




GRASS CUTTING AND LANDSCAPING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Revision¹: 0.1 see legend at bottom of page

Revised date:

| NAME | TITLE | Empl. no | SIGNATURE | DATE |
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| COMPILED - RECOMMENDATION | | | | |
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| Comments: | | | | |

¹ Revision Legend:

0.n = Draft,

1= Final version

Thus first draft = 0.1, second draft = 0.2, etc, and final approved = 1.0

Should the final be revised for whatever reason the revision would be 1.1 etc.

FOSKOR GRASS CUTTING AND LANDSCAPING

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Section A: SCOPE OF WORKS

FOSKOR GRASS CUTTING AND LANDSCAPING

1. SCOPE OF SERVICES

The contractor shall provide the Landscape Maintenance Services for a period of 36 months within Foskor, Gypsum Dam, Port Facility and Alton Site in accordance with the provisions of this specification, which shall include but not be limited to

- Garden services
- Horticultural pest management and control
- Transport, fuel and tools
- Appropriate and functional equipment
- Horticultural analytical services
- Alien vegetation removal as identified
- Immediate reporting of problem areas

This scope covers areas below

- The entire areas around and within the premises of Foskor PTY Ltd Acid division, including the Sasol gas line on the perimeter, rock store and areas prone to, rail area, salvage yard, staging area on Gate
- Pot plants on the premises
- Storm water dam area including around sump and dosing system(s)
- Entire fence-line area (Firebreak to be maintained 2m on either side of the fence where possible)
- The fencing area on the southeast of the fence where there is a railway tracks, including areas around primary and secondary dam.
- Cutting of grass around all boreholes both on and around site (including Gypsum Dam)
- Upper Pan Exit
- Upper Pan Walkway
- Entrance to Vlei (behind Grindrod)
- Alton site
- Car Park
- Salvage Yard
- Gypsum Dam Area
- Rail Yard (including areas around the supervisor's office, around Tower#1, around truck parking area, stripping sump area (Port), outside the Rail yard main gate and around the New Road weighbridge office.
- Foskor facilities within the Richards Bay Harbour
- The artificial canal that flows from the upper pan located to east, into Richards Bay estuary situated to the south.
- Artificial canal directly downstream of the W central arterial road and the upper pan of the larger Thulasihleke pan.
- Approximately 856m upstream of the development on the watercourse delineated by Groundtruth.

- Approximately 136m and 32 m directly north of the development and R34 John Ross Parkway.
- Mondi pump station
- Sewage pumps area on the South of South gate area

2. Minimum Specifications for Landscape Maintenance

2.1 Turf management

The aim of any turf management program is to ensure that the turf being managed is kept healthy and is aesthetically pleasing.

2.2 Types of Management Operation

The main routine management operations are mowing, raking, weeding, application of fertilizers and irrigation, from time to time it will be necessary to apply topdressing, pesticides, fungicides, and herbicides. The other operations usually grouped under the term "renovations" or spring treatment including scarifying, spiking, and forking, coring, grooving, and brushing.

The frequency and timing of carrying out the latter operations and the number of them used would vary according to the condition of the turf and environmental factors. This shall be agreed of in a service level agreement.

2.3 Lawn Maintenance

a) Mowing of manicured Lawns

Turf shall be mowed and manicured on a weekly cycle in summer (September to April) and on a two-week cycle in winter (May to August) subject to climatic conditions.

- The CONTRACTOR should ensure that excessive damage is minimized by:
 - Using mowing equipment that will cause minimal compaction.
 - All grass clipping shall be removed from site immediately.
 - Vary mowing pattern to spread compaction and the imprinting of the wheel on the turf.
- The CONTRACTOR must ensure that the blades are kept clean and sharpened regularly to cut leaves cleanly and minimize infection.

The cutting height shall be adjusted according to seasonal variations.

- Peak growing season (summer) : 25mm to 30mm
- Off-season (winter) : 30mm to 35mm
- Drought condition : at the discretion of the contractor in consultation with Foskop.
-

b) Equipment

The CONTRACTOR shall supply appropriate and adequate grass-cutting equipment to successfully comply with the specified grass cutting cycles.

- Where the employer, upon inspection, is of the opinion that the CONTRACTOR has ineffective or inadequate equipment, which will hamper the safety of employees and work to be carried out, Foskop shall have the right to instruct the CONTRACTOR to obtain and provide the other additional equipment.
- Lawnmowers with proper catch-bins shall be used inside the premises. The use of brush cutters to mow lawn inside the premises is not allowed. Brush cutters are allowed outside the premises.

c) Fertilizers

Shall be provided free of charge by Foskop as and when needed. Service provider to ensure the Safety Data Sheets (SDS) are submitted during the tendering stage to the Occupational Hygiene Team.

a) Weeding

- Weeds to be removed by hand in areas of sparse weed infestation continuously.
- No weeds should be found in /on paving, parking areas and any walkways.
- Heavy weed infestation (mainly broad leaves) to be controlled by recommended herbicide treatments.

b) Top dressing

- Topdressing is a practice of applying a thin layer of growing medium to the lawn surface and should comprise equal parts of compost and topsoil every three months

c) Compost

- All compost shall be well decomposed, weed free, free of damaging salts and other impurities. Results of compost analysis must be available for inspection at any time.

2.4 Turf Renovation

a) Thatch build-up

By definition, thatch is regarded as a layer of dead and living shoots, stems and roots zone below the green tops. Decomposing thatch that becomes intermingled with soil particles is called a mat.

- A small amount of mat and thatch up to 6mm is usually considered beneficial because it:
 - Gives turf some resistance
 - Increases weather tolerance
 - Cushions the underlying soil against compaction
 - Acts as mulch and reduces evaporation of water from the soil.
- Moderate to heavy thatching is definitely not beneficial to turf because:
 - Thatch can reduce infiltration rate either by becoming water repellent or by being compressed into a dense layer thus creating dry spots.
 - Heavy thatch reduces the tolerance of turf grasses to heat damage and cold.
 - Thatch can harbour pathogens and insects, leading to greater diseases problems.
- With the exception of the area where the Sasol gas line goes through Foskop, the thatch growth should be minimized because of the fire risk to the Sulphur store and gas line.

b) Spring treatment (Turf Renovation)

It is essential that all old grass over the season that has built up as a mat or thatch is removed to allow the new grass to come through. All manicured lawns that have a moderate to heavy thatch build-up would require spring treatment in September each year.

3. Establishment and Maintenance of Trees and Shrubs

- The planting of new trees and shrubs shall be agreed upon with Foskop beforehand
- The contractor shall maintain existing trees and replace them when the plants die due to negligence due to poor performance.
- The replacement cost, with an appropriate tree type is for the contractor
- Damage to trees & shrubs, other than poor maintenance, is at the cost of Foskop

- By the south side of Foskop i.e. South gate area, there should be tree felling and cutting every six (6) months.

4. Planting of Trees

Trees should be planted at the same depth as when growing in the nursery or up to 50mm deeper in cases where subsidence is a possibility.

5. Trees Ties

- Trees ties are essential to prevent tree rock and the resultant bruising or breaking of new feeder roots in the soil.
- Ties should be adjustable and preferably of material such as rubber to allow girth thickening without constriction of the trunk.

6. Tree Guards (110mm PVC pipe)

- To be used to safeguard against damage caused by brush cutters.
- Tree guards should be in lengths of 250mm with a slit on one side.

6.1 Maintenance

- Regular check on tree ties to avoid constriction of trunk.
- Check that stakes are still firm and that no chafing has occurred to the tree.
- Keep basins clear of weeds fertilize with 60g1:0:1 (48) per tree twice per year, applied to the dripline.
- Prune dead, diseased and crossing branches immediately after inspection
- A watering program of approximately 25 liters, every 10 to 14 days should be maintained for the first two years after planting.

7. Maintenance of trees, shrubs and ground cover/beds

- Ground covers and beds should be kept full. The replacement cost due to poor maintenance should be included in the cost.
- All trees, shrubs and ground cover are to be regularly pruned by a competent person who must understand the growth habit, form and flowering times.
- Appropriate tools, which include, shears, secateurs and saws are essentials.
- Pruning should serve to remove dead and diseased wood, damaged and crisscrossing branches and restore the desired shape of the plant.
- All cut surfaces are to be sealed with a suitable tree sealant.
- Pruning should maintain the plants natural shape and not cause distorted growth.
- Ground cover should be pruned to the desired shape and design and would constitute routine maintenance.
- Pruning is only required for intensive landscape areas.
- All pruned branches, stems and leaves are to be removed from site.
- Pruning should be executed judiciously taking into account seasonal variations.

8. Plant Material

- All plant material that is to be utilized for landscaping purposes must be obtained from nurseries that are registered.
- All plant material must be healthy, disease free, vigorous, unblemished and pest free.
- Root-bound plants would not be acceptable.

- Plant containers must be weed free.
- No broken, snapped, or grossly deformed plants will be stored or planted on site.
- Dead plants will immediately be removed from site.
- Plants in containers must be well rooted with balance root development.
- Roots must be spread evenly through the growing medium.

9. Fertilizer Applications

- Fertilizers shall be applied in two forms, that is, organic and inorganic and must conform to the relevant legislation (fertilizers, farm feeds, agricultural remedies and stock remedies act No 36 of 1947 and its amendments).
- The type, quantity and timing of fertilizer applications should be subject to soil sampling, and analysis and subsequent fertilizer recommendations.
- Trace element deficiencies are to be corrected by foliar sprays over and above granular fertilizer applications.
- Slow-release fertilizers are to be used in every topsoil every three months
- The CONTRACTOR shall make every effort to maintain a good balance in the use of both inorganic and organic fertilizers particularly in areas where it is intended to improve soil texture, water holding capacity and long-term fertility status.

10. Weeding

- The CONTRACTOR shall be responsible for the timorous removal of all weeds within the landscape installation, which includes but not restricted to manicured lawns, plant beds, hard landscaped areas, around trees, and informal natural areas. Sparse weed infestation should be removed manually by hand or suitable tools and removed from site. Heavy weed infestation to be controlled by chemical means as and when required.
- The CONTRACTOR shall refer to "A guide to the use of Herbicide, 16th edition, 1998" obtainable from the department of Agriculture for additional information. The CONTRACTOR shall also supply appropriate application equipment, safety apparatus and practice the safe and judicious use of chemicals. It is responsibility of the CONTRACTOR to ensure that only undesirable plant species are controlled by chemical means and no damage occurs to neighboring plants.

11. Plant Protection

- The CONTRACTOR shall during the duration of the contract, conduct weekly inspections (scouting) of all plant material for signs of pests diseases.
The CONTRACTOR shall take corrective action by utilizing registered chemicals as specified in "A Guide to the use of Pesticides and Fungicides" obtainable from the department of Agriculture.
- The safe and judicious use of these chemicals is the responsibility of the CONTRACTOR.

12. Hard Landscape Areas

- Weed control of roadways, curbs, paved, concrete and gravel areas shall be required as a part of routine maintenance as and when required.
- The CONTRACTOR shall undertake weekly inspections in order to identify and control all weeds and unwanted vegetation in the following areas.
- Stones and decorative rocks shall be washed on request by Foskop, twice every year.

Paved areas : staff parking area, contractors parking, the VIP parking area, all walkways, traffic islands, courtyards etc.

Gravel areas : All areas around the premises.

Concrete areas : concrete roads, curbs, vehicle parking areas, storage areas, concrete draining canals.

13. Natural areas and perimeter fence

- The Contractor shall be expected to do ride on mowing at least once a month at the Mondi pumps.
- A fire break (area inside and outside the fence line) around Foskor premises shall be maintained at three meters.
- Without destroying the natural look, weeding to keep alien plants away shall be done regularly.
- Areas to the north and west of the acid plant shall be maintained from the Fence line up to the roadside.
- Areas to the south of the acid plant shall be maintained from the line up to five meters from the fence

14. Rail Yard

- Cut and chemically and or mechanical treat the grass and vegetation inside the Rail yard.
- Cut the grass and vegetation inside the Rail yard next to the car port. Cut the grass and vegetation outside the Rail yard main gate.
- Cut the grass and vegetation outside the Rail yard fence in front of Granulation Plant loading bay
- Cut the grass and vegetation at South gate (truck parking and surrounding areas)
- Cut the grass and vegetation around the water reservoir office.
- Cut the grass and vegetation around the next to weighbridge office.
- Cut the grass and chemically treat the trees between Rock Store and Road 9
- Cut the grass at the Stripping sump area in the Port.
- Cut the grass and vegetation at the Port tanks

In doing the above the contractor may need to use the lawnmowers, brush cutters, motorized grass trimmers or other cutting equipment and spray treatment to control weed growth. The supplier must have access card to the Port. Tenders will only be accepted from registered pest control companies as stipulated in the Fertilizer Farm Feeds and Animal Act 36 of 1947. Proof of valid registration certificate must accompany the tender documentations. Further to this proof of training of a person that will be conducting the work on site must be supplied.

15. Alton Site

- Cut the grass and vegetation around the truck staging area and around the fence line
- Cut the grass and vegetation around the office facility, rapid wall houses and braai area
- Maintain the flowers and garden around the office building and site entrance

16. Gypsum Dam

- Cut and chemically and or mechanically treat the grass and vegetation around the trenches.
- Cut the grass and vegetation on the road and two meters inside the fence line
- Cut the grass and vegetation around the Stilling Basin water en-catchment
- Cut the grass and vegetation around the pump station/house
- Cut the grass and vegetation around the effluent discharge channel towards the Bizolo
- Cut the grass and vegetation around and inside the gypsum dam area
- Dedicated team to be based at Gypsum dam to ensure grass is maintained at all times.

17. Removal of Alien Vegetation

The contractor shall ensure that all alien vegetation is removed from site and an on-going program needs to be established to ensure that this is maintained.

Section B: Schedule of Rates or Summary of Bill of Quantities (estimated size of the areas)

| | From Bill of Quantities – if applicable or → | qty | ZAR | Rate | |
|---------------------|---|---------------------------|--------------|---------------|--|
| Area | Service | UOM | Monthly cost | Rate per tree | |
| Acid Plant Premises | Grass Cutting and trees to a 3m distance along outside fence line, Maintenance Flowerbeds, Weed removal, Weed Flower Heads and Remove alien vegetation | 108 744.27 m ² | | | |
| | Tree felling | | | | |
| | Trimming tree | | | | |
| Admin Building | Grass Cutting, Maintenance Flowerbeds, Weed removal, Weed Flower Heads and Remove alien vegetation | 5636.69 m ² | | | |
| Gypsum Dam | Cut grass on the road and 2m next to fence, around all boreholes, Cut grass inside and around the trenches, Cut grass by pump house, Stilling Basin and Bizolo Channel entrance and Remove Alien vegetation | 96 523m ² | | | |
| | Tree felling | | | | |
| | Trimming tree | | | | |
| Stormwater Dam | Cut grass around the stormwater dam (Primary and secondary), under conveyor and Upper Pan | 44 989 m ² | | | |
| Alton Site | Cut grass on the parking field & driveway, along Rapid Wall houses and main office building, Maintain and weed Flowerbeds, Remove alien vegetation | 12084.80 m ² | | | |
| | trimming trees and shrubs | | | | |
| | Plant trees | | | | |
| | Tree felling | | | | |
| Four sites | Grass cutting and remove alien vegetation | 59 902 m ² | | | |
| | Tree felling around areas | | | | |
| Port Tanks | Grass cutting and Remove vegetation | 4 166.77 m ² | | | |

| | | | | | |
|-------------------------------|--------------------------------|---|--|--|--|
| | Tree felling | | | | |
| Western Perimeter Fence | Grass Cutting Cut vegetation | 7 371 m ² | | | |
| | Tree Felling around area | | | | |
| All sites | Plant trees as and when needed | | | | |
| | | | | | |
| | | Sub Totals Sum (Excluding VAT) | | | |
| | | Add VAT at 15% | | | |
| | | Total Tender Sum (Including VAT) | | | |

| EMPLOYEES | Rate per hour |
|----------------------------|---------------|
| Safety officer X1 | |
| Supervisor X1 | |
| Pest Control Officer X1 | |
| Pest Control Assistant X1 | |
| General worker x10 | |

| OTHER | Cost |
|---|------|
| Bakkie to use to transport tools and to service areas outside Foskop site. X1 | |

Section C: SHREQ Requirements

C. 18.1 The successful Tenderer will be required to comply and ensure continuous compliance with Foskop standards and national regulations:

The Contractor shall comply with all Foskop Regulations and Safety Standards.

The Contractor shall fully comply with the OHS Act (Act 85 of 1993).

- Appoint a Safety officer with SAMTRAC/National diploma on part time or full time.

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- Compliance with COP6 (Contractor Management).
- Compliance and signing of Section 37(2) Agreement in terms of the OHS Act No.85 of 1993 at the Foskor (Pty) Ltd Safety Department.
- Compliance with Legislation requirements which include the OHS Act, NEMA (National Environment Management Act) and other relevant applicable Legislation.
- A safety plan for the work to be done by the contractor.
- The contractor must appoint a qualified Safety Officer with at least Diploma in Safety Management or SAMTRAC or both either on a full-time or part-time basis to conduct the following responsibilities:
 - conducts and submits audits monthly.
 - Conduct and submit inspections monthly.
 - Compile and submit a monthly safety report to Safety Department.
 - Perform safety talks and awareness training and submit evidence to Foskor.
 - Visibility on Site.
 - Conduct inspections on PPE and provide evidence to Foskor.
 - Continuously update Safety File.
- A contractor submits a comprehensive task-based risk assessment that has acknowledged the Foskor baseline risk assessment and method statement.
- A contractor to appoint a full-time Supervisor to manage and supervise all the activities of his/her employer.
- All new work activities must have scope of work and communicated to Safety Department before starting with the work with exception of emergency breakdowns.

C.1. Health and Safety Induction

The successful Tenderer (Contractor) shall ensure that all employees under his control, including the subcontractors/consultants and their employees, undergo a health and safety induction training course by a Foskor competent person before entering site.

- a. The Contractor shall ensure all his/her personnel have attended the Safety Induction, by Foskor (Pty) Ltd before they enter site.
- b. The Contractor on entering site, must wear Foskor minimum required PPE at all times namely safety glasses, acid resistant overalls, safety harnesses (on heights), safety boots or steel cap gumboots, ear protection and **gas masks (Halfmask double filter – screw type with filter type A1B1E1K1 – North Safety Product or similar approved product) and goggles (Uvex ultravision – W1663459B – DIN CE 0196) preferably in a pouch.**
- c. **Overalls must be Blue Sweet Orr overall (80% Polyester 20% Viscose Rayon Acid repellent) with Company names either on front of jacket or back OR Blue North Safety Acid/Flame overall (Flame retardant acid resistant anti-static ATPV 15.4CAL/CM2) with company names either on front of jacket or back and fluorescent reflective strips to be stitched onto sleeves and on the knees.**
- d. The Contractor shall demarcate the relevant work area. The Contractor shall supply and erect an appropriate name board with all relevant information and contact details at the work area.

- e. A complete safety file to be submitted to Foskor (Pty) Ltd Safety Department before any work commences.
- f. The Contactor's vehicle when entering the Plant must have rotating orange lights on at all times.
- g. **The Contractor and their employees must undergo a full medical at either Foskor or other approved occupational health service providers,**
- h. A once-off fee is also required for access cards from Foskor Security. Please contact Foskor (Pty) Ltd Security Reception at 035 902 3267 for information.

C.2. Environmental Management Specifications

In order to ensure that the construction works is designed for an environmentally sensitive area, strict compliance to the Environmental Management Plan (EMP) guidelines may be requested after appointment of the contractor.

The EMP shall be part of the terms of reference for all contractors/consultants, sub-contractors/consultants and suppliers.

A copy of the EMP requirements is available from Foskor (Pty) Ltd SHREQ department.

All MSDS's to be submitted to Foskor (Pty) Ltd.

Waste disposal needs to comply to Foskor (Pty) Ltd Waste Management Plan.

C.3. Technical Evaluation Criteria of Tender

| MANDATORY REQUIREMENTS | | | | |
|--|---|---|---|-------|
| Bid submission not meeting the mandatory requirements will result in the bid being disqualified. | | | | |
| No. | Mandatory Requirement | Comments | | |
| 1 | a) Certificate of registration for pest control and fumigation as per the fertilizer, farm feeds, agricultural remedies Act 36 of 1947 | Proof of certificate of registration that is valid i.e. be in good standing | | |
| | b) Registration with the South African Pest control Association Valid proof of registration with SAPCA | Valid proof of Registration with SAPCA | | |
| TECHNICAL REQUIREMENTS | | | | |
| Evaluation Criteria (Technical) | | | | |
| TENDER TITLE: GRASS CUTTING AND LANDSCAPING SERVICES FOR FOSKOR RICHARDS BAY | | | | |
| No. | Technical Criteria Description | % Contribution | Proof/Documents to be submitted | Notes |
| 2 | Compliance, competency | | | |
| a) | Training Pest control assistant certificate and Pest control officer. Valid Certificate for Pest control assistant and Pest control officer =20% Certificate for Pest control assistant or Pest control Officer = 10% No Certificate submitted = 0% | 20% | Certificate of competency as per Fertilizers, farm feeds, Agriculture Remedies and stock Remedies Act 36 of 1947. | |
| b) | Proof that the scope of work to be performed, forms part of the core business of the Service Provider and have experience with handling of hazardous chemical agents such as herbicides, grass cutting and landscaping 5 years or more working experience= 25% 2-4 years=15% Less than 2 years= 5% No experience = 0% | 25% | References letters from clients including contactable contact number. Must give a reference with company letterhead and signed | |

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|---|--|-----|---|--|
| c) | Globally Harmonized System of Classification and Labelling of Chemicals (GHS) Compliant Safety data Sheets (SDS) Safety data Sheets of chemical agents to be used during application of herbicide- Use SDS's that are GHS compliant = 20% No Safety data sheets submitted=0% | 20% | Submit valid SDS reviewed within 5 years and GHS compliant | |
| d) | Lawnmower operator certificate, brusher cutter certificate and Chain saw operator certificate Lawnmower operator certificate, Brusher cutter certificate and Chainsaw certificate = 20% Lawnmower operator certificate or Brusher cutter certificate or Chainsaw certificate = 10% | 20% | Submit competency certificate | |
| e) | Safety officer with SAMTRAC/National diploma with experience SAMTRAC/National diploma and CV = 15% CV only = 5% | 15% | Submit proof of qualification with CV indicating experience | |
| | | | | |
| Total Technical Score: 100% NOTE: Minimum Scoring is 70/100 in total | | | | |
| DISQUALIFICATION CRITERIA ** | | | | |
| 1. Mandatory documentation not submitted 2. Compulsory site briefing. | | | | |

