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MTC – TRAINING AND SKILLS DEVELOPMENT SERVICES AT SEFATENG CHROME MINE – LIMPOPO

INTRODUCTION

Sefateng Chrome Mine, Zwartkoppies is an operating underground hard rock mining operation.

PROJECT LOCATION

The project is located approximately 90km southeast of Polokwane, the capital of the Limpopo Province, approximately 58km from Burgersfort, and 2km southwest of the R37 provincial road which links Polokwane to Nelspruit via Burgersfort and Lydenburg. The Sefateng Chrome Mine encompasses the farm Zwartkoppies 413KS.

BUDGET

1. Complete a BOQ in excel format, password protected.

Please ensure that Tenders comply with the following:

- Please document the complete tender name and number on the Tender Submission
- Sefateng- Training facility must be displayed in the subject line of all emails.
- Budget Quotation closing date: ***Friday 28 March 2025 COB.***
- All tender documents must be emailed to ***procurement2@mtcmining.com***
- The password for the BOQ must be sent to ***legal@mtcmining.com*** before or on tender closing date.
- All documents containing prices must be password protected.

BUDGET SUBMISSION:

- The size of the individual emails should not exceed 10MB _ if the size exceeds, please send in separate emails

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- On no account will Budgets received after the time and date for submission of Tenders be considered.
- No queries will be entertained by the Company Representative after 48 hours from the tender closing date and time.
- Any request for an extension of the tender period must be submitted in **writing** to the company representative, 48 hours before the tender closing date.
- FAILURE TO SUBMIT AND COMPLETE ALL DOCUMENTATION MAY RENDER A TENDER LIABLE FOR REJECTION.

GENERAL SCOPE OF WORK

To provide full onsite training and administration service to ensure compliance and a competent workforce.

Except as otherwise expressly provided herein, the Service provider shall supply:

- All adequate and competent labour.
- HRD Officer will be in control.
- Services and training.
- Skill Development of our employees on site in the Chrome Mining industry.

SCOPE OF WORK BREAKDOWN

The following services are included in the SOW, each of which is defined below:

- Occupational Training Matrix on full mining cycle – underground hard rock occupations and their content – pre submission requirement.
- Training Material to be pre-approved by Management prior to use.
- Training material to be QCTO Alligned, QCTO Curriculum requirements to be highlighted throughout material.
- Incorporation of site specific MCOP, SOP, Risk Assessments etc. in an assorted colour for identification in the material will be a requirement.
- Assessors – Applicable SETA Registration proof with scope. (Record of Service required)

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- Moderators - Applicable SETA Registration proof with scope. (Record of Service required)
- Submission of training report. Daily, Weekly & Monthly in the format as set by Sefateng.
- Administration of all candidates to be done on QCTO & MQA as per registered program.
- Proof of learner registration (registration document) and capturing (screenshot on capturing) and statements of results (upon SETA approval) required.
- Personal, delivery of certificates monthly by set Company Senior Liaison.
- Client access to the suppliers Learner Management System. POE's, Certificates, etc. Viewing rights on SETA Learner Management System is an immediate requirement for HRD Officer and MTC Administrator, In-house learner management system (database) to be updated daily and kept on the Mine's Intranet, also access daily live available to the HRD Officer and MTC Administrator.
- Archive of assessment documents on employees and electronic back-up on assessment results to be submitted to the company by the training service provider. On-site filing & archive rooms to be used for hardcopy documentation which will be administered by the Administration Clerk appointed by the Training Provider. Filing rooms will be kept locked as per ISO Rules and access will be restricted as per Sefateng Requirements.
- Training to be presented to all employees including Supplier s executing work at the company. And visitors.
- Weekly, monthly, and quarterly meetings. Agenda, Minutes and Attendance to be kept.
- Audits on portfolios and assessor / facilitators. Quarterly Internal Audit by Provider with a full audit report submitted to the Sefateng HRD. Moderation on % Theoretical and % Practical portfolios continuously.
- Assist in drafting of WSP and ATR. Database with full required information to be kept in order for Sefateng CM to complete their WSP/ATR seamlessly.
- Conduct PTO's.

TRAINING COURSES REQUIRED

Legal Compliance Training

- | | |
|----------------------------------|---|
| ❖ Induction | Visitors & Employees – determination remains to SCM |
| ❖ TARP – Rock Strata Information | QCTO Curriculum plus Site Specific Rock Engineering |

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- ❖ First Aid Training – Level 1, 2, 3. QCTO Programs, First Aid Emergency Care, Advanced & Intermediate
- ❖ Team leaders – Legal Liability In terms of MHSA Appointment & Duties
- ❖ Team Leader QCTO Curriculum
- ❖ Comp A – Team Leaders QCTO Underground Hardrock Safe Declarer Comp B
- ❖ Blasting Assistant QCTO Underground Support Installer
- ❖ Blasting Assistant QCTO Underground Blasting Assistant
- ❖ QCTO Scraper Winch Operator
- ❖ QCTO Rock Drill Operator
- ❖ QCTO Hydraulic Rock Breaker
- ❖ QCTO Magazine Master
- ❖ QCTO Content in the Refresher Training of: Miner, Production Overseer, Mine Overseer
- ❖ Lamp room – should provider not be accredited for this yet, QCTO Content to be used in the refresher material of:
- ❖ Lamp room Assistant
- ❖ Lamp room Supervisor
- ❖ Stores – should provider not be accredited for this yet, QCTO Content to be used in the refresher material of:
- ❖ Store Person
- ❖ Stores Person Explosives
- ❖ TMM – Sefateng Mine Specific Current Fleet
- ❖ QCTO Programs
- ❖ LHD
- ❖ Drill Rig
- ❖ UV
- ❖ Manitou
- ❖ Conveyor – QCTO Specific Skills Program
- ❖ Installation & Maintenance of a Conveyor Belt in the Mining & Minerals Industry

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❖ Belt Attendant

PROJECT EXECUTION PLANNING

- Organogram with proposed staffing
- Sefateng HRD Officer
- Sefateng HRD Officer
- Staff Costing
- Deployment of the Clients Policies, one central contact person responsible for the inclusion of site specifics into training material and approval of such material by Sefateng Management.
- Procedure and process for cost control and reporting, Sefateng Procurement Procedure
- Project accounting detail.
- Inclusion of necessary specifications, standards, and procedures.
- Development of training.
- Planned assistance to the Owner for the acquisition of local and site-specific permits. i.t.o.:

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

- (a) Process Flow in which the Supplier intends to perform the Work. According to curriculum requirements.
- (b) Duration of each program listed above.
- (c) Manpower forecasts by trade or discipline. Sefateng will indicate current labour and planning on growth. Training Centre labour to be planned around staffing the Surface and Underground T/C.

ACCREDITATION REQUIREMENTS OF SUPPLIERS:

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- Registered training provider with the Department of Labor in terms of the Occupational Health and Safety Act No. 85 of 1993
- ISO 9001:2015 Registered and Certified
- QCTO
- MQA
- merSETA
- CETA
- ETDP Seta
- HWSeta
- Administrator must ensure all data available as per the requirements of the WSP/ATR – Sefateng HRD Officer will coordinate.

CONCLUSION

The Supplier shall perform all work as described in this scope of the Work and Clients strategies, plans and procedures to provide all services required to a complete and operable facility. The Supplier shall provide all adequate and competent management, personnel, supervision, staff, labor, scheduling, documentation and SHEQ to complete the Work in accordance with the Standard of Performance.

SUBMISSION DATE

All quotes and proposals shall be submitted on or before the **28 MARCH 2025 COB**.

Technical Assistance:

Mariska Freitag mariska@mtcmining.com

Tender Information:

Procurement procurement2@mtcmining.com / 060 996 5951