task will be calculated at cost to supplier plus 10% (Ten percent) handling fee. (Minimum R300.00 Maximum R1,000.00).
- a) All spares and consumables used shall be OEM or SANS quality approved. The use of non-OEM (Original Equipment Manufacturer) spares must be brought to the attention of- and discussed with the Foskop representative.
- b) Original invoice/quote for material/spares to be attached to the REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT.
- iii) Site establishment (Cost of transport to-and-from the Foskop site / vehicle or mobile machine location)
- a) After hours, Monday to Friday 17:00 until 06:30, Saturday, Sunday and Public holidays.
- b) 10% task value. Minimum R500 and Maximum R1000

NOTE: Service provider / Bidder to indicate in item 6 of 10.1. TECHNICAL EVALUATION his acceptance of 10% task value fee requirement (Min R500, Max R1,000) to attend to a breakdown or call-out.

Alternative proposals, with reasons, can be attached to official bid.

(Refer to COMMERCIAL requirements for official quoting)

- e) Upon completion of the task the service provider must report to the area supervisor (Person requesting the repairs) who will access that the task has been completed satisfactorily and sign off the job card.
- f) The service provider retains possession of the original works order or job card and REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT and attaches all to the payment invoice.

The invoice must contain the following information (As far as practically possible the service provider must compile a single all-inclusive invoice listing all vehicles/machines serviced/repared during the month):

- i) Foskop contract order number
- ii) Vehicle or mobile machine description and Foskop vehicle/machine number
- iii) Date of service and/or repairs if done
- iv) Foskop work order or job card number
- v) Short description of service/repair done

- vi) Cost per vehicle/machine services/repairs as per the REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR MOBILE EQUIPMENT

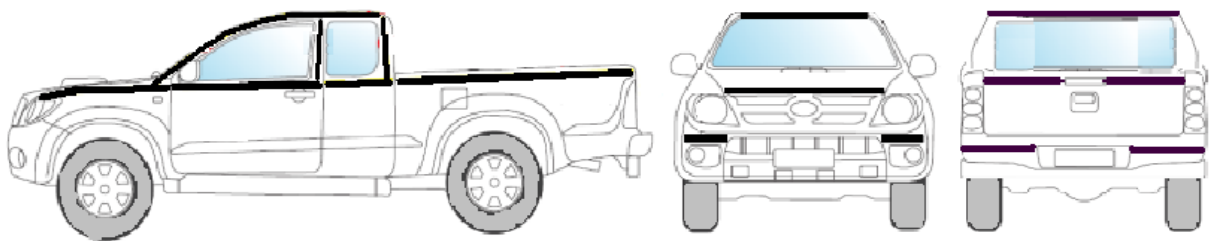
The responsible Foscok representative will remove the original works orders or job cards, REQUESTS FOR AUTOMATIC FIRE SUPPRESSION SYSTEM SERVICE OR REPAIR and AUTOMATIC FIRE SUPPRESSION SERVICE CHECK-SHEETS for own records.

The service provider must submit the signed and approved invoice to the Foscok Creditors or procurement departments for payment.

- g) The service provider must keep record of all vehicles and machines automatic fire suppression systems repaired.

## 6. SERVICE VEHICLE- AND VEHICLE DRIVER / OPERATOR REQUIREMENTS

- a) The service provider shall provide the on-site maintenance team with a service vehicle able to access equipment requiring maintenance or repair work within the Foscok Mine open pits-, tailings dam- and restricted areas. The vehicle shall be:
  - i. Equipped and capable of travelling on rough, uneven, and sometimes wet, muddy and slippery gravel surfaces (**Recommend 4X4 drive light delivery vehicle**).
  - ii. Fitted with an internally or externally mounted ROPS safety cell that has been designed, fabricated, tested and certified to comply with the requirements of ISO 3471:2008 - EARTH-MOVING MACHINERY – ROLL-OVER PROTECTIVE STRUCTURES or similar specification.
  - iii. Fitted with seatbelts in accordance with the National Road Traffic Act, Regulation 213. (Seatbelt construction and anchorage must comply with SANS standards 1430 and 10168)
    - i. Fitted with an intermitting sounding reverse hooter.
    - ii. Be issued with a valid illumination certificate.
    - iii. Be issued with a valid brake test certificate.
  - iv. Fitted with an amber LED strobe light mounted in the center of the vehicle roof, rear window protector or cab guard.
  - v. Vehicle to be provided with two heavy duty stop-blocks (Chock blocks)
  - vi. Fitted with fibreglass flagpole (buggy whip) and reflective flag. Minimum flag height from ground level 4.5 meters.
  - vii. In accordance with the requirements of the National Road Traffic Act, vehicle to be supplied with a set (2) of emergency warning triangles.
  - viii. Vehicle to be supplied with a 9.0kg charge, SANS approved, dry powder, 40% Mono Ammonium Phosphate, 45% Ammonium Sulphate and 0% Calcium Carbonate based fire extinguisher with scrubber valve behind gauge. Fire rating 3A:3B.
  - ix. Vehicle shall be provided with conspicuity marking strips (Tape) as follows (3M Diamond grade. Front white, rear red and sides yellow):



- b) The appointed service provider shall, before entering and operating the service vehicle (Own vehicle) on the Foscok premises (Once off requirement):
  - 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. To accompany the vehicle:
    - Valid illumination certificate
    - Valid brake test certificate
  - iii. Submit the above permission and COF in at the main security office for issue of a vehicle access disk.
  - iv. Ensure that before entering the Foscok premises, the service vehicle has been inspected in accordance with the Foscok standard (COP 59) to ensure that it is safe and fit for use. (Forms will be provided)
  - v. See Foscok COP 59, Trackless Mobile Machinery for details.

- c) Before entering and operating a service vehicle (Own vehicle) on the Foskor site, the appointed service provider shall ensure that his:
  - i. Driver/s are in possession of a valid national driver's licence for the specific class of vehicle, has been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.
  - ii. Driver/s 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 to operate a vehicle in the mining open pit operational areas. (Contact the Foskor mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)
- d) Before entering and operating a service vehicle (Own vehicle) on the Foskor site the appointed service provider shall ensure that his vehicle driver/operator has been:
  - i. Checked and verified to be in possession of a valid authorisation to drive/operate the correct class of vehicle on the Foskor site.
  - ii. Checked and verified to be in possession of a valid authorisation to enter and drive/operate vehicle in restricted areas.
  - iii. Briefed on the required task and has been informed of any abnormal conditions/situations.
  - iv. Physically, emotionally, and mentally fit to perform their duty.
  - v. Issued with the necessary PPE (Personal Protective Equipment) to safely drive/operate his service vehicle.
  - vi. The service vehicle has been inspected (Daily and for each driver/operator) in accordance with the Foskor standard (COP 59) to ensure that it is safe and fit for use. (Forms will be provided)

## 7. LEGISLATIVE- AND REGULATORY REQUIREMENTS

- a) The successful or appointed service provider shall comply with:
  - i. SANS 1475-1: The production of reconditioned fire-fighting equipment Part 1: Portable and wheeled (mobile) rechargeable fire extinguishers.
  - ii. SANS 1475-1: SABS issued permit to apply a certification mark.
  - iii. SANS 1475-1: Dedicated vehicle acceptably equipped and stocked for fire prevention equipment maintenance and service work requirements and fully enclosed to protect powder and equipment in accordance with Annexure A.8.3.3 of SANS 1475-1.
  - iv. SANS 1475-1: Appropriately trained and registered serviceman in possession of a registration card issued and controlled by a registering authority (SAQCC-Fire or Department of Labour) in accordance with Annexure A.3.2 of SANS 1475-1.
  - v. NFPA (National Fire Protection Association) code 121: Standard on fire protection for self-propelled and mobile surface mining equipment.
  - vi. The Mines Health and Safety Act with Regulations (Latest revision)
  - vii. The National Road Traffic Act with Regulations (Latest revision)
  - viii. All applicable national and international legislative requirements and regulations.
- b) The successful or appointed service provider shall comply with the latest revisions of the following Foskor COP's (Compendium of Procedures) (COP's, policies and procedures are available on request):
  - i. COP 1 Risks and opportunities management
  - ii. COP 8 Mandatory COP for mitigation and management of Covid-19
  - iii. COP 17 Mobile, Technical and Process Training
  - iv. COP 18 Permit to work.
  - v. COP 25 Control of externally provided products and services.
  - vi. COP 43 Mandatory COP for occupational program on thermal stress
  - vii. COP 52 Machine guarding
  - viii. COP 53 Lock Out System and Usage
  - ix. COP 56 Lifting Machinery and Lifting Tackle
  - x. COP 58 Hazardous chemical and substance control
  - xi. COP 59 Mandatory COP for the operation of Trackless Mobile Machinery
  - xii. COP 60 Portable electrical equipment
  - xiii. COP 65 Personal protective equipment
  - xiv. COP 86 Mandatory COP for occupational health program on noise
  - xv. COP 94 Hot Work

- xvi. COP 96 Working at Heights
  - xvii. COP 99 Mandatory COP for risk-based fatigue management
  - xviii. Any other Foskop safety, health and quality policies and procedures deemed applicable by a Foskop representative.
  - xix. All other Foskop procedures and policies applicable to the successful application of this contract.
- c) The successful or appointed service provider shall comply with the following Environmental Specifications, Policies and Procedures:
- i. COP 41 Housekeeping and workplace organisation
  - ii. COP 49 Waste Management
  - iii. COP 51 Resource conservation, energy and materials
  - iv. COP 70 Storage of petroleum products and other hazardous material
  - v. National Environmental Management Act 107 of 1998 (NEMA)
  - vi. National Environmental Management Waste Act 59 of 2008 (NEMWA) as amended.
  - vii. The successful service provider shall include in his/her SAFETY FILE, and comply with, the following documents:
    - Environmental Aspect and Impact Register (Applicable to this contract).
    - Environmental Objectives and Targets (Applicable to this contract).
    - Waste Management Plan (Applicable to this contract).
    - FOSKOR Atmospheric Emissions License (Copy available on request)
    - FOSKOR Waste Management Licence (Copy available on request)
    - FOSKOR Water Use Licence (Copy available on request)
  - viii. Any other Foskop environmental policies and procedures deemed applicable by a Foskop representative.
- d) The successful or appointed service provider shall ensure that all his/her on-site employees have been authorised by a Foskop regulation 2.13.1 appointee to:
- i. Perform job specific hazard identification and risk assessments (Foskop Annexure 1.3)
  - ii. Perform lockout procedures (Foskop Annexure 53.2)
  - iii. Perform to operate a TMM – Contractors (Foskop Annexure 59.8(b))
  - iv. Perform hot-work processes (Foskop Annexure 94.5)
  - v. Perform work at heights (Foskop Annexure 96.1)
  - vi. Any other Foskop activity requiring authorisation as deemed applicable by a Foskop representative.
- e) Before entering and operating/working on the Foskop site the appointed service provider shall ensure that his driver/workmen are:
- vii. Briefed on the required task and have been informed of any abnormal conditions/situations.
  - viii. Physically, emotionally, and mentally fit to perform their duty.
  - ix. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the task of servicing, maintaining and repairing TMM air-conditioner units / equipment.
  - x. Before commencement of work:
    - All tools and equipment have been inspected and tested to be in a good and safe working order.
    - All workmen have participated in the completion of a standard Foskop site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.
- f) Before accessing a TMM or TBM whereupon work is to be conducted, the TMM or TBM shall be locked out at the power source. The lock shall be marked and tagged. The tag shall contain the service providers business name, employee name responsible for lock and contact numbers. See Foskop COP 53, Lock-out system and usage for details.
- g) Before accessing a TMM or TBM where working at height is required (Above 2.0-meter ground level), the appointed service providers employees shall have inspected the:
- i. Safety lanyard (Full body harness) to be of correct standard and safe to use
  - ii. Lifeline or anchorage points
  - iii. Access ladders are in good and safe working order.
  - iv. See Foskop COP 96, working at heights for details.
- h) 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)

## 8. 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 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):

- a) The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, FOSKOR Safety department.
- b) Obtain a contract number from the FOSKOR procurement department.
- c) Appoint a subordinate manager in accordance with Regulation 2.6.1 and an on-site supervisor in accordance with Regulation 2.9.2 of the Mines Health and Safety Act.
  - i. 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 being awarded this contract.
  - ii. Attend a hour long legal exam briefing any Thursday between 08:00 and 09:00 at the Security training hall.
  - iii. Write legal examination any Friday between 07:30 and 10:30 at the Security training hall. (Please book)
  - iv. Copies of the service providers 2.9.2- and 2.6.1 training records and appointment letters to be attached to the PERMIT TO WORK.
- d) Provide a name list, including ID numbers, residential and postal addresses and telephone numbers of all of the appointed service providers' on-site employees.
- e) All of the appointed service providers' on-site employees shall undergo a full medical examination at the FOSKOR on-site Clinix Clinic.
  - i. The clinic can be contacted at 015 789 2544 for an appointment.
  - ii. Proof of Payment (PoP) is required prior to booking.
    - Short term medical surveillance, valid 30 days R250/person
    - Transfer medical surveillance R250/person
    - Fitness to work/case management R250/person
    - Full medical for entry, periodic and exit R450/person
    - Banking details: CLINIX HEALTH GROUP  
STANDARD BANK  
BRANCH CARLTON CENTRE 002305  
ACCOUNT NUMBER 001170686
  - iii. The service providers' employees MUST DISCLOSE ALL MEDICAL CONDITIONS to the FOSKOR medical practitioner.
  - iv. All female service provider employees that are pregnant or suspect that they could be pregnant must notify the FOSKOR medical practitioner.
  - v. All NEW employees and employees LEAVING the service of the appointed service provider must undergo a FOSKOR entry- and exit medical examination (Employees appointed or that resign after the PERMIT TO WORK Has been finalised)
- f) The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on the FOSKOR site (See item 7. LEGISLATIVE AND REGULATORY REQUIREMENTS, paragraph h).
- g) All the appointed service providers' employees shall receive/have received training in:
  - i. First aid level 1 (Provide own training)
  - ii. Basic Health & Safety Principals (Provide own training)
  - iii. HIRA (Provide own training)
  - iv. Basic firefighting. (Provide own- or receive FOSKOR training, contact 015 789 2531 to book)
  - v. Lock out. (Provide own- or receive FOSKOR training, contact 015 789 2531 to book)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](mailto:johanfo@foskor.co.za) to confirm compliance before requesting his approval on the PERMIT TO WORK.
- h) All of the appointed service providers' on-site employees shall receive the basic FOSKOR site induction training at the FOSKOR Security office.
- i) All of the appointed service providers' on-site employees shall receive site specific induction training provided by the FOSKOR area Regulation 2.6.1 appointee/s.
- j) A BRA (Baseline Risk Assessment) shall be completed for ALL "typical" tasks that will be completed under this contract. BRA to be signed by all service provider employees. Make use of FOSKOR's own BRA document, Annexure 1.2, contained in of COP 1, FOSKOR risk management (Available on request)

- k) Attach a one-page SCOPE OF WORK describing the required task and -outcome of this contract.
- l) All Foscors appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1, 3.1.A managers and listed officials must undersign/approve the PERMIT TO WORK.
- m) Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. Registration number must be provided.
- n) SARS issued tax clearance certificate.
- o) All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- p) 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.
- q) Any other documents, certificates or records as requested by a Foscort official deemed necessary to ensure that all safety, legislative and administrative requirements have been met must be attached to the PERMIT TO WORK.
- r) The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

## 9. 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 2<sup>nd</sup> Monday of the month (3<sup>rd</sup> Monday if 1<sup>st</sup> or 2<sup>nd</sup> Monday a public holiday) at 13:30 in the Foscort Plant Training Hall)

NOTE: Two (2) separate SAFETY FILES are required, one each for Mining- and TSS departments.

The SAFETY FILE/S must always be available for inspection by a Foscort official.

## 10. TECHNICAL, COMMERCIAL and BID ASSESSMENT

### **IMPORTANT NOTICE**

**It remains the responsibility of the bidder to ensure that the above-mentioned specifications and requirements have been read, is understood and provided for in the official quotation.**

**To assist the bidder and to ensure that all items listed in this SCOPE have been provided for, and to assist with the tender evaluation process, the bidder is required to complete following tables.**

**DO NOT OMIT ANY EVIDENCE OR INFORMATION AS REQUESTED IN THE TABLES BELOW  
EVIDENCE, INFORMATION AND DETAILS MUST BE PROVIDED FOR EACH ITEM.  
ATTACH AND REFERENCE IF SPACE INSUFFICIENT**

**EVIDENCE AND INFORMATION PROVIDED MUST BE DETAILED AND CLEAR AND CONTAIN SUFFICIENT INFORMATION TO ENABLE BID EVALUATION COMMITTEE TO MAKE A DECISIVE ASSESSMENT.  
DO NOT ONLY TICK (✓) OR USE THE WORD YES.**

**FAILURE NOT TO PROVIDE FOR ALL MANDATORY REQUESTED ITEMS OR INFORMATION WILL RESULT IN IMMEDIATE REJECTION OF QUOTE OR BID**

## 10.1. TECHNICAL EVALUATION

### **IMPORTANT NOTICE**

**FAILURE TO COMPLY OR NOT TO PROVIDE REQUESTED EVIDENCE OR INFORMATION WILL RESULT IN A REDUCED TECHNICAL EVALUATION SCORE THAT COULD ADVERSELY AFFECT THE BIDDERS CHANCE OF BEING AWARDED THIS CONTRACT/ORDER.**

**ALL EVIDENCE AND INFORMATION PROVIDED MUST BE DETAILED, CLEAR AND CONTAIN SUFFICIENT INFORMATION TO ENABLE THE BID EVALUATION COMMITTEE TO MAKE A DECISIVE ASSESSMENT. DO NOT TICK (✓), USE THE WORD "YES" OR SIMILAR SHORT STATEMENT.**

**ANY BID/QUOTATION WITH A TECHNICAL EVALUATION SCORE OF LESS THAN 70% WILL NOT BE CONSIDERED.**

		<b>MAX SCORE</b>	<b>PROVIDE REQUESTED INFORMATION AND DETAILS</b>
1.	<p><b>Be a recognised service provider in the SERVICE, REPAIR, MAINTENANCE and NEW INSTALLATION of air-conditioner systems for light- and medium vehicles, OTR (Off The Road) TMM and TBM.</b></p> <p><b>PROVIDE:</b></p> <ol style="list-style-type: none"> <li>Company description/profile and all business activities. List all services and products provided.</li> <li>Details that business activities are operated from a premises/workshop that complies with the requirements of SANS 10250: Fitment and repair centers for automotive air-conditioning systems.</li> <li>Photos or brochure of company / business.</li> <li>Physical address / Webb address.</li> <li>How long in business / Company achievements</li> <li>Number of employees / Organogram structure.</li> <li>Approximate company turnover.</li> <li>Detailed reference to services of maintaining of TMM and TBM air-conditioner systems.</li> <li>Any other supportive, applicable or relevant information to provide/show objective evidence that the service provider/bidder has the required experience and capacity to successfully manage this service contract.</li> </ol> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information = 0%</li> <li>- Business activities not applicable to this service contract = 0%</li> <li>- No experience/capacity to maintain TMM/TBM Air-Cons = 0%</li> <li>- Established business maintaining TMM/TBM Air-Cons = 25%</li> </ul>	25%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>

2.	<p><b>Have in the past three (3) years successfully managed, on a full-time basis, at least two (2) same or similar on-site TMM/TBM air-conditioner maintenance service contract/s.</b></p> <p><b>PROVIDE:</b></p> <ul style="list-style-type: none"> <li>i. Client name where the service of maintaining TMM/TBM air-conditioner systems was provided.</li> <li>ii. Description of the service provided, i.e full time/part time, how many people allocated, types- and numbers of vehicles (Light, commercial, OTR, earth moving, etc.).</li> <li>iii. Business sector of the client, i.e. mining, construction, forestry, etc.</li> <li>iv. Client contact person/s name and contact numbers.</li> <li>v. Contract period</li> <li>vi. Contract value</li> <li>vii. Any other supportive, applicable or relevant information to provide/show objective evidence of a past/present TMM/TBM air-conditioner maintenance service contract managed/provided.</li> </ul> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / Service provided not applicable = 0%</li> <li>- 1 full time contract, &lt;1 year providing the service = 1%</li> <li>- 2 full time contracts, &lt;1 year providing the service = 3%</li> <li>- 1 full time contract, 1-3 years providing the service = 5%</li> <li>- 1 full time contract, 3+ years providing the service = 8%</li> <li>- 2+ full time contracts, 1-3 years providing the service = 10%</li> </ul>	10%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
3.	<p><b>In accordance with SANS 10250 have available the necessary tools and equipment to execute the task of servicing-, repairing-, maintaining-, examining- and testing TMM and TBM air conditioning systems.</b></p> <p><b>PROVIDE:</b></p> <ul style="list-style-type: none"> <li>i. List of all tools and equipment that will be allocated to this contract.</li> <li>ii. Valid copies of the following equipment's calibration certificates/documentation issued by an accredited authority: <ul style="list-style-type: none"> <li>a) Pressure (vacuum) gauges (Validity 12 months)</li> <li>b) Electrical multi-meters (Validity 12 months)</li> <li>c) Torque wrenches (Validity 6 months)</li> <li>d) Belt tension gauge (Validity 6 months)</li> <li>e) Electronic leak detectors (Validity 6 months)</li> </ul> </li> </ul> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / No calibration certification = 0%</li> <li>- Tools/Equipment list provided, no calibration certificates = 3%</li> <li>- Tools/Equipment list provided, some certificates valid = 4%</li> <li>- Tools/Equipment list provided, all certificates valid = 5%</li> </ul>	5%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>

4.	<p><b>Have in its employ trained, experienced and competent air-conditioner technicians/workmen that, in accordance with SANS 10250, are qualified in the theoretical and practical safe handling of refrigerants and motor vehicle- and mobile equipment air-conditioning system installations, troubleshooting, maintenance, service and repair.</b></p> <p><b>Technician/workmen training and qualifications must be issued by a training institution that is an accredited body in that field of the industry and complies with all the required standards.</b></p> <p><b>PROVIDE:</b></p> <ul style="list-style-type: none"> <li>i. Company organogram, title descriptions and number of employees to be allocated to this contract.</li> <li>ii. Detailed CV (Curriculum Vitae) of <u>ALL</u> employees that will be allocated to this contract. Names, title descriptions, qualifications, refrigeration and air conditioner system training certificates (In accordance with SANS 10250), safety certificates and experience regarding TMM/TBM air-conditioner service, maintenance, repairs and installations as required for this service contract.</li> </ul> <p>Provide for each of the following:</p> <ul style="list-style-type: none"> <li>a) Managerial (Minimum of 1 that will be appointed as Mines Health and Safety Act 2.6.1 appointee)</li> <li>b) Supervisory (Minimum of 1 that will be appointed as Mines Health and Safety Act 2.9.2 appointee)</li> <li>c) SANS 10250 compliant technicians/servicemen</li> <li>d) Workers/Assistants</li> </ul> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information = 0%</li> <li>- Allocated employees not fully qualified and experienced = 0%</li> <li>- All allocated employees qualified and experienced = 1.0</li> </ul>	10%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
5.	<p><b>Acceptance of 10% handling fee requirement (Min R300.00 Max R1,000.00) for the supply of spares, material and consumables required to complete a <u>normal</u> repair task.</b></p> <p><b>PROVIDE:</b></p> <ul style="list-style-type: none"> <li>i. Written confirmation in official bid/quotation that service provider / bidder accepts 10% handling fee requirement (Min R300.00 Max R1,000.00)</li> <li>OR</li> <li>ii. Provide alternative proposals, with reasons, attached to official bid.</li> </ul> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / Not accept requirement, no reason provided = 0%</li> <li>- Alternative proposal made, no reasons provided. Not accepted = 0%</li> <li>- Alternative proposal made, no reasons provided. Accepted = 2%</li> <li>- Alternative proposal made, reasons provided. Accepted = 3%</li> <li>- 10% handling fee accepted (Min R300 Max R1,000) = 3%</li> </ul>	3%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>

6.	<p><b>Acceptance of 10% handling fee requirement (Min R500.00 Max R1,000.00) for the supply of spares, material and consumables required to complete an <u>after-hours call-out / breakdown</u> repair task.</b></p> <p><b>PROVIDE:</b></p> <p>i. Written confirmation in official bid/quotation that service provider / bidder accepts 10% handling fee requirement (Min R300.00 Max R1,000.00) OR</p> <p>ii. Provide alternative proposals, with reasons, attached to official bid.</p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / Not accept requirement, no reason provided = 0%</li> <li>- Alternative proposal made, no reasons provided. Not accepted = 0%</li> <li>- Alternative proposal made, no reasons provided. Accepted = 1%</li> <li>- Alternative proposal made, reasons provided. Accepted = 2%</li> <li>- 10% handling fee accepted (Min R300 Max R1,000) = 2%</li> </ul>	2%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
7.	<p><b>CONFIRM that qualified, trained, experienced and competent air-conditioner technicians/workmen will be available 24/365 after normal working hours, over weekends and public holidays to attend to breakdowns and failures.</b></p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / Not comply = 0%</li> <li>- Yes, will comply / provide = 5%</li> </ul>	5%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
8.	<p><b>In what time period will a maintenance team be on-site to attend to a STANDARD SERVICE.</b></p> <p><b>PROVIDE</b> time (Hours / Days) <input type="text"/></p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information = 0%</li> <li>- &gt;3 Days = 0%</li> <li>- 1 – 3 Days = 1%</li> <li>- &lt;1 Day / 24 Hours = 2%</li> </ul>	2%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
9.	<p><b>In what time period will a maintenance team be on-site to attend to a NORMAL REPAIR / MAINTENANCE REQUEST.</b></p> <p><b>PROVIDE</b> time (Hours / Days) <input type="text"/></p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information = 0%</li> <li>- &gt;3 Days = 0%</li> <li>- 1 – 3 Days = 1%</li> <li>- &lt;1 Day / 24 Hours = 2%</li> </ul>	2%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>

10.	<p><b>In what time period will a maintenance team be on-site to attend to a <u>normal working hours</u> BREAKDOWN REPAIR/MAINTENANCE REQUEST.</b></p> <p><b>PROVIDE</b> time (Minutes / Hours) <input type="text"/></p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information = 0%</li> <li>- &gt;3 Hours = 0%</li> <li>- 30 Minutes – 3 Hours = 1%</li> <li>- &lt;30 Minutes = 2%</li> </ul>	2%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
11.	<p><b>In what time period will a maintenance team be on-site to attend to an <u>after</u> normal working hours BREAKDOWN REPAIR/MAINTENANCE REQUEST (CALL-OUT).</b></p> <p><b>PROVIDE</b> time (Minutes / Hours) <input type="text"/></p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information = 0%</li> <li>- &gt;3 Hours = 0%</li> <li>- 1 – 3 Hours = 2%</li> <li>- &lt;1 Hour = 4%</li> </ul>	4%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
12.	<p><b>CONFIRM that all team members will be provided with MINIMUM required PPE, i.e. high visibility work jacket and -long trousers, safety cap, metal capped safety boots, safety cap and eye- and ear protection.</b></p> <p><b>PROVIDE:</b> CONFIRMATION that ALL on-site team members will / will not be provided with ALL required PPE.</p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / Will not provide = 0%</li> <li>- Will provide required PPE = 5%</li> </ul>	5%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
13.	<p><b>List of all company SHEQ incidents during the past 24 months.</b></p> <p><b>PROVIDE</b> incident details, root causes and corrective actions taken.</p> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No info / Incidents not investigated or corrected = 0%</li> <li>- No Incidents = 5%</li> <li>- Incidents investigated / Preventative actions taken = 5%</li> </ul>	5%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>

14.	<p><b>CONFIRM that a service vehicle will be allocated to this service contract.</b></p> <p><b>PROVIDE:</b>  Photos and certificates to confirm that the allocated vehicle is mine compliant and complies with the following requirements:  OR  Confirm that a vehicle will be provided if this service contract is awarded and will comply with <u>ALL</u> of the following requirements:</p> <ol style="list-style-type: none"> <li>Vehicle is suited* and can travel in rough terrain and on wet and muddy gravel roads. (Recommend 4X4 drive light delivery vehicle).</li> <li>Is registered and road worthy in accordance with the requirements of the National Road Traffic Act of 1996.</li> <li>Is fitted with a “safety cell” (ROPS – Roll Over Protection Structure) that has been designed, fabricated, tested and certified to comply with the requirements of ISO 3471:2008, or similar specification.</li> <li>Is fitted with an intermitting sounding reverse hooter.</li> <li>Is issued with a valid illumination certificate.</li> <li>Is fitted with a rotating- or flashing amber strobe light.</li> <li>High visibility conspicuity tape applied to at least 80% of vehicle body length (Front, back and sides)</li> <li>Is fitted with fibreglass flagpole (buggy whip) and reflective flag.</li> <li>Is fitted with a set of emergency warning triangles.</li> <li>Is fitted with a set of stop-blocks (Chock blocks)</li> <li>Is fitted with a 9.0kg charge fire extinguisher.</li> </ol> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / Not comply / Not suited = 0%</li> <li>- Partially suited vehicle, less 50% compliant = 3%</li> <li>- Partially suited vehicle, 50% - 100% compliant = 5%</li> <li>- Partially suited vehicle, 100% compliant = 7%</li> <li>- Vehicle suited, less 50% compliant = 7%</li> <li>- Vehicle suited, 50% - 100% compliant = 8%</li> <li>- Vehicle suited, 100% compliant = 10%</li> </ul> <p>(* Bidder to take note that services, maintenance and repairs on air-conditioner systems will be required on heavy earth moving machines/equipment situated in open mining pits and on the Tailings dams. It order to gain access a vehicle is required that has been fitted with at least 15-inch tyres and suited to travel on extremely rough-, sandy- and/or muddy roads)</p>	10%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
15.	<p><b>PROVIDE copies of company policies regarding:</b></p> <ol style="list-style-type: none"> <li>Health and safety</li> <li>Quality control and –management</li> <li>Environment and waste control and management</li> <li>HIV and AIDS, smoking and substance abuse</li> <li>Skills and employee development</li> </ol> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No info / No policies = 0%</li> <li>- Some policies provided, NO health and safety = 0%</li> <li>- Some policies provided, health and safety provided = 4%</li> <li>- ALL Policies provided = 5%</li> </ul>	5%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>

16.	<p><b>CONFIRM that <u>ALL</u> the requirements under the following headings have been read, is understood and that all specifications and requirements will be complied to within 30-days after being awarded this contract:</b></p> <ul style="list-style-type: none"> <li>4. ROLES AND RESPONSIBILITIES <ul style="list-style-type: none"> <li>4.1 SERVICE PROVIDER</li> </ul> </li> <li>5. WORKING PROCEDURE AND REQUIREMENTS</li> <li>6. SERVICE VEHICLE- AND VEHICLE DRIVER / OPERATOR REQUIREMENTS</li> <li>7. LEGISLATIVE- AND REGULATORY REQUIREMENTS</li> <li>8. PERMIT TO WORK</li> <li>9. SAFETY FILE</li> </ul> <p><b>SCORING CRITERIA:</b></p> <ul style="list-style-type: none"> <li>- No information / Will not comply = 0%</li> <li>- Understood and will comply within 60 days = 3%</li> <li>- Understood and will comply within 30 days = 5%</li> </ul>	5%	<p><i>Attach and reference If space insufficient</i></p> <p><i>Provide reasons if do not comply or cannot provide requested information</i></p>
		<b>100%</b>	

## 10.2. PRICING SCHEDULES AND COMMERCIAL ASSESSMENT

**IMPORTANT NOTICE**

**THE PROVIDED PRICING SCHEDULE WILL BE REGARDED AT THE PRIMARY QUOTATION.**

**FAILURE NOT TO MAKE USE OF THE PROVIDED PRICING SCHEDULE MAY RESULT IN REJECTION OF THE SUBMITTED QUOTATION OR BID.**

**For purposes of invoicing, the rates provided in the pricing schedule will be used, however, as part the commercial evaluation process a DETAILED COST BREAKDOWN needs to be attached to the pricing schedule explaining how the rates were calculated.**

- a) All quoted process to be exclusive of VAT (Value Added Tax)
- b) If any minimum requirements may alter or be added for whatever reason, it will be brought to the attention of the bidder/service provider before the closing date for the submission of tenders.
- c) Contract period of **36 months** from date of acceptance.
- d) The service provider will compile a monthly invoice of all transactions and present it to the Foscok official for verification and approval. The service provider shall submit the approved invoice to the Foscok creditors department for payment.
- e) Detailed description of any items or conditions that the bidder does not meet to be attached to the official quotation.
- f) The bidders standard service warranty agreement to be attached to the official tender.
- g) Any other optional support, spares, training or guarantee not mentioned in this scope may be noted on the official tender.
- h) If any minimum requirements may alter or be added for whatever reason, it will be brought to the attention of the bidder before the closing date for the submission of the tender.
- i) Foscok reserves the right to remove any listed item.
- j) On a monthly basis and in accordance with Foscoks commercial requirements, the service provider is to compile a SINGLE monthly invoice of all services and repairs done per department, present it to the applicable supervisor or his representative for verification and approval and submit to the Foscok Creditors department, where:  
NOTE: List all services done, breakdown repairs and callouts attended to for the month and must include Foscok work order number, date of service/repairs/callouts done, short description of service/repair done and TMM/TBM description & fleet number

- a) All ORIGINAL signed and approved REQUEST FOR SERVICE OR REPAIR documents must be sequentially numbered and attached to the invoice.
- ii. Please note that Foskor is in the process of procuring additional and/or replacing some of the listed vehicles/machines and that quoted rates will be applicable for the same or similar new vehicles/machines.
- iii. Unit prices to EXCLUDE VAT.
- iv. **The attached PRICING SCHEDULE will be regarded as the primary quotation. Please complete in full.**

### 10.3. INFORMATION ON BASIC PRICING STRUCTURE

The bidder to take note off and to bid/quote as follows (See below for details):

1. **FIXED MONTHLY SERVICE FEE.**

NOTE: This fee is to cover all the service providers labour, administration, overhead costs, etc.

This fee must EXCLUDE material, spares and consumables required to service a TMM/TBM air-conditioner unit.

This fee must EXCLUDE call-outs, breakdowns and repair work

2. **MINOR and MAJOR SERVICING** of air conditioner units.

NOTE: This EXCLUDES labour, administration, overhead costs, etc. Quote ONLY on material, spares and consumables required to service a single TMM/TBM air conditioner unit.

3. **CALLOUTS, BREAKDOWNS AND REPAIR** work.

NOTE: This will comprise of LABOUR plus MATERIAL (Spares & consumables)

Call-out and breakdown repair work is priced separately from FIXED MONTHLY SERVICE FEE and SERVICES costs

4. **MONTHLY INVOICE will be the TOTAL of the following:**

MINOR and MAJOR services done (Only invoice actual work done)

CALL-OUTS, BREAKDOWNS AND REPAIRS (Actual labour plus material)

FIXED MONTHLY SERVICE FEE (Amount fixed, irrespective of how many standard services done)

#### 10.4. FIXED MONTHLY SERVICE FEE.

### IMPORTANT NOTICE

**FAILURE not to make use of the provided PRICING SCHEDULE may result in REJECTION of submitted quotation or bid.**

PRICING SCHEDULE FOR FIXED MONTHLY SERVICE FEE to be fixed and inclusive of the following:	UNIT OF MEASURE	QUOTED AMOUNT	QUANTITY	ANNUAL TOTAL
<b>1. ON-SITE QUALIFIED SERVICE TECHNICIANS/SERVICEMEN TO ATTEND TO AND CARRY OUT SCHEDULED SERVICES DURING NORMAL WORKING HOURS.</b> Normal working hours Monday to Thursday, 06:15 until 15:30 and Friday 06:15 until 12:30 Every item of personnel expenses, i.e. basic salary, 13 <sup>th</sup> cheque, medical aid, leave provision, UIF, provident fund/pension, bonus, travelling, accommodation, basic allowances, etc. (NOTE: This fee excludes material, spares and consumables required to service a TMM/TBM air-conditioned)	R/Month	R	12	R
<b>2. ALLOWANCE 2.9.2</b> Full time on-site MHSA (Mines Health and Safety Act) regulation 2.9.2 appointee.	R/Month	R	12	R
<b>3. ALLOWANCE NORMAL WEEK-DAY STANDBY</b> Qualified service technicians/servicemen on standby Monday to Thursday, 15:30 until 06:15 the next day to attend to breakdowns and call-outs. (NOTE: This is ONLY for the service technicians/servicemen on standby when off-site)	R/Week	R	52	R
<b>4. ALLOWANCE WEEKEND STANDBY</b> Friday 12:30 until Monday 06:15 Qualified service technicians/servicemen to attend to afterhours breakdowns and callouts. (NOTE: This is ONLY for the service technicians/servicemen on standby when off-site)	R/Weekend	R	52	R
<b>5. ALLOWANCE PUBLIC HOLIDAY STANDBY</b> From 15:30 the day preceding the public holiday until 06:15 the day after the public holiday. Qualified service technicians/servicemen to attend to afterhours breakdowns and callouts. (NOTE: This is ONLY for the service technicians/servicemen on standby when off-site)	R/Day	R	12	R
<b>6. EMPLOYEE TRAINING AND DEVELOPMENT</b>	R/Year	R	1	R

<b>7. ON-SITE MINE COMPLIANT SERVICE VEHICLE</b> Vehicle must be suited to able to access TMM/TBM requiring air-conditioner services, repairs and maintenance within the Foskor site, including the mine open pit, tailings and magnetite restricted areas.	R/Month	R	12	R
<b>8. LEGISLATIVE AND HEALTH AND SAFETY COMPLIANCE</b> All compliance requirements as contained in this document.	R/Month	R	12	R
<b>9. ALL REQUIRED PPE AND SAFETY EQUIPMENT</b>	R/Month	R	12	R
<b>10. ALL ADMINISTRATIVE REQUIREMENTS</b>	R/Month	R	12	R
<b>TOTAL ANNUAL SERVICE FEE</b> NOTE: 1) For purposes of monthly invoicing this amount will be divided by 12 a) Monthly service fee must be split 50/50 between the Mine- and TSS departments				R

10.5. MINOR- and MAJOR SERVICING of air conditioner units.

**IMPORTANT NOTICE**

**FAILURE not to make use of the provided PRICING SCHEDULES may result in REJECTION of submitted quotation or bid.**

**FAILURE not to quote or bid on ALL TMM/TBM listed in the PRICING SCHEDULES for the Mine and TSS departments may result in REJECTION of submitted quotation or bid.**

**Although not a prerequisite, bidder requested to quote the same rate for the same classes of TMM/TBM.**

The servicing of air conditioner units will be a single FIXED rate (price) per class of vehicle (See pricing schedule), where:

- a) A standard air-conditioner SERVICE will EXCLUDE labour, vehicle, PPE, administration, overhead costs, etc, these costs are covered in the monthly service fee. ONLY quote on material, spares and consumables required to service a TMM/TBM air conditioner unit as per the provided PRICING SCHEDULE
- b) The service provider shall supply and deliver all required spares (Including filters and refrigerant), materials, consumables, equipment, tools and every item of expense required for the service to be completed successfully.
- c) All materials, spares and components used shall be at least OEM or SANS quality approved unless otherwise stated in this document.
- d) The successful service provider shall remove from site all discarded spares, components and consumables resulting from a service activity.
- e) A monthly **MINOR SERVICE** shall comprise of at least the following:
  - i. Clean condenser.
  - ii. Visually inspect fan and motor. Check mounting bolts. Clean where required.
  - iii. Visually inspect all low and high side piping. Check brackets. Clean where required
  - iv. Visually inspect compressor drive belts and tensioner. Adjust if required.
  - v. Check that all compressor wiring connections are clean and tight.
  - vi. Inspect receiver dryer and check temperature
  - vii. Replace air conditioner filter.
  - viii. Check connection of pressure switch.
  - ix. Strip and inspect evaporator drain pipes. Clean where required
  - x. Check that all electrical wiring and connections are clean and tight.
  - xi. Check cooling and air flow to specification.
  - xii. Check refrigerant pressure and charge to specification (Record pressure on job card)
- f) A three-monthly **MAJOR SERVICE** shall comprise of at least the following:
  - i. ALL items for a minor service, PLUS
  - ii. Evacuate system and check oil level. Fill oil to correct level if required.
  - iii. Replace receiver dryer.
  - iv. Check condition of evaporator and condenser. Clean where required
  - v. Replace all filters.
  - vi. Vacuum system and recharge (Only R134A gas may be used – NO REFRIGERANT MY BE RELEASED INTO THE ATMOSPHERE).
- g) Both PRICING SCHEDULES for the Mine and TSS departments must be completed in full.

**PRICING SCHEDULE**  
**TO**  
**SERVICE AIR CONDITIONER UNITS FOR**  
**TECHNICAL SUPPORT SERVICES DEPARTMENT**

NOTE: An air-conditioner SERVICE must EXCLUDE labour, vehicle, PPE, administration, overhead costs, etc, as these costs are covered in the monthly service fee.  
ONLY quote on material, spares and consumables required to service an air conditioner unit.

<b>VEHICLE / MACHINE DESCRIPTION (TMM / TBM)</b>	<b>YEAR</b>	<b>FLEET SIZE</b>	<b>STANDARD SERVICE (Monthly – per unit)</b>	<b>MAJOR SERVICE (3 Monthly – per unit)</b>
Locomotive EMD 1002 75-Ton	2014/9	2	R	R
Locomotive UM10B 65-Ton	1975	2	R	R
Bell B25D 6x6 Articulated Dump Truck	2003/8	4	R	R
Komatsu GD 655 and GD825 Graders	2009/18	2	R	R
Komatsu WA430 Front End Loader	2009	2	R	R
Komatsu WA430 Front End Loader	2019	2	R	R
Hyundai HL770 Front End Loader	2010	1	R	R
Liebherr LR623 Track Loader	2012	1	R	R
Liebherr PR744 Track Dozer	2011	1	R	R
Grove GMK 5130 130-ton Mobile Crane	2008	1	R	R
Grove RT540E 35-ton Mobile Crane	2017	1	R	R
Terex Quadstar 1065 65-ton Mobile Crane	2018	2	R	R
Bobcat S650B Skid Steer Loader	2019	2	R	R
Volvo A30E 14000 Litre Diesel Bowser				

**PRICING SCHEDULE  
TO  
SERVICE AIR CONDITIONER UNITS FOR  
MINING DEPARTMENT**

NOTE: An air-conditioner SERVICE must EXCLUDE labour, vehicle, PPE, administration, overhead costs, etc, as these costs are covered in the monthly service fee.

ONLY quote on material, spares and consumables required to service an air conditioner unit.

<b>VEHICLE / MACHINE DESCRIPTION (TMM)</b>	<b>YEAR</b>	<b>FLEET SIZE</b>	<b>STANDARD SERVICE (Monthly – per unit)</b>	<b>MAJOR SERVICE (3 Monthly – per unit)</b>
Komatsu PC550 Hydraulic Shovel	2001 & 2008	2	R	R
Liebherr R9350 Hydraulic Shovel	2010	1	R	R
Liebherr R9340 Excavator	2013	1	R	R
Komatsu WA1200 Front End Loader	2017 & 2023	2	R	R
Komatsu WA800 Front End Loader	2011 & 2013	2	R	R
Komatsu 730E 180-Ton Haul-Truck	2006 - 2013	11	R	R
Komatsu 730E 180-Ton Haul-Truck	2017	3	R	R
Komatsu 785 100-Ton Haul-Truck	2017	4	R	R
CAT 789D 180-Ton Haul Truck	2017	4	R	R
Komatsu WD600-3 Tired Dozer	2016	1	R	R
Komatsu D375A Dozer	2025	2	R	R
CAT D10 Dozer	2015	1	R	R
Bell B30B Articulated Dump Truck	2003	1	R	R
Bell B30D Articulator Water Bowser	2003	1	R	R
Bell B30E Articulated Water Bowser	2018	2	R	R
Komatsu HM400 Diesel Bowser	2025	1	R	R
Komatsu GD955 Grader	2025	1	R	R
Komatsu GD675 Grader	2017	1	R	R
CAT 140K Grader	2011	1	R	R
CAT 330L Excavator (Rock Breaker)	2006	1	R	R
Hitachi 480LC Excavator (Scaling Rig)	2010	1	R	R

#### 10.6. CALLOUTS, BREAKDOWN and REPAIR work

- a) Cost of repair for any TMM/TBM air conditioner on **CALLOUT, BREAKDOWN** or for **GENERAL REPAIRS** will comprise of LABOUR plus MATERIAL (Spares & consumables), calculated as follows:
1. LABOUR component (Time multiplied by rate):
    - i. TIME required to successfully complete the task.
    - ii. RATE to include:
      - (1) Site establishment (Cost of transport to-and-from the Foskor site)
      - (2) Supervisory, skilled, semi-skilled and/or unskilled labour to be quoted as a combined/single rate.  
(Irrespective of how many people the service provider assigns to a task, only one all-inclusive rate will apply)
  2. MATERIAL (Spares & consumables) component:
    - i. Spares and consumables required to complete a repair task will be calculated at cost to service provider plus 10% (Ten percent) handling fee. **(Minimum R300.00 Maximum R1000.00)**
    - ii. All spares and consumables used shall be OEM or SANS quality approved unless otherwise stated in this document.
    - iii. Copy of the material/spares quote to be attached to Foskor repair quote.

LABOUR- AND CALL-OUT RATES TO ATTEND TO REPAIRS, BREAKDOWNS AND CALLOUTS	UNIT OF MEASURE	QUOTED AMOUNT	QUANTITY (*Estimated)	ANNUAL TOTAL
<b>1. CALL OUT FEE</b> Upon request, STANDBY air-conditioner service technicians/servicemen to be on site within 45 minutes after receiving an official request/instruction. (NOTE: This is ONLY travelling costs for the persons on standby to attend to the call-out at the Foskor site)	R/Call Out	R	*200	R
<b>2. HOURLY LABOUR RATES WHEN ON-SITE WORKING OVERTIME DOING REPAIRS OR ATTENDING TO BREAKDOWNS AND CALLOUTS:</b> (NOTE: Single rate irrespective of how many people the service provider assigns to a task)				
<b>NORMAL TIME</b> (Monday to Friday 06:30 to 17:00)	R/hr/team	R	*600	R
<b>1.5 TIME</b> (After hours, excluding Sundays & public holidays)	R/hr/team	R	*200	R
<b>DOUBLE TIME</b> (Sundays and Public holidays)	R/hr/team	R	*200	R

#### 10.7. SITE ESTABLISHMENT

<b>SITE ESTABLISHMENT</b> (This is a <u>once off</u> , non-compulsory fee to enable the successful service provider to obtain the PERMIT TO WORK and establish himself on-site at Foskor, Phalaborwa)	<b>R</b>
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#### 10.8. ANNUAL ESCALATION RATES

<b>ANNUAL ESCALATION FORMULA or % INCREASE for <u>service fee rates</u> years 2 and 3</b>	
<b>ANNUAL ESCALATION FORMULA or % INCREASE for <u>labour rates</u> years 2 and 3</b>	



# REQUEST FOR AIR CONDITIONER SERVICE OR REPAIR TMM / TBM

SERVICE PROVIDER:			
WORK ORDER NO.:		SERVICE ORDER NO:	
REQUESTED BY:		DESIGNATION:	
DATE:		COST CODE:	
EQUIPMENT DESCRIPTION:			
EQUIPMENT / FLEET NO.:			

TASK DESCRIPTION	RATE
STANDARD SERVICE (As per service order agreement)	R
MAJOR SERVICE (As per service order agreement)	R

REPAIR: SPARES & CONSUMABLES (THREE (3) QUOTES/INVOICES MUST BE ATTACHED)		INVOICE NO.		VALUE
1)				R
2)				R
3)				R
4)				R
5)				R
SUB-TOTAL				R
10% HANDLING FEE (Min R300.00 / Max R1000.00)				R
SUB TOTAL 1				R
REPAIR: LABOUR (TIME AS PER FOSKOR WORKS ORDER/JOB CARD)		RATE	HOURS	VALUE
Normal Time (0 to 8.5 hours at work)		R		R
Time-and-a-half (8.5 to 12 hours at work / after hours)		R		R
Double time (Sunday & Public holiday)		R		R
SUB TOTAL 2				R
		TOTAL 1 + 2		R

<b>TOTAL (SERVICE + REPAIRS)</b>	<b>R</b>
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Requester: \_\_\_\_\_ Pers No. \_\_\_\_\_ Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Pers No. \_\_\_\_\_ Signature: \_\_\_\_\_  
(Less R10,000 L7 Supervisor)

Approved: \_\_\_\_\_ Pers No. \_\_\_\_\_ Signature: \_\_\_\_\_  
(Over R10,000 MML Engineer)



## TMM & TBM AIR CONDITIONER SERVICE CHECK SHEET

<b>WORK ORDER NO.:</b>		<b>SERVICE DATE:</b>	
<b>EQUIPMENT DESCRIPTION:</b>			
<b>EQUIPMENT / FLEET NO.:</b>			
<b>SERVICE DONE BY:</b>			

MINOR SERVICE (Monthly)	
TASK	Completed SIGN
Clean condenser.	
Inspect fan and motor. Check mounting bolts. Clean where required.	
Inspect all low and high side piping. Check brackets. Clean where required	
Inspect compressor drive belts and tensioner. Adjust if required.	
All compressor wiring connections are clean and tight.	
Inspect receiver dryer and check temperature	
Replace air conditioner filter.	
Check connection of pressure switch.	
Strip and inspect evaporator drain pipes. Clean where required	
All electrical wiring and connections are clean and tight.	
Cooling and air flow is to specification.	
Check refrigerant pressure and charge to specification (Record pressure on job card)	

MAJOR SERVICE (3 monthly)	
TASK	Completed SIGN
Clean condenser.	
Inspect fan and motor. Check mounting bolts. Clean where required.	
Inspect all low and high side piping. Check brackets. Clean where required	
Inspect compressor drive belts and tensioner. Adjust if required.	
All compressor wiring connections are clean and tight.	
Inspect receiver dryer and check temperature	
Replace air conditioner filter.	
Check connection of pressure switch.	
Strip and inspect evaporator drain pipes. Clean where required	
All electrical wiring and connections are clean and tight.	
Check refrigerant pressure and charge to specification (Record pressure on job card)	
Evacuate system and check oil level. Fill oil to correct level if required.	
Replace receiver dryer.	
Check condition of evaporator and condenser. Clean where required	
Replace all filters.	
Vacuum system and recharge (Only R134A gas may be used).	
Cooling and air flow is to specification.	