

[Company name]

Scope of Works - CIVIL MINOR WORKS – 3-year Contract

Tender No:

Table of Contents

1	PRE-QUALIFICATION.....	1
2	INVITATION TO TENDER	1
2.1	DEFINITIONS AND ABBREVIATIONS	1
2.2	SCOPE BACKGROUND	2
2.3	COMPANY BACKGROUND.....	2
3	SCOPE OF WORK.....	3
3.1	BACKGROUND DOCUMENTATION	3
3.2	SCOPE - EXTENT OF WORK OR SERVICE REQUIRED	3
3.2.1	General Scope Considerations:.....	3
3.2.2	Project costing and expenses:.....	3
3.2.3	Disposal of refuse.....	3
3.2.4	General requirements for commissioning.....	4
3.2.5	The successful or appointed service provider shall comply with the latest revisions of the following Foskor CTD's (Critical task Descriptions) (CTD's are available on request):	4
3.2.6	Sub Contracting and joint ventures	4
3.3	SCOPE.....	4
3.3.1	Basic Requirement	4
4	PROJECT URGENCY.....	8
5	DELIVERY OF MATERIALS AND EQUIPMENT.....	8
6	BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS.....	ERROR! BOOKMARK NOT DEFINED.
6.1	TABLE OF INCLUSIONS AND EXCLUSIONS.....	ERROR! BOOKMARK NOT DEFINED.
6.2	ADDITIONAL BOUNDARIES	10
7	AS BUILT DRAWINGS	11
8	QUALITY.....	11
8.1	QUALITY FILE INDEX.....	13
8.1.1	QUALITY FILE INDEX.....	13
8.2	ADDITIONAL QUALITY REQUIREMENTS.....	10

9	PROJECT DELIVERABLES.....	15
9.1	THE DELIVERABLES FOR THIS PROJECT INCLUDE:	15
9.2	DATA BOOKS	15
9.3	MANUALS AND DOCUMENTATION	15
9.4	FORMAT OF DOCUMENTS AND MANUALS	15
9.5	TRANSMITTAL OF DOCUMENTS AND MANUALS	15
9.6	PROJECT COMPLETION	15
10	DOCUMENTS / DRAWINGS ISSUED BY FOSKOR.....	16
11	ON-SITE SUPERVISION REQUIREMENT	16
12	TENDER DELIVERABLES	16
13	SAFETY	16
14	LEGISLATIVE REQUIREMENTS – SUMMARY	18
14.1	MINIMUM LEGISLATIVE REQUIREMENTS:.....	18
14.2	SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S.....	19
14.2.1	Before entering and operating a service vehicle (Own vehicle) on the Foskop site, the appointed service provider shall:	19
14.2.2	Before entering and working on the Foskop site the appointed service provider shall ensure that his workmen are:.....	19
14.2.3	Before entering and working on the Foskop site the appointed service provider shall:	20
15	PERMIT TO WORK.....	20
16	SAFETY FILE	22
16.1	FOSKOR SAFETY FILE INDEX - TYPICAL	22
16.2	TYPICAL CONTENTS OF SAFETY FILE:	25
16.3	REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES.....	26
16.4	ADDITIONAL SAFETY REQUIREMENTS	26
17	PARAMETERS	26
17.1	DESIGN PARAMETERS	27
17.2	SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS.....	27
17.3	SITE GEOGRAPHY	28
17.4	AMBIENT CONDITIONS.....	28

17.5	FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED BEFORE FINALIZATION OF ANY DESIGN OR SPECIFICATION)	29
17.6	SPECIFICATION	30
	NUMBER	30
17.7	ADDITIONAL SPECIFICATIONS IF REQUIRED	30
18	PROJECT MANAGEMENT - CONTRACTOR	31
18.	PLANNING AND SCHEDULING:	31
19.	LIAISON AND CO-OPERATION WITH OTHERS	32
A.	PROJECT PLANNING/SCHEDULING	30
20.	GENERAL CONDITIONS – COMMERCIAL	32
A.	EXTENSIONS, PENALTIES AND RETENTIONS	32
B.	AFTER SALES SERVICE OR REQUIREMENTS	33
i.	After sales service requirements are listed below:	33
C.	INVOICE DUE DATES	33
D.	MANDATORY DOCUMENTS	33
21.	TENDER EVALUATION CRITERIA	33
A.	MANDATORY REQUIREMENTS	34
22.	EVALUATION CRITERIA (TECHNICAL) – THIS IS A EXAMPLE - REDUCE SUBSTANTIALLY..ERROR! BOOKMARK NOT DEFINED.	
23.	PRICING SCHEDULE	36
A.	UNITS OF MEASUREMENT	36
B.	PRICING SCHEDULE / SCHEDULE OF QUANTITIES OR BOQ	33

SCOPE OF WORK

Tender No.:

Description: Civil Minor Works and building maintenance and repair work for a period of three (3) years

1 PRE-QUALIFICATION

1. PRE-QUALIFICATION

	Pre-Qualification Requirements	Comments
1	CIDB of 3CE or 3GB or higher – Based on per annum spend	Provide certificate of CIDB grading

2 INVITATION TO TENDER

You are hereby invited to submit a tender for the Minor Civil, Maintenance and Repair work on the premises of Foskor (PTY) Limited Phalaborwa for 3 years

2.1 DEFINITIONS AND ABBREVIATIONS

BOQ	–	Bill of Quantities	MHSA	–	Mine Health and Safety Act
BRA	–	Baseline Risk Assessment	NDT	–	Non-destructive Test
COC	–	Certificate of Compliance	OH&S	–	Occupational Health and Safety
COP	–	Code of Practice	OHC	–	Over-Head Crane
CTD	–	Critical task Descriptions	PEE	–	Portable Electrical Equipment
DAP	–	Diammonium Phosphate	PPE	–	Personal Protective Equipment
DB	–	Distribution Boards	QA	–	Quality Assurance
DWA	–	Department of water affairs	QC	–	Quality Control
DWG	–	Drawing	QCP	–	Quality control Plan
ECO	–	Engineering Change Order	QMS	–	Quality Management System
HDG	–	Hot-Dip galvanizing	RFI	–	Request for Inspection
HIRA	–	Hazard Identification and Risk Assessment	ROPS	–	Rollover Protection System
IFC	–	Issued for Construction	SANS	–	South African National Standards
ISO	–	International Organization of Standardization	SHE	–	Safety, Health, Environment
LDV	–	Light Delivery Vehicle	SHERQ	–	Safety Health Environment Risk & Quality
MAP	–	Monoammonium phosphate	TMMS	–	Trackless Mobile Machines
MCOP	–	Mandator Code of Practice	WBS	–	Work-breakdown structure

2.2 **SCOPE BACKGROUND**

The Civil Minor works on Foskor (PTY) Limited Phalaborwa have been outsourced to a contractor due to specialized skills and resources. a 36-Months contract for maintenance and repair activities will be carried out on behalf of Foskor (PTY) Limited Phalaborwa.

2.3 **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

also 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.

3 SCOPE OF WORK

3.1 BACKGROUND DOCUMENTATION

N/A

3.2 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

3.2.1 General Scope Considerations:

Please allow for a competent Quality Control Officer to compile and manage the contractor's quality management. In the event of quality system failures, Foskor will request the Quality Official's experience and qualifications and if this is not acceptable, it will be expected that the contractor obtains this service at its own cost.

Please allow for a competent person to compile the method statement and the subsequent Microsoft Project plan. This person will manage and update this plan weekly and present it to the Foskor Project Engineer. It is expected that this planning and management is executed by the contractor. This service will be provided at the contractor's cost. If the contractor cannot execute this planning and report to management, it will be expected that the contractor obtains this service at his/her cost.

3.2.1.1 Scaffolding

Foskor will supply the Scaffolding erection and dismantling service. Scaffolding needs to be arranged by the contractor. It is expected that arrangements will be communicated to the Foskor Scaffolding company at least 3 days before the requirement. Proof of request and arrangements and actual scaffolding installation for Scaffolding to be provided to Foskor on request. Proof of communication for dismantling to be kept. Note - The minor works contractor will manage the scaffolding request and dismantling notification.

3.2.2 Project costing and expenses:

The contractor shall supply all engineering services, materials, labour, transport, supervision, and consumable materials, equipment, tools and every item of expense for the scope of work to be completed successfully unless otherwise stated taking the following into consideration.

3.2.3 Disposal of refuse

The Contractor shall be responsible for disposal of refuse and waste generated by his staff daily. The site is to be kept clean, neat, and tidy, by complying with Foskor Waste Management COP.

3.2.4 General requirements for commissioning

Commissioning or handover will be executed as per Foskor Procedures or as directed by the Engineer. Normally the Foskor Punch list and Hand over certificate will be used

3.2.5 The successful or appointed service provider shall comply with the latest revisions of the following Foskor CTD's (Critical task Descriptions) (CTD's are available on request):

- i. N/A

3.2.6 Sub-Contracting and joint ventures

The primary aspect of the works may not be subcontracted. For subcontracting the relevant companies supporting documentation needs to support the bidder's tender.

Joint Ventures must be declared in the bidder's tender with all relevant supporting documentation.

The main contractor must comply to the technical evaluation criteria.

3.3 SCOPE

3.3.1 Scope Requirement

Take note that the Special requirements (TMM, licences, etc) for the Mining and Crusher areas, Tailings and Magnetite is needed.

Proximity Detection Systems - Mining and other relevant areas – Drivers needs to be trained by Foskor and Units to be collected as directed by Foskor (Technical Support Services). Job cards in these areas are not daily and therefore the equipment needs to be collected from Foskor

Legal appointments

Legal Appointments and works permits

- The company will be required to obtain work permits for each relevant department/section where a 3.1a manager has been appointed. At least 9 work permits are expected but can vary.
- The company will be required to have a 2.6.1 and 2.9.2 appointment as per the Mine Health and Safety act. The persons that will be carrying the appointment will have to pass the Foskor Legal Exam and then also pass LACA (Legal assessment committee) before a legal appointment will be made
- TMMS to comply to Mining requirements to attend repairs across the plant and Mine

The successful contractor is expected to:

- Carry out any minor civil, plumbing and painting maintenance and repair work to Foskor's buildings and civil structures across the whole mine.
- Carry out any small new construction activities as defined in the BOQ. Like install new pipe on new route, etc

- The contractor may have a site presence which Foskop will allocate a place. The contractor will have to request as space and Foskop will see what can be allocated. The space/building allocated site will be set up and maintained by the contractor including COC for any electrical works and a PR Eng signature for all structural modifications. This place will be maintained in compliance to all Foskop COP's. Foskop only provide electrical, Sewage and Potable water connection points.
- The contractor will have an administrative function and software for managing the job cards created in Foskop JDE maintenance system. This admin function will assist in Planning (Tasks, spares, etc) printing job cards, compiling quotes, invoice and invoice management, etc. Each job card to be treated as a order once the equation has been accepted. The contractor has a responsibility to manage its orders and to provide feedback on request. This includes all administrative equipment. This is supported by the Month report to be submitted to Procurement.
- Each Department will have its own sub order to manage and control budget allocation. This needs to be controlled and managed by the contractor to ensure work is carried out only if there are available funds for the department.
- Foskop will provide a resource which will print the Job cards from JDE, issue of job cards, capture job card feedback in the JDE system.
- The contractor will be responsible for his own PC and printing and administrative requirements
- The contractor will have to follow the prescribed work procedure: Typically, as indicated below
 - All work that Foskop requested will be done on the basis of a valid Foskop work order/ job card.
 - On request by a Foskop area supervisor (Verbal request or works order) for a maintenance task the supplier is to compile a "minor works quotation" in accordance with the requirements of this document. Standard minor works quotation form will be provided and is displayed below in this document.
 - Requirements/specifications of the work to be done must be obtained from the originator of the request. Take note of Foskop Engineering specifications, MHSA requirements, SANS, etc
 - Compile a "minor works quotation" and:
 - As indicated in the minor works template, cost will be calculated by the sum of quoted rates, site establishment, cost of material (where applicable) plus labour where applicable, etc.
 - The minor works quotation needs to be compiled with the suitable number of persons required by the task. No additional people to be quoted and during the quoting / invoicing approval stage Foskop will query if the labour force does not relate to the task and the quote / invoice and Foskop will reject this.
 - Present the "minor works quotation" for approval by the requesting area supervisor, section engineer or section superintendent to verify that the work specifications, requirements and volumes of the requested task are correct. Ensure that a Foskop cost code is provided.
 - Present the "minor works quotation" for final approval to the departmental manager of the requesting area/section for final approval where applicable.
 - This Template is displayed below – **Form 1 - Example**

Form 1 - Example

		MINOR WORKS QUOTATION		Document No.	FSK-P-GEN-FRM-C-001
				Rev. No.:	06
				Date Revised:	12/08/2022
CONTRACTOR:		QUOTE BY:		DATE:	
WORK ORDER NO:		DESIGNATION:			
REQUESTED BY:		COST CODE:			
INSTRUCTION / TASK:					
(1) TASK (AS PER TENDER)					
	UOM	QTY	LABOUR RATE	VALUE	
Example - 3.50 replace galv pipe	m	3	387	R	1 161.00
				R	-
				R	-
				R	-
				R	-
TOTAL 1				R	1 161.00
(2) MATERIAL SUPPLIED (Copies of invoice must be attached) (Only if not in tender)					
Summary as per invoice		INVOICE No.	QTY	RATE	Value
					R -
					R -
					R -
					R -
					R -
		SUBTOTAL		R	-
		10% HANDLING FEE		R	-
		TOTAL 2		R	-
(3) CONSTRUCTION PLANT SUPPLIED (FOSKOR 2.6.1 Approval Required)					
		WET RATE	HOURS WORKED	VALUE	
		R - / hr		R	-
TLB		R - / hr		R	-
Concrete mixer		R - / hr		R	-
Compactor		R - / hr		R	-
		TOTAL 3		R	-
(4) LABOUR This is for tasks not listed in the tender like moving furniture, etc - (Note: Overtime - Time sheets with details must be attached)					
		(Rates Affective Date)	NUMBER OF PEOPLE	HOURS WORKED	VALUE
WORK PERFORMANCE:					
Qualified Artisan	Normal Time (0 to 8.5 hours)	R - / hr			R -
	Time and a half (8.5 to 12 hours & Sat)	R - / hr			R -
	Double Time (Sunday & Holiday)	R - / hr			R -
Semi-skilled	Normal Time (0 to 8.5 hours)	R - / hr			R -
	Time and a half (8.5 to 12 hours & Sat)	R - / hr			R -
	Double Time (Sunday & Holiday)	R - / hr			R -
Unskilled	Normal Time (0 to 8.5 hours)	R - / hr			R -
	Time and a half (8.5 to 12 hours & Sat)	R - / hr			R -
	Double Time (Sunday & Holiday)	R - / hr			R -
TOTAL 4				R	-
SUBTOTAL (1+2+3+4)				R	1 161.00
TASK ESTABLISHMENT / INDIRECT COST (NORMAL HOURS) - 12 % (MIN R450 / MAX R1600)				R	350.00
TASK ESTABLISHMENT / INDIRECT COST (AFTER HOURS / WEEKENDS) 12 % (MIN R1300 / MAX R1900)				R	-
GRAND TOTAL				R	1 511.00
Note: (Requesting area supervisor, section engineer or section superintend to verify that the work specifications, requirements and volume of the requested task are correct.)					
Promise Delivery or Completion date					
Checked:	Pers No.	Signature:	Date:		
(Minor Works Contractor - Superv)					
Approved	Pers No.	Signature:	Date:		
(Provide cost code)					
Apporved:	Pers No.	Signature:	Date:		
(<R10,000 MML or >R10,000 SML/EML)					

- Before any work commences, the job card must be signed-on by the area responsible supervisor or the originator of the request and again signed-off on completion of the work. This includes the HIRA
 - If a work order has not been created and printed this needs to be done now as no work is to be executed without a work order. Compile Hira (Hazard Identification and Risk Assessment and sign off.
 - Work to be carried out in accordance with Foskor's standard procedures and Foskor Engineering specification MHSA requirements, SANS, etc where applicable.
 - After the work is completed and signed off on the Job card / work order, the job card need to be handed in to Fokor for capture of relevant feedback which have been reviewed and signed off.
 - Contractor's invoice must be submitted together with the original work order, the original "minor works quotation" and original copies of invoices obtained for all material procured. The invoice must be signed by the required authorised Fokor Person together with the originators Fokor cost code. Fokor to capture the order in JDE and note the *Service Order Number* on the invoice and Fokor needs to approve such order in JDE.
 - The contractor is responsible to deliver all signed invoices to the Fokor Creditors department for monthly payment.
- Notify the responsible area supervisor should the requested work exceed R25,000. No work may be subdivided in different packages to overcome the R25 000 limit
 - The contractor to carry out normal maintenance and repair work within 3 – 9 days after notification. Site assessment to be done within 3 working days
 - Carry out or attend to "breakdown" maintenance and repair work within 3 hours after notification. Arrive on site for assessment and start acting
 - Carry out "breakdown" "Callout" and "urgent" maintenance and repair work after hours and over weekends or public holidays. The response time to be less than 5 hours. Work related to callouts typically will focus mostly on plumbing issues. The contractor needs to have to ability to assemble the relevant people after hours. This included transport, etc
 - The contractor to compile a monthly report and submit this Fokor and any other relevant indicated person. See below typical index
 - Plant hire is defined as a TLB, Electric hammer, Concrete mixer, Compactor, Core drill and bits or similar special tools. This will require sign off before it is hired by a Fokor 2.6.1 representative
 - All other tools and equipment will be supplied by the contractor. This includes all general hand tools, plumbing tools like drain rods, grinders, drills, spanners and pliers, shovels, picks, wheelbarrows, etc
 - All consumables will be supplied like cloths, brooms, daily consumables, PPE etc
 - The contractor will ensure suitable transport for all workers, tools and equipment and spares across the Mine including afterhours responses
 - The contractor will also be required to operate these TMM's in the Mine and at Tailings therefore COP 59 requirements need to be adhered to like ROPS, PDS, etc where applicable
 - A suitable TMM needs to be supplied for moving furniture, etc when required.
 - Providing labour for plant cleaning, breaking rocks, cleaning conveyor tunnels is not allowed.
 - A monthly progress report will be compiled that address the following items - typical but not limited to – See below
- A Monthly report for each Department will be compiled as well as an Overall report. The monthly report to be presented to each section and the overall Report presented to the Superintend Mechanical Services. Find minimum headings required below

PROGRESS REPORT INDEX – Typical

1. SHREQ
 - Incidents
 - Work permit expiry dates
 - Legal appointees

- Safety issues, Environmental, etc
- 2. Resources
 - Number of people on site per trade
 - Total labour hours for the month
- 3. Progress
 - Number of job cards received
 - Number of Job cards completed
 - Number of job cards per type outstanding
- 4. Financials
 - Order value
 - Total Claims for the month
 - Remaining funds for the contract

4 **PROJECT URGENCY**

Project urgency is defined below:

This is a Project that can impacts production and will need to be conducted as soon as possible specifically breakdown on plumbing and other safety related tasks

5 **DELIVERY OF MATERIALS AND EQUIPMENT**

It is the responsibility of the Contractor to take delivery, off-load, store and move into their permanent position all equipment and materials covered under this Scope. The Contractor shall, at his own expense, be responsible for the delivery to the Site of imported plant and equipment, materials and Contractor's plant and equipment in connection with the execution of the works, including but not limited to securing of permits and customs clearances, and payment of handling costs, storage costs, releasing costs, transportation costs, and duties, taxes, imposts, excise and charges of any kind that may be imposed by the South African Government, or any of its agencies and political subdivisions relating to the supply and delivery to the site of the imported plant and equipment, materials and Contractor's plant and equipment.

TAKE NOTE - Foskop pays for material delivered to Foskop site only!

NB: The contractor/ consultant must clearly state in his tender submission if there is an exclusion on the Foskop scope (As per the site meeting procurement scope and site meeting minutes) Failure to state the exclusion will mean that the full Foskop scope is still applicable.

Lay down areas are as indicated on the drawings

5. **TABLE - INCLUSIONS AND EXCLUSIONS**

List the boundaries in terms of equipment (Foskop plant specific). Up to where is it Foskop's responsibility and where/what is the contractor's responsibility.

WHO WILL SUPPLY THE FOLLOWING?

FF = FOSKOR, FREE OF CHARGE FC = FOSKOR, AT COST TO CONTRACTOR C = CONTRACTOR N/A = NOT APPLICABLE

1. Sanitary		2. Transport		3. Quality		4. Security		5. Lifting and Rigging		6. Medicals		7. Communication devices	
1.1Water on site and toilet facilities / janitorial services	C	2.1Labour	C	3.1 Plan, Management, QA, QC	C	4.1Site Security	C	5.1 All rigging equipment (Slings, Chain blocks, turners, etc	C	8.1 Entry and Exit	C	7.1 All communication devices like laptops, computers, networks, radios, cellphones, etc	C
1.2 Potable water connection point	C	2.2 Materials	C	3.2 All quality test Civil, Paint, Mechanical, etc	C	4.2 Foskor ID Card	C	5.2 Rigger	C	8.2 First aid box at place of work	C		
1.3 Connection to construction water supply	C	2.3 Equipment	C	3.3 Sampling and laboratory testing	C	4.3 Personal Items	C	5.3Mobile cranes	C				
1.4 Change rooms	C	2.4 All TMMS	C										
8. PPE		9. Surveying		10. Safety File		11. Training & Authorizations		12. Site Establishment		13. Waste management		14. Painting	
8.1 Supply, Issue, inspect and manage	C	9.1 Site Surveys	C	10.1 Foskor will issue template	F	11.1 All Required Training	C	13.1 Site office/s with suitable facilities for daily "Green Area" meetings, and lunch area	C	13.1 Transport all on site to waste to Foskor designated waste sites	C	14.1 All Equipment and tools paint, labour, etc	C
				10.2 Ensure file conform/ populate to Foskor standards	C	11.2 Authorisation - As per Foskor COP	F	13.2 Site establishment space	F				
15. Fuel		16. Mechanical		17. Labour		18. Compressed air		19. Scaffolding		20. Tools & Equipment		21. Training	
15.1Fuel Supply	C			17.1 All labour as per Scope of Work to execute task including management	C	18.1Sandblasting or flash blast	C	19.1 Scaffolding Supply & Erect	C	20.1 All Portable Electrical Equipment	C	21.1 All required training and training manuals as required to ensure that Foskor can train its workforce and operate the plant / equipment safely	C
15.2 Fuel storage	C					18.2 Compressor	C	19.2 Scaffolds be managed by the Contractor with proper documentation (request, Erected, Job completed, Demolished, etc)	C	20.2 Hot Work Equip as per Foskor COP - Welding Machines, Gas Cutting, Grinding, Gauging, etc	C		
15.3 Fuel fire protection	C					18.3 Air for power tools - If available	C	19.3Cherry Picker's – only if available by pre-booking	F	20.3 Tools as required to execute task	C	21.2 All manuals and related documents to be supplied to project Eng. and Foskor Drawing office for safe keeping	C
15.4 Refueling	C							19.4 Cherry Picker's Driver– Trained and authorize d driver	C				

WHO WILL SUPPLY THE FOLLOWING?

FF = FOSKOR, FREE OF CHARGE FC = FOSKOR, AT COST TO CONTRACTOR C = CONTRACTOR N/A = NOT APPLICABLE

22. Certificates		23. Consumables		24. Storage and inventory control		25. Electrical						
22.1 Supply All regulatory and other certificates as required	C	23.1 Welding rods	C	24.1 Protective coverings/tarpaulins	C	25.1 Generators	C	25.4 Temporary lighting	C	25.7 Electric panel + distributing wiring	C	
		23.2 Bolts/Nuts/etc.	C	24.2 Storage area and inventory control	C	25.2 Electrical Extensions	C	25.5 Power for tools on site from existing FOSKOR electrical supply point (Welding plugs and 220 v plugs)	C	25.5 Electrical connection point	F	
		23.3 All other required Consumables to execute the construction	C			25.3 COC Site Establishment	C	25.6 Connection to Electrical supply	C	25.9 Electrical and Instrumentation Installation	C	

NOTE

Foskor has made provision for the supply scaffolding free of charge the size and nature of the works. It is expected that arrangements will be communicated to the appointed Scaffolding contractor at least 3 days before requirement. Proof of request and arrangements and actual scaffolding installation for Scaffolding to be provided to Foskor on request. It should be noted that FOSKOR has an existing appointed and accredited scaffolding supplier.

6 AS BUILT DRAWINGS

As built drawing requirement is defined below:

- As built drawings will be done by Foskor if new installations are made – The contractor needs to measure all installed pipes and update the drawings at Foskor drawing office

Note! – All drawings to be delivered in AutoCAD electronic format. All drawing to be detail engineering drawings

7 QUALITY

- i. The service provider must provide the necessary quality management systems and plans to ensure that the quality of his work complies with the requirements of this scope of work
- ii. The service provider shall during all phases of construction comply with the Foskor approved Quality Assurance Plan
- iii. The service provider shall be responsible for all the resources required for executing the Quality Management System including but not limited to, developing the Quality Assurance Plan & performing the Quality Control measures to ensure that the deliverables comply with the specifications & standards mentioned in the scope of work
- iv. Any change requests / additional work resulting due to inadequate quality management system will be to the account of the service provider
- v. Foskor might appoint a third party for Quality Control Inspections
- vi. The Service provider will have to provide an approved quality system for all work executed.
- vii. This will include the following but is not limited to:
 - a. Quality plan
 - b. Quality compliance – Performance and reports

- c. Quantity surveying
 - d. Quality Assurance
 - e. Quality Authorization matrix – part of the Quality plan
 - f. Quality control
 - g. Quality administration. – All documents, checks, measurements, reports, variances, analysis, Corrective actions, etc. needs to be properly filed and available on request at any time. The file will require an index
 - h. Includes all test work, laboratories, Filing, etc.
 - i. Survey and survey verifications
 - j. Construction versus design - Any Deviations from the approved “Construction Drawings”
 - k. Quality communication – What needs to be reported to whom and at what frequency
- viii. Foskop envisage a complete quality System driven by the Service provider and this system/plan will be approved by Foskop and the appointed designer (if applicable) before construction/fabrication will be started.
- ix. Compliance to this plan will be measured and failure to adhere to the quality plan will result in the stopping of construction activities until concerns have been addressed. The cost for this delay will be for the service provider's account.
- x. Foskop may appoint a third party to measure and control Foskop's interest in the terms of quality in this contract and the service provider is expected to work in conjunction with this company
- xi. Hold points will be discussed and finalized with the successful service provider based on the approved Quality plan

The Quality plan will only be compiled and signed off after the Method Statement and WBS* have been compiled.

Quality on Shutdown type tasks will be included in the Scope of Works, but the service provider will have to submit proof of an experienced quality assurer or relevant qualifications. IF the service provider does not have this it will be required that this service be hired in by the service provider at his cost.

- i. State any specific hold points that are not negotiable here
- ii. State any other applicable quality that is not in the “Parameters” section

Method statement – the service provider must list all steps and actions required to complete the work as per the scope of work – typically includes the items listed below:

- i. Key step and stages of the work required
- ii. Tools, Equipment, TMMS, etc
- iii. Labour requirements, etc
- iv. Spares, resources,

***WBS** is a hierarchical and incremental decomposition of the project into phases, deliverables and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective, for example, a program, project, and contract.

This includes arrangements, tools, equipment labour, Tasks, Purchase, Quality, Communication, etc

7.1 **QUALITY FILE INDEX**

The quality file index listed below will be the minimum requirement.

This file must be kept up to date for the duration of the project and will be handed to the Foskor project Engineer on completion of the project

7.1.1 **QUALITY FILE INDEX**

	QUALITY FILE INDEX FOSKOR: TSS - PROJECTS	Doc. No.:	FSK-P-GEN-IX-001
		Rev. No.:	00
		Date:	12 - July - 2019

Contents

Issued for Construction (IFC) drawings – Approved.....	1
Quality Control Plan (QCP) Approved.....	2
Competency of People – Welder Qualifications, Trade, Authorization, Certifications, etc.....	3
Designer/Engineers Instructions, Specifications, Approvals, Concessions applied for & approved. Site instructions, Variations and ECO's	4
Method Statement of contractor– Approved	5
Material orders & Delivery notes.....	6
Certificates – Material, Data Sheets, Compliance, Certification, etc	7
Test Results – Each Discipline – Test cubes, NDT, etc.....	8
Request for inspection (RFI).....	9
As Built Drawings	10
Reports - Survey, etc.....	11
Punchlist/Snag list	12
Handover/ Occupations/ Taking over Certificates/Commissioning.....	13



8 PROJECT DELIVERABLES

8.1 THE DELIVERABLES FOR THIS PROJECT INCLUDE:

Provide a Minor Civil, Maintenance and Repair work on the premises of Foskor (PTY) Limited Phalaborwa for a duration of 3 years.

8.2 DATA BOOKS

During the official handover, the service provider shall submit a detailed DATA BOOK that shall contain the following documents and information:

N/A

NB! ALL CERTIFICATES AND DOCUMENTS MUST BE CROSS-REFERENCED

8.3 MANUALS AND DOCUMENTATION

The following must be supplied:

N/A

8.4 FORMAT OF DOCUMENTS AND MANUALS

Note! - All Manuals must be in English

8.5 TRANSMITTAL OF DOCUMENTS AND MANUALS

Documents and Manuals to be submitted in the flowing formats:

Type of Document	Hard Copy	Electronic Format
Manuals	None	None
Drawings	None	None
Reports	None	None
Data Books	None	None

Hard Copy: Book or binding arch file format and must be durable and of high quality.

Soft Copy: Manuals, Reports and Data Books – Word, Excel, PDF, etc.

Storage – Compact Disk or Data traveller

Language: English

8.6 PROJECT COMPLETION

On project completion, the contractor will issue Foskor with a Handover certificate

The handover certificate will be accompanied by the following document

1. Quality file

9 DOCUMENTS / DRAWINGS ISSUED BY FOSKOR

Drawing or Document No	Title	Revision
	None	
Note	Please read your Scope of Work	

10 ON-SITE SUPERVISION REQUIREMENT

- A Foskop work permit for each area before commencement of site work.
- A full time 2.9.2 appointed supervisor will be on this site for the entire duration of site work
- A 2.6.1 appointed site manager for overall site management
- Appointed SHE Rep for the entire duration of site work

11 TENDER DELIVERABLES

The deliverables will include: -

- Complete Foskop pricing schedule (BOQ)
- Preliminary Project Schedule
- Preliminary method statement to execute the site work
- Company training Matrix indicated minimum training requirement compliance, or the tenderer should provide an undertaking to comply with Foskop Safety requirements during the tendering stage and fulfil the requirements if awarded the work. Any deviation may lead to the cancellation of the order/contract. Timeframes need to be attached
- Copy of Certificate of Passing Foskop 2.6.1 and 2.9.2 Legal Exam for the people that are intended to be used in this task /project or that will be nominated to be follow the Foskop process to be appointed - If applicable
- Commercial documents requested by Procurement
- Not submitting the required documentation or not completing the documentation (Pricing Schedule) correctly will lead to a disregard of the tender.

12 SAFETY

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

- i. The service provider and sub-service providers need to always comply with the Mine Health and Safety act. All FOSKOR COP's Policies and procedures need 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. Exit medicals need to be done at the termination of the 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.
- vi. All person competencies to be verified before being allowed to work on FOSKOR premises for a specific task.
- vii. The service provider must compile a Safety File as per FOSKOR standard for all service providers and sub-service providers
- viii. Site access will need to be controlled, and all persons must receive site-specific induction before entering the site.
- ix. Conduct inspections as per FOSKOR Safety System. Analyse data and trends and recommend preventative measures where required
- x. 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 are conducted. Arrange timeously.
- xi. Ensure all workers competencies are available and have been validated.
- xii. Ensure proper security, signboards, fencing, and barricading is in place on-site where applicable
- xiii. The service provider shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions, and all relevant regulations
- xiv. The service provider must complete a Baseline Risk Assessment (COP 01) before a work permit can be issued for the installation.
- xv. All service providers not in possession of a valid FOSKOR ID card have to complete the FOSKOR induction course and have to undergo a medical examination at the FOSKOR clinic for the service provider's account
- xvi. 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.
- xvii. All personnel operating mobile equipment including LDV's must have a FOSKOR driver's permit.
- xviii. An open Pit Licence is required for driving in the mining area's
- xix. All the required PPE and Safety Equipment are for the service provider's account.
- xx. 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 per 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.
 - d. Daily inspections are done on PPE.
 - e. The registers will be complete at least monthly on findings on PPE. (All PPE must be kept in good condition)
- xxi. All providers of services need to be informed of the following minimum training applies to all service providers (irrespective of the tasks or scope of work) that will enter the Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by the 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
- xxii. 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.
- xxiii. Training certificates will be accepted if complying with the following:
 - a. Unit Standard Title
 - b. Learner Full name
 - c. Learner ID number
 - d. Competency achieved
 - e. Date of Assessment
 - f. Assessor's signature
 - g. Training provider logo
 - h. Training provider registration number and accreditation number.
 - i. Seta logo

13 LEGISLATIVE REQUIREMENTS – SUMMARY

13.1 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. Foskop (Pty) Ltd. COP (Code of Practise) No. 25 for Service Provider Control (Available on request)
- v. Foskop (Pty) Ltd. COP (Code of Practise) No. 59 for Trackless Mobile Machinery (Available on request)
- vi. All Foskop (Pty) Ltd. safety, health, quality and environmental procedures applicable to the successful application of the contract. (Available on request)
- vii. All Foskop procedures and policies apply to the successful application of the contract. (Available on request)

13.2 SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S

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

- i. Ensure that his driver/s have a valid national driver's 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 a 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 at the main security office for the issue of a vehicle access disk.

- iii. Ensure that his service vehicles/trailers have been inspected (Daily) by the Foskop standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)

See Foskop COP 59, Trackless Mobile Machinery for details.

13.2.2 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 good and safe working order.
- b. All workmen have participated in the completion of a standard Foskor site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.

13.2.3 Before entering and working on the Foskor site the appointed service provider shall:

- i. Ensure that his portable electrical equipment has been tested and declared safe to use by the Foskor electrical services workshop.

14 PERMIT TO WORK

Before any on-site work under this contract may commence, the appointed or successful service provider shall obtain from Foskor a PERMIT TO WORK. The following guidelines are provided to assist the appointed service provider in obtaining a PERMIT TO WORK. (See Foskor COP 28 Permit to work and COP 25 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, Foskor Safety department.
- ii. Obtain a contract number from the Foskor procurement or projects department.
- iii. Appoint a subordinate manager under Regulation 2.6.1 and an on-site supervisor under 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 Foskor 2.6.1 and 2.9.2 legal examinations within 30 days after being awarded this contract.

Attend an 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 book)

- iv. Appoint an on-site SHE-Rep under section 29(1) of the MHSA to assist 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 Foskor'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 of the appointed service providers on-site employees.

- vi. All the appointed service providers on-site employees shall undergo a full medical examination at the Foskop on-site CLINIX Clinic. The clinic can be contacted at 015 789 2427 for an appointment. Please note:

All NEW- and employees LEAVING the service of the appointed service provider must undergo a full entry or exit medical examination

Women who are pregnant or suspect that they may be pregnant must notify the examining medical practitioner.
- vii. The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on the Foskop site
- viii. 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 firefighting. (Provide own- or receive Foskop training, contact 015 789 2531 to book)
 - f. Lockout. (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 email proof of training and certificates to johanfo@foskor.co.za to confirm compliance before requesting his approval on the PERMIT TO WORK.

- ix. All the appointed service providers' on-site employees shall receive the basic Foskop site induction training at the Foskop Security office.
- x. 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.
- xi. 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 the service providers employees. Make use of Foskop's BRA document, Annexure 1.2, contained in COP 1, Risk and Opportunities Management (Available on request)
- xii. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- xiii. All Foskop's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1. a manager must undersign/approve the PERMIT TO WORK.
- xiv. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. The registration number must be provided.
- xv. SARS issued a tax clearance certificate.
- xvi. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- xvii. Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards.

- xviii. Any other documents, certificates or records as requested by a Foskor official deemed necessary to ensure that all safety, legislative and administrative requirements have been met must be attached to the PERMIT TO WORK.
- xix. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

15 **SAFETY FILE**

The appointed contractor must compile a SAFETY FILE specifically for this contract. The SAFETY FILE must always be available for inspection by a Foskor official: The following guidelines are provided 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 relevant area responsible safety representative as indicated by Foskor in the Kick-off Meeting

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

15.1 **FOSKOR SAFETY FILE INDEX - TYPICAL**

Template SHE FILE INDEX: - TYPICAL

<u>ISO clause / Description of item</u>	<u>File divider</u>
1. Integrated Management System. Clause 5.1 & 5.2	1
2. Policies Clause 5.2: OH&S Policies	2
3. COP 1: FOSKOR risk management Clause 6.1.2.1 & 6.1.2.2: Hazard identification, risk assessment and determining controls.	3
4. COP 88: Objectives, targets and management programmes Clause 6.2: Objectives and programs	4
5. COP 2: Compliance obligations and appointments COP 5: Health and safety representatives, Clause 5.3: Legal and other requirements Clause 5.3 / 7.1: Resources, roles, responsibility, accountability and authority Clause 6.1.3: compliance obligations/ legal and other requirements	5
6. COP 15: SHERQ Competency and awareness training Clause 7.2 / 7.3: Competence, training, and awareness	6
7. COP 17: Mobile, technical and process training Clause 7.2 / 7.3: Competence, training, and awareness	7
8. COP 6: SHERQ Committees	

COP 7: Communication	
Clause 7.4: Communication, participation, and consultation	8
 9. OCCUPATIONAL HYGIENE	
COP 42: Lighting: natural and artificial.	
COP 43: MCOP Occupational health programme on thermal stress	
COP 44: Sanitation plant hygiene amenities	
COP 45: MCOP occupational health program on personal Exposure to Air borne Pollutants	
COP 64: Ergonomics	
COP 86: MCOP for Occupation Health Program for noise	
Clause 8.1.2 Eliminating hazards and reducing OH&S risks	9
 10. COP 49: Waste management	
COP 58: Hazardous chemical substances and control Hazchem and waste management	
Clause 8.1.2 Eliminating hazards and reducing OH&S risks	10
 11. COP 53: Lock out system and usage	
Clause 8.1.1 General	
Clause 8.1.2 Eliminating hazards and reducing OH&S risks	11
 12. COP 55: Stair walkways handrails and Ladders	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	12
 13. COP 56: Lifting machinery and lifting Tackle	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	13
 14. COP 57: Boilers and vessels under pressure work forms	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	14
 15. COP 59: MCOP for the operation of TMM's	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	15
 16. COP 60: Portable electrical equipment checks and registers	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	16
 17. COP 61: Earth leakage Relays and checks	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	17
 18. COP 62: General Electric installations and machinery in hazardous locations	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	18

19. COP 63: Hand tools	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	19
20. COP 65: Personal Protective Equipment	
COP 67: MCOP Women in mining PPE	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	20
21. COP 69: Maintenance of fire equipment	
Clause 8.1 Emergency preparedness and response,	
Clause 8.1.2 Eliminating hazards and reducing OH&S	21
22. COP 72: Firefighting emergency drill and instructions	
COP 74 Emergency preparedness and response	
Clause 8.1 Operational planning and control,	
Clause 8.2 Emergency Preparedness and response	22
23. COP 93: MCOP for the safe use of conveyors installation for the transportation of minerals, material or personnel	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	23
24. COP 94: Hot work	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	24
25. COP 95: Confined space entry	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	25
26. COP 96: Working on Heights	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	26
27. COP 97: Erection and use of scaffolding	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	27
28. COP 98: Water safety	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	28
29. COP 101: MCOP: The right to refuse dangerous work and withdraw from dangerous workplace.	
Clause 8.1 Operational planning and control	
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and	

determining controls.

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk 29

30. COP 102: MCOP: Risk based emergency care on mine

Clause 8.1 Operational planning and control

Clause 8.2 Emergency preparedness and response 30

31. COP 103: Use of mobile devices on the mine premises

Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.

Clause 8.1 Operational planning and control

Clause 8.2 Emergency preparedness and response 31

32. COP 22: SHEQ Inspection

Clause 8.1 Operational planning and control

Clause 8.2 Emergency preparedness and response 32

33. COP 23: Internal and external audit.

Clause 9.2 Internal audit

Clause 9.2.1 general and 9.2.2 internal audit programme. 33

Notes:

1. If a COP is not applicable to your section, please complete and attach the "Not Applicable" form in the space of the COP.
2. Always keep your file neat and clean
3. A Foscok representative may add or remove any other Foscok safety, health, quality and environmental policies and/or procedures deemed applicable.
4. If a COP is not applicable to this contract/project, please complete and attach the "Not applicable" form in the space of the COP

15.2 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 Foscok COP 25, Service provider control.
- v. Base line risk assessment of ALL and ANY POTENTIAL tasks that may be performed on site under this contract. See Foscok COP 26, Critical Task Descriptions for details.
- vi. Copies of critical task descriptions and standard operating/maintenance procedures.
- vii. Copies of the appointed service providers safety, health, environmental, HIV and AIDS, smoking and waste management policies.

- viii. Training records of all on-site employees.
- ix. Employee records of actual time worked (Normal and overtime).
- x. Copy of on-site induction training.
- xi. Records of inspections of TMM (Trackless Mobile Machinery) and trailers. See Foskop COP 59, Trackless Mobile Machinery for details.
- xii. Records of issues and inspections of PPE (Personal Protective Equipment) and safety equipment. See Foskop COP 65, Personal Protection Equipment for details.
- xiii. Records of issues and inspections of PEE (Portable Electrical Equipment). See Foskop COP 60, Portable electrical Equipment for details.
- xiv. Records of issues and inspections of tools and equipment. See Foskop COP 63, hand tools for details
- xv. Records of daily, weekly and monthly 2.6.1 / SHE Rep safety inspections. See Foskop COP 22, SHE Inspections for details.
- xvi. Records of daily green-area and safety talks. See Foskop COP 7, Communication for details.
- xvii. 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.

Note:

The bidder / Service provider can obtain updated Foskop COP's and Engineering Specification on request

15.3 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

- *Risk Assessments and clearance certificates*
- *Lifting operations*
- *Working at heights*
- *Confined space entry*
- *Positive energy Isolation and lockout*
- *Moving Machinery*
- *Personal protective equipment*

Risk assessment is applicable to all jobs and training apply to all that will do physical work!

15.4 ADDITIONAL SAFETY REQUIREMENTS

- **None**

16 PARAMETERS

All plant and equipment will be designed to:

- Operate satisfactorily under atmospheric, ambient, and other conditions present at the site location
- Ensure interchangeability of units and/or sub-parts throughout the plant to reduce spares holding requirements – take old plant equipment into account
- Ensure reliability and maintainability. Minimum availability of 98% is required
- Operate without undue vibration, stresses (temperature and built-in) and excessive noise
- Comply with legal requirements in terms of the water license and DWA

16.2 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

The latest edition of the South African National Standards in effect at the date of projects design shall establish the minimum requirements for design, materials, and construction. This should be referenced with the Foskor General Engineering specifications and requirements of the Foskor SHERQ system (COP's). No work shall be contemplated which is in breach of any legislation in South Africa – Typically but not limited to:

- Occupational Health and Safety Act (Act 85 of 1993)
- Mine Health and Safety Acts and regulations (Act 29 of 1996)
- Explosive Acts and Regulations - South Africa
- Foskor COP's and applicable General SHEQ Requirements
- Foskor Engineering Specifications
- Chamber of Mines / Mine Council SHEQ Requirements (Milestones)
- The latest revisions of the SANS standardized specifications and Foskor Specifications as applicable at the time of quotation shall apply to this contract.

Note! The equipment to be capable of continuous operation 24 hrs/day, 365 days/year with operating availability equal to 100%.

Environmental

The successful or appointed service provider shall comply with the following Environmental Specifications, Policies and Procedures:

- COP 41 Housekeeping and workplace organisation
- COP 49 Waste Management
- COP 51 Resource conservation, energy, and materials
- COP 70 Storage of petroleum products and other hazardous material
- National Environmental Management Act 107 of 1998 (NEMA) and its Regulations
- National Environmental Management Waste Act 59 of 2008 (NEMWA) as amended.

The successful service provider shall include in his/her SAFETY FILE, and comply with, the following documents:

- Environmental Aspect and Impact Register (Applicable to this contract).
- Environmental Objectives and Targets (Applicable to this contract).
- Waste Management Plan (Applicable to this contract).

FOSKOR Atmospheric Emissions License (Copy available on request – to be discussed with Mine Official responsible for the Services required)

FOSKOR Waste Management Licence (Copy available on request – to be discussed with Mine Official responsible for the Services required)

FOSKOR Water Use Licence (Copy available on request – to be discussed with Mine Official responsible for the Services required)

16.3 SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

16.4 AMBIENT CONDITIONS

- Ambient temperature

Summer	35 °C Avg.	50 °C Max
Winter	17 °C Avg.	2 °C Min

- Site Altitude: 380 m
- Prevailing wind direction: Generally South Easterly - Maximum design velocity 40 m/s (144 km/h)
- Very dusty conditions
- Average annual rainfall = 540 mm

16.5 FOSKOR GENERAL ENGINEERING SPECIFICATIONS (SHOULD BE CONSULTED BEFORE FINALIZATION OF ANY DESIGN OR SPECIFICATION)

	Name	Modified	Modified By
	Engineering Specification Index	... 15 April, 2016	☐ Khayelihle Pepu
	GS001 - General Design Information - Rev 1	... 15 April, 2016	☐ Khayelihle Pepu
	GS002 - Engineering Drawings - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS003 - Quality Control Procedures - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS005 - Concrete and Formwork - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS007 - Plate work - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS008 - Welding procedures - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS009 - Structural fabrication and erection - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS011- Piping - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS012 - Pressure vessels - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS013M - Painting and Protective Coatings	... 15 April, 2016	☐ Khayelihle Pepu
	GS014 - Rubberlining - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS015 - Fencing - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS016 - Roofing and side cladding - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS017 - Fuel - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS018 - Lubrication - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS019 - Liquid containemt bund walls - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS020 - General purpose valves - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS021 - Gearboxes - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GS022 - Chainblocks and lever hoists - Rev 0	... 15 April, 2016	☐ Khayelihle Pepu
	GSI-004 - Field Instrumentation Standards	... 15 April, 2016	☐ Khayelihle Pepu

Service provider /Contractor /Supplier - Please ensure that you have the latest copy of the specifications before any activity is committed.

ELECTRICAL SPECIFICATIONS		
<u>NUMBER</u>	REVISION	TITLE
EE-1	Latest Revision	Motor Control Centre & Switchgear
EE-2	Latest Revision	Squirrel Cage Induction & Wound Rotor Motors
EE-11	Latest Revision	Power Factor Correction Equipment
GE-1	Latest Revision	Design Criteria for Electrical Installations
GA-1	Latest Revision	Procedures for Enquiries & Tenders
GD-1	Latest Revision	General Requirements for Design, Project Management & Tenders
GD-2	Latest Revision	Engineering Change Order (E.C.O) Procedure
GM-1	Latest Revision	Mechanical Equipment
GM-5	Latest Revision	Pipe Standards
GM-6	Latest Revision	Engineering Drawing & Document Requirements
GM-8	Latest Revision	Surface Protection
GM-3	Latest Revision	Painting & Surface Protection of Steel
GS-1	Latest Revision	Structural Steel work & Plate work Fabrication & Erection
GQ-1	Latest Revision	Quality Control
GI-1	Latest Revision	General specifications & Procedures
GI-2	Latest Revision	Installation & Commissioning
GI-3	Latest Revision	General Equipment Specification
GI-4	Latest Revision	Field Instrumentation Specification

16.7 ADDITIONAL SPECIFICATIONS IF REQUIRED

- None

17 PROJECT MANAGEMENT - CONTRACTOR

- a) Nominate a single window of communication to Foskop – Typically the appointed contractor 2.6.1
- b) Attend meetings as agreed during the project kick-off meeting
- c) Submit Progress reports (Format & interval) as defined in the Kick-off Meeting (Invoicing, Labour, Performance against the plan, Contractor purchases, Quality Management, Safety, Etc.
- d) Manage and participate in the “Daily Journal” as part of executing the project
- e) All meetings will be held at FOSKOR offices unless otherwise stated
- f) The contractor to provide updated project management plans on progress as defined by the Foskop Project Engineer.
- g) If the project is executed based on a shutdown approach the contractor will produce a formal Works Breakdown Structure of the works.
- h) If the contractor cannot produce a proper WBS then the contractor will be required to subcontract this function to produce the WBS and manage the WBS for the duration of the project. This cost must be included in the contractor's price
- i) **WBS - WBS** is a hierarchical and incremental decomposition of the project into phases, deliverables, and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective, for example, a program, project, and contract.
- j) This includes arrangements, tools, equipment, labour, Tasks, Purchase, Quality, Communication, etc
- k) **Project progress updates** - If the contractor cannot produce proper updates on a WBS then the contractor will be required to subcontract this function to produce the WBS updates for the duration of the project. This cost must be included in the contractor's price

The Service provider is responsible for managing the project and this is graphically displayed below indicating where what functions lies. Graphical presentation only covers some basic aspects.

18. PLANNING AND SCHEDULING:

- The Project Section has a planning standard that needs to be adhered to during the execution as per the relevant order placed
- The Foskop scheduler can be contacted to provide schedule details input and guidelines if needed.
- Schedule must be compiled within one week after kick off meeting conducted by the Foskop Project Leader
- The Contractor schedule needs to be signed off by contractor 2.6.1 before approval by Foskop
- The Foskop scheduler will issue the Templates to be used - This templates must be adhered to and no changes to be made
- Progress Update is needed every once week one day before the weekly progress meeting or as requested
- The progress Updates to be submitted to Foskop Scheduler/Planner via email.

- It is the contractor's responsibility to appoint the competent person to manage the contractors schedule which that person will directly communicate with FOSKOR Scheduler - If the contractor's responsibility to add cost of the competent person on the project. Commercial action to be taken if the performance in planning is lacking
- FOSKOR requires all contractors to use MS project software which it will be fully implemented latest 1 February 2022.

Typical aspect that need to be adhered to

- It is the subcontractor's responsibility to produce a detailed schedule which tie up to the FOSKOR standards of requirements.
- The Schedule must not have open ended activity task.
- The schedule must be fully resourced.
- The schedule must not have constraints.
- The Calendar must be created and assigned in the schedule. Confirm the templates with the FOSKOR Scheduler
- It is FOSKOR responsibility to review the schedule before it's been approved
- A schedule must be Approved by Project scheduler/Project Manager & Project Engineer
- The approved baselined schedule must be updated by the contractor to show Planned Vs Actual
- The contractor must show S-Curve which will be constructed from the schedule.
- Project Updates Must be submitted to the Project Planner/Scheduler for review.

19. LIAISON AND CO-OPERATION WITH OTHERS

- The CONTRACTOR/ SERVICE PROVIDER shall be required to co-operate and liaise with FOSKOR appointed project manager
- The CONTRACTOR/ SERVICE PROVIDER must note that construction is within an operational plant.
- The CONTRACTOR/ SERVICE PROVIDER may appoint a FOSKOR approved sub-contractor
- The CONTRACTOR/ SERVICE PROVIDER shall be required to work in conjunction with the FOSKOR appointed structural-, electrical-, equipment- and instrumentation installation contractor – if applicable.

20. GENERAL CONDITIONS – COMMERCIAL

A. EXTENSIONS, PENALTIES AND RETENTIONS

- a) Extension on the promised completion or Milestone date may be requested but needs to be approved by FOSKOR. The contractor should be in possession of a formal document issued via FOSKOR Procurement indicating that this request was approved

- b) Any additional works not defined in the order needs to be approved by Foskor in writing before any work commence.

Description	Condition	Duration
Penalties	1% per week – Maximum 10%	Late Delivery after agreed signed off on Minor Works quotation
Performance Bond	0% of Contract Value	0 Year after completion
Retention	5 % of Contract value	Release after 1 year (One year to be completed and then 5% can be claimed. This will be repeated after another 12 months)
Type of Contract	Foskor General condition of contract	
Tender price validity	3 months Business days	
Escalation	None	None

All delays must be immediately brought under the attention of the section engineer and the responsible party agreed upon immediately.

B. AFTER SALES SERVICE OR REQUIREMENTS

- i. After sales service requirements are listed below:

- N/A

C. INVOICE DUE DATES

The due dates for claim certificate are the 12th of every month. Invoices are due the latest the 17th of every month.

D. MANDATORY DOCUMENTS

Mandatory Documents

These are the documents that need to be submitted with the Tender and BOQ

- Tax Compliance certificates
- BBBEE certificates
- COIDA

21. 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 that they answer the item specified.

- Please use the annexure number as indicated to identify the proof submitted.
- Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.

A. MANDATORY REQUIREMENTS

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

	Pre-Qualification Requirements	Comments		
1	CIDB of 3CE or 3GB or higher Based on per annum spend	Provide certificate of CIDB grading		
Evaluation Criteria (Technical)				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
1	Experience & Team competence –			
a)	Duration - Company – civil, building, plumbing and minor works type of work experience for the last 3 years) • Scoring: -Noncompliance = disqualification No Experience = 0% • Company duration experiences 0 to 1 year and not all trades / focus areas = 2.5% • Company duration experience >1 to <2 years and 2 focus areas compliance = 15% • Company duration experience =>3 years and all focus/trade areas covered = 30%	30%	Bidding Company - List of tasks, description of task, order value and reference name, contact no. Focus area – The list to contain • List the Building tasks with Company, order value and date • List the Plumbing tasks with Company, order value and date • List the masonry tasks with Company, order values and date • List other relevant task that may support	Mark as Annexure A
b)	<u>Company - List of equipment to be used during minor works execution</u> Company to submit a list of equipment and assets as the required to execute a minor works function on Foskor mine Scoring: • Company does not have required assets related to relevant work = 0% • Company does not own all equipment or Partial assets or not sufficient or not relevant to scope (Includes renting of tools) = 15% • Company has required assets relevant to this scope=30%	30%	Bidding Company -List assets – Provide an asset list on a letter head signed off by the relevant authorized company person. Alternatively provide confirmation of where the assets will be hired incl. letter and contact details of such lessor of the equipment. The focus is civil and building construction assets for this project (All disciplines)	Mark as Annexure B

Evaluation Criteria (Technical)				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
			- LDV's, trucks and other transport - Civil construction equipment - Building equipment and tools - Plumbing equipment and tools - Carpentry equipment and tools - Painting equipment and tools	
c)	Provide extracts of Quality Control Plans (QCP's) – Previous Work Scoring: - No quality control plans or inspections submitted or not accepted = 0% - Unsigned acceptable quality plans = 5%% - Partial Quality Control plans or inspections signed = 10% - Quality Control plans and inspections provided and accepted signed =20%	20%	Bidding Company - Quality Control Plans - Previous or similar work Give extract of Signed off Quality Control Plans (QCP's) with relevant inspector and client signatures of similar projects. Provide at least 2 QCP's with client signatures for each discipline (Electrical, Civil, Mechanical/ Structural) - Quality inspections done on previous or similar work - with relevant inspector and client signatures of similar projects. Provide at least 2 Inspections with client signatures for each discipline (Electrical, Civil, Mechanical/ Structural)	Mark as Annexure C
d)	Provide Company organogram indicating all levels of management for fabrication and installation team compilation. Define all management roles Scoring: Organogram not submitted = 0% - Partial organogram, not all trades/skills covered or very limited resources=5% - Organogram submitted and accepted with all supporting structures = 10%	20%	Bidding Company - Organogram of existing labour force with qualifications and appointed role. Focus is plumbing, civil, painting etc. Relate to this scope Provide number of skilled employees per trade. Indicate Management, Safety, Quality, Trades. Indicate the Names of the Employees	Mark as Annexure D
Note: In order for the bid to be considered the bidder needs to score 70% and above, and comply to all mandatory requirements - This is still dependant on a audit or verification of submitted document that can lead to a bid not being accepted				

Evaluation Criteria (Technical)				
No	Technical Criteria Description	% Contribution	Proof / documents to be submitted	Notes
		100%		

22. PRICING SCHEDULE

A. UNITS OF MEASUREMENT

The units of measurement described in the Bill of Quantities are metric units. Abbreviations used in the Bill of Quantities are as follows:

%	–	Percent	m ³	–	cubic metre
h	–	Hour	m ³ .km	–	cubic metre-kilometre
ha	–	hectare	mm	–	millimetre
kg	–	kilogram	MN	–	meganewton
kℓ	–	kilolitre	MN.m	–	meganewton-metre
km	–	kilometre	MPa	–	megapascal
km-pass	–	kilometre-pass	No.	–	number
kPa	–	kilopascal	P C sum	–	Prime Cost sum
kW	–	kilowatt	Prov. sum.	–	Provisional sum
ℓ	–	litre	sum	–	lump sum
m	–	metre	t	–	ton (1 000 kg)
m ²	–	square metre	W/day	–	Workday
m ² .pass	–	Square Metre-Pass			

PRICING SCHEDULE - BOQ

The BOQ is a excel spreadsheet and is attached separately. The Bidder needs to complete the Excell spreadsheet and submit a electronic version with the tender

