

SCOPE OF WORKS FOR WORKPLACE HYGIENE, PEST CONTROL AND FUMIGATION SERVICES

Tender no: FTP /23/MN

Cost Code:
30404000

Revision¹: 0.1 see legend at bottom of page

Revised date:

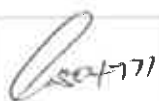
NAME	TITLE	Empl. no	SIGNATURE	DATE
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COMPILED - RECOMMENDATION

Sphamandla Mlambo	Occupational Hygiene Technician	503492		08/07/2024
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COMPREHENSION AND ACCEPTANCE

The Client warrants that he/she reviewed the Scope of Works and that this Tender and related document and that the Scope of Works comply to Production requirements and the outcome of the work as agreed between parties.

Allot Baloyi	Radiation Protection and Hygiene Specialist	504771		08/07/2024
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APPROVAL TO PROCEED

Charles Mavuso	Snr. Manager SHREQ	504688		08/07/2024
S Mbuyazi	G.M Operations, Acid Division	500441		11/07/2024
Comments: Charles Mavuso				

¹ Revision Legend:

0.n = Draft,

1= Final version

Thus, first draft = 0.1, second draft = 0.2, etc., and final approved = 1.0

Should the final be revised for whatever reason the revision would be 1.1 etc.

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Section A: INVITE AND TENDER INSTRUCTIONS

A.1 Invitation to tender

A.1.1 Tenderers are invited to submit a tender in accordance with this Tender Document.

The Works consists of **SCOPE OF WORKS FOR WORKPLACE HYGIENE, PEST CONTROL AND FUMIGATION SERVICES.**

The tender Instructions are to be found in **Section A.**

The Contract Works Forms of Tender is stipulated in **Section B.**

The detailed Scope of Work and Specifications are to be found in **Section C.**

The Conditions of Contract are stipulated by **Foskor (Pty) Ltd, Procurement Department.**

A.1.2 At the time of tendering, any queries and/or doubts within the scope, specifications or drawings shall be referred to:

Designation	Category Buyer
For the attention of	Samkelisiwe Mbutho
Telephone	035 902 3011
Fax	035 902 3011
Cell no	
Email	SamkeMb@foskor.co.za

A.2 Return of Tender Documents

A.2.1 One copy of this document, duly completed and signed by the Tenderer, shall be delivered in a plain sealed envelope, distinctly marked as follows:

TENDER		
Tender No.	FTP /23/MN	The Manager Procurement FOSKOR LIMITED 21 John Ross Parkway Richards Bay
Contract Title: SCOPE OF WORKS FOR WORKPLACE HYGIENE AND FUMIGATION SERVICES		
Closing date & time:		

A.2.2 Tenders shall be placed in the **Tender Box at Foskor Richards Bay Main Administration Reception** no later than **12h00 noon** on the closing date

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A.2.3 A tender sent by fax shall not be accepted.

- In case of Tenderers not being local, and not being in a position to hand deliver tender documents to the above-mentioned location, Tenderers may use an approved document courier for the purpose of delivering the tender document to Foskor (Pty) Ltd. This would be subject to auditable proof of dispatch from the Courier Company (including time and date of dispatch).
- Such proof shall be faxed and confirmed as addressed to Divisional Lead Procurement (Acid), FOSKOR (PTY) LTD, 21 John Ross Parkway, Richards Bay, facsimile number as indicated under item A.1.3 before the closing time and date of the tender.
- Foskor shall take no responsibility for lost courier documents – prior to opening of tenders - and
- In this case the sealed envelope shall remain addressed as per paragraph A.2.1, and shall be placed in a sealed courier bag with the following street address delivery instructions:

FOSKOR (PTY) LIMITED - (TENDER BOX)
21 John Ross Parkway
Richards Bay
3900

A.2.4 Tenders will not be opened in public and under no circumstances will the price(s) at which any Contract was awarded be divulged to any person.

A.2.5 In the event that the Tenderer did not submit a tender or if his tender was unsuccessful, the Tenderer shall return the Enquiry Document and Drawings within **14 days** to the **Divisional Lead Procurement (Acid)** .

A.3 Site Inspection

An official Site inspection shall be held at the **Foskor, Richards Bay** site in order for the Tenderer to fully acquaint himself with prevailing site and works conditions. In so doing you are to ensure that you fully understand the context and extent of the works (refer B.5 – Site Inspection Certificate).

Date of Site Visit

Time of Site Visit

Meeting Venue

From:	To:
Report at Main Security Entrance	

Please wear the following protective clothing:

Overalls (Acid Proof),
 Hard Hat
 Safety Shoes
 Safety Glasses
 Hearing protection
 Gloves
 Escape pack

Yes
Yes
Yes
Yes
Yes
No
Yes

IMPORTANT

- Please note that a Safety Induction is **MANDATORY** and all Tenderers to allow for at least **30 minutes** before the Site Meeting starts to complete the induction.
- The Site Visit / Inspection are **COMPULSORY**.

A.4 Examination and Completion of Documents

- A.4.1 The Tenderer shall examine all documents forming part of the Tender and submit his tender accordingly. All drawings, addendums, annexures received with the Tender documents must be returned with your company stamp and/or signature, as a comprehensive part of your Tender Submission. Failure to do so may result in disqualification from tender.

Tender in accordance with this format and submit documents as specified below.

- A.4.2 The Sections of this document shall not be separated in any way, nor shall any pages be detached therefrom.
- A.4.3 The Tenderers submission is to include all Financial and Contractual detail and be signed (by authorized person) and/or company-stamped together with tender submission.
- A.4.3.1 Schedule of rates of Costs in detailed Breakdown or Labor Rates for the Works or Breakdown per Bill of Quantities
 - A.4.3.2 Initial Project Program of Works, Work Methodology, and Cash Flow (structured similarly to payment terms)
 - A.4.3.3 Schedule of Key Personnel on the Project
 - A.4.3.4 Schedule of Similar Contracts Undertaken
 - A.4.3.5 Site Inspection Certificate – signed by Tenderer as proof of attendance

A.5 Contract Documents Priority

The eventual Contract shall comprise the documents as stated in this tender document, your Tender submission by which you agree and the Foskor (Pty) Ltd Terms and Conditions, which shall be interpreted in accordance with the order of priority stated in the said Conditions.

A.6 Alterations by Tenderer

- A.6.1 Should the Tenderer propose any departures or modifications from the Conditions of Contract, Specifications, or to qualify his tender in any way, he/she shall set out his/her proposals clearly in the covering letter attached to this Tender with reference to the particular section of the document, failing which the tender will be deemed to be unqualified. Any proposed technical departures from Foskor (Pty) Ltd.'s Requirements or Specifications shall only be considered if submitted in writing together with a detailed motivation for such departures.
- A.6.2 The Tenderer shall include in respect of each proposed alteration the following:
- a) Reason for proposed exception;
 - b) Suggested re-wording;
 - c) Any effect on the tender price;

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- c) Any effect on the execution of the scope of supply;
- d) Any effect on Foskor's overall program objectives.

If any of the above information is not supplied, the Tender may be regarded as non-compliant.

A.7 General

- A.7.1 Foskor (Pty) Ltd reserves the right to adjust arithmetical or obvious errors in the Tender. Such adjustments made by Foskor (Pty) Ltd will be communicated to the Tenderer prior to the acceptance of his Tender.
- A.7.2 The Tenderer (whether his Tender is accepted or not) shall treat the details of the Tender as private and confidential and no copies shall be made thereof without the permission of Foskor (Pty) Ltd.
- A.7.3 Foskor (Pty) Ltd is not bound to accept the lowest or any other Tender it may receive, nor to assign a reason for the rejection or acceptance of any Tender, and Foskor (Pty) Ltd has the right, after Tenders are opened, and before a Contract is awarded, to enter into negotiations and discussions with one or more Tenderers short-listed on a price, programme or technical basis, with a view to the clarification, improvement or amendment of any particular Tender.
- A.7.4 All Tenderers tender at their own risk and Foskor (Pty) Ltd is not bound to accept any Tender and under no circumstances whatsoever will be responsible for any costs incurred by any Tenderer in compiling or submitting the tender.
- A.7.5 Furthermore, Foskor reserves the right to accept only a part of the Tender, with due communication and agreement of the Tenderer.
- A.7.6 The Tenderer is required to submit a 'bona fide' Tender, intended to be competitive and not to fix or adjust the amount of the Tender by or under or in accordance with any agreement or arrangement with any third party. The Tenderer is also obliged to ensure that it has not and will not at any time before the hour and date for the lodging of this Tender do any of the following acts:
 - a) Communicate to any person¹ the amount or approximate amount of the proposed Tender except where the disclosure, in confidence, of the amount of this Tender was necessary for the preparation of the Tender.
 - b) Enter into any agreement or arrangement with any third party that shall disqualify from or that Foskor shall refrain from using.
 - c) Commit any act or omission that would be contrary to the Maintenance and Promotion of Competition Act 96 of 1979 and notices and regulations published in terms of that Act,

Section B: FORMS OF TENDER TO BE SUBMITTED

B.1 Schedule of Rates or Summary of Bill of Quantities

	From Bill of Quantities – if applicable or →	qty	unit rate =	ZAR	
1.0	SUB TOTALS:				
1.00	Hygiene				A1
1.01	Fumigation				A2
1.04					
	Sub Totals Sum (Excluding VAT)				3
2.0	Add: VAT	15%			D
3.0	Total Tender Sum (Including VAT)				A4

B1.1 In the event of there being any obvious errors of pricing, extensions or additions in the priced Schedule of Quantities attached, we agree to their being corrected, and the contract amount altered accordingly.

B1.2 We further undertake that this tender cannot be withdrawn or retracted for 90 (ninety) days from the closing date.

B1.3 Notwithstanding that, this tender is submitted by invitation, it is clearly understood and agreed that there is no obligation upon Foskor to accept the lowest or any tender.

B1.4 The tendered prices are fixed and firm for the duration of the contract, and unless otherwise agreed to in writing a **10% Retention** (*held for 12 months, unless otherwise specified*) shall be deducted on all payments made for the Liability Period as defined in B.2. This clause also refers to 'Handover' as specified in **B 2.1**

WE AGREE TO A 10% RETENTION and 12 MONTHS DEFECTS-LIABILITY RETENTION PERIOD

B1.5 Unless or until a formal agreement is prepared and signed, this tender, shall serve as your written acceptance and constitute a binding contract between Foskor and Yourself.

Amount In Words:

Signed aton.....

Signature
For and on behalf of the Tenderer (duly authorized)

.....
Company Stamp

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B.2 Initial Project Programme of Works, Work Methodology and Cash Flow

(This is a workable schedule, and the Contractor is in no way obligated to these dates. An obligatory final programme will only be required once the tender is awarded)

Commencement of Design

(Guide: 4 weeks from tender close date)

N/A

Commencement of works

(Guide: 2 weeks from placement of purchase order)

N/A

Completion of works

As required

Defects Liability Period:

NIL (Refer B1.4)

B.3 Schedule of Labour Rates for the Works:

The rates for labor indicated below shall be the Total Cost to the Company (Contractor). It shall include for all the Contractor's profits, overheads, wages, travelling, subsistence, and other costs relative to the employment by the Contractor of the personnel detailed, and for hand and portable electric or pneumatic tools and consumables normal to the trade of the respective personnel.

However, it will exclude indirect supervision as some are deemed to be included under the costs relating to the Conditions of Contract i.e., non-productive supervisors are deemed to be included in the rate.

The Contractor's rates per hour are based on a normal **9 hours per day**.

The application and use of these rates shall be at our sole discretion and subject to the prior approval of the Foskor designate representative.

Item No.	Category	Rate per Hour in Rands		
		Normal	Overtime	Sundays and PPH

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B.4 Schedule of Disbursements of the Works

The Contractor must list below all the items of major equipment, which he guarantees will be provided on site in perfect working order to complete the work. The lists of items of equipment shall provide the Contractor's warranty of ownership of such equipment unless specifically endorsed in this Annexure to the contrary as "hired" or "hire purchase equipment."

The rates for Equipment detailed below shall include all overheads, profits, and maintenance and running costs including the provision of drivers/operators where necessary.

Contractor's rates per day are based on **9 hours per day**.

The rates detailed herein shall not be subject to escalation. No payment in respect of standing time shall be paid for items of equipment not listed below.

This Schedule must be accurately completed. Phrases such as "adequate equipment will be provided" will not be accepted. The application and use of these rates shall be at our sole discretion and subject to the prior approval of the Engineer.

Item No.	Category	Rate per Hour in Rands		
		Normal	Overtime	Sundays and PPH

B.5 Site Inspection Certificate – To be signed by Tenderer

This is to **CERTIFY**, that we.....
Name (s in CAPITAL LETTERS) (Referred to on the Form as "We")

representing and being duly authorized by:

.....
(Name of Company and Address) (Referred to on the Form as "We")

1. Visited the SITE on (date);
2. Received the TENDER Documents (including all attachments and subsequent correspondence related to this tender).
3. Carefully examined the SITE and made us familiar with all local conditions likely to influence the WORKS and the cost thereof.

We further CERTIFY that we are satisfied with the description of the WORKS and explanations given by Foskor (Pty) Ltd and that we fully understand the nature of this TENDER.

I/We are,

Yours faithfully

SIGNATURE: _____

ON BEHALF OF: _____

DATE: _____

AS WITNESS: _____

SECTION C: SCOPE OF WORKS

C.1 Background and Present Situation

Foskor Acid Division is classified as a Major Hazard Installation and is made up of 3 primary business units involved in the manufacture of Sulphuric Acid, Phosphoric Acid and Granular Fertilizer. The granular fertilizer produced is stored in a 48 000 tons capacity product store. The bulk of the fertilizer produced is sold into various local markets and the rest is sold to international markets. The international markets buying from Foskor are Mauritius, Australia, Brasilia, Argentina, and other African countries.

Pesticides are frequently employed to manage the development and spread of unwanted organisms that, if allowed to continue, might seriously harm buildings, crops, forests, decorative and landscape plants, and food goods that are kept in storage. Both in agricultural and non-agricultural contexts, the use of pesticides contributes to a plentiful supply of food and fiber as well as the management of a wide range of nuisance pests and public health risks. The facility also generates waste that is considered as pathological in nature and therefore has to be disposed of correctly and certificate of safe disposal be issued to the generator of the waste

(a) The Australian government under the auspices of the Department of Agriculture and Fisheries has formulated policies which controls and restrict importation of organic matter, plants and any contamination imported agricultural origin into that country. In terms of the above Australian Quarantine and Inspection Services (AQIS) being the statutory body is responsible for auditing and certifying different fertilizer suppliers' suitability to the Australian agricultural industry. In terms of the AQIS accreditation, Foskor is certified as the lowest risk supplier (Level 1) to the Australian market.

Therefore, the fertilizer product store and conveyor system leading to the quayside and the quayside itself form part of the level 1 risk in terms of the AQIS. The AQIS requires that the producer of fertilizer must apply methods to terminate, minimize and prevent entrance of all rodents and other objectionable pests into the fertilizer warehouse/storage areas.

(b) The organization currently provides office space, ablutions, restrooms and eating facilities for all employees and contractors on site on a 24-hour basis. The facilities should be kept at clean and acceptable state in accordance with the OH Act No.85 of 1993 under Facilities Regulations and all chemicals used in the process of fumigation comply to the Hazardous chemical agent's regulation promulgated in 2021 In addition, the pathological waste generated must be handled, transported, and disposed of in terms of SANS 10248 and Environmental waste management legislation.

C.2 Legislation, Standards and Codes of Practice

Latest revisions or amendments of the listed codes and specification are applicable to this contract:

Number	Title / Description	Revision
1	Occupational Health and Safety Act – Act 85 of 1993 including the related regulations (Facilities regulations and the associated SANS code of practices stated therein).	Latest
2	ISO 9001 – Quality System Series	Latest
3	ISO 14001:2015 – Environmental Management Series	Latest
4	OHSAS 45001:2018 - Occupational Health and Safety Management System	Latest
5	NEMA – Act No. 107 of 1998	Latest
6	Fertilizer Farm Feeds and Animal – Act No.36 of 1947	Latest
7	Hazardous Substances – Act No. 15 of 1973	Latest
8	National Road Traffic – Act No. 93 of 1996	Latest
9	SANS 1600 HIV/Aids management systems	Latest
10	COP 82, Waste management	Latest
11	COP 6, Contractor Control	Latest
12	Pest Management policy for South Africa notice 1120 of 2010	Latest
13	SANS 10248 – Management of health care waste	Latest

All work listed in this scope of work shall be completed as far as possible in line with the codes and legislation stated above.

C.3 Foskor Specifications

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It is the responsibility of the Tenderer to be in possession of the latest standards and codes of practice related to Foskor Richards Bay. In the event of contradiction of the specification and legislation, standard and code of practices, the most stringent specification must take precedence.

C.4 Project Requirements

The contractor will be responsible for the fumigation and control of pest and rodents' population (rodents; spiders; cockroaches etc.) as well as hygiene management of all facilities within Foskor Acid Division and Port Facility in Richards Bay Harbour.

The supplier will conduct a site survey to establish the exact number of installations needed for the success of this contract. Any contradictions to the amounts mentioned in this contract shall be reported in writing to the Procurement and SHREQ Department. The agreed terms and conditions will be finalized at the site meeting.

C.4.1 Foskor Supplied Services

Foskor shall be responsible for:

- I. Supply a copy of the Foskor Procedure Specifications.
- II. Supply a copy of reference drawings if necessary for the supplier.
- III. Electricity, Water, and suitable area for site establishment as required by the Contractor.
- IV. Assisting in issuing of work clearances and HIRA certificates if the need arises.
- V. Scrap bins if required.
- VI. Conduct an audit on the service provider annually to ensure they meet the Foskor SHREQ requirements and legislation.

C.4.2 Contractor Responsibilities

The contractor shall be responsible for:

- The supply of labour, supervision, specialized manpower and other staff to fulfil the scope of work.
- Provide a Pest Control Officer in possession of a certificate of training issued for each team conducting fumigation services.
- The supply of tools and specialized equipment, consumables, and site establishment to fulfil the scope of works. Foskor will not be held responsible for any losses to the Contractor's equipment.
- Pest control Assistants are deemed competent to carry out fumigation and pest control in the plant as per the relevant legislation.

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- Ensure compliance to the national minimum wage Act, Unemployment insurance Act and other labour related legislation and submit proof of compliance to the relevant end user of the services.
- All compensation of their employees
- All temporary lighting is necessary to complete the work.
- All equipment, tools, personal protective equipment (PPE) etc. that the Contractor will bring to Foskor, will be subjected to review and approval by Foskor and shall conform to Foskor procedure. Inventory of tools and materials shall be maintained by the supplier.

C.4.3 Finance

- The contractor shall be paid monthly for all scheduled services, while ad hoc services will be billed as per job/task required. Payments shall be made at 30 days after invoice.

C.5 Scope of Work

(a) The contractor will be responsible for the fumigation and control of the pests and rodents' population (Rodents; spiders; cockroaches; etc.) in the following area monthly:

- Fertilizer Product Store
- MAP Store
- Fertilizer Loading Conveyors
- All Export Conveyors

(b) The contractor will also be responsible for fumigation and control of pests and rodents in all other Foskor facilities including the Port of Richards Bay (Foskor Site) monthly or as and when needed.

- All administration offices within and outside the plant
- Granulation Plant and Workshops
- Phosphoric Plant and Workshops
- Sulphuric Plant and Workshops
- Material Handling Process Areas, Railyards and Workshops
- All Mechanical Services Workshops
- Sulphur Store
- Rock Store
- Salvage Yard Facility
- Canteen

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- All Foskor service provider lay down offices, kitchen, and dining areas.

(c) Pest control and fumigation service

- The supplier will ensure a routine and ad hoc service schedule for pest control is designed and implemented for the control of flies (including Fly Traps at canteen), rodents and cockroaches. This is to be administered at all offices, tea rooms and control rooms and Kitchens / Canteen area.
- Bi-weekly the service provider shall fumigate the canteen and the IT departments offices for cockroaches, flies, and other pest control activities.
- Submit a site map with all bait stations containing unique identifiers and description of area.
- Rodent control must be conducted using bait stations that are to be checked monthly. Fly Traps must also be strategically placed and maintained bi-weekly in and around site.
- The supplier will inspect the site and determine any additional items / installations / bait stations needed to provide a successful service before the contract commences. The proposed schedule of areas includes the main building, the canteen, and the club hall.
- The supplier will ensure that all staff is trained in their tasks, the risks associated with their tasks and proof thereof is provided to Foskor prior to commencement of the contract.
- The supplier must be fully registered with the Pest Control Association of South Africa.
- The supplier will ensure that all the chemicals that are utilized for pest control is registered and authorized for use by the Department of Agriculture and Environment and Rural Development and
- The safety data sheets are to be submitted to the relevant SHREQ personnel and require approval prior to use on site.
- Monthly, pest control report is to be submitted to the Foskor Responsible person/s.
- The supplier will ensure that all daily job cards are signed by the plant responsible persons and submitted to the SHREQ department for approval and record keeping.
- Correspondence of all reports and invoicing to the SHREQ designated person of Foskor Richards Bay.
- Any contradiction of the contractual agreement will cause an incident and investigation to occur.
- Ensure that the permit for waste disposal for health care waste is in place, valid and are compliant with municipality by-laws and waste management legislation.
- Ensure that all employees that will be responsible for hygiene services are vaccinated for Hepatitis B as per the required frequency.
- Tenders will only be accepted from the registered pest control companies as stipulated in the Fertilizer Farm Feeds and Animal Act 36 of 1947. Proof of valid registration certificate must accompany the tender documents. Further to this proof of training of a person that will be conducting work on site must be provided.

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- Please view **annexure 1** with this section.

(d) The contractor will be responsible for all matters relating to hygiene management of the facilities as follows:

- The services on the schedule of work shall include Sulphuric plant process, Phosphoric Acid plant process, Granulation plant process, Materials handling, Weigh Bridge area, all administration buildings, Procurement, Workshops, Training, Main Building, Laboratory, Human Resources, Main ablution block, Club, Canteen, Clinic, Port, and gypsum dam. and other points that may be developed within the duration of the contract.
- Installation and maintenance of soap, paper towel, seat sanitizer, air-freshener dispensers, and wall bins
- Installation of urinal, toilet, hand towel, seat sanitizer auto dispensers in the admin area namely; main building, canteen, quality laboratory, human resources, security control, training center, procurement, standby rooms, and technical building.
- Installation of toilet paper roll holder to minimum of three rolls. The installation must be done in such a way that they may not be tampered with ease.
- Installations of equipment will be rent-to-own, and the service provider must maintain, replace and service the equipment accordingly.
- Provision of SHE bins per toilet (female ablutions only).
- Empty and clean all sanitary bins in female ablution facilities weekly or when required to do so.
- Ensure that the sanitary pads are disposed-off as stipulated in the Umhlathuze municipality health and safety by-laws.
- Submit safe disposal certificates of hazardous biological agents' waste to the Occupational Hygiene team on a monthly basis.
- Be in possession of a permit to dispose of health care waste or have in place in the case of sub-contracting the services a signed agreement by both parties should be in place.
- Inspect on a weekly basis paper towel soap, paper towel, seat sanitizers, air-freshener dispensers to ensure they functional and report formally to the end-user.
- Clean and deep clean all showers (+/-44), urinals (+/- 85) and toilet facilities (approximately 90 male and 55 female toilets) and handwash basins on an agreed schedule of once a month. This frequency is subjected to change.
- Replace air fresheners on a two monthly basis (at least every 60 days). Proof of replacements must be handed at SHREQ.
- Air Fresheners must be colour coded to the month of replacement.
- Check all batteries in battery operated units e.g. auto sanitizers and replace where necessary.
- The supplier will have to amend the service schedule should new buildings be developed during their service.
- The installations would be rent to

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C.6 Safety, Health, and Environment:

- 6.1 Contractors must abide by section 37(2) of the OHS act and sign section 37(2) agreement at safety department.
- 6.2 The contractor/service provider must appoint a Safety officer that has a national diploma in safety management or related field/SAMTRAC qualification, who will visit the site on a monthly basis and will submit a quarterly report to the relevant SHREQ personnel.
- 6.3 Submit a health risk assessment done by a competent person for their operations to the end user.
- 6.4 Contractor to submit SHE plans prior to commencement of work to the safety department for approval. Contractor to abide by COP6, as attached.
- 6.5 All work is to comply with the Occupational Health and Safety Act (OHS Act 85 of 1993) and Foskor's narrative specifications (available on request).
- 6.6 The area of work needs to be always kept safe and clean for all employees and people.
- 6.7 Attendance of all personnel intended to work on site to the compulsory Foskor induction training and specifications.
- 6.8 Medical examination and declaration of fitness for work of all personnel intended to work on site must be approved by Foskor Clinic.
- 6.9 Valid contractor's gate passes for all personnel intended to work on site.
- 6.10 All medicals and required PPE (see annexure 2) will be at the cost of the contractor. In terms of Foskor COR 27 of the NNR, radiation medicals must be done at the Foskor approved medical practitioner.

All persons exposed to radioactive material to be registered as occupationally exposed persons and their doses monitored on a regular basis at the onsite Clinic.

C.7 Project Schedule

The contractor will be responsible for producing an advanced annual schedule of work that needs to be approved by the Foskor responsible person/s prior to commencing the work indicated in this Scope of works document. The project will be awarded in the form of a fixed term contract. Review of the contract will be conducted at a stipulated time determined by the divisions' procurement department.

The service provider will compile Inspection sheets for every schedule which will be signed by Foskor Staff in the relevant departments on completion of Services and signed inspection sheets to be handed to SHREQ designated person prior to any payments or invoices submitted.

The service provider will produce a monthly report to the SHREQ designated person on the last working day of the month. This will include a complete list of items serviced within Foskor inclusive of any damage or stolen items. Any items not reported within this month will be accepted as complete.

Invoices will be made available on the last Thursday of the month. No invoice will be paid without completed and signed inspection sheets by Foskor SHREQ designated person.

Annexure 1: Hygiene services Bill of Quantities (BOQ)

The following is a list of estimated fixed equipment that the service provider will have to maintain. Should the existing equipment break, the service provider will replace the equipment and if the equipment is vandalized or stolen then the service provider will quote for the necessary equipment. The supplier will conduct an initial survey prior to commencement of work to ensure all areas and units are covered; and to advise FOSKOR of any extra units needed for approval prior to contract commencement.

Item	Quantity	Cost Per Unit	Total
Air fresheners	74		
Brackets for air fresheners	74		
Urinal Auto Sanitizers	76		
Female sanitary bins	53		
Paper towel dispenser	135		
Seat sanitizer dispenser	144		
Toilet roll holder	144		
Soap dispensers	87		
Stainless steel sensor paper towel dispensers	11		
Showers	44		
Bait stations	44		
Hand wash basin	102		

Annexure 2: Pest Control and Fumigation Services BOQ

The fumigation to be conducted monthly for the Fertilizer Production and Loading in these areas (Fertilizer Product Store, MAP Store, Fertilizer Loading Conveyors and All Export Conveyors). The table should be used as the guideline for the Contractor to compile the specific dates for the fumigation schedule. After the contract agreement is signed the dates will be fixed.

No.	Fumigation Per Month	Price Per Area Per Month	Total
1.	Fertilizer Product Store		
2.	MAP Store		
3.	Fertilizer Loading Conveyors		
4.	All Export Conveyors		
5.	Canteen (every two weeks).		
6.	Main Building Offices		
9.	F-Gas Offices		
10.	IT Building (every two weeks).		
11.	Laboratory		
12.	Human Resources		
13.	Clinic		
14.	Security Reception & Manager's Offices		
15.	Procurement & Club Hall Building		
16.	Training Centre		
17.	Standby Rooms & Surrounding Facilities		
18.	Change Houses		
19.	Safety Offices		
20.	Security & Emergency Offices		
21.	Main Workshop		
22.	Stores Receiving		

No.	Fumigation Per Month	Price Per Area Per Month	Total
23.	Projects Offices		
24.	Fabrication & Rubber Lining Workshops		
25.	Materials Handling Offices		
26.	Technical Building Offices		
27.	Technical Boardroom		
28.	Main Store & Offices		
29.	Sulphuric Workshops: Mechanical, Electrical & Instrumentation		
30.	Sulphuric Control Room & Offices		
31.	Phosphoric Plant Control Room & Offices		
32.	Phosphoric Plant Workshops (R&F, Electrical, Rigging Shop & Concentration)		
33.	Granulation Control Room & Offices		
34.	Granulation Workshops: Mechanical, Electrical, Instrumentation & Rigger		
35.	Materials Handling Workshops: Electrical & Mechanical		
36.	South Gate: Office, Salvage Yard Mess Room & Weigh-bridges		

No.	Ad hoc Services	Price Per Area Service	Total
37.	Emptying and Cleaning of SHE Bins - Weekly		
38.	Bait Stations Maintenance - Monthly		
39.	Deep Cleaning of Showers - Monthly		
40.	Deep Cleaning of Urinals - Monthly		
41.	Deep Cleaning of Hand wash Basins - Monthly		

SCOPE OF WORKS FOR WORKPLACE HYGIENE, PEST CONTROL AND FUMIGATION SERVICES

42.	Replacement of Air Fresheners – Two Monthly		
43.	Fly Trap Maintenance (every two weeks).		
44.	Batteries Replacement when needed		

Annexure 3: Personal Protective Equipment Requirements

The following is a list of personal protective equipment (PPE) that the service provider will provide to their employees. The service provider will also be responsible for the maintenance and working order of such PPE.

Item
North Safety/ Acid/ Flame Overall Tri Tex or alternatively Sweet Orr overall (Blue).
3M respirator pack consisting of single face piece, ABEK1 cartridge, UVEX Goggles – Uvex Ultra vision fire red, and pouch.
UVEX Sky guard NT Clear Spectacles, Safety Boots and Hearing protection with NRR of 27 minimum or SNR of 30.
Hard hat with a chin strap

Annexure 4: Technical Evaluation Criteria (TEV)

MANDATORY REQUIREMENTS		
Bid submission not meeting the mandatory requirements will result in the bid being disqualified.		
1.	Mandatory Requirement	Comments
(a)	Valid Letter of good standing from the department of employment and labour Yes/No	Letter of good standing with the Department of labour and employment that is valid
(b)	Registration for UIF and proof of compliance Yes/NO	Registration for UIF and proof of compliance
(c)	Certificate of registration for pest control and fumigation as per the fertilizer, farm feeds, agricultural remedies Act 36 of 1947 Yes/No	Valid proof of certificate of registration

TECHNICAL REQUIREMENTS			
Evaluation Criteria (Technical)			
TENDER TITLE : HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOSKOR RICHARDS BAY			
2.	Technical Criteria Description	% Contribution	Proof/Documents to be submitted
(a)	Demonstrate that the bidder's office is based within King Cetshwayo District Municipality (expand on the request) 10% = Within specified district municipality 0% = Not in the specified district municipality	10%	Proof of address that company is registered within the King Cetshwayo Municipal district

TECHNICAL REQUIREMENTS				
Evaluation Criteria (Technical)				
TENDER TITLE : HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOSKOR RICHARDS BAY				
2.	Technical Criteria Description	% Contribution	Proof/Documents to be submitted	Notes
b)	Proof that the scope of work to be performed, forms part of the core business of the Service Provider and have experience with sanitary, hygiene and handling of hazardous chemical agents used in fumigation and pest control. 5 years or more working experience= 20% 2-4 years=10% Less than 2 years= 5% No experience = 0%	20%	References from clients including contactable contact number. Must give a reference with company letter-head and or signed contract	
c)	Demonstrate compliance with SANS 10248: 2004: Management of Health Care Waste and Permit /sub-contracting agreement for handling, transporting and disposal of Healthcare waste= 10% Procedure for handling, transporting and disposal of health care waste= 10% No procedure for handling, transporting and disposal of healthcare /permit for disposal of hazardous biological agents waste=0%	20%	Permit for disposal of hazardous biological agents waste must be submitted. In case of sub-contracting a signed agreement/contract by both parties must be submitted. The tenderer must also submit a procedure for handling , transporting and disposal health care waste	

TECHNICAL REQUIREMENTS				
Evaluation Criteria (Technical)				
TENDER TITLE : HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOSKOR RICHARDS BAY				
2.	Technical Criteria Description	% Contribution	Proof/Documents to be submitted	Notes
d)	GHS compliant SDSs Safety data Sheets of chemical agents to be used is available- Use SDS's that are GHS compliant = 20% SDS available but not GHS compliant = 5% No Safety data sheets submitted=0%	20%	Valid SDS reviewed within 5 years and GHS compliant	
e)	Safety requirements safety officer with SAMTRAC/National diploma Safety officer cv and qualifications = 5% No Safety qualification or CV=0%	5%	the CV and certified qualifications of a safety officer, safety plan and reference letters that contain the letterhead of their company and must be signed.	
f)	Service provider has permit for the disposal of hazardous biological agents to meet the local municipality by-laws and national legislation. Provide Proof of permit or sub-contracting for hazardous waste disposal = 10% No permit for disposal of hazardous biological agents = 0%	10%	Submit proof or permit for disposal of hazardous biological agents/health care waste.	
g)	Training Pest control assistant certificate and pest management officer Valid Certificate for pest control assistant and pest management Officer=10% Only certificate for pest control assistant or pest management officer = 5% No certificates submitted = 0%	10%	Certificates Of Competency As Per Fertilizers, Farm Feeds, Agricultural Remedies And Stock Remedies Act 36 Of 1947	



TENDER DOCUMENT

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TECHNICAL REQUIREMENTS				
Evaluation Criteria (Technical)				
TENDER TITLE : HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOSKOR RICHARDS BAY				
2.	Technical Criteria Description	% Contribution	Proof/Documents to be submitted	Notes
h)	Registration with the South african Pest control Association Valid proof of registration with SAPCA= 5% Invalid/No registration=0%	5%	Valid Proof of Registration with SAPCA	
i)	Inventory of equipment and proof of insurance Equipment Inventory and proof of insurance submitted= 10% No equipment inventory/insurance=0%	10%	a list of equipment with serial numbers to be submitted. Proof of insurance of items	
Total Technical Score:		100%		
NOTE: Scoring to add to 70/100 in total				
DISQUALIFICATION CRITERIA **				
1	Mandatory documentation not submitted			
2	Incomplete priced Bill of Quantities (e.g. omission of unit rate/price etc.)			
3	Compulsory site visit/meeting			

SCOPE OF WORKS FOR WORKPLACE HYGIENE, PEST CONTROL AND FUMIGATION SERVICES

