

Title:	SCOPE OF WORK DOCUMENT FOR PROVISION OF OFFICE MOVES SERVICES FOR EASTERN AND WESTERN CAPE ON AN AS AND WHEN REQUIRED BASIS	Unique Identifier:	Internal Document
		Alternative Reference Number:	N/A
		Area of Applicability:	NTCSA WC
		Documentation Type:	Specification
		Revision:	0
		Total Pages:	10
		Next Review Date:	N/A
		Disclosure Classification:	CONTROLLED DISCLOSURE

Compiled by



Siyabulela Kontyo:

**Manager Space
Planning**

Date: 21-11-2025

Supported by

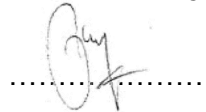


Nontombi Sechogela:

Manager Facilities

Date: 21/11/2025

Authorised by



Phelokazi Nqwelo

**Middle Manager: Real
Estate**

Date: 24 Nov 2025

TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. DOCUMENT CONTENT	4
3. PLANT AND MATERIAL.....	6
4. SCOPE OF WORK	8

1. INTRODUCTION

The establishment of this furniture move contract stems from NTCSA's Real Estate need to efficiently manage the office relocation within the Eastern Cape (East London, PE, Cradock, Umtata, and surrounding areas) and Western Cape (George, Cape Town, and surrounding areas) provinces. As part of continuous operational adjustments and property portfolio, space optimization, NTCSA is required to perform office moves between its operational sites.

Given the critical nature of NTCSA's operations and the geographic spread of these facilities, a dedicated contract is necessary to ensure the seamless and professional execution of office moves. This contract will cover a 36-month period and provide services on an as-and-when-required basis. It includes provision of labor, storage facility, supervision, staff uniforms and personal protective equipment (PPE), equipment and transport services.

1.1. By establishing this contract, NTCSA aims to minimize operational disruption during relocations, safeguard assets, and ensure that all moves comply with health and safety standards. This document outlines the scope of work, roles, and responsibilities to guide the successful implementation of office moves throughout the contract period.

1.2. Roles and Responsibilities

The Contractor shall ensure that:

- The Employees of the service provider shall comply with NTCSA and 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 recognised organisations or institutions of the respective trades, except as exceeded or qualified by the specifications. The *Employer* 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.

1.3. 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 per the risk exposure identified in the Risk Assessment, whilst on duty.
- Ensure uniforms are of good quality and labelled with the company name.
- Ensure that all staff members, whilst on duty, are neatly dressed, presentable, and hygienic.

1.4. Provision Of Transport

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

- The transport is required for the movement of equipment and staff around sites.

2. DOCUMENT CONTENT

2.1. Requirements

Adherence to Eskom and NTCSA generic policies.

The Employees of the service provider shall comply with NTCSA and Eskom's policies and site regulations.

All Contractor Employees shall comply with the non-use of cell phones in restricted areas, adherence to NTCSA's life-saving rules, non-smoking policy, and other procedures. These documents will be made available during the tendering stage.

2.2. Provision of Manpower

The successful Contractor/s shall utilise/provide skilled and suitably qualified staff as governed by Eskom 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 a valid medical fitness certificate.
- All staff will be available on an as-and-when required basis only for the purpose of this contract works.

- 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

- The Contractor shall be required to do safety induction prior to start any work on site.
- Meetings shall be held as and when required basis.
- 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 risks 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 have the necessary tools and equipment to execute the relevant services as required.

A. REQUIREMENTS FOR VEHICLES

- The appointed Contractor must have a system/ process to manage vehicle access to site.
- The appointed Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- Contractor vehicles can be subject to inspections by the Service Manager
- Vehicles which are not roadworthy will not be permitted to be used on site.
- Precautions shall be taken to secure all loads properly.
- All vehicles must be fitted with fire extinguisher and first aid kit.

B. REQUIREMENTS FOR DRIVERS

- The driver must have a valid national licence for the type of vehicle used.
- The driver must have level 1 first aid training and basic fire extinguisher training.
- It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, and direction and speed signs.

- c. Ensure that vehicle loads are properly secured prior to moving off.
- d. Ensure that vehicles are not overloaded.
 - No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
 - All drivers of such vehicles are to have valid medical fitness certificates.
 - Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.
 - No passengers must be loaded on the back of the bakkie /LDV/ truck with no safety belts.

C. TOOLS AND EQUIPMENT

- Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.
- The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- Ensure all tools and equipment that emit noise shall be avoided, if not, necessary precautions are taken to prevent Noise Induce Hearing Loss.
- Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto site and the records shall form part of the SHE Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

D. PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS (PPE)

- The appointed Contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub-Contractors on site.
- All Contractors shall comply with the requirements of GSR 2 of the OHS Act.
- The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- Additional PPE shall be identified from task risk assessments for specific areas and tasks.

- All Contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- Where PPE is required and visitors are not in possession of, then it is the individual Contractor's responsibility to provide the PPE.
- All PPE purchased and used by all Contractor employees including visitors must comply with the relevant SANS standards.

4. SCOPE OF WORK

4.1. The scope of work includes but is not limited to the below listed activities:

- Supply boxes that are suitable for office moves, stickers (different colours) and markers, as specified in the task order.
- Packing of document files in storages facilities.
- Move the furniture and boxes from current building to new sites.
- Provide transport that is suitable for office moves as per task order issued.
- Provide equipment/ tools (e.g. trolleys, jacks) required for office moves as per task order issued.
- Provide protective packaging that is suitable for movement of fragile equipment such as, fridges, printers and PCs as per task order issued.
- Move customer's tools and equipment's currently stored on site to required areas as inspected by contractor.
- Movement of Furniture, Equipment and Other.
- Dismantle, move and re-assemble bulk filing systems (where applicable);
- Physical handling/ removal of items such as printers, PCs, safes, pictures etc.
- Physical handling/ removal and re-assembling of furniture (desks/ tables, cupboards, chairs) and workstations screens.

Please note: Contractors should make provision for supply of material and working weekends on their costing.

A. Transport and Material:

- Provide suitable transportation:
- Provide suitable moving boxes
- Provide suitable equipment/tool for the moves. (e.g. trolleys, jacks)
- Where printers and PCs are to be transported this should be done by using suitable cushioning.

B. Movement of Furniture, Equipment and Other:

- Dismantle, move and re-assemble bulk filing systems (where required)
- Physical handling/ removal of items such as printers, PCs, safes, pictures etc.
- Physical handling/ removal and re-assembling of furniture (desks/ tables, cupboards, chairs) and workstations screens.

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.

4.4. Area of applicability

This scope shall be applicable to all sites listed below:

Various NTCSA sites within the Eastern (East London, PE, Cradock, Umtata and surrounding areas) and Western Cape (Goerge, Capetown and surriounding areas) provinces.