

PART 3: SCOPE OF WORK

Document reference	Title	No of pages
	This cover page	1
C3.1	<i>Employer's Service Information</i>	33
	Total number of pages	34

C3.1: EMPLOYER'S SERVICE INFORMATION

Contents

Part 3: Scope of Work.....	29
C3.1: Employer's service Information.....	30
1. Description of the service	32
1.1. Executive overview.....	32
1.2. Employer's requirements for the service.....	32
1.2.1. Maintenance of Lawns and Gardens	32
1.2.2. Road Verges, Access Roads, Servitudes and Tunnel Entrances	37
1.2.3. Fenced and Restricted Operational Areas.....	39
1.2.4. Station Operational Equipment, Infrastructure, and Monitoring & Testing Areas	42
1.2.5. Herbicide Application and Alien and Invasive Plant Management	42
1.2.6. Other General Maintenance.....	43
1.2.7. Staffing, Equipment, Storage and Waste Management	44
1.2.8. Minimum Resources	45
1.3. Interpretation and terminology	45
2. Management strategy and start up.....	47
2.1. The Contractor's plan for the service	47
2.2. Management meetings.....	47
2.3. Contractor's management, supervision and key people.....	48
2.4. Documentation control	48
2.4.1. General	48
2.4.2. Minimum requirements	49
2.4.3. Use of standard forms.....	49
2.4.4. Communication	49
2.5. Invoicing and payment	49
2.5.1. Invoice submission.....	49
2.5.2. How to submit invoices.....	50
a) General Submission Information.....	50
b) CPA	50
2.5.2. Payment Queries	50
2.5.3. Eskom information	50
2.5.4. Avoid Payment Delays.....	50
2.6. Contract change management.....	51
2.7. Records of Defined Cost to be kept by the Contractor	51
2.8. Insurance provided by the Employer.....	51
2.9. Things provided at the end of the service period for the Employer's use	51
Equipment	51
Information and other things.....	51
2.10. Management of work done by Task Order	52
3. Health and safety, the environment and quality assurance.....	53
3.1. Occupational Health and Safety.....	53
3.2. Key Performance Indicators	56
3.3. Contract completion and sign off.....	56
3.4. Environmental constraints and management.....	56
3.5. Quality assurance requirements	57
3.5.1. Quality Control Plan	57
4. Procurement	58
4.1. People	58
4.1.1. Minimum requirements of people employed.....	58
4.1.2. BBBEE and preferencing scheme	58
4.1.3. Supplier Development, Localisation and Industrialisation (SDL&I)	58
4.2. Subcontracting	58
4.2.1. Preferred subcontractors	58

4.2.2.	Subcontract documentation, and assessment of subcontract tenders	58
4.2.3.	Limitations on subcontracting	58
4.2.4.	Attendance on subcontractors	58
4.3.	Plant and Materials.....	59
4.3.1.	Specifications	59
4.3.2.	Correction of defects	59
4.3.3.	<i>Contractor's</i> procurement of Plant and Materials	59
4.3.4.	Tests and inspections before delivery	59
4.3.5.	Plant & Materials provided "free issue" by the <i>Employer</i>	59
4.3.6.	Cataloguing requirements by the <i>Contractor</i>	59
5.	Working on the Affected Property	60
5.1.	Employer's site entry and security control, permits, and site regulations	60
5.2.	People restrictions, hours of work, conduct and records	60
5.3.	Health and safety facilities on the Affected Property	60
5.4.	Environmental controls, fauna & flora	60
5.5.	Cooperating with and obtaining acceptance of Others	60
5.6.	Records of <i>Contractor's</i> Equipment	60
5.7.	Equipment provided by the <i>Employer</i>	60
5.8.	Site services and facilities	60
5.8.1.	Provided by the <i>Employer</i>	60
5.8.2.	Provided by the <i>Contractor</i>	60
5.9.	Control of noise, dust, water and waste	61
5.10.	Tests and inspections	61
5.10.1.	Description of tests and inspections.....	61
6.	List of drawings	62
6.1.	Drawings issued by the <i>Employer</i>	62

1. Description of the service

1.1. Executive overview

Provision of gardening services at Drakensberg Pumped Storage Scheme, for the period of 5 years. The services include lawn maintenance (routine and seasonal care), landscape plant maintenance (trees, shrubs, ground cover), other general maintenance and tree felling.

1.2. Employer's requirements for the service

The *Contractor* provides labour including supervision, tools - including special tools, equipment – including special equipment, Plant and Material, consumables necessary to carry out the *service*.

1.2.1. Maintenance of Lawns and Gardens

These areas require frequent mowing, edging, trimming, weeding, pruning, mulching, flower bed maintenance, pest monitoring and annual application of fertilizer. Grass shall be maintained short at all times. Weeding and removal of alien invasive plants are mandatory in all areas. The supplier shall identify areas for grass re-establishment; on approval, these areas shall be revegetated with the approved lawn seed. Frequency will be bi-weekly for the growing season (September to April) and dry season (May to August) resulting in 20 service cycles per year for the duration of the contract.

1.2.1.1. Mowing

Frequency: Weekly during growing season; monthly during dry season

- Paper, trash, branches, and flowers not associated with the specific area, including all other debris, will be collected prior to each mowing.
- Contractor will mow turf areas as needed according to seasonal growth/on the following schedule: as per the attached list above.
- Contractor will be expected to adjust the mowing height as appropriate and, if necessary, for different sections of the site. Lawn areas must be maintained at a uniform height of approximately 30–50 mm after mowing, unless otherwise instructed by the Employer.
- During periods of excessive rain and tall grass growth, the mower cut height may be raised.
- Brush cutters may be used around structures, poles, edges, barriers, fences, trees, dirt roads, unpaved footpaths, dense vegetation, or where reel/rotary mowers cannot be used.
- All mowing shall be carried out using a reel or rotary mower.
- Mower blades shall be kept sharp at all times to ensure a quality cut and to prevent tearing of grass blades.
- Appropriate mowing equipment and patterns (including alternating directions where possible) shall be used to promote the recycling of clippings and maintain a neat appearance.
- Grass clippings shall be left on the lawn provided that no visible clumps remain on the surface 36 hours after mowing. Where clumps are present, the Contractor shall redistribute them using mechanical blowers or remove them. In cases of fungal disease outbreaks, all clippings shall be collected and removed until the disease is no longer evident.
- Areas with coping adjacent to grass shall be maintained with due care using brush cutters or edge cutters where required.
- No coping shall be damaged or removed during turf maintenance. Mowers shall not be operated over coping.

1.2.1.2. Edging and Trimming

Frequency: Weekly, aligned with mowing schedule.

- Grass adjacent to fixed objects shall be trimmed to the same height as the surrounding turf. Trimming shall be undertaken in a manner that prevents scalping of turf areas.
- The Contractor shall edge all tree rings and plant beds. In addition, all buildings, sidewalks, fences, driveways, parking areas, and any other surfaced areas bordered by grass shall be edged at least every alternate mowing cycle.

- When trimming or cutting near the Employer's or staff property (including vehicles), the Contractor shall ensure that the rotation of the trimmer directs debris away from such property. Where necessary, a suitable barrier (e.g., netting or shade cloth) shall be used to prevent objects such as stones, sticks, or debris from being projected, thereby minimising the risk of damage.
- Isolated trees and shrubs located within lawn areas shall have mulched rings around their bases to prevent bark damage from mowing equipment and to reduce competition from grass. The establishment and ongoing maintenance of these mulched areas shall be for the Contractor's account.
- The Contractor shall remove all grass clippings from sidewalks, curbs, roadways, markers, and other hard surfaces immediately after mowing and/or edging. Under no circumstances shall clippings be swept, blown, or otherwise disposed of into stormwater drains or sewer systems.
- The Contractor shall ensure that grass clippings do not accumulate in corners or confined areas around buildings or infrastructure, as this may lead to unsightly build-up of dead organic material over time.
- The use of herbicides as a substitute for proper edging and trimming is strictly prohibited, particularly adjacent to buildings, walkways, drainage features (including V-drains), and other infrastructure.

1.2.1.3. Pruning

- Any growth of branches, etc., overhanging roofs of buildings, walls, fences, carports, etc., which can cause damage or the depositing of leaves, etc. in storm water gutters or on roofs is to be regularly trimmed. Any growth of plants that can damage fences or compromise security, or obstruct vision, is to be removed.
- Pruning should also be done to remove dead or diseased branches, reduce foliage density or crossing branches, to improve the beauty of the shrub or trees through selective removal of a few branches
- Shrubs will be pruned with hand shears as needed to provide an informal shape, fullness and blooms.
- The Contractor must remove all litter from the surrounding area.

1.2.1.4. Aeration

Frequency: Once or twice annually (spring and/or fall).

- Turf grass areas in regions of clay and highly compacted soils require regular aeration. Aeration should be accomplished in the early spring.

1.2.1.5. Pest & Disease Control

Frequency: Monthly inspections; treatments as required

- The Contractor will inspect lawn areas each visit for indications of pest problems and advise the Employer's representative of such problems.
- The Contractor will keep records of pests identified and treatment(s) rendered for control.

1.2.1.6. Herbicide

Herbicide to be applied in an environmentally friendly manner to prevent the sterilization of soil and pollution of a water resource. Specific applications include cutting of invasive alien plants, treatment of all paved, concrete, stone-chipped and tarred surfaces and V trenches.

1.2.1.7. Mulching

All mulched areas are replenished once a year during the winter months.

- Mulch should be maintained at a depth of not less than 100 mm and 200 mm.
- Mulch will not be placed against the trunks of plants.
- Mulch will not be allowed to cover valve boxes, meters etc.
- All curb, roadway and bed edges are trenched to help contain the applied mulch. The *Contractor* is required to define all edges and taper or roll away the mulch from the edges.
- The *Contractor* is responsible for remixing mulch in areas that are starting to show mould or rot and to ensure that mulch or other landscape bed materials are not mixing or creeping into turf areas.

1.2.1.8. Paved and stone-chipped areas

All stone chipped, paved paths and roads within these areas must be kept free of any vegetation, weeds and swept to prevent soil and litter build up.

The Lawns and Gardens areas are highlighted in Figure 1-5 and Table 1 below.



Figure 1. Surface Building



Figure 2. Visitor Centre



Figure 3. Stores Building and Container Offices



Figure 4. Garden and lawn area at the Jagersrust Water Treatment Plant



Figure 4. Jagersrust Village (Single quarters, Post Office, Club House and Sunset Lodge)



Figure 5. Pavement Maintenance at the Jagersrust Village

Table 1: Maintain Lawns and Gardens

Item	Area Description	Area (m ²)	Frequency
3.1.1	Surface building	2390 m ²	Bi-weekly (growing season) / Monthly (winter)
3.1.2	Visitor Centre	8442 m ²	Bi-weekly (growing season) / Monthly (winter)
3.1.3	Stores and Park homes	3167 m ²	Bi-weekly (growing season) / Monthly (winter)
3.1.4	Jagersrust Water Plant	1133 m ²	Bi-weekly (growing season) / Monthly (winter)
3.1.5	Pavements – Jagersrust (1.5 km)	4500 m ²	Bi-weekly (growing season) / Monthly (winter)
3.1.8	Single Quarters	5755 m ²	Bi-weekly (growing season) / Monthly (winter)
3.1.9	Post Office, Club House and Sunset Lodge	17 608 m ²	Bi-weekly (growing season) / Monthly (winter)
3.1.10	Vacant Eskom Houses		As required

1.2.2. Road Verges, Access Roads, Servitudes and Tunnel Entrances

Vegetation management shall be undertaken along all DPSS roads, access routes, servitudes and tunnel entrances to maintain visibility, accessibility, infrastructure protection, and fire prevention. Cutting includes signs, barriers and culverts.

1.2.2.1. Grass Cutting and Verge Maintenance

- The Contractor shall cut grass on both sides of road verges to a minimum width of 3 m from the road edge, unless otherwise specified.
- Cutting shall be undertaken using brush cutters, ride-on mowers or appropriate equipment, depending on terrain.
- Road verges must be maintained at a maximum grass height of 100 mm unless otherwise instructed by the Employer.
- Care must be taken to avoid scalping, soil disturbance, and erosion, especially in sensitive areas.
- Cutting of grass, bushes and removal of trees, including roots where necessary, within a distance of 5 metres to the left, 5 metres to the right, and 5 metres above each tunnel entrance, measured from the outer face of the tunnel portal, for a total of three (3) tunnel entrances.
- Remove all grass cuttings, stones, litter and debris from the road surface immediately after cutting.
- Prevent any material from entering stormwater systems.

- Ensure vegetation around road signs, barriers, guardrails, fences and other infrastructure is kept clear at all times.
- Sweeping shall be conducted regularly to prevent sediment accumulation.
- Vegetation in V-trenches, stormwater drains and channels shall be removed.
- All collected material shall be transported to designated disposal areas.
- Cleaning of the road surfaces to remove small stones, sand and debris to prolong the surface of the road due to the heavy traffic experienced on the roads. The service includes all internal roads and all hard surfaces surrounding the buildings. Cleaning can be done through the use of a combination of brooms and mechanical blowers.

1.2.2.2. Tree Pruning

- Prune or cut back trees and shrubs encroaching onto roads or obstructing visibility, signage, or infrastructure.
- Remove any dead, damaged, or vegetation that may pose a risk to road users or infrastructure.
- Ensure adequate clearance for vehicles, including heavy-duty and emergency vehicles.

1.2.2.3. Invasive Alien Plant Control

- Remove and control invasive alien plant species within road verges and servitudes (up to 5 m or fence line, where applicable).
- Control methods must align with NEM:BA requirements and use only approved, environmentally appropriate herbicides.
- Follow an integrated approach (mechanical and chemical where required) and prevent regrowth through follow-up treatments.

The access roads are highlighted in Figure 6-7 and Table 2 below.

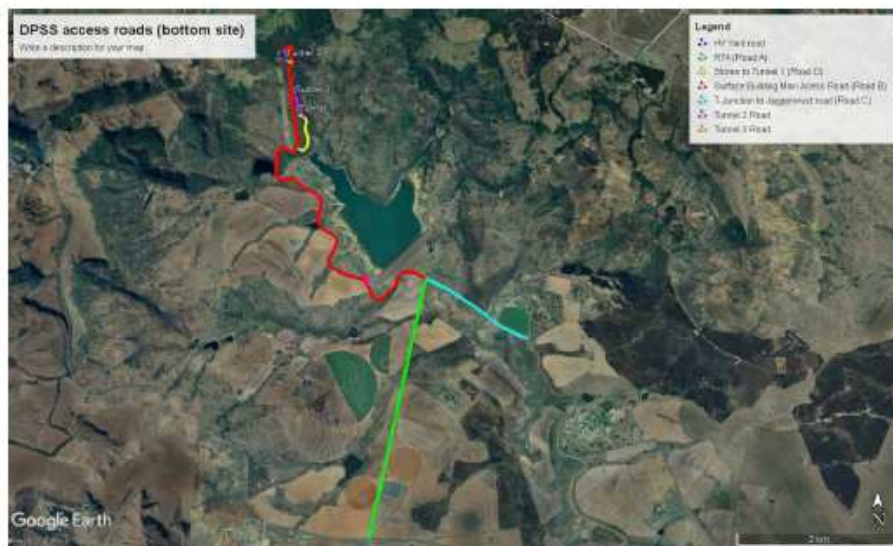


Figure 6. Access roads at the bottom site



Figure 7. Access roads at the Top site

Table 2: Access Roads and tunnel entrances

Item	Area Description	Estimated area (km/m2)	Frequency
3.2.1	Entrance Road from R74 to T-junction (Road A)	3.3 km	Monthly
3.2.2	Main access road to Surface Building (Road B)	6 km	Monthly
3.2.3	T-Junction to Jagersrust (Road C)	1.5 km	Monthly
3.2.4	Stores access road (Road D)	1 km	Monthly
3.2.5	Headrace access road	0.5 km	Monthly
3.2.6	Access roads to dams and station infrastructure (SH, MAT, T2&3, KB, Link yard, JWR)	1.3 km	Monthly
3.2.7	Vegetation clearing at tunnel entrances (Tunnel 1, 2 & 3)	225 m2	Monthly

1.2.3. Fenced and Restricted Operational Areas

Vegetation shall be controlled inside and outside all operational and security fences to ensure security visibility, infrastructure protection and fire prevention. The following requirements apply to the five fenced areas (Headrace, Surge Shaft, Jagersrust Water Reservoir, Sewage Plant and Scrap Yard). Frequency shall be monthly, increasing to bi-weekly during peak growth periods where required.

1.2.3.1. Surge Shaft and Headrace (Driekloof) Security Fence area

- Complete the area between the inner and outer fences, and 1m outside the perimeter of the outer fence
- Cut grass and control alien vegetation within the surge and headrace fenced area
- The inner fenced areas (stone chipped) shall be maintained free of all vegetation at all times.
- All stone-chipped, paved paths and tarred areas must be kept free of any vegetation, weeds through mechanical and approved chemical means and swept to prevent soil and litter build-up.
- Remove weeds/grass growing on the road surfaces and perform weed control by using environmentally appropriate herbicides.
- Removal of stones and debris on the road surface once the grass is cut.
- Clean and cut grass on culverts.
- Remove all vegetation in stormwater channels next to the road and perform weed control by using environmentally appropriate herbicides.
- Clear vegetation 1 meters on the outside of the surge and headrace fence to allow for security to perform their walkabout.

1.2.3.2. Sewage Treatment Plant and Scrap Storage Area

- Complete yard, including 1m around the outside perimeter of the fence.

- Remove weeds/grass growing on the sewage water treatment plant and scrap storage area and perform weed control by using environmentally appropriate herbicides.
- Removal of stones and debris on road surface once the grass is cut.
- Clean and cut grass on culverts.
- Remove all vegetation in stormwater channels next to the road and perform weed control by using environmentally appropriate herbicides.
- Cut grass and control alien vegetation within the Sewage Treatment Plant and Scrap Storage fenced area
- Clear vegetation 1 meter on the outside of the Sewage Treatment Plant and Scrap Storage fence
- Removal of all vegetations growing in the fence area, and perform invasive alien plant control by using environmentally appropriate herbicides

1.2.3.3. Jagersrust Palisade fence

- Clean both sides of the concrete palisade fence along the perimeter.
- Cut grass and remove trees and shrubs 1 meter from both sides of the concrete palisade fence.
- Remove weeds/grass growing on the fence and perform weed control by using environmentally appropriate herbicides

The Fenced and Restricted Operational Areas are highlighted in Figure 8-12 and Table 3 below.



Figure 8. Headrace



Figure 9. Surge Shaft

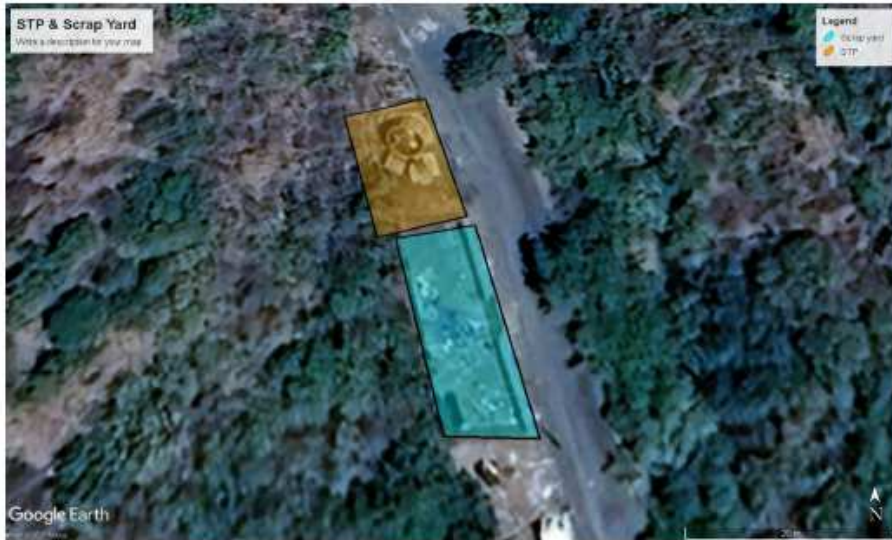


Figure 10. Sewage Treatment Plant and Scrap Metal Storage area



Figure 11. Jagersrust Water Treatment Plant



Figure 12. Jagersrust Palisade Fence

Table 3: Fenced and Restricted Operational Areas

Item	Area Description	Area (m ²)	Frequency
Headrace			
3.2.1.1	Headrace (entire footprint inside the inner fence)	8311 m ²	Monthly
3.2.1.2	Headrace (Inner fenced area)	5077 m ²	Monthly
3.2.1.3	Headrace (1m outside the perimeter of the outer fence)	451 m ²	Monthly
Surge Shaft			
3.2.2.1	Surge Shaft (entire footprint inside the inner fence)	16505 m ²	Monthly
3.2.2.2	Surge Shaft (Inner fenced area)	6318 m ²	Monthly
3.2.2.3	Surge Shaft (1m outside the perimeter of the outer fence)	590 m ²	Monthly
Jagersrust Water Reservoir			
3.2.3.1	Jagersrust Water Reservoir (entire yard)	1004 m ²	Monthly
3.2.3.2	Jagersrust Water Reservoir (1m outside the perimeter fence)	148 m ²	Monthly
Sewage Plant			
3.2.4.1	Sewage Plant (entire yard)	160 m ²	Monthly
3.2.4.2	Sewage Plant (1m outside the perimeter fence)	59 m ²	Monthly
3.2.5.1	Scrap Storage Area (entire yard)	233 m ²	Monthly
3.2.5.2	Scrap Storage Area (1m outside the perimeter fence)	69 m ²	Monthly
3.2.5.3	Jagersrust village concrete palisade fence	1102 m ²	Monthly

1.2.4. Station Operational Equipment, Infrastructure, and Monitoring & Testing Areas

Critical infrastructure clearance zones shall be maintained permanently free of tall grass, shrubs and trees to ensure operational safety, access for maintenance, and fire risk mitigation. Vegetation shall be kept low, and access paths clearly defined and maintained.

Table 4: Station Operational Equipment, Infrastructure, and Monitoring & Testing Areas

Item	Area Description	Area (m ²)	Frequency
3.4.1	2m wide walkway/path leading from the Surface building/Station to the Fire Reservoir/Diesel generator deluge dam and 5m radius around the Reservoir	541 m ²	Monthly
3.4.2	Pole mounted transformers	150 m ²	Monthly
3.4.3	10m radius around the Kilburn dam-level Building TV – Repeater	681 m ²	Monthly
3.4.4	Air intake / ventilation structures	110 m ²	Monthly
3.4.5	5m radius around the Station Air Intake Structure	100 m ²	Monthly
3.4.6	5m radius around the Lift shaft ventilation structure	100 m ²	Monthly
3.4.7	5m radius around the Breaker and Link Yard	90 m ²	Monthly
3.4.8	1m radius around the Drakensville main water supply valve. Valve - Jagersrust Farm.	100 m ²	Monthly
3.4.9	5m radius around all boreholes and a 2m wide path leading to them	600 m ²	Monthly
3.4.10	2m wide walkway/path leading from the Temp supply and 5m radius around the Temp supply	200 m ²	Monthly
3.4.11	Access foot paths to Springs/Testing Area x 2	200 m ²	Monthly

1.2.5. Herbicide Application and Alien and Invasive Plant Management

- Specific applications shall include, but not be limited to, the following areas: all paved concrete, stone-chipped, and tarred surfaces; all tarred road verges; the Headrace; Surge Shaft; Jagersrust Water Treatment Plant; Jagersrust Water Reservoir; areas surrounding boreholes; and the Kilburn building.
- Only registered, environmentally friendly herbicides approved by Eskom shall be used.

- Removal of alien invasive plants is mandatory in all areas covered by this scope.
- Herbicide application as required must be applied at all times under the direct supervision of a registered Pest Control Operator (PCO), in accordance with the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947), and all applicable Eskom standards and legal requirements.
- Herbicide use supports, but does not replace, mechanical and manual control.
- Herbicides are to be applied in accordance with the manufacturer's specifications and are to be carried out by a competent person wearing the correct protective clothing.
- Alien and invasive plant species shall be identified, removed and controlled across all work areas. Common species found in DPSS include, but are not limited to, Bugweed (*Solanum mauritianum*), Bramble (*Rubus* spp.), Tick berry (*Lantana camara*)
- Removal shall occur prior to flowering or seeding, with follow-up control mandatory.
- The Contractor shall be in possession of the relevant Hazchem certificates and is to ensure that the handling of all hazardous chemical substances, including fertilizers, is strictly in accordance with the Regulation for Hazardous Chemical substances framed under the OSH Act No. 85 of 1993. All Hazchem data sheets are to be forwarded for all chemicals used.
- All empty herbicides and fertiliser containers are to be immediately disposed of off-site in accordance with the relevant laws, by-laws, and regulations

1.2.6. Other General Maintenance

1.2.6.1. Weekly Routine Work

The Contractor shall perform the following routine activities on a weekly basis to maintain acceptable environmental, operational, and aesthetic standards:

- Maintain all flower beds at the Visitor Centre, Guest Houses, and Kilburn Heights, including weeding, trimming, soil conditioning, and general upkeep.
- Sweep all paved areas surrounding the Surface Building, ensuring removal of dirt, mud, litter, and any foreign debris.
- Ensure that all sand beds at the Drakensberg Surface Sewage Treatment Plant are kept free of weeds at all times.
- Sweep and clean the cemented area at Tunnel One, removing all debris, loose rocks, and accumulated mud.
- Water and clean all indoor and outdoor plants located within the Surface Building, OPS Control Room, and external paved areas near turnstiles and office entrances. Care shall be taken to prevent overwatering.
- Remove refuse from domestic waste bins at least twice per week from the Stores, Visitor Centre, Main Access Tunnel, and all parking areas. Waste shall be transported to designated disposal areas.
- Collect and remove litter from all Eskom-managed areas, including roads, parking areas, and Jagersrust Village, to maintain a clean and safe environment.

1.2.6.2. Monthly Routine Work

The Contractor shall undertake the following activities on a monthly basis to ensure the sustained upkeep of landscaped areas and operational environments:

- Manually remove all weeds from landscape beds (including barked, stone-covered, and flower beds), as well as from curbs, coping edges, sidewalks, parking areas, fence lines, retaining walls, property boundaries, and any other areas where weeds occur. This shall include the ongoing maintenance and controlled watering of all office flowers and landscaped features.
- Remove all litter and foreign material from planting beds and other high-visibility areas, including walkways, roads, and parking areas, to maintain a clean and presentable environment.
- Ensure that all turf areas and planting beds (including shrubbery and landscaped zones) are cleared of leaves, weeds, litter, and any other debris during each scheduled service visit.
- Record and report water meter readings for all applicable facilities, including Jagersrust Village, the farm, and associated resorts, in accordance with site reporting requirements.

1.2.6.3. Additional and Ad-Hoc Services

The Contractor shall provide the following additional services on an as-and-when required basis, as directed by the Employer:

- Provide irrigation services for existing and future landscaped areas, including bedding plants, trees, and office flowers. This includes irrigation required for special events such as Arbor Day. Irrigation shall be conducted responsibly to promote plant health while avoiding overwatering.
- Unblock and clean all stormwater, and seepage drainage systems at Jagersrust residences, Stores, Visitor Centre, and Station facilities to ensure proper functionality and prevent blockages.
- Establish new flower beds and garden features as instructed by the Employer from time to time. This shall include:
 - Removal of existing grass and unwanted vegetation
 - Soil preparation and conditioning
 - Application of fertiliser and herbicide
- Planting in accordance with Employer specifications The Employer shall provide the required flora and fertiliser, while the Contractor shall be responsible for planting, establishment, and ongoing irrigation.
- Supply three (3) indigenous trees annually for Arbor Day celebrations and support their planting and establishment where required.
- Cut and trim tree branches that overhang or obstruct roads, buildings, and infrastructure within Jagersrust and along access routes to the Pumped Storage Scheme to ensure safety and accessibility.
- Excavate trenches as required to support maintenance, drainage, or operational activities.
- Sweep all roads and remove stones, debris, and obstructions to maintain safe and usable access routes.
- Collect, load, and transport all garden refuse to designated biodegradable waste disposal areas in accordance with site requirements.
- Clean and remove sediment, vegetation, and debris from earth-lined and concrete drainage channels along roads.
- Inspect and clean all road culverts to ensure effective stormwater flow and prevent blockages.

1.2.7. Staffing, Equipment, Storage and Waste Management

The Contractor shall ensure that adequate resources, systems, and controls are in place to effectively deliver the required services in a safe, compliant, and environmentally responsible manner.

1.2.7.1. Staffing and Resources

- The Contractor shall provide all labour, supervision, tools, equipment, plant, and consumables necessary for the execution of the services.
- All personnel shall undergo DPSS site-specific Safety, Health, and Environmental (SHE) induction, as well as security screening and medical clearance, prior to commencement of work.
- A full complement of appropriately trained and competent staff shall be maintained at all times to ensure continuous service delivery.
- Relief and replacement personnel shall meet the same induction, medical, and competency requirements as permanent staff.

1.2.7.2. Equipment and Operations

- All vehicles, plant, and equipment shall be properly maintained and remain in good working condition at all times.
- Servicing, repairs, and maintenance of vehicles and equipment shall be conducted off-site at approved facilities.
- The Contractor shall ensure that sufficient backup equipment is readily available to maintain uninterrupted service delivery in the event of breakdowns or failures.

1.2.7.3. Storage and Materials Handling

- No bulk storage of fertilisers, compost, or other materials shall be permitted on site unless prior written approval has been obtained from the Employer.
- All materials brought onto site shall be managed in a manner that prevents environmental contamination, safety risks, or operational disruption.

1.2.7.4. Waste Management

- All garden refuse and domestic waste generated from the execution of the services shall be collected and disposed of at a licensed and registered waste disposal facility, unless otherwise approved by the Employer.
- No temporary or satellite waste storage areas shall be established on site without prior approval.
- Waste shall be handled, transported, and disposed of in accordance with applicable environmental legislation and Eskom requirements.
- The Contractor shall submit proof of safe and compliant disposal (e.g., waste disposal certificates or weighbridge slips) to the Service Manager as required.

1.2.8. Minimum Resources

No.	Plant	Description
1	5 x Brush cutters	For grass cutting on slopes, road verges, fence lines, and
2	3 x Lawn mowers	For mowing grass around offices, residential and landscaped
3	2 x Chainsaws	For cutting tree branches, bush clearing, and invasive plant
4	3 x Pruning	For pruning shrubs, hedges and branches
5	4 x Rakes	For collection of grass cuttings, leaves and debris
6	4 x Garden forks	For soil turning and mulch handling
7	4 x Spades	For digging, trenching and planting
8	2 x Wheelbarrows	For transporting soil, mulch and garden waste
9	4 x Mechanical	For cleaning roads and paved areas
10	4 x Brooms	For sweeping paved areas and walkways
11	2 x Hose pipes (50m)	For watering gardens and cleaning
12	3 x Knapsack sprayers (15–20 litre)	For herbicide and pesticide application
15	1 x Light delivery	For transporting staff and equipment
16	1 x Trailer	For transporting garden refuse
17	2 x Drip tray	For preventing oil, fuel, and chemical spills during refuelling and maintenance
18	2 x Spot-spray applicators / spray bottles	Targeted herbicide treatment
19	2 x Hand saws and bow saws	Manual cutting of thicker stems

1.3. Interpretation and terminology

Definition	Explanation
Site / Power Station	The operational footprint and associated properties of Drakensberg Pumped Storage Scheme, including fenced areas, servitudes, access roads, laydown areas, buffer zones, and adjacent Eskom-owned land.
Vegetation Management	A coordinated set of activities to maintain, control, or remove vegetation to meet safety, compliance, ecological, and operational objectives, including garden services, invasive species control, and fire risk mitigation.
Garden Services / Grounds Maintenance	Routine maintenance of landscaped and common areas, including lawn cutting, edging, pruning, hedge trimming, litter removal, sweeping, rinsing/power-washing of hard surfaces where specified, irrigation system checks, and compost/mulch application as required.
Alien Plant	A plant species that is not indigenous to South Africa or the local bioregion where the site is situated.

Invasive Alien Plant	An alien plant that spreads aggressively and causes environmental, economic, or social harm, requiring control or eradication in terms of applicable legislation and site procedures.
Invasive Categories (1a, 1b, 2, 3)	Administrative categories used to describe management obligations for invasive alien species. Category 1a: eradicate; 1b: control and prevent spread; 2: regulated restricted to permit conditions; 3: listed for control in specific areas/conditions.
Indigenous / Native Species	Plant species that naturally occur within South Africa and within the local bioregion of the site.
Fence Line Clearing	Vegetation removal and trimming along perimeter and internal fences to maintain access, visibility, security integrity, and firebreak continuity.
Mechanical Control	Physical removal or reduction of vegetation using manual labour or equipment (e.g., brush cutters, chainsaws, mowers, mulchers, hand-pulling, grubbing).
Chemical Control	Use of approved herbicides to control vegetation, including foliar, cut-stump, basal bark, or soil-applied treatments, in accordance with label instructions and legal requirements.
Variation	Any change to scope, method, or frequency approved by the Client in writing, including adjustments due to operational constraints, weather, or ecological sensitivities.
Method Statement	Contractor's written procedure describing how specific tasks will be executed safely and compliantly, including equipment, sequence of work, PPE, environmental controls, waste handling, and emergency response.
Herbicide	A chemical substance used to inhibit or kill unwanted vegetation, applied in accordance with product labels, legal requirements, and site procedures.
Waste	Any material arising from vegetation activities requiring collection and proper disposal or reuse (e.g., green waste, invasive biomass, packaging, chemical containers), managed per the waste hierarchy and site procedures.
Edge / Verge	The linear strip adjacent to roads, paths, or fence lines

The following abbreviations are used in this *Service Information*:

Abbreviation	Meaning given to the abbreviation
SHEQ	Safety, Health, Environment, and Quality
PPE	Personal Protective Equipment
FPA	Fire Protection Association
QA	Quality Assurance
HIRA	Hazard Identification and Risk Assessment
OHSA	Occupational Health and Safety Act
NEMA	National Environmental Management Act
ISO	International Organization for Standardization
NEMBA	National Environmental Management: Biodiversity Act
QCP	Quality Control Plan

2. Management strategy and start up.

2.1. The Contractor's plan for the service

The *Contractor* submits a bar (Gantt) chart plan in Excel format, detailing how the service is executed within the stipulated dates. The plan includes the following:

- Lead time from Contract start date to Site Establishment
- Working methods as well as details of the resources, including Equipment to be used
- Proposed time to complete each activity as per the scope of work.
- Links between activities indicating predecessors and successors.
- Health, Safety, Environmental, Quality and Security considerations (including 2 hours for site Safety Induction).
- Quality verification and testing activities.
- Key deliverable dates
- Breakdown of daily activities
- A financial cash flow projection shall be attached to the plan indicating the intended invoicing dates and amounts as for the entire contract period.
- The availability of materials intended for use, including the approval timeframe thereof, shall also be indicated on the plan.

The Contractor must submit with his tender, day work rates for all personnel, materials and equipment to be used in execution of the service

The plan will be subject to acceptance by the *Employer* and must be within the offered timeframes during tender stage.

The plan needs to be updated on daily basis and be available to the Employer when required. The updated plan must be presented to the Service Manager monthly and be part of the monthly progress meetings.

2.2. Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick-off meeting	Once-off	Drakensberg Pumped Storage Scheme/Ms Teams	<i>Service Manager, Contractor, Employer</i> and other relevant stakeholders
Progress and feedback meeting	Quarterly	Drakensberg Pumped Storage Scheme/Ms Teams	<i>Contractor, Service Manager, Employer's</i> site support team
Risk reduction meeting	Ad hoc	Drakensberg Pumped Storage Scheme/Ms Teams	<i>Service Manager, Contractor, Employer</i> and other relevant stakeholders

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 Ms Teams recordings 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. Attendees shall have the necessary delegated authority to make decisions in respect of matters discussed at each meeting.

2.3. Contractor's management, supervision and key people

Contractor's Management

- The *Contractor* provides adequate management resources to plan, monitor, and control the service.
- Management arrangements must demonstrate clear lines of responsibility and accountability.
- The *Contractor* submits an organisation chart showing reporting lines and management responsibilities.
- The *Contractor* provides a detailed service organogram of the Company's Branch, indicating specifically Operating officers, Communication/ liaison personnel and security staff intended for this contract.
- Changes in the service organogram must be communicated to the Service Manager immediately of it coming into effect.
- The Organogram includes contact details and emergency response (24-hour) information.

Supervision

- The *Contractor* ensures that the service is properly supervised at all times.
- Supervisor must be competent, experienced, and available on site during all working hours.
- The *Contractor* provides details of supervisory arrangements, including names, qualifications, and experience of supervisory staff.

Key People

- The following individuals are designated as Key People under the contract:
 - o Contract/Project Manager
 - o Site Supervisor/ Pest Control Operator (PCO)
 - o Health & Safety Officer
- The *Contractor* provides CV's and evidence of qualifications for each Key Person.
- Key People named in the contract may not be replaced without the *Service Manager's* acceptance.
- Any proposed replacement must have equivalent qualifications and experience, and details must be submitted for approval prior to appointment.

Compliance & Reporting

- The *Contractor* notifies the *Service Manager* immediately of any changes to management, supervision, or Key People.
- Monthly reports shall be submitted confirming that management and supervision arrangements remain in place and effective.
- Failure to comply with these requirements may constitute a default under clause 91 of the NEC contract.

The *Contractor* employs in and about the Provision of the Services only such persons that are careful, competent and efficient in their several trades and callings, to achieve safety excellence and highest quality standard

The *Employer* reserves the right to object to and require the *Contractor* to remove from the services, forthwith, any person employed by the *Contractor* in or about the Provision of the Services who, in the opinion of the *Service Manager* is incompetent, misconduct's himself or negligent in the proper performance of his duties and such person is not again employed for the services without the written permission of the *Service Manager*.

2.4. Documentation control

2.4.1. General

Each instruction, certificate, submission, proposal, record, acceptance, notification and reply is communicated in a form which can be read, copied and recorded and in the language of the Contract, within the period for reply or any other period agreed between the parties prior to its due date. Any such communiqué must bear the signature of the author; emails therefore do not conform except when used as a transmittal medium.

2.4.2. Minimum requirements

All documents shall be in simple and clear English; and always reference to applicable TSC clause under (or as a result of) which it is communicated.

2.4.3. Use of standard forms

The *Service Manager* and the *Contractor* will use the standard TSC

2.4.4. Communication

All Communication is addressed to the *Service Manager* as applicable to the TSC. All communication makes reference to:

- The Contract Number that is issued by the *Employer* (normally a 46000.....)
- The Contract title;
- Any previous reference relating to the specific communiqué;
- The specific TSC clause under which the communication is issued;
- Whether a reply is required and
- A unique letter reference number.

The unique reference number to be used for written correspondence between the *Service Manager* and *Contractor* and vice versa is as follows:

- From the *Service Manager* to the *Contractor*: 46000..... E/C 0xxx; and from the *Contractor* to the *Service Manager* 46000 C/E 0xxx referring to the Contract number and the next sequential letter (channel) number

No contractual communication shall bypass the *Service Manager* unless explicitly stated in the contract.

2.5. Invoicing and payment

2.5.1. Invoice submission

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 Limited
P O Box 1091
Johannesburg
2000

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

- Contractor's company registration number if applicable
- Contractor's banking details
- Tax invoice number and date of issue,
- Description and quantity of goods/service provided,
- Contract Number (commencing with a 46 prefix)
- Relevant Purchase Order Number (commencing with a 45 prefix),
- Relevant line item number,
- Relevant goods receipt / service entry number received from the *Employer's Service Manager*

All invoices to be accompanied by the Payment Assessment Certificate as issued by the *Service Manager*. Invoices must be submitted electronically as PDF documents to:

Local Eskom Invoices - invoiceseskomlocal@eskom.co.za

Failure to submit the invoice to the correct address could result in delays in payment.

2.5.2. How to submit invoices

a) General Submission Information

- The subject line on your email should only contain your Eskom vendor number.
- Each invoice in PDF should be named with your invoice number only.
- Ensure that the Eskom task order number is clearly indicated on your invoice together with the line number you are billing for.
- Ensure you comply with the SARS tax requirements for submitting invoices electronically.
- Each PDF files should contain one invoice, one debit note, or one credit note only. You may submit more than one invoice per email.
- All electronic invoices must be sent in PDF format only.
- Attach proof of delivery to your invoice (eg assessment certificate).
- Where applicable, supporting documents must be attached to the scanned PDF invoice as one attachment.
 - o Assessment Certificate / delivery note.
 - o CPA calculation sheet.
 - o Retention certificates where it is a retention invoice.
 - o Any other appropriate documents.

b) CPA

CPA is applied as per Secondary Option X1 in Contract Data. If there is CPA on your invoice, it is must be issued as a separate invoice for CPA, so that if there is any issues on the CPA , the base invoice can be paid whilst CPA issues are resolved.

CPA calculation sheets must accompany the invoice.

2.5.2. Payment Queries

For all queries and follow-ups on payments, kindly contact the Finance Shared Services Contact Centre

- Tel: 011 800 5060
- Email: fss@eskom.co.za

2.5.3. Eskom information

- Eskom Tax clearance and BBBEE certificate is available at: https://www.eskom.co.za/Tenders/BBBEECertificate/Pages/Eskom_BBBEE_Certificate.aspx
- Eskom VAT Number is **4740101508**

2.5.4. Avoid Payment Delays

- Failure to submit a PDF invoice with accompanying assessment electronically to Invoiceseskomlocal@eskom.co.za could result in payment delays.
- *Contractor* to ensure the *Service Manager* has an updated valid certified copy of BBBEE certificate or sworn affidavit, tax certificate and Letter of Good standing during contract period.. Failure to do so, could result in Eskom Vendor Management Dept blocking vendor details on Eskom vendor management system which affects payment processing of invoices.

- It is important that the value stated on the invoice must be the same as the value stated on the task order. If the invoice value is different from the task order value, payment of the invoice will be delayed. It is strongly recommended that if there are any discrepancies on the invoice, it will be rectified with the *Service Manager* before it is submitted for payment.

Ensure remittance email address and name on invoice are correct and that Eskom has received the same information to update its records. If different in Eskom's system, it will delay processing of invoice.

2.6. Contract change management

As prescribed by the NEC3.

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

The *Contractor* is required to keep a clear and auditable format for the purpose of compensation event management. The *Service Manager* has the right to inspect these records at any time. Costs not properly evidenced may be treated as Disallowed Cost. These records need to be available on a spreadsheet in case a compensation event is agreed on.

Records of Defined Cost

- **Labour Costs**
 - o Timesheets showing hours worked.
 - o Payroll records (wages, salaries, overtime, allowances).
 - o Evidence of statutory contributions (e.g., pensions, insurance, taxes).
- **Plant and Equipment**
 - o Hire agreements and invoices.
 - o Logs of usage hours or days.
 - o Maintenance and running costs.
- **Materials**
 - o Purchase orders and invoices.
 - o Delivery notes and stock records.
 - o Waste or surplus documentation.
- **Subcontractors**
 - o Subcontract agreements.
 - o Payment certificates and invoices.
 - o Records of work done and progress.
- **Other Defined Costs**
 - o Travel expenses (tickets, mileage logs).
 - o Accommodation costs.
 - o SHE related

2.8. Insurance provided by the *Employer*

As per Clause Z12, Queries regarding insurance claims and/or procedures can be addressed with the *Service Manager*.

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

Equipment

None

Information and other things

At the end of the service period or earlier termination of this contract, the *Contractor* shall make available to the *Employer* all records and information relating to the service carried out under this contract at no extra cost to the *Employer* excluding the *Contractors* intellectual property.

2.10. Management of work done by Task Order

Tree felling

Tree felling service is done on an “as and when required” basis, instructed via Task Order process. The *Service Manager* issues a Task Order to the *Contractor* which clearly specifies the number of trees to be worked on, additional SHEQ specification; procedures; any other constraints the *Contractor* complies with in providing the service.

Within **Five (5) days of receiving the Task Order**, the *Contractor* submits the following to the *Service Manager* for acceptance:

- Quotation for carrying out the task, the quotation includes breakdowns of costs, resources and timelines.
- Task Order programme showing all the information required by Clause X19.6 of NEC3 TSC.
- Additional OHS requirements as specified in the Task Order
- Any other requirement as specified in the Task Order

This process requires the *Employer's* intervention to verify if the quotation is fair and reasonable. This involves checking against benchmarks, market rates, and contract provisions. The *Employer* may request clarifications or adjustments from the *Contractor*. The *Employer* may negotiate or reject the quotation. Once the *Employer* confirms the quotation is fair and reasonable, the *Service Manager* issues the formal task order instruction commencing with a 45 number. This authorizes the *Contractor* to proceed with the service.

Supply of indigenous trees for Arbor Day celebration

The service is instructed through a Task Order process. The *Service Manager* requests the *Contractor* to quote for three specific indigenous trees. The *Contractor* provides quote for the *Employer's* review. The *Employer* verifies if the quotation is fair and reasonable. The *Employer* may request clarifications or adjustments from the *Contractor*. The *Employer* may negotiate or reject the quotation. Once the *Employer* confirms the quotation is fair and reasonable, the *Service Manager* issues the formal task order instruction commencing with a 45 number. This authorizes the *Contractor* to proceed with the service.

3. Health and safety, the environment and quality assurance

3.1. Occupational Health and Safety

- 3.1.1. The *Contractor* shall comply with the health and safety requirements contained in OHS Requirements and the approved safety file by Eskom. Eskom reserves the right to review the OHS Requirements to address the Operational risks and the *contractor* shall comply with the latest OHS Requirements as amended at no cost for the duration of the contract on the Affected Property as listed in section 11.2(2).
- 3.1.2. The section 37(2) agreement as stipulated under the OHS Act no 85 of 1993 must be signed by *Contractor* and *Employer* representatives.
- 3.1.3. The *Contractor* OHS professional must conduct internal audits at planned intervals (for the duration of the contract at the Affected Property as listed in section 11.2(2) to monitor compliance to the contractual health and safety requirements.
- 3.1.4. The *Service Manager/Contract Manager* must conduct inspections at planned intervals (for the duration of the contract at the Affected Property as listed in section 11.2(2) 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 Peaking Power Station audits to verify compliance to legal and contractual OHS requirements. The *Contract Manager/Service Manager* will communicate this at relevant time periods and the *Contractor* shall avail themselves for this audit.
- 3.1.6. In addition to the requirements of the applicable laws governing the occupational health and safety, Peaking Power Station OHS requirements particular to the service and the Affected Property as listed in section 11.2(2) 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 Peaking Power Station include the but not limited to:
- Valid Medical fitness certificate
 - Police clearance from SAPS or accredited supplier/service provider linked to SAPS AFIS system not older than thirty (30) days.
 - Identification document (RSA ID or equivalent)
 - National Drivers Licence (applicable to drivers)
 - 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

- Applicable risk-based PPE.
- Valid letter of good standing always (COIDA or equivalent). Access to site to perform work will be denied should the Letter of good standing not be valid.
- The *Contractor/supplier/consultant* who is working alone and not eligible to register with the compensation fund, shall provide Eskom with the member benefit statement of the insurance cover which include life and disability cover to the minimum fund of R500 000.

Note: Induction will only be conducted after the above documents have been submitted and accepted by Eskom.

3.1.8. *Contractor* Management Key Performance Indicators

- Maintain Health and Safety file and compliance to the health and safety plan, Eskom OHS requirements and applicable legislation as amended.
- Always maintain good housekeeping where the task is being executing and/or within the area of responsibility.

- Implement and monitor near miss reporting strategy / programme (reporting of near misses).
- Develop and comply to Behavioural Safety Observation (BSO) and Planned Job Observation programmes (PJO).
- Maintain Zero Fatalities for the duration of the contract.
- At any given point, the OHS performance must be within the lost time injury (LTI) tolerance level as amended.
- All incidents must be reported immediately or before the end of the particular shift during which the incident occurred.
- All incident investigations shall be completed within 30 days of the occurrence of an incident.
- Incident investigation recommendations shall be closed within the recommended time frame recorded in the Incident investigation report.
- Close audit findings as per the Eskom procedure or audit report recommended time frames.
- Close Non-conformance as per the recommended time frames.

Note: Monitoring of the above mentioned KPI's will take place through regular audits and inspection.

3.1.9. Main contractors

- Carry out all duties as listed in section 8, 9 and 10, of the OHS Act and Regulations.
- Carry accountability and responsibility for the safety and health of his employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
- The *Contractor* keeps a record of all his employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the *Service Manager*.
- Ensures that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
- Ensures that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
- Give the *Service Manager* and other line managers/responsible managers full participation and cooperation when required.
- Compiles a SHE (health and safety) file where all relevant health and safety records must be kept for the Affected Property.
- The *Contractor* provides the *Service Manager* with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the *Contractor* must provide the *Service Manager* with all the valid letters of good standing for his subcontractors.
- The subcontractor's provides the *Contractor* with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the *Contractor's* company.
- The *Contractor* appoints competent staff to perform for the service and ensure that all employees are trained in the health and safety aspects relating to such service and that the employees understand the hazards associated with all other work being carried out on the project.
- Ensures that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- Co-ordinates the activities of all his subcontractors in the interests of safety and health;
- Ensures that their contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the project.
- Stops his employees and his subcontractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- Takes reasonable steps to ensure cooperation between all their appointed contractors.
- The *Contractor* ensures that *Employer's* OHS requirements are communicated to all his subcontractors, evaluate, and assess the subcontractors OHS files. Only appoint sbcontractors who are competent to do

work, have satisfied the OHS compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely

- The *Contractor* appoints full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
- The *Contractor* ensures that the contract supervisor does not supervise work on any site other than the Affected Property for which such supervisor has been appointed for.
- Does not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
- The *Contractor* follows a process of disciplinary action if any of his employees or his subcontractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- Ensures that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- The *Contractor* ensures that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
- Issues risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE; **Note:** should the main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
- The *Contractor* have a substance abuse program which in line with *Employer's* requirements.
- Ensures that all incidents are reported and investigated timeously by competent incident investigators and aligned with 32-95 requirements.
- Is involved in all his subcontractor's incident investigations.
- For subcontracted work, the *Contractor* advises the *Service Manager* in writing timeously and obtain his acceptance prior to subcontractor's appointment and the work commencement thereof.

3.1.10. Contractor site supervisor

The *Contractor* supervisor is trained on the following:

- HIRA
- Incident investigation
- Legal liability Training
- Supervisor Training

The Contractor supervisor

- Is competent to perform the required supervisory tasks.
- Ensures the *Contractor* employees comply with the required statutory and Eskom project requirements.
- Inspects all work done to ensure adherence to *Employer's* standards and specifications.
- Conducts follow-up inspections to ensure findings are closed out and preventative action is in place.
- Monitors contractors for adhere to statutory requirements and safety standards.
- Monitor contractors overall SHE performance on site in order to achieve excellent results.
- Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the *Service Manager* in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- Continual liaison between the main contractor, appointed contractors and employees.
- Ensures that employees and subcontractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:

3.2. Key Performance Indicators

- 3.2.1. *Contractor/Supplier* Management Key Performance Indicators (KPI's)
- 3.2.2. Maintain Health and Safety file and compliance to the health and safety plan, Eskom OHS requirements and applicable legislation as amended.
- 3.2.3. Always maintain good housekeeping where the task is being executing and/or within the area of responsibility.
- 3.2.4. Implement and monitor near miss reporting strategy / programme (reporting of near misses).
- 3.2.5. Develop and comply to Behavioural Safety Observation (BSO) and Planned Job Observation programmes (PJO).
- 3.2.6. Maintain Zero Fatalities for the duration of the contract.
- 3.2.7. At any given point, the OHS performance must be within the lost time injury (LTI) tolerance level as amended.
- 3.2.8. All incidents must be reported immediately or before the end of the particular shift during which the incident occurred.
- 3.2.9. All incident investigations shall be completed within 30 days of the occurrence of an incident.
- 3.2.10. Incident investigation recommendations shall be closed within the recommended time frame recorded in the Incident investigation report.
- 3.2.11. Close audit findings as per the Eskom procedure or audit report recommended time frames.
- 3.2.12. Close Non-conformance as per the recommended time frames.

Note: Monitoring of the above mentioned KPI's will take place through regular audits and inspection.

3.3. 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:

- 3.3.1. Close all incidents and audit findings.
- 3.3.2. Clean the respective area and ensure good housekeeping where the *contractor* was working.
- 3.3.3. *Contractor* shall submit safety statistics and a safety file to Eskom Safety Department for closeout and filling.
- 3.3.4. Completion of a closeout report (Annexure D form as per 32-726) to close the contractual work.

3.4. Environmental constraints and management

The *Contractor's* rates tendered shall cover all costs that will be incurred to comply with all requirements of the environmental requirements. Special attention is drawn inter alia to the following aspects:

- The *Contractor's* attention is drawn to the fact that the Power Station is situated in a highly sensitive environmental area and that any incident that may result in an environmental impact must be brought to the attention of the *Service Manager* as soon as it is possible. The site is managed in accordance with an ISO 14001 certified management system, and the contractor will be expected to manage all processes in line with environmentally sound principles.
- The following environmental requirements are always complied with:
 - Zero liquid effluent discharge.
 - No chemicals will be dumped into the station drains or on the premises.
 - No oil or waste will be dumped in an unauthorised area or unlicensed waste site.
 - Asbestos will be handled and stored according to Act 15 of 1973 (hazardous substances Act).
 - No materials or waste will be burnt on site. Hazardous substances shall be handled and stored according to the hazardous substances Act no 15 of 1973. No effluent shall be discharged into the public streams.
 - Construction Safety, Health, and Environmental Management Rev 0 32-136

- The *Contractor*, in and about the execution of the service, complies with all applicable national, provincial and Municipal environmental legislation and by laws.
- Comply with all environmental legislation of South Africa, including but not limited to:
National Environmental Management Act 107 of 1998
National Environmental Management Waste Act 59 of 2008
National Water Act 36 of 1998
Eskom Waste Standard latest revision
Waste Management: Norms and standards: Act 59 of 2008 latest revision
- The *Contractor* shall comply to all National and Local legislation requirements as well as *Eskom* procedures and policy. *Eskom*'s goal is to ensure zero harm to the environment, and to ensure that any possible impact is mitigated or managed. The Duty of Care and implementation of best practice is critical during operations, and full communication on environmental issues is required at all times.
- Site/laydown demarcation: The *Contractor* shall demarcate his camp site, be restricted to that specific area and take full responsibility to restore the area to its original condition before the contract commenced.
- Waste management: The *Contractor* shall dispose of all waste off-site at a licensed waste disposal facility and submit proof to *Eskom*. The method statement on waste management will need to include the identification of possible waste streams, temporary storage and disposal options for each waste type, and contingency plans in the case of any environmental incident. A Safety Data Sheet must be supplied for all chemical or hazardous / potentially hazardous material brought onto site."
- Sanitation: The *Contractor* shall provide an appropriate enclosed temporary sanitation facility
- Dust control: The *Contractor* shall be responsible to apply effective dust control measures.
- Fire prevention: It shall be the responsibility of the *Contractor* to prevent fires at all times during the contract.
- The *Contractor* shall take full responsibility for protecting the natural environment and eliminating or minimising the negative impacts of construction on the environment during construction. Nothing specified herein shall relieve the *Contractor* of any obligations or responsibilities in this regard.
- If product is classified as a hazardous substance, safety brochures must accompany delivery. In accordance with the Occupational Health and Safety Act (OHSA), Act 85 of 1993 section 10 and 11. If any hazard is identified by the *Contractor*, he must immediately inform the *Employer*.

3.5. Quality assurance requirements

Quality management for the Works is under Eskom Supplier Quality Management Specification 240-105658000 (QM-58).

The quality requirements applicable to this contract are captured in the Supplier Quality Management Specification QM 58 (240-105658000) category 4, which specify and describe the main quality criteria for the selection, evaluation, registration, monitoring and auditing of Contractors. This specification as provided during tender will be seen as part of the services. It will work hand in hand with **category 4** (Form A) Tender & Contract Quality Requirements for QM58 and Quality requirements for ISO 9001 Standard. A Quality Control Plan/Inspection and Test Plan template as well as a Template for Typical Contract Quality Plan will be provided

The *Contractor* defines the level of QA/QC or inspection imposed on his sub-contractors where applicable

The programming of inspection, hold and witness points agreed between the *Employer* and the *Contractor* prior to undertaking any work.

The *Contractor* arranges, supervise and monitor services as per the agreed specification and work procedures approved by the *Employer*. All services to be carried out by qualifies persons

3.5.1. Quality Control Plan

The Quality Plan manages the overall quality of the project's main activities and milestones. It lists detailed activities in order of execution where each activity is described and references the associated work packages or specifications with witness, hold and verification points.

The *Contractor* is therefore required to ensure QCPs meet the following requirements as a minimum:

- a) The *Contractor* defines the level of QC or inspection imposed on his subcontractors and suppliers.
- b) The QCPs are to have provisions for signatures indicating Completion by the *Contractor* and acceptance by the *Employer* at the end of each activity.
- c) The *Contractor* has the necessary Equipment and qualified staff to carry out the quality control required to ensure compliance with the specification.
- d) The *Contractor* ensures that a complete Quality Control Plan (QCP) aligned with the Method Statement, and program for executing the work, is submitted to the *Service Manager* and *Supervisor* for review and acceptance before the Works can commence.
- e) The programming of inspections, hold and witness points are agreed between the *Employer* and the *Contractor* before undertaking any of the Works.
- f) During reviews of the QCP, the *Employer* provides the necessary intervention points, if required.

4. Procurement

4.1. People

4.1.1. Minimum requirements of people employed

The *Contractor* provides a detailed Curriculum Vitae (CV) containing qualifications, skills, competencies, and experience with certified copies of qualifications and certificates, from a recognised South African body e.g. SETA, SAQA etc. People with non-South African qualifications need to have their qualifications verified by SAQA and a Certification of Evaluation issued. The *Contractor* shall ensure that the staff has the necessary training including but not limited to Chainsaw Operator, Herbicide Applicator, Brush Cutter Operator and Snake Handling. The following are required

- Part time Safety Officer - The Safety Officer is qualified (holds an OHS Diploma) and trained on SAMTRAC, HIRA, Incident investigation training, Legal liability Training, and has a knowledge and understanding of ISO 4500, Minimum work experience 2yrs, OHS Diploma (applicable to 3-5 years contract)
- Contractor site supervisor and PCO
- 9 x General workers

4.1.2. BBBEE and preferencing scheme

The *Contractor* to ensure the *Service Manager* has an updated valid certified copy of BBBEE certificate or sworn affidavit during contract period. Failure to do so, could result in Eskom Vendor Management Department blocking vendor details on Eskom vendor management system which affects payment processing of invoices.

4.1.3. Supplier Development, Localisation and Industrialisation (SDL&I)

Information to be inserted after negotiation stage.

4.2. Subcontracting

4.2.1. Preferred subcontractors

No Nominated *Subcontractors*

4.2.2. Subcontract documentation, and assessment of subcontract tenders

It is compulsory for the *Contractor* to use NEC system when subcontracting. The *Contractor* does not appoint a proposed Subcontractor until the *Service Manager* has accepted him.

4.2.3. Limitations on subcontracting

None.

4.2.4. Attendance on subcontractors

It is the sole responsibility of the *Contractor*.

4.3. Plant and Materials

4.3.1. Specifications

All materials and equipment required and necessary to provide *services* by the *Contractor* on the Affected Property shall be carefully selected and tested by the *Contractor* before actual performance of *services* in the Affected Property.

4.3.2. Correction of defects

The *Contractor* provides a report detailing the nature of the defective area, the report should also give recommendations as to whether the defect can be fixed or not. The *Employer* is entitled to witness the defective area.

No replacement of vegetation must be done without an instruction by the *Service Manager*.

4.3.3. Contractor's procurement of Plant and Materials

The *Contractor* provides the *Service Manager* with a quotation with the agreed markup percentage for all materials, vegetation or specialised services required to perform repairs. The *Contractor* attaches the Vendor's invoice or proof of purchase together with the *Contractor's* quotation as supporting evidence. The warranties from suppliers are to be in favour of the *Employer* and not just the *Contractor*.

4.3.4. Tests and inspections before delivery

Where applicable calibration certificates, pressure test certificates etc, are required for parts and equipment supplied by the *Contractor*.

4.3.5. Plant & Materials provided "free issue" by the Employer

None. All other Plant and Materials are to be provided by the *Contractor*.

4.3.6. Cataloguing requirements by the Contractor

None.

5. Working on the Affected Property

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

All persons intending to perform work and/or attend meetings during this contract period at Affected Property have to comply with the following:

- Each person shall sign the entrance register and this information shall also be collated by the *Contractor* for use during the scheduled meetings.
- All persons entering the premises might be required to undergo a breathalyser test. Any persons testing positive will not be allowed entry. The *Employer* has a zero tolerance towards alcohol.

The *Contractor* to adhere to Drakensberg Pumped Storage Scheme's Security Control measures and entry requirements.

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

The *Contractor* upholds Eskom's Code of Ethics.

An attendance register will be required to be completed and retained by the Contractor.

Working Hours:

- Mon – Thursday: 07H300 - 16H15
- Fridays: 07H00 - 12H00

Lunch time:

- Monday – Thursday: 12H00 to 12H30
- Friday: None

5.3. Health and safety facilities on the Affected Property

Refer Section 3.1.

5.4. Environmental controls, fauna & flora

Refer Section 3.4.

5.5. Cooperating with and obtaining acceptance of Others

Proper co-ordination and work planning must be done when working in any area and where others are also performing work or activities. Interfacing is required with the office staff and other Contractors. As per clause 25 of TSC 3

5.6. Records of Contractor's Equipment

The *Contractor* shall, before entering the office for the first time, provide a comprehensive list of all equipment and tools intended for use during the contract period, to the *Service manager*.

5.7. Equipment provided by the Employer

Electricity plug points in areas of the Affected Property where electricity is available and only when there is no loadshedding (during this time the Contractor must provide its own energy source).

5.8. Site services and facilities

5.8.1. Provided by the Employer

First Aid facilities: Not Available.

Ablution facilities: Available.

5.8.2. Provided by the Contractor

The *Contractor* provides the necessary labour, Personal Protective Equipment (PPE), home-work-home transport, meals, and accommodation that will satisfy the requirements of this contract.

The *Contractor* provides all the tools and equipment required to satisfy the requirements of this contract.

The *Contractor* provides all the materials, spares and/or parts necessary to satisfy the requirements of this contract.

The *Contractor* provides everything else necessary for providing the Service.

- The Contractor shall provide vehicles for use by the Service Manager and Employer's staff where specified.
- Vehicles must be roadworthy, insured, and maintained in accordance with statutory requirements.
- Equipment must be maintained in good working order and replaced if defective.
- Consumables (paper, ink, etc.) shall be supplied by the Contractor.
- Contractor's own facilities (accommodation, storage, vehicles, laboratories) must meet minimum standards set out in the Scope.
- Facilities must comply with health, safety, and environmental regulations.
- Upon completion of the contract, facilities provided by the Contractor shall be:
Removed from the site if temporary and Contractor-owned.
Handed over to the Employer if specifically procured for Employer use and ownership transfer is stated in the Scope.
- The Contractor shall restore any areas used for temporary facilities to their original condition unless otherwise agreed.

5.9. Control of noise, dust, water and waste

Offices are occupied by employees performing their work during normal hours. Any disruptions to these employees must be avoided and where not possible kept to a minimum. The *Contractor* shall take all necessary precautions to control noise to a minimum.

5.10. Tests and inspections

5.10.1. Description of tests and inspections

Inspections will be carried out by the Health & Safety Officer, the Environmental officer and the *Service Manager* periodically. This information will be shared during meetings.

Inspections carried out by the *Contractor*, specifically those intended for the prevention of harbouring areas, must be recorded and recommendations communicated with the *Service Manager* as soon as it becomes apparent.

6. List of drawings

6.1. Drawings issued by the Employer

This is the list of drawings issued by the *Employer* at or before the Contract Date and which apply to this contract.

