



<b>DOCUMENT NAME:</b>	SCOPE OF WORK – STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION FOR ROADS ON THE SOCIAL LABOUR PLAN		
<b>DEPARTMENT:</b>	CORPORATE AFFAIRS	<b>BID TYPE:</b>	TENDER
<b>SECTION:</b>	SOCIAL LABOUR PLAN	<b>COST CENTRE:</b>	20918000

REVISION NO.:	CHANGE REFERENCE:	CHANGE SUMMARY:	DATE:

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## SCOPE OF WORK

**Description:** STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION FOR ROADS ON THE SOICAL LABOUR PLAN

### 1 PRE-QUALIFICATION

Pre-qualification criteria **MUST** be met to be considered for the technical and commercial evaluation of this tender.

No	Technical Criteria Description	Requirements	Proof/documents to be submitted
1.	<b>Professional Expertise</b> – Appointment of an ECSA-registered Professional Engineer (Pr. Eng.) responsible for the works  <b>Scoring:</b> <b>Non-compliant</b> <b>Comply</b>	Mandatory. A valid Pr. Eng. must be appointed to oversee the assessment of street conditions, design and specification of resurfacing solutions, and final sign-off.	<b><u>Annexure B:</u></b> Provide a copy of a valid and certified ECSA Registration Certificate for Engineers overseeing the assessment of the street condition, the resurfacing of the roads

**Note:**

- **Failure to submit or meet any criteria of the will lead to an automatic disqualification.**
- It is to the advantage of the Bidder to supply all documents in a neat and organized format, enabling the evaluators to conduct a thorough evaluation of documents submitted to avoid any frustration and disappointment. Please refer to the Annexure labelling as indicated in the pre-qualification and technical evaluation criteria tables.

### 2 INVITATION TO TENDER

The purpose of this tender is to appoint a suitably qualified professional service provider (consultant) who will be responsible for delivering technical advisory services and execution oversight related to the rehabilitation and resurfacing of selected roads. This work forms part of the company's commitments under the Social and Labour Plan (SLP) programme and must be executed in line with applicable engineering and regulatory standards.

The appointed service provider shall be required to provide professional engineering and oversight services to ensure that the identified road rehabilitation and resurfacing works are completed to the required standards.

Interested and qualified service providers are hereby invited to submit comprehensive proposals in response to this tender.

#### 2.1 ABBREVIATIONS AND DEFINITIONS

BOQ	–	Bill of Quantities	MHSA	–	Mine Health and Safety Act
BRA	–	Baseline Risk Assessment	NDT	–	Non-destructive Test
COC	–	Certificate of Compliance	OH&S	–	Occupational Health and Safety

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

## 2.2 SCOPE BACKGROUND

As part of its approved **Social and Labour Plan (SLP)** submitted to the Department of Mineral Resources and Energy (DMRE) in 2013, Foskor committed to delivering various community infrastructure projects aimed at improving the quality of life in its host and labour-sending areas. One such commitment involves the **rehabilitation of critical road infrastructure** within the communities of Phalaborwa, Lulekani, and Namakgale.

Over time, the condition of several roads in these areas has deteriorated due to natural weathering, ageing road surfaces, increased traffic loads, and failing or inadequate drainage systems. These conditions not only pose significant safety risks to motorists and pedestrians but also hinder local mobility, economic activity, and service delivery.

To fulfil its SLP obligations and ensure that the identified roads are restored to safe, functional, and durable standards, Foskor intends to appoint a qualified service provider to:

- Undertake a full **technical assessment** of the selected road sections and associated drainage infrastructure;
- Develop an **appropriate remedial and rehabilitation strategy**; and
- Oversee the **implementation of the rehabilitation works**, ensuring compliance with all applicable engineering standards and regulatory requirements.

This project is to be executed and completed within the **2025/2026 financial year** as part of Foskor's regulatory compliance commitments to the DMRE.

## 2.3 COMPANY BACKGROUND

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

The Company owns and mines phosphate resources and beneficiates the mined material to produce a phosphate concentrate at Phalaborwa, in the Limpopo Province of South Africa. The phosphate concentrate is sold locally and transported to the Richards Bay plant on the coast of Kwa-Zulu Natal to produce phosphoric acid, sulphuric acid, and granular fertilizers MAP and DAP from phosphoric acid and is the leading supplier of fertilizers to South Africa. In all about 95% of the phosphoric acid is exported and the granular sales are divided between exports and local markets. Since 1951 Foskor has supplied more than 95% of South Africa's fertiliser requirements.

## 3 SCOPE OF WORK

### 3.1 BACKGROUND DOCUMENTATION

- N/A

### 3.2 BASIC SCOPE REQUIREMENTS

The appointed contractor will be required to deliver the following key services as part of this project:

#### 3.2.1 **Site Assessment and Damage Investigation**

- Conduct visual and technical assessments of the identified roads and associated drainage systems in **Phalaborwa, Lulekani, and Namakgale**.
- Identify and document areas with surface failures, base layer defects, erosion, inadequate water runoff, and blocked or damaged drainage infrastructure.

#### 3.2.2 **Remedial Action Report**

- Develop a comprehensive **Remedial Action Report** summarizing assessment findings.
- Recommend appropriate repair and rehabilitation methods for both road surfacing and drainage systems.
- Provide photographic evidence, preliminary sketches, and technical justifications for all proposed interventions.

#### 3.2.3 **Engineering Drawings**

- Prepare detailed **design drawings** for the proposed repairs, including road layouts, drainage improvements, and cross-sectional views.
- Submit drawings in both **editable CAD** and **PDF** formats for review and approval.

#### 3.2.4 **Scope of Work and Technical Specifications**

- Compile a **Scope of Work** outlining all rehabilitation and construction tasks to be executed.
- Include detailed **technical specifications** covering materials, construction methods, safety standards, and compliance with relevant municipal, provincial, and national guidelines.

### 3.2.5 Bill of Quantities (BoQ)

- Prepare a **detailed Bill of Quantities** aligned with the scope of work and design drawings.
- Ensure the BoQ includes accurate descriptions, standard units of measure, estimated quantities, and rate items suitable for tendering and budgeting purposes.

### 3.2.6 Construction Oversight

- Provide **site supervision** and ongoing technical guidance during implementation.
- Monitor works to ensure execution in line with approved designs, specifications, and project timelines.
- Conduct quality assurance inspections and issue progress reports at key project milestones.

### 3.2.7 As-Built Drawings and Close-Out Documentation

- Prepare and submit **As-Built Drawings** upon completion of the works, capturing all executed works and approved variations.
- Provide drawings in **CAD and PDF** formats suitable for submission to the **DMRE** as part of SLP compliance documentation.
- Deliver a **Completion Report** and certify final works in line with professional engineering standards.

## 3.3 PROJECT LOCATIONS AND EXTENT OF WORKS

The scope of work covers the rehabilitation of road surfaces and associated drainage systems for selected streets across **Namakgale, Lulekani, and Phalaborwa Town**. The streets identified for intervention are listed below.

### 3.3.1 Namakgale

- **Chianelo Crescent Street** – 2.0 km
- **Stadium Street** – 0.5 km
- **Radio Station (Impala) Street** – 1.3 km
- **Rock Street** – 0.6 km
- **Asibasabi Street** – 0.4 km
- **Thulani Street** – 0.9 km
- **Solly Magotswa / Phophate Street** – 1.75 km

**Subtotal Namakgale: 7.45 km**

### 3.3.2 Lulekani

- **Joe Slovo Street** – 1.4 km
- **Park Street** – 1.2 km
- **Bridgeway Street** – 0.6 km

**Subtotal Lulekani: 3.2 km**

### 3.3.3 Phalaborwa Town

- **Tulbach Street** – 2.2 km
- **Hans Pirow Street** – 0.4 km
- **Essenhout Street** – 1.2 km
- **Lark Street** – 0.3 km
- **Kingfisher Street** – 0.3 km

**Subtotal Phalaborwa: 4.4 km**

**Total Approximate Length 14.65 km** (to be assessed and rehabilitated across all three areas).

## 3.4 GENERAL SCOPE CONSIDERATIONS:

### 3.4.1 Quality of Design Submissions

- All designs, drawings, reports, and BoQs must be prepared, checked, and signed off by a **registered Professional Engineer (Pr. Eng.)**.
- Design documentation must meet applicable **municipal, provincial, and national standards** (e.g., SANRAL, SANS).
- Foskor reserves the right to request evidence of the appointed professional's qualifications and registration status.

### 3.4.2 Documentation Standards

- Method statements, remedial action reports, and design drawings must be clear, technically sound, and suitable for use in procurement and construction.
- All submissions shall be provided in both **editable format (e.g., Word, CAD, Excel)** and **PDF** for review and record-keeping.

### 3.4.3 Roads and Drainage Focus

- The scope covers only **road pavement layers, surfacing, and drainage systems**.
- Ancillary works outside this scope (e.g., scaffolding, building works, unrelated infrastructure) shall not form part of this contract.

## 3.5 PROJECT COMPLETION

Upon completion of the project, the appointed service provider shall hand over a complete set of certified design documentation to Foskor, including:

- Final **Assessment and Remedial Action Report** signed off by the appointed Pr. Eng.
- Final **Design Report** and **Certified Drawings** (for tendering and construction purposes).

- Final **Bill of Quantities (BoQ)** aligned with the approved designs.
- **Completion Certificate / Sign-off Letter** from the appointed Pr. Eng., confirming that all design outputs comply with applicable engineering standards and are suitable for tendering and implementation.

The project shall be completed within the agreed timeline, ensuring that all deliverables are technically sound, compliant, and ready for implementation during the construction phase.

### 3.6 **PROJECT COSTING AND EXPENSES:**

The appointed service provider shall include in their proposal all costs necessary to complete the scope of services successfully. This shall cover, but not be limited to:

- **Professional Fees** for all engineering and specialist services required (including Pr. Eng. sign-off).
- **Travel and Transport** for site visits, inspections, and assessments in Phalaborwa, Lulekani, and Namakgale.
- **Surveying and Investigations** required to inform the road and drainage designs.
- **Documentation Preparation**, including reports, design drawings, BoQs, and tender packages.
- **Meetings and Presentations** with Foskor for reviews, approvals, and progress updates.
- **Quality Assurance** of design outputs and compliance with applicable municipal, provincial, and national standards.

All such costs shall be deemed to form part of the contractor's professional fee proposal, unless otherwise specifically stated in the tender documents.

### 3.7 **DISPOSAL OF REFUSE**

Not applicable to the Design Engineer's scope of work. This responsibility will be allocated to the appointed construction contractor during the execution phase.

### 3.8 **GENERAL REQUIREMENTS FOR COMMISSIONING**

The final handover of this project shall be executed in accordance with Foskor's procedures and under the direction of the appointed Foskor Project Engineer.

- A **Punch List / Deliverables Checklist** will be prepared to confirm that all required documents have been submitted and approved.
- A **Handover Certificate** will be issued upon acceptance of the following deliverables:



- Final Assessment and Remedial Action Report.
- Final Certified Design Report and Drawings (for tendering and construction).
- Final Bill of Quantities (BoQ).
- As-Built / As-Designed documentation (if any revisions occurred during the process).
- Completion / Sign-off Certificate from the appointed Pr. Eng.

### 3.9 **SCOPE SPECIFIC STATUTORY AND LEGISLATIVE REQUIREMENTS**

The appointed service provider shall ensure that all work is executed in compliance with the following statutory and regulatory requirements:

- **Mine Health and Safety Act (MHSA), Act No. 29 of 1996** – insofar as it relates to work undertaken within the mine boundary and project sites.
- **Occupational Health and Safety Act (OHS Act), Act No. 85 of 1993** – particularly in relation to site visits, surveys, and design-related activities.
- **Department of Mineral Resources and Energy (DMRE) Regulations** – including compliance with approved SLP commitments.
- **South African National Standards (SANS) and South African Road Standards** applicable to road and drainage design.
- **Local Municipal By-Laws and Regulations** – governing civil infrastructure works in Phalaborwa, Namakgale, and Lulekani.

The service provider shall also remain responsible for identifying, interpreting, and applying any additional statutory or legislative requirements necessary for the successful execution of the scope.

### 3.10 **THE SUCCESSFUL OR APPOINTED SERVICE PROVIDER SHALL COMPLY WITH THE LATEST REVISIONS OF THE FOLLOWING FOSKOR CTD'S (CRITICAL TASK DESCRIPTIONS) (CTD'S ARE AVAILABLE ON REQUEST):**

- N/a

## 4 **PROJECT SITE MANAGEMENT – FOCUS AREAS**

The appointed service provider shall manage the project in close coordination with Foskor, focusing on the following:

- **Single Point of Contact:** Nominate one responsible representative (typically the appointed Pr. Eng. or Project Lead) as the primary communication channel with Foskor.
- **Meetings:** Attend project meetings as agreed during the project kick-off session, including review and progress meetings.

- **Progress Reporting:** Submit progress reports in the format and at intervals agreed during the kick-off meeting. Reports shall cover scope progress, deliverables, and any risks or challenges affecting timelines.
- **Communication:** All meetings will be held at Foskor offices unless otherwise stated. Virtual meetings may be scheduled as required.
- **Project Documentation:** Provide updated project schedules, deliverables trackers, and any other agreed management documents as defined by the Foskor Project Engineer.

#### 4.1 **MEETINGS**

The appointed service provider shall attend **weekly programme review meetings** at the Foskor site offices (or as otherwise agreed).

The service provider shall also attend **bi-weekly progress meetings**, either at Foskor's offices or via MS Teams, as scheduled by the Foskor Project Engineer.

The service provider shall be responsible for preparing and circulating **minutes of all meetings** attended. These minutes must be formally reviewed and signed off by the Foskor Project Manager.

### 5 **PROJECT URGENCY**

This project is of **high priority** as it forms part of Foskor's regulatory commitments under its approved **Social and Labour Plan (SLP)**, submitted to the Department of Mineral Resources and Energy (DMRE) in 2013. In line with the compliance schedule, all deliverables linked to the SLP must be completed and reported within the **2025/2026 financial year**.

Failure to meet these timelines may result in non-compliance with SLP obligations, which could have both reputational and regulatory consequences for Foskor. **Timely execution of design and documentation deliverables is therefore critical.**

The appointed service provider will be expected to:

- **Commence services immediately** upon appointment;
- Work within an **accelerated programme** to ensure all designs, reports, drawings, and BoQs are completed within the current financial year;
- Ensure all deliverables meet the required **technical, safety, and compliance standards** without delay.

Foskor reserves the right to:

- Request progress updates and adjust timelines as necessary;
- Enforce contractual remedies, including performance penalties, should deadlines not be met without valid justification.

## 6 DELIVERY OF MATERIALS AND EQUIPMENT

The appointed service provider shall be responsible for the timely preparation and submission of all design-related deliverables under this scope. These include, but are not limited to:

- **Assessment and Remedial Action Reports**
- **Design Drawings** (in both editable CAD and PDF formats)
- **Bill of Quantities (BoQ)** (in Excel and PDF formats)
- **Final Certified Reports and Close-Out Documentation**

All documents must be submitted in both electronic and hard copy format, within the timelines agreed with the Foskor Project Engineer.

### **Important Note:**

- The consultant must clearly state in their tender submission if there are any **exclusions or deviations** from the defined Foskor scope of work (as per the site briefing and meeting minutes).
- Failure to declare exclusions will be deemed as acceptance of the full Foskor scope.

## 7 BATTERY LIMITS – INCLUSIONS AND EXCLUSIONS

The scope of work shall be limited to the **design, documentation, and professional oversight services** required for the rehabilitation of the identified road and drainage systems in **Namakgale, Lulekani, and Phalaborwa Town**.

### **Inclusions**

The appointed service provider shall provide:

- Technical assessments of identified road sections and associated drainage infrastructure.
- Remedial Action Reports with recommendations for repair and rehabilitation.
- Design reports and certified drawings suitable for tendering and construction.
- Bills of Quantities (BoQ) aligned with approved designs.
- Project documentation and progress reporting as required by Foskor.
- Final close-out documentation, including as-built/as-designed drawings and compliance certificates.

### **Exclusions**

The following are **not included** in the scope of this contract:

- Physical construction, resurfacing, or rehabilitation works.
- Supply, transport, or installation of construction materials, plant, or equipment.
- Building or structural works not related to roads or drainage.
- Any works outside the defined road sections in Phalaborwa, Namakgale, and Lulekani.

## 7.1 TABLE OF 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?													
FF = FOSKOR, FREE OF CHARGE				FC = FOSKOR, AT COST TO CONTRACTOR				C = CONTRACTOR				N/A = NOT APPLICABLE	
1. Sanitary		2. Transport		3. Quality		4. Security		5. Lifting and Rigging		6. Medicals		7. Communication devices	
1.1 Water on site and toilet facilities / janitorial services	C	2.1 Labour	C	3.1 Plan, Management, QA, QC	C	4.1 Site Security	C	5.1 All rigging equipment (Slings, Chain blocks, turfers, etc	C	8.1 Entry and Exit	C	7.1 All communication devices like laptops, computers, networks, radios, cellphones, etc	C
1.2 Potable connection point	C	2.2 Materials	C	3.2 All quality test Civil, Paint, Mechanical, etc	C	4.2 Foskor ID Card	C	5.2 Rigger	C	8.2 First aid box at place of work	C		
1.3 Connection to construction water supply	C	2.3 Equipment	C	3.3 Sampling and laboratory testing	C			5.3 Mobile cranes	C				
1.4 Change rooms	C	2.4 All TMMS	C										
8. PPE		9. Surveying		10. Safety File		11. Training & Authorizations		12. Site Establishment		13. Waste management		14. Painting	
8.1 Supply, Issue, inspect and manage	C	9.1 Site Surveys	C	10.1 Foskor will issue template	FF	11.1 All Required Training	C	13.1 Site office/s with suitable facilities for daily “Green Area” meetings, and lunch area	C	13.1 Transport all on site to waste to Foskor designated waste sites	C	14.1 All Equipment and tools paint, labour, etc	C
				10.2 Ensure file conform/ populate to Foskor standards	C	11.2 Authorisation - As per Foskor COP	FF	13.2 Site establishment space	FF				
15. Fuel		16. Mechanical		17. Labour		18. Compressed air		19. Scaffolding		20. Tools & Equipment		21. Training	
15.1 Fuel Supply	C	16.1 Conveyor Belt	N/A	17.1 All labour as per Scope of Work to execute task including management	C	18.1 Sandblasting or flash blast	C	19.1 Scaffolding Supply & Erect	C	20.1 All Portable Electrical Equipment	C	21.1 All required training and training manuals as required to ensure that Foskor can train its workforce and operate the plant / equipment safely	C
15.2 Fuel storage	C	16.2 Conveyor 59 Drive Gearbox	N/A			18.2 Compressor	C	19.2 Scaffolds be managed by the Contractor	C	20.2 Hot Work Equip as per Foskor COP - Welding Machines, Gas Cutting, Grinding, Gauging, etc	C		
15.3 Fuel fire protection	C	16.3 Idlers, Rollers and Frames	N/A			18.3 Air for power tools - If available	N/A	19.3 Cherry Picker’s – only if and when available by pre-booking	C	20.3 Tools as required to execute task	C	21.2 All manuals and related documents to be supplied to project Eng. and Foskor Drawing office for safe keeping	C
15.4 Refuelling	C							19.4 Cherry Picker's Driver– Trained and authorized driver	C				
22. Certificates		23. Consumables		24. Storage and inventory control		25. Electrical							
22.1 Supply All certificates as required	C	23.1 Welding rods	C	24.1 Protective coverings/tarpaulins	C	25.1 Generators	C	25.4 Temporary lighting	C	25.7 Electric panel + distributing wiring	C		
		23.2 Bolts & Nuts, etc.	C	24.2 Storage area and inventory control	C	25.2 Electrical Extensions	C	25.5 Power for tools on site from existing Foskor electrical supply point (Welding plugs and 220 v plugs	C	25.5 Electrical connection point	C		
						25.3 COC Site Establishment	C	25.6 Connection to Electrical supply	C	25.9 Electrical and Instrumentation Installation	C		

## 7.2 ADDITIONAL BOUNDARIES

The appointed service provider shall take note of the following boundaries and conditions when planning site assessments and investigations:

- Normal site access hours are **07:00 to 16:00 (Monday to Friday)**.
- Extended site access up to **18:00** may be permitted upon written application and approval from Foskop.
- Work outside of these hours, including **night work or weekends**, is not permitted unless expressly approved in advance by Foskop and in compliance with applicable regulations.
- All site visits and inspections must be coordinated with the Foskop Project Engineer to ensure safety and operational alignment.

## 8 AS-BUILT DRAWINGS

The appointed service provider shall prepare and submit final drawings reflecting all approved designs, updates, and changes made during the course of the project.

- Where original plans are available, the final drawings shall be cross-checked against these and updated accordingly.
- All drawings must be **detailed engineering drawings** suitable for tendering and construction purposes.
- All drawings shall be delivered in **AutoCAD (editable electronic format)** as well as **PDF format** for review and record purposes.
- A full set of **signed-off final drawings** must be submitted as part of the project close-out documentation.

## 9 QUALITY

- a. The service provider must establish and maintain a **Quality Management System (QMS)** to ensure that all design deliverables comply with the requirements of this scope of work.
- b. The service provider shall develop and submit a **Project-Specific Quality Plan** for Foskop's review and approval. This plan must cover all phases of the design process, including site assessment, reporting, drawings, and BOQ preparation.
- c. The service provider shall be responsible for implementing quality control measures, including internal reviews and professional sign-off by a registered **Professional Engineer (Pr. Eng.)**.
- d. All deliverables (reports, drawings, BOQs) must be checked, verified, and traceable through revision control procedures.
- e. Foskop reserves the right to:
  - Appoint a third-party reviewer to audit the service provider's design outputs; and
  - Reject or request revision of deliverables that do not meet agreed quality standards.

- f. The approved Quality Plan must include, at a minimum:
  - Quality objectives and responsibilities.
  - Design review and verification process.
  - Document control procedures (including filing, version control, and approval tracking).
  - Compliance with applicable **SANS, SANRAL, TRH/TMH road design manuals**, and municipal guidelines.
  - Reporting requirements (frequency, format, recipients).
- g. Any rework required due to poor quality or non-compliance with standards shall be corrected by the service provider at their own cost.

## 9.1 **METHOD STATEMENT**

The appointed service provider must submit a detailed **Method Statement** describing the approach and methodology that will be applied to execute the scope of work. The Method Statement shall, at a minimum, cover the following:

- **Assessment Approach:** How site investigations, condition assessments, and data collection will be carried out.
- **Design Methodology:** The engineering approach to be applied in developing remedial strategies, road and drainage designs, and BoQs.
- **Quality Assurance:** Processes for internal review, Pr. Eng. verification, and compliance with relevant standards (SANS, SANRAL, TRH/TMH manuals, municipal guidelines).
- **Programme and Deliverables:** A high-level schedule indicating key milestones (reports, drawings, BoQs, reviews, final submission).
- **Safety and Environmental Considerations:** Compliance with MHSA, OHS Act, and environmental guidelines during site visits and surveys.
- **Communication and Reporting:** How progress will be reported to Foskop (frequency, format, responsible persons).

The Method Statement must be submitted for approval by Foskop prior to commencement of work.

## 9.2 **QUALITY CONTROL OFFICER**

The service provider must appoint a **competent Quality Control Officer (or equivalent professional)** responsible for compiling and managing the quality management system for all design deliverables.

Foskop reserves the right to request evidence of the Quality Control Officer's qualifications and experience.

If these are deemed inadequate, the service provider shall secure an acceptable replacement resource at their own cost.

### 9.3 PROJECT PLANNER

The service provider must appoint a **competent person** responsible for compiling the approved Method Statement and preparing a **Design Programme** in Microsoft Project (or equivalent).

This person will update the programme on a **weekly basis** and present progress to the Foskor Project Engineer.

Planning and reporting shall be executed at the service provider's cost.

### 9.4 PROGRAMME

The Design Programme must:

- Be developed in **Microsoft Project** (or equivalent) by a qualified planner with proven experience.
- Define a clear **Project Start** and **Project Completion** milestone, with all design tasks and deliverables linked logically in between.
- Identify all **key milestones**, including:
  - Site assessments
  - Remedial Action Report
  - Draft design submission
  - Draft BoQ submission
  - Final design and BoQ submission
  - Project close-out and handover
- Ensure all activities and milestones are logically linked to predecessors and successors.
- Include a **Basis of Schedule**, documenting assumptions and constraints used in developing the timeline.
- Be updated weekly, with progress reports submitted to Foskor.

### 9.5 QUALITY FILE INDEX

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

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

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

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## 9.6 ADDITIONAL QUALITY REQUIREMENTS

- N/a

## 10 PROJECT DELIVERABLES

The appointed service provider shall provide the following deliverables as part of this project:

- **Road and Drainage Assessment Report** – documenting the condition of each identified road and associated drainage infrastructure, including photographic evidence and technical findings.
- **Remedial Action Report, Scope of Work, and Bill of Quantities (BoQ)** – outlining recommended repair/rehabilitation methods, detailed scope, and BoQs (per area: Namakgale, Lulekani, Phalaborwa).
- **Certified Design Drawings** – detailed engineering drawings (in AutoCAD and PDF) suitable for tendering and construction purposes.
- **Completion / Close-Out Report** – summarising the works performed, confirming compliance with standards, and including all required sign-offs.
- **As-Built / Final Design Drawings** – reflecting all approved changes during the design process.
- **Signed Handover Certificate** – confirming delivery and acceptance of all design documentation by Foskor.

### 10.1 GENERAL

The appointed service provider shall ensure the following general requirements are met:

- **Approved Project Plan** – including milestones, review points, and submission deadlines for reports, drawings, and BoQs.
- **Quality Control and Assurance** – a documented quality file demonstrating compliance with design standards (SANS, SANRAL, TRH/TMH, municipal guidelines), to form part of the project close-out documentation.
- **Compliance with Mine Health and Safety Act (MHSA), Act 29 of 1996** – specifically for site assessments, surveys, and related activities.
- **Data Book / Project File** – containing all final approved design reports, drawings, BoQs, and sign-off certificates, compiled and handed over before final payment.
- **Scope Exclusions** – the service provider must notify Foskor in writing of any exclusions or deviations in their tender submission. Written confirmation from Foskor is required for such exclusions. Failure to obtain written confirmation will mean that the **full scope remains applicable**.

### 10.2 INFORMATION REQUIRED

The following additional technical information shall be submitted together with the official quotation:

- **Preliminary Project Plan and Lead Times** – outlining key milestones and submission dates for reports, drawings, and BoQs.

- **Requests for Site Visits** – bidders may request site access to carry out inspections prior to finalising their proposal. A collective site meeting may be arranged if sufficient interest is expressed.
- **Proposed Review / Hold Points** – indicating where Foskop will review and approve draft deliverables (e.g., draft assessment report, draft designs, draft BoQs).
- **Quality Control Plan** – describing the quality assurance processes to be applied on this project (or examples from similar projects previously undertaken).
- **Warranty / Guarantee Conditions** – applicable to the professional services offered.
- **Payment Terms** – subject to negotiation and Foskop's procurement policy.
- **Additional Contract Conditions** – including any exclusions, clarifications, or defined battery limits.

## 11 DATA BOOKS

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

- Certificates and documents indicating welding procedures and standards used, material grade certificates and the qualifications of welders and workmen used in the OHC fabrication process.
- Comprehensive NDT (Non-Destructive Testing) report, including name and registration number of inspector indicating that all welds, joints and high-stress points have been examined and are free from defects and cracks.
- All certificates, documents and records to be cross-referenced for purposes of traceability.

**NB! ALL CERTIFICATES AND DOCUMENTS MUST BE CROSS-REFERENCED**

### 11.1 MANUALS AND DOCUMENTATION

All documentation, including assessment reports, testing results, material datasheets, and completion certificates, must be submitted in both hard and digital formats.

### 11.2 FORMAT OF DOCUMENTS AND MANUALS

Note! - All Manuals must be in English

### 11.3 TRANSMITTAL OF DOCUMENTS AND MANUALS

Documents and Manuals to be submitted in the flowing formats:

Type of Document	Hard Copy	Electronic Format
Manuals	X	X
Drawings	X	X
Reports	X	X
Data Books	X	X

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

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

Storage – Compact Disk or Data traveller

Language: English

## 12 DOCUMENTS / DRAWINGS ISSUED BY FOSKOR

Drawing or Document No	Title	Revision
Note	Please read your Scope of Work	

## 13 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
- LACA approval to contractor 2.6.1 and 2.9.2

### 13.1 ADDITIONAL REQUIREMENTS

None

## 14 TENDER DELIVERABLES

The deliverables will include: -

- Complete Foskor pricing schedule (BOQ)
- Pre-Qualification criteria
- 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 need to be submitted (Technical and Commercial)
- Termination end-point requirements from Foskor, including:
  - Process
  - Mechanical

- Instrumentation and Logic
- Electrical
- Submit pricing for the proposal as specified in the pricing schedule.
- Termination of end-point requirements from Foskor, including
- All other requirements as specified in the technical evaluation and commercial RFQ
- Sub-contractors used if any, for site work
- State any means of confidentiality or Intellectual Property that may apply

**Note:** Not submitting the required documentation or not completing the documentation (Pricing Schedule) correctly could lead to a disregard of the tender.

## 15 SAFETY

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

- i. The service provider and sub-service providers need to comply with the Mine Health and Safety act at all times. All Foskor COP's Policies and procedures need to be adhered to.
- i. A service provider 2.9.2 with technical competency to supervise the work to be permanently on-site.
- ii. Medical, Induction, Foskor ID Card, etc. is approximately R800 per person. Exit medicals need to be done at the termination of the contract.
- iii. 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
- iv. All vehicles and cranes and other TMM's to be inspected before entering Foskor Premises.
- v. All person competencies to be verified before being allowed to work on Foskor premises for a specific task.
- vi. The service provider must compile a Safety File as per Foskor standard for all service providers and sub-service providers
- vii. Site access will need to be controlled and all persons must receive site-specific induction before entering the site.
- viii. Conduct inspections as per Foskor Safety System. Analyse data and trends and recommend preventative measures where required
- ix. Ensure all authorizations are in place as per the Foskor Safety System. Arrangement with Foskor training to be done by the service provider to ensure that authorization and training are conducted. Arrange timeously.
- x. Ensure all workers competencies are available and have been validated.
- xi. Ensure proper security, signboards, fencing and barricading is in place on-site where applicable

- xii. The service provider shall in general comply with the FOSKOR General Engineering Specifications, COP's, latest revisions and all relevant regulations
- xiii. The service provider must complete a Baseline Risk Assessment (COP 01) before a work permit can be issued for the installation.
- xiv. 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
- xv. 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.
- xvi. All personnel operating mobile equipment including LDV's must have a Foskor driver's permit.
- xvii. An open Pit Licence is required for driving in the mining area's
- xviii. All the required PPE and Safety Equipment are for the service provider's account.
- xix. All service providers must ensure that:
  - a. His workers are issued with the correct personal protective equipment free of charge.
  - b. That the workers wear the PPE per the project area's requirements or as given by the service provider Supervisor.
  - c. Training is provided in the correct use of PPE to workers.
  - d. Daily inspections are done on PPE.
  - e. The registers will be complete at least monthly on findings on PPE. (All PPE must be kept in good condition)
- xx. All providers of services need to be informed of the following minimum training applies to all service providers (irrespective of the tasks or scope of work) that will enter the Foskor Phalaborwa site with effect from 1 April 2014. This training is not presented by the Foskor Training section and service providers must ensure that the training is sourced through accredited external training companies:
  - a. Basic health and safety principles
  - b. HIRA
  - c. First Aid Training
- xxi. 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.
- xxii. Training certificates will be accepted if complying with the following:
  - a. Unit Standard Title
  - b. Learner Full name

- c. Learner ID number
- d. Competency achieved
- e. Date of Assessment
- f. Assessors signature
- g. Training provider logo
- h. Training provider registration number and accreditation number.
- i. Seta logo

## **16 LEGISLATIVE REQUIREMENTS – SUMMARY**

### **16.1 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 Practise) No. 25 for Service Provider Control (Available on request)
- v. Foskor (Pty) Ltd. COP (Code of Practise) No. 59 for Trackless Mobile Machinery (Available on request)
- vi. All Foskor (Pty) Ltd. safety, health, quality and environmental procedures applicable to the successful application of the contract. (Available on request)
- vii. National Environmental Management Act 107 of 1998 (NEMA)
- viii. National Environmental Management Waste Act 59 of 2008 (NEMWA) as amended.

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

- 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)
- ix. FOSKOR Water Use Licence (Copy available on request)

### **16.2 SCOPE SPECIFIC STATUTORY AND LEGISLATIVE REQUIREMENTS LEGISLATIVE REQUIREMENTS**

The successful service provider shall ensure that all work is carried out under the following specifications and requirements.

The successful or appointed service provider shall comply with:

- i. The mine health and safety act.
- ii. Be registered as an LME (Lifting Machine Entity) in terms of the OHS Act.
- iii. Have in his employ an LMI (Lifting Machine Inspector) registered with the Engineering Council of SA
- iv. SANS Standards and Foskop Engineering specifications

All Foskop procedures and policies applicable to the successful application of the contract. (Available on request)

### **16.3 CTD'S (CRITICAL TASK DESCRIPTIONS)**

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

- N/a

### **16.4 SUMMARISED REQUIREMENTS/EXTRACTS FROM FOSKOR COP'S**

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

- i. Ensure that his driver/s have a valid national driver's licence for the specific class of vehicle, has been tested by the Foskop mobile equipment training centre and authorised by a Foskop MHSA (Mines Health and Safety Act) regulation 2.13.1 appointee for the class of vehicle to be used on site.

(Contact the Foskop mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations)

- ii. The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskop premises:
  - a. Obtain permission from the Foskop Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskop site. (Forms will be provided)
  - b. Obtain a certificate of fitness from the Foskop Light Vehicle maintenance workshop supervisor or appointed a Foskop inspector for his nominated service vehicle/s. Inspections conducted daily between 08:00 and 08:30 and between 13:30 and 14:00 (Excl. Fridays) at the Light Vehicle Maintenance workshop.
  - c. Submit the above permission and COF at the main security office for the issue of a vehicle access disk.
- iii. Ensure that his service vehicles/trailers have been inspected (Daily) by the Foskop standard (COP 59) to ensure that they are safe and fit for use. (Forms will be provided)

See Foskop COP 59, Trackless Mobile Machinery for details.

**16.4.2 Before entering and working on the Foskor site the appointed service provider shall ensure that his workmen are:**

- i. Briefed on the required task and have been informed of any abnormal conditions/situations.
- ii. Physically, emotionally, and mentally fit to perform their duty.
- iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the duty of maintaining, servicing, inspecting, and testing earthmoving- and mobile equipment.
- iv. Before commencement of work:
  - a. All tools and equipment shall have been inspected and tested to be in good and safe working order.
  - b. All workmen have participated in the completion of a standard Foskor site risk assessment (Commonly known as a HIRA or Hazard Identification and Risk Assessment) and taken appropriate actions to mitigate any identified hazards.

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

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

## **17 PERMIT TO WORK**

- a. Before any on-site work under this contract may commence, the appointed or successful service provider shall obtain from Foskor a PERMIT TO WORK. The following guidelines are provided to assist the appointed service provider in obtaining a PERMIT TO WORK. (See Foskor COP 28 Permit to work and COP 25 Control of Externally Provided Processes, Products and Services (Service provider Control) for details):
- b. The PERMIT TO WORK can be obtained from- and on completion returned to the Legal Administrator, Foskor Safety department.
  - i. Obtain a contract number from the Foskor procurement or projects department.
  - ii. Appoint a subordinate manager under Regulation 2.6.1 and an on-site supervisor under Regulation 2.9.2 of the Mines Health and Safety Act. **(Note: The 2.9.2 must be a person with technical competency to supervise the work on-site)**
  - iii. The appointed subordinate manager and -supervisor shall be required to write and pass the Foskor 2.6.1 and 2.9.2 legal examinations within 30 days after being awarded this contract. **(Note: The 2.9.2 must be a person with technical competency to supervise the work on-site)**
  - iv. Attend an hour-long legal exam briefing any Thursday between 08:00 and 09:00 at the Security training hall.
  - v. Write legal examination any Friday between 07:30 and 10:30 at the Security training hall. (Please book)



- vi. Appoint an on-site SHE-Rep under section 29(1) of the MHSa to assist Regulation 2.6.1 and 2.9.2 in the daily on-site management of health, safety and environmental issues.
- vii. The designated SHE Rep must have the ability to read, write and express him/herself.
- viii. 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
- ix. A pre-requisite for attending the SHE-Rep training course is successful completion of Basic Health & Safety Principals- and HIRA training.  
  
See Foskor's COP 5 Health and Safety Representatives for details.
- x. Provide a name list, including ID numbers, residential and postal addresses and telephone numbers of all of the appointed service providers on-site employees.
- xi. All the appointed service providers on-site employees shall undergo a full medical examination at the Foskor on-site CLINIX Clinic. The clinic can be contacted at 015 789 2427 for an appointment. Please note:
- xii. All NEW- and employees LEAVING the service of the appointed service provider must undergo a full entry or exit medical examination
- xiii. Women who are pregnant or suspect that they may be pregnant must notify the examining medical practitioner.
- xiv. The appointed service providers designated on-site drivers shall receive competence testing and authorisation to operate vehicles on the Foskor site
- xv. All the appointed service providers' employees shall receive/have received training in:
  - a. First aid level 1 (Provide own training)
  - b. Working at heights (Provide own training)
  - c. Basic Health & Safety Principals (Provide own training)
  - d. HIRA (Provide own training)
  - e. Basic firefighting. (Provide own- or receive Foskor training, contact 015 789 2531 to book)
  - f. Lockout. (Provide own- or receive Foskor training, contact 015 789 2531 to book)
  - g. TMM – Foskor driving licence, open pit licence and Authorisation
  - h. Confined space – Training and Authorisation
  - i. Hot Work- Training and Authorisation
  - j. Conveyors – Training & Authorisation
  - k. Electrical – Relevant training and Authorisation
  - l. Lifting and rigging – Training and Authorisation
  - m. Overhead crane - Training and Authorisation
  - n. Other – as and when as per Foskor COP's
  - o. Service provider to refer to the full and updated Foskor COP's available, refer to index on **page 28-31 in item 17.1**, SHE FILE INDEX / TABLE OF CONTENT – TYPICAL.

- xvi. All training not provided by Foskor must be verified by the Foskor training superintendent Mr Johan Fouche. Please contact him on 015 789 2525 to make an appointment or email proof of training and certificates to [johanfo@foskor.co.za](mailto:johanfo@foskor.co.za) to confirm compliance before requesting his approval on the PERMIT TO WORK.
- xvii. All the appointed service providers' on-site employees shall receive the basic Foskor site induction training at the Foskor Security office.
- xviii. 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.
- xix. 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 the service providers employees. Make use of Foskor's BRA document, Annexure 1.2, contained in COP 1, Risk and Opportunities Management (Available on request)
- xx. Attach a detailed SCOPE OF WORK describing the required task and -outcome of this contract.
- xxi. All Foskor's appointed MHSA Regulation 2.9.2, 2.6.1, 2.13.1 and 3.1. a manager must undersign/approve the PERMIT TO WORK.
- xxii. Registration and proof of payment under the Compensation for Occupational Injuries and Diseases Act, no. 130 of 1993. The registration number must be provided.
- xxiii. SARS issued a tax clearance certificate.
- xxiv. All relevant documentation and/or evidence of compliance must be attached to the PERMIT TO WORK.
- xxv. Upon successful completion and approval of the PERMIT TO WORK the security department will issue the appointed service providers' employees with access ID cards.
- xxvi. 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.
- xxvii. The appointed service provider must allow at least three to ten working days to complete all the PERMIT TO WORK requirements.

#### 17.1 PRE-ESTABLISHMENT CHECK LIST

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	Execute Baseline Risk Assessment – Signed Off by FOSKOR 2.6.1. All workers and legal appointees to participate		
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	Compile critical tasks All to participate - Sign off by FOSKOR 2.6.1		
11	Execute training and ensure BHS, First Aid and HIRA – Sign off at Johan at Training Centre		
	Compile contractor organogram		
12	Compile Training matrix		
13	Define and document supervision requirements - Based on Baseline risk		
15	Define and document supervision requirements - Based on Baseline risk		
16	FOSKOR 2.9.2 and 2.6.1 legal exam – As soon as possible		
17	Execute relevant trainings as defined in Baseline Risk for all personnel – (Hot Work, Working at Height, Lifting and Rigging, Conveyors, etc.)		
18	Site Specific induction – Arrange with relevant area FOSKOR 2.6.1		
19	Execute Authorisations and sign off with relevant 2.13.1 Eng. (Hot Work, Working at Height, Lifting and Rigging, Conveyors, etc.)		
20	Compile Safety file with all relevant Documentation, Use FOSKOR Safety File index		
22	LACA Certification (2.9.2 and 2.6.1) – As soon as possible		
23	Verification of ROPS and TMM requirements		
24	FOSKOR Security to Sign Work Permit		
25	FOSKOR 2.9.2 to Sign Work Permit		
26	FOSKOR 2.6.1 to Sign Work Permit		

27	Foskor 2.13.1 to Sign Work Permit		
28	Foskor 3.1.a to sign Work permit. Appoint Contractor 2.6.1 and 2.9.2 legal appointees		
29	Foskor Safety to Sign Work Permit		
30	Hand in Work permit at Safety – Remember to have a copy in your safety file		
31	Issue Access cards by Security		
32	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		
33	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		
	Site establishment can now take place		

## 18 **SAFETY FILE**

The appointed contractor must compile a SAFETY FILE specifically for this contract. The SAFETY FILE must always be available for inspection by a Foskor official: The following guidelines are provided to assist the appointed contractor in compiling a SAFETY FILE.

Before any work may commence, the appointed service provider must IN CONJUNCTION WITH THE FOSKOR SAFETY DEPARTMENT, compile a SAFETY FILE specifically for THIS contract. (Contact the reception for details of the responsible safety representative 015 789 2206 / 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.

### 18.1 **FOSKOR SAFETY FILE INDEX**

#### **Template SHE FILE INDEX:**

##### ISO clause / Description of item

##### File divider

- |  |   |
|--|---|
| 1. Integrated Management System.<br>Clause 5.1 & 5.2 | 1 |
| 2. Policies<br>Clause 5.2: OH&S Policies             | 2 |

3. COP 1: Foskor risk management Clause 6.1.2.1 & 6.1.2.2: Hazard identification, risk assessment and determining controls.	3
4. COP 88: Objectives, targets, and management programmes Clause 6.2: Objectives and programs	4
5. COP 2: Compliance obligations and appointments COP 5: Health and safety representatives, Clause 5.3: Legal and other requirements Clause 5.3 / 7.1: Resources, roles, responsibility, accountability, and authority Clause 6.1.3: compliance obligations/ legal and other requirements	5
6. COP 15: SHERQ Competency and awareness training Clause 7.2 / 7.3: Competence, training, and awareness	6
7. COP 17: Mobile, technical and process training Clause 7.2 / 7.3: Competence, training, and awareness	7
8. COP 6: SHERQ Committees COP 7: Communication Clause 7.4: Communication, participation, and consultation	8
9. OCCUPATIONAL HYGIENE COP 42: Lighting: natural and artificial. COP 43: MCOP Occupational health programme on thermal stress COP 44: Sanitation plant hygiene amenities COP 45: MCOP occupational health program on personal Exposure to Air borne Pollutants COP 64: Ergonomics COP 86: MCOP for Occupation Health Program for noise Clause 8.1.2 Eliminating hazards and reducing OH&S risks	9
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13. COP 56: Lifting machinery and lifting Tackle Clause 8.1 Operational planning and control, Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	13

14. COP 57: Boilers and vessels under pressure work forms	
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15. COP 59: MCOP for the operation of TMM's	
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16. COP 60: Portable electrical equipment checks and registers	
Clause 8.1 Operational planning and control,	
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17. COP 61: Earth leakage Relays and checks	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	17
18. COP 62: General Electric installations and machinery in hazardous locations	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	18
19. COP 63: Hand tools	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	19
20. COP 65: Personal Protective Equipment	
COP 67: MCOP Women in mining PPE	
Clause 8.1 Operational planning and control	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	20
21. COP 69: Maintenance of fire equipment.	
Clause 8.1 Emergency preparedness and response,	
Clause 8.1.2 Eliminating hazards and reducing OH&S	21
22. COP 72: Firefighting emergency drill and instructions	
COP 74 Emergency preparedness and response	
Clause 8.1 Operational planning and control,	
Clause 8.2 Emergency Preparedness and response	22
23. COP 93: MCOP for the safe use of conveyors installation for the transportation of minerals, material or personnel	
Clause 8.1 Operational planning and control,	
Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	23
24. COP 94: Hot work	
Clause 8.1 Operational planning and control,	

Clause 8.1.2 Eliminating hazards and reducing OH&S Risk	24
25. COP 95: Confined space entry	
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26. COP 96: Working on Heights	
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29. COP 101: MCOP: The right to refuse dangerous work and withdraw from dangerous workplace.	
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30. COP 102: MCOP: Risk based emergency care on mine	
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency preparedness and response	30
31. COP 103: Use of mobile devices on the mine premises	
Clause 6.1: Actions to address risks and opportunities/Hazard identification, risk assessment and determining controls.	
Clause 8.1 Operational planning and control	
Clause 8.2 Emergency preparedness and response	31
32. COP 22: SHEQ Inspection	
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33. COP 23: Internal and external audit.	
Clause 9.2 Internal audit	
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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
3. A Foskop representative may add or remove any other Foskop safety, health, quality and environmental policies and/or procedures deemed applicable.
4. If a COP is not applicable to this contract/project, please complete and attach the “Not applicable” form in the space of the COP.

## **18.2 TYPICAL CONTENTS OF SAFETY FILE:**

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

### **Note:**

**The bidder / Service provider can obtain an updated CD/Disk with all Foskop COP's from Abigail Modika at the Projects Department on 015 789 2005 or [abigailm@foskor.co.za](mailto:abigailm@foskor.co.za).**



### **18.3 REQUIREMENTS FOR VEHICLES AND VEHICLE OPERATOR**

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

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 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.

Contact the Foskor mobile equipment training centre on 015 789 2840 to make an appointment for competence testing and authorisations

The appointed service provider shall, before entering and operating a vehicle or trailer on the Foskor premises:

Obtain permission from the Foskor Safety & Security manager to operate his nominated service vehicle/s or trailers on the Foskor site. (Forms will be provided)

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.

Submit the above permission and COF in at the main security office for issue of a vehicle access disk.

Ensure that his service vehicles / trailers 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)

See Foskor COP 59, Trackless Mobile Machinery for details.

### **18.4 REQUIREMENTS FOR WORKMEN**

Before entering and working on the Foskor site the appointed service provider shall ensure that his workmen are:

- i. Briefed on the required task and have been informed of any abnormal conditions/situations.
- ii. Physically, emotionally and mentally fit to perform their duty.
- iii. Issued with the necessary PPE (Personal Protective Equipment) to safely operate his service vehicles and perform the duty of maintaining, servicing, inspecting and testing earthmoving- and mobile equipment.
- iv. 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.

### **18.5 REQUIREMENTS FOR ON-SITE SUPERVISION**

As detailed above the following are required:

- i. A Foskor work permit before commencement of site work.
- ii. A full time 2.9.2 appointed supervisor will be on this site for the entire duration of site work or every shift. No legal appointee allowed to do tool work.
- iii. A 2.6.1 appointed site manager for overall site management
- iv. Appointed SHE Rep for the entire duration of site work – if site workers exceed 20 people.

## 18.6 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 a 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.	No work that relates to life saving rules e.g. Construction, Conveyors, Lifting, Electrical, Lock-out, Working at Heights, Hot work. 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 rules 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 rules</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 <u>dedicated</u> 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	SHERQ 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
Minimum training	None	None	First Aid Training HIRA Understanding Basic Health and Safety Principles	First Aid Training HIRA Understanding Basic Health and Safety Principles <u>PLUS</u> , all training as defined in Baseline risk assessment and Scope (COP 1)	First Aid Training HIRA 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

## 18.7 REMINDER OF RISK IDENTIFICATION – LIFE SAVING RULES

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

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

## 18.8 ADDITIONAL SAFETY REQUIREMENTS

- None

## 19 PARAMETERS

### 19.1 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. 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

### 19.2 SPECIFICATIONS, CODES, STANDARDS AND REGULATIONS

The Latest edition 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 SHERQ system (COP's)

No work shall be contemplated which is in breach of any legislation 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%.

### 19.3 SITE GEOGRAPHY

The plant is located at Phalaborwa, Limpopo, South Africa























### 19.4 AMBIENT CONDITIONS

- Ambient temperature

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

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

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

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

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

## 19.6 SPECIFICATION

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

## 19.7 ADDITIONAL SPECIFICATIONS IF REQUIRED

- None

## 20 **PROJECT MANAGEMENT - CONTRACTOR**

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

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

### 20.1 **ADDITIONAL PROJECT MANAGEMENT REQUIREMENTS:**

#### 20.1.1 **PROGRESS REPORT**

Projects - A Progress report needs to be submitted weekly to the respective project engineer or project leader. This will form the basis for Invoice certificates and Invoice approvals in conjunction with the relevant Bill of Quantities. No invoice shall be approved without the BOQ

#### ❖ **PROGRESS REPORT INDEX**

1. SHREQ
  - Safety issues, Environmental, etc
2. Compliment
  - Trades, Qty, Hours, etc
3. Progress

- planned versus actual
- Activities completed or milestones
- 4. Activities
  - Task completed, milestones
  - Technical issues
  - Quality
- 5. Drawings
  - Drawing issued
  - Drawing issues
- 6. General
- 7. Photos of site and progress

#### 20.1.2 PROJECT MEETINGS

- a. This is a Project that impacts production. Proper communication and plant take down procedure to be managed by contractor and reported daily to the production meeting.
- b. Furthermore, the Contractor will be required to attend weekly progress meetings at the Site. The contractor shall minute these meetings and distribute minutes to attendees for acceptance.

### 21 LIAISON AND CO-OPERATION WITH OTHERS

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

#### 21.1 ADDITIONAL REQUIREMENTS

- None

### 22 GENERAL CONDITIONS – COMMERCIAL

#### 22.1 EXTENSIONS, PENALTIES AND RETENTIONS

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



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	Foskor General condition of contract	
Tender price validity	3 months	
Escalation	None	None

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

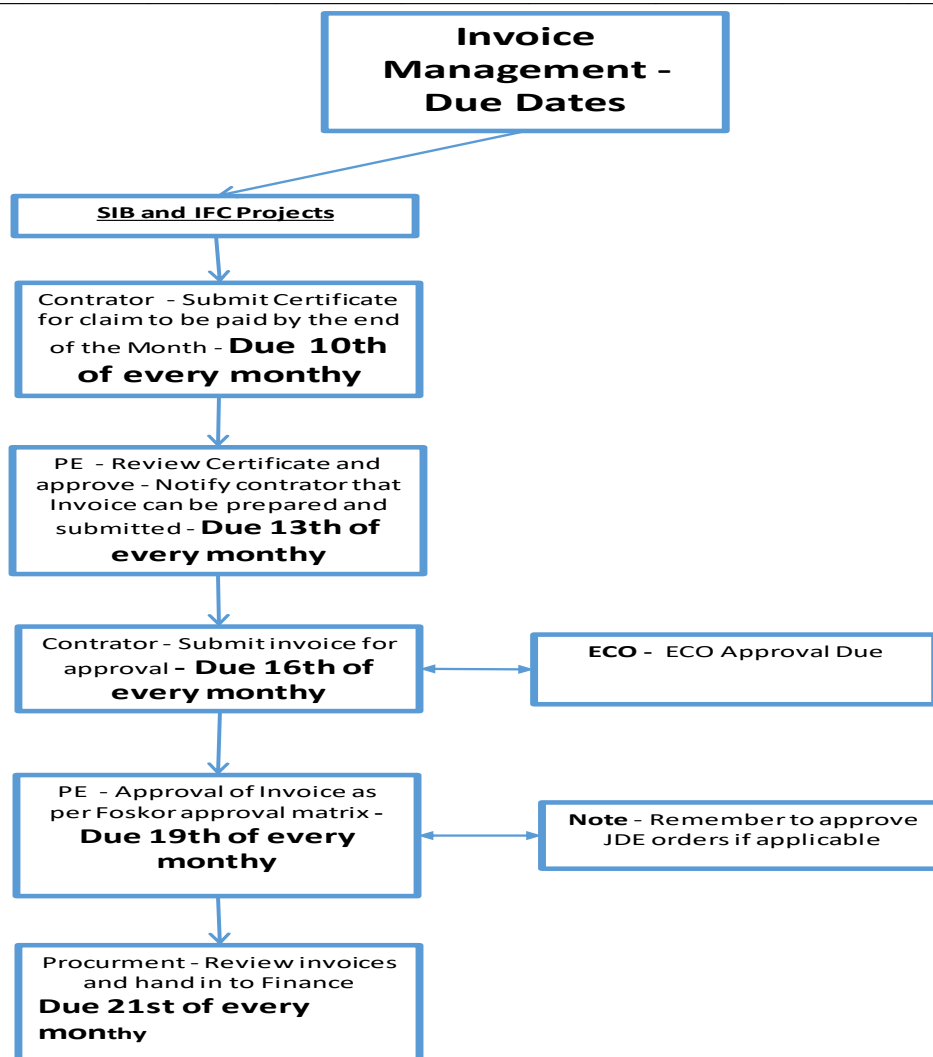
## **22.2 AFTER SALES SERVICE OR REQUIREMENTS**

### **22.2.1 After sales service requirements are listed below:**

- a) Full description of guarantee and guarantee period to be attached to the official tender.
- a) Full description of planned support during and after the guarantee period to be attached to the official tender.

## **22.3 INVOICE DUE DATES**

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



## 23 TENDER EVALUATION CRITERIA

- As part of the process to assist with the evaluation of the bidder's proposal/quotation and to make an informed decision in the awarding of this tender, the following information is required.
- The following tender evaluation criteria will be used for adjudicating the Contractor-submitted tender.
- Please provide the required documentation as requested in the "Proof/documents to be submitted" column. Please be specific when submitting documents by ensuring that they answer the item specified.
- Please use the annexure number as indicated to identify the proof submitted.
- Failure to submit the relevant documentation as requested in the Evaluation criteria document may lead to a disregard of the submitted tender.
- Bid submission not meeting the mandatory requirement will result in the bid being disqualified. Evaluation based on this tender is set in three (3) phases.
- Candidates must be successful in all three phases of the evaluation criteria to be considered. Phases are as defined below:

Phase	Criteria Descriptions	Required score	Qualifying Outcome
1	Pre-Qualification Criteria	100%	Proceed to phase 2
2	Technical Evaluation Criteria	70%	Proceed to phase 3
3	Site Evaluation Criteria (applicable where bidder has never worked at Foskor)	70%	Consideration for the award

## 24 TECHNICAL EVALUATION CRITERIA

STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION FOR ROADS UNDER THE SOCIAL AND LABOUR PLAN (SLP)

No	Technical Criteria Description	% Contribution	Scoring Bands	Proof / Documents to be Submitted	Notes
<b>1</b>	<b>COMPANY EXPERIENCE &amp; CAPACITY (70%)</b>				
<b>1a</b>	<b>Company – Relevant Road/Civil Engineering Experience</b>	25%	2–3 yrs = 10% 4–5 yrs = 15% 6–7 yrs = 20% 8+ yrs = 25%	Reference list of similar road/rehabilitation projects in past 5 years with values & client contacts	<i>Annexure A</i>
<b>1b</b>	<b>Company – Project Value Thresholds (Road/Drainage Design Projects)</b>	20%	> R1m = 5% > R2m = 10% > R3m = 15% > R4m = 20%	Project references with dates, values, and client contacts	<i>Annexure B</i>
<b>1c</b>	<b>Team Competence – Professional Staff</b>	25%	No submission = 0% 1 Eng + 1 Draughtsperson = 10% Full team w/out organogram = 20% Full team + organogram = 25%	CVs, proof of qualifications, ECSA registrations, organogram with roles & responsibilities	<i>Annexure C</i>
<b>2</b>	<b>TECHNICAL APPROACH &amp; QUALITY (30%)</b>				
<b>2a</b>	<b>Design Approach &amp; Methodology</b>	15%	No submission = 0% Submitted w/out clear design approach = 5% Submitted with clear design methodology & programme = 10%	Method Statement and Draft Programme (MS Project or equivalent)	<i>Annexure D</i>
<b>2b</b>	<b>Previous Quality Management System (QMS/QCP)</b>	15%	No QMS/QCP = 0% QMS/QCP not client-signed = 5% QMS/QCP implemented & client-signed = 10%	QMS/QCP documentation from previous projects	<i>Annexure E</i>

**Note: In order for the bid to be considered the bidder needs to score 70% and above, and comply to all mandatory requirements**

## **25 COMMERCIAL EVALUATION REQUIREMENTS:**

### **25.1 FINANCE**

**As directed by Procurement Department – Linked to Approved Supplier database**

- a. Undertaking to provide Bank Guarantee, to the value of 10 % of the Project value - Supply Relevant Financial proof documentation
- b. Suppliers Account – In good standing - Supply relevant major supplier account information

**Note! Additional requirements to be defined by procurement**

## **26 PRICING SCHEDULE**

**Description:** STRUCTURAL ASSESSMENT AND CIVIL REHABILITATION FOR ROADS ON THE SOICAL LABOUR PLAN

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

- a. All labour and supervision, including transport, accommodation, meals, etc.
- b. All expertise, skill and technical support, Supervision, Administration, Safety, etc.
- c. 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)

### **26.1 MEASUREMENT AND PAYMENT CLAUSES:**

Measurement and payment clauses of the Standardised Specifications, as well as the Particular Specifications, shall be deemed to form part of and included in the pricing instructions.

### **26.2 UNITS OF MEASUREMENT**

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

m	=	metre		m <sup>2</sup>	=	square metre
m <sup>3</sup>	=	Cubic metre		kg	=	Kilogram
No.	=	number		sum	=	lump sum

### 26.3 SCHEDULE OF QUANTITIES

Item	Description	Unit	Est. Qty	Rate (ZAR)	Amount (ZAR)
<b>1. DESIGN (Preliminary &amp; General)</b>					
1.1	Mobilization & familiarization with site, project brief review	Sum	1		
1.2	Attendance at project inception / kick-off meeting	Sum	1		
1.3	General project administration & coordination (emails, reporting, documentation)	Month	2		
<b>Sub-total Section 1</b>					<b>R</b>
<b>2. ASSESSMENT AND VIABILITY</b>					
2.1	Road & drainage condition assessments (Phalaborwa, Namakgale, Lulekani)	Sum	1		
2.2	Viability study – options for road rehabilitation & resurfacing	Sum	1		
2.3	Assessment report submission (incl. compliance with MHSA, SANS & SANRAL standards)	Sum	1		
2.4	Planning & specification of required geotechnical/pavement tests	Sum	1		
2.5	Interpretation of test results and incorporation into Design Basis Repor	Sum	1		
<b>Sub-total Section 2</b>					<b>R</b>
<b>3. DESIGN DEVELOPMENT</b>					
3.1	Preliminary design concepts for road rehabilitation & drainage	Sum	1		
3.2	Final design drawings – up to 20 drawings (roads & drainage layouts, cross-sections)	Drawing	20		

3.3	Additional drawings if required (beyond baseline)	Drawing	Prov.		
3.4	Bill of Quantities (BOQ) for construction phase	Sum	1		
3.5	Methodology for road & drainage rehabilitation works	Sum	1		
<b>Sub-total Section 3</b>					<b>R</b>
<b>4. DOCUMENTATION AND PROCUREMENT</b>					
4.1	Preparation of tender documents for contractor appointment (scope, drawings, BOQ)	Sum	1		
4.2	Technical Evaluation support during tender adjudication (TEV participation)	Meeting	3		
4.3	Clarifications and tender addenda during procurement	Sum	1		
<b>Sub-total Section 4</b>					<b>R</b>
<b>5. CONSTRUCTION (Preliminary &amp; General – Oversight)</b>					
5.1	Site handover attendance & contractor induction	Sum	1		
5.2	Review of contractor's method statement & programme	Sum	1		
5.3	Periodic progress reporting to FOSKOR	Month	3		
<b>Sub-total Section 5</b>					<b>R</b>
<b>6. CONSTRUCTION (Site Management – Engineer's Role)</b>					
6.1	Site inspections & supervision during key milestones – includes up to <b>8 inspections</b>	Visit	8		
6.2	Additional site inspections if required (beyond baseline of 8)	Sum	1		
6.3	Quality control verification (civil, fire suppression, steel shelving)	Sum	1		
6.4	Attendance at site progress meetings	Meeting	6		
6.5	Inspection & approval of as-built drawings	Sum	1		
<b>Sub-total Section 6</b>					<b>R</b>
<b>7. CLOSE-OUT</b>					
7.1	Final inspection and snag list verification	Sum	1		
7.2	Completion report & sign-off by Pr. Eng	Sum	1		

7.3	Submission of final data book (drawings, BOQ, certificates)	Sum	1		
7.4	Attendance at final handover meeting	Sum	1		
Sub-total Section 7					R
<b>8. PROVISIONAL SUMS (Design-Stage Testing)</b>					
8.1	Pavement and geotechnical testing (as required to confirm road structural capacity)	Sum	1		
Sub-total Section 8					R
<b>TOTAL (Sections 1–8)</b>					R

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**

## 27 ACCEPTANCE

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

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

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## 28 SUB-CONTRACTOR (PLEASE PROVIDE LIST AND FUNCTION)

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**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	<input type="text"/> Months	Commencement after receipt of official purchase order	<input type="text"/> Days		
Payment terms	<input type="text"/>				

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

Fixed	<input type="checkbox"/>	Duration of fixed price	<input type="text"/> 12 Months <input type="checkbox"/>	<input type="text"/> 24 Months <input type="checkbox"/>
Variable	<input type="checkbox"/>	Price Base Date	<input type="text"/>	

If variable provides price variation factors, percentages, and formula in the 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	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Where prices include a foreign currency rate please provide:

% of price, subject R O E	<input type="text"/> %	ROE	<input type="text"/> = ZAR
ROE Base Date	<input type="text"/>		

**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 .

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**.

## 29 **DOCUMENTED INFORMATION**

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

## 30 **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).

Occupational Health and Safety Systems – (ISO 45001)

## 31 **ANNEXURES:**

