

SCOPE OF WORK FOR OCCUPATIONAL HEALTH CLINIC MANAGEMENT

Tender no: **FTP /**Cost Code:
30404000Revision¹: 0.1 see legend at bottom of page

Revised date: 07/04/2026

NAME	TITLE	Empl. no	SIGNATURE	DATE
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COMPILED - RECOMMENDATION

Pranil Singh	SHREQ Specialist	500090		17/4/2026
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COMPREHENSION AND ACCEPTANCE BY CLIENT

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 & Hygiene Specialist	504771		10/04/2026
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APPROVAL TO PROCEED

Charles Mavuso	Snr. Manager SHREQ	504688		17/04/2026
Precious Buthelezi	Acting G.M Operations, Acid Division	22171		23/04/2026

Comments:

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

SCOPE OF WORK FOR CLINIC OCCUPATIONAL HEALTH MANAGEMENT

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 OCCUPATIONAL HEALTH CLINIC MANAGEMENT CONTRACT**

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	Indirect Buyer
For the attention of	Nana Ndlovu
Telephone	035 902 3235
Fax	N/A
Cell no	N/A
Email	nanan@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 /	The Manager Procurement
Contract Title: SCOPE OF WORKS FOR OCCUPATIONAL HEALTH CLINIC MANAGEMENT CONTRACT		FOSKOR LIMITED
		21 John Ross Parkway
		Richards Bay
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

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).

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- 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.
- Foskop 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 **Foskop, 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

No

No

Yes

No

No

No

No

IMPORTANT

- Please note that a Safety Induction is **MANDATORY** and all Tenderers to allow for at least **30 minutes** before the Site Meeting start, 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 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 Labour 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 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;
 - 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:
- 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.
 - Enter into any agreement or arrangement with any third party that shall disqualify from or that Foskor shall refrain from using.
 - 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 a	qty	x rate =	ZAR	
1.0	SUB TOTALS:				
1.00	Provide Occupational Health clinic management services				A1
1.01					A2
1.04					
	Sub Totals Sum (Excluding VAT)				A3

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2.0 **Add:** VAT 15%

3.0 **Total Tender Sum (Including VAT)**

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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 Foskop 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 Foskop and Yourself.

Amount In Words:

--

Signed aton.....

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

.....
Company Stamp

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)

Commencement of Service onsite

(Guide: 2 weeks from placement of purchase order)

Completion of Contract (handover)

Defects Liability Period:

**12 months from Project Completion
& Handover (Refer B1.4)**

B.3 Schedule of Labour Rates for the Works:

The rates for labour indicated below shall be the Total Cost to the Company (Contractor). It shall include for all the Contractor's profits, overheads, wages, accommodation, 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 same 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 rates detailed herein shall **not** be subject to escalation.

The application and use of these rates shall be at the sole discretion and subject to the prior approval of the Foskop 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 operators where necessary.

Contractor's rates per day are based on **24 hours, 7 days a week**

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 the sole discretion and subject to the prior approval of the SHREQ Manager.

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 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. In terms of legal and other requirements with respect to Health and Safety, Foskor is governed by the Occupational Health and Safety Act 85 of 1993b as well as any other relevant acts including South African National Standards (SANS) as the minimum requirement.

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	Latest
2	National Nuclear Regulator Act 26 of 2024	Latest
3	ISO 9001 – Quality Management System	Latest
4	ISO 14001 – Environmental Management Systems	Latest
5	OHSAS 45001-Occupational Health and Safet Management System	Latest
6	SABS 1200 (All relevant specifications)	Latest
7	Disaster Management Act 57 of 2002	Latest
8	Foskor COP 82, Waste management	Latest
9	Foskor COP 6, Contractor Control	Latest
10	Foskor COP 41, Medical Services	Latest
11	Foskor COP 43, First Aid Management	Latest

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12	Foskor COP 48, Hearing Conservation	Latest
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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

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

Foskor PTY Ltd. Requires the Clinic Management Services from a service provider with reputable work experience in rendering an Occupational Health Service. The service provider will be required to render the above-mentioned services 24 hours a day and 365 days a year. The duration of the project will be a 3-year contract. The following is mandatory for all interested service providers:

- a) Traceability of occupational health experience in the petrochemical, chemical, mining, & manufacturing industry.
- b) Proof of valid occupational health qualification, practice licenses and experience for key personnel dedicated to this tender
- c) Proof of required equipment dedicated to this tender
- d) Dispensing license for medication by the Occupational Medical Practitioner & Professional Occupational Health Nurse.
- e) Appointed Occupational Medical Practitioner **is desirable to** have certificate of training (Ionizing Radiation) recognized by the National Nuclear Regulator and should the appointed service provider not be in possession of the certificate of competency, it must be obtained in a period of one year from the commencement of the contract.

C.4.1 Foskor Supplied Services

Foskor shall be responsible for:

- i Supply a copy of the Foskor Procedure Specifications.
- ii Electricity, Water, and suitable areas for site establishment as required by the Contractor.
- iii Scrap bins if required.
- iv Provide the 2x Audio booth, 1x spiro, 1x vision screening machine, Desktops and related software for medical surveillance, 1x autoclave, 1x handheld digital BP monitor, 1x ECG machine, 1x Defibrillator, 3x beds, 1x wheelchair, 1x paper shredder, 1x evacuation chair, 2x Refrigerators.

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.
- 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.
- 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 from statement.

C.5 Scope of Work

The service provider shall provide the following Services on behalf of Foskor in relation to the plant.

Occupational Health

C.5.1 Ensuring that an Occupational Health Medical Practitioner is available for five (5) hours per day from 07h00 to 12h00 (Monday to Thursday) and two hours (2) every Friday from 07h00 to 09h00. Occupational Health Medical Practitioner once a month on a Friday shall carry out a month walk-about and submit walk-about report to Foskor. OHMP must attend weekly Occupational Health meetings, Develop and review Occupational Health procedures and stakeholder engagements when required to do so.

C.5.2 Ensuring that the Occupational Health Medical Practitioner is also available for standby duties 24 hours per day, 7 days per week.

- The Occupational Health Medical Practitioner shall possess the following minimum qualifications - (MBCHB) & Diploma in occupational Medicine
- Valid registration with HPCSA & SASOM
- Personal liability insurance
- Licence to Dispense.
- Provide an alternative OHMP.

C.5.3 Management of Off-Site Referrals

A referral system will ensure that referrals of employees relating to occupational illness, disease and injuries on duty or emergencies are made to the relevant institutions. The service provider will notify Foskor of all such referrals in writing.

C.5.4 On-Site Clinic Facility and Equipment

C.5.4.1 The service provider will be responsible for the maintenance and repair of all equipment in the on-site clinic.

C.5.4.2 The service provider will calibrate all equipment as per equipment calibration schedules and proof of calibrations kept on record.

C.5.4.3 Ensuring the inventory list is updated should the equipment be replaced to clearly differentiate the Foskor equipment from the service provider's equipment.

C.5.5 24 Hour Emergency Service

C.5.5.1 The service provider will ensure that Occupational Medical Practitioner will be on stand-by 24-hour, 7 days per week. The Occupational Health Medical Practitioner on Call must respond to all calls from the Occupation Health Professional.

C.5.5.2 When employees are referred to the on-site clinic after hours, such employees will be treated by the sister on duty or, if necessary, the Occupational Health Medical Practitioner.

C.5.5.3 When hospitalisation is required, the employee will be referred by the Occupational Health Medical Practitioner.

C.5.6 The service provider Occupational Healthcare

C.5.6.1 The following examinations and procedures will be conducted on all employees in terms of the Governing Legislation: -

- a) pre-employment medical examinations
- b) fitness certification
- c) periodical and exit medical examinations (include radiation profile bloods for employees exposed to radiation)
- d) pre-employment, periodical, exit and issue-based X-ray report reviewing.
- e) audiometry and workouts on hearing loss
- f) lung function testing and workouts (FEV and FVC)
- g) heat tolerance screening and acclimatization.
- h) biological monitoring of exposure and effect (including radiation profiles and exposure to hazardous chemicals)
- i) visual screening
- j) drug test – 6 panel

k) food handler & Plumbers

l) Foskop approved visitors (excl. contractors) will be treated as Employees and basic medicals conducted.

C.5.7.1 The service provider will ensure that the above-mentioned examinations are incorporated into an annual medical surveillance programme.

C.5.8. Compensation for Occupational Injuries and Diseases

The service provider will, jointly with Foskop's SHREQ Department complete all necessary documentation and follow up on a regular basis on the status of claims. The compensation claims may relate to:

- a) injuries on duty
- b) hearing loss
- c) occupational lung cancer
- d) occupational chronic obstructive pulmonary disease
- e) pulmonary tuberculosis
- f) or any other claims as stipulated in the governing legislation.

C.5.9. Medication

The service provider will provide medication required for minor trauma (IOD'S) and acute primary health care. Assist with the inventory and issuing of multivitamins and other related medication as required. Foskop will provide the multivitamins.

C.5.10 Health Education and Employee Assistance Programmes.

C.5.10.1 The service provider will adopt the health themes in line with the SHREQ department's annual education programme and health calendar.

C.5.10.2 The service provider will establish a relationship with the EAP Practitioner appointed by Foskop. Based on the outcome of the health assessments, employees that require intervention by

EAP, then a referral-based system will be applied by the Occupational medical Practitioner. This is aimed at ensuring a more proactive intervention.

C.5.11. Information for Foskop's Decision-making

The service provider will contribute to the monthly health and safety report by supplying information relating to:

- a) consultation and referrals
- b) injuries on duty
- c) compensation claims
- d) medical surveillance
- e) health education and awareness programmes (compile presentations, toolbox-talks, etc. that will be communicated to employees)
- f) any significant trends, which may impact on the health and productivity of employees.

C.5.11. Monitoring and Evaluation

- a) The service provider will prepare an annual occupational health programme, which will be given to Foskop for approval.
- b) The SHREQ representative responsible will conduct an audit prior to the effective date and, should the agreement be renewed, on an annual basis, the result of which will be made available to service provider.
- c) The service provider shall assist Foskop in any reasonable manner when the external audit of Foskop is conducted.
- d) The service provider will ensure that a medical surveillance monthly statistical report is made available to Foskop.
- e) The service provider will compile an annual report on health at the plant including the statistics in health that must be kept in terms of the governing legislation together with an annual medical report.

C.5.12 Waste Management

The company sub-contracted or the potential service provider must be registered with the required regulatory body and maintain a required Quality Management System and Environmental Management System for removal of Medical Waste from the Clinic. Waste will be removed at the Clinic cost. Records and proof of safe disposal must be kept. Also, the potential service provider shall submit proof of contract with the medical waste disposal company.

C.5.13 General

- a) The service provider shall participate in investigations into hearing loss cases as well as other incidents relating to occupational health incidents.
- b) Perform administrative duties as required by the SHREQ representative.
- c) The service provider shall attend the monthly Management Health and Safety meetings and supply the management team with the health and safety statistics for the month. The dates, times and venues of the meetings will be provided by Foskor to the successful service provider.
- d) The service provider shall attend the Management review meetings which are held as per the required frequency.
- e) The service provider shall supply the management team with an overview of the health and safety statistics for the year and possible areas of concern, possibilities and recommendations for improvement.
- f) The service provider should always maintain a high degree of good housekeeping in the clinic.
- g) The service provider shall maintain the required health records of employees and contractors for the period prescribed by legal and other requirements, in a safe manner which shall be easily retrievable.
- h) When required by the SHREQ representative, the service provider will have to visit the employees in their workplace frequently to educate employees on health-related matters and be documented.
- i) The Contractor shall ensure full compliance with the Basic Conditions of Employment Act (BCEA), 75 of 1997, including all provisions relating to overtime, weekend work, standby duties, public holiday work, shift work, night work, and associated remuneration. The Contractor must guarantee that all employees assigned to this contract are remunerated in accordance with the BCEA's minimum requirements for working hours, rest periods, overtime rates, shift allowances, night-work compensation, and any other conditions prescribed by law.
- j) The service provider shall be prepared for health and safety visits, inspections and audits by internal and external parties, for e.g. the Department of employment and Labour, National Nuclear Regulator, DEKRA etc.

C.5.14 Key Personnel

a) C.5.14 Key Personnel

b) Dayshift Mon- Fri:

- c) 1X Occupational Health Medical Practitioner: MBCHB or related degree, Doctor in Occupational Health/medicine (DOH), Certificate in Medical Surveillance and Control of persons Occupationally exposed to Radiation and Licence to dispense). It will be the duty of the service provider to ensure that the Doctor is available at all times.
- d) Site Clinic Manager (Professional occupational Health nurse) (day shift)
- e) 1 X Professional Occupational Health nurse
- f) 2 x Enrolled in Nursing Auxiliary (ENA)
- g) 1 x Administrator
- h) 1 x Cleaner

Four shift Cycle (7 days/24hours): Occupational health nurse

With each shift comprising of:

- i) 1 x Professional Occupational Health nurse

The clinic personnel shall not be substituted without prior client (Foskor) consultation and approval. Failure to submit this information at the time of tender could lead to disqualification of the tenderer. In the event of the absence of any staff member, replacement shall be made available within 2 hours.

C.6 Safety, Health, and Environment:

- C.6.1 Contractor must abide by section 37(2) of the OHS act and sign section 37(2) agreement at safety department.
- C.6.2 Contractor to submit SHE plans prior to commencement of work to the safety department for approval. Contractor to abide by COP6, as attached.
- C.6.3 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).
- C.6.4 The area of work needs to be always kept safe and clean for all employees and people.
- 6.5 Attendance of all personnel intended to work on site to the compulsory Foskor induction training and specifications.

C.6.6 Medical examination and declaration of fitness for work of all personnel intended to work on site must be approved by Foskop Clinic.

C.6.7 Valid contractor's gate passes for all personnel intended to work on site.

C.6.8 All medicals and required PPE (see annexure 1) will be at the cost of the contractor. In terms of Foskop COR 27 of the NNR, radiation medicals must be done at the Foskop occupational health approved facility.

All persons exposed to radioactive material to be registered as occupationally exposed persons.

C.7 Project Schedule

The contractor will be responsible for producing an advanced annual schedule of work that needs to be approved by the Foskop 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 Foskop 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 Foskop inclusive of any damages or stolen items. Any items not reported within current 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 Foskop SHREQ designated person.

Annexure 1:

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
Foskor approved overall (Blue).
Escape 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 SNR of 30 minimum.

Bill of Quantities

No.	Description	UOM	QTY	Rate/unit (ZAR)
1	Management Services	Monthly	1	
2	Radiation profile bloods	Rate/person	1	
3	Audiometry	Rate/person	1	
4	Spirometry	Rate/person	1	
5	Drug screening 6 panel drug test	Rate/person	1	
6	Working at heights	Rate/person	1	
7	Physical examination	Rate/person	1	
8	Thermal stress tolerance	Rate/person	1	
9	Cholesterol (3 in 1 lipid)	Rate/person	1	
10	Vision screening	Rate/person	1	
11	Occupational Medical Practitioner services	Rate/hour	88 hours/month	

SCOPE OF WORK FOR CLINIC OCCUPATIONAL HEALTH MANAGEMENT

12	Clinic Manager	Rate/hour	168 hours/month	
13	Registered Occupational Health nurse (12 hours) x4	Rate/hour	192hours/month	
14	Enrolled Nursing Auxiliary (Technicians) X 2 Dayshift	Rate/hour	168 hours /month	
17	Administrator Dayshift	Rate/hour	168 hours/month	
18	Cleaner Dayshift normal hours	Rate/person	168/month	
19	Periodical and exit medical examinations (include radiation profile bloods for employees exposed to radiation)	Rate/person	1	
20	Healthcare/Biological waste Disposal	rate/month	1	
21	Annual Calibration of equipment (mass scale, 2x audio, 1x spiro, 3x BP, 1 x ECG, 1x vision screening machine)	Rate/year	1	
	Subtotal			

:FIRST AID BOX (50 FA boxes)			Quantity	Rate (ZAR)
Wound cleaner			100 ml X 1	
Mercurochrome			100 ml X 1	
Swabs for cleaning			1 packet 75mm X 75mm	
Cotton wool for padding			250 g X 1	
Sterile gauze			1 packet 100mm X 100mm	
Forceps for splinters			1 X 1 pair	
Scissors			1 X 1 pair (100 mm)	
Safety pins			1 card	
Triangular bandages			1	
Roller Bandages			1 (75 mm)	
Roller Bandages			1 (100 mm)	
Elastic Adhesive			1 roll	
Adhesive Dressing Strip			1 packet	
S.O.S. Trauma			1	
S.O.S. Nr. 5			1	
Straight Splints			1	

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Disposable gloves	1 pair	
CPR mouth pieces	1	
Adjustable cervical collar	1	
Incident report card	1	
Yellow Seal and Red Plastic Bag	1	
Spillage Pack	1	
Subtotal		

Medication list	Minimum stock	Rate/unit (ZAR)
Prednisone 5mg tablets	500	
Solu -cortef 100mg inj	7	
Adrenaline 1mg inj	5	
Allergex cream	5	
Asthavent pump	5	
Budaflam 200 pump	5	
Voltaren gel	10	
Biocide d extra	20	
Volraren inj 75mg	25	
Blankets emergency	10	
Tobradex eye drops	7	
Burnshield hydrogel	20	
Travocort cream	5	
Ibuprofen 400mg	500	
Isosorbide dinitrate 5mg	50	
Chloromex ointment 3,5g	10	
Promethazine 25mg inj	10	
Novasine drops 0,4% 3ml	25	
Prodium 2mg tablets	1000	
Dextrose 50% 20ml amps	2	
Allergex tablets 4mg	50	
Eye patch	20	
Elastoplast 80's	4	
Epizone e cream	2	
Medazine 50mg tablets	50	

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Scopex 10mg tablet	50	
Tetavax 0,5mg inj	20	
Painamol 500mg tablet	1000	
Waxol ear drops	10	
Alcophyllex cough syrup	50	
Gloves 100's - s	2	
Gloves 100's - m	2	
Gloves 100's - l	2	
Strepsils lozanges	50	
Flustat capsule	1000	
Asprin tablets	100	
Captopril 25 mg tablets	50	
Transact patches	20	
Diclofenac 50mg tablet	1000	
Jelonet #66007477 100ml x 7m	20	
Loperamide tablets	50	
Lancet pressure safecare 21g 100	100	
Linnen savers	50	
Safety pins	50	
Tablet bag 1000	500	
Tegaderm , 1628	50	
Transpore 72mmx5m singles	500	
Xylocaine spray	2	
Xylotox plain s.e	50	
Intrasite dressing	5	
Silbecor cream	5	
Hepatitis b inj	20	
Fluorescein drops	20	
Betadine antiseptic cream	5	
1l sodium chloride 0,9%	5	
1l ringers lactate	5	
Glucose gel	20	
Disprin 300mg	30	
Promethazine 25mg	10	
Water for injection	30	
2.5 ml syringe / 3ml	50	
5 ml syringe	100	
10 ml syringe	50	
20 ml syringe	50	
Pink needles	100	

Green needles	100	
Black needles	100	
Blue needles	100	
Flu vaccines	200	
Adhesive tape	5	
N95 surgical masks	20	
Neb mask	200	
Nebuliser solution	100	
Combivent udy	100	
Ky jelly	2	
N/saline il	5	
Jelcos - pink, green, blue	20-20-20 (60)	
Berotec 1.25/ asthavent/ budaflam inhalers	2/10/5	
Activated charcoal	2	
Sutures size 2/0,3/0,4/0	5/5/5	
Dental needles	100	
Tongue depressors	100	
Cotton wool swabs	2 bags	
Scopex 10mg tablet	100	
Arm sling	24	
Knee brace	5	
Anke brace	5	
Subtotal		

MANDATORY REQUIREMENTS

No.	Mandatory Requirement	Comments
1	Registered practice with HPCSA	Proof of valid and latest certificate
2	Registered Nurse with a dispensing licence	Proof of valid dispensing licence
3	Occupational Medical Practitioner with diploma in occupational health/ occupational medicine, HPCSA, SASOM	Submit proof of Degree MBCHB, Diploma in occupational medicine, valid registration with HPCSA, SASOM
4	Hazardous biological waste disposal permit	Permit for disposal of hazardous biological waste. Instance where

SCOPE OF WORK FOR CLINIC OCCUPATIONAL HEALTH MANAGEMENT

		subcontracting is done, a signed agreement to both parties and permits be submitted.		
TECHNICAL REQUIREMENTS				
No.	Technical Criteria Description	% Contribution	Proof/Documents to be submitted	Notes
5	Competency and equipment			
a)	<p>Proof that the scope of work to be performed, forms part of the core business of the Service provider and have experience with occupational health services in the petrochemical, chemical, mining and manufacturing industry.</p> <p>5 years or more working experience= 20% 2-4 years=15% Less than 2 years= 5% No experience = 0%</p>	20%	Provide a business profile with 5 contactable references and or signed contract by both parties or Purchase order.	
b)	Qualification, CV and Occupational health nurse with professional certification as a nurse with South African Nursing Council (SANC)	10%	Valid proof of registration with SANC, HPCSA and SASOHN. Submit Cv	5 Professional nurses with qualification in occupational health nursing qualification. This list should include the clinic manager
	Degree/Diploma in Nursing and Occupational health nursing diploma/degree = 5%			
	Certificate of registration with SANC as a professional nurse and South African with the South African society of Occupational Health Nursing practitioners = 5%			
	No certificate of registration or qualification= 0%			
c)	<p>Enrolled nursing assistant with a higher certificate in auxiliary nursing and registered with SANC and SASOHN.</p> <p>Qualification as ENA= 5%</p> <p>Professional body registration SANC=2.5% and SASOHN = 2.5%</p>	10%	Valid proof registration with SANC and SASOHN. Higher certificate qualification.	2 ENA

	No certificate of registration or qualification= 0%			
	Technician qualifications for audiometry and spirometry and be registered with SASOHN		Certificate of competency for audio and spiro with CV with related experience	2 Technicians (ENA)
d)	certificate of competency audiometry = 5%	10%		
	certificate of competency spirometry = 5%			
	No proof of competency certificate for spirometry and audiometry = 0%			
	Working experience in occupational health for professional occupational health nurse for the Clinic Manager		Submit CV detailing work experience	1 Professional Occupational Health nurse
e)	Less than 1 year = 0%	10%		
	10 or more years = 10%			
	6-9 years = 5%			
	2-5 years= 2,5%			
	Working experience as Occupational Health Medical Practitioner.		CV detailing work experience and references.	1 OHMP
f)	10 or more years = 15%	15%		
	6-9 years = 10%			
	1-5 years= 5%			
	Training certificate for competency in Control of Persons Occupationally Exposed to Radiation for the Occupational Health Medical Practitioner Certified Certificate of competency available= 10% No certified certificate of competency submitted = 0%	10%	Certified certificate of competency	1 OHMP
g)				
	Procedure for handling and storage of biological waste on site	7.5%	Provide a written procedure to handle and store biological waste	
h)	Provided a written procedure to handle and store biological waste = 7,5%			
	No procedure submitted =0%			
i)	Formal procedures to decontaminate facilities and equipment before and after use.	7.5%	Submit a formal procedure detailing the	

<p>A formal written procedure for the decontamination of equipment and facilities including all listed equipment =7,5%</p>	<p>procedure to decontaminate the facility and surfaces and chemicals that are used. This should include the Spirometer and calibration syringe, Audio booth and headset, vision screening machine, BP machine, Stethoscope. Must also include a procedure on how to use an autoclave.</p>
<p>No formal procedure and not all equipment listed have procedures submitted = 0%</p>	

Total Technical Score:	100.00%
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NOTE: The minimum score to be obtained is 80% out of a total score of 100%

DISQUALIFICATION CRITERIA **

1 Mandatory documentation not submitted

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

3 Not meeting the minimum score of **80%**

