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Document Title:	<b>Request for Tender MTC2024/GC/TENDER-0015</b>	Revision Number:	01

**REQUEST FOR TENDER****Project Name:  
MTC UNDERGROUND PPE TENDER**

Tender Description : PERSONAL PROTECTIVE EQUIPMENT  
Tender Issue Date : 15 APRIL 2024  
Tender Closing Date : 15 MAY 2024 12:00

**1. Invitation**

1.2 Your company is hereby invited to tender for “CONSIGNEMENT PPE”.

1.3 This Request for Tender has been structured to aid you in developing a response that can be critically evaluated based on the set criteria including, but not limited to: Cost, Expertise, Capabilities, SD and BEE. This document will further assist you in preparing your proposal in line with SCVD’s requirements and specifications.

1.4 Some of the primary objectives for issuing this tender are, but not limited to:

- 1.4.1 Sourcing the most competitive prices, from companies that possess the required expertise to execute the work as detailed in the Scope of Work.
- 1.4.2 Maintaining high standards of Safety to our employees and the Suppliers on our sites.
- 1.4.3 Complying with the BEE requirements set and amended by the Government from time to time.
- 1.4.4 To identify opportunities (for different sourcing options) to significantly reduce MTC’s total cost of ownership (TCO).

2.0 **All BILL OF QUANTITIES** must be sent in excel with a password sent to the following e mail address:

[legal@mtcmining.com](mailto:legal@mtcmining.com) – BOQ PASSWORD

**3.0 INSTRUCTIONS TO TENDERERS**

Tenderers shall, when compiling and submitting their tenders, comply with the following:

**3.1 Tender Completion**

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- 3.1.1 The tender shall be fully completed, priced, and totalled in black ink or typed.
- 3.1.2 No unauthorised alterations shall be made to the tender. If any such alteration is made or if these instructions are not properly complied with, the tender may be rejected.
- 3.1.3 All spaces in the tender document must be completed and/or crossed out. Handwritten or typed alterations to the parts so completed and spaces which have been crossed out must be initialled by the person(s) signing the tender on behalf of the tenderer. This initialling must be immediately beside the alterations or spaces.
- 3.1.4 Tenderers must ensure that the following details are provided in the tender where applicable:
  - a) Lead time per item.
  - b) This must be indicated in calendar days, for example two (2) weeks will be fourteen (14) days.
  - c) Firm period of tendered prices.
- 3.1.5 Project Schedule (Implementation Plan) /Proposed Service Level Agreement.
- 3.1.6 In addition to the tender response requested, Tenderers may submit alternative submissions as options for consideration. Each alternative proposal shall be clearly marked as “ALTERNATIVE PROPOSAL” and should contain sufficient detail to enable MTC to assess the proposal without further reference to the Tenderer and detail the quantifiable benefits that will flow to IFMSA should it elect to accept the alternative proposal.
- 3.1.7 Negotiation list – Indicate of clauses to be negotiated detailing.
  - a) The reason why the variation from the proposed contract terms and conditions is required.
  - b) A proposed replacement term or condition

### 3.2 MTC Representatives

Commercial Representative:	GARY CRONK
Contact numbers:	060 996 5951
E-mail address:	Procurement2@mtcmining.com
Technical Representative:	SAM NGOBENI
Contact numbers:	083 600 6115
E-mail address:	sam@mtcmining.com

### 3.3 Tender Submission and Closing Date

- 3.4.1 Closing date is 15 MAY 2024 at 12h00 (Mid-day).
- 3.4.2 Tenderers shall provide MTC with one (1) electronic copy.
- 3.4.3 Tenders to be emailed as indicated. Tenderers have a responsibility to confirm receipt of tender by Procurement Department. MTC accepts no responsibility for tenders that have been mailed or delivered by courier.
- 3.4.4 Tender email address: [procurement2@mtcmining.com](mailto:procurement2@mtcmining.com)

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- 3.4.5 Late tenders will not be considered.
- 3.4.6 The tender number and description: "MTC2024/GC/TENDER-0015" must be stated on all documents submitted by the Tenderer. This tender identification shall form part of any subsequent related correspondence and marked for the attention of MTC personnel detailed in this tender.
- 3.4.7 Proposed pricing must remain valid for acceptance by MTC for a period of 120 days from the specified closing date.
- 3.4.8 Before the Supplier can undertake any work on the SEFATENG CHROME MINE site, the Supplier must undergo induction trainings and medical examination and approval shall be obtained from SEFATENG CHROME MINE for each person working on the SEFATENG CHROME MINE area.
- 3.4.9 The Tenderer shall allow in its price for at least three days for testing, training, and approvals. Induction training shall be arranged with the safety officer of SEFATENG CHROME MINE.
- 3.4.10 The Supplier shall ensure that all relevant personal protective equipment ("PPE") is available to its employees and those of its sub-contractors. PPE shall always be in good and safe condition.

#### **4. Safety, Health Environment and Quality (SHEQ)**

##### 4.1 Safety

- 4.1.1 The Supplier shall demonstrate that its Safety Policy, Safety Systems and Risk Assessments are in place prior to commencing with this project.
- 4.1.2 For any work performed on the SEFATENG CHROME MINE site the Supplier's personnel shall do a medical examination and safety induction at its costs at (SEFATENG CHROME MINE facilities). Work on site shall only commence upon satisfactory completion of employees' medical exams and safety induction and of safety documentation, which shall include risk assessments as may be required by SEFATENG CHROME MINE.
- 4.1.3 The Supplier shall commit to the highest safety standards and in-house and external safety audits shall be done on a regular basis to ensure the safety of staff and plant and the surrounding community. Safety shall never be compromised for production. Sefateng Chrome Mine's policy is to adhere strictly to the provisions of the Mine Health and Safety Act, to which Act the Supplier and the Supplier's sub-contractors and their employees shall always also strictly adhere to.

##### 4.2 Environment

The Supplier shall conform to the following environmental Legislation:

- 4.2.1 Environmental Conservation Act, Act 73 of 1989.
- 4.2.2 National Water Act, Act 36 of 1998.
- 4.2.3 Hazardous Substances Act, Act 15 of 1973.
- 4.2.4 National Environmental Management Act, Act 107 of 1998.
- 4.2.5 Atmospheric Pollution Prevention Act, Act 45 of 1985.
- 4.2.6 Mine Health and Safety Act, Act 29 of 1996.
- 4.2.7 Tender will be subject to the SEFATENG CHROME MINE waste management policy.

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## 5. Evaluation criteria

Proposals will be evaluated against the following broad criteria:

### 5.1 Safety and Health

The following documents must be submitted with the Tender:

- 5.1.1 Incidents Rates for last 12 months
- 5.1.2 OHSAS 18001:2007/ISO 45001:2018 Certificate
- 5.1.3 Safety Management Systems

### 5.2 Quality and Environmental

The following documents must be submitted with the Tender:

- 5.2.1 ISO 9001:2015 Certificate
- 5.2.2 Quality Management Systems
- 5.2.3 ISO 14001:2015
- 5.2.4 Environmental Management Systems

### 5.3 Technical

The following documents must be submitted with the Tender:

- 5.3.1 Track record of implementing similar projects (include references and their contact details)
- 5.3.2 Suitability of Products or Equipment to be used on this project (include quality of the Materials or Equipment and your suppliers' names)

### 5.4 Operational

The following documents must be submitted with the Tender:

- 5.4.1 Organisational Structure (Size of the Company)
- 5.4.2 Number of Personnel Employed
- 5.4.3 Pool of Expertise in the Company (include the relevant qualifications of Key Personnel to be involved in the execution of this project).
- 5.4.4 Proof of registration in terms of, and current insurance of, all workmen under the Compensation for Occupational Injuries and Diseases Act.

### 6.5 Commercial

The following documents must be submitted with the Tender:

- 6.5.1 BEE Certificates (Must show shareholding % held by Previously Disadvantaged Individuals) or an official letter from your Auditor detailing the Shareholding of your company.
- 6.6.1 Full list of names and addresses of directors, members of close corporation, or partners.
- 6.5.2 Registration documents of your company/close corporation.
- 6.6.3 The Supplier's brief company profile.
- 6.6.4 The companies VAT Clearance number.
- 6.6.5 COIDA Letter of good standing.

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## 7. PROCEDURE AND SCOPE

### General Scope of Work (INVENTORY CONTROL SYSTEM)

- The PPE requirement is based on a consignment basis which will be reconciled and settled at the end of each month once both parties agree.
- An inventory control system is required for our PPE Management System.
- ICS should be a standalone system that requires very little resource to run—limited access to the Internet for synchronisation and continuous power.
- It can be configured at any level i.e., at employee level, job function level or at cost Centre level.
- It is SQL based, making access to information very easy.
- An infinite number of reports must be able to be run that will allow up to date live reports that can be pulled and viewed at any time—uses Excel over the SQL database.
- This management system allows for total control of all PPE onsite.
- Invoices are provided for PPE usage monthly, or any term required by Seriti or Buildsmart.
- Invoices can be broken down to the different cost centres, departments, sections, job descriptions, and even down to the individual end user. This can even be done for each onsite contractor.
- Facial recognition, biometrics or clock cards technology must be used to ensure a secure method of issuing PPE.
- Supplier system must be integrated with our requisition system – which will receive support from the mines IT company.
- Onsite 40” container fully fitted.
- Supplier must continuously enhance to meet new requirements.

### SCOPE BRAEKDOWN

- Local employment.
- Opportunities and local drives to be implemented quarterly for local awareness.
- PPE only issued every six months per employee unless checked and signed off by two HOD.
- Strict quality control measures to be in place and checked.
- All FICA, insurance, and compliance documents to be attached as per mining charter.

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**TERM:**

12 Month contract.

**PROJECT EXECUTION PLANNING**

The Supplier shall develop a project execution plan and provide it to the Client in the form of a document presentable to the Client.

A detailed Project Execution Plan (the "Project Execution Plan") is to be provided (7) days from Project award that sets out:

- (a) Overall management of the Work.
- (b) Overall coordination of services to be provided by the Supplier, procurement, and management activities.
- (c) Preparation of detailed planned sequencing activities.
- (d) Preparation of procurement documents and logistics planning, material management and subcontracting.
- (e) Deployment of the Clients Policies.
- (f) Procedure and process for issuing control.

The Project Execution Plan shall also contain the Work Schedule, which constitutes:

- (a) A detailed sequence in which the Supplier intends to perform the Work.
- (b) manpower forecasts by trade or discipline.

**FROM - PROCUREMENT**



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