

	SHE SPECIFICATION SUPPLY, DELIVERY, AND INSTALLATION OF OFFICE FURNITURE	Template Identifier	240-73198256	Rev	2
		Document Identifier	240-180100104	Rev	1
		Effective Date	20 February 2016		
		Review Date	May 2026		

Project Name: Supply, delivery and installation of office furniture, chairs and desks screens or partitions on as and when required basis to Transmission Regional Office in East London for a period of 12 months

Project Address: New East London Office (Address: TBC)

Scope of the project: Supply, delivery and installation of office furniture, chairs and desks screens or partitions on as and when required basis to Transmission Regional Office in East London for a period of 12 months.

Manager Facilities

Name: Nontombi Sechogela

Signature: 

Date: 11/12/2023

Middle Manager: TX Real Estate

Name: Phelokazi Nqwelo

Signature: 

Date: 18 Dec 2023

Eskom's Snr Safety Advisor

Name: Rapelang Leduma

Signature: 

Date: 18 Dec 2023

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1. Introduction

Transmission Real Estate's responsibility and commitment is to ensure the supply of furniture complies with Eskom SHEQ requirements.

This SHE specification is Transmission Real Estate's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The Supplier is expected to develop a SHE Plan which outline the contract's requirement, which meets the relevant applicable legislation they conform to.

2. Supporting Clauses

2.1 Scope

This SHE specification lists the legislative and Eskom Transmission Real Estate's requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the Landlord.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Transmission Real Estate's contracts.

2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the issued scope of work for Transmission Real Estate.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- [1] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [2] National Environmental Management Act 107 of 1998.
- [3] National Road Traffic Act 93 of 1996.
- [4] 32-37 Eskom Substance Abuse Procedure.

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[5] Eskom Vehicle safety specifications (32-345).

[6] Eskom Life Saving Rules Procedure, 240-62196227

2.2.2 Informative

[7] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)

[8] SANS 1186 Symbolic Safety Signs

[9] Constitution of the Republic of South Africa No 108 of 1996

[10] SANS 1040 Definitions

2.3 Definition

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Definition	Explanation
Controlled disclosure	Controlled disclosure to external parties (either enforced by law, or discretionary).
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Consultant	Means a person providing professional advice
Certificate of Compliance	(OHS Act) Means a certificate with a unique number obtainable from the Chief Inspector or a person appointed by Chief Inspector in terms of Annexure 1
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Hazard	(OHS Act) means a source of, or exposure to, danger
Health and safety file	(OHS Act) means a file or other record, containing the information in writing required by the building regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the Landlord/contractor pertaining to all health and safety requirements related to contractual leased building.

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Definition	Explanation
Health and safety requirements	means comprehensive health and safety requirements for a contract. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract.
Occupancy	(Building Standard) Means the particular use or the type of use to which a building or portion thereof is normally put or intended to be put;
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a leased building in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation.
Stairway	(Building Standard) Means any part of a building which provides a route of travel between different levels in such building and is formed by a single flight or by a combination of two or more flights and one or more intervening landings
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.
Person with disabilities	(Building Standard) Any person who has long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, might hinder his full and effective participation in society on an equal basis with others
Ramp	(Building Standard) Internal or external walkway with a slope between 1:20 and 1:12, in the direction of travel

2.3 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
COC	Certificate of Compliance
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness

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Abbreviation	Description
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GHS	Globally Harmonized System
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard
TX ERE	Transmission Real Estate
NEC	National Engineering Contract

2.4 Related/Supporting Documents

Transmission Real Estate's contract to be signed at procurement during the signing of the NEC, it is the responsibility of the Service Manager to ensure that the contract is signed, and a copy be kept in the contractor SHE File.

3 Specification

3.1 Scope of work

SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE, CHAIRS AND DESKS SCREENS OR PARTITIONS ON AS AND WHEN REQUIRED BASIS TO TRANSMISSION REGIONAL OFFICE IN EAST LONDON FOR A PERIOD OF 12 MONTHS.

3.1.1 CHAIRS SPECIFICATION

A. ESKOM COPORATIVE IDENTITY FABRIC SPECIFICATION

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Composition	:	100% polyester
Width	:	148cm
Weight	:	290gm
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale)	:	+45 000 rubs
Slim Slippage	:	>180N in each direction
Breaking strength	:	>400N in each direction
Colour fastness		
To Light	:	6 (Blue scale)
Rubbing	:	4 (Grey scale)
Dry cleaning	:	Cold dry-cleaning (<60 degree C)
B. ESKOM SEATING SOFT SEATING/ COUCHES FABRICS		
Composition	:	36% Polyester 64% Acrylic
Width	:	148cms
Weight	:	368gm/m2
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale)	:	+25 000 rubs
Slim Slippage	:	>180N in each direction

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Breaking strength : >400N in each direction

Colour fastness

To Light : 6 (Blue scale)
 Rubbing : 4 (Grey scale)
 Dry cleaning : Cold dry-cleaning (<60 degree C)
 Fluorocarbon-Polymer Treated : Yes



- Double seater couches as per the picture provided: 1260mm x 590mm
- Single seater couch: 760mm x 590mm
- Upholstery fabric to be Eskom Fabric specification above

ERGONOMIC OFFICE CHAIR SPECIFICATIONS: OPERATOR CHAIR

Operator chair High back with upholstery seat and upholstery back

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MINIMUM QUALITY AND ERGONOMIC REQUIREMENTS FOR OPERATOR CHAIR:

- Synchronic mechanism with locking facility minimum of 7 years guarantee
- Gas height adjustment with minimum of 7 year guarantee
- Backrest (where required) must have lumbar support, with adjustable backrest either in mesh or covered with Eskom Corporate ID Fabric (as specified above) with a split shell
- Backrest must have tension adjustment ensuring support of all sizes
- Height adjustable arms with option of Width adjustment as well as option of rotating and slinging arm cap
- Moulded foam seat covered with Eskom Corporate ID Fabric above
- To be rated capable of carrying chair occupant of up to 130kg mass on a daily basis
- 5 star base casters mechanism
- Locally manufactured

COMPONENTS SPECIFICATION DETAILS:

I. BASE:

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- Injection molded glass filled nylon 5 star base confirming to SANS/SABS, fitted with 65mm twin wheel unhooded friction ring double action castors.

II. ECHANISM

- Fully 5 locking synchronized mechanism with 128deg opening angle with gas height adjustment and tension adjustment for user's body weight. Manufacturers guarantee to be specified.

III. Shell

- Recyclable seat constructed of plastic inner shell and plastic under- seat pan, with integrated waterfall. Plywood shells (from renewable sources) are acceptable as an alternative.

a. Backrest to be constructed of any of the following options:

- Recyclable polypropylene inner and outer frame with mesh insert offering the option of upholstery over them;
- 12/13mm 9 layer UF resin ultrasonically bonded plywood with M8 or M6 T-Nut attachments
- Power coated or galvanised steel frame

b. Foam

- All foam to be CFC free, flexible moulded foam using a cold cure process for high quality and resilience. Density 55kg per cubic meter with 140 or higher tensile strength.
- To comply with automatic self-extinguishing standards

c. Armrests

- Height adjustable arms with option of with adjustment as well as option of rotating and sliding arm cap would be preferable.
- Polyurethane arm caps for added comfort
- Armrest to be fixed onto the chair frame by means of a single piece 8mm solid steel bracket

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d. Upholstery Options

- Price to be quoted based of fully upholstery chairs in the current Eskom Fabric specification above.
- Mesh/netting to be guaranteed for 7 years against sagging.

FALCON HIGH BACK 24/7 CHAIR



- Synchro mechanism with 5 position lock
- Gas height adjustment
- Non- woven mesh back and woven mesh seat
- Black PU spider base
- Adjustable seat back and forth
- Adjustable back up and down
- Adjustable Lumber support
- Adjustable black PU Arms
- Adjustable head rest

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- Eskom fabric- specification above

HEAVY DUTY CHAIR



The chair must be 24/7 guaranteed to support weigh up to 150kg. The chair should have an extra wide seat and should be upholstered in material. There should be a loop between the seat and the back to give the chair extra strength.

- 14 laminated 22mm thick plywood shell
- High density foam on seat & backrest
- Frontal pivot mechanism with multiple lockable reclining positions
- Slim line PU armrest
- Gas height adjustment
- Tensions adjustment for back tilt
- Polished aluminum base with double heavy duty castors
- Carries 150kg for 24 hour usage
- Should be made in South Africa
- Should carries minimum of 5 Year Guarantee
- Upholstered seat and back with Eskom fabric- specified pages above

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VISITORS, MEETING AND TRAINING CHAIRS

Upholstery seat and back 4 legged



Upholstery seat and back sleigh base



MINIMUM QUALITY AND FUNCTIONALITY REQUIREMENTS FOR VISITORS AND TRAINING CHAIRS ABOVE:

- The 4 legged chair must be light in weight easy to move around
- Chairs should measure 81cm in height, 59cm in width and 64cm in depth
- Backrest must have lumbar support
- Able to carry a body weight of 130kg

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- Locally manufactured

COMPONENTS SPECIFICATION DETAILS

e. Frame

- 4 legged or sleigh base option are accepted
- To be constructed of around steel tubing with a minimum of 24.5mm x 2.5mm wall thickness consistent throughout the tubing
- Finishes to be in epoxy finish with option of chroming
- All arms to be layered with plastic injection molded or polypropylene arm capping

f. Shells

- Recyclable plastic seat or 12/13mm 9 layer UF resin ultrasound bonded plywood with M8 or M6 T-Nut attachment
- Backrest to be constructed of any of the following options:
- Recyclable polypropylene shell
- 12/13mm 9 layer UF resin ultrasonically bonded plywood worth M8 or M6 T-Nut attachment. Powder coated or galvanized steel frame

g. Foam

- Either CFC free, flexible moulded foam of high density cut foam is acceptable

h. Upholstery Options

- Specification should be fully in line with the Eskom fabric specification on pages above. If fabric is changed in future, prices can be adjusted accordingly.
- Mesh/netting to be guaranteed for 7 years against sagging with option of fabric upholstery over mesh/netting.

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PLASTIC CHAIR



- Should be available with brushed aluminum legs
- Under seat plugs for stacking purposes
- Color coordinated leg plugs
- Chair material type- polypropylene
- Dimension as follow
- Box dimension: 100mm x 580mm x 740mm
- Volume dimensions box consisting of 4 x chairs weight: 14kg
- GSI Side weight ALU/LEGS 3.461kg x 4 per box
- GSI Side weight ALU/LEGS 4.110kg x 4 per box

1.1.2 SPECIFICATION OF OFFICE FURNITURE

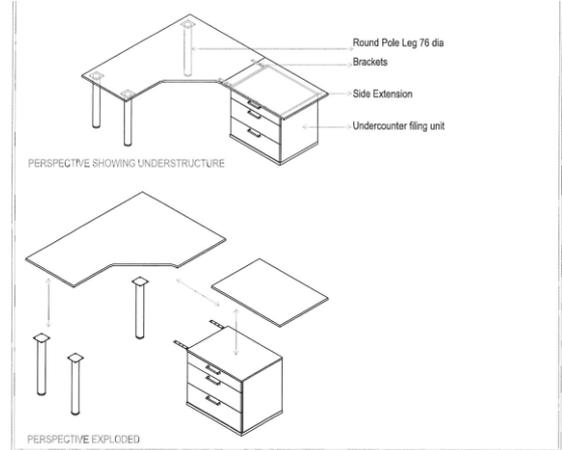
DETAILED SPECIFICATION FOR D2 TYPE WORKSTATION

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COMPONENTS:

- The workstations consist of the following components:
- 1 x Handed corner core top (1700 x 1200 x 700mm) for the D2 workstation,
- 1 x Extension top (1000 x 700mm).
- 1.x Under counter filing unit (770 x 600mm) with pencil drawer and two deep filer drawers.
- 3 x Round desk legs (76mm Dia.)

THREE DRAWER UNDER COUNTER UNIT FOR D2 TYPE WORKSTATION:

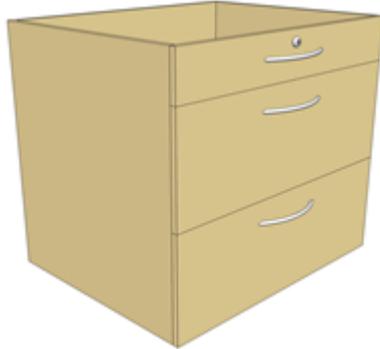
The unit to have minimum dimensions of 770mm wide (or 400 wide) by 600mm deep and consists of a pencil tray, and two drawers equipped to take top retrieval filing components.

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MATERIALS:

All under counter unit bodies and drawer fronts to be constructed from 16mm high-density particle board with an internal metal frame.

Drawer fronts to have a centre bow handle in a Cowry Gold finish.

The drawer body to be a steel unit fabricated from 0,6mm cold rolled mild steel.

Drawers to be mounted on Ball bearing Interlocking ANTI-TILT slides, locking to be double sided:

Model number D7301 ILAT 545mm Load rating at 90 kg per pair.

Certified to ANSI/BIFMA Standard x5.5, sections 7, 8 and 9 Brand name REPON

Four height adjustable ferrules to be mounted onto the underside of the unit. The ferrules to have a height adjustment range of 0-15mm and to be adjustable from inside the unit.

The designs, detail and finishes must be in harmony with that of the rest of the workstation to form a complete furniture range.

LOCKING MECHANISM:

Each unit to be fitted with a Multi-Point locking mechanism, with two locking bars and two bar guides per bar. The lock, a “Multi Point lock ‘called FURNLOCK” to have a removable barrel and master keyed to match all other locks.

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D2.1 TYPE WORKSTATION



COMPONENTS:

- The workstations consist of the following components:
- 1 x Handed corner core top (1700 x 1200 x 700mm) for the D2.1 workstation,
- 1 x Extension top (1000 x 700mm).
- 1. x Under counter filing unit (400 x 600mm) with pencil drawer and two deep filer drawers.
- 3 x Round desk legs (76mm Dia.)

WORK SURFACES FOR D2 & D2.1 TYPE WORKSTATIONS:

Work surfaces to be manufactured from 32mm thick high-density particleboard with a minimum density of 720 kilogram per cubic meter complying with SABS Standards. Boards to be finished with a minimum of 0.5mm low glare continuous decorative laminate in a Vancouver Maple finish: Ref ED181LML. Underside finished with quality balancing backer of 0.2mm DECCON. No paper backers allowed. (The core top if necessary to have a 380mm x 132mm rectangular cut-out to receive a power/data unit)

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WORK SURFACE EDGING:

Rear edges of work surfaces to have an injection moulded Polyurethane edging shaped in a reverse chamfer of 25mm x 32mm.

Front and linking edges to have an injection moulded Polyurethane edging of 5mm x 32mm.

METAL COMPONENTS

All steel surfaces must be coated to the following specifications: Akzo Noble range: Interpon 600Matt, ANP 9054, and Cowry Gold. Ref: ED415.

LEGS

The leg body should be of 75mm diameter steel tubing with a minimum wall thickness of 1.6mm. The top plate is to be formed from 4mm steel plate with a vertical reinforcing gusset for additional strength. Each plate is punched with long slotted holes to allow for attachments to the work surface in various positions.

Legs to be fitted with an adjuster that can cope with uneven floor surfaces and have the capability to vary the work surface height between 690 and 750mm.

The leg top plate to be attached to the underside of the work surface with four 6mm machine screws.

The leg to be zinc phosphate washed and coated to the following specifications: Akzo Noble range: Interpol 600Matt, ANP 9054, and Cowry Gold. Ref: ED415.

FIXING METHODOLOGY:

All tops to be pre drilled and fitted with M6x13 Rump metal threaded inserts to accommodate a 6mm Allen screw. No wood screws will be allowed.

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D7 TYPE WORKSTATION:



COMPONENTS:

- The workstation consists of the following components:
- 1 x Handed corner core top (1800 x 1200 x 700mm).
- 1 x D-End conference extension top (700 x 350mm).
- 1 x Extension top (1000 x 700mm).
- 1 x Desk high pedestal with pencil tray, 2 x standard drawers and a deep filer drawer.
- 1 x Wooden modesty panel.
- 4 x Round desk legs (76mm Dia.)
- 1 x Conference table with round pole leg and base (1200mm Dia.).
- 2 x Hinge door systems cabinets (1500 x 1200mm) each with three steel shelves.

WORK SURFACE EDGING

Work surfaces to have a 3mm thick extruded PVC or ABS edging with all corners profiled, leaving no sharp edges. Edging to have a wood grain surface that matches the top, and be of such a nature that it will not wear or wipe off. All edging to be applied using high-grade hot-melt adhesive.

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BOARDROOM/RECTANGULAR TABLE



COMPONENTS:

Boardroom tables consist of:

- 1 x Rectangular top (1500 x 750mm).
- 4 x Round pole legs (75mm Dia.).

WORK SURFACES:

Work surfaces to be manufactured from 32mm thick high-density particleboard with a minimum density of 720 kilogram per cubic meter complying with SABS Standards. Boards to be finished with a minimum of 0.5mm low glare continuous decorative laminate in a Vancouver Maple finish: Ref ED181LML. Underside finished with quality balancing backer of 0.2mm DECCON. No paper backers allowed.

WORK SURFACE EDGING:

Work surfaces to have a 3mm thick extruded PVC or ABS edging with all corners profiled, leaving no sharp edges. Edging to have a wood grain surface that matches the top, and be of such a nature that it will not wear or wipe off. All edging to be applied using high-grade hot-melt adhesive.

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CONFERENCE TABLE ROUND



The conference table consists of a round top of 1200mm diameter with round pole leg and base (1200mm Dia.)

Work surfaces to be manufactured from 32mm thick high-density particleboard with a minimum density of 720 kilogram per cubic meter complying with SABS Standards. Boards to be finished with a minimum of 0.5mm low glare continuous decorative laminate in a Vancouver Maple finish: Ref ED181LML. Underside finished with quality balancing backer of 0.2mm DECCON. No paper backers allowed.

Work surfaces to have a 3mm thick extruded PVC or ABS edging with all corners profiled, leaving no sharp edges. Edging to have a wood grain surface that matches the top, and be of such a nature that it will not wear or wipe off. All edging to be applied using high-grade hot-melt adhesive. The leg top plate to be attached to the underside of the table with four 6mm machine screws.

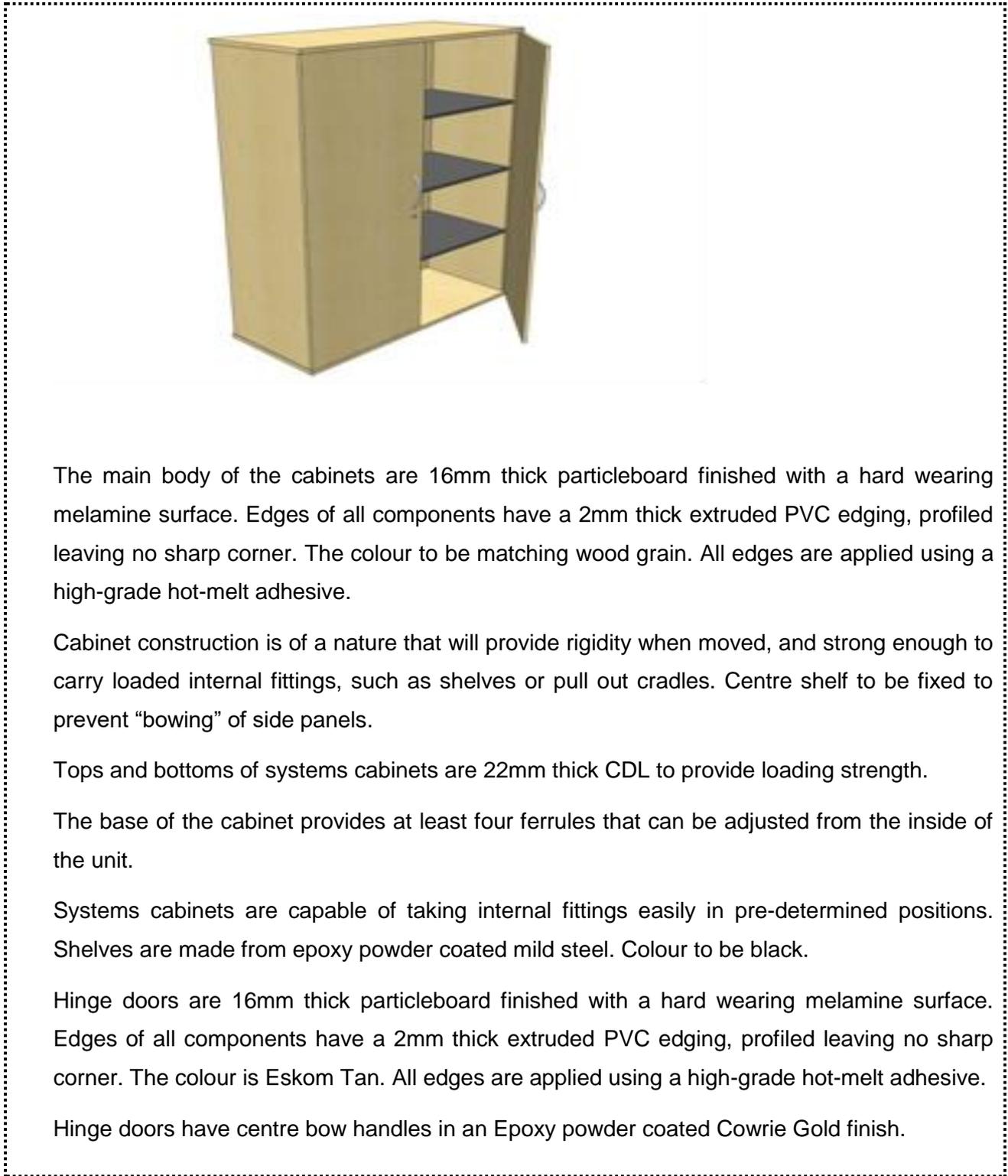
HINGE DOOR SYSTEMS CABINETS:

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The lock to be a Rim lock 'called FURNLOCK" to have a removable barrel and master keyed to match all other locks. An EXP double door latch is to be fitted to the second door. Available from FURNLOCK AND SLIDE.

ROLLER DOOR SYSTEMS CABINET



The main body of the cabinets are 16mm thick particleboard finished with a hard wearing melamine surface. Edges of all components have a 2mm thick extruded PVC edging, profiled leaving no sharp corner. The colour to be matching wood grain. All edges are applied using a high-grade hot-melt adhesive.

Cabinet construction is of a nature that will provide rigidity when moved, and strong enough to carry loaded internal fittings, such as shelves or pull out cradles. Centre shelf to be fixed to prevent "bowing" of side panels.

Tops and bottoms of systems cabinets are 22mm thick CDL to provide loading strength.

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The base of the cabinet provides at least four ferrules that can be adjusted from the inside of the unit.

Systems cabinets are capable of taking internal fittings easily in pre-determined positions. Shelves are made from epoxy powder coated mild steel. Colour to be black. Roller-shutter doors are of extruded inter-locking slots in PVC or ABS and self-coloured in a Graphite colour.

The handle on the roller shutter door is epoxy powder coated steel in a Graphite colour and inter-lock with the roller door section.

HINGE DOOR SYSTEMS CABINETS:



The main body of the cabinets are 16mm thick particleboard finished with a hard wearing melamine surface. Edges of all components have a 2mm thick extruded PVC edging, profiled leaving no sharp corner. The colour to be matching wood grain. All edges are applied using a high-grade hot-melt adhesive.

Cabinet construction is of a nature that will provide rigidity when moved, and strong enough to carry loaded internal fittings, such as shelves or pull out cradles. Centre shelf to be fixed to prevent “bowing” of side panels.

Tops and bottoms of systems cabinets are 22mm thick CDL to provide loading strength.

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The base of the cabinet provides at least four ferrules that can be adjusted from the inside of the unit.

Systems cabinets are capable of taking internal fittings easily in pre-determined positions. Shelves are made from epoxy powder coated mild steel. Colour to be black.

Hinge doors are 16mm thick particleboard finished with a hard wearing melamine surface. Edges of all components have a 2mm thick extruded PVC edging, profiled leaving no sharp corner. The colour is Eskom Tan. All edges are applied using a high-grade hot-melt adhesive.

Hinge doors have centre bow handles in an Epoxy powder coated Cowrie Gold finish.

The lock to be a Rim lock 'called FURNLOCK" to have a removable barrel and master keyed to match all other locks. An EXP double door latch is to be fitted to the second door. Available from FURNLOCK AND SLIDE.

LOW STORAGE UNIT



The cabinet to be 1500mm wide x 1250mm high x 488mm deep.

The main body of the cabinets are 16mm thick particleboard finished with a hard wearing melamine surface. Edges of all components have a 2mm thick extruded PVC edging, profiled leaving no sharp corner. The colour to be matching wood grain. All edges are applied using a high-grade hot-melt adhesive.

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Cabinet construction is of a nature that will provide rigidity when moved, and strong enough to carry loaded internal fittings, such as shelves or pull out cradles. Centre shelf to be fixed to prevent “bowing” of side panels.

Tops and bottoms of systems cabinets are 22mm thick CDL to provide loading strength.

The base of the cabinet provides at least four ferrules that can be adjusted from the inside of the unit.

Systems cabinets are capable of taking internal fittings easily in pre-determined positions. Shelves are made from epoxy powder coated mild steel. Colour to be black.

Roller-shutter doors (two per cabinet) to be of extruded inter-locking slots in PVC or ABS and self-coloured in a Graphite colour.

The handle on the roller shutter door is epoxy powder coated steel in a Graphite colour and inter-lock with the roller door section.

The handle is to be fitted with a Multi-Point locking mechanism, with two locking rods and two bar guides per bar. The lock, a “Multi Point lock ‘called FURNLOCK” to have a removable barrel and master keyed to match all other locks.

**CLOTHES LOCKER 400W X 1500 X 460 DEEP MELAWOOD, VANCOUVER MAPLE FINISH.2
COMPARTMENT 750H EACH WITH 1 SHELF, DOOR & LOCK EACH**

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LAPTOP DRAWER CABINET



The cabinet is to have overall dimensions of 1200mm high by 1500mm wide by 600mm deep.

The top, base and internal vertical dividers of the unit are to be constructed from 32mm Vancouver Maple Melawood (MFB). The top and base are to be edged with a minimum of 2mm

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thick extruded matching PVC edging. All edges are to be applied using a high- grade hot-melt adhesive.

The back, drawer fronts and two outer sides are to be constructed of 16mm Vancouver Maple Melawood (MFB). These panels are to be edged with a minimum of 1mm thick extruded matching PVC edging. All edges are applied using a high- grade hot-melt adhesive.

The cabinets are to have a floor levelling adjustment facility. The facility is to operate from the inside of the storage unit, in order to allow for the cabinet to be levelled whilst fully laden. A minimum of 20mm adjustment is required.

Each drawer front is to be fitted with an Oval Arch 192mm pitch handle, Cowry Gold finish.

Drawer boxes are to be a minimum of 0.8mm powder coated mild steel, 550mm deep, 375mm wide and 80mm high. The drawers are to be mounted on 500mm double extension ball bearing runners, each capable of handling a 45kg load.

Every drawer is to be fitted with two drawer locks (FIT Chrome 22mm code N3100/22/18 or similar) each lock is to have a unique key therefore requiring both unique keys to unlock a drawer. Locks are to be of removable cylinder type with break-over (hinged) keys

SPECIFICATIONS OF DESK SCREENS/ PARTITION WITH UPHOLSTER IN ESKOM FABRIC

Desk and floor based screens are to be used. Screen heights are to be 1200mm between workstations and 1600mm (being 1200mm with a 400mm glass panel above) along passages.

FLOOR BASED

Aluminium framed, powder coated office screening system is to be used according to the following guidelines:

Main passages: 1200mm (h) floor based, upholstered panel (Eskom light blue; refer to Eskom Corporate Identity Manual) with 400mm clear glass panel above.

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Dividing screens in clusters: 1200mm (h) desk mounted, upholstered panel (Eskom light blue)

Dividing screens between clusters and open plan Type D workstation: 1200mm (h) floor based, upholstered panel (Eskom light blue) with 400mm clear glass panel above.

DESK BASED

Aluminium framed, powder coated (light grey colour) dividing screening to be used. 1200mm (h) desk mounted, upholstered panel (Eskom light blue).



ANNEXURE 1

Item	Description	Components
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1.1	D2.1 Type workstation		<p>D2.1 Type Workstation</p> <ul style="list-style-type: none"> 1 x Handed Core top - 1700 x 1200 x 700mm 1 x Under counter filing unit - 400 x 600mm with pencil drawer, 2 standard drawers, 1 deep filer drawer 3 x Round desk legs - 76mm diameter
1.2	D2 Pedenza		<p>D2 Pedenza Type Workstation</p> <ul style="list-style-type: none"> 1 x Handed Core top - 1700 x 1200 x 700mm 1 x Extension top - 1000 x 700mm 1 x Fixed pedestal with pencil tray, 2x standard drawers and a deep filer drawer 1 x Roller door with one shelf 3 x Round desk legs - 76mm diameter
1.3	Coffee table		<ul style="list-style-type: none"> ➤ 1200mm x 600 mm oval coffee Table ➤ 4 x Round desk legs – 76 diameter ➤ 32 mm thickness of the table

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		<p>CONFERENCE TABLE Round</p> <p>1200mm diameter Round top x 720mm (height) 1 x Round desk legs - 76mm diameter</p>
1.4	<p>5 Bulk Filer</p> 	<p>5 BULK FILER Cabinet</p> <p>1630 x 1120 x 600mm 5 x Drawers Anti-tilt mechanism, allowing only one drawer to be opened at a time Central locking with two keys</p>
1.5	<p>Pedestal</p> 	<p>PEDESTAL Mobile</p> <p>600 x 580 x 400mm 1 x Pencil tray drawer 3 x Standard drawers 4 x Castor wheels Central locking</p>

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1.6	Boardroom Tables	Components
		<div style="border: 2px solid red; border-radius: 20px; background: linear-gradient(to right, cyan, blue); padding: 10px; text-align: center;"> <p>Boardroom Table, able to seat up to 16 individuals 4 x Curve modesty panels</p> </div> <p>7300mm x 3800mm</p>
	 <p>➤ 10 seat boardroom table</p>	 <p>➤ 14 seat boardroom table with 2250mm top</p>
	Horse Shoe boardroom table	 <ul style="list-style-type: none"> ➤ Boardroom Table, able to seat up to 30 individuals ➤ 12 x modesty panels ➤ 2250mm x 1000mm

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1.7	T5 High Cupboard 	<ul style="list-style-type: none"> ➤ 900mm x 1120mm ➤ 450mm deep ➤ 1 x Roller door ➤ 1 x Metal shelf ➤ Handle fitted with a multi-point locking system
1.8	Laptop Drawer 	<ul style="list-style-type: none"> ➤ 1500mm x 1200mm ➤ 600mm deep ➤ 15 x drawers (477mm x 214,4 mm)

3.1 Legal Compliance

3.2.1 Contract

The NEC contract must be signed between Transmission Real Estate and the principal contractor at the estimated time of awarding the contract. The contractor must ensure that NEC Term Service contract is compiled.

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The original copy of the signed contract must be retained by the contractor and a copy retained by the responsible Service Manager.

A copy of all the agreements must form part of the respective contractor's maintenance file documents

3.2.2 Legislative compliance

All Contractors will comply with all the legislation pertaining to this contract being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.

3.2 Eskom Requirements

The successful Contractor/s shall utilise / provide skilled and suitably qualified staff 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 issued by registered Occupational Health Practitioner or Occupational Health Doctor.
- The contractor shall supply provision of all necessary general labour, supervisor with Legal liability, supervisor training and skilled labourer with carpenter certificate and management to do all the works.
- The contractor shall supply competent safety officer and health and safety representative.
- 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 special requests.

3.3 Fire Risk Management

The contractor will follow the already set requirements by the client, Eskom.

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3.4 Risk Assessments

The Contractor must provide a risk assessment and the maintenance records of all work conducted or to be conducted for the furniture.

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, considering whatever precautions are already being taken. It is essentially a three-stage process:

- Identification of all hazards;
- Evaluation of the risks;
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. In particular, if a job / task is extended over a day or halted due to inclement weather.

3.5 Safe Work Procedures

Safe Work procedures for any work performed in the building should be provided as part of tender returnable.

3.6 Facilities for persons with disabilities

Should furniture be required for people with special need that is not included on this contract, the supplier will provide a quotation for client's approval prior supplying a furniture.

3.7 Environmental Requirements

Duty of care and remediation of environmental damage.

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Every person who causes, has caused, or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

The Environmental Management Plan is established and submitted together with tender returnable.

Polluter Pay Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

Zero Liquid Effluent Discharge Policy

All Contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

Waste

Proper storage and prompt disposal of waste materials is essential. The Waste Management Plan shall form part of tender returnable if the contractor will provide waste management services.

Other rules

Any hazardous chemical agent to be used should have Safety Data Sheet (SDS) which comply with Global Harmonized System (GHS).

All spills/emergency incidents should be reported to the Eskom Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent reoccurrence.

The Contractor should be aware of Eskom SHEQ Policy.

The Contractor must consider environmental consideration when carrying out Risk Assessments.

All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated.

Environmental site inspection should be conducted on a quarterly basis or as per the requirements of the site.

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Non-conformance and incident reporting and investigations shall be done by Eskom only if the incident is caused by Eskom.

If the incident is caused by the Contractor, non-conformance and incident reporting and investigations shall be done by the Contractor and Eskom shall form part of the investigation, such reports must include but not limited to the following information:

- The cause of the non-conformance/incident;
- The proposed actions to correct and prevent recurrence.

3.8 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor will be incorporated in Eskom's emergency drills if they happen during their presence. Contractor's employees should familiarise themselves with all emergency exits.

4 Acceptance

Null.

5 Revisions

Date	Rev.	Compiler	Remarks
December 2023	0	R. Leduma	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

6 Development Team

- R. Leduma
- N. Sechogela

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