

SCOPE OF WORK

Tender No.:

Description: Minor work contract for Electrical departments.

1. INVITATION TO TENDER

This is thirty-six months (3 years), rates-based contract where it is required from successful bidders (may be 2 or 3), to provide the necessary skills and ability to perform electrical maintenance and repair tasks as and when requested to do so, through the Minor Works Procedure.

1.2 SCOPE BACKGROUND

Foskor electrical teams need minor work contractor to assist them with the electrical maintenance and repair work as specified but not limited to the attached Typical minor work jobs file. in their respective area so that electrical systems can be run smoothly.

1.3 COMPANY BACKGROUND

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

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

2. SCOPE OF WORK

2.1 BACKGROUND DOCUMENTATION

N/A

2.2 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

2.2.1 General Scope Considerations:

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

- a) Only accept a work request in accordance with this contract from the relevant Foskor workshop representative.
- b) Submit a minor works quote to the relevant Foskor workshop representative for acceptance and approval by the Senior Manager. Minor works tasks exceeding a value of R20,000 require additional approval from the Procurement Department.
- c) Upon acceptance of the minor works quote the Foskor representative will arrange and supply the contractor with all necessary material. The contractor is to collect materials at Foskor premises.
- d) If required, the Foskor workshop representative will notify the contractor of hold-points for in-progress inspections, if so required. Contractor to notify Foskor workshop representative when in-progress inspection hold-points are reached.

e) Invoice:

- i. Included in the invoice the minor works order number
- ii. Attach original Request for Minor Works
- iii. Attach original invoice of any ad-hoc material purchased on behalf of Foskor (Purchase price plus 10% handling fee)
- iv. Invoice to be accepted and signed off by Foskor workshop representative.
- v. Supplier to submit approved invoice to Foskor Procurement department for verification by a Foskor appointed quantity surveyor.

Foskor's responsibilities are the following:

- a. Instruction to perform the work by means of a job card and a scope of work
- b. Unless otherwise agreed, provide the material to do the work
- c. Provide Water
- d. Provide Electricity

The contractor is responsible for the following:

- a. Provided Section 13 or Section 28 qualified persons to perform the work. The regulation 2.6.1 and 2.9.2 for the job needed to be provided by the contractor.
- b. All proof of qualifications and legal certificates (regulation 2.6.1 and 2.9.2) to be submitted with the tender
- c. Provide properly qualified Supervisors to oversee the work required,
- d. Proof of qualifications to be submitted with the tender
- e. Provide all tools and equipment to perform tasks safely
- f. Identify, calculate, and notify the appointed Foskor representative of the materials required to successfully complete a task
- g. Calculate the cost of tasks using the approved minor works rates
- h. Provide transport for their employees to and from Foskor.
- i. Please note that passengers may not be transported on the back of a bakkie
- j. All vehicles used on Foskor site to be marked in accordance with the Foskor "Vehicle Livery Specifications"
- k. Attend monthly contractor meetings

2.2.2 SPARES

1. Contractor must keep inventory of critical spares such as 11 KV cable joining kits, PG Clamps for different overhead line conductors power supplies, Overhead line spares, LT and HT spares for electrical reticulation maintenance and repair, the critical spares must be readily available on site to make sure that the defects are repaired immediately. The spares will only be charged to Foskor when used

2. The list of critical spares should be submitted to Foskor.

2.2.3 JOB CONTROL

1. Foskor's electrical department will distribute a job card to the contractor
2. The job card will reflect all the relevant information of the job.
3. The services foreman or plant personnel will give authority to the contractor's personnel to enter the applicable area on the job card
4. A HIRA will be correctly filled in for each job to be done. Contractor to ensure to have relevant permits for specific jobs like hot work permit based on HIRA.
5. After completion of the job, exact details of repair work done must be captured on the job card
6. Foskor personnel will sign off the job card for the work done as to indicate their satisfaction and that the system is working correctly

2.2.4 STANDBY

1. It is requirement that there must always be a team on standby after hours daily and during weekends to attend to call outs. The reaction time for employees to attend to call outs is 30 minutes.

3. SAFETY

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

- i. The service provider and sub service providers need to comply with the Mine Health and Safety act at all times. All Foskor COP's Policies and procedures needs to be adhered to.
- ii. A service provider 2.9.2 to be permanently on site.
- iii. Medical, Induction, Foskor ID Card, etc. is approximately R800 per Person. (Valid for one year) Exit medicals need to be done at termination of contract.
- iv. The Successful tenderer will be required to compile a Foskor Work permit and at least 2 weeks should be allocated for this. The service provider must provide the following appointed persons in terms of the MHSA: 2.6.1; 2.9.2 and Section 29(1) – SHE REP for the duration of the contract
- v. All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises. All LDV's and trucks must have a copy of the brake test and a lumination test report with a Foskor pre use checklist filled in correctly.
- vi. The service provider must compile a Safety File as per Foskor standard for all service providers and sub-service providers
- vii. Site access will need to be controlled and all persons must receive site specific induction before entering the site.
- viii. Conduct inspections as per Foskor Safety System. Analyse data and trends and recommend preventative measures where required
- ix. Ensure all authorizations are in place as per the Foskor Safety System. Arrangement with Foskor training to be done by the service provider to ensure that authorization and training is conducted. Arrange timeously.
- x. Ensure all workers competencies are available and have been validated for the work to be performed.
- xi. Ensure proper security, sign boards, fencing and barricading is in place on site where applicable to protect all material, spares, tools, etc.
- xii. The service provider shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions and all relevant regulations
- xiii. The service provider must complete a Baseline Risk Assessment (**COP 01**) before a work permit can be issued for the installation.
- xiv. All service providers not in possession of a valid Foskor ID card will have to complete the Foskor induction course and will have to undergo a medical examination at the Foskor clinic for the service provider's account

- xv. The service provider shall be responsible for coordinating and integrating his schedule and responsibilities with other FOSKOR appointed contract manager on site for this Scope of Work.
- xvi. All personnel operating mobile equipment including LDV's must have a FOSKOR driver's permit.
- xvii. An open Pit Licence is required for driving in the mining area's
- xviii. All the required PPE and Safety Equipment are for the service provider's account.
- xix. All service providers must ensure that:
 - a. His workers are issued with the correct personal protective equipment free of charge.
 - b. That the workers wear the PPE in accordance with the project area's requirements or as given by the service provider Supervisor.
 - c. Training is provided in the correct use of PPE to workers. Proof to be submitted in the safety file.
 - d. Daily inspections are done on PPE.
 - e. The registers will be completed at least monthly on findings on PPE. (All PPE must be kept in good condition)
- xx. All providers of services need be informed of the following minimum training is applicable to all service providers (irrespective of the tasks or scope of work) that will enter FOSKOR Phalaborwa site with effect from 1 April 2014. This training is not presented by FOSKOR Training section and service providers must ensure that the training is sourced through accredited external training companies:
 - a. Basic health and safety principles
 - b. HIRA
 - c. First Aid Training. Proof of training to be included in the safety file
- xxi. All other training requirements must be aligned with the baseline risk assessment. Risks identified in the baseline risk assessment will guide the requirements for training. A summary of the training must be completed as well as status on required authorization as per FOSKOR COP's.
- xxii. Training certificate will be accepted if complying to the following:
 - a. Unit Standard Title
 - b. Learner Full name
 - c. Learner ID number
 - d. Competency achieved
 - e. Date of Assessment
 - f. Assessors signature
 - g. Training provider logo
 - h. Training provider registration number and accreditation number.
 - i. Seta logo

4. **LEGISLATIVE REQUIREMENTS – SUMMARY**

4.1 Minimum Legislative Requirements:

The successful or appointed service provider shall comply with:

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

4.2 Summarised requirements/extracts from FOSKOR COP's

- 4.2.1 Before entering and operating a service vehicle (Own vehicle) on the FOSKOR site, the appointed service provider shall:

- i. Ensure that his driver/s are in possession of a valid national drivers licence for the specific class of vehicle, has been tested by the Foskop mobile equipment training centre and authorised by a Foskop MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.
(Contact the Foskop mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)
- ii. The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskop premises:
 - a. Obtain permission from the Foskop Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskop site. (Forms will be provided)
 - b. Obtain a certificate of fitness from the Foskop Light Vehicle maintenance workshop supervisor or appointed Foskop inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl Fridays) at the Light Vehicle Maintenance workshop.
 - c. Submit the above permission and COF in at the main security office for issue of a vehicle access disk.
- iii. Ensure that his service vehicles / trailers have been inspected (Daily) in accordance with the Foskop standard (COP 59) to ensure that they are safe and fit for use. (Foskop pre-use format per vehicle is available in the Annexures)
See Foskop COP 59, Trackless Mobile Machinery for details.

- 4.2.2 Before entering and working on the Foskop site the appointed service provider shall ensure that his workmen are:
 - i. Briefed on the required task and have been informed of any abnormal conditions/situations.
 - ii. Physically, emotionally and mentally fit to perform their duty.
 - iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the duty of maintaining, servicing, inspecting and testing earthmoving- and mobile equipment.
 - iv. Before commencement of work:
 - a. All tools and equipment shall have been inspected and tested to be in a good and safe working order.
 - b. 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.
 - c. The job card is signed on and the equipment is signed over for the work to be completed.
- 4.2.3 Before entering and working on the Foskop site the appointed service provider shall ensure that his portable electrical equipment have been tested and declared safe to use by the Foskop RESPONSIBLE Electrical Workshop. Switching, isolation, test for power and barricading are Foskop functions. It will be witnessed by the contractor before Lock Out is performed by all personnel **working on the equipment** and the register is signed. The HIRA will be discussed and signed by all. Then the work may start.

5. PERMIT TO WORK

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

- i. The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, Foskop Safety department.
- ii. Obtain a contract number from the Foskop procurement or projects department.
- iii. 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.
The appointed subordinate manager and -supervisor shall be required to write and pass the Foskop 2.6.1 and 2.9.2 legal examinations within 30 days after being awarded this contract.
Attend a hour long legal exam briefing any Thursday between 08:00 and 09:00 at the Security training hall.
Write legal examination any Friday between 07:30 and 10:30 at the Security training hall. (Please pre-book)

- iv. Appoint an on-site SHE-Rep in accordance with section 29(1) of the MHSA to assist the Regulation 2.6.1 and 2.9.2 in the daily on-site management of health, safety and environmental issues.
The designated SHE Rep must have the ability to read, write and express him/herself.
The appointed SHE-Rep shall be required to attend a five day SHE-Rep training course within 30 days after being awarded this contract. (Training free of charge). Make booking on 015 789 2531
A pre-requisite for attending the SHE-Rep training course is successful completion of Basic Health & Safety Principals- and HIRA training.
See Foskop's COP 5 Health and Safety Representatives for details.
- v. Provide a name list, including ID numbers, residential and postal addresses and telephone numbers of all the appointed service provider's on-site employees.
- vi. All the appointed service provider's on-site employees shall undergo a full medical examination at the Foskop on-site Clinic. The clinic can be contacted at 015 789 2427 for an appointment.
- vii. Women who are pregnant or suspect that they may be pregnant must notify the examining medical practitioner.
Please note: All NEW- and employees LEAVING the service of the appointed service provider must undergo a full entry or exit medical examination
- viii. The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on the Foskop site.
- ix. All the appointed service providers' employees shall receive/have received training in:
 - a. First aid level 1 (Provide own training)
 - b. Working at heights (Provide own training)
 - c. Basic Health & Safety Principals (Provide own training)
 - d. HIRA (Provide own training)
 - e. Basic fire fighting. (Provide own- or receive Foskop training, contact 015 789 2531 to book)
 - f. Lock out. (Provide own- or receive Foskop training, contact 015 789 2531 to book)
 All training not provided by Foskop must be verified by the Foskop 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.
- x. All the appointed service providers' on-site employees shall receive the basic Foskop site induction training at the Foskop Security office.
- xi. All the appointed service providers' on-site employees shall receive site specific induction training provided by the Foskop area Regulation 2.6.1 appointee/s.
- xii. A BRA (Baseline Risk Assessment) shall be completed for ALL "typical" tasks that will be completed under this contract. The BRA to be approved by the responsible Foskop MHSA 2.13.1 appointee and signed by all of service providers employees. Make use of Foskop's own BRA document, Annexure 1.2, contained in COP 1, Risk and Opportunities Management (Available on request)
- xiii. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- xiv. All Foskop'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 in their area of responsibility.
- xv. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. Registration number must be provided.
- xvi. SARS issued tax clearance certificate.
- xvii. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- xviii. Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards.
- xix. Any other documents, certificates or records as requested by a Foskop official deemed necessary to ensure that all safety, legislative and administrative requirements have been met must be attached to the PERMIT TO WORK.
- xx. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

6. **SAFETY FILE**

The appointed contractor must compile a SAFETY FILE specifically for this contract. The SAFETY FILE must at all times be available for inspection by a Foskor official. The following guidelines are provided in order to assist the appointed contractor in compiling a SAFETY FILE:

Before any work may commence, the appointed service provider must, IN CONJUNCTION WITH THE FOSKOR SAFETY DEPARTMENT, compile a SAFETY FILE specifically for THIS contract. (Contact the area responsible safety representative, Ms Nnete Napo at 015 789 2547 / nneten@foskor.co.za or attend the monthly service providers meeting every 2nd Monday of the month (3rd Monday if 1st or 2nd Monday a public holiday) at 13:30 in the Foskor Plant Training hall)

FOSKOR SHE FILE INDEX / TABLE OF CONTENT - Typical

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D. Clause 4.4.2: Competence, training and awareness COP9: First-aid training COP 15: SHREQ training COP 17: Mobile, technical and process training	D
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J. COP53: Lock out Procedure	J
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L. COP56: Lifting Equipment / Tackle; Scraper/Mono winches	L
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<u>OHSAS / ISO clause / Description of item</u>	<u>File divider</u>
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U. Clause 4.4.7: Emergency preparedness and response	U
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AA. COP99: MCOP Risk Based Fatigue Management	AA
COP100: MCOP Medical incapacity due to ill health	
COP102: MCOP Risk-Based medical Care on Mine Premises	
BB. COP101: MCOP Right to Refuse Dangerous Work or Withdraw from dangerous Workplace	BB
CC. COP103: Use of Mobile Devices on Mine Premises	CC

- NOTE:
- 1) A Foskor representative may add or remove any other Foskor safety, health, quality and environmental policies and/or procedures deemed applicable.
 - 2) If a COP is not applicable to this contract/project, please complete and attach the "Not applicable" form in the space of the COP

TYPICAL CONTENTS OF SAFETY FILE:

- i. Title and index cover page
- ii. A copy of the PERMIT TO WORK.
- iii. A copy of the MHSA Regulation 2.6.1 and -2.9.2 and SHE Rep appointment letters.
- iv. A copy of FOSKOR COP 25, Service provider control.
- v. A copy of LME (Lifting Machine Entity) registration certificate with the Department of Labour.
- vi. Copy of LMI (Lifting Machine Inspector) registration certificate with the Engineering Council of South Africa in the employment of the service provider.
- vii. Base line risk assessment of ALL and ANY POTENTIAL tasks that may be performed on site under this contract. See FOSKOR COP 26, Critical Task Descriptions for details.
- viii. Copies of critical task descriptions and standard operating/maintenance procedures.
- ix. Copies of the appointed service providers safety, health, environmental, HIV and AIDS, smoking and waste management policies.
- x. Training records of all on-site employees.
- xi. Employee records of actual time worked (Normal and overtime).
- xii. Copy of on-site induction training.
- xiii. Records of inspections of TMM (Trackless Mobile Machinery) and trailers. See FOSKOR COP 59, Trackless Mobile Machinery for details.
- xiv. Records of issues and inspections of PPE (Personal Protective Equipment) and safety equipment. See FOSKOR COP 65, Personal Protection Equipment for details.
- xv. Records of issues and inspections of PEE (Portable Electrical Equipment). See FOSKOR COP 60, Portable electrical Equipment for details.
- xvi. Records of issues and inspections of tools and equipment. See FOSKOR COP 63, hand tools for details
- xvii. Records of daily, weekly and monthly 2.6.1 / SHE Rep safety inspections. See FOSKOR COP 22, SHE Inspections for details.
- xviii. Records of daily green-area and safety talks. See FOSKOR COP 7, Communication for details.
- xix. 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.

Note: The bidder / Service provider can obtain an updated CD/Disk with all FOSKOR COP's from Bridget Cole at the Projects Department on 015 789 2249 or bridgetc@foskor.co.za.

COP 25 – CONTRACTORS LEGAL OBLIGATION AND MINIMUM REQUIREMENTS

Contractor must comply to the requirements below within 4 weeks from awarding the contract unless otherwise agreed with 3.1 a and SHE Manager within 10 days from the awarding of such contract

	Visitors	Short Term Contractors (1-5 days)	Medium Term Contractors (1 days -1 month) – low risk	Long Term Contractors (>1 month) – low risk work	Medium or Term Contractors (1 days up to 12 month) – Risk work
Definition	Consultations, Sales persons, FOSKOR arranged and organised visitor groups, Family of injured employees	Deliveries, Consultation, Specialist, Auditors for less than 5 days and do not exceed 4 visits per year	Contractors working on the Mine premises for period more than 6 day but less than 1 month.	Duration of work is longer than 1 month	Duration of work is irrelevant (only focus on Risk exposure)
Special conditions	May perform no work on site	May perform no physical work on site that will involve tools, equipment or machinery.	- No work that relates to life saving behaviours e.g. Construction, Conveyors, Lifting, Electrical, Lock-out, Working at Heights, Hotwork. - Specialist and consultants (experts) working in teams smaller than 5 for less than 1 month on site.	No construction work or work that relates to life saving behaviours e.g. Conveyors, Lifting or Rigging, Electrical maintenance, Lock-out, Hot work, confined spaces, use of TMM's, Working at heights	This include all work relating to relates to <u>life saving behaviours</u> (risk work) and therefore must comply to relevant training and Authorisations as required in the FOSKOR COP's before work can start and permits signed.
Supervision	The organiser is responsible for the group. The visitors <u>must</u> be accompanied by a FOSKOR Regulation 2.9.2, Regulation 2.6.1 or legally appointed person.	Direct supervision of FOSKOR appointed Regulation 2.9.2. and Regulation 2.6.1	Direct supervision of FOSKOR appointed Regulation 2.9.2. and Regulation 2.6.1 appointed manager may be provided if contractor is unable to supply.	Must provide dedicated Regulation 2.9.2. with proof of competency and direct supervisor. Regulation 2.6.1 appointed manager may be provided if contractor is unable to supply.	Must provide <u>dedicated</u> Regulation 2.6.1. and Regulation 2.9.2. appointees with proof of competency. The Regulation 2.9.2 appointee must have technical competency and experience in line with scope and trained in the in all aspects as defined in Baseline risk.
Medical Surveillance	Only completed a declaration of fitness and health matters relevant to visit	Shortened medical surveillance Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic	Full Medical Surveillance as per COP Must declare Pregnancy and all chronic medical conditions at Mine Clinic
Permit required	Day Permit is obtained at Security (Valid for 1 day)	Short term ID card at Security Return permit to Security when completed. (Permit each day)	Short term ID card at Security Permit to work at FOSKOR is required unless Specialists or Product experts. Return Permit to Security when work is complete	Permit to work at FOSKOR Permanent ID at security Return Permit to Security when work is complete	Permit to work at FOSKOR Permanent ID at security Return Permit to Security when work is complete
Induction	SHEQ Induction pamphlet only	Attend full FOSKOR Induction Site Specific Induction SHE Induction Pamphlet	Attend full FOSKOR Induction Site Specific Induction SHE Induction Pamphlet	Attend full FOSKOR Induction Site Specific Induction SHE Induction Pamphlet	Attend full FOSKOR Induction Site Specific Induction SHE Induction Pamphlet
Minimum training	None	None	1. First Aid Training 2. HIRA	1. First Aid Training 2. HIRA	1. First Aid Training 2. HIRA 3. Understanding Basic Health & Safety

	Visitors	Short Term Contractors (1-5 days)	Medium Term Contractors (1 days -1 month) – low risk	Long Term Contractors (>1 month) – low risk work	Medium or Term Contractors (1 days up to 12 month) – Risk work
			3. Understanding Basic Health and Safety Principles	3. Understanding Basic Health and Safety Principles <u>PLUS</u> all training as defined in Baseline risk assessment and Scope (COP 1)	<u>PLUS</u> all training as defined in Baseline risk assessment and Scope (COP 1). When construction or maintenance work is done – minimum 1 artisan per team.
Letter of Good standing	Not required	Not required	<u>May</u> be required (dependant on scope) and correct nature of business must reflect on the Letter of Good standing	Required and correct nature of business must reflect on the Letter of Good standing	Required and correct nature of business must reflect on the Letter of Good standing

Reminder of Risk identification – LIFE SAVING BEHAVIOURS

1. Trackless Mobile Machinery
2. Working at Heights
3. Lock-out
4. Lifting Machinery
5. Working with live electrical installations
6. Confined spaces
7. Machine guarding
8. Conveyors
9. Machine Safety Devices

6.1 Add any additional safety requirements

- Typically, ROPS(Roll over protection system) for tailings or any special requirement

7. PRE-EVALUATION CRITERIA

- a. The Contractor must be a local from Phalaborwa area. They must have a workshop in Phalaborwa. They should give their address in Phalaborwa with their team available in Phalaborwa.

8. TENDER EVALUATION CRITERIA

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

No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
1	minor works contract experience in LT and HT electrical maintenance at a mine. ≥ 5 years = 100% ≤ 4 years = 75% ≤ 3 year = 50% ≤ 2 years = 25% ≤ 1 year = 0%	20 %	Provide proof or orders and reference letters for previously minors works or related contracts.	
2	Company Capacity Tools, vehicles, and equipment list: tool list as per the provided tool list = 15, tool list not as per the provided tools list = 0)	15 %	Provide a list all the companies equipment and tools relevant for the minor works services on the mine. For the tool list, refer to Annexure H.	
3	Scope of services the contractor can provide: Successful completion of a similar type and size of project by the company Scoring; 1 Project = 50% points 2-3 projects = 75% Points 4 or more projects = 100% Points	30%	Number of Electrical Maintenance Projects for minimum value R2million or more successfully completed by the Company: (Traceable Appointment Letters of Maintenance Projects successfully)	
4	Team Capability - Ability to provide the Qualified Supervisors Ability to provide the Qualified Supervisors, Section 13 or Section 28 qualified artisans, wireman's licence as well as general Labourers: (Section 13/28 Electrician & electrician with wireman's licence & Foskop 2.6.1 & Foskop 2.9.2 = 100% Section 13/28 Electrician & Foskop 2.6.1 & Foskop 2.9.2 experience = 50%	20%	Provide with the tender, the company's organogram indicating the above as well as the training certificates of the electricians and TOs, 2.9.2 and 2.6.1 legal exam certificates	

Technical Evaluation Criteria for Electrical Minor Works				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
	Section 13/28 Electrician = 5, no suitable qualified electrician = 0%			
5	Health and Safety Complaint training Scoring: Complaint = 100% Non-Compliant = 0%	15%	Bidders must submit the following complaint certificates and Authorisation. All Safety Training for Foskor- First Aid, HIRA	
	Total	100%		
Note: In order to qualify for the second evaluation phase (commercial) your company need to score a minimum of 80% on the technical evaluation.				

8. PRICING SCHEDULE

Description: Minor work

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

- All labour and supervision, including transport, accommodation, meals, etc.
- All expertise, skill and technical support, Supervision, Administration, Safety, etc.
- Cost for any subservice providers/service providers used.
- All consumables required to Execute the work as per the Scope, Pricing Schedule
- All Supervision, Transport, Site Security, etc
- All Safety Related items required to execute the task (Work Permit, PPE, Training, Medicals, etc)

Item	Description	UOM	Labour Rate in Rands (A)
Standard rates			
01	Supervisor – Artisan (section 13)	Hour	
02	Artisan (section 13)	Hour	

03	Technical operation (section 28)	Hour	
04	Labourers	Hour	
Standby Rates			
01	Supervisor – Artisan (section 13)	Hour	
02	Artisan (section 13)	Hour	
03	Technical operation (section 28)	Hour	
04	Labourers	Hour	
Spares rates			
01	Provide a list of spares and their prices		
	VAT (15%)		
	Grand Total		

The Price schedule needed to be submitted in the attached sheet “typical minor work jobs revised” which has two tabs names typical jobs and price schedule. Both the tabs in the attached sheet of “typical minor work jobs revised” should be submitted with the tender.

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

Description	Condition	Duration
Penalties	0.5 % per Week	Late Delivery after promised completion date
Performance Bond	0% of Contract Value	0 Year after completion
Retention	0 % of Contract value	
Type Of Contract	None	None
Tender price validity	3 months	
Escalation		