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|  | Scope of work for Provision of General Building Maintenance services for Transmission Real Estate (Eastern Grid-KwaZulu Natal) | Transmission |
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1. INTRODUCTION

This is a general building maintenance service, goods and material supply contract and will render a service to the Transmission Real Estate property portfolio in the Eastern Grid (consisting of substation buildings, regional office and 4 Customer Load Network (CLNs) within the Kwa-Zulu Natal Province for a period of 60 months on an as and when required basis.

This will include provision of labour, supervision and management, staff uniform/PPE, equipment and its maintenance, transport and services such as carpentry, plumbing, painting etc during the critical operation of Eskom Transmission Services. This document outlines the roles and responsibilities, what the scope of work will entail as well as the technical evaluation criteria to be used during tender evaluations.

1.1. Roles and Responsibilities

The Contractor shall ensure that:

- Its employees shall comply with Eskom's policies and site regulations.
- Workmanship shall, at all times, be of a grade accepted as the best practice of the particular trade involved and as stipulated in written standards of recognized organizations or institutions of the respective trades, except as exceeded or qualified by the specifications. The Contract Manager shall determine the acceptability of workmanship.
- The *Contractor* shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015 to the *Employer* for approval. This plan must ensure an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the *Contractor's* scope of work.

1.2. Provision Of Staff Uniform/PPE And Other

The Contractor shall:

- Supply staff protective wear uniforms/gear that is SABS approved i.e., headgear, goggles, reflective vest safety boots and gloves, dust mask (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.

1.3. Provision Of Transport

Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)

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- The transport is required for:
- Movement of equipment and staff around sites

2. DOCUMENT CONTENT

2.1. Requirements

Adherence to Eskom generic policies

All Contractor Employees shall comply with the non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules, no smoking policy and other procedures. These documents will be made available during tendering stage.

2.2. Provision of Manpower

The successful Contractor/s shall utilise / provide skilled and suitably qualified staff as governed by Eskom Maintenance Contracts User Specification Requirements and should conform to:

- Quality Management Control and Assurance as per ISO Standards.
- Occupational Health and Safety Act 85/1993 and (SHE) Standards.
- Have valid medical fitness certificate.
- The contractor shall supply provision of all necessary general labour, supervisor with trade test to perform some of the work and management to do all the works.
- All staff will be available on as and when required basis only for purpose of this contract works.
- The Contractor is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- Contractor to develop a fatigue management plan that will be approved by the *Employer* (as and when requested).
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

2.3. LABOUR REQUIREMENTS

- Conduct criminal and site clearance checks of its employees (before offer of employment).
- Conduct training, testing and verifying key personnel qualifications and competence including certification for operation of machinery and equipment in relation to OSHACT.

2.4. Contractor's Management, Meetings and Key People

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- The Contractor shall be required to do safety and Environment induction prior to start any work on site.
- The Contractor's safety file must be approved before any work commence on site and should always be kept with employees working on site and should be updated regularly when new risk are identified.
- Other contract related meetings shall be communicated to the Contractor on arrival to site.

2.5. Equipment

- The Contractor shall provide all tools and equipment required for the project/work/task.

2.6. Management Reporting and Process for Monitoring

- The Employer will establish sound contract management principles.

2.7. General Requirements

- The Contractor immediately reports all injuries as well as any threat to health or safety of which it becomes aware of on the site of the Employer.
- The Contractor shall provide in writing a works programme with achievable times lines to the Site Supervisor before commencement of the project (if required).
- The Contractor shall provide to the Site Supervisor a daily progress report that speaks to the works programme, all delays shall be explained to the Contract Manager/Supervisor (Site).
- The Contractor's performance evaluation shall be done during ad hoc meetings between the Contractor and the Contract Manager/Supervisor during the project period.
- The *Contractor* shall carry out tasks as described in the scope of work and will only report to the *Employers/Contract Manager/Site Supervisor* appointed for this project.

3. PLANT AND MATERIAL

The Contractor shall be responsible for:

- All spares and materials required for repairing, maintaining, replacing and new fitting will be provided by the Contractor.
- Any damage caused by the Contractor are to be repaired by the Contractor at his/her own cost prior to take over.

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- Purchasing, replenishing, safe storage, distributions and control of consumables, to agreed inventory levels, of consumables and some non-consumables (i.e., equipment's) required by the staff in the provision of the Maintenance services.
- Requesting approval from Contract Manager before purchasing of consumables.
- Maintaining records of receipts and issues which should be reconciled and report submitted to the Service/Contract Manager on a monthly basis;
- Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the maintenance services; all equipment provided by the supplier should comply with SABS Standard.
- Ensure that equipment used is safe and does not endanger the operator/s or member of the public in the surrounding areas where the equipment is being used.

4. SCOPE OF WORK

The scope of work includes but are not limited to the below listed activities:

| AREAS | ACTIVITIES |
|--------------------------|---|
| Outer fence/Gates | Repair or replace all openings in the fence |
| | Treat all rusted areas (fence and gates) |
| | Repair and replace steel supports where applicable |
| | Earth all unearthed structures |
| | Repair or replace identified defects on gates |
| | |
| | |
| Access control | Repair or replace defective motor sliding gate for free movement over wheels & Roller bearings |
| | Repair or replace broken Hinges, magnetic switches, magnetic lock, Rollers, wheels , Hinges and chains, limit switches, ect |
| | Repair or replace the motor & Gearbox mechanisms limit switches defective cables, straps/connections |
| | Repair or replace emergency cranks and drives |
| | Repair or replace infrared safety beams |
| | Repair or replace motors, drives and belts |
| | Replace and repair security guard houses |
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| Driveways / Access Roads | Repair potholes, road markings on driveways and access roads |
| | Repair /replace water pipes underneath driveways. |
| | Ensure pavements and drainage areas are clean and free of any waste material |
| | |
| Drainage system / Bore holes/Plumbing | Repair defective drainage system |
| | Repair and cleaning of sewer pipes / septic tanks |
| | Unblocking of sewer system |
| | Repair / replace borehole pumps, motors and pipes |
| | Pressure jetting – ad hoc maintenance |
| | Attend/repairs to burst pipes, blocked toilets, Sewer line faults, faulty tap repairs iro replacement call outs |
| | Water connection to Hydro boils water tanks, sewer systems and buildings |
| | Supply and install of appliance including (water purifiers, hydro boil etc). Grease or replace gullies |
| | Repairing of burst and leaking pipes |
| | Install or replace toilets urinals, lavatories, bathtubs, showers, sinks, mixing valves, troughs and faucets. |
| | Removal of appliances, plumbing fixtures, waste and vent piping and permanent capping of water, drains, vent piping after appliance's, pipping system or fixture removal. |
| | Annual testing of boreholes and water pump maintenance/ replacement |
| | Water tank repair and replacement |
| | Installation of water storage tanks. Disposal of building rubble or waster material/items. Fat trap sucking, cleaning, and waste disposal (Including disposal certificate) |
| | |
| Fire Protection | Repair or replace identified defects on the fire hydrants system |
| | INSPECT detectors, equipment or other items having a defined service life and report where the service life is exceeded or will be exceeded before the next scheduled service. |
| | |
| HV Yard | Filling up of yard stones |

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| | Paving work: repairs/replace |
| | Repair or replace broken trench covers |
| | Repair or replace all defective plinths |
| | Ground stabilisation |
| | Construction of ramps |
| | |
| Transformer Bank | Repair or rebuilt bund wall |
| | Manufacture, supply, install steel platforms for auxiliary transformers as per Eskom Drawing |
| | Construct concrete steps on site for high bund walls |
| HV Yard Fence | Repair all openings |
| | Treat all rusted areas and gates |
| | Repair or replace single or double entrance gates |
| | Repair or replace sections of fencing which have been damaged due to vandalism or natural causes |
| | Repair or replace all steel supports |
| | |
| Oil dams | Repair or replace top mesh cover |
| | Pump out access water |
| | Repair fence and gates |
| | Repair leaks |
| | Repair or replace water pump |
| | Reseal joints |
| | |
| Battery room | Repair or replace defective doors |
| | Clean air filters |
| | |
| Oil Storage | Repair or rebuilt storage area bund wall |
| | Repair Leaks contained within bunded area |
| | |
| Building | Repair water leaks and taps, pipes, replace and clean curbing, clean and maintain stormwater pits and pipping. |
| | Repair or replace toilets |
| | Ventilation system functionality |

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| | Breaking down and removing of brickwork, reinforced concrete including cutting off and removing reinforcement. |
| | Breaking out and form opening through brick wall for windows including necessary precast or concrete lintels, making good plaster or facings on one or both sides, into reveals. |
| | Taking out and moving doors, windows, including threshold and sills from brickwork to remain (built up or altering openings elsewhere measured) |
| | Repair, clean and replace defective windows |
| | Repair defective Floors and walls (tiles, carpets, ect) |
| | Repair or replace defective doors handles and hinges |
| | Repair or replace Gutters/down pipes |
| | Repair or replace Ceilings boards and cornia |
| | Repair or replace fascia boards |
| | Repair or replace DC lights |
| | Air conditioners functional and filters are clean |
| | Ensure all cable trench covers in place and in good condition |
| | Fixing existing roof covering complete with ridge and hip capping, fittings, flashing (elsewhere measured) with pitch not exceeding 50 degrees. |
| | Repair or replace defective geyser |
| | Repair, reseal or replace damaged roof |
| | Paint gutters, Eaves, fascias, ramps, door frames, window frames, ceiling |
| | Paint interior and exterior walls |
| | Cleaning of gutters and clean existing roof covering using high pressure water cleaning system and steel brushes removing all loose paint, sprawl and deleterious matter. |
| | Waterproof walls |
| | Repair or replace damaged blinds |
| | Deep cleaning of chairs and couches |
| | Wall tiling and glazing |
| | Replace broken/damaged roof tiles/sheeting |
| | Repair to cracks in existing plaster |
| | Replacement/repairs to existing structural steelworks |

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| | Building waste/ rubbles removal/disposal in accordance to the legal bylaws |
| | Wooden furniture repairs |
| | Moving of furniture and redundant items |
| | General labour work/activities |
| | Installing cabinets, shelving, fitted furniture, dry wall and insulation. |
| | Signage |
| | Unblocking of drain pumps including manholes |
| | Issue COC as per plumbing regulations |
| | Provision/refill of first aid boxes |
| | |

4.1. Waterproofing

- Clean and prepare surfaces for application of sealants or other waterproofing material.
- Inspect roofs and other structures to identify leaks or damages that may require repair before applying waterproofing product.
- Inspect the material after installation to ensure that it was applied correctly.
- Clean up spills or other accidents that may occur during application process.
- Inspect the condition of existing waterproofing to determine when they need to be replaced.
- Apply liners to walls or floors to prevent water damage from seeping into areas where it is not desired such as inside walls cavities or underneath floors.

4.2. Access, working platforms and scaffolding

- No scaffolding and platforms will be used without it having been safety cleared and the required documentation completed as per SANS 10085-1:2004 or recent version.
- scaffolding should be done by trained personnel and certified as safe thereafter
- All working at heights apparel should be certified and inspected daily

4.3. Access for and interface with other Contractor

- During the progress of the work the Contractor shall provide reasonable access to other Contractors to execute work carried out by other Contractors
- The Contractor will ensure that any damages made during the execution of their activities will be repaired (Contractor's cost) to the satisfaction of the Employer and that the Employer will not suffer adverse inconvenience in utilising parts of the complex during the project execution.

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Scope of work for Provision of General Building Maintenance services for Transmission Real Estate (Eastern Grid-KwaZulu Natal)

Transmission

| CLN | Site Name | Address | Purpose |
|-----------|-----------------------------|----------------------------|-------------|
| Empangeni | Empangeni Depot | 2 Bronze Street, Empangeni | Depo |
| Empangeni | Impala Substation Armed NKP | -28 45.952 31 56.803 | Sub Station |
| Empangeni | Athene Substation Armed NKP | -28 45.483 31 55.633 | Sub Station |
| Empangeni | Invubu Substation | -28 41.304 32 2.19 | Sub Station |
| Empangeni | Rabbit substation | | Sub Station |
| Ladysmith | Danskraal Depot | -28 33.917 29 50.083 | Depo |
| Ladysmith | Bloukrans Substation | -28 45.6 29 51.1 | Sub Station |
| Ladysmith | Danskraal Substation | -28 33.917 29 50.083 | Sub Station |
| Ladysmith | Tugela Substation | -28 34.8 29 19.3 | Sub Station |
| Ladysmith | Venus Substation | -28 56.28 29 50.744 | Sub Station |
| Ladysmith | Drakensberg substation | | Substation |
| Ladysmith | Ingula Substation | - | Sub Station |
| Pinetown | Pinetown Depot | 26 Henwood road | Depo |
| Pinetown | Georgedale Substation | -29 46.967 30 36.833 | Sub Station |
| Pinetown | Mersey Substation | -29 23.583 30 28.667 | Sub Station |
| Pinetown | Ariadne Substation | -29 43.741 30 23.422 | Sub Station |
| Pinetown | Eros Substation | -30 36.358 29 54.282 | Sub Station |
| Pinetown | Avon Substation | -29 25.039 31 9.662 | Sub Station |
| Pinetown | Illovo Substation | -30 4.5 30 50 | Sub Station |
| Pinetown | Hector Substation | -29 46.711 30 39.66 | Sub Station |
| Pinetown | Westville Area Office | 1 Langford road, Westville | Offices |
| Newcastle | Newcastle Depot | | Depo |
| Newcastle | Incandu Substation | -27 43.167 29 58.733 | Sub Station |
| Newcastle | Chivelston Substation | -27 50.25 29 59.368 | Sub Station |
| Newcastle | Ingangane Substation | -27 50.716 29 59.098 | Sub Station |
| Newcastle | Umfolozu Substation | -28 12.923 31 11.222 | Sub Station |
| Newcastle | Bloedrivier Substation | -27 53.667 30 34.583 | Sub Station |

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|-----------|---------------------------------|--|-------------|--|
| Newcastle | Peguses Substation NKP ARMED | | Sub Station | |
|-----------|---------------------------------|--|-------------|--|

The services shall extend to any new Transmission buildings that will be acquired within the eastern grid in the duration of the contract.

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5. TECHNICAL EVALUATION CRITERIA

Functionality will be evaluated on a total weight of 100% with a minimum threshold of 75% will be considered for selection.

| Technical Evaluation Criteria For General Building Maintenance | | | | | |
|--|-----------------------------|--|--|-------------|--|
| 1. Mandatory Requirements | | | | | |
| | Factor | Sub-factor | Description | Yes/No | What the evaluator is to look for |
| 1.1 | authorisation documentation | 2. A Team member/leader/ Supervisor should have the following Training Certificates: <ul style="list-style-type: none"> • ORHVS (HVO 02), • Supervision • HIRA • Fire Fighting • First Aid level 1 & 2 | compulsory documentaion required for authorisations to work in Eskom substations | | all documents to be verified and certified. All certificates are for a single person/supervisor |
| 2. Qualitative Technical Evaluation Criteria | | | | | |
| | Factor | Sub-factor | Description | Weight | What the evaluator is to look for |
| 2.1 | Company Profile | Provide a company profile relevant to scope and complexity of work as related to this contract. The company profile should include a comprehensive organogram signed off at CEO or highest authorised level for the main elements of this contract. | Company profile including signed organogram | 20% | Company profile including signed organogram=5% |
| | | | Organogram showing plumbing positions Organogram showing general building maintenance positions | | Organogram showing plumbing positions=5% Organogram showing general building maintenance positions=10% |
| 2.2 | Company Track record | Table listing similar projects/contracts completed within the last five years demonstrating multi-disciplinary capability. The table should indicate project/contract name, project/contract scope, project/contract duration, and project/contract value. Five projects/contracts for each of the main elements of this contract should be listed ie: | Tenderer to submit either copies of Task Orders, Purchase Orders, Appointment letters on company letter heads for previous work completed (three or more contracts, appointment letters or completion certificate) | 20% | 3 project=5% 4-6 projects = 10% 6-9 Projects = 15% 10 projects or more = 20%. 0% for less than 3 projects |
| 2.3 | Key personnel | Copy of related qualifications and proof of 5 years' experience to be provided for the each of the following personnel in the various disciplines | •Site supervisor / Project manager X 1: •Related National certificate minimum; copy to be provided.) Minimum of five years' experience as an a site supervisor | 45% | CV and qualification copies for site supervisor/project manager attached =5% |
| | | | •Plumbing X 2 (Licensed Plumber with IOPSA): •Related qualification; copy to be provided. •Minimum of five years' in designated role | | CV and qualification copies for 2 plumbers attached =15% |
| | | | •General Maintenance Artisans (e.g. Carpenter, Painter) •Related qualifications (Minimum N3 with Trade Test); copy to be provided. •Minimum of two years' experience | | CV and qualification copies for 2 general maintenance artisans attached =10% |
| | | | •Civil Artisans (e.g brick layer, plasterer) •Related qualifications (Minimum N3 with Trade Test); copy to be provided. •Minimum of two years' experience | | CV and qualification copies for 2 civil artisan attached =15% |
| 2.4 | Method Statement | Tenderers must provide a detailed method statement demonstrating how the services to the required disciplines will be | Method statement should provide logical approach of how the work will be executed including a list of | 15% | Method statement submitted= 15% No methodology submitted=0 |
| Total | | | | 100% | |
| NB: The minimum qualifying score for functionality (threshold) is 75%. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation. | | | | | |

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