FOSKOR

PROVISION OF OFFICE CLEANING AT FOSKOR RICHARDS BAY

NAME	TITLE	Empl. no	SIGNATURE	DATE
COMPILED – RECOMMENDATION				
Mbali Ngwenya	Safety Superintendent	504491	504491	28/10/2026
APPROVAL TO PROCEED				
Dovhani Magatikele	Acting Snr SHREQ Manager	505975		28/10/2026
Precious Buthelezi	Acting GM, Acid Division	22171	22171	29/10/2026
Comments:				

FOSKOR

Error! Bookmark not defined.

TABLE OF CONTENT

1. BACKGROUND AND PRESENT SITUATION 3

2. SCOPE OF WORK 3

3. LEGISLATION, STANDARDS AND CODES OF PRACTICE 4

4. TENDER REQUIREMENTS 4

5. PLANT DATA 8

6. SUPPLIED SERVICES 9

7. BILL OF QUANTITY 10

8. MANDATORY AS ENVISAGED BY SECTION37(2) OF THE ACT 17

FOSKOR

1. Background and Present Situation

Foskor (Pty) Ltd is a leading producer of phosphoric acid, sulphuric acid, and granular fertilizer. The company is committed to maintaining a safe, healthy, and environmentally responsible workplace in accordance with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), including the Facilities Regulations, as well as all other applicable South African legislation and South African National Standards (SANS). These requirements represent the minimum standards with which all appointed service providers must comply throughout the duration of the contract.

The purpose of this tender is to appoint a suitably qualified and experienced service provider to deliver comprehensive cleaning services for 36 months that ensure all Foskor facilities are maintained in a clean, neat, hygienic, and healthy condition at all times. This includes, but is not limited to, offices, administration buildings, change rooms, ablution facilities, corridors, passages, stairways, common areas, and any other workplace or facility occupied or used by employees and authorised personnel.

In addition, the appointed service provider shall be responsible for maintaining the interior and exterior of Foskor's fleet vehicles in a clean, neat, and hygienic condition to support operational efficiency, employee well-being, and the company's professional image.

The service provider shall perform all services in accordance with industry best practices, applicable health and safety requirements, and Foskor's site-specific policies, procedures, and standards, ensuring continuous compliance throughout the contract period.

2. Scope of Work

Foskor currently employs approximately 864 permanent employees. Tenderers shall also make provisions for an estimated 350 contractors who are present on site on a daily basis when determining the resources, consumables, and service requirements necessary to fulfil the Scope of Work.

To ensure effective and uninterrupted service delivery, the Contractor shall provide a minimum complement of thirty-one (31) personnel, comprising:

2.1 One (1) site Supervisor One (1) Safety Officer; and
2.2 Twenty-nine (29) Cleaning Personnel, including personnel dedicated to:

- 2.2.1 Valet Services;
- 2.2.2 Fleet vehicle washing and cleaning;
- 2.2.3 Internal and external window cleaning services.
- 2.2.4 Deep cleaning of showers, sink toilets

The Contractor shall ensure that sufficient competent personnel are available at all times to meet the required service levels. Should operational requirements necessitate additional resources, the Contractor shall provide such resources at no interruption to the agreed service standards.

All cleaning services shall be completed in accordance with the approved cleaning schedules, specifications, and performance standards. The quality of work shall be subject to inspection and acceptance by the designated Foskor Responsible Person at Foskor's discretion.

The Contractor's Site Supervisor shall conduct routine inspections of all completed work and maintain completed inspection and check sheets as evidence of service delivery. These inspection records shall be submitted to the Foskor Responsible Person as an when required for review and verification.

The Contractor shall remain fully responsible for ensuring that all work is completed to the required standard and that any deficiencies identified during inspections are promptly corrected to the satisfaction of Foskor.

The Contractor shall submit (as a part of the tender) an organogram identifying key persons for this project.

These persons shall not be substituted without prior client (Foskor) consultation and approval.

3. Legislation, Standards and Codes of Practice

Latest revisions or amendments of the listed codes and specification are applicable to this contract:

Title / Description
Occupational Health and Safety Act – Act 85 of 1993
ISO 9000 – Quality System Series
COP 6 – Contractor Management Procedure
COP- 82 Waste Management – Foskor Code of Practice

All work listed in this scope of work shall be completed in accordance with the specifications and codes as listed above. It is the responsibility of the Bidder to be in possession of the latest standards and codes as listed above in the execution of this project.

4. Tender Requirements

4.1 Latest revisions or amendments of the listed codes and specification are applicable to this contract:

4.1.1 Maintain all offices, change rooms, corridors, passages, stairways, common areas, and any other facilities occupied or used by employees in a clean, neat, hygienic, and healthy condition at all times.

4.1.2 Perform scheduled deep cleaning of all shower facilities, wash basins, toilets, ablution facilities, and associated sanitary areas to ensure high standards of hygiene and sanitation are maintained.
4.1.3 Clean and maintain the interior and exterior of Foskor's fleet vehicles to ensure they remain clean, presentable, and hygienic at all times.
4.1.4 Clean, sanitise, and maintain all water fountain dispensers and drinking water stations located in plant areas to ensure they remain hygienic, safe for use, and fully operational.
4.1.5 Supply all labour, competent supervision, cleaning materials, chemicals, consumables, tools, equipment, machinery, and any other resources required to execute the services in accordance with the Scope of Work.

Work to be completed by the Contractor will be inspected and approved by the FOSKOR Responsible person at Foskor's discretion. It is the contractor's responsibility to ensure that all work, daily documented inspection sheets are filled in by cleaner and signed off by the end user supervisor of the area, and access control is reviewed once a week and inspected by the contractor supervisor. Daily Attendance registers are to be kept. Should there be an employee that is booked off sick or on leave, the responsibility is on the contractor to replace that employee at the costs of the contractor.

4.2 The Contractor is expected to: -

4.2.1 Attend site contractor meetings as determined by Foskor.
4.2.2 Continuously make all equipment including toilet rolls / papers readily available for use (Under NO circumstances should any required equipment/Chemicals as stipulated under the Bill of Quantities cause any disruption to Foskor's operation.)
4.2.3 Apply recommended South African National Standards (GHS) approved chemicals in/on all areas

4.3 **Extent of Services and Frequency**

The cleaning services shall, where applicable, cover the following areas

4.3.1 General offices;
4.3.2 Executive offices;
4.3.3 Workshops;
4.3.4 Reception areas
4.3.5 Waiting areas;
4.3.6 Boardrooms;
4.3.7 Meeting rooms;
4.3.8 Training rooms;
4.3.9 Passages and corridors;
4.3.10 Staircases;
4.3.11 Entrance foyers;
4.3.12 Ablution facilities;
4.3.13 Toilets;
4.3.14 Urinals;
4.3.15 Showers;
4.3.16 Hand basins;
4.3.17 Kitchenettes;
4.3.18 Tea rooms; and
4.3.19 Canteen area.

4.4 **Kitchens/Tea Rooms**

4.4.1 Clean sinks and taps;
4.4.2 Clean counters;
4.4.3 Wipe cupboard fronts;
4.4.4 Sweep and mop floors;
4.4.5 Remove waste;
4.4.6 Clean external surfaces of appliances;
4.4.7 Clean tables and chairs;
4.4.8 Replenish approved hygiene consumables; and
4.4.9 Remove food debris.

4.5 Ablution Facilities

Ablution facilities shall receive daily cleaning and deep cleaning/disinfection monthly, including:

4.5.1 Clean sinks and taps;
4.5.2 Toilets;
4.5.3 Toilet seats;
4.5.4 Toilet bowls;
4.5.5 Flush handles;
4.5.6 Urinals;
4.5.7 Urinal surrounds;
4.5.8 Basins;
4.5.9 Taps;
4.5.10 Mirrors;
4.5.11 Shower areas;
4.5.12 Shower fittings;
4.5.13 Floors;
4.5.14 Walls where visibly soiled;
4.5.15 Doors;
4.5.16 Door handles;
4.5.17 Soap dispensers;
4.5.18 Waste bins; and
4.5.19 High-touch surfaces.

4.6 Storerooms

4.6.1 Clean sinks and taps;
4.6.2 Archive areas where permitted;
4.6.3 Security/control rooms where permitted;
4.6.4 Park homes areas forming part of the cleaning allocation;
4.6.5 Internal glass and glazing; and
4.6.6 Furniture and fixtures.

4.7 Daily Requirements:

4.7.1 Empty Office waste bins;
4.7.2 Dust desks and furniture including computer ware and telephone handset Staircases, glass doors, entrance areas to be brushed, polished, with brittle brooms, cloths, squeegees and stains removed;
4.7.3 Clean all passages and corridors;
4.7.4 Clean ablutions, kitchens tea rooms and hygiene facilities;
4.7.5 Make tea and coffee for Executives and Management as may be requested;
4.7.6 Mop/wash/vacuum/carpet sweeping/remove all / any stains;
4.7.7 Cleaning of all light switches; and

4.7.8 Cleaning of waste bins.

4.8 Weekly Requirements:

4.8.1 Dust and wipe windowsills;
4.8.2 Remove all stains on floors;
4.8.3 All waste to be removed to a wheely bin twice a day;
4.8.4 Wipe window frames and doors;
4.8.5 Cleaning of corners and difficult-to-reach areas;
4.8.6 Sign off weekly inspection data sheets and copies of clock / access Employee cards to be controlled by Site Supervisor and Foskor responsible person;
4.8.7 Wash Windows;
4.8.8 Clean/Disinfect all hand wash basins with bleach (Jik or similar) to remove algae build-up and stains; and
4.8.9 Clean /Disinfect all Water Dispensers to remove algae build-up and stains.

4.9 Weekly Requirements for Foskor Requested Vehicles

4.9.1 All Vehicles will be washed and polished on a weekly basis or as requested;
4.9.2 All vehicles' interiors will be vacuumed and polished on a weekly basis or as requested;
4.9.3 Any / All visible defects or damages will be reported in writing, immediately to the Foskor responsible person; and
4.9.4 A weekly inspection data sheet to be controlled by Site supervisor and handed to the Foskor responsible person.

4.10 Monthly Requirements

4.10.1 Strip and Polish the floors;
4.10.2 Wash and clean windows;
4.10.3 Soak all drinking cups / Spoons / glasses in bleach (Jik or similar) to remove stains and disinfect; and
4.10.4 Deep cleaning and disinfecting of all showers, basin and ablution facilities.

4.11 **MONTHLY DEEP CLEANING AND DISINFECTING OF ABLUTION FACILITIES**

The contractor shall perform a comprehensive deep cleaning and disinfecting of every designated ablution facility at least once every calendar month, in addition to normal daily cleaning.

The monthly deep clean shall include, as a minimum:

4.11.1 **Toilets and Urinals**

4.11.1.1 Full cleaning and disinfection of toilet bowls;
4.11.1.2 Cleaning underneath toilet rims;
4.11.1.3 Removal of scale and mineral deposits;
4.11.1.4 Removal of urine scale;
4.11.1.5 Cleaning of toilet hinges;
4.11.1.6 Cleaning of toilet bases and surrounding floor areas;
4.11.1.7 Cleaning and disinfection of flush mechanisms;
4.11.1.8 Cleaning and disinfection of urinals;
4.11.1.9 Cleaning of urinal channels and surrounding areas; and

4.11.1.10 Cleaning of pipework and accessible plumbing surfaces.

4.11.2 **Basins and Taps**

4.11.2.1 Descaling of taps;
4.11.2.2 Cleaning of tap bases;
4.11.2.3 Cleaning of basin overflow openings;
4.11.2.4 Removal of soap deposits;
4.11.2.5 Disinfection of basins; and
4.11.2.6 Cleaning underneath and around basins.

4.11.3 **Showers**

4.11.3.1 Deep cleaning and disinfection of shower floors;
4.11.3.2 Removal of soap residue;
4.11.3.3 Removal of scale;
4.11.3.4 Cleaning of shower heads;
4.11.3.5 Cleaning of taps and controls;
4.11.3.6 Cleaning of shower doors/curtains;
4.11.3.7 Cleaning of wall tiles; and
4.11.3.8 Cleaning of floor drains and surrounding areas.

4.11.4 **Floors**

4.11.4.1 Machine scrubbing where appropriate;
4.11.4.2 Application of suitable disinfectants;
4.11.4.3 Removal of ingrained dirt;
4.11.4.4 Removal of stains;
4.11.4.5 Cleaning of corners and edges;
4.11.4.6 Cleaning around sanitary fixtures;
4.11.4.7 Cleaning of floor drains; and
4.11.4.8 Appropriate drying of floors.

4.11.5 **Walls and Partitions**

4.11.5.1 Wash-down of tiled walls;
4.11.5.2 Cleaning of cubicle partitions;
4.11.5.3 Cleaning of doors;
4.11.5.4 Cleaning of door frames;
4.11.5.5 Cleaning of handles and locks; and
4.11.5.6 Removal of fingerprints and stains.

5. Plant Data

All work listed in the document will be conducted at the Foskor (Pty) Ltd - Richards Bay Plant:

Foskor (Pty) Ltd
Richards Bay Division
21 John Ross Parkway
Richards Bay
3900
South Africa

FOSKOR

6. Supplied Services

6.1 Foskor shall be responsible for:

6.1.1 Supply a copy of the Foskor Procedures Specifications.
6.1.2 Electricity, Water and suitable area for site establishment as required by the Contractor.
6.1.3 Assisting in issuing of work clearances and HIRA certificates (If applicable)
6.1.4 Wheelie bins where and when required.
6.1.5 The supply of their own site office, ablution facilities, canteen and change rooms.
6.1.6 The supply of a storage area on site for Toilet rolls and Chemicals.
6.1.7 Provide access to potable water.
6.1.8 Provide a suitable area for site establishment for Successful Tenderer.

6.2 Contractor Responsibilities

The appointed Contractor shall be fully responsible for the execution of the services and shall, at a minimum, comply with the following requirements:

6.2.1 Provide all competent labour, supervision, and management personnel required to execute the Scope of Work safely and efficiently.
6.2.2 Perform routine cleaning of all Foskor offices and undertake scheduled deep cleaning of all shower facilities, wash basins, toilets, and ablution facilities to the required hygiene standards.
6.2.3 Supply, maintain, and replace, where necessary, all tools, specialised equipment, cleaning materials, chemicals, consumables, machinery, and any other resources required to fulfil the Scope of Work. Foskor shall not be held liable for any loss of or damage to the Contractor's equipment, tools, or materials while on site.
6.2.4 Ensure that all equipment, tools, machinery, and Personal Protective Equipment (PPE) brought onto the site are inspected, reviewed, and approved by Foskor prior to use and comply with all applicable Foskor procedures, standards, and legislative requirements.
6.2.5 Identify and specify, at the tender stage, all services, resources, utilities, and support required from Foskor to successfully execute the contract.
6.2.6 Provide suitable barricading, warning signs, and safety signage around work areas wherever required to protect employees, contractors, and visitors and to ensure compliance with applicable health and safety requirements.
6.2.7 Develop and submit a comprehensive Safety Plan, including all supporting risk assessments and safe work procedures, to the Foskor Safety Department for review and approval before commencing any work on site.
6.2.8 Ensure that all chemicals used to execute the cleaning service have safety data sheet that is compliant with the requirements of Global Harmonized System (GHS).
6.2.9 All cleaners have easy access to all /any chemicals/equipment necessary to carry out daily /weekly/monthly cleaning requirements.

FOSKOR

7. Bill of Quantity

7.1 Working Hours:

Use of trained staff:

7.1.1 Provision of permanent and trained staff.
7.1.2 Provision of relief staff during absenteeism.
7.1.3 Exact numbers of cleaners required as listed in the bill of quantities guidelines.

Cleaners	No employees	Rate Per employee	Total
Cleaners Mon-Friday 8 hrs. Including Foskor external sites	23	R	R
Cleaners' night shift Mon-Friday 6pm-6am	2	R	R
Cleaner's weekends Day shift Sat and Sun and public holiday 6am to 6pm	2	R	R
Cleaner's weekends Night Shift, Sat, Sun and Public holidays 6pm to 6am	2	R	R
Supervisor Mon - Friday	1	R	R
Safety Officer 8 hrs. biweekly	1	R	R
TOTAL	**31**	**R**	**R**

7.2 **Required Cleaning Consumables: Bill of Quantity:**

The contractor is responsible of always providing the listed cleaning chemicals to Foskor. All chemicals used for the execution of this service must have safety data sheet that is compliant with global harmonized system (GHS)

SCOPE DETAILS					
Consumables	**Quantity**		**Frequency**	**Cost per item**	**Total Cost**
Singly Ply Toilet Roll (SABS approved)	48 Packs *115	115	Monthly	R	R
Supply of big burrel paper hand towel rolls (SABS approved) per pack	4 packs *20	20	Monthly	R	R

Supply of mini paper hand towel rolls (SABS approved) per pack	6 packs *20	20	Monthly	R	R
Transparent Disposable rubbish bags	20 Packs *100	100	Monthly	R	R
Centre Feed 240mm x 360m	4 packs *20	20	Monthly	R	R
Auto cuts standard	6 packs *20	20	Monthly	R	R
Liquid Dispenser hand soap	25L*4	4	Monthly	R	R
Dishwasher	25L*4	4	Monthly	R	R
Gematol	25L*2	3	Monthly	R	R
Pine Gel	25L*3	3	Monthly	R	R
Toilet Bowl	25L*2	2	Monthly	R	R
Bleach (Jik or similar)	5L*5	5	Monthly	R	R
Air Fresher (Geofresh or similar)	25L*4	4	Monthly	R	R
Degreaser	25L*3	3	Monthly	R	R
All-purpose cleaner	25L*1	1	Monthly	R	R
Floor Polish	25L*1	1	Monthly	R	R
Floor Striper	25*2	2	Monthly	R	R
Furniture polish	30 tins	30	Monthly	R	R
Window Cleaner	5L*2	2	Monthly	R	R
Dash Polish	5L*1	1	Monthly	R	R
Wash and wax	5L*1	1	Monthly	R	R
Floor it Cleaner	25L*3	3	Monthly	R	R
Green pads	100	100	Monthly	R	R
Dettox	25L*1	1	Monthly	R	R
Thick bleach (Germgel or similar)	5L*2	2	Monthly	R	R
Duro coat floor dressing	5L*2	2	Monthly	R	R
Black Refuse bag	20 pack *100	2000	monthly	R	R
Gloves Yellow	60pair	60	monthly	R	R
Gloves Green	60 pair	60	monthly	R	R
Cloths coded blue	60	60	monthly	R	R
Cloths coded Yellow	60	60	Monthly	R	R
Cloths coded Green	60	60	Monthly	R	R
Cloths coded Red	60	60	Monthly	R	R
Dish swabs	20	20	Monthly	R	R
Drying Dishcloths	29	20	Monthly	R	R

TOTAL	R	R

7.3 Required Cleaning Equipment and tools

The contractor is responsible of always providing the listed cleaning chemicals to Foskor. All chemicals used for the execution of this service must have safety data sheet that is compliant with global harmonized system (GHS)

Equipment	Quantity	Frequency	Cost per unit	Cost Total
Industrial Single disk Scrubbing Machine	4	Contract duration (36 month)	R	R
Caution signage for wet floor	60	Contract Duration (36 months)	R	R
Gear Press wringer and bucket	87	Contract Duration (36 months)	R	R
Toilet brush and holders	150	Quarterly	R	R
Mop Jumbo	60	Quarterly	R	R
Flat Mop Sweepers	60	Quarterly	R	R
Household Brooms	29	Biannual	R	R
Long feather duster	29	Quarterly	R	R
Shorts feather duster	29	Quarterly	R	R
Window Kit		Quarterly	R	R
Extension ladders	4	Contract duration	R	R
Single Disk Pads (Black, Red and white)	3 box (a box per colour)	Quarterly	R	R
Different colour buckets (blue and Red)	60 (30 per colour)	Annual	R	R
Long dustpan with broom	30	Bi-Annual	R	R
1 litre spray bottle Three different colours	87	Bi-Annual	R	R
short dustpan with brush	34	Bi-Annual	R	R
Extension cords	3	Contract duration (36 months)	R	R
Chamois for Vehicle washing	5	Quarterly	R	R
Scrubbing Brush	4	Quarterly	R	R
TOTAL			**R**	**R**

Shutdown	Quantity	Frequency	Cost per Unit	Total Cost
Toilet papers	48 packs *58	Monthly	R	R
Extra hand soap	25L*2	Monthly	R	R
Supply of mini paper hand towel rolls (SABS approved) per pack	6 packs 10	Monthly	R	R
Supply of big burrel hand towel rolls (SABS approved) per pack.	4 packs *5	Monthly	R	R
Cleaners for shutdown	Day shift cleaners	3	R	R
Cleaners for Shutdown	Night shift	2	R	R
TOTAL			**R**	**R**

7.4 **FOSKOR FLEET**

Shutdown	Quantity	Frequency	Cost per Unit	Total Cost
Toyota Hilux 2,4GD 6	LAB	Weekly	R	R
Toyota Hilux 2.8GD 6	Projects	Weekly	R	R
Toyota Hilux 2,8 GD 6	Logistics	Weekly	R	R
Toyota Hilux 2,4 GD 6 SC	Logistics	Weekly	R	R
Toyota Hilux 2,4GD 6	M/Handling Maintenance	Weekly	R	R
Toyota Hilux 2,8 GD 6	M/Handling Process	Weekly	R	R
Toyota Camry 2.4i	Pool	Weekly	R	R
Toyota Quantum 2.5 D4-D	Pool	Weekly	R	R
Mercedes Benz Vito Microbus- NEW	Pool	Weekly	R	R
Toyota Corolla Quest - NEW	Pool	Weekly	R	R
Toyota Fortuner 2,4 GD6 4x4	Executive	Weekly	R	R
Toyota Hilux 2,4GD 6	Electrical	Weekly	R	R
TOTAL			**R**	**R**

7.4.1 Vacuum cleaner – High density for valet services
7.4.2 Dash (car)
7.4.3 Wash and wax (car)
7.4.4 Chamois (for car wash)

7.5 **Areas to be cleaned: (Please note that square meters are a close estimate)**

FOSKOR

AREA	ESTIMATED SQUARE METERS	TYPES OF FLOORS	RATE PER SQUARE METER	TOTAL
Entire Main Building	1182 m²	Ceramics	R	R
Information Technology	200 m²	Ceramics	R	R
Canteen (Kitchen, Dining Hall, Dishing area, storing area, Locker and toilet area including Foyer, toilets and VIP Dining Room)	544 m²	Ceramics	R	R
Main Laboratory Process Laboratory Tea room Facilities	727 m²	Ceramics	R	R
Drawing Offices	60 m²	Ceramics	R	R
Standby Rooms & surrounding facilities	500 m²	Ceramics	R	R
Change Rooms/ Ablutions Facilities	685 m²	Ceramics	R	R
Human Resources	349 m²	Ceramics	R	R
Security Building Security Reception Security Induction Office	102 m² 105 m² 155 m²	Ceramics Ceramics Ceramics	R	R
Safety Building	133 m²	Ceramics	R	R
Training Building	242 m²	Ceramics	R	R
Simulator (Training)	33 m²	Ceramics	R	R
Club Building/Procurement	409 m²	Ceramic	R	R
Club Offices	176 m²	Ceramics	R	R
Electrical & Instrumentation Building	240 m²	Ceramics	R	R
Technical Building	634 m²	Ceramics	R	R
Technical boardroom	37 m²	Ceramics	R	R
Phosphoric Acid control room and Offices	240 m²	Ceramics	R	R
Stores and warehouse	1407 m²	Ceramics	R	R
Main Stores and Office	1780 m²	Cement	R	R
Bridge / Gate Offices (New)	50 m²	Ceramics	R	R
Gas room containers	110 m² x 5	Ceramics	R	R
Rail offices and tearoom	135 m²	Ceramics	R	R
Projects department	269 m²	Ceramics	R	R
Weighbridge offices	170 m²	Ceramics	R	R
Main workshop offices	320 m²	Ceramics	R	R
Sulphuric Workshop: Mechanical, Electrical & Instrumentation	130 m²	Ceramics	R	R
Sulphuric control Rooms and offices	310 m²	Ceramic	R	R
Granulation Plant Control Room &Offices	77 m²	Ceramics	R	R

Phosphoric plant workshop (R&F, Electrical, Rigging shop &Conce)	130 m²	Ceramics	R	R
Fabrication workshop	50 m²	Ceramics	R	R
Granulation Workshop: Mechanical, Electrical, Instrumentation & Rigger	475 m²	Ceramic	R	R
Materials Handling Workshop: Electrical & Mechanical	109 m²	Ceramics	R	R
Office in Town (Alton)	115 m²	Ceramics	R	R
Office in Town (Sanlam)	155 m²	Ceramics	R	R
Port offices	60 m²	Ceramics	R	R
Control Room and Tea Room in Harbour	110 m²	Ceramics	R	R
Other areas that may have been omitted or newly built after Tender process	500 m²	Ceramics / Vinyl	R	R
TOTAL			**R**	**R**

7.6 SHREQ Requirements

7.6.1 The contractor shall comply with all Foskor Regulations and Safety Standards.

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

7.6.3 The contractor must compile safety file and submit it to Foskor (Pty) Ltd Safety Department before any work commences.

7.6.4 The contractor must compile a safety plan for the work to be done by the contractor.

7.6.5 The contractor must appoint a qualified and experienced Safety Officer with at least National Diploma in Safety Management or Samtrac either on a full-time or part-time basis to conduct the following responsibilities:

7.6.5.1 conducts and submits audits monthly.

7.6.5.2 Conduct and submit inspections monthly:

7.6.5.2.1 Compile and submit a monthly safety report to Safety Department.

7.6.5.2.2 Perform safety talks and awareness training and submit evidence to Foskor.

7.6.5.2.3 Visibility on Site.

7.6.5.2.4 Conduct inspections on PPE and provide evidence to Foskor.

7.6.5.2.5 Continuously update Safety File.

7.6.6 The contractor shall submit a comprehensive task-based risk assessment that has acknowledged the Foskor baseline risk assessment and method statement. The Task-based risk assessment must be reviewed and approved by Foskor responsible personnel.

7.6.7 The contractor to appoint a full-time trained and experienced Supervisor to manage and supervise all the activities of his/her employer.

7.6.8 All new work activities must have scope of work and communicated to Safety Department before starting with the work with exception of emergency breakdowns.

7.6.9 The contractor must be registered with contractor management HSEC online to upload their safety file requirement.

7.6.10 The Service Provider shall provide appropriate safety procedures and written work instructions to the labour force to minimise the risk of injury.

7.6.11 The contractor shall ensure that all his personnel are trained specifically in the use of all equipment and chemicals and are Safety Inducted by Foskor before they enter site.

7.6.12 Contractor shall ensure that all employees are trained in general health and safety training.

7.6.13 The contractor must ensure that all personnel entering the Foskor site always wear the prescribed minimum Personal Protective Equipment (PPE). The minimum PPE requirements include:

7.6.13.1 Approved safety glasses (Uvex Carbon Vision SV Extreme Clear with strap or approved equivalent).

7.6.13.2 Acid-resistant overalls (Blue Sweet-Orr overall – 80% Polyester / 20% Viscose Rayon) displaying the Contractor's company name on the front of the jacket or on the back.

7.6.13.3 Approved safety boots or steel-toe gumboots.

7.6.13.4 Hearing protection.

7.6.13.5 Approved safety helmet (hard hat).

7.6.13.6 Gas escape pack comprising a half-mask respirator fitted with screw-type A1B1E1K1 filters.

7.6.13.7 Chemical splash goggles (Uvex Ultra Vision Fire Red or approved equivalent) carried in a protective pouch.

7.6.13.8 Contractor must ensure that all PPE complies with Foskor's specifications and receives approval from the Safety, Health, Risk, Environment and Quality (SHREQ) Department before being used on site.

7.6.13.9 Contractor must ensure that all personnel are medically fit, appropriately trained, competent, and authorised to perform the assigned work and comply with all applicable Foskor Health, Safety, Environmental, Security, and Quality requirements throughout the contract period.

7.6.13.10 The 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 competent Foskor person before entering site.

7.6.13.11 The job risk assessment shall be carried out at the start of each shift. This risk assessment shall cover all activities planned for the relevant shift. The risk assessment shall be submitted to Foskor (Pty) Ltd at the start of each day shift and each night shift.

7.6.13.12 The Contactor's vehicle when entering the Plant must have rotating orange lights on at all times.

7.6.13.13 The Contractor and their employees must undergo a full medical at either Foskor (Pty) Ltd's Clinic or Caredoc Richards Bay or their approved by Foskor (Pty) Ltd. A full lung function test must be done. If a project is longer than twelve months, then a complete medical including lung function tests must be done again and thereafter the lung function test. Medical certificates are valid for one year only. For medical costs and bookings please contact Sister Larna Pieterse at Foskor (Pty) Ltd Clinic on 035 902 3287.

7.6.13.14 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.

FOSKOR

8. MANDATORY AS ENVISAGED BY SECTION37(2) OF THE ACT

8.1 By the submission of a tender, any tenderer will, if awarded the contract to which this tender document relates, be deemed to be mandatory as envisaged by Section 37 (2) of the Act.

8.1.1 A 37(2) Agreement will be signed with Foskor the Contractor.

8.1.2 As a mandatory the successful tenderer will be deemed to be the "principal contractor" and an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the service to which this tender document relates, all work will be performed in accordance with the Act.

No.	Mandatory Requirement
(a)	Registration with bargaining Council for the Contract Cleaning Services Industry (BCCCI) submitt the valid certificate

TECHNICAL EVALUATION REQUIREMENTS			
	TENDER TITLE : PROVISION OF OFFICE CLEANING SERVICES FOSKOR RICHARDS BAY		
No.	**Technical Criteria Description**	**% Contribution**	**Returnable Documents**
(b)	Proof that the scope of work to be performed, forms part of the core business of the Service Provider and have experience office cleaning. >4 years or more working experience= 25% >3<4 years' experience =15% ≥1<3 experience = 5% <1 experience =0%	25%	Submit List of similar contracts completed and Reference letters clearly stating the years of experience for similar cleaning contracts.Reference must be on a company letterhead and signed by the reffering company. stipulating Contract duration and description of services
(c)	Safety Officer Qualification and relevant years of experience. National Diploma in safety management and CV =10% Samtrac Certificate and CV= 5% Safety Officer certificate only or CV only = 0%	10%	Submit proof of National Diploma or Samtrac in Safety Management and CV indicating experience from 1 year of experience.
(d)	Training and competency Supervisory training NQF level 3 and Matric , and 3 yrs experience as a Supervisor in cleaning industry. = 20% No submission is =0%	20%	Submit proof of training and CV detailing Supervisor experience.
(e)	GHS compliant SDSs Submit a Safety data Sheets of all cleaning chemical to be used All SDS's = 20% No Safety data sheets submitted=0%	20%	Submit Valid SDS reviewed within 5 years for all cleaning chemicals from the chemical manufacture
(f)	Training and competency Employees training on cleaning and hygiene NQF Level 1= 10% No training submitted = 0%	10%	Submit proof of all employees training on cleaning and hygiene
(g)	Proof of purchase or lease agreement of cleaning tools/equipment as per scope of work Submit proof of purchase or lease agreement = 15% No proof of purchase or lease agreement = 0%	15%	Proof of purchase or lease agreement of cleaning tools/equipment as listed in the scope of work
	Total Technical Score: 100%	100%	
	Minimum score 70%		
	Non compulsory site briefing meeting		