



(PTY) LTD
PROCUREMENT – PHALABORWA DIVISION

Tender No.: T /23

Description: Tarpaulin activity at Dispatch

SCOPE OF WORK

1. BACKGROUND INFORMATION:

This scope is for rendering a service at the Drying, Dispatch and Magnetite sections to level and cover loaded rail wagons with tarpaulins and plant, wagons cleaning.

2. COMPANY BACKGROUND

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

The Company owns, and mines phosphate resources and beneficiates the mined material to produce a phosphate concentrate at Phalaborwa, in the Limpopo Province of South Africa. The phosphate concentrate is sold locally and transported to the Richards Bay plant on the coast of Kwa-Zulu Natal to produce phosphoric acid, granular fertilisers MAP and DAP from phosphoric acid and is the leading supplier of fertilisers to South Africa. In all 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. INTRODUCTION

The Dispatch section comprises of a network of conveyors, driers, silos, and a rail network. The service of a tarpaulin team is required to level and cover loaded rail wagons, clean the Dispatch areas, and keep it free of spillages. The services are needed in two operational areas, namely the Phosphate and Magnetite operations. A team of workers and one team leader per shift is required to render the service according to the Dispatch 2.9.2 Supervisor Plan. The service provider's Supervisor will report to the Superintendent in morning meetings which are held with the Foskor 2.9.2 Supervisors.

4. MAIN DUTIES

4.1 Phosphate Operation:

- The service provider will be required to level loaded Phosphate on rail wagons to accomplish an acceptable profile.
- The service provider will be required to pull the tarpaulin over the loaded wagon and tie it, with the ropes provided, to the wagon.
- The service provider will be required to clean along the rails at the loading areas as well as the rail scales.
- The service provider will be required to seal wagons with soudal-foam and ensure the wagons are not leaking before leaving Foskor.
- The service provider will be required to offload wagons by means of shovels when there's a need to do so.
- The service provider will be required clean wagons of foreign material to ensure they are clean before they be loaded with phosphate rock.

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4.2 Magnetite operation:

- The service provider will be required to load tarpaulins unto the rail wagons.
- The service provider will be required to pull the tarpaulin over the loaded wagon and tie it, with the ropes provided, to the wagon.
- The service provider will be required to clean along the rails at the loading areas as well as the rail scales.
- The service provider will be required to fix skew loaded wagons on site before they are tarped.
- The service provide will be required periodically to clean magnetite spillages at gate 10 scale (weighbridge)
- The service provider will also be required to assist in clean magnetite spillages in the plant, on and under conveyors, under the silo, loading plant and along the hauling routes.
- Offload material on the wagons and clean material at Hoedspruit Transnet Freight Rail Siding
- The service provider will be required clean wagons of foreign material to ensure they are clean before they be loaded with magnetite.

5. CONTRACTOR RESPONSIBILITIES

5.1 General:

- The service provider will be required to assist with adhoc tasks in the Dispatch section. It will be required from the service provider to be available on request for any cleaning job required regarding this operation.
- The service provider must ensure that the tarpaulins are neatly folded and stacked, as part of general housekeeping.
- The service provider will also be required to provide labour assistance to a Foskor team in case of emergency or as required. Foskor will ensure that the necessary training and risk assessment for that specific task is in place.
- It will be required from the service provider to supply extra labour within 48hours as per request from Foskor.
- It will be required from the service provider to supply replacement labour within 48hours of any worker who is sick, on leave etc.

5.2 Training

The service provider will provide all necessary training required to accomplish the task safely. The basis training required for this contract is.

- a. Hira
- b. First aid
- c. Working at heights
- d. Occupational health and safety
- e. Lockout

Supervisors and Subordinate Managers must successful complete 2.9.2 and 2.6.1 exam and be declared competent through the LACA (Legal appointment Contractor Assessments) committee.

5.3 Equipment and PPE

- a. The service provider will supply all the equipment and tools required to complete the task including PPE as per Foskor requirements.

<ul style="list-style-type: none"> • Safety harness • Gloves • Dust masks • Work wear 	<ul style="list-style-type: none"> • Wheelbarrows • Wooden and steel handle shovels and spades • Tarping rods 	<ul style="list-style-type: none"> • Hard Hats • Raincoats • Water boots • Safety Boots
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5.4 Change house and kitchen facilities

- a. Foskor will provide sufficient change house and kitchen facilities.
b. The service provider will provide the employees with fridge, microwave, Kwik boiler, chairs, and tables.
c. They will also be responsible for the upkeep of the facilities.

5.5 Transport

The service provider shall provide the transportation for its team. This includes during

- a. Shift change
b. When employees are working overtime
c. Site supervision and other activities around the mine (e.g., invoice submission, legal documents submission and collection etc.
d. When employees are working hot seat

6 THE CONTRACTOR SHALL SUPPLY THE FOLLOWING

- Qualified people executing the work.
- All labour, tools, and transport required to complete the tasks successfully unless otherwise stated.
- All protective clothing (PPE) and equipment required for the task.
- All vehicle markings as per Foskor Vehicle Delivery Specifications

The table below must be taken into consideration for inclusions and exclusions.

WHO WILL SUPPLY THE FOLLOWING?					
N/A = NOT APPLICABLE C = CONTRACTOR FF = FOSKOR, FREE OF CHARGE FC = FOSKOR, AT COST TO CONTRACTOR					
1.Sanitary –		2.Transport		3.Electrical	
1.1 Water on site and toilet facilities / janitorial services	FF	2.1 Labour	C	3.1 Generators	N/A
1.2 Potable connection point	FF	2.2 Materials	C	3.2 Electrical Extensions	N/A
1.3 Connection to construction water supply	FF	2.3 Tools and Equipment	C	3.3 COC Site Establishment	C

1.4 Change rooms	FF	2.4 All TMMS	C	3.4 Temporary lighting	N/A
1.5. Tool room	FF			3.5 Electrical connection point	FF
				3.6 Connection to Electrical supply	N/A
				3.7 Electric panel + distributing wiring	N/A
				3.8 Power for tools on site from existing Foscok electrical supply point (Welding plugs 525v and 220v plugs)	N/A
4. Quality –		5. Security		6. Lifting and Rigging	
4.1 Plan, Management, QCP and work standards.	C	5.1 Site Security	C	6.1 All rigging equipment (Slings, Chain blocks, etc. related to Conveyor maintenance)	N/A
4.2 All quality test Civil, Paint, Mechanical, etc.	N/A	5.2 Foscok ID Card	C	6.2 Rigger	N/A
4.3 Sampling and laboratory testing	N/A			6.3 Mobile cranes and any other lifting devices	N/A
7. Medicals		8. Communication devices – All communication devices like laptops, computers, networks, radios, cell phones, etc.	C	9. PPE	
7.1 Entry and Exit	C			9.1 Supply, Issue, inspect and manage	C
7.2 First aid box at place of work	C				
10 Site Surveys	C	11. Safety File - Foscok will issue template	FF	12 Training & Authorizations	
		Ensure file conform/ populate to Foscok standards	C	12.1 All Required Training	C
		Mandatory Training and all relevant training	C	12.2 Authorisation - As Per Foscok COP	C/FF
13. Site Establishment		14 Waste management on site		15Railway Spares, etc.	
13.1 Site office/s with suitable facilities for daily "Green Area" meetings, and lunch area	C	14.1 Transport all waste to Foscok designated waste sites	C	New Rails	N/A
13.2 Site establishment space	N/A			Turn Outs	N/A
				Clips and fasteners & Fish Plates	N/A
				Ballast	N/A
16 Scaffolding		17 Labour		18. Compressed air	
16.1 Scaffolding Supply & Erect	N/A	17.1 All labour as per Scope of Work to execute task including management	C	18.1 Sandblasting or grid blast	N/A
16.2 Scaffolds be managed by the Contractor	N/A			18.2 Plant Air at designated points only	N/A
				18.3 Air for power tools - If available	N/A
					N/A
					N/A
19 Fuel		20. Storage and inventory		21 Consumables	

		control			
19.1 Fuel Supply	C	20.1 Protective coverings/tarpaulins	C	21.1 Welding rods	N/A
19.2 Fuel storage	C	20.2 Storage area and inventory control	C	21.2 Bolts & Nuts	N/A
19.3 Fuel fire protection	C				
19.4 Refuelling	C				
22 Tools & Equipment		23 Certificates -		24 Training	
22.1 All Portable Electrical Equipment	C	Supply All certificates as required	C	All required training and training manuals as required to ensure that Foskop can train its workforce and operate the plant / equipment safely	C
22.2 Hot Work Equip as per Foskop COP - Welding Machines, Gas Cutting, Grinding, Gauging, etc.	N/A			All manuals and related documents to be supplied to project Eng. and Foskop Drawing office for safe keeping	C
22.3 Tools as required to execute task	C				

7 SPECIFICATIONS, CODES AND STANDARDS

NOTE: FOSKOR Specifications shall take precedence over SANS specifications unless otherwise specified

7.1 Foskop Specifications

The latest FOSKOR specifications are applicable to this Contract, amongst others: -

- GS001 Rev 2 - General design information
- GS003 Rev 0 - Quality control procedures for general fabrications
- GS008 Rev 0 - Welding standards and procedures
- GS010 Rev 0 - General mechanical equipment
- GS018 Rev 0 - Lubrication

7.2 Foskop Codes of Practice (amongst others)

- COP 1 - Foskop Risk Assessment
- COP 25 - Contractor Control
- COP 26 - Written Safe Work Procedures
- COP 28 - Work Permits
- COP 48 - Mine and Yard: Tidy
- COP 60 - Portable Electrical Equipment
- COP 63 - Hand tools
- COP 65 - Personal Protective Equipment (PPE)

7.3 All work carried out in terms of this specification shall confirm to the requirements of the Mines Health and Safety Act (No. 29 of 1996, as amended) and the related Regulations, with special reference to the manufacturer /supplier's / contractor's duties.

- All work listed in this scope of work shall be in accordance with the railway safety specifications **SANS 3000** (latest revision) and the maintenance standard TFR standard MTM 2012. However, it does not exclude other specification listed or implied, and it remains the Suppliers responsibility to ensure that work execute and tender prepared is in line and meets the requirements of all standards indicated of not.

- All work carried out in terms of this specification shall also conform to the requirements of Foskor's General Engineering Specifications, Codes of Practice and other specifications stipulated above.
- A competent person appointed under Mine Health and Safety Act Regulation 2.9.2 will supervise all work always.

7.4 **Before any work can start**, a proper **HIRA** and **Safe Work Procedure** must be drawn up and approved by the following people:

- Drying and Dispatch Operational people
- Foskor SHEQ Department
- **Appointed Superintendent**

8 PROJECT MANAGEMENT

- 8.1 The responsible engineer shall co-ordinate the initial meeting; thereafter the responsible engineer or his delegate will schedule progress meetings on daily basis. The Contractor's key representatives must attend the daily morning meetings.
- 8.2 All meetings will be held at FOSKOR offices.
- 8.3 Review on the progress of the jobs and plan for next month will be discussed every month on scheduled dates, which can be agreed upon by Foskor (Pty) Ltd and the contractor.

9 CONSTRUCTION AND ERECTION ON SITE

- 9.1 The contractor during construction and erection on site: -
- Shall maintain the working area in a clean, hygienic, and safe condition.
 - Repair damage caused to adjacent areas during his part of the construction.
 - All amenities used should be left as found.
- 9.2 The contractor shall in general comply with the FOSKOR General Engineering Specification, latest revision and all relevant regulations contained within the Specification.
- 9.3 The contractor and all site personnel must complete hazard identification and risk assessment (HIRA) before a work permit can be issued for the installation. A new HIRA must be completed for each task other than that specified in the tender.
- 9.4 Each HIRA must be reviewed and approved by the Section Mechanical Foreman and Engineer before any work can commence.
- 9.5 The contractor will have to appoint 2.9.2 and 2.6.1 legal appointees under the Mine Health and Safety Act within one (1) month of being awarded the contract. **The 2.9.2 appointee will assume the duties of the site supervisor and will always supervise site work.** Each shift must have its own 2.9.2 appointee.
- 9.6 The 2.6.1 legal appointee will assume the duties of site manager and will report to the Drying and Dispatch Maintenance Engineer daily at 07h00 for the duration of the on-site installation.
- 9.7 The successful contractor must plan with the Foskor SHEQ Department for examinations and legal appointments for the 2.9.2 and 2.6.1.
- 9.8 The successful contractor needs to submit the related training records to the Training department who will verify the qualifications and competences of all contractor employees that will render the service at Foskor. **Mandatory training needs to be obtained for each person of:**

- HIRA – Hazard Identification and Risk Assessment
- First Aid
- Basic Health and Safety
- Working at Heights

- Before work can start each person need to obtain authorisations for:
 - HIRA
 - Lock Out
 - Hot work (All personnel that is doing welding and cutting torch work)

9.8 The contractor shall be responsible for coordinating and integrating his schedule and responsibilities with other FOSKOR appointed contractors on site for this scope of work.

10 CONDITIONS OF CONTRACT

- 10.1 Any eventual order will be subject to Foskor's standard terms and conditions of contract. This will be a fixed price contract. Any additional items or deviations must be approved before any work can commence. Any exceptions to the scope of work must be clearly stated in the tender document.
- 10.2 Contractors must ensure compliance in general with the tender requirements enclosed in the attached "Instructions to Tenderer".
- 10.3 No final payment shall be authorized if the work is not 100% done. (Punch list and time sheets etc.)
- 10.4 ALL payments will be done 30 days after statement date.

11. CONTACT PERSONS:

For any technical queries please contact the following persons during office hours (07H00 – 16H00)

Rikotsa Mhlaba

Superintendent Drying & Dispatch

Tel: (015) 789 2329

Cell: 073 631 1119

rikotsam@foskor.co.za

12. SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa

12.1 Ambient conditions

- Ambient temperature


Summer	35 Degrees Avg	50 Degrees Max
Winter	17 Degrees Avg	2 Degrees Min

- Site Altitude: 380m
- Prevailing wind direction: Generally South Easterly - Maximum design velocity 40m/s

(144km/h)

- Very dusty conditions
- Average annual rainfall = 540 mm

13. FOSKOR GENERAL ENGINEERING SPECIFICATIONS (should be consulted prior to finalization of any design or specification)

		GENERAL ENGINEERING SPECIFICATIONS INDEX		DOC NO: Index REVISION: 0 ISO 9001 REF: 75.1 ISO 14001 REF: 44.6 OHSAS18001 REF: 44.6
DOCUMENT NUMBER	DOCUMENT TITLE	REVISION NUMBER	DATE REVISED	LOCATION
GS001	General Design Information	0	01/11/2011	
GS002	Engineering drawings	0	01/11/2011	
GS003	Quality control procedures for general fabrications	0	01/11/2011	
GS004	Site work associated with civil construction works	Future		
GS005	Concrete and formwork	0	01/11/2011	
GS006	Masonry and building work	Future		
GS007	Plate and workshop fabrications	0	01/11/2011	
GS008	Welding standards and procedures	0	01/11/2011	
GS009	Structural fabrication and erection	0	01/11/2011	
GS010	General Mechanical Equipment	Future		
GS011	Piping	0	01/11/2011	
GS012	Pressure vessels	0	01/11/2011	
GS013	Painting and Protective coatings	0	01/11/2011	
GS014	Rubberlining	0	01/11/2011	
GS015	Fencing	0	01/11/2011	
GS016	Roofing and side cladding	0	01/11/2011	
GS017	Fuel for use in combustion engines	0	01/11/2011	
GS018	Lubrication	0	01/11/2011	
GS019	Bund walls for liquid containment	0	01/11/2011	
GS020	General Purpose Valves	0	01/11/2011	
GS021	Gearboxes	0	01/11/2011	
GS022	Repair of Chain blocks and Lever hoists	0	01/11/2011	
GS023	Slurry Pumps	Future		
GS024	Overhead Cranes	Future		
GS025	Conveyors	Future		

Contrator /Supplier - Please ensure that you have the latest copy of Specifications before any activity is committed

ELECTRICAL SPECIFICATIONS		
SPECIFICATION NUMBER	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

14. DOCUMENTS / DRAWINGS

Drawing No	Title	Revision
N/A		

15. PROJECT MANAGEMENT - Contractor

- Nominate a single window of communication to Foskor – Typically the appointed contractor 2.6.1
- Attend daily meetings with production supervisors and maintenance planner.
- Submit Progress reports (Format & interval) as defined in the Kick off Meeting (Invoicing, Labour based on Foskor Clock durations, Performance against plan, Contractor purchases, Quality Management, Safety, Etc.
- Manage and participate in the “Daily Journal” as part of executing the project.
- Demonstrate Quality and conformance to requirements as per QCP.
- All meetings will be held at FOSKOR offices, unless otherwise stated.

- The contractor to provide updated project management plans on progress as defined by the Foskor Project Engineer

16. LIAISON AND CO-OPERATION WITH OTHERS

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

17. TENDER EVALUATION CRITERIA

- The following tender evaluation criteria will be used for adjudicating the Contractor submitted tender.
- Please provide the required documentation as requested in the "Proof / documents to be submitted" column. Please be specific when submitting documents by ensuring it answer the item specified.
- Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.
- All Annexures A to F need to be complied and submitted, please keep the format in your submission.

18. GENERAL CONDITIONS

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

Description	Condition	Duration
Type of Contract	Fixed with escalation	
Tender price validity	3 months	
Escalation	Labour	
Escalation	Min Training	

Pricing Schedule and Personnel requirements

Item	Description	Rate / Person / Hour	Amount of People	Total
A	Fixed cost			
1	Workers per shift (8 X Phosphate + 7 X Magnetite) 4 X shifts = Employees (Shift = 8.2 hours) (The will required to train one of the labourers per shift to operate a TLB and Skid Loader)	R	60	R
2	2 X Supervisor (2.9.2) per shift = 8 Supervisors (Shift = 8.2 hours)	R	8	R
3	1 X Subordinate Manager (2.6.1) Day shit (5 days a week)	R		
B	Variable Cost			
1	Normal overtime per hour (Worker) (X1.5)	R		R
2	Sunday/holiday overtime per hour (Worker) (X2.0)	R		R
3	Normal overtime per hour (Supervisor) (X1.5)	R		R
4	Sunday/holiday overtime per hour (Supervisor) (X2.0)	R		R
5				
	Duration			52 weeks
Subtotal (Excl. Vat)				R
15% Vat				R
Total				R

Item	Description	Total amount of items	Price / Item	Total Price
C	Other Equipment per shift	4 X shifts		
1	7 X Shovels per shift	28	R	R
2	7 X Spades per shift	28	R	R
3	6 X Wheelbarrows per shift	24	R	R
4	12 X Safety Harnesses	48	R	R
5	4 X Tarping Sticks (2m X 30 mm Ø)	16	R	R
6	4 Rubbish Picker	16	R	R
Subtotal (Excl. Vat)				R
15% Vat				R
Total				R

TECHNICAL EVALUATION: Tarpaulin and Plant Cleaning Activity				
No	BUSINESS and OPERATIONAL FUNCTIONS	SCORING CRITERIA	Weight % Contribution	Score
1	Location of the business	Ba-phalaborwa = 20%, Outside Baphalaborwa =0%	20%	
2	How many years in business of Labour services in the mining Industry	>= 5 yrs. is 20%, <5 to 3 yrs. is 15% < 3 to 1 Yrs is 10%. > 1 yr is 5%;	20%	
4	How many trained 2.9.2 's are already with Supervisors Training Certificates. (Submission of Certificates is Mandatory)	>= 8 is 5%, <8 to 4 is 3% <4 to 1 is 2%. >1 to is 0%	5%	
5	Submit Human Resources and recruitment Plan (Mandatory)	Recruitment Plan Submitted = 15% Recruitment plan not submitted = 0%	15%	
6	List of similar contracts awarded in the last 5 years in any industry	>=8 is 20%, <8 to 5 is 15% <5 to 3 is 10%. > 3 to is 5%	20%	
7	Provide list of reference of the previous contract that can be contacted and visited	>= 5 is 10%, <5 to 3 is 8% < 3 to 2 is 5%. >2 to is 3%	10%	
8	Safety statistics (Submission of safety reports is mandatory)	>= 5 is 0%, <5 to 3 is 5% < 3 to 2 is 8%. >2 to is 10%	10%	
			100%	
<p>All service providers with a weighted score above 70% are technically approved. Contractors who achieved 70% scores but do not have people available, it is proposed that they take over the current employees of the current contractor due easy of mobilization of the contract. Failure to provide mandatory requirements it will lead to technical disqualification</p>				
Position and Name		Signature	Date	
Superintendent D & D:				
Snr Manager Ext 8,D & D:				

