

**SCOPE OF WORK - FOR THE PROVISION OF MINOR CONSTRUCTION, MAINTENANCE, AND REPAIR
WORK AT THE PREMISES OF FOSKOR (PTY) LIMITED IN PHALABORWA AND NAMAKGALE, INCLUDING
SERVICES AT THE CAFETERIA WITHIN THE PLANT AND MINING DEPARTMENTS.
FOR THE PERIOD OF THREE YEARS**

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

- a) COP 41 Housekeeping and workplace organisation
- b) COP 49 Waste Management
- c) COP 51 Resource conservation, energy, and materials
- d) COP 70 Storage of petroleum products and other hazardous material
- e) National Environmental Management Act 107 of 1998 (NEMA) and its Regulations
- f) National Environmental Management Waste Act 59 of 2008 (NEMWA) as amended.
- g) The successful service provider shall include in his/her SAFETY FILE, and comply with, the following documents:
 - i. Environmental Aspect and Impact Register (Applicable to this contract).
 - ii. Environmental Objectives and Targets (Applicable to this contract).
 - iii. Waste Management Plan (Applicable to this contract).
 - iv. FOSKOR Atmospheric Emissions License (Copy available on request – to be discussed with Mine Official responsible for the Services required)
 - v. FOSKOR Waste Management Licence (Copy available on request – to be discussed with Mine Official responsible for the Services required)
 - vi. FOSKOR Water Use Licence (Copy available on request – to be discussed with Mine Official responsible for the Services required)

1.2 SCOPE BACKGROUND

*This scope broadly covers all normal maintenance activities, standard to a professional civil work practice. The work at estates general civil maintenance includes **carpentry, masonry, painting, plumbing**, installation of kitchen units, painting, maintenance of motors for the gates, door frame installation and **tiling**. The maintenance work is for PHALABORWA SQ'S, Avignon, Kiaat, Green acres, Disa, Palfos, Museumt, Namakgale Single Quarters (Phola Park), foskor Community Centre and Cafeteria in the plant and Mining Department.*

1.3 COMPANY BACKGROUND

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

The Company owns and mines phosphate resources and beneficiates the mined material to produce a phosphate concentrate at Phalaborwa, in the Limpopo Province of South Africa. The phosphate concentrate is sold locally and 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.

2. SCOPE OF WORK

2.1 BACKGROUND DOCUMENTATION

Foskor has multiple facilities around Ba-Phalaborwa Municipality. The scope of work is focusing on Facilities in Phalaborwa Town and Namakgale. The tender will be split into two that is Phalaborwa and Namakgale. There will be two successful bidders of this tender namely one responsible for Phalaborwa and the other responsible for Namakgale.

2.2 SCOPE - EXTENT OF WORK OR SERVICE REQUIRED

2.2.1 General Scope Considerations:

Please allow for a Coordinator SLP & Facilities 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 obtain 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 on a weekly basis and present 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 reporting to management, it will be expected that the contractor obtains this service at his/her cost.

Housing Department will arrange the Scaffolding. It is expected that arrangements will be communicated to the Civil Workshop. When the Contractor has finished the work, they should communicate with Housing Department with immediate effect.

2.2.2 Project costing and expenses

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

2.2.4 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 to Foskor Waste Management COP.

2.2.5 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.

2.2.6 Scope Specific statutory and legislative requirements Legislative requirements

The successful service provider shall ensure that all work is carried out in accordance with the following specifications and requirements {SANS BUILDING STANDARD-SANS 10400}

2.3. SCOPE

2.3.1 Basic Requirement

This scope covers the minimum specifications and requirements to provide the service of Minor Civil Maintenance and Repair work as requested by Foskor from time-to-time. Civil maintenance and repair work covers disciplines in masonry, plumbing, carpentry, paintwork etc.

All work includes all tools, labour, equipment, Transport, Supervision, Quality management, Project communication and management.

3. **Scope of Work – Task specific**

- 3.1 The **Scope** explain what the contractor's responsibilities are about the different tasks that will be performed. The contractor may exercise his discretion about the method that he adopts to execute the task. The results achieved are to conform to professional civil maintenance practice standards and to the standards required by FOSKOR.
- 3.2 The **MAINTENANCE SCHEDULE** details the frequency of specified maintenance. The contractor should schedule his maintenance routine according to the required maintenance as far as possible.
- 3.3 The conditions of this scope of work exclude errors and omissions.

I. **LABOUR COMPENSATION**

- a. FOSKOR requires the Contractor to pay their skilled & unskilled labour the minimum rate as determined and described by the Department of Labour sectoral determination applicable to the type of work.
- b. The Contractor shall provide the workmen with all the protective / safety clothing.
- c. All statutory requirements for employing labour should be always complied with
- d. Housing will monitor compliance in terms of Sectoral Determination.

II. **LABOUR REQUIREMENTS FOR THE PHALABORWA AND NAMAKGALE AREA**

- a. Supervision
- b. The Civil Work team to be responsible for the following Trades:
 - Carpentry
 - Masonry
 - Painting
 - Plumbing
 - Tiling.
 - Kitchen units repairs and replacement.
 - Painting
 - Maintenance of motors for the gates.
 - Door frame installation
 - Extraction fan services at Cafeteria.
 - Unblocking of drains.
 - Replacement of windowpanes and glasses.
 - Maintenance of gyzer and replacement

III. **NORMAL CARPENTRY MAINTENANCE ACTIVITIES**

a. **FLYSCREENS**

- Removal / replacement of fly screens / fly screen gausses/ frames

b. **CUPBOARDS, WARDROBES, DOORS & DOOR LOCKS**

- Repair / replace wooden cupboard & wardrobe shelves & doors
- Open or Replace default door locks & supply keys

IV. NORMAL MASONRY MAINTENANCE ACTIVITIES

a. WALL TILES

- Replace wall tiles
- Wall tiling new surfaces
- Re-grout wall tiles

b. FLOOR TILING

- Laying of ceramic tiles on new surface
- Replacement of tiles on a previously prepared surface

c. PAVING & BRICK WORK

- Repair existing paving
- Preparation and laying of new paving under normal conditions including compacting.
- Definition of normal conditions: No rocks or vegetation

V. PLUMBING

a. REPAIR/REPLACEMENT OF WATER PIPES & CLOSE UP TRENCH

- Repair / replacement of water pipes which includes fittings and couplings.
- Repair / replacement sewer pipes, fittings and couplings
- Repair / replacement of gutters and downpipes fittings and couplings

The following are considered break stops (emergencies):

- Repair / replace leaking geyser
- Repair / replace leaking valves
- Repair / replace leaking water pipes
- Unblock sewer lines, toilets, and drains
- Repair / replace stripped taps
- Replace of surface pipe to be copper as far as practically possible
- Replacement of Domestic water supply lines. The lines need to be laid to a minimum dept of 500mm.

VI. TOUCH UP PAINTING

- Foskor will decide upon the colour of all paint. Where possible, colours will be standardised.
- All surfaces to which paint is applied shall be moisture dry.
- Special attention shall be given to cracks, crevices, and edges to ensure complete coverage.
- Ceilings must be painted with super acrylic PVA
- Varnished woodwork must be re-varnished when necessary
- All materials shall be evenly applied to form a smooth, continuous, unbroken coating, free from sags, runs and other defects.
- All glazing must be free of paint marks upon completion of painting
- Care is to be taken that all floors and furnishings are suitably covered prior to commencing painting.

4. PROJECT URGENCY

Normal working hours are defined as follows:

07H00 to 16H00 Mondays to Fridays.

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.

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

6. **BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS**

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

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	C	2.1 Labour	C	3.1 Generators	C
1.2 Potable connection point	C	2.2 Materials	C	3.2 Electrical Extensions	C
1.3 Connection to construction water supply	C	2.3 Equipment	C	3.3 COC Site Establishment	N/A
1.4 Change rooms	C	2.4 All TMMS	C	3.4 Temporary lighting	C
				3.5 Electrical connection point	FF
				3.6 Connection to Electrical supply	C
				3.7 Electric panel + distributing wiring	N/A

WHO WILL SUPPLY THE FOLLOWING?					
N/A = NOT APPLICABLE C = CONTRACTOR FF = FOSKOR, FREE OF CHARGE FC = FOSKOR, AT COST TO CONTRACTOR					
				3.8 Power for tools on site for existing Foskop electrical supply point (Welding plugs and 220v plugs)	C
				Electrical and Instrumentation Installation	FF
4. Quality –		5. Security		6. Lifting and Rigging	
4.1 Plan, Management, QA, QC	C	5.1 Site Security	C	6.1 All rigging equipment (Slings, Chain blocks, turfers, etc)	C
4.2 All quality test Civil, Paint, Mechanical, etc	C	5.2 Foskop ID Card	C	6.2 Rigger	C
4.3 Sampling and laboratory testing	N/A			6.3 Mobile cranes	C
7. Medicals -		8. Communication devices – All communication devices like laptops, computers, networks, radios, cellphones, etc	C	9. PPE	C
7.1 Entry and Exit	C	8.1 One Computer for JDE	N/A	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 - Foskop will issue template	FF	12 Training & Authorizations	
N/A		Ensure file conform/populate to Foskop standards	C	12.1 All Required Training	C
				12.2 Authorisation - As per Foskop COP	FF
13. Site Establishment		14. Waste management on site		15. Painting - All Equipment and tools paint, labour, etc	C
13.1 Site office/s with suitable facilities for daily “Green Area” meetings, and lunch area	C	14.1 Transport all waste to Foskop designated waste sites	C	15.1 All Equipment and tools paint, labour, etc	C
13.2 Site establishment space	N/A				
16 Scaffolding		17 Labour		18. Compressed air	
16.1 Scaffolding Supply & Erect	FF	17.1 All labour as per Scope of Work to	C	18.1 Sandblasting or flash blast	C

WHO WILL SUPPLY THE FOLLOWING?					
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		execute task including management			
16.2 Scaffolds be managed by the Contractor	C			18.2 Compressor	C
16.3 Cherry Picker's – only when available by pre booking	N/A			18.3 Air for power tools - If available	C
16.4 Cherry Picker's Driver– Trained and authorized driver	N/A				
19 Fuel		20. Storage and inventory control		21 Consumables	
19.1 Fuel Supply	C	20.1 Protective coverings/tarpaulins	C	21.1 Welding rods	C
19.2 Fuel storage	C	20.2 Storage area and inventory control	C	21.2 All other Consumables	C
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 FOSKOR can train its workforce and operate the plant / equipment safely	C
22.2 Hot Work Equip as per FOSKOR COP - Welding Machines, Gas Cutting, Grinding, Gauging, etc	C			All manuals and related documents to be supplied to project Eng and FOSKOR Drawing office for safe keeping	C
22.3 Tools as required to execute task	C				

7. AS BUILT DRAWINGS

N/A

8. QUALITY

- i. The service provider must provide the necessary quality management systems and plans to ensure that the quality of his/her 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 to 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 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. FOSKOR envisage a complete quality System driven by the Service provider and this system / plan will be approved by FOSKOR 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. FOSKOR may appoint a third part to measure and control FOSKOR'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

9. **PROJECT DELIVERABLES**

9.1 **The deliverables for this project include:**

Upon completion of the new or repair of Minor Civil, the service provider shall be required to inspect the area in concern with the request to access competence in accordance with the requirements as per the work order

10. **ON-SITE SUPERVISION REQUIREMENT**

- A FOSKOR work permit 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 FOSKOR pricing schedule Bill of Quantities (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 undertaking to comply with FOSKOR Safety requirements during tendering stage and fulfil the requirements if awarded the work. Any deviation may lead to cancellation of order/contract. Timeframes needs to be attached
- Copy of Certificate of Passing FOSKOR 2.6.1 and 2.9.2 Legal Exam for the people that is intended to be used in this task /project
- Tax Clearance
- Letter of Good standing (Workman compensation)
- BEE Certificate
- 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.
- Take note of the tender evaluation documents that needs to be submitted

12. SAFETY

See table below indicating typical steps to obtain a work permit

OBTAINING A WORK PERMIT – TYPICAL STEPS

Typical Step	Activity	Completed	FOSKOR 2.6.1 Signature
1	Obtain Order – procurement to Sign work permit		
2	Obtain Work Permit from Safety		
3	Do Method Statement – Sign off by FOSKOR 2.6.1 Tools, Equip and people – List all major pieces of equipment, Tools, Tmm's		
4	List Subcontractors in Work permit		
5	Baseline Risk Assessment <ul style="list-style-type: none"> • Execute Baseline Risk Assessment – Signed Off by FOSKOR 2.6.1. • Define and Document supervision requirements -based on Baseline Risk • Verification of ROPS and TMM requirements 		
6	Verify letter of Good Standing Main contractor and subcontractors		
7	Verify Main contractor and subcontractor Letter of good standing		
8	List all workers on Yellow and Blue form from Work Permit		
9	Execute Medicals at Clinic		
10	Dp induction at Security		
11	Compile critical tasks All to participate - Sign off by FOSKOR 2.6.1		
	Execute training and ensure BHS, First Aid and HIRA – Sign off at Johan at Training Centre		
12	Compile contractor organogram		
13	Compile Training matrix		
15	FOSKOR 2.9.2 and 2.6.1 legal exam – As soon as possible		
16	Execute relevant trainings as defined in Baseline Risk for all personnel – (Hot Work, Working at Height, Lifting and Rigging, Conveyors, etc.)		
17	Site Specific induction – Arrange with relevant area FOSKOR 2.6.1		

18	Compile authorisations forms for relevant 2.13.1 Eng to sign off (Hot Work, Working at Height, Lifting and Rigging, Conveyors, etc.)		
19	Compile Safety file with all relevant Documentation, Use Foskor Safety File index		
20	Verification of ROPS and TMM requirements		
21	Foskor Security to Sign Work Permit		
22	Foskor 2.9.2 to Sign Work Permit		
23	Foskor 2.6.1 to Sign Work Permit		
24	Foskor 2.13.1 to Sign Work Permit		
25	LACA Certification (2.9.2 and 2.6.1) – As soon as possible		
26	Foskor 3.1.a to sign Work permit. Appoint Contractor 2.6.1 and 2.9.2		
27	Foskor Safety to Sign Work Permit		
28	Hand in Work permit at Safety – Remember to have a copy in your safety file		
29	Issue Access cards by Security – Remember to have a copy in your safety file		
30	Book TMM training at Mining for VTS. Complete form and sign off by 3.1.a. After VTS go back to Clinic and get 3.1.a to sign off		
31	All TMM's to be checked for compliance before entering the Plant. Arrangements with LDV workshop. Illumination test certificates to be in place with checklist book/file		
32	Compile tools and equipment list and present to Security for verification.		
33	Take all electrical tools to Foskor Electrical workshop for inspection and to be signed off		
34	NOTE: Site establishment can now take place		

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

- i. The service provider and subservice providers need to comply with the Mine Health and Safety act at all times. All Foskor COP's Policies and procedures needs to be adhered to.
- ii. A service provider 2.9.2 to be permanently on site.
- iii. Medical, Induction, Foskor ID Card, etc. is approximately R800 per Person. Exit medicals need to be done at termination of contract.
- iv. The Successful tenderer will be required to compile a Foskor Work permit and at least 2 weeks should be allocated for this. The service provider must provide the following appointed persons in terms of the MHSA: 2.6.1; 2.9.2 and Section 29(1) – SHE REP for the duration of the contract.
- v. All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises.
- 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 subservice 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 is conducted. Arrange timeously.
- xi. Ensure all workers competencies are available and have been validated.
- xii. Ensure proper security, sign boards, 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 areas.
- 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 in accordance with the project area's requirements or as given by the service provider Supervisor.
 - c. Training is provided in the correct use of PPE to workers.
 - 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 be informed of the following minimum training is applicable to all service providers (irrespective of the tasks or scope of work) that will enter FOSKOR Phalaborwa site with effect from 1 April 2014. This training is not presented by FOSKOR Training section and service providers must ensure that the training is sourced through accredited external training companies:
 - a. Basic health and safety principles
 - b. HIRA
 - c. First Aid Training
- 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 certificate will be accepted if complying to the following:
 - a. Unit Standard Title
 - b. Learner Full name
 - c. Learner ID number
 - d. Competency achieved
 - e. Date of Assessment
 - f. Assessors signature
 - g. Training provider logo
 - h. Training provider registration number and accreditation number.
 - i. Seta logo

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. FOSKOR (Pty) Ltd. COP (Code of Practice) No. 25 for Service provider Control (Available on request)

- v. Foskop (Pty) Ltd. COP (Code of Practice) 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 applicable to the successful application of the contract. (Available on request)

13.2 Summarised requirements/extracts from Foskop 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 are in possession of 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)

13.2.2 Before commencement of work:

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

14. PERMIT TO WORK

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

- i. The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, Foskop Safety department.
- ii. Obtain a contract number from the Foskop procurement or projects department.
- iii. Appoint a subordinate manager in accordance with Regulation 2.6.1 and an on-site supervisor in accordance with Regulation 2.9.2 of the Mines Health and Safety Act.
The appointed subordinate manager and -supervisor shall be required to write and pass the Foskop 2.6.1 and 2.9.2 legal examinations within 30 days after being awarded this contract.
Attend a hour long legal exam briefing any Thursday between 08:00 and 09:00 at the Security training hall.
Write legal examination any Friday between 07:30 and 10:30 at the Security training hall. (Please book)
- iv. Appoint an on-site SHE-Rep in accordance with section 29(1) of the MHSA to assist the Regulation 2.6.1 and 2.9.2 in the daily on-site management of health, safety and environmental issues.
The designated SHE Rep must have the ability to read, write and express him/herself.
The appointed SHE-Rep shall be required to attend a five day SHE-Rep training course within 30 days after being awarded this contract (Training free of charge). Make booking on 015 789 2531
A pre-requisite for attending the SHE-Rep training course is successful completion of Basic Health & Safety Principals- and HIRA training.
See Foskop's COP 5 Health and Safety Representatives for details.
- v. Provide a name list, including ID numbers, residential and postal addresses and telephone numbers of all of the appointed service providers on-site employees.
- vi. All of 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 Foskor site
- viii. All of the appointed service providers' employees shall receive/have received training in:
 - a. First aid level 1 (Provide own training)
 - b. Working at heights (Provide own training)
 - c. Basic Health & Safety Principals (Provide own training)
 - d. HIRA (Provide own training)
 - e. Basic fire fighting. (Provide own- or receive Foskor training, contact 015 789 2531 to book)
 - f. Lock out. (Provide own- or receive Foskor training, contact 015 789 2531 to book)

All training not provided by Foskor must be verified by the Foskor training superintendent Mr. Johan Fouche. Please contact him on 015 7789 2525 to make an appointment or alternatively email proof of training and certificates to johanfo@foskor.co.za to confirm compliance before requesting his approval on the PERMIT TO WORK.
- ix. All of the appointed service providers' on-site employees shall receive the basic Foskor site induction training at the Foskor Security office.
- x. All the appointed service providers' on-site employees shall receive site specific induction training provided by the Foskor 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 Foskor MHSA 2.13.1 appointee and signed by all of service providers employees. Make use of Foskor's own 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 Foscors appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1.a managers 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. Registration number must be provided.
- xv. SARS issued 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 at all times be available for inspection by a Foskor official: The following guidelines are provided in order to assist the appointed contractor in compiling a SAFETY FILE:

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

The SAFETY FILE must at all times be available for inspection by a Foskor official.

SHE FILE INDEX / TABLE OF CONTENT - Typical

See index below



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4. COP88: Objectives, targets and management programmes Clause 6.2.1: Planning to achieve OH&S objectives. Clause 6.2.2: Objectives and programs	4
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6. COP 15: SHERQ Competency and awareness training Clause 7.2: Competence Clause 7.3: Training awareness	6
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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

TYPICAL CONTENTS OF SAFETY FILE:

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

Note: The bidder / Service provider can obtain an updated CD/Disk with all Foskor COP's from Abigail Modika at the Projects Department on 015 789 2005 or abigailm@foskor.co.za.

COP 25 – CONTRACTORS LEGAL OBLIGATION AND MINIMUM REQUIREMENTS

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

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

	Visitors	Short Term Contractors (1-5 days)	Medium Term Contractors (1 days -1 month) – low risk	Long Term Contractors (>1 month) – low risk work	Medium or Term Contractors (1 days up to 12 month) – Risk work
Minimum training	None	None	1. First Aid Training 2. HIRA 3. Understanding Basic Health and Safety Principles	1. First Aid Training 2. HIRA 3. Understanding Basic Health and Safety Principles <u>PLUS</u> , all training as defined in Baseline risk assessment and Scope (COP 1)	1. First Aid Training 2. HIRA 3. Understanding Basic Health & Safety <u>PLUS</u> all training as defined in Baseline risk assessment and Scope (COP 1). When construction or maintenance work is done – minimum 1 artisan per team.
Letter of Good standing	Not required	Not required	<u>May</u> be required (dependant on scope) and correct nature of business must reflect on the Letter of Good standing	Required and correct nature of business must reflect on the Letter of Good standing	Required and correct nature of business must reflect on the Letter of Good standing

#LOUR LIFE SAVING RULES.

1. Risk assessment and clearance certificate.
2. Lifting operations.
3. Working at heights.
4. Confined space entry.
5. Positive energy isolation and lockout.
6. Moving machinery
7. Personal protective equipment

Risk assessment is also on life saving behaviours – but this is applicable to all jobs and training apply to all that will do physical work!

16. PARAMETERS

16.1 Design 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. A 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

Latest addition of the South African National Standards in effects 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 SHEQ system (COP's)

No work shall be contemplated which is in breach of any Lergislation in South Africa – Typically:

- Water license (04/B72K/ACGIJ/962)
- Occupational Health and Safety Act
- South African Mine Health and Safety Acts and regulations (Act 29 of 1996)
- Explosive Acts and Regulations - South Africa
- DWA and the National Water Act.
- Foskor COP's
- Foskor Engineering Specifications
- 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%.

16.3 Site Geography

The properties are located in Phalaborwa and Namakgale, Limpopo, South Africa

16.4 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

16.5 Foskor General Engineering Specifications (should be consulted prior to finalization of any design or specification)

Department responsible is Project Department (Draughtsmen)

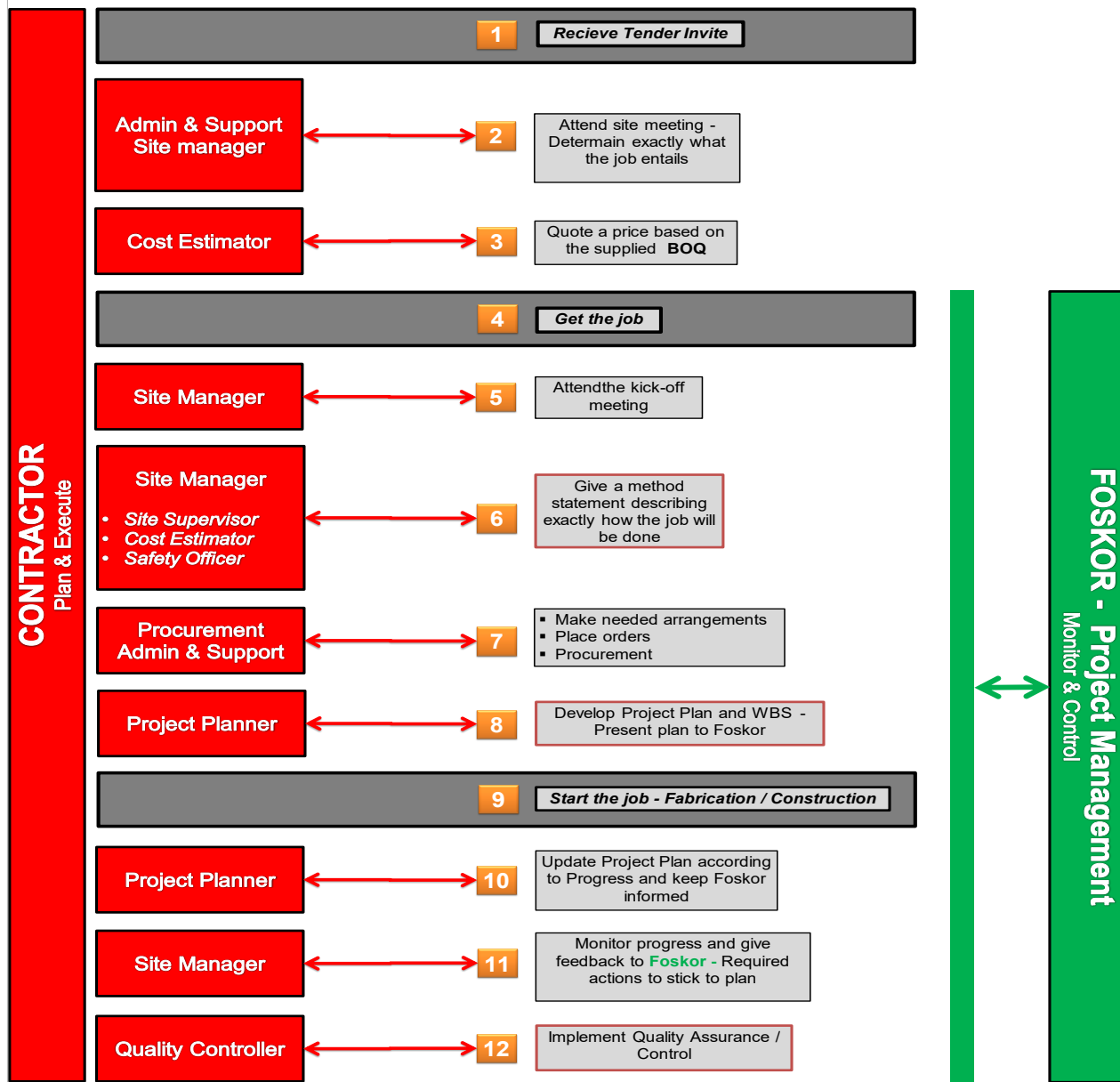
Service provider /Contrator /Supplier - Please ensure that you have the latest copy of Specifications before any activity is committed.

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 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.

PROJECT- Simplified typical task flow diagram



18. LIAISON AND CO-OPERATION WITH OTHERS

- The CONTRACTOR/ SERVICE PROVIDER shall be required to co-operate and liaise with Foskor appointed Facilities, Transformation and change Officer.
- 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.

19. GENERAL CONDITIONS – COMMERCIAL

19.1 Extensions, penalties and retentions

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

Description	Condition	Duration
Penalties	2% per week	Late Delivery after promised completion date
Performance Bond	0% of Contract Value	0 Year after completion
Retention	5 % of Contract value	Release after 3 months
Type Of Contract	Foskop General condition of contract	
Tender price validity	3 months	
Escalation	None	None

All delays must be immediately brought under the attention of Facility, Transformation and change officer and the responsible party agreed upon immediately.

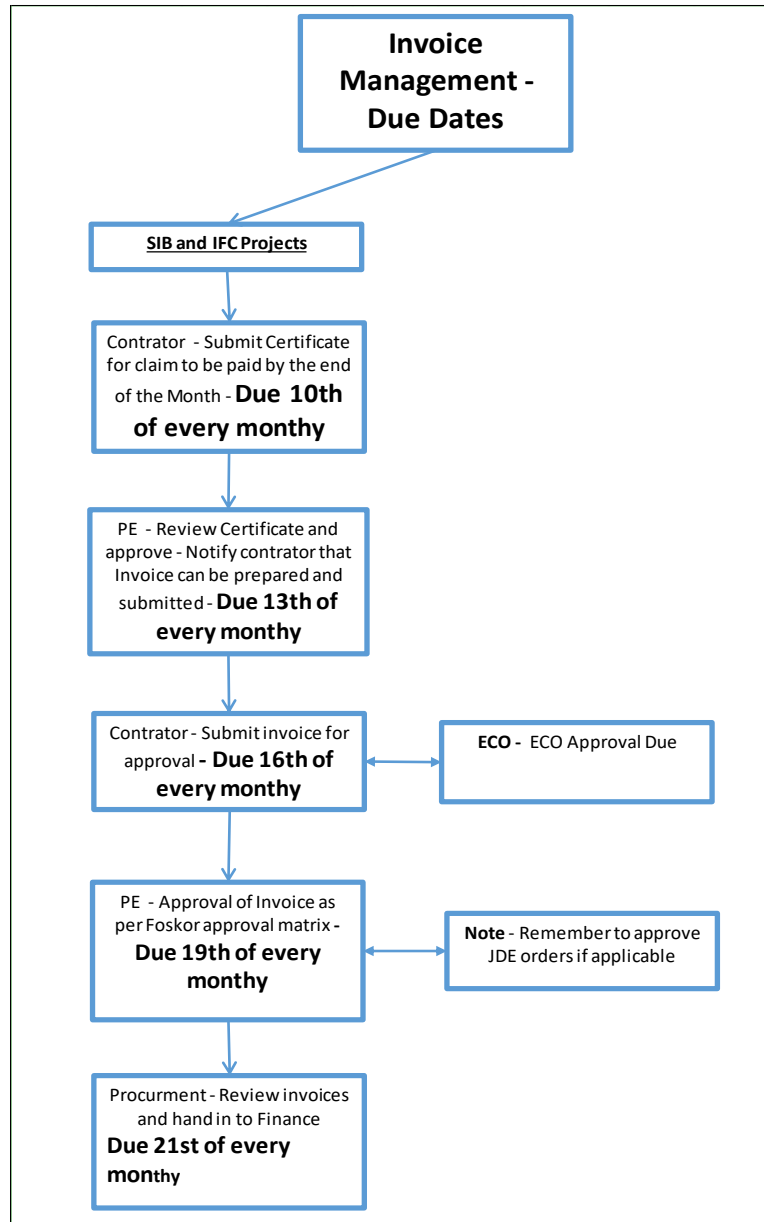
19.2 After sales service or requirements

After sales service requirements are listed below:

N/A

19.3 Invoice due dates

The due dates for certificate and invoices are outlined in the graphical presentation.



20. 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 information as **set out hereunder** is required.
- Please provide the required documentation as requested in the "Proof / documents to be submitted" column. Please be specific when submitting documents by ensuring it answer the item specified.
- Please use the annexure number as indicated to identify proof submitted.
- Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.

MANDATORY REQUIREMENTS

The following tender evaluation criteria will be used for adjudicating the Contractor-submitted tender.

PRE-EVALUATION REQUIREMENT				
1	CIDB <ul style="list-style-type: none">Minimum 4GB or 4CE and aboveCompulsary site meeting.		Submit Proof of the certificate	
	Evaluation Criteria (Technical)			
	T /25 Foskor Estates General Civil mainetenance			
No	Technical Criteria Description	% Contribution	Proof/documents to be submitted	Notes
1	Experience & Team competence			
a)	Company - Previous experience in Civil works, carpentry, masonry, painting, plumbing or tiling in last 5 years Scoring: 0 years = 0% ≤ 1 year = 25%; ≤ 2 years = 50% ≤ 3 years = 75% ≥ 4 years = 100%	35%	Provide refences of previous experience in Civil works, carpentry, masonry, painting, plumbing or tiling in last 5 years, with values and contact numbers for verification References may be provided in the form of a Purchase Order (PO), contract, completion certificate, or reference letter.	
b)	Team - Capability to provide qualified plumbers, carpenters, etc. Scoring: No skills = 0 %; semi-skilled = 50 %; skilled team = 100 %	15%	Give personnel qaulifications and their CVs, trades to execute task <u>Annexure B</u>	
2	Company Capacity			
a)	Contractor Site Equipment List (Project Specific) Scoring: No equipment = 0%; 2-4 equipment = 50%; All Relevant Equipment = 100%	20%	Focus is LDV, Truck, Hand tools, Mobile concrete mixers, PPE <u>Bidders must provide proof of purchase or Inventory register.</u>	

			<u>Annexure C</u>	
b)	Project team Organogram indicating names, positions, trades for this project Scoring: No Organogram, no CVs & No Qualification = 0 %. Organogram, with each CV and qualification of the following = Each 20% Supervisor Skilled labour X 4 Unskilled labour X 2	15%	Submit an organogram with names, positions and CVs. Required labour, <ul style="list-style-type: none"> • Supervisor • Skilled labour X 4 • Unskilled labour X 2 <u>Annexure D</u>	
3	Minimum Safety Training required on Foskor			
a)	MQA based Basic health and Safety, First Aid, Hira. Scoring: No Training = 0 %; All relevant personal trained = 100 %	15%	Bidder must submit certificates of employees for Basic health and Safety, First Aid, Hira. <u>Annexure E</u>	
	Total Technical Score	100.00%		
Note: In order to qualify for the second evaluation phase (commercial) your company need to score a minimum of 70% on the technical evaluation.				

21. PRICING SCHEDULE

Tender No.: T /25

Description: Foskor Estates General Civil mainetenance

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

- All labour and supervision, including transport, accommodation, meals, etc.
- All expertise, skill and technical support, Supervision, Administartion, Safety, etc.
- Cost for any subservice providers/service providers used.

- d. Design, supply fabricate and installation of required Scope items.
- e. Cost and supply of all tools and machinery required to successfully install and commission the OHC.
- f. Wastage/Cut Off to be included in the rates, Sum prices
- g. All consumables required to Execute the work as per the Scope, Pricing Schedule (Bolts, nuts, Welding Rods, Gas Cutting, etc)
- h. All Lighting and electrical extensions requirements to execute the work
- i. Supply and manage all Mobile Cranes required to execute the tasks
- j. Basic Cleaning of Spillages to execute the work
- k. All Supervision, Transport, Site Security, etc
- l. All Safety Related items required to execute the task (Work Permit, PPE, Training, Medicals, etc)

NOTE: HANDLING FEE

Materials supplied can be charged on the cost of material purchased plus a percentage/mark up of the contractor.

See attached Excel Spreadsheet.

All price alterations must be signed for by the bidder confirming that such changes were made by the bidder. **PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE BID SUBMITTED.**

NOTE: The onus lies with the tenderer to make sure that all formulas and calculations are correct. Calculation errors discovered during the evaluation process will be logged as a non-conformance and the tender / quotation will therefore be disregarded.

22. ACCEPTANCE

The conditions and requirements as stated in this "Scope of Work" are accepted with the following **exceptions / exclusions**: -

The conditions and requirements as stated in this "Scope of Work" are accepted with the following **inclusions**: -

Sub-contractor (Please provide list and function)

Failure to complete this form will lead to disqualification – Please do not leave blanks!

BBBEE Level	<input type="text"/>	Black Ownership	<input type="text"/> %	Black Woman Ownership	<input type="text"/> %
Tender Validity	<input type="text"/> Days	Manufacturing Period	<input type="text"/> Days	Installation Period	<input type="text"/> Days

Guarantee

Months

Commencement after receipt of official purchase order

Days

Payment terms

Price Basis for the duration of the contract / till supply of goods (Please tick):

Fixed

☐

Duration of fixed price

12 Months

☐

24 Months

☐

Variable

☐

Price Base Date

If variable provide price variation factors, percentages and formula in cover letter. (Please specify indices to be used)

Price variation factors & percentages (e.g. material, labour, fuel, overheads, admin etc)

Factor	%	Factor	%	Factor	%	Factor	%	Factor	%

Where prices include a foreign currency rate please provide:

% of price subject R O E

%

ROE

= ZAR

ROE Base Date

Note: If the above fields are not completed, it is confirmed that the quoted price/s are valid for the entire contract period mentioned and no escalation in the price is allowed under any circumstances.

I, _____ in my capacity as _____ for and on behalf of _____ hereby acknowledge that I have read and understand the Instruction to Tender and the Scope of Work as detailed in this document and accept all the Terms and Conditions of Tender T **-25.**

Signed at _____ on this the _____ day of _____ 2025

Signature: _____

Witnesses:

1. _____ Name: _____

2. _____ Name: _____

For and on behalf of Foskor (Pty) Limited

Name: _____ Signature: _____

Designation: _____ Date: _____

Note: It is imperative to complete this schedule in full where applicable, marked "N/A" where not applicable and signed off in full, **unsigned bids will not be accepted**. All the supporting documentation requested with the tender document, scope of work and evaluation criteria need to be submitted with the tender. Tenders received without supporting documentation requested for the tender evaluation **will not be considered**.

23. DOCUMENTED INFORMATION

DESCRIPTION	RESP	LOCATION	FILE NAME / INDEX	RETENTION TIME (MINIMUM)
Scope of Works	Procurement	Procurement	Procurement	As per Procurement Policies and procedures

24. REFERENCES

Code of Practice Foskor Risk Assessment (COP 01).
Quality Management Systems – Requirements (ISO 9001:2015).
Environmental Management Systems – Requirements with guidance for use (ISO 14001:2015).
DEKRA SHIELD Systems

25. ANNEXURES

PRICING SCHEDULE #1 MASONRY

			Earth	Shale	Soft rock
1.1	Excavations	m ³	R	R	R
	Backfill levelled not compacted	m ³	R	R	R
	Backfill compacted in 300mm layers	m ³	R	R	R
	Backfill compacted in 150mm layers	m ³	R	R	R
	Load, transport and unload	m ³ /km	R	R	R

			Earth or shale	Crushed rock	Sand or Ash
1.2	Spreading & levelling of material	50 mm layers	m ³	R	R
		100 mm layers	m ³	R	R
		300 mm layers	m ³	R	R

			Slabs	Columns	Foundations
1.3	Demolition of reinforced concrete	m ³	R	R	R
		m ³	R	R	R
		m ³	R	R	R
	Demolition of non-reinforced concrete	m ³	R	R	R
		m ³	R	R	R
		m ³	R	R	R

			1 brick wall (Double)	½ brick wall (Single)
1.4	Erecting of brick walls – FACE BRICK	m ²	R	R
	Erecting of brick walls – STOCK BRICK	m ²	R	R
	Demolition of brick walls – FACE BRICK	m ²	R	R
	Demolition of brick walls – STOCK BRICK	m ²	R	R

			Slabs	Columns	Foundations
1.5	General purpose REINFORCED concrete structures <ul style="list-style-type: none"> Minimum reinforcing to be as per MR Reference 245 25MPa Only HT deformed rounds Cement surface 50mm from reinforcing Including Shuttering 	m ³	R	R	R

			Slabs	Columns	Foundations
1.6	General purpose concrete structures <ul style="list-style-type: none"> • 25Mpa • Including Shuttering 	m ³	R	R	R
1.7	Cement screed on Concrete floor 38 – 40 mm Thick 25Mpa cement screed on concrete floor (70% of surface chipped)	m ²	R		
1.8	Plastering of NEW brick walls (Cement 3:1 Sand)	m ²	R		
	Re-Plastering of OLD brick walls (Cement 3:1 Sand) (Including remove OLD plaster and 70% surface chipped)	m ²	R		

			Floor	Wall
1.9	Laying of ceramic tiles (Floor & wall) Cost to include -Tile cement/adhesive and 70% area chipped. Cost to exclude: Tiles and grout to be quoted on minor works request at cost plus 10% handling fee	m ²	R	R
	Removal of ceramic tiles	m ²	R	R

			Soap dish	Toilet paper holders
1.10	Replace / install NEW White Ceramic fixture	each	R	R
	Replace / install NEW Stainless steel fixture	each	R	R

					Single	Double
1.11	Steel door Frame	REPLACE	Remove OLD and Install NEW door Frame. (Including Supply of NEW Frame)	each	R	R
		NEW	Supply and Install NEW door Frame. (Including Supply of NEW Frame)	each	R	R
	Steel door only	REPLACE	Remove OLD and Install NEW door (Including Supply of NEW door)	each	R	R
		NEW	Supply and Install NEW door (Including Supply of NEW door)	each	R	R
	Steel door and frame complete Unit	REPLACE	Remove OLD and Install NEW Frame and Door (Including Supply NEW Frame and door)	each	R	R
		NEW	Install NEW Steel door and Frame (Including Supply NEW Frame and door)	each	R	R
Excluding door locks, hinges and paint						

1.12	Steel Window Frame	REPLACE	Remove OLD and Install NEW Window Frame (Excluding supply of NEW frame, include repaint)?	window circumference in m	R
		NEW	Install Window Frame. (Excluding supply of NEW frame include repaint)?	window circumference in m	R

			REPLACE	NEW
1.13	Placing of glass in window pane (Including window putty and repaint to original colour)	m ²	R	R
	Window Putty, including paint to original colour	p/m	R	R

			NEW	Re-lay OLD
1.14	80 mm Interlocking paving stones (Including levelling and sand base)	m ²	R	R
	50 X 100 X 200 mm paving stones (Including levelling and of sand base)	m ²	R	R
	Removal and disposal of paving bricks, including re-levelling of area	m ²	R	

1.15	Install wall mounted air conditioner box	REPLACE	Replace existing wall mounted air conditioner / box (Remove OLD, install NEW and repaint walls to original colour)	each	R
		NEW	Install NEW wall mounted air conditioner / box (Make hole, install and repaint walls to original colour)	each	R
		REMOVE	Remove OLD wall mounted air conditioner / box (Remove, brick up, finish/repaint to original wall colour and texture)		

				25mm dia	50mm dia	100mm dia
1.16	Core drilling – walls and non-reinforced concrete structures	Vertical	p/m	R	R	R
		Horizontal	p/m	R	R	R
	Core drilling –reinforced concrete Structures	Vertical	p/m	R	R	R
		Horizontal	p/m	R	R	R

1.17	Seal 210 litre drum containing waste with 100mm thick 25Mpa cement topping	each	R
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PRICING SCHEDULE #2
CARPENTRY

				Roofing	Side cladding
2.1	Remove OLD & replace with NEW galvanised sheeting	IBR 0.8mm	m ²	R	R
		Corrugated 0.8mm	m ²	R	R
	Install NEW galvanised sheeting	IBR 0.8mm	m ²	R	R
		Corrugated 0.8mm	m ²	R	R
	Re-fix OLD galvanised sheeting to original specification		m ²	R	R

				Roofing	Side cladding
2.2	Waterproof galvanised sheeting	With bitumen membrane according to OEM (Including application and paint)	m ²	R	R
		With Rain Seal and Membrane according to OEM (Including application and paint)	m ²	R	R

			Replace OLD with NEW	Fit NEW
2.3	50mm X75mm wooden roof PURLINS	m	R	R
	38mm X 114mm wooden roof TRUSSES	m	R	R
	38mm X 38mm wooden roof TILE BATTENS	m	R	R
	38mm X 50mm wooden roof CEILING BRANDING	m	R	R

			Replace OLD with NEW	Fit NEW
2.4	Ceiling	Fibre cement board	m ²	R
		Rhino board	m ²	R
		Suspended With GYPREX FROST WHITE 12.5 x 1200 x 600mm	m ²	R

			Replace OLD with NEW	Fit NEW
2.5	CORNICE 70mm	m		R
	SKIRTING 75mm	m		R
	QUARTERING 19mm	m		R

			Replace OLD with NEW	Fit NEW
2.6	Fibre FACIA Board 150 mm	m	R	R
	Fibre FACIA Board 228 mm	m	R	R
	uPVC FACIA Board	m	R	R
	Fibre BARGE Board 150 mm	m	R	R
	Fibre BARGE Board 228 mm	m	R	R
	uPVC BARGE Board	m	R	R

			Replace OLD with NEW	Fit NEW
2.7	Single doors Include Labour for hanging of door.	Flush panel Masonite (Brown Hard board) Flat	Each	R
		Sapele Mahogany Veneer (Flat)	Each	R
		Frame/Ledge & Z-Brace B (Pine)	Each	R

	Exclude Union Lock and 100mm Butt Hinges.	Frame/Ledge & Z-Brace B (Meranti)	Each	R	R
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PRICING SCHEDULE #2 (Cont)
CARPENTRY

				Replace OLD with NEW	Fit NEW
2.8	Double doors Include: Rebate Kit, 2 barrel bolts and Labour For installation. Exclude Union Lock and 100mm Butt Hinges.	Flush panel Masonite (Brown Hard board) Flat	Each	R	R
		Flush panel Sapele Mahogany Veneer (Flat)	Each	R	R
		Frame/Ledge & With Z-Brace (Meranti)	Each	R	R

				Replace OLD with NEW*	Fit NEW
2.9	Door Fixtures and Fittings	Mortice 2 lever lock with keys – UNION (Exl handles) NO Alternative allowed	Each	R	R
		Mortice 2 lever lock with keys – UNION (Incl handles) NO Alternative allowed	Each	R	R
		Night Latch lock – UNION	Each	R	R
		Door Handle only - UNION (Exl lock)*	Each	R	R
		Bathroom/Toilet indicator lock – UNION	Each	R	R
		100mm stainless steel Butt Hinges	Each	R	R
		Heavy Duty Ryobi Door Closer .80 kg	Each	R	R

*ALL Locks and Handles Replaced MUST be Returned to Civil w/s

			Replace OLD with NEW	Fit NEW
2.10	Window stay fastener	Each		R
	Window fastener	Each		R

PRICING SCHEDULE #3
PLUMBING

				Replace OLD	Install NEW
3.1	Hot water geyser complete and installed ONLY Franke or Kwikot (Including brackets & fixtures)	100 litre	Each	R	R
		150 litre	Each	R	R

				Replace OLD	Install NEW
3.2	WASH BASIN: Glazed white ceramic mounted on wall.	Bain minimum width 560mm	Each	R	R
		Chromed Waste trap (Standard)			
		P-trap	Each	R	R
		S-Trap	Each	R	R
		Connector Braided 300 mm FxF (Flexi Hose)	Each	R	R

				Replace OLD	Install NEW
3.3	TOILET: glazed white ceramic mounted on wall / floor	Bowl (Complete)	Each	R	R
		Cistern (Tank)	Each	R	R
		Cistern (Kit)	Each	R	R
		Flush master chromed Complete	Each	R	R
		Seat (White Heavy duty)	Each	R	R

				Replace OLD	Install NEW
3.4	URINAL: glazed white ceramic mounted on wall	Bowl	Each	R	R
		Chromed Waste trap	Each	R	R
		Urinal Flush master Junior Slim line (Complete kit)	Each	R	R

				Replace OLD	Install NEW
3.5	BATH: Glazed white ceramic 1.7m Installed	Bath tub 1.7m	Each	R	R
		Waste	Each	R	R

				15mm	20mm	25mm	32mm	40mm	50mm
3.6	REPLACE OLD galvanised water piping (Chasing, plastering, painting, etc. addressed under MASONRY & PAINTING)	Length m	Met er	R	R	R	R	R	R
		Elbow 90°	Each	R	R	R	R	R	R
		T-Piece	Each	R	R	R	R	R	R
		Union	Each	R	R	R	R	R	R
		Socket	Each	R	R	R	R	R	R
		Nipple	Each	R	R	R	R	R	R
		Gate valve	Each	R	R	R	R	R	R
		Ball valve	Each	R	R	R	R	R	R
		Johnson Coup	Each	R	R	R	R	R	R

				15mm	20mm	25mm	32mm	40mm	50mm
3.7	INSTALL NEW galvanised water piping (Chasing, plastering,	Length m	Met er	R	R	R	R	R	R
		Elbow 90°	Each	R	R	R	R	R	R
		T-Piece	Each	R	R	R	R	R	R

	painting, etc. addressed under MASONRY & PAINTING)	Union	Each	R	R	R	R	R	R
		Socket	Each	R	R	R	R	R	R
		Nipple	Each	R	R	R	R	R	R
		Johnson Coup	Each	R	R	R	R	R	R

PRICING SCHEDULE #3 (Continued)

PLUMBING

					REPLACE OLD		INSTALL NEW	
					15mm	22mm	15mm	22mm
3.8	Chromed bathroom & kitchen fittings (COBRA ONLY)	Bib tap – wall mount	Each		R	R	R	R
		Pillar tap – basin mount	Each		R	R	R	R
		Mixer pillar tap swivel head – basin mount	Each		R	R	R	R
		Mixer tap swivel head – wall mount	Each		R	R	R	R
		Under tile tap – shower	Each		R	R	R	R
		Single function shower rose	Each		R	R	R	R
		Shower arm	Each		R	R	R	R

					REPLACE OLD		INSTALL NEW	
3.9	110mm Sewer and Drainage uPVC piping	Length	meter		R		R	
		Straight couplings	Each		R		R	
		Tee	Each		R		R	
		Bend 90°	Each		R		R	
		Bend 90° Inspection Eye	Each		R		R	
		Bend 90° Inspection Eye/ Vent horn	Each		R		R	
		Bend Offset	Each		R		R	
		Bend 45°	Each		R		R	
		Rodding Eye	Each		R		R	
		Gully Head	Each		R		R	
		Gully P- Trap	Each		R		R	
		Offset Pan Connector	Each		R		R	
		Y-Junction (Tee 45°)	Each		R		R	

					REPLACE OLD		INSTALL NEW	
3.10	50mm Waist uPVC piping	Length p/m	Each		R		R	
		Straight couplings	Each		R		R	
		Bend 90°	Each		R		R	
		Bend 90° Inspection Eye	Each		R		R	
		Bend 45°	Each		R		R	
		Tee	Each		R		R	
		Tee Inspection Eye	Each		R		R	
		Y-Junction (Tee 45°)	Each		R		R	
		Socket reducer	Each		R		R	
		Adapter (to Iron)	Each		R		R	

				16m m	22m m	25m m	32m m	40m m	50m m
3.11	REPLACE OLD HDPE Class 10 water piping (SABS	Length p/m	Metre	R	R	R	R	R	R
		Compression Fittings (Plasson/Marley)							

	<i>Specifications/Standards SANS 4427)</i>	Coupling	Each	R	R	R	R	R	R
		Adaptor	Each	R	R	R	R	R	R
		Elbow	Each	R	R	R	R	R	R
		Tee	Each	R	R	R	R	R	R
		Plug	Each	R	R	R	R	R	R

Reducers priced cost plus 10%

PRICING SCHEDULE #3 (Continued)
PLUMBING

				16m m	22m m	25m m	32m m	40m m	50m m
3.1 2	INSTALL NEW HDPE Class 10 water piping (SABS Specifications/Standards SANS 4427)	Length p/m	Meter	R	R	R	R	R	R
		Compression Fittings (Plasson/Marley)							
		Coupling	Each	R	R	R	R	R	R
		Adaptor	Each	R	R	R	R	R	R
		Elbow	Each	R	R	R	R	R	R
		Tee	Each	R	R	R	R	R	R
		Plug	Each	R	R	R	R	R	R

Reducers priced cost plus 10%

				16m m	22m m	25m m	32m m	40m m	50m m
3.1 3	REPLACE OLD HDPE Class 3 water piping (SABS Specifications/Standards SANS 4427)	Length p/m	Meter	R	R	R	R	R	R
		Coupling	Each	R	R	R	R	R	R
		Adaptor	Each	R	R	R	R	R	R
		Elbow	Each	R	R	R	R	R	R
		Tee	Each	R	R	R	R	R	R
		Plug	Each	R	R	R	R	R	R

Reducers priced cost plus 10%

				16m m	22m m	25m m	32m m	40m m	50m m
3.1 4	INSTALL NEW HDPE Class 3 water piping (SABS Specifications/Standards SANS 4427)	Length p/m	Meter	R	R	R	R	R	R
		Coupling	Each	R	R	R	R	R	R
		Adaptor	Each	R	R	R	R	R	R
		Elbow	Each	R	R	R	R	R	R
		Tee	Each	R	R	R	R	R	R
		Plug	Each	R	R	R	R	R	R

Reducers priced cost plus 10%

				REPLACE OLD		INSTALL NEW	
				15mm	22mm	15mm	22mm
3.15	Copper water piping (LEAD SOLDER)	Length p/m	Meter	R	R	R	R
		Elbow 90°	Each	R	R	R	R
		Elbow 45°	Each	R	R	R	R
		Tee	Each	R	R	R	R
		Straight Coupler	Each	R	R	R	R
		Union Coupler	Each	R	R	R	R
		Tube End Cap.	Each	R	R	R	R
		Wall Plate Elbow 90°	Each	R	R	R	R
		Full Crossover	Each	R	R	R	R

Reducers priced cost plus 10%

				REPLACE OLD		INSTALL NEW	
				15mm	22mm	15mm	22mm
3.16		Length m	Meter	R	R	R	R

	Copper water piping (Compression Fittings CONEX)	Elbow 90°	Each	R	R	R	R
		Elbow 45°	Each	R	R	R	R
		Tee	Each	R	R	R	R
		Straight Coupler	Each	R	R	R	R
		Union Coupler	Each	R	R	R	R
		Tube End Cap.	Each	R	R	R	R
		Wall Plate Elbow 90°	Each	R	R	R	R
		Full Crossover	Each	R	R	R	R

Reducers priced cost plus 10%

PRICING SCHEDULE #3 (Continued)
PLUMBING

				15mm	22mm	25mm	32mm	40mm	50mm
3.1 7	REPLACE OLD Valves	Gate Valve Brass	Each	R	R	R	R	R	R
		Ball Valve Galvanise	Each	R	R	R	R	R	R
		Ball valve C/P	Each	R	R	R	R	R	R
		Ball Valve Brass	Each	R	R	R	R	R	R

				15mm	22mm	25mm	32mm	40mm	50mm
3.1 8	INSTALL NEW Valves	Gate Valve Brass	Each	R	R	R	R	R	R
		Ball Valve Galvanise	Each	R	R	R	R	R	R
		Ball valve C/P	Each	R	R	R	R	R	R
		Ball Valve Brass	Each	R	R	R	R	R	R

			Replace OLD	Install NEW
3.1 9	Flashings Fibrocement	m	R	R
	Flashings uPVC	m	R	R
	Galvanised Iron gutters (Complete with all fittings)	m	R	R
	Galvanised Iron down pipes (Complete standard single story)	Each	R	R
	uPVC gutters (Complete with all fittings)	m	R	R
	uPVC down pipes (Complete standard single story)	Each	R	R

3.2 0	Unblock sewerage drain – At toilet	Each	R
	Unblock sewerage drain – Main line	Each	R
	Unblock wash basin drain	Each	R
	Unblock shower drain	Each	R

PRICING SCHEDULE #4

PAINTWORK

4.1	CONCRETE / MASONRY ONLY Plascon, O'Grady, Sigma, Dulux or Prominent		Interior	Exterior
	Clean (NEW) cement / plastered walls (Primer & two colour over coats)	m ²	R	R
	Previously painted cement / plastered walls (Primer & two colour over coats)	m ²	R	R
	Clean (NEW) face brick walls (Primer and two colour over coats)–	m ²	R	R
	Previously painted face brick walls (Primer and two colour over coats)	m ²	R	R
	Apply one colour over coat – plastered walls	m ²	R	R
	Apply one colour over coat – Face brick walls	m ²	R	R

4.2	GALVANISED METAL SHEETING ONLY Plascon, O'Grady, Sigma, Dulux or Prominent		Interior	Exterior
	Clean (NEW) galvanized sheet metal – CLADDING (Apply primer and two colour over coats)	IBR	m ²	R
		Corrugated	m ²	R
	Previously painted galvanized sheet metal – CLADDING (Clean and apply primer and two colour over coats)	IBR	m ²	R
		Corrugated	m ²	R
	Clean (NEW) galvanized sheet metal – ROOF TOP (Apply primer and two colour over coats)	IBR	m ²	R
		Corrugated	m ²	R
	Previously painted galvanized sheet metal – ROOF TOP (Clean and apply primer and two colour over coats)	IBR	m ²	R
		Corrugated	m ²	R

4.3	METAL STRUCTURES ONLY Plascon, O'Grady, Sigma, Dulux or Prominent		Structures > 50 mm	Structures < 50 mm
	Clean (NEW) (Sand clean, apply primer and two colour over coats)	m ²	R	R
	Previously painted (Sand clean and apply primer and two colour over coats)	m ²	R	R

4.4	METAL PIPING ONLY Plascon, O'Grady, Sigma, Dulux or Prominent		15-32mm	40-80mm	100mm	150mm	200mm	300mm
	Clean (NEW) (Sand clean, apply primer and two colour over coats)	m	R	R	R	R	R	R
	Previously painted (Sand clean and apply primer and two colour over coats)	m	R	R	R	R	R	R

4.5	Ceilings (Acrylic PVA – white) ONLY Plascon, O'Grady, Sigma, Dulux or Prominent	m ²	R
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4.6	Doors (Primer and two colour overcoats –enamel) ONLY Plascon, O'Grady, Sigma, Dulux or Prominent	Single		Double	
		FL & B	Each	R	R
		Flash panel door	Each	R	R

			Single	Double
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4. 7	Doors wooden (Water resistant varnish – Apply minimum of 3 coats)	Each	R	R
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			Single	Double
4. 8	Door frames (Primer and two colour overcoats – enamel)	Steele	Each	R
		Timber	Each	R

PRICING SCHEDULE #4 (Continued)
PAINTWORK

			OLD	NEW
4.9	Steele window frames (Clean, repair putty, primer and two colour overcoats – enamel)	m	R	R

			Paint NEW	Repaint OLD
4.10	Hand railings (Railing yellow and upright black) (Sand clean, apply primer and two colour over coats)	Running meter	R	R

			Paint NEW	Repaint OLD
4.11	Flashings	m		
	Galvanised Iron gutters	m		
	Galvanised Iron down pipes (Standard single story)	Each		

			Structures > 50 mm	Structures < 50 mm	Flat surfaces
4.12	Sandblast clean metal surfaces	m ²	R	R	R
	Sandblast rusted/painted surfaces		R	R	R

