

PART 3: SCOPE OF WORK

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C3.1: *PURCHASER'S* GOODS INFORMATION

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1 Overview and purpose of the *goods and services*

The supply and delivery of Grocery items on an "as" and when required basis to ESKOM NTCSA NEG for a period of 36 Months. Order requests will be done on an as and when required basis by various Eskom representatives.

2 Specification and description of the *goods*

The list of items as specified on the price list (C2 of NEC)

2.1 *Purchaser's design*

Not applicable.

2.2 *Procedure for submission and acceptance of Supplier's design*

Not applicable.

2.3 *Other requirements of the Supplier's design*

Not applicable.

2.4 *Use of Supplier's design*

Not applicable.

2.5 *Manufacture & fabrication*

Not applicable.

2.6 *Factory acceptance testing (FAT)*

Not applicable.

2.7 *Other tests and inspections and commissioning in place of use*

Not applicable.

2.8 *Operating manuals and maintenance schedules*

N/A

3 Supply Requirements

The Supply of Grocery as listed on the Purchase order.

The Milk should have more than 4 months shelve life(time) of the specified delivery date

4 Specification of the services to be provided

Delivery of orders shall be arranged with the *Supply Manager* so that access and availability of recipient should be agreed upon. Deliveries will be done at our 4 CLN Depo Offices; Eskom Park – Emalahleni; Sol Substation- Secunda; Rockdale Substation – Middelburg and Marathon Substation – Nelspruit.

5 Constraints on how the Supplier Provides the Goods

5.1 Programming constraints

The contract is as and when required. The supplier is to stick to the conditions stipulated on the contract data and Purchase order

5.2 Work to be done by the Delivery Date

Delivery as per Purchase order date

5.3 Marking the goods

Not applicable.

5.4 Constraints at the delivery place and place of use

Identification document will be required at the NEG CLN Depot. The Supplier must notify and verify with *Supply Manager* as to when delivery will take place. The *Supply Manager* will arrange and confirm an agreed date and time for delivery. Goods to be delivered between 07:15 and 16:00 Monday to Thursday, as well as Friday between 07:15 and 12:00. No delivery will be accepted during weekends as well as holidays.

5.5 Cooperating with Others

Not applicable.

5.6 Services & other things to be provided by the Purchaser or Supplier

Not applicable.

5.7 Management meetings

First meeting must be held upon inception o the contract between the Purchaser and Supplier

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 reduction meeting	As and when required	MS Team or Purchaser's location	Purchaser's representatives, Supplier's representatives
Overall contract progress and feedback	Bi-annually, and As and When required	MS Team or Purchaser's location	Purchaser's representatives, Supplier's representatives
SHEQ	As and when required	MS Team or	Purchaser's

		Purchaser's location	representatives, Supplier's representatives
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Meetings of a specialist nature may be convened as specified elsewhere in this Goods Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the manufacture of the *goods*. Records of these meetings shall be submitted to the *Supply 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.

5.8 Documentation control

All contractual Documentation must have relevant contract number and Purchase Order Number as reference as per Eskom NTCSA Standards (List). Contractual communications will be in the form of properly compiled letters, letters attached to emails and NEC template. The use of sms's, emails does not override the use of applicable and relevant NEC3 SC standard templates, forms and Eskom NTCSA procedures

5.9 Health and safety risk management

The Supplier shall comply with the health and safety requirements required by the Purchaser stated here or contained in Annexure C3 (240-106084675), Eskom NTCSA SHE Specification (240-142788527), Contractor SHE File Evaluation (240-130287942), Contract and Contractor OHS Management (32-726) and OHS Act & its Regulations (Act No.85 of 1993), Other applicable legal and other requirements

5.10 Environmental constraints and management

The Supplier shall comply with the environmental criteria and constraints stated here:

Transmission Environmental Management Tender Returnable Documents - 240-1548322281

Environmental Requirements Proforma -240-110600836

Transmission Environmental Requirements for contractors or supply Standard - 24018000134

5.11 Quality

5.12 Invoicing and payment

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

The *Supplier* shall address the tax invoice to *Purchaser* and include on each invoice the following information:

- Name and address of the *Contractor* and the *Project Manager*;
- The contract number and title;

- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4710303126;
- Description of goods provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

Details on how to submit invoices and additional information:

- Ensure that the NTCSA **Order Number and GR Number** is clearly indicated on your invoice together with the line number on the order you are billing for.
- All Electronic invoices must be sent in PDF format only.
- Each PDF file should contain one invoice; or one debit note; or one credit note only as NTCSA's SAP system does not support more than one PDF being linked into workflow at a time.
- Your E-mail may contain more than one PDF file (e.g. 2 invoices on 2 separate PDF files in one e-mail)
- Send all invoices in PDF to Accounts Payable Department: Invoicesntcsalocal@ntcsa.co.za and copy the Project Manager

Follow-up with Finance Shared Services (FSS):

All queries and follow-up on invoice payments should be made by contacting the FSS Contact Centre at **+27 11 800 5060** or email fss@eskom.co.za

5.13 Insurance provided by the *Purchaser*

No additional insurance apart from that stated in the contract data.

5.14 Contract change management

Changes to the contract will be notified and addressed as per the NEC3 – SC3. Changes to the Order, regarding scope, cost and time will be managed via formal communication with the *supply manager*

5.15 Records of Defined Cost, payments & assessments of compensation events to be kept by the *Supplier*

Assessments signed by all parties, and contractual correspondences should be kept by the supplier as well as the purchaser for future reference.

6 Procurement

6.1 Subcontracting

6.1.1 Preferred subcontractors

Subcontracting not allowed.

6.1.2 Limitations on subcontracting

No Subcontracting.

6.1.3 Spares and consumables

Not applicable.

6.1.4 Other requirements related to procurement

Not applicable.

6.1.5 Cataloguing requirements by the *Supplier*

Not applicable.

7 List of drawings

7.1 Drawings issued by the *Purchaser*

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

Not applicable.

Drawing number	Revision	Title

C3.2 *SUPPLIER'S* GOODS INFORMATION
