



SCOPE OF WORKS

FOR


GENERAL BUSH CLEARING PROGRAMME

(Three-year (03) Contract)

DOCUMENT AND SERVICE CONTRACT APPROVAL

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1. INTRODUCTION

Foskor (Pty) Ltd. is an opencast mining and beneficiation operation situated in Phalaborwa. The core business of the Phalaborwa operation is the mining and beneficiation of phosphate rock. (The Foskor operation situated in Richards Bay is primarily a producer of phosphoric acid, phosphate-based fertilizers, and lower volumes of sulphuric acid).

Foskor (Pty) Ltd (Mining Division) is an Open Cast Mine that produces phosphate rock for export or domestic beneficiation. Approximately 2.2 million tons of phosphate rock is produced annually. The product is finely ground apatite mineral from coarsely crystalline calcium-fluoride-phosphate compound of igneous origin. The intermediate and final products are for the domestic and international markets and provide the following advantages:

- Make South Africa self-sufficient from phosphate imports.
- Earn foreign currency from the export of the products.
- Create approximately 2 000 direct job opportunities, with associated indirect job opportunities in the Greater Phalaborwa region.

The dominating rock type in the Phalaborwa area, older than 3 000 million years, is granite-gneiss of the Archaic Complex. Intrusive in this are younger rock types of the Phalaborwa Igneous Complex. Inclusions of serpentine, talc and amphibole schist are found in the granite-gneiss and igneous rock.

Foskor (Pty) Ltd, Phalaborwa Division, is committed to comply with all relevant Health, Safety and Environmental legislation applicable to its activities. In this regard Foskor invites you to tender for the general bush clearing (shrubs, grass, and weeds) as well as tree trimming and cutting over One - Year contract period.

2. OBJECTIVES OF GENERAL BUSH CLEARING AND GENERAL CLEAN-UP PROGRAMME

- Removal and control of weeds, grass and shrubs across the mining and plant areas
- Removal of weeds, grass, and shrubs around in any area specified by the Manager Environment and Quality and Chemical Laboratory.

3. SCOPE

This scope defines the minimum specifications and requirements for a **three-year contract**. The scope covers the entire Foskor premises of approximately 2000 hectares free space (Mining to Tailings). For ease of reference the premises is divided into management units (F3-F23) to facilitate good management. All areas must be cleaned during the contract period, but continuous monitoring must be conducted time to time to determine if there is a need for clean-up.

Management unit	Name of unit
F3	Olifants River
F4	Piet du Plooy Farm
F5	Power Station Bushveld
F6	Selati River Flood Plain
F7	Selati Tailings Dam Barrier
F8	Selati Tailings Dam Bushveld
F9	South Pyroxenite
F10	Area 9
F11	Look-out Point
F12	Southern Tailings Dam
F13	East of Southern Tailings Dam
F14	Bushveld
F15	Magnetite Stockpile areas
F16	Old Pyroxenite Tailings Dam
F17	Wetland
F18	Foskor Processing Plants
F19	North Pit areas
F20	Extension 8
F21	Industrial Area Bushveld
F22	Area 2 (Old Nursery)
F23	Human Resources Offices
F 24	South Pit areas

4. SCOPE OF WORKS REQUIREMENTS

4.1 LEGAL REQUIREMENTS:

4.1.1 Mine Health and Safety Act no 29 of 1996

Due to Foskor holding a proud record for safety, the successful contractor is required to adhere to the conditions of the Mine Health and Safety Act, no 29 of 1996 and the procedures/Codes of Practice pertaining to health and safety.

4.1.2 Conservation of Agricultural Resources Act no 43 of 1983

Shrubs, grass, and weeds must be removed and controlled in accordance with the category stipulated in the Conservation of the Agricultural Resources Act, no 43 of 1983.

4.1.3 Other requirements:

- The successful contractor and his personnel will have to attend an induction course as well as medical examination prior to commencing with work as part of registration as a Foskor contractor.
- The team must have a reliable robust vehicle for transportation purposes in a rugged terrain. The driver of the vehicle must have a valid provincial driver's license. All vehicles to be used at mining (North & South Pit) and Tailing dams must have roll-over protectors installed.
- The team will have to attend site-specific induction training prior to commencing work in certain areas.

5. FOSKOR SUPPLY

- a) Information on best practice, typical hazards related to Foskor.
- b) Information on the facilities, processes, and activities of Foskor.

6. REPORTING

The successful contractor will be expected to submit a monthly report containing the following details to Environment and Quality section:

- Management Units cut (i.e., Locality)
- Hectares cleared during the month.
- The areas cleaned during the month.

7. BASIC SPECIFICATIONS, REQUIREMENTS AND RESPONSIBILITIES

The successful bidder is responsible to:

- a) Comply with all the specifications and requirements of this document.
- b) Comply to all the requirements of Foskor COP 25, Service Provider Control (Available on request).
- c) Supply and transport to site all labour, skill, expertise, and supervision.
- d) Supply required PPE (Personal Protection Equipment) and safety equipment to safely carry out the required service.

8. LEGISLATIVE- AND REGULATORY REQUIREMENTS

8.1 The successful or appointed service provider shall comply with:

- a) The Mines Health and Safety Act with Regulations (Latest revision)
- b) Conservation of the Agricultural Resources Act, no 43 of 1983.
- c) National Environmental Management Act 107 of 1998 (NEMA)
- d) National Environmental Management Waste Act 59 of 2008 (NEMWA) as amended.
- e) All applicable national and international legislative requirements and regulations.

8.2 The successful or appointed service provider shall comply with the latest revisions of the following Foskor COP's (Compendium of Procedures) (COP's, policies and procedures are available on request):

- a) FSK-MR-PRO-33 Mobile, Technical and Process Training
- b) COP 25 for Service provider Control

- c) FSK-MR-PRO-14 for Trackless Mobile Machinery
- d) COP 96 Working at Heights
- e) Any other Foskor safety, health, quality and environmental policies and procedures deemed applicable by a Foskor representative.
- f) All other Foskor procedures and policies applicable to the successful application of this contract.

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

- a) COP 41 Housekeeping and workplace organisation
- b) FSK-MR-PRO-09 Waste Management
- c) COP 51 Resource conservation, energy, and materials
- d) COP 70 Storage of petroleum products and other hazardous material
- e) 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)
 - v. FOSKOR Waste Management Licence (Copy available on request)
 - vi. FOSKOR Water Use Licence (Copy available on request)

8.4 The successful or appointed service provider shall ensure that all his/her on-site employees have been authorised by a Foskor regulation 2.13.1 appointee to:

- i. Perform job specific *hazard identification and risk assessments* (Foskor Annexure 1.3)
- ii. Operate trackless mobile machinery service provider employees (Foskor Annexure 59.7B)
- iii. Work at height (Foskor Annexure 96.1)
- iv. Any other Foskor activity requiring authorisation as deemed applicable by a Foskor representative.

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

- a) Ensure that:
 - i. In order to access in restricted areas, his vehicle has been fitted with an "internal safety cell" (ROPS – Roll Over Protection Structure) that has been designed, fabricated, tested and certified to comply with the requirements of ISO 3471:2008 - EARTH-MOVING MACHINERY – ROLL-OVERPROTECTIVE STRUCTURES or similar specification.
ROPS COMPLIANCE CERTIFICATES (Fabrication and Installation) TO PRESENTED DURING VEHICLE INSPECTION (See item 5.b.ii)

- ii. His driver/s are in possession of a valid national driver's licence for the specific class of vehicle, has been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.
 - iii. His driver/s has been tested by the Foskor mobile equipment training centre and authorised by a Foskor MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee to operate a vehicle in the mine open pits (Restricted or red-flag areas)
(Contact the Foskor mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)
 - b) The appointed service provider shall, before entering and operating a vehicle on the Foskor premises:
 - i. Obtain permission from the Foskor Safety & Security manager to operate his nominated service vehicle/s on the Foskor site. (Forms will be provided)
 - ii. Obtain a certificate of fitness from the Foskor Light Vehicle maintenance workshop supervisor or appointed Foskor inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl Fridays) at the Light Vehicle Maintenance workshop.
 - iii. Submit the above permission and COF in at the main security office for issue of a vehicle access disk.
 - c) Ensure that his service vehicles have been inspected (Daily) in accordance with the Foskor standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)
 - d) See FOSKOR COP 59, Trackless Mobile Machinery for details.
- 8.6 Before entering and operating/working on the FOSKOR site the appointed service provider shall ensure that his driver/workmen are:
- a) Briefed on the required task and have been informed of any abnormal conditions/situations.
 - b) Physically, emotionally, and mentally fit to perform their duty.
 - c) Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the required services on mine and enroute to the waste disposal sites.
 - d) Before commencement of work:
 - i. All tools and equipment shall have been inspected and tested to be in a good and safe working order.
 - ii. All workmen have participated in the completion of a standard FOSKOR site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.
- 8.7 Before entering and operating/working on the FOSKOR site the appointed service provider shall ensure that his portable electrical equipment has been tested and declared safe to use by the FOSKOR electrical services workshop.
- 8.8 Before accessing overhead cranes and/or vehicle post lifts whereupon work is to be conducted, the equipment shall be locked out at the power source. The lock shall be marked and tagged. The tag shall contain the service providers business name, employee name responsible for lock and contact numbers. See FOSKOR COP 53, Lock-out system, and usage for details.
- 8.9 Although every effort has been made to ensure that the information contained within this document is correct, it remains the responsibility of the bidder to verify actual status and site conditions. (A site visit can be arranged)

9. 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, Service provider control for details):

- 9.1. The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, Foskop Safety department.
- 9.2. Obtain a contract or order number from the Foskop procurement department.
- 9.3. Provide a name list, including ID numbers, residential and postal addresses, and telephone numbers of all the appointed service providers' on-site employees.
- 9.4. All the appointed service providers' on-site employees shall undergo a full medical examination at the Foskop on-site Clinix. The clinic can be contacted at 015 789 2427 for an appointment.
- 9.5. (NOTE: All NEW- and Employees LEAVING the service of the appointed service provider must undergo an entry or exit medical examination)
- 9.6. The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on the Foskop site (See item 5 under the heading LEGISLATIVE REQUIREMENTS).
- 9.7. All the appointed service providers' employees shall receive/have received training in:
 - First aid level 1 (Provide own training)
 - Working at heights (Provide own training)
 - Basic Health & Safety Principles (Provide own training)
 - HIRA (Provide own training)
 - Basic firefighting. (Provide own- or receive Foskop training, contact 015 789 2531 to book)
 - Lock out. (Provide own- or receive Foskop training, contact 015 789 2531 to book)
- 9.8. All training not provided by Foskop must be verified by the Foskop training superintendent Mr. Johan Fouche. Please contact him on 015 7789 2525 to make an appointment or alternatively email proof of training and certificates to johanfo@foskor.co.za to confirm compliance before requesting his approval on the PERMIT TO WORK.
- 9.9. All the appointed service providers' on-site employees shall receive the basic Foskop site induction training at the Foskop Security office.
- 9.10. All the appointed service providers' on-site employees shall receive site specific induction training provided by the Foskop area Regulation 2.6.1 appointee/s.
- 9.11. A HIRA (Hazard Identification and Risk Assessment) shall be completed for ALL "typical" tasks that will be completed under this contract. HIRA's to be signed by all service provider employees. Make use of Foskop's own HIRA document, Annexure 1.2, contained in of COP 1, Foskop risk management (Available on request)
- 9.12. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- 9.13. All Foskop's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1.a managers must undersign/approve the PERMIT TO WORK.
- 9.14. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. Registration number must be provided.
- 9.15. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.

- 9.16. Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards valid for 12 months.
- 9.17. 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.
- 9.18. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

10. 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 always be available for inspection by a Foskor official.

11. GENERAL RESPONSIBILITY OF THE SUCCESSFUL CONTRACTOR

- a) A work permit must be obtained from the Safety Department before any work will be allowed to start. The detail required for the work permit shall be given by Foskor.
- b) A vehicle clearance certificate must be obtained from the Light Vehicle workshop. Thereafter permission to enter with your vehicle/s must be obtained from the Safety Manager. Pre-use checklist shall be completed before drivers can drive their vehicles.
- c) All transport and travel arrangements will be for the contractor's own responsibility.
- d) No people will be transported on open bakkies – a special transporter vehicle is required to transport employees on site fitted as per Foskor requirements.
- e) A safety file must be kept with all the relevant safety and health information – guidelines for the safety file can be obtained from the safety Department.
- f) Trained and experienced personnel required – training records to be available. Only drivers who have passed the FOSKOR driving test and who has been issued with a valid driver's permit will be allowed to drive on site.
- g) Certificate of competency in handling hazardous chemical substances of every team member.
- h) First aid training certificated of the team members.
- i) List of Safety equipment and clothing to be used.
- j) Submission of reports and plans.
- k) Appropriate progress reporting to the Environmental and Quality Department
- l) Tender documentation shall state the basic time charge or hourly rates for the overall time of the project.
- m) Hourly rates are not to be subject to increases for the duration of the project i.e., set rates.
- n) The expected total, in terms of time and cost, of the monitoring must be indicated.

Pricing Schedule

Consumables supplied by Foskor Mine:

- Scaffolding when required.
- Hi up, Cherry picker or any way of getting to higher trees.

No	Employee / Labour	Quantity	Rate per hour per person	Rate per Annum	Rate per 3 year Cycle	Total
1	Bush Cutter Normal time (4)	4	R			R
2	Bush Cutter Supervisor Normal Time (1)	1	R			R
Total Cost for labour(excl vat) for 3 years						R
	Other costs		Year 1	Year 2	Year 3	Total
3	Medicals Surveillance Fee (5) (Once Off)	1	R			R
4	Personal Protective equipment (5) (Annual)	1	R			R
5	Compulsory Training (Once off)	1	R			R
6	Monthly Report	1	R			R
Total cost for other costs(excl vat) for 3 years						R
	Equipment / maintenance Costs		Year 1	Year 2	Year 3	Total
7	Brush cutters,	4				
8	chain saw	2				
9	Pangas	4				
10	Non-Restricted LDV with an "internal safety cell" (ROPS – Roll Over Protection Structure	1				
Total cost for equipment and maintenance(excl vat) for 3 years						
		Employees/ Labor cost (3 years)	Other costs (3 years)		Equipment / maintenance Costs (3 years)	
Total for 3 years (exc vat)						
Grand Total cost for the Project (excl vat)						

12. MANDATORY REQUIREMENTS/ PRE-QUALIFICATION CRITERIA

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

No	Mandatory Requirement	Comments
1	Local Service Provider (Ba-Phalaborwa Local Municipality)	Submit proof of business physical address
2	Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. Registration number must be provided (Valid Letter of good standing)	Submit Valid letter of good standing (COIDA)
3	Mine ready vehicle with ROPS (Roll over Protection Structure designed fabricated tested and certified to comply with ISO 3471:2008	Provide proof of the vehicle make, model, and include photo of the vehicle (inside and outside)

13. EVALUATION CRITERIA AND BID ASSESSMENT

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 contract, the following information is required:

Technical Evaluation Criteria

	MEASUREMENT CRITERIA	Criteria scoring (%)	Score (%)	Type of proof to be submitted.
1	Company- Previous experience in General Bush Clearing, control and management or related services?	No experience 0% 1- 3 years combined experience = 10% >4 years combined experience = 25%	25%	Give reference list of projects, with values and contact numbers for verification
2	List the top five (5) similar/same contracts awarded in past five years. Provide the following information/details: a) Brief description of the contract type b) Address/ site of the contract c) Name and telephone/ cell number of clear contact person	No previous projects = 0% 3- 4 Projects = 10% >4 projects = 25%	25%	Confirmation letter from the companies indicating the type of work done and the dates or duration of the contract
3	Company – Ability to satisfy technical requirements – Equipment, Organogram	None= 0% Submitted = 25%	25%	List of equipment to be used, , organogram
4	Understanding of the project- The whole method statement should provide with clearer step by step and details of the method to be used for General Bush Clearing, control and management or related services?	Methodology not submitted = 0% Methodology submitted = 25%	25%	Provide detailed method statement
For the bid to be considered for shortlisting, the bidder needs to score 70% and above and comply to all mandatory requirements				

TAKE NOTE:

- 1) Any bidder/service provider that fails to comply or to provide/include/supply requested information and/or copies of all requested supporting certificates and documents will result in a reduced evaluation score that could adversely affect the bidder/service providers chance of being awarded this contract/order.
- 2) Any MANDATORY REQUIREMENT not met will result in immediate rejection of bid/quotation.
- 3) Any bid/quotation with an evaluation score of less than 80% will not be considered.

TECHNICAL:

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BIDDER: _____
SIGNATURE DESIGNATION DATE

COMPANY
STAMP

