

	<p style="text-align: center;">Scope Of Work</p>	<p style="text-align: center;">Generation</p>
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Title: **Service and Calibration of Laboratory Equipment Various Five years**

Document Identifier:

Alternative Reference Number:

Area of Applicability: **Arnot Power Station**



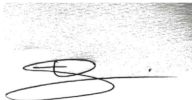

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- **C3.1: EMPLOYER’S SERVICE INFORMATION**

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1 Description of the service

1.1 Executive overview

Arnot power station produces electricity using demineralized water, this is achieved by a water treatment plant that is controlled and optimized by online process analytical instruments or analysers. The removal of impurities by ion exchange resins from a conventional water treatment plant to cycle chemistry where water steam is recycled and reused to produce demin water. Arnot power station has 6 units, each unit comprises of condensate polishing plant (CPP) where impurities are removed. Each unit has multiple chemistry process analyser monitoring different plants. As part of Eskom zero harm initiative during plant break downs for maintenance and services, it is a prerequisite requirement that all these plants are safe for employees to work on thus requires to be maintained by external OEM once per year. Eskom Arnot also consist of water laboratory that monitors and verifiers process analysers and plant performances. The chemistry is monitored using analytical instruments and online process analysers. This are all required to be serviced and calibrated annually by and external service provider preferably OEMs. These instruments are used to prolong the life span of the plant and ensure that there is good laboratory practices and quality assurance.

1.2 Employer's requirements for the service

Quantity	Equipment name	Service Number	Plant	Service to be rendered	repairs
20	Lenton ISO Ash Furnace ATS Darvan Brenco ISO Ash Furnace Ash @ 1 point	3000016828	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	1x element replacement or/and electronic board
20	ATS Volatile Furnace Darvan Brenco	3000016833	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	1x element replacement or/and electronic board
60	Labotec oven @ 1 point Labotec oven @ 1 point Labotec Oven @ 1-point 210L Darvan Brenco oven @ 1 point Ecotherm Labotec Oven @ 1 point Darvan Brenco oven @ 1 point	3000017252	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	Element replacement Electronic board replacement

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5	Sartorius moisture analyser	3000033054	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	Electronic board replacement
25	Analytical Balances	3000013153	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	Spares replacement during breakdown
20	Floor scale	3000013153	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	Spares replacement during breakdown
180	Mass pieces	3000020119	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	
20	Thermometers and probe	3000018584	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	Spares replacement
15	Hygrometers	3000018584	Coal Laboratory	Calibration by ISO 17025 SANAS accredited calibration laboratory SANAS calibration certificate	Spares replacement
5	HGI Milling Machine HGI Machine	3000021495	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
5	Primary splitter	3000061446	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement

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5	Secondary splitter	3000061446	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
5	Pulveriser	3000061440	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
5	Size grading machine	3000028360	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
5	Sieve shaker	3000061432	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
5	3mm crusher	3000061435	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
5	4.75 mm crusher	3000061435	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
5	10mm crusher	3000061435	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement
15	CV machine	3000032637	Coal Laboratory	Calibration by accredited service provider calibration certificate	Spares replacement (Bombs, wires, and benzoic acid tablets) O-rings
10	Hardgrove Machine	3000021495	Coal Laboratory	Calibration by OEM calibration certificate	Spares, calibration standards Electrical boards
5	Sodium Analyser	3000018136	Main Laboratory	Calibration by OEM calibration certificate	Spares, calibration standards Electrical boards
5	On-line TOC analyser	3000011977	WTP	Main Laboratory	Spares, calibration standards

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					including reagents Electrical boards
5	TOC benchtop analyser	3000011977	WTP	Main Laboratory	Spares, calibration standards including reagents Electrical boards
5	TOC portable analyser	3000011977	WTP	Main Laboratory	Spares, calibration standards including reagents Electrical boards
10	Millipore system	3000026198	Clean Laboratory	Calibration by OEM calibration certificate	PM Kit UV light Resin filters
5	COD reactor	3000059834	Main Laboratory	Calibration by OEM calibration certificate	PM kit Elements
5	Sulphur Machine	3000018892	Main Laboratory	Calibration by OEM calibration certificate	PM Kit Elements Reagents Calibration standards
5	AFT Machine	3000014309	Main Laboratory	Calibration by OEM calibration certificate	PM Kit Camera Reagents Calibration standards
10	UV/VIS DR 5000	3000026957	Main Laboratory	Calibration by OEM calibration certificate	PM Kit UV Light
5	UV/VIS DR 6000	3000026957			
10	Turbidimeter	3000030134	Main Laboratory	Calibration by OEM	PM Kit

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				calibration certificate	UV Light Calibration standards
10	Orbisphere	3000017660	Units	Calibration by OEM calibration certificate	PM Kit UV Light Calibration standards
5	Silica Analyzer	3000013923	Main Laboratory	Calibration by OEM calibration certificate	PM Kit UV Light Calibration standards
10	Fume Hoods	3000019994	Main Laboratory	Calibration by OEM calibration certificate	PM Kit UV Light Calibration standards
55	Portable Analyzers pH, K25, free chlorine and turbidimeter , Viscometer	3000018906	WTP	Calibration by OEM calibration certificate	PM Kit UV Light Calibration standards

1.3 Interpretation and terminology

Confide space – is a space with limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
PCB	Printed Circuit board
IC	Ion Chromatography
ICP	Inductive Coupled Plasma
pH	Acidity or alkalinity of a solution
N/A	Not applicable
S/N	Serial number
COD	Chemical oxygen demand
OEM	Original equipment manufacturer
SHE Rep	Safety Health Environment representative

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HIRA	Hazard Identification Risk Assessment
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
SHE	Safety Health and Safety

2 Management strategy and start up.

2.1 The Contractor's plan for the service

Instrument	Service by ISO 17025 SANAS accredited calibration laboratory. Service by OEM or authorised service technician or engineer	Repair or replacement plan
ISO Ash furnaces	Twice annually	As in when required
ISO Volatile Furnaces	Twice annually	As in when required
Ovens @ 1 point	Twice annually	As in when required
Sartorius Moisture analyser	Annually	As in when required
Analytical Balances	Annually	As in when required
Top pan balances	Annually	As in when required
Floor scale	Annually	As in when required
Mass pieces	Annually	As in when required
Thermometers	Annually	As in when required
Hygrometers	Annually	As in when required
HGI Milling Machine	Annually	As in when required
Primary splitter	Annually	As in when required
Secondary splitter	Annually	As in when required
Pulveriser	Annually	As in when required
Size grading machine	Annually	As in when required
Sieve shaker	Annually	As in when required
3mm crusher	Annually	As in when required
4.75 mm crusher	Annually	As in when required
10mm crusher	Annually	As in when required

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CV machine	Annually	As in when required
Hardgrove Machine	Annually	As in when required
Sodium Analyser	Annually	As in when required
On-line TOC analyser	Annually	As in when required
TOC benchtop analyser	Annually	As in when required
Millipore system	Annually	As in when required
COD reactor	Annually	As in when required
Sulphur Machine	Annually	As in when required
AFT Machine	Annually	As in when required
UV/VIS	Annually	As in when required
Turbidimeter	Annually	As in when required
Orbisphere	Annually	As in when required
Silica Analyser	Annually	As in when required
Fume Hoods	Annually	As in when required
Portable Analyzers	Annually	As in when required

2.2 Management meetings

Service report feedback meeting

After every service is done a service report must be drafted by the contractor and a meeting is to be scheduled to discuss the findings from the service. This meeting will highlight if spares are required to ensure that the analysers are in a good working condition. This must be done before invoice is submitted and service entry is done by the end user after every service is rendered.

Regular meetings of a general nature may be convened and chaired by the *Supply Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register	Once annually	Chemical services boardroom	SHE REP from Eskom and SHE REP of the contracting company
Overall contract progress and feedback	Once annually	Microsoft teams	<i>Employer, Contractor</i>
Service Feedback	After every service	Chemical services boardroom	Employer contractor and end users (technicians)

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days

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of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

2.3 Contractor's management, supervision and key people

As in when required, an order will be placed the contractor will be required to send an authorised and competent to work on the that brand of instruments. The service technician /engineer will be required to bring their training certificate or authorisation letter from OEM prior to the service. The service engineer/ technician will be always allocated a technician from Eskom throughout the service to verify work.

As in when required the contractor will avail an authorised /competent service technician or engineer. No site supervisors or managers will be required.

2.4 Provision of bonds and guarantees

N/A

2.5 Documentation control

All orders will be sent before work can commence as Task orders that the contractor must acknowledge and send back.

Service reports must be sent with the OEM letter head and signed by the competent or authorised service technician. Certificates of calibration must be in an OEM letter head with the specifications and results written properly. Any other communications can be sent on emails to the contract manager in a letter attached to the email.

2.6 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to : Finance Shared Service (FSS) Fss@eskom.co.za

The contractor shall include on each invoice the following information:

Name and address of the *Contractor* and the *Service Manager*;

The contract number and title;

Contractor's VAT registration number;

The *Employer's* VAT registration number

Description of service provided for each item invoiced based on the Price List;

Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

(add other as required)

The assessment interval is : monthly, between the 24th and 25th day of each successive month.

The currency of this contract is : the South African Rand.

The period within which payments are made is : 4 (four) weeks after receipt of a valid invoice.

2.7 Contract change management

Eskom Standard forms of contract shall be used.

2.8 Records of Defined Cost to be kept by the Contractor

Not Applicable for option A contract

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2.9 Insurance provided by the *Employer*

N/A

2.10 Training workshops and technology transfer

During services only authorised and trained technicians can service this analyser. During the service Eskom technicians will be allocated for on job training and skills transfer from the authorised and trained OEM technician.

2.11 Design and supply of Equipment

S/N and specs for the instruments

2.12 Things provided at the end of the *service period* for the *Employer's* use

2.12.1 Equipment

Gas bottle and regulator and flow cell for the gas detectors may be required as in when for verification purposes by Eskom to be left behind after a service is done.

2.12.2 Information and other things

- Full-Service report with the calibration information, findings from the service, Required spares if defective and a calibration certificate.
- Delivery note.
- Service technician/ engineer certificate of competency and authorisation letter if none OEM to work on their analysers.
- Service kit list with details of what was supplied during the service

2.13 Management of work done by Task Order

Only use this heading if Option X19 applies to this contract.

In some cases, all work may be done in terms of Task Orders in which case it may be logical to move this section closer to the start of this part 2 of the Service Information. In some cases, only parts of the *service* may require to be handled by Task Order, for example a major repair which has become necessary during a continuous maintenance service contract.

Please read Option X19 before drafting requirements here as much of the procedure for the administration of Task Orders is already provided in X19, for example X19.2 specifies what a task Order should include

A Task Order format could be provided in an Annexure to this Service Information.

Many considerations can apply to Task Orders, such as availability of resources, arrangements for emergency work, Task Order reporting (work carried out and service results), assessment of additional Prices for *service* not included in the Price List etc.

Clause X19.6 requires information which should be included on a Task Order programme.

Further requirements for Task Orders include things to be provided by the *Employer* under a Task Order and the conditions under which the *Employer* or Others are to work.

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3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

- 3.1.1 The Contractor shall comply with the health and safety requirements contained in SHE/OHS Specification and the approved safety file.
- 3.1.2 The 37-2 agreement to be signed by Contractor and Employer representatives.
- 3.1.3 The SHE/OHS professional conducts internal audits at planned intervals to monitor compliance to the contractual health and safety requirements.
- 3.1.4 The Contract Manager conducts inspections at planned intervals to monitor compliance to the contractual health and safety and legal requirements.
- 3.1.5 The Contractor may be selected during internal and/or external Matimba Power Station audits to verify compliance to legal and contractual SHE/OHS requirements. The Contract Manager will communicate this at relevant time periods.
- 3.1.6 In addition to the requirements of the applicable laws governing the occupational health and safety, Matimba Power Station OHS requirements particular to the service and the Affected Property for this contract shall be adhered to for the duration of the contract.
- 3.1.7 The minimum requirements for the Contractor to gain access to Matimba Power Station include the but not limited to:
 - 3.1.7.1.1.1 Valid Medical fitness certificate
 - 3.1.7.1.1.2 Police clearance
 - 3.1.7.1.1.3 Identification document (RSA ID or equivalent)
 - 3.1.7.1.1.4 National Drivers License (applicable to drivers)
 - 3.1.7.1.1.5 Proof of Matimba Power Station Safety Induction
 - 3.1.7.1.1.6 Adherence to the Eskom Life-saving rules 3 and 4, Be Sober and Buckle up.

Rule	Description of rule
3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts
4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty

- 3.1.7.2 Applicable risk-based PPE.
- 3.1.7.3 Valid letter of good standing always (COIDA)

3.1.2 Key Performance Indicators

Contractor/supplier Management Key Performance Indicators (KPI's)

1. Maintain Health and Safety file and compliance to the health and safety plan, Eskom SHE/OHS specification and applicable legislation.
2. Always maintain good housekeeping.
3. Implement and monitor near miss programme (reporting of near misses).
4. Comply to Planned Job Observation programmes.
5. Zero Fatalities
6. At any given point, the OHS performance must be within the lost time injury (LTI) tolerance level as amended.
7. All incident investigations shall be completed within 30 days of the occurrence of an incident.
8. Incident investigation recommendations shall be closed within the recommended time frame recorded in the Incident investigation report.
9. Close audit findings as per the recommended time frames as per audit report or action raised in SAP QIM

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10. Close Non-conformance as per the recommended time frames in SAP QIM

3.1.3 Contract completion and sign off

On completion of the project/contract, Eskom team (led by the Contract Manager) involved in the project together with the Contractor shall conduct the final meeting to identify the gaps prior to the contract close out. Before the final invoice is paid/processed, the Contract Manager shall ensure that the below requirements are met:

- a. Close all incidents and audit findings.
- b. Clean the respective yard and ensure good housekeeping where the contractor was working.
- c. Contractor shall submit safety statistics and a safety file to Eskom BU Safety department for closeout and filling.

Completion of a closeout report (Annexure D form as per 32-726) to close the contractual work

3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated:

The contractor shall ensure that all his/her activities related to manufacturing, supplying and delivering and operation of their product is in line with the relevant environmental legislation.

They shall coordinate their activities in line with the requirements of ISO 14001: 2015 and Matimba Power Station environmental management system.

The contractor shall ensure that in the execution of his/her activities, no contamination of water (either surface or underground), no disturbance of the land and biodiversity within Matimba premises, no waste will be disposed of in an irresponsible manner.

The contractor shall ensure that his/her practices are in line with Eskom SHEQ Policy (32-727) and Matimba Power Station Environmental Policy Statement (PS/270/083).

The contractor shall prepare environmental aspects and impacts which are in line with the scope as per the tender document.

3.3 Quality assurance requirements

The contractor shall be in possession of ISO 17025: 2017 for gas metrology. Calibration shall be done using appropriate calibration gas mixtures. The contractor shall submit a completed contract quality plan using the Eskom Contract Quality Plan Doc No. [240-109253698 Rev 3](#)

4 Procurement

There is a cross reference from the core clause 11.2(6) definition of Disallowed Cost to the Service Information regarding procurement procedures. This part of the Service Information MUST include any such procedures to be able to administer Disallowed Cost.

4.1 People

4.1.1 Minimum requirements of people employed

As per the evaluation criteria

4.1.2 BBBEE and preferencing scheme

Specify constraints which *Contractor* must comply with after contract award in regard to any Broad Based Black Economic Empowerment (B-BBEE) or preferencing scheme measures.

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4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)

If the ASGI-SA requirements are to be included in this contract specify constraints which *Contractor* must comply with after contract award in regard to any ASGI-SA requirements. The ASGI-SA Compliance Schedule completed in the returnable tender schedules is reproduced here. If ASGI-SA does not apply, delete this paragraph.

The *Contractor* complies with and fulfils the *Contractor's* obligations in respect of the Accelerated and Shared Growth Initiative - South Africa in accordance with and as provided for in the *Contractor's* ASGI-SA Compliance Schedule stated below

[Insert the agreed ASGI-SA Compliance Schedule here]

The *Contractor* shall keep accurate records and provide the *Service Manager* with reports on the *Contractor's* actual delivery against the above stated ASGI-SA criteria. [Elaborate on access to and format of records and frequency of submission etc.]

The *Contractor's* failure to comply with his ASGI-SA obligations constitutes substantial failure on the part of the *Contractor* to comply with his obligations under this contract.

4.2 Subcontracting

4.2.1 Preferred subcontractors

N/A

4.2.2 Subcontract documentation, and assessment of subcontract tenders

N/A

4.2.3 Limitations on subcontracting

N/A

4.2.4 Attendance on subcontractors

N/A

4.3 Plant and Materials

4.3.1 Specifications

Instrument models as state below with their model numbers and all related spares that can be required for the model:

ICS 6000
ICS 5000 x 2
ICP ICAP PRO

4.3.2 Correction of defects

During service if a defect is noted it must be recorded on the service report and sent after service. The service engineer is to discuss the finds at the service report feedback meeting if item can be repair this must be done during the service. But if the item is defective and requires to re replaced an order will be loaded based on the service report recommendation. The defective item should be repaired within 3weeks after placement of order.

4.3.3 Contractor's procurement of Plant and Materials

- All procured replacement spare items must have warranty unless if it's a consumable.
- The contractor is to ensure that all spares supplied are in working order and have a factory test certificate to ensure that they are in good working order.
- The contractor is to ensure that all procured items are handled and delivered in a safe manner.
- If an item is delivered and installed with a defect it will be rejected.

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4.3.4 Tests and inspections before delivery

- All chemical reagents and standards used must be inspected before use by the process supervisor, the chemicals must be accompanied with certificate of analysis and 16 points SDS.
- All spares and service kits must be checked by the process supervisor to check if the correct quantity of spares is supplied by the contractor.
- All inspected items must be compactable with the model numbers of the instruments.
- All items are to be inspected for quality control purposes.

4.3.5 Plant & Materials provided “free issue” by the Employer

No free issues, all service and spare items are to be supplied by the contractor.

4.3.6 Cataloguing requirements by the Contractor

N/A

5 Working on the Affected Property

LAR must be obtained at the control room before any work can commence and permit to work were required.

5.1 Employer’s site entry and security control, permits, and site regulations

- All equipment that the contractor brings to site must be declare at the security gate.
- The vehicle used must comply road worthy standards and declared at the gate (car permit)
- Permit to enter the station must be requested 24hours before the contractor can enter the premises.
- Information required for the permit:
 - Id number
 - Surname and name
 - Company employee number
 - Company details
 - Emergency number and contact details.
 - Car registration number, car make, car model car colour
 - Duration on site

5.2 People restrictions, hours of work, conduct and records.

- All technicians to be involved as in when is required must have their details sent to the contract manager before coming to site.
- Work must be done as in work is required.

5.3 Health and safety facilities on the Affected Property

N/a

5.4 Environmental controls, fauna & flora

N/a

5.5 Cooperating with and obtaining acceptance of Others

N/a

5.6 Records of Contractor’s Equipment

No data is required for this section of the conditions of contract.

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5.7 Equipment provided by the *Employer*

N/a

5.8 Site services and facilities

5.8.1 Provided by the *Employer*

- Instruments are easily accessible no hooking at heights is required.
- All permit to work will be done on site by the responsible person prior to contractor working.
- Demin and Ultra-pure water will be provided by the chemical services Laboratory section when required.

5.8.2 Provided by the *Contractor*

- All service items required to complete the service, and repair successfully must be provided by the contractor.

5.9 Control of noise, dust, water and waste

- While working at the plant all mandatory signs must be adhered to, if ear plugs/muffs, helmets with a chin strip and goggles are mandatory, they need to be always worn.
- If there are safety restrictions at the plant the contractor is to work on prior to the work.
- The pre-task risk assessment done must indicate as such with mitigations of the safety issue in question.

5.10 Hook ups to existing works

N/a

5.11 Tests and inspections

5.11.1 Description of tests and inspections

After service or repair is done the quality control sample must be run and instrument must be tested for verification purpose.

5.11.2 Materials facilities and samples for tests and inspections

Service workshop for specific analysers if service is not done onsite.

6 List of drawings

6.1 Drawings issued by the *Employer*

N/A

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