

Document reference	Title	No of pages
	This cover page	1
C3.1	<i>Employer's Service Information</i>	
C3.2	<i>Contractor's Service Information</i>	
	Total number of pages	

C3.1: EMPLOYER'S SERVICE INFORMATION

Contents

When the document is complete, insert a 'Table of Contents'. To do this go to: Insert, → Reference, → Index and tables → Table of Contents. Three levels and the title (but not the subtitle) may be shown if the formats used in this template are retained.

Otherwise insert list of contents manually.

Part 3: Scope of Work	1
C3.1: Employer's service Information	2
1 Description of the service	4
1.1 Executive overview	4
1.2 <i>Employer's</i> requirements for the <i>service</i>	4
1.3 Interpretation and terminology	Error! Bookmark not defined.
2 Management strategy and start up.	Error! Bookmark not defined.
2.1 The <i>Contractor's</i> plan for the <i>service</i>	Error! Bookmark not defined.
2.2 Management meetings	Error! Bookmark not defined.
2.3 <i>Contractor's</i> management, supervision and key people	Error! Bookmark not defined.
2.4 Provision of bonds and guarantees	Error! Bookmark not defined.
2.5 Documentation control	Error! Bookmark not defined.
2.6 Invoicing and payment	Error! Bookmark not defined.
2.7 Contract change management	Error! Bookmark not defined.
2.8 Records of Defined Cost to be kept by the <i>Contractor</i>	Error! Bookmark not defined.
2.9 Insurance provided by the <i>Employer</i>	Error! Bookmark not defined.
2.10 Training workshops and technology transfer	Error! Bookmark not defined.
2.11 Design and supply of Equipment	Error! Bookmark not defined.
2.12 Things provided at the end of the <i>service period</i> for the <i>Employer's</i> use	Error! Bookmark not defined.
2.12.1 Equipment	Error! Bookmark not defined.
2.12.2 Information and other things	12
2.13 Management of work done by Task Order	Error! Bookmark not defined.
3 Health and safety, the environment and quality assurance	Error! Bookmark not defined.
3.1 Health and safety risk management	Error! Bookmark not defined.
3.2 Environmental constraints and management	Error! Bookmark not defined.
3.3 Quality assurance requirements	Error! Bookmark not defined.
4 Procurement	Error! Bookmark not defined.
4.1 People	Error! Bookmark not defined.
4.1.1 Minimum requirements of people employed	Error! Bookmark not defined.

4.1.2	BBBEE and preferencing scheme	Error! Bookmark not defined.
4.1.3	Accelerated Shared Growth Initiative – South Africa (ASGI-SA)	Error! Bookmark not defined.
4.2	Subcontracting	Error! Bookmark not defined.
4.2.1	Preferred subcontractors	Error! Bookmark not defined.
4.2.2	Subcontract documentation, and assessment of subcontract tenders	Error! Bookmark not defined.
4.2.3	Limitations on subcontracting	Error! Bookmark not defined.
4.2.4	Attendance on subcontractors	Error! Bookmark not defined.
4.3	Plant and Materials	Error! Bookmark not defined.
4.3.1	Specifications	Error! Bookmark not defined.
4.3.2	Correction of defects	Error! Bookmark not defined.
4.3.3	<i>Contractor's</i> procurement of Plant and Materials	Error! Bookmark not defined.
4.3.4	Tests and inspections before delivery	Error! Bookmark not defined.
4.3.5	Plant & Materials provided “free issue” by the <i>Employer</i>	Error! Bookmark not defined.
4.3.6	Cataloguing requirements	Error! Bookmark not defined.
5	Working on the Affected Property	Error! Bookmark not defined.
5.1	<i>Employer's</i> site entry and security control, permits, and site regulations	Error! Bookmark not defined.
5.2	People restrictions, hours of work, conduct and records	Error! Bookmark not defined.
5.3	Health and safety facilities on the Affected Property	Error! Bookmark not defined.
5.4	Environmental controls, fauna & flora	Error! Bookmark not defined.
5.5	Cooperating with and obtaining acceptance of Others	Error! Bookmark not defined.
5.6	Records of <i>Contractor's</i> Equipment	Error! Bookmark not defined.
5.7	Equipment provided by the <i>Employer</i>	Error! Bookmark not defined.
5.8	Site services and facilities	Error! Bookmark not defined.
5.8.1	Provided by the <i>Employer</i>	Error! Bookmark not defined.
5.8.2	Provided by the <i>Contractor</i>	Error! Bookmark not defined.
5.9	Control of noise, dust, water and waste	Error! Bookmark not defined.
5.10	Hook ups to existing works	Error! Bookmark not defined.
5.11	Tests and inspections	Error! Bookmark not defined.
5.11.1	Description of tests and inspections	Error! Bookmark not defined.
5.11.2	Materials facilities and samples for tests and inspections	Error! Bookmark not defined.
6	List of drawings	Error! Bookmark not defined.
6.1	Drawings issued by the <i>Employer</i>	Error! Bookmark not defined.

1 Description of the service

1.1 Executive overview

For the provision of professional garden maintenance services which include, not limited to the following: mowing of grass, maintenance of grass, flowerbeds, supply, deliver and planting of seasonal seedlings, compost and fertilizer, and indoor plants, treatment of fungus, pests, diseases of vegetation, raking and removal leaves and debris.

1.2 Employer's requirements for the service

The Contractor shall perform the work described in clause 1 above, shall include, but not limited to the following:

- Mowing and edge trimming
- Flowerbed cleaning
- Pruning
- Thinning out
- Firebreaks maintenance
- Indoor plant maintenance
- Tree maintenance
- Arbor day (planting of trees)
- Supply, deliver and planting of seedlings
- Supply of topsoil and level it

The Scope

1. Professional Garden Service include mowing and edge trimming, bed cleaning, thinning out, garden waste removal, and firebreaks maintenance.
2. DESCRIPTION OF WORK – SPECIFIC

The contractor shall perform the work described in clause 1 above, shall include, but not be limited to the following:

2.1 MOWING AND EDGE TRIMMING

- Mowing and trimming are two tasks that must always be completed together so that both mowed and trimmed areas are as far as practically of uniform length.
- The length of the grass cut may differ from place and method mowing and trimming may vary according to the type of grass and standard of finish required.
- Remove\ sweep grass clippings on paving\roads.
- Rake grass clippings and roll it to make a bale.
- The result must however comply with professional garden standard and in accordance with the employer requirements.

2.2 BED CLEANING

There are many types of bed that differ in character and in the amount of plant material they carry.

- Flowerbed must conform to a standard of neatness and cleanliness and have a pleasing appearance.
- The contractor will adapt his\her cleaning method of the bed.
- The bed must be weed free of foreign objects and appears neat and tidy.
- Sweep/Rake any plant material on paving, road, etc

- Treat any pests, diseases and fungus with suitable and acceptable fungicides, herbicides and/or pesticides.
- Flowerbeds must at least be watered 3 times per week (minimum of +/- 25mm of water).
- Supply of seasonal annual plants

2.3 PRUNING

- Trees, shrubs, and certain plants may require pruning during their lifetime annually or periodically.
- Pruning must be done to the best advantage of the plant, not only to achieve current aesthetic appeal, but also to realise the long-term growth potential, development, and ultimate shape of the plant.
- Clear branches from the ground up to 3 meter high.

2.4 THINNING OUT

- Thinning out in flowerbeds particularly or in other areas where overgrowth results in an unsightly appearance or when plant material grows uncontrolled and not in accordance with professional garden practice, will be undertaken timeously to check this growth and maintain correct "fullness and appearance of areas while avoiding any adverse effects to the recovery of the remaining plant and their long-term ability to mature.

2.5 FIREBREAK MAINTENANCE

- All firebreaks will conform to the standard supplied by Eskom.
- Conventional method of creating firebreaks, for example, ploughing and mowing of grass will be determined by Eskom.
- Veld grass must be cut up to ankle height and grass clipping to be rolled to make bale.
- Along and underneath the conveyor must be grass free.
- Grass clippings, leaves, weeds and another garden waste must be disposed to legal dump site.

2.6 INDOOR PLANT MAINTENANCE

- All indoor plants will be tended to on a rotational basis.
- All plants will always be kept in a healthy acceptable standard.
- All plants will be watered during the maintenance operation.
- Plants will not be allowed to dry out and must always be kept moist.
- Diseases, fungus and insect infestation will be removed or treated with suitable acceptable pesticide if feasible.
- The spraying of pesticides is not permitted in office building due to health reasons and oil-based pesticide will be used and will strictly be adhered to.
- All plants that are no longer fit for purpose or that are unsightly will be removed and replaced with a healthy specimen. If the plant is not fit for purpose, the plant will be replaced at Contractor's.

2.7 TREE MAINTENANCE

- Trees must be watered at least 3(three) times per week (25 mm per week)
- Prune any dead/broken branches and seal the wound.
- Treat any diseases, fungus, or pests with suitable and acceptable chemical.
- Clean around trees and remove weeds or shoots,
- Fertilize trees with 3:2:3 at 50g per square metre once per month.
- Cut and remove fallen trees.

2.8 AREAS TO BE MAINTAINED

1	Entrance road M2
2	Conference centre
3	Open veld grass
4	Kopanong hall
5	Soccer field
6	Entrance of ash dam
7	North Road
8	Sewerage plant
9	Ash dame office
10	Road to Kopanong hall
11	Tree Felling (less than 60cm diameter)
12	Tree Felling (less than 100cm diameter)
13	Tree Felling (less than 150cm diameter)
14	Flowerbeds maintenance
15	Cooling tower 1-3
16	Cooling tower 4-6
17	Simulator
18	Coal stock yard
19	Canteen
20	Medical centre
21	South Units
22	North Units
23	South HV yard
24	Embankment
25	Ring road
26	North HV yard
27	Transport North
28	Front of stores
29	Platter shop
30	Fire station training centre
31	South of horticulture
32	Medical Centre/Asapi
33	North horticulture
34	Cynodon (Kukuyu)
35	Mogolo Building
36	Raw water dam
37	Clean and dirty dam
38	Irrigation pump site
39	Indoor Plants

PLEASE NOTE:

- In rendering the above-mentioned service, some of the job will be required to be performed out of normal working hours or to be done over the weekend.
- The Contractor will be requested to do certain tasks at a short notice, for example preparation for VIP visit.
- The contractor must comply with Labor Relation Act and other legislations that are applicable the laws of Republic of South Africa.
- The Contractor must provide all necessary equipment's and tools to render the services including cleaning material suitable for that specific area. In addition, the contractor must provide own transport, home-work-home, including on site transportation of tools and employees.
- The contractor must make provision to pay the 13th cheque. The contractor must use the Labor Relation Act as a guideline of working hours for its employees.
- The contractor must include all costs (flat rate) in rendering the above-mentioned services in the quotation as per the price list.
- All Kikuyu grass (Cynodon) must always be kept to a minimum of not more than 3 mm in height.
- Veld grass must not grow more than 5 mm in height
- Cutting blades of the equipment's must always be sharp to avoid damage on the lawn / veld grass
- All equipment and machineries must be in good working condition.
- All horticultural material and specimens.

1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
AIP	Alien Invasive Plant
AP	Accounts Payable
BBBEE	Broad Based Black Economic Empowerment
BCEA	Basic Condition of Employment Act
CC	Cost Centre
COC	Certificate of Compliance
CPA	Cost Price Adjustment
EMS	Environmental Management Systems
Flat rate	Refers to a pricing structure that charges a single fixed fee for a service, regardless of usage. A rate that does not vary with usage or time of use.
GR	Goods Received
HV	High Voltage
ISO	International Organization for Standardization
LAR	Local Access Register
LRA	Labour Relation Act
OHS ACT	Occupational Health and Safety Act 85 of 1993
PO	Purchase Order
PPE	Personal Protection Equipment
PPPFA	Preferential Procurement Policy Framework

PR	Purchase Request
PSR	Plant Safety Regulations
QC	Quality Control
QCP	Quality Control Plan
QMS	Quality Management Systems
RP	Responsible Person
SAP	System Application Products
SDL&I	Supplier, Development Location & Industrialisation
SOW	Scope of Work
TBA	To Be Announced
TBC	To Be Confirmed

2 Management strategy and start up.

2.1 The *Contractor's* plan for the service

Conditions of the contract

- All queries, complaints and problems must be forwarded to the contract manager.
- The *Contractor* is to provide safety equipment for grass cutting.
- The *Contractor* must provide all equipment and resources as per Scope of Work to be able to deliver high and acceptable standards maintenance and grass cutting. All equipment must be in good and safe working condition. Daily tool, machinery and equipment check lists must be kept on file and be provided when requested by the Employer.
- A successful tenderer will be given two weeks to arrange site establishment, machinery, equipment and resources needed to render the service. Failure to comply with this requirement will constitute a breach of contract and the Employer reserves the right to terminate the service.
- The *Contractor* must provide a site contact person. This person must be available on a 24hour basis.
- This is a 08 hours and 7 days garden maintenance contract as per schedule, but not only limited to the schedule.
- Some of the services are planned on site at short notice on as when required basis to cater for inconsistencies in circumstantial situation\ condition, VIP visit.
- The *Contractor* must sensitise the Employees about the Eskom "Smoking Policy"
- The Contractor must comply with Labour Relation Act and other Legislation applicable.
- Eskom premises are drugs, intoxicating substances, weapon free zones and it is always compulsory to adhere to all Eskom's Policies.
- A Work Planning Schedule must be finalised with the contract manager on a monthly basis.
- In the event of Contractors' staff experiencing any transport problems, the contract manager must be informed immediately.
- The Contractor will draft working schedule to cover the whole Scope of Work and will make provision for employees who are not on site due, for example, annual leave, sick leave, maternity\ paternity leave.
- A central location will be allocated to the garden maintenance staff. The garden maintenance staff will only be allowed to make use of this area for personal storage and taking their lunch and tea breaks. The *Contractor* must provide own storage lockers.
- If the Contractor is not performing to Kendal Power Station's satisfactions, a letter of Non-conformance will be issued. The *Contractor* will then be given a specified period to respond and rectify the defects as stated in the non-conformance letter.
- The Contractor must make a provision to pay its employees bonus after completion of 12 months of services or on a pro-rata basis depending on the period service of the employee.
- The Contractor must provide own transport, home-work-home, including on site transportation of products, machinery, and equipment.
- All costs in rendering the service must be included in the price lists quoted, for example, machines, equipment, salaries, leave for employees, bonuses, transportation and all other costs deemed necessary in rendering the services.
- The personal hygiene of the garden maintenance staff is very important.
- Eskom Kendal Power Station will not be involved in the issues between the garden maintenance staff and its registered Trade Unions.
- Purchase Order\ Task Order will be issued to the Contractor before commencement of the task.
- Weekly programme will be planned between Employer and Contractor.
- Contractor will supply execution plan as per Scope of work.
- A successful bidder will be given two weeks to organise machinery and equipment and all resources necessary to execute the work.

2.2 Management meetings

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

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 registers and compensation events	To take place as soon as the risk is identified.	TBA	TBC
Overall contract progress and feedback	Weekly basis and time to TBC	TBA	<i>Employer, Contractor</i>
Prioritisation meetings	TBC	TBA	TBC
Safety Toolbox Talks	Daily, before commencement of work and attendance register and minutes taken. It should always be available on request	TBA	TBC
Contractor' SHEQ Executive meeting	TBC	TBA	TBC
Work assessment	TBC	TBA	TBC
Any other meeting on request by the Employer\ Contractor	TBC	TBA	TBC

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 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

The Contractor will be required to appoint qualified\ competent personnel to perform certain tasks to mitigate injuries and\or hazards.

It is Contractor's responsibility to train and appoint competent personnel to be authorised on Eskom Plant Safety Regulation.

2.4 Documentation control

- All communications will be in English.
- Written communication will have company's logo and signed by the Contractor.
- All communication must be documented and kept safely.
- Tasks Order
- Non-conformance forms (NCR)
- Early warning forms
- Eskom meeting forms
- Termination certificate
- Payment certificate
- Assessment certificate
- Purchase Order (PO)
- Customer Satisfaction Survey Forms (KPI's ratings)
- Station Performance Contract Template
- Refusal to Work Forms
- LAR and permit to work forms (Contractor needs to attend courses to be authorised)
- Behavioural Observation Capture Form

2.5 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

Eskom Holdings SOC Ltd
Kendal Power Station
Private Bag X7272
Emalahleni
1035

and 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 4740101508;
- 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;

All Invoices must be emailed to invoiceseskomlocal@eskom.co.za

It is important that the value stated on the Invoice must be the same as the value stated on the Order. If the invoice value is different from the Order value payment of the invoice will be delayed. It is strongly recommended that if there are any discrepancies on the Invoice, it be rectified BEFORE it is submitted for payment.

2.6 Contract change management.

Any changes to the *Contractor's* profile that might affect the service rendered to Eskom Kendal Power Station will be communicated to the Services Manager immediately as soon as the changes happen.

2.7 Records of Defined Cost to be kept by the *Contractor*.

The *Contractor* will complete the site daily attendance register and this will be submitted to the Services Manager before 09h00.

The attendance register will include but not limited to the following:

- Date and date
- Weekly work programme progress report.
- Constraints encountered.
- Daily risk assessment and toolbox.
- Work subcontracted by the *Contractor* and equipment.
- The *contractor* shall keep daily time sheets.
- Assessment records by the *employer*
- The *contractor* shall keep all records related to the work done.

2.8 Insurance provided by the *Employer*.

As stated in Contract Data and as per Annexure A within Service Agreement

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

2.9.1 Information and other things

All outstanding documents must be submitted to the Services Manager.
Contractor's site disestablishment and rehabilitation clearance to be provided before the Contractor leaves the site.

2.10 Management of work done by Task Order

No work will commence without a task order/ purchase order.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The *Contractor* shall comply with the following health and safety requirements:

- a) Adhere to the OHS Act 85 of 1993.
- b) All staff will undergo Safety Induction, presented by Employer's Safety Risk Department.
- c) National Disaster Management Act Covid-19

3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in Annexure _____

- a) Environmental Management System (ISO 14001, 2004)
- b) National Environmental Management Act (Act 107 of 1998)
- c) Eskom SHEQ policy (32-727)
- d) Kendal Environmental Aspect and Impact Identification, Rating and Management Procedure (*1015586)
- e) Kendal Environmental Communication Procedure (*1015692)
- f) Kendal Emergency Preparedness Plan (*1015702)
- g) Kendal Non-conformance, Corrective and Preventive Actions Procedure (*1017357)
- h) Kendal Waste Management procedure (*1024102)
- i) Hazardous substance procedure (*1018300)
- j) Eskom Flash report
- k) SHEQ File Index (*1027127)
- l) Site Inspection Checklist (*1027246)

3.3 Quality assurance requirements

The Supply shall comply to ISO 9001 Quality Management System and category 4 of Eskom Supplier Quality Management Specification QM 58 240-105658000.

Tender Returnable:

Quality requirement: Category 4 of Eskom Supplier Quality Management Specification QM 58 240-105658000:

- The Supplier shall complete and sign Form A (Enquiry/Contract/Quality Requirements for QM58 and ISO 9001:2015)
- The supplier shall submit a quality method statement based on ISO 9001 and specific to the scope of work, or a document that have defined the QMS and its scope.
The quality method statement should address all the suppliers' business management processes to ensure that all of Eskom's requirements are fully met on a consistent basis.
- The supplier shall submit a signed Quality Policy.
- The supplier shall submit a copy of Quality Objectives.

- The supplier shall submit documented information for Control of Externally Provided Processes, Products, Service.
- The supplier shall submit a copy of the documented information for roles, responsibilities, and authorities.

General

- a. The *Contractor* complies with the *Employer's* quality and technical requirements including those listed in the *Employer's* specification document QM58 (Quality Management Specification 240-105658000).
- b. The *Contractor* submits a QMS as a returnable schedule and uses it for all phases of the Project. The QMS complies with the requirements of ISO 9001 standard. The *Contractor* provides evidence of a fully implemented QMS as and when requested by the *Employer*. The *Employer* may at his sole discretion carry out an audit on the Contractor, the *Contractor's* suppliers and Subcontractors.

Quality Management documents requirements

The *Contractor* submits the following document after contract award to the *Employer* for review and acceptance and prior to the commencement of work.

The *Contractor* will supply the *Employer* with a QCP which will detail the *Contractor's* organisation, quality assurance and quality control procedures specific to this project. The QCP must be aligned to, and reference ISO 10005:2005 QMS, guidelines for quality plans and in compliance with the guideline in QM 58 (Quality Management Specification 240- 105658000). The QCP will make reference to the *Contractor's* QMS Procedures to be used in this Contract:

- a. The *Contractor's* QMS compliance with the requirements of ISO 9001
- b. *Contractor's* quality manual
- c. *Contractor's* quality procedures
- d. *Contractor's* quality forms and work instructions
- e. *Contractor's* quality system documents referenced in this Works Information

The *Contractor* supplies the *Employer* with a QCP or ITP for review and acceptance.

The *Contractor* provides CVs of the quality management employees who will be responsible for quality on site.

Quality Management employee's responsibilities include but are not limited to the following:

- a. Administration of QA/QC functions
- b. Verification of approval status of their or Subcontractor's QCP and procedures
- c. On-and -offsite inspections
- d. Co-ordination, inspection and verification of the Employer's intervention points.
- e. Review of Contractor testing and inspection documents (procedures, test results)

The *Contractor* submits as a minimum the following documents, as required by the *Employer*, which requirement does not constitute a compensation event, during the execution of the Works: -

- a. Updated QCP register.
- b. Inspection notifications accompanied by their inspection report.
- c. Non-conformance and Defects registers and reports.
- d. Updated Site and off-site inspection schedules.
- e. Inspections completed/outstanding.
- f. Inspection and test reports

Quality Responsibility

- a. The *Contractor* is accountable for the quality of the output and liable for any failures.
- b. The *Contractor* is responsible for defining the level of intervention of QA/QC or inspections. These are in line with the Employers requirements.

- c. The intervention points include all witness, hold, verification and review points required by the Employer. The *Contractor's* failure to allow the intervention points will constitute a non-conformance.

Inspections

- a. The *Contractor* is responsible for the inspection of all the Works that is performed, and the Employer only verifies that the Works is conducted as per the Contract.
- b. The *Contractor* conducts all inspections in accordance with the accepted QCP / ITP.
- c. The *Contractor* drafts a QCP or ITP which shows each activity and submits to the Employer for acceptance.
- d. The *Contractor* provides suitably qualified personnel to conduct on-and-offsite inspections.
- e. The *Contractor* ensures that all Works are inspected and approved before the Employer is invited for verification.

Non-Conformances and Defects

Where NCR's and Defect notifications are issued, the *Contractor* acknowledges receipt as per reply period and proposes corrective and preventive actions to the *Employer* as per the contract response period. The corrective and preventive actions will include the implementation and completion dates. Progress on all NCR's and Defect notifications issued to the *Contractor* must be reported to the *Employer* on weekly basis.

- a. The *Contractor's* keeps a register of all NCR's and Defect notifications issued.
- b. Deviations from the Contract are treated as a non-conformance.
- c. Records of NCRs and Defect notifications are kept, and form part of the data book records.

During the contract execution phase, the *Contractor* will be monitored by the *Employer* for performance on quality related aspects. The monitoring will be in the form of audits and assessments.

Quality Reporting

The *Contractor* submits a monthly quality report, on the last working day of the month. The report includes but not limited to the following:

- a) A register of NCRs and defects
- b) Updated QCP / ITP register
- c) Planned and completed local and foreign inspection dates.
- d) Completed and outstanding Inspections

4 Procurement

4.1 People Supplier Development, Localisation & Industrialisation (SDL & I) Requirements

4.1.1 SDL & I will Apply the Following Pre-Qualification Criteria as Envisaged in PPPFA 2017 Regulation 4

This enquiry is open to suppliers/contractors that are EME and QSE B-BBEE status level of 1 to 2.

NOTE: Tenders shall submit the following Mandatory Returnables for B-BBEE Category:

- An original or certified copy of affidavit in the case of EME's must be submitted. (Affidavit must be completed fully), or
- An original or certified copy of B-BBEE Certificate issued by CIPC for EME's. OR
- An original or certified copy of the B-BBEE certificate / sworn affidavit in the case of QSE's must be submitted, or

- An original or certified copy of the B-BBEE certificate issued by SANAS Accredited Verification Agency must for LME's must be submitted, or
- For JV's only an original or certified copy B-BBEE Certificate issued by a SANAS Accredited Verification Agency will be accepted.

4.1.2 Supplier Development and Localisation Undertaking

BBEE Requirements

Tenderers will be required to maintain or improve their B-BBEE Recognition Level for the duration of the contract.

Local Procurement Content

Local Procurement Content" refers to value added in South Africa by South African resources. Where a single contract involves a combination of local and imported goods and/or services, the tender response must be separated into its components as per the Price Schedule included with the tender documents. Local procurement content is total spend minus the imported component.

Local Procurement Content	Eskom Target	Tenderer Proposal
	100%	

Subcontracting

Tenderers are encouraged to subcontract some of their services to EME and QSE companies that are at least 51% Black Owned. Propose percentage subcontract on the table below:

Subcontracting	Tenderer's Proposal (Percentage of contract value)
Subcontracting 10% of the contract value from an EME or QSE which is at least 51% owned by black people on all categories	

Scope that may be subcontracted

- 1 Site establishment, rental of containers and ablutions facilities

Job Opportunities

Tenderer to indicate number of Jobs to be created and/or retained from this contract;

Number of Jobs to be created	Number of Jobs to be retained

4.2 Plant and Materials

4.2.1 Specifications

Title	Date or revision	Tick if publicly available
<u>General Specifications:</u>		✓
Health and Safety requirements		✓
Environmental requirements		✓
Site regulations and access control		✓
Quality requirements		✓
<u>Technical specifications:</u>		

4.2.2 Contractor's procurement of Plant and Materials

Any material supplied to Eskom must comply to SABS. Chemicals must have safety material data sheet.

5 Working on the Affected Property

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

Access is restricted until the Supplier contacts the Employer's Representative, who will apply for gate permits (one week prior to the starting date) at the Protective Services. The Supplier must submit a list of all personnel he intends using on site. The list must give detailed information about the Supplier and the personnel.

The Supplier's personnel shall be required to be in possession of a valid ID document and/or Eskom's permit, at all times. No unauthorised vehicles will be allowed on site. The Supplier will be restricted to the working areas associated with his place of work

The contractor needs permit to work in some of the sensitive areas around the station.

5.2 People restrictions, hours of work, conduct and records

Access is restricted until the Supplier contacts the Employer's Representative, who will apply for gate permits (one week prior to the starting date) at the Protective Services. The Supplier must submit a list of all personnel he intends using on site. The list must give detailed information about the Supplier and the personnel.

The Supplier's personnel shall be required to be in possession of a valid ID document and/or Eskom's permit, at all times. No unauthorised vehicles will be allowed on site. The Supplier will be restricted to the working areas associated with his place of work.

- The contractor needs permit to work in some of the sensitive areas on site.
- Some of these sensitive areas need special PPE.
- The contractor to keep records of work attendance register and must be available on request.
- Work subcontracted by the *Contractor* and equipment
- The *contractor* shall keep daily time sheets.
- Assessment records by the *employer*
- The *contractor* shall keep all records related to the work done

5.3 Records of Contractor's Equipment

All equipment brought on site must be declared at the security gate. Same applies to equipment/material leaving site must be declared on the equipment removal book.

5.4 Site services and facilities

5.4.1 Provided by the *Employer*

- Water, electricity and some of the ablution blocks might be available on site. The Contractor to provide own connections material to the tap\ wall plug, for example, hose pipe, electrical cord.
- Open land for site establishment.

5.4.2 Provided by the *Contractor*

- The Contractor makes his\her own arrangements for accommodation, septic tank and services of it and meals and the cost to be included in the contract price.
- The Contractor provides his own communication system and the cost thereof.
- Contractor provides and ensures safe transportation services for all his\her employees.
- The Contractor provides own staff's refreshments, coffee, tea, milk and etc.
- The Contractor will supply cleaning materials, and disinfectant of the surfaces.
- All PPE to be provided by the Contractor including Arc flash PPE and acid protector PPE.
- Contractor provides SANS approved Safety harnesses as per Employer's Safety Requirements.
- Contractor will provide method statement to explain how the scope of work will be executed and this must form part of the returnable.
- Supply a letter undertaking that the Contractor does have the correct tools and equipment to perform the activities, Contractor also provides a list of tools and equipment that are registered on the company's register to execute contract's scope.
- Supply all requirements of the technical evaluation criteria, as part of the tender returnable. (Provide the list of equipment)
- Tractors and ride-on-mowers must have roll over protection (ROPS) certified by SABS.
- Mowing slasher must have proper safety guards.

6 List of drawings

6.1 Drawings issued by the *Employer*

Not Applicable.

Contractor Performance Contract - (Only as a sample)- Annexure A										Document Identifier	
										Revision	
										Authorisation Date	
										Review Date	
Group				Name							
Business Unit					Services Manager						
Department				Contract No							
				Signed Contractor					Score	#REF!	

KPA	Description							Quarter 1 (1 Apr to 30 Jun)					Final Results			
	Objective	Key Performance Indicator	Weight	Measure	Unit of Measure	Sub Weight	Source of Evidence	Floor	Kick	Norm	Stretch	Ceiling	Mth:Jan-Apr	Mth:May-Jul	Mth:Sep-Dec	Score
								1	2	3	4	5				
individual objective			100%													

Annexure B – Low service damages – Capped at % of the Task Order

Deviation from TASK ORDER as the result causing incident/ accident.	Depends on the extent of the damage, % will be calculated based on that.	