



NEC3 Engineering and Construction

Short Contract (ECSC3)

A contract between Eskom Holdings SOC Ltd (Reg No. 2002/015527/30)

and

for **The provision of general building maintenance services in Limlanga Cluster - Limpopo on an “as and when” required basis over a period of 60 months**

Contents: Compiled in accordance with CIDB Standard for Uniformity in Construction Procurement (May 2010 amendments)

Part C1 Agreements & Contract Data

C1.1 Form of Offer and Acceptance

C1.2 Contract Data provided by the *Employer*

C1.2 Contract Data provided by the *Contractor*

Part C2 Pricing Data

C2.1 Pricing assumptions

C2.2 Price List

Part C3 Scope of Work

C3.1 Works Information

Part C4 Site Information

ENQUIRY NO.:

Documentation prepared by:

Contracts Management Department LimLanga Cluster

C1 Agreements & Contract Data

C1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance page signature block on the next page, has solicited offers to enter into a contract for the procurement of:

The provision of general building maintenance services in Limlanga Cluster - Limpopo on an "as and when" required basis over a period of 60 months.

The tenderer, identified in the signature block below, having examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	Rates Based Contract
Value Added Tax @ 15% is	Rates Based Contract
The offered total of the Prices inclusive of VAT is	Rates Based Contract
Rates based contract	

This Offer may be accepted by the Employer by signing the form of Acceptance overleaf and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Tenderer's CIDB registration number:

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an Agreement between the Employer and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data

Part 3 Scope of Work: Works Information

Part 4 Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The tenderer shall within one week of receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the tenderer receives one fully completed and signed copy of this document, including the Schedule of Deviations (if any) together with all the terms of the contract as listed above.

Signature(s)

Name(s)

Capacity

**for the
Employer**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Note: If a tenderer wishes to submit alternative tender offers, further copies of this document may be used for that purpose, duly endorsed, 'Alternative Tender No. _____'

Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the tenderer:

For the Employer

Signature

Name

Capacity

On behalf
of

(Insert name and address of organisation)

(Insert name and address of organisation)

Name &
signature
of witness

Date

C1.2 Contract Data

Data provided by the *Employer*

Clause	Statement	Data
General		
10.1	The <i>Employer</i> is (Name):	Eskom Holdings SOC Ltd (reg no: 2002/015527/30), a state owned company incorporated in terms of the company laws of the Republic of South Africa
	Address	Registered office at Megawatt Park, Maxwell Drive, Sandton, Johannesburg
10.1 & 14.4	The <i>Employer's</i> representative to whom the <i>Employer</i> in terms of clause 14.4 delegates his actions ¹ is (Name):	Ndivhuwo Radzilani
	Address	90 Hans Van Rensburg Street, Polokwane
	Tel No.	015 230 1532
	E-mail address	RadzilNM@eskom.co.za
11.2(11)	The <i>works</i> are	The provision of general building maintenance services in Limlanga Cluster - Limpopo on an "as and when" required basis over a period of 60 months.
11.2(13)	The Works Information is in	the document called 'Works Information' in Part 3 of this contract.
11.2(12)	The Site Information is in	the document called 'Site Information' in Part 4 of this contract.
11.2(12)	The <i>site</i> is	Limlanga Cluster-Limpopo
30.1	The <i>starting date</i> is.	To be advised
11.2(2)	The <i>completion date</i> is.	TBA
13.2	The <i>period for reply</i> is	5 working days
40	The <i>defects date</i> is	52 weeks after Completion
41.3	The <i>defect correction period</i> is	5 working days
50.1	The <i>assessment day</i> is the	25th of each month.
50.5	The <i>delay damages</i> are	0.5 % of the Task Order value per complete week of delay to a maximum of 10%
50.6	The retention is	0%
51.2	The interest rate on late payment is	0.5% per week of delay

¹ Except those actions which can only be done by the *Employer* as a Party to the contract.

80.1	The <i>Contractor</i> is not liable to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property in excess of	the amount of the deductibles relevant to the event described in the applicable "Format ECSC3" policy available on http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx
82.1	The <i>Employer</i> provides this insurance	as stated for "Format ECSC3" available on http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx (See Annexure A for basic guidance)
82.1	The minimum amount of cover for the third insurance stated in the Insurance Table is:	whatever the <i>Contractor</i> deems necessary in addition to that provided by the <i>Employer</i> .
82.1	The minimum amount of cover for the fourth insurance stated in the Insurance Table is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the <i>Contractor's</i> common law liability for people falling outside the scope of the Act with a limit of Indemnity of not less than R500 000 (Five hundred thousand Rands)
	Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply?	No
93.1	The <i>Adjudicator</i> is	the person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the Party intending to refer a dispute to him. (see www.ice-sa.org.za). If the Parties do not agree on an Adjudicator the Adjudicator will be appointed by the Arbitration Foundation of Southern Africa (AFSA).
	Address	[•]
	Tel No.	[•]
	Fax No.	[•]
	e-mail	[•]
93.2(2)	The <i>Adjudicator nominating body</i> is:	the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the London Institution of Civil Engineers. (See www.ice-sa.org.za) or its successor body
93.4	The <i>tribunal</i> is:	arbitration.

The *arbitration procedure* is

the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.

The place where arbitration is to be held is

South Africa

The person or organisation who will choose an arbitrator

- if the Parties cannot agree a choice or
- if the arbitration procedure does not state who selects an arbitrator, is

the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.

The conditions of contract are the NEC3 Engineering and Construction Short Contract (April 2013)²³ and the following additional conditions Z1 to Z11 which always apply:

Z1 Cession delegation and assignment

- Z1.1 The *Contractor* does not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*.
- Z1.2 Notwithstanding the above, the *Employer* may on written notice to the *Contractor* cede and delegate its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities as a result of the restructuring of the Electricity Supply Industry.

Z2 Change of Broad Based Black Economic Empowerment (B-BBEE) status

- Z2.1 Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change.
- Z2.2 The *Contractor* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Employer* within thirty days of the notification or as otherwise instructed by the *Employer*.
- Z2.3 Where, as a result, the *Contractor's* B-BBEE status has decreased since the *starting date* the *Employer* may either re-negotiate this contract or alternatively, terminate the *Contractor's* obligation to Provide the Works.
- Z2.4 Failure by the *Contractor* to notify the *Employer* of a change in its B-BBEE status may constitute a reason for termination. If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in Clause 91.1 and the amount due on termination includes amounts listed in Clause 92.1 less a deduction of the forecast additional cost to the *Employer* of completing the *works*.

Z3 Confidentiality

- Z3.1 The *Contractor* does not disclose or make any information arising from or in connection with this contract available to others except where required by this contract. This undertaking does not, however, apply to information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in

² If June 2005 Edition applies, delete April 2013 and insert June 2005

³ State whether attached as a 'PDF' file in terms of Eskom's licence, or to be obtained from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902 or www.ecs.co.za.

existence at that time). Should the *Contractor* disclose information to others where required by this contract the *Contractor* ensures that the provisions of this clause are complied with by the recipient.

Z3.2 If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Employer*.

Z3.3 In the event that the *Contractor* is, at any time, required by law to disclose any such information which is required to be kept confidential, the *Contractor*, to the extent permitted by law prior to disclosure, notifies the *Employer* so that an appropriate protection order and/or any other action can be taken if possible, prior to any disclosure. In the event that such protective order is not, or cannot, be obtained, then the *Contractor* may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.

Z3.4 The taking of images (whether photographs, video footage or otherwise) of the *works* or any portion thereof, in the course of Providing the Works and after Completion, requires the prior written consent of the *Employer*. All rights in and to all such images vests exclusively in the *Employer*.

Z3.5 The *Contractor* ensures that all his subcontractors abide by the undertakings in this clause.

Z4 Waiver and estoppel: Add to clause 12.2:

Z4.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties or their delegates or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

Z5 Health, safety and the environment

Z5.1 The *Contractor* undertakes to take all reasonable precautions to maintain the health and safety of persons in and about the execution of the *works*. Without limitation the *Contractor*:

- accepts that the *Employer* may appoint him as the "Principal Contractor" (as defined and provided for under the Construction Regulations 2014 (promulgated under the Occupational Health & Safety Act 85 of 1993) ("the Construction Regulations") for the Site;
- warrants that the total of the Prices as at the Contract Date includes a sufficient amount for proper compliance with the Construction Regulations, all applicable health & safety laws and regulations and the health and safety rules, guidelines and procedures provided for in this contract and generally for the proper maintenance of health & safety in and about the execution of *works*; and
- undertakes, in and about the execution of the *works*, to comply with the Construction Regulations and with all applicable health & safety laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.

Z5.2 The *Contractor*, in and about the execution of the *works*, complies with all applicable environmental laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.

Z6 Provision of a Tax Invoice and interest. Add to clause 50

Z6.1 The *Contractor* provides the *Employer* with a tax invoice in accordance with the *Employer's* procedures stated in the Works Information, showing the correctly assessed amount due for payment.

Z6.2 If the *Contractor* does not provide a tax invoice in the form and by the time required by this contract, the time by when the *Employer* is to make a payment is extended by a period equal in time to the delayed submission of the correct tax invoice. Interest due by the *Employer* in terms of clause 51.2 is then calculated from the delayed date by when payment is to be made.

Z6.3 The *Contractor* is required to comply with the requirements of the Value Added Tax Act, no 89 of 1991 (as amended) and to include the *Employer's* VAT number 4740101508 on each invoice he submits for payment.

Z7 Notifying compensation events

Z7.1 The conditions of contract are the NEC3 Engineering and Construction Short Contract (April 2013) will apply.

Z8 *Employer's* limitation of liability; Add to clause 80.1

Z8.1 The *Employer* liability to the *Contractor* for the *Contractor's* indirect or consequential loss is limited to R0.00 (zero Rand).

Z9 Termination

The conditions of contract are the NEC3 Engineering and Construction Short Contract (April 2013) will apply.

Z10 Addition to Clause 50.5

Z10.1 If the amount due for the *Contractor's* payment of *delay damages* reaches the limits stated in this Contract Data (if any), the *Employer* may terminate the *Contractor's* obligation to Provide the Works.

If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in Clause 91.1 and the amount due on termination includes amounts listed in Clause 92.1 less a deduction of the forecast additional cost to the *Employer* of completing the *works*.

Z11 Ethics

For the purposes of this Z-clause, the following definitions apply:

Affected Party	means, as the context requires, any party, irrespective of whether it is the <i>Contractor</i> or a third party, such party's employees, agents, or Subcontractors or Subcontractor's employees, or any one or more of all of these parties' relatives or friends,
Coercive Action	means to harm or threaten to harm, directly or indirectly, an Affected Party or the property of an Affected Party, or to otherwise influence or attempt to influence an Affected Party to act unlawfully or illegally,
Collusive Action	means where two or more parties co-operate to achieve an unlawful or illegal purpose, including to influence an Affected Party to act unlawfully or illegally,
Committing Party	means, as the context requires, the <i>Contractor</i> , or any member thereof in the case of a joint venture, or its employees, agents, or Subcontractors or the Subcontractor's employees,
Corrupt Action	means the offering, giving, taking, or soliciting, directly or indirectly, of a good or service to unlawfully or illegally influence the actions of an Affected Party,

Fraudulent Action	means any unlawfully or illegally intentional act or omission that misleads, or attempts to mislead, an Affected Party, in order to obtain a financial or other benefit or to avoid an obligation or incurring an obligation,
Obstructive Action	means a Committing Party unlawfully or illegally destroying, falsifying, altering or concealing information or making false statements to materially impede an investigation into allegations of Prohibited Action and
Prohibited Action	means any one or more of a Coercive Action, Collusive Action Corrupt Action, Fraudulent Action or Obstructive Action.

Z 11.1 A Committing Party may not take any Prohibited Action during the course of the procurement of this contract or in execution thereof.

Z 11.2 The *Employer* may terminate the *Contractor's* obligation to Provide the Works if a Committing Party has taken such Prohibited Action and the *Contractor* did not take timely and appropriate action to prevent or remedy the situation, without limiting any other rights or remedies the *Employer* has. It is not required that the Committing Party had to have been found guilty, in court or in any other similar process, of such Prohibited Action before the *Employer* can terminate the *Contractor's* obligation to Provide the Works for this reason.

Z 11.3 If the *Employer* terminates the *Contractor's* obligation to Provide the Works for this reason, the amounts due on termination are those intended in core clauses 92.1 and 92.2.

Z 11.4 A Committing Party co-operates fully with any investigation pursuant to alleged Prohibited Action. Where the *Employer* does not have a contractual bond with the Committing Party, the *Contractor* ensures that the Committing Party co-operates fully with an investigation.

Annexure A: Insurance provided by the Employer

These notes are provided as guidance to tendering contractors and the Contractor about the insurance provided by the Employer. The Contractor must obtain its own advice. Details of the insurance itself are available from the internet web link given below.

1. For the purpose of works contracts likely to be let under this contract (low value straight forward work), insurance provided by Eskom (the *Employer*) has been arranged on the basis of "**Format ECSC3**" as described on the web link given at the foot of this page.
2. Tendering contractors should note that cover provided by the *Employer* is only per the policies available on the internet web link listed below under the **Format ECSC3** and may not be the cover required by the tendering contractor or as intended by each of the listed insurances in the left hand column of the Insurance Table in clause 82.1. In terms of clause 82.1 "The *Contractor* provides the insurances stated in the Insurance Table. The *Contractor* does not provide an insurance which the *Employer* is to provide as stated in the Contract Data". Hence the *Contractor* provides insurance which the *Employer* does not provide and in cases where the *Employer* does provide insurance the *Contractor* insures for the difference between what the Insurance Table requires and what the *Employer* provides.
3. When Marine Insurance is required the *Contractor* needs to obtain a copy of the latest edition of Eskom's Marine Policies Procedures found at internet website given below.
4. **Further information and full details of all Eskom provided policies and procedures may be obtained from:**
http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx

Data provided by the *Contractor* (the *Contractor's Offer*)

The tendering contractor is advised to read both the NEC3 Engineering and Construction Short Contract (April 2013) and the relevant parts of its Guidance Notes (ECSC3-GN)⁴ in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on page 31 of the ECSC3 April 2013 Guidance Notes.

Completion of the data in full is essential to create a complete contract.

10.1	The <i>Contractor</i> is (Name):	[•]
	Address	[•]
	Tel No.	[•]
	Fax No.	[•]
	E-mail address	[•]
63.2	The percentage for overheads and profit added to the Defined Cost for people is	10%
63.2	The percentage for overheads and profit added to other Defined Cost is	10%
11.2(9)	The Price List is in	the document called 'Price List' in Part 2 of this contract.
11.2(10)	The offered total of the Prices is	Rates based contract

⁴ Available from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902 or www.ecs.co.za.

C2 Pricing Data

C2.1 Pricing assumptions

Entries in the first four columns in the Price List are made either by the *Employer* or the tendering contractor

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only; the Unit, Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.

All Prices are to be shown excluding VAT unless instructed otherwise by the *Employer* in Tender Data or in an instruction the *Employer* has given before the tenderer enters his Prices.

If there is insufficient space in the Price List which follows, state in which document the Price List is contained.

C2.2 Price List

The standardised rates will be fixed and firm for the first 12 months and thereafter be adjusted annually in accordance with SEIFSA index (Table C3) 60% for labour, (Table D4) 20% for consumables and (Table L2(B)) 5% for transport price. 15% will be fixed on non-adjustable.

Material will be compensated at Cost plus 10%, Contractors will be required to submit 3 quotations.

The provision of general building maintenance services limlanga cluster – Limpopo on an as and when required basis over a period of 60 months.			
ITEM	DESCRIPTION	UNIT	RATE
	<p><u>SECTION NO. 1</u></p> <p><u>PRELIMINARIES AND GENERAL</u></p> <p>The following items should be priced under preliminaries and generals. The preliminaries and general notes should be read in conjunction with the Works Information.</p> <p><u>MANAGEMENT OF CONTRACT</u></p> <p>The preliminaries and generals must be priced in accordance with NEC Short Term Contract services and must include all indirect associated cost not priced in the Schedule of Rates.</p> <p><u>MATERIALS AND WORKMANSHIP</u></p> <p><u>Samples of materials</u></p> <p>The Service provider shall furnish samples of materials and specimens of finishes as may be called for by Eskom Distribution Property Management Mpumalanga Operating Unit (Eskom Dx PM LOU) Official for his approval.</p> <p><u>Rate approvals:</u></p> <p>The tenderer is advised that any rate that is required for new work must include the following breakdown:</p> <p>Material, labour, plant, wastage, transport and profit.</p> <p>Rate approvals must be authorised by the Eskom Dx PM LOU Official prior to work being carried out.</p> <p><u>Workmanship samples</u></p> <p>The Eskom Dx PM LOU Official may instruct the Service Provider to furnish samples of workmanship for his approval. Where the Eskom Dx PM LOU Official requires an assembly of various elements of the building or installation, which is not incorporated in the Works, the Contractor shall arrange such an assembly at the Employer's expense and the contract value shall be adjusted accordingly.</p>		

The Eskom Dx PM LOU Official may reject any workmanship not corresponding with approved samples. Approved samples are to be kept on site until the completion of the Works and thereafter removed if not required in the finished work. Adequate access and viewing facilities shall be provided.

TEMPORARY WORKS AND PLANT

The Tenderer is deemed to have priced against this item for all costs in respect of these requirements.

Advertising

All advertising rights on the site and the hoardings are reserved exclusively for the Employer.

Plant, equipment, sheds and offices

The Service Provider shall provide, maintain and remove on completion:

- a) All plant, equipment, scaffolding, tools and the like required for the due and proper fulfilment of the Works.
- b) Temporary sheds for the proper storage of materials and the use of the Service Provider's workers.

Temporary Services

Water

Eskom Dx PM LOU shall ensure that water is available on site.

GENERAL

Protection of the Works

Specific protection measures required by the Employer are described in detail in the Works Information

Protection of existing and/or partially occupied Works

The Service Provider shall provide all reasonable temporary measures to protect / isolate the existing and / or sections of the occupied Works and remove such measures on completion.

Negligence on the part of the service provider shall be charged by the Employer

Site Security - Works Information

The Service Provider shall take all appropriate measures for general site security and shall ensure that the following requirements are adhered to at all times:

- a) All workers to be in new company overalls, safety helmets, boots, etc.

b) The following items will not be allowed on site:

- i) Fire arms or other dangerous weapons
- ii) Explosives
- iii) Liquor
- iv) Narcotic drugs

The employees of the service provider shall be subjected to security check.

The Service Provider must ensure at all times that the compliance with regards to safety and protection of the employers property are adhered to

Disturbance

The Service Provider must execute the Works with a minimum and acceptable of disturbance to premises.

Works cleaning and clearing

The Service Provider shall regularly clean and clear away all rubbish and excess materials as the Works proceed and leave the Works in a clean and satisfactory state for use and occupation in and satisfactory state for use and occupation in terms of the agreement.

Vermin

The Service Provider shall take all necessary precautions to keep the Works and site free from vermin and shall leave the Works vermin-free.

Occupational Health and Safety Act

The Service Provider shall for the duration of this contract be deemed to be the mandatory Eskom for the purposes of the Occupational Health and Safety Act No. 85 of 1993, and he shall prior to taking occupation of the site satisfy Eskom by means of written representations that he has fully complied with the relevant requirements of the said act.

Acceptance by Eskom of the Service Provider's written representations in terms of the above shall constitute an agreement in writing to the arrangements and procedures between the parties to ensure compliance by the Contractor with the provision of the act referred to therein, for the purpose of section 37(2) of the said act.

Eskom shall at all times have the right to summarily suspend the performance of the Contractor hereunder pending compliance by the Contractor with any requirement, regulation and direction referred to. Eskom shall be entitled to set off against any aLOUnt owed by Eskom to the service provider hereunder any loss or damage suffered by it as a result of the suspension of the contractors performance in the circumstances envisaged above.

The tenderer shall price for all necessary items to comply with the Occupational Health and Safety Act Specification.

SUPPLEMENTARY DOCUMENTATION

Labour Record

At the end of each week the Service Provider shall provide the Eskom Dx PM LOU Official with a written record, in schedule form, reflecting the number and description of tradesmen and labourers employed by him and all Sub-Contractors on the Works each day.

Plant Record

At the end of each week the Service Provider shall provide the Eskom Dx PM LOU Official with a written record, in schedule form, reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the Works.

Unauthorised Persons/ Workmen on Premises

The Service Provider shall at all times strictly exclude all unauthorised persons from the Works and the site and shall set up notice boards to that effect.

Safety Helmets and Protective Clothing

The Service Provider shall take all necessary steps to ensure that all workmen employed on the Works comply with regulations regarding the wearing of appropriate PPE

GENERAL

Media Releases, Advertising, etc.

The Service Provider together with his Sub-Contractors shall not, without the written consent of the Employer, cause any statement or advertisement to be printed, screened or aired by the media.

Manufacturer's Recommendations

All commodities are to be handled, stored, used, applied and/or fixed in strict accordance with the manufacturer's instructions and recommendations and after consultation with the manufacturer's authorised representative. Should these instructions and/ or recommendations conflict with other specified requirements the Facility Manager must be notified timeously.

Commodities to be New

All commodities, goods, articles or materials throughout the building are to be new so as to ensure that they are likewise in perfect condition when handed over at completion of the Work.

Standard of Workmanship and Materials

In the absence of detailed specifications for any item or items, National Building Regulations, the latest applicable South African Bureau of Standards Specification, or where such does not exist, then the latest applicable British Standard Specification shall apply.

Removal and Making Good of Temporary Works, etc., on Completion

The Service Provider shall remove all temporary Works, roads, services and the like used for this roads, services and the like used for this Contract and shall make good to the entire satisfaction of the Eskom PM LOU Official any damage resulting therefrom.

Signage

All warning signage must be in English

Environmental requirements

The Service Provider shall take all necessary steps to ensure compliance with all Environmental laws and Requirements.

Proprietary branded products

The Service Provider shall take delivery of, handle, store, use, apply and/or fix all proprietary branded products in strict accordance with the manufacturer's instructions after consultation with the manufacturer's authorized representative.

Contractors Responsibility

The Employer, the Eskom Dx PM LOU Official and the other professional consultants shall not be responsible for any act or omission on the part of the Contractor which may result in any patent or latent defects, in materials or workmanship, breach or neglect of any local regulations. The Service Provider shall at times be responsible for any such neglect, deviation or wrong act, whether the same discovered before or after the final certificate, or any other Certificate, has been is approved.

Overtime

Should overtime be required to be worked for any reason whatsoever, the costs of such overtime are to be borne by the Service Provider unless the Eskom Dx PM LOU Official has specifically authorized in writing, prior to the execution thereof, that costs for such overtime are to be borne by the Employer.

Construction instructions

Contract instructions issued on site are to be recorded in writing

Special Works/Direct Contracts

The Employer shall have the right to employ other Contractors (hereinafter referred to as 'Direct Contractors') to execute any special or other Works whether contained in this Contract or not, concurrently with the work being executed under this contract.

The Service Provider shall not be entitled to any percentage, profit or discount on the value of any work executed by 'Direct Contractor's .

The Service Provider shall allow Direct Contractors, etc., to use, free of charge, the latrine accommodation and water and power supply on the site, and shall not in any way hinder or prevent the execution of their work.

Guarantees and Maintenance Manuals

The Service Provider shall obtain and hand over to the Eskom Dx PM LOU Official on Completion of any task or service, all relevant guarantees, any operating and maintenance instruction manuals, data or instructions required by the Eskom Dx PM LOU Official or provided by manufacturer's, suppliers or Sub-Contractors.

The Service Provider shall ensure that all warranties and guarantees received are fully ceded to the Employer.

The supply of all materials are deemed to include the following:

Transport, conveying, cartage, carriage and delivery, etc.

Taking delivery, unloading, storing, unpacking, hoisting or lowering and handling

All applicable import taxes and duties.

All obligations arising out of the Provisional activity schedule, and all costs and charges deemed necessary for complying with the terms and conditions herein.

Removal and Making Good of Temporary Works, etc., on Completion

The Service Provider shall remove all (except where specifically stated otherwise) temporary Works, roads, services and the like used for this Contract and shall make good to the entire satisfaction of the Eskom Dx PM LOU Official any damage resulting therefrom.

Making Good

All materials and workmanship in building up, making good, etc., are to match existing and where new materials abut existing, they are to be neatly jointed to same.

'Making good' existing work where disturbed or damaged shall mean the provision of the necessary new material to match existing and the necessary workmanship so that a complete restoration is achieved to the satisfaction of the Eskom Dx PM LOU Official.

'Making good' where abutting walls, etc., are removed, shall mean the provision of the necessary material and workmanship in filling the gaps to match surrounding finishes so that a complete and perfect surface, continuous with surrounding surfaces and matching of same, is obtained to the Eskom Dx PM LOU Official's satisfaction.

Mode of Procedure

Notwithstanding anything to the contrary contained herein the Eskom Dx PM LOU Official at all times reserves the right to direct the order in which the various parts of the Contract are to be executed. The Service Provider shall give priority to any individual section or portion of the Works that, in the opinion of the Eskom Dx PM LOU Official, requires to be expedited.

Should it appear, in the Eskom Dx PM LOU Official's opinion, that work in any area is not being executed in accordance with the requirements of the Contract Programme, the Service Provider shall provide additional manpower and resources and shall work additional overtime and do everything else required to bring the work back to programme to the satisfaction of the Eskom Dx PM LOU Official and to the Contractor's cost

Method Statement

The Tenderer shall produce, when required to do so by the Eskom Dx PM LOU Official, a Method Statement outlining the methods of construction and labour and plant resources that he proposes to use in the execution of the Works. Any approval given or observation made by the Eskom Dx PM LOU Official shall not relieve the Contractor of his sole responsibility to adopt the methods of construction and to provide the labour and plant resources necessary for the due and proper timeous execution of the Works.

Encroachment

During the course of the building operations, the Contractor shall be held entirely responsible for any encroachment onto any adjoining properties, buildings, etc., or servitudes and the cost of any remedial measures as required by the Eskom Dx PM LOU Official shall be borne by the Contractor

SECTION NO. 2

SHEQ REQUIREMENTS

The Service Provider shall take the necessary steps to ensure that all workmen employed on the Works comply with regulations regarding the wearing of Personal Protective Equipment as per Eskom's PPE Matrix.

The Service Provider will provide mandatory OHS Training to all workmen before the commencement of the works. All Workers employed during the contract shall also receive training before gaining access to the site. e.g. SHE Representative, First Aid, Fire Fighting, risk assessment.

The Service Provider shall provide task specific training to his employees where a specific task is to be undertaken during the works period e.g. Working at heights, Supervisory (OHS legal liability).

The Service Provider must provide the necessary communication tools in the case of emergency, these tools must be kept on site.

The Service Provider shall take the necessary provisions for an emergency. This includes First aid boxes, fire extinguisher and emergency alarm in the case of an emergency on site. These essentials must be stored in places that are easily accessible.

The Service Provider must take the necessary steps to manage Incidents that occur on site. (meetings, training)

1	Compilation of SHEQ File for all sites	Item	
	<u>SHE legal training (The rate should be for each person trained and is to be multiplied by the quantity of personnel trained when invoicing).</u>		
2	Legal liability (owner & supervisors -)	No	
3	Working at Heights		
4	First aid	No	
5	Fire fighting	No	
6	Emergency preparedness	No	
7	OHS Supervisory training	No	
8	HIRA	No	
9	RCAT	No	
10	Handling of Hazardous chemicals	No	
11	Oil spill training	No	
12	Transportation of dangerous goods	No	
	Any other: Contractor to specify:	Item	
	Supply of all items of Personal Protective Clothing/Equipment and ensure use thereof for the full compliance by the team. (Renewable annually and risk based.)		
13	Steel toe capped safety boots	No	
14	Appropriate protective clothing	No	
15	Gloves	Pair	
16	Hard hat with three or four point chin straps, with chin strap attached according to manufacturers specification	Ea	
17	Ear protection (earplugs) etc	Box of 50	
18	Eye protection appropriate to task performed	Box of 50	
19	Site First Aid box fully equipped	Ea	
20	Luminous high visibility safety vests	No	
21	Any other: Contractor to specify:	Item	
	Supply and provision of Equipment for working at Heights & ensure use thereof for full compliance by the team. (Risk based)		
22	Fall protection equipment (Safety harness)	No	
23	Double lanyard harness	No	

24	Fall protection plan	Item
	Other related SHEQ Documents (Annually)	
25	Medical Surveillance including fitness of personnel working at heights	No
	<u>SECTION NO. 3</u>	
	<u>MAINTENANCE CORE TEAM</u>	
	<u>Adhoc 'As and when required' Work to be done from Monday to Friday between 7:00am and 4pm:</u>	
1	Part time Construction SHE Officer (SACPCMP)	Rate/hr
2	Civil Maintenance Supervisor	Rate/hr
3	Artisan Plumbing with Trade test	Rate/hr
4	Qualified Brick Layer	Rate/hr
5	Qualified Carpenter	Rate/hr
6	Semi-Skilled Assistant	Rate/hr
7	General worker/ Labourer	Rate/hr
8	Qualified Tiler	Rate/hr
9	Qualified Painter	Rate/hr
	Work on Saturday (Under Instruction only) Rate shall be 1.5xnormal hour for after hours and Saturdays	
10	Part time Construction SHE Officer (SACPCMP)	Rate/hr
11	Civil Maintenance Supervisor	Rate/hr
12	Artisan Plumbing with Trade test	Rate/hr
13	Qualified Brick Layer	Rate/hr
14	Qualified Carpenter	Rate/hr
15	Semi-Skilled Assistant	Rate/hr
16	General worker/ Labourer	Rate/hr
17	Qualified Tiler	Rate/hr
18	Qualified Painter	Rate/hr
	Work on Sunday and Public Holidays (Under Instruction only) Rate shall be 2xnormal hour for Sunday&public holiday	
19	Part time Construction SHE Officer (SACPCMP)	Rate/hr
20	Civil Maintenance Supervisor	Rate/hr
21	Artisan Plumbing with Trade test	Rate/hr
22	Qualified Brick Layer	Rate/hr
23	Qualified Carpenter	Rate/hr

24	Semi-Skilled Assistant	Rate/hr	
25	General worker/ Labourer	Rate/hr	
26	Qualified Tiler	Rate/hr	
27	Qualified Painter	Rate/hr	
	Standby Allowance		
28	Artisan Plumbing with Trade test	Rate	
29	Semi-Skilled Assistant	Rate	
	-		
	<u>SECTION NO. 4</u>		
	PLANT & MATERIAL		
1	Equipment, material & Spares required for maintenance will be determined on a defined cost plus fee.	Mark-up percentage	10%
2	Skyjack Mobile Boom Lift 20m - Day Rate	Day	
3	Mobile High Pressure Drain / jetting	Day	
4	Mobile drain rodding	Day	
5	Issuing of COC	Unit Price	
	TOTAL EXCLUDING VAT		

C3: Scope of Work

C3.1 Works Information

The provision of general building maintenance services in Limlanga Cluster-Limpopo on an as and when required basis for period of 60 months.

1. Description of the works

The scope of work / specification for the provision of general building maintenance in Limpopo was compiled by Mamoloko Mokgehle, Facilities Manager, reviewed and signed off by Bonnyface Kheo, Middle Manager Property Management.

Building maintenance service - (Minor and Major Civil/Building works including Alteration Works) Service

- Breaking down and removing brickwork, reinforced concrete including cutting off and removing reinforcement.
- Break out and from opening through brick wall for window including necessary precast or concrete lintels, making good plaster or facings on one or both sides, into reveals.
- Taking out and removing doors, windows, including thresholds and sills from brickwork to remain (build up or altering openings elsewhere measured)
- Fixing of existing doors, windows and fanlights.
- construction of ramp and steps
- Demolition work
- Ground stabilization
- Paving
- Painting for both building and fence
- Tiling and glazing
- Carpentry, masonry, joinery and ironmongery
- Replacement of window pain
- Plastering
- Bricklaying
- Roof work and Roof sealing
- Fixing of existing roof covering complete with ridge and hip capping, fittings, flashings (elsewhere measured) with pitch not exceeding 50 degrees.
- Replacing gutters and fascia boards.
- Clearing of gutters and clean existing roof covering using a high-pressure water cleaning system and steel brushes removing all loose paint, spawl and deleterious matter.
- Erect and install heavy duty shelves.
- Repairs to cracks in existing plaster
- Taking up and removing vinyl floor coverings, carpeting and suspended floor.
- Maintenance of drainage structures.
- Replacement/ repairs to existing structural steelworks including various types of fencing (Palisade, Clearview II etc.)
- Galvanizing of existing steelworks

- Maintenance of existing roadworks and markings including cut, fill, compact, primer and tarmac on existing worn-out roads
- Supply and lay crusher stones.
- Supply and install window blinds.
- Replace fascia, barge boards and ridge cap.
- Repair, replace and clean curbing.
- Repair clean and maintain storm water catch pits and piping.
- Building waste removal/ disposal in accordance with the legal bylaws.
- Signage
- General labour work/ activities

General activities:

- Moving of furniture or redundant material/ items.
- Wooden furniture repair.

2. Drawings

Drawing number	Revision	Title
		Design drawings (drawings will be available from the Project Manager as per the Task Order)

3. Specifications

Title	Date or revision	Tick if publicly available
<u>General Specifications:</u>		
Health and Safety requirements	Latest	
Environmental requirements	Latest	
Site regulations and access control	Latest	
Waste Management Procedure	EPC 32-245	
Recommended Herbicides	Latest	
<ul style="list-style-type: none"> Eskom Distribution Standard Copies available from Eskom Distribution Technology, Technical Administrator, Telephone 011-871 2214. Important Note: where material options (i.e coastal and inland) are available the coastal option will be applicable in Eskom's Limpopo Operating Region (Refer to Engineering Instruction EI-039-MVL).	Latest	
Environnemental Management Environnemental Management Programme (EMP) Procedure SHEQ Policy	Latest	
Quality Quality Management Specification for Suppliers	Latest	
Safety Occupational Health and Safety Requirements to be met by Contractors and Subcontractors Employed by Eskom. Co-ordination of Safety on Capital Projects Standard applicable to Contractors working in Close Proximity to Live Apparatus	Latest	
Management of Substance Abuse	Latest	
Business Conduct Suspending Suppliers from Eskom's Supplier Lists Eskom Business Conduct Policy and Guidelines Declaration of Conflict of Interest Copies of the abovementioned documents are not attached but are available from Eskom's Contract Advise Centre, Clare Loittering, (031) 710 5429	Latest	
Technology & Quality Engineering Instruction : Generic Stubby Line	Latest	
Authorisation of contractors / Eskom staff	Latest	
Standard for a fall arrest system Procedure for using a fall arrest system Specification for a fall arrest system	Latest	
Checklist of Eskom Qualified Suppliers List of Eskom Qualified Suppliers	Latest	

Access to the Eskom Web Page

All contractors must make sure that they can access Eskom Web page at any given time to get the latest drawings and specifications before commencement of any task. Web Access applications can be done through the assistance of Brenda Morrison @ 011 629 5266 or MorrisEF@eskom.co.za

Acknowledgement of Web Access

Ido hereby acknowledge having access to the Eskom Distribution Website with all Distribution Procedures, Standards and Drawings as they will be listed in the index of the Task Order documents.

I undertake to study and abide by these requirements at all times. If for any reason I cannot access or open any of the files on the web, I will contact the *Employer* immediately.

Signed at: on the day

of 20.....

4. Constraints on how the *Contractor* Provides the Works

Quality Control

Quality Control

1. An approved Contract Quality Plan for the contract duration is to be implemented in conjunction with, and to the approval of, the Project Manager.
2. The Contractor needs to submit a quality plan indicating the control points for quality to ensure that the works are done according to specification for each task order issued;
3. The Contractor is required to employ a competent Supervisor or Foreman on site for the duration of the project to implement workmanship quality checks. .
4. Eskom will do inspections and quality checks on installations completed by the Contractor prior to hand-over of each project, but this does not relieve the contractor from doing 1st line inspections and doing quality work.
5. Steel is manufactured locally, no supply problems foreseen.

Quality Engineering

- a. All construction and installation methods are to comply with the Power Delivery Engineering standard requirements as contained in the National and Provincial Standards on the Distribution Technology websites.
- b. The Contractor shall comply with the Project Specifications included in the NEC document. Any changes proposed during the construction phase shall notify the Project Manager who will allow the Project Change Request approval process.
- c. Eskom Holdings SOC Limited's representative must be notified at least 30 days prior to the commissioning of the substation (in the case of a substation).
- d. Eskom Holdings SOC Limited's representative must be allowed access to the site at any time during the construction to carry out an inspection of the works.
- e. Before the start of all Task Orders, prior to construction, the Contractor will compile a Quality Control Plan (QCP) and confirm with the relevant Clerk of Works which activities are identified as Holding Points/milestone and which activities he would like to be photographed as proof for compliancy if not present. A Holding Point is an activity for which arrangements have to be made for the Clerk of Works to be present and to witness the work procedure. The QCP shall be compiled using the relevant template.

- f. Each stage, once completed by the contractor, will be signed off by both the Contractor and Clerk of Works. The Clerk of Works will indicate whether the activity was:
- g. Witnessed (W) – present during this activity Verify (V) – not present but confirm compliancy.
- h. Once all the activities have been completed, the Quality Control Programme shall be presented to the Project Manager to sign off the Handover Certificate of each stage.

General Quality requirements

1. Compliance with the provisions of this clause in no way relieves the Tenderer of the final responsibility to furnish an acceptable product and/or services.
2. The Tenderer agrees to control and professionally preserve and store appropriate documents, records and recordings to guarantee the traceability of the services rendered and inspection thereof, as per the Contract.
3. The Tenderer agrees to implement all necessary improvements for the installation, production and organisation deemed necessary to meet the requirements of the order.
4. The delivered product and / or service shall be uniform in Quality and condition, sound and free from defects, consistent with good industry practices and adhere to the requested Eskom requirements, without deviation.
5. Eskom shall have the right to conduct surveys and perform surveillance of the Tenderer's and Sub-Tenderer's facilities to evaluate their capability to comply with the requirements necessary to conform to contractual requirements.
6. Eskom reserves the right to review , inspect and audit , at reasonable times , any or all parts of the Tenderer's QMS as well as documents associated with the service provision of the work included in the contract , at the Tenderer's premises or elsewhere . Verification by Eskom shall not absolve the Tenderer of the responsibility to provide acceptable product and / or services, nor shall it preclude subsequent rejection by Eskom.
7. The services must comply with the agreed specifications and the applicable directives and technical standards set out in the Scope of Work and Specifications. Defects notified by Eskom shall be remedied by the Tenderer upon demand by Eskom without undue delay and at no extra cost. The Tenderer shall continuously monitor and identify non-conformances, both internal and external, as signals of opportunities for improvement making process and other relevant changes to prevent recurrence
8. The Tenderer shall further identify potential problems before they occur by identifying deviations in patterns or trends in product, service or process performance.
9. Nothing contained in the Contract shall relieve in any way the Tenderer from the obligation of Quality control thereof.
10. The Tenderer guarantees that the quantity and Quality of the delivered product/services comply with the requirements of the contract and/or relevant specifications.
11. The Tenderer shall prove its ability to relate to the proposed scope of work which establishes the manner in which the Tenderer intends to perform the Contract.
12. The Tenderer shall, on request, prove its organisational, logistics and support resources to ensure the requirements of the contract can be achieved.
13. Eskom reserves the right to assess and measure , in the selection process, the qualifications , capability and competence of the key staff (assigned personnel) in relation to the scope of work and to interview any / all Tenderers to confirm the Quality evaluation.
14. The personnel of the Tenderer, who will be conducting the service, will be available on a continuous basis until the conclusion of the project.
15. The Tenderer shall demonstrate experience in comparable projects or specific aspects of the project and / or performance in similar projects.
16. The Quality of the service / product and the contents thereof will be in accordance with prescribed standards.
17. For the duration of the Contract , the Tenderer shall ensure that suitably experienced people are assigned to perform designated work
18. Prior to the commencement of the management of the Professional services, the Tenderer must have scrutinised Eskom's requirements with specific focus on , inter alia , its policies and practises.
19. It is the Tenderer's obligation to ensure that his/her operations and the products and/or services it provides to Eskom comply with any applicable statutes and or regulations. Any non-compliance by the Tenderer and the resultant corrective actions shall be the responsibility of the Tenderer.

20. The Tenderer shall ensure that he/she complies with the Scope of Work and that appropriate quality requirements (as in the main contract) are included in subcontracts placed by the Tenderer to ensure sub-tenderer's compliance with the Scope of Work ,if and when applicable

21. The Tenderer shall:

- a) Support Eskom's effort to monitor, verify and / or witness any activities associated with the service at any reasonable time.
- b) Comply with Eskom requests for documentation, records, inspections and witnessing. Eskom participation in audits, appraisals, assessment of plan and verification shall be conducted at no extra cost to Eskom.
- c) Where applicable, the Tenderer shall ensure that Eskom has access to all work procedures, quality records and to all supporting documentation through provision of access to view and photocopy as required to support verification of work scope requirements. Access shall include the ability to photograph Eskom equipment, systems, system components, materials, as required.
- d) Provide access to all quality related information pertaining to activities performed by the Tenderer or sub-tenderer(s), which Eskom might not have participated in the witnessing of quality assurance or control thereof. (This refers to inspections, audits, or any part of the Tenderer's QMS , performed by the Tenderer on its own sub-tenderers, if applicable).
- e) Ensure above requirements (a-d) are communicated down to and accepted by sub-tenderers if and when applicable.
- f) Utilise detailed review of the work scope to determine deliverables, including deliverable quality activities identified and delivery schedules.

22. The Tenderer shall submit a draft Contract Quality Plan (CQP) within 7 days of conclusion of the contract. The CQP shall contain the following information: (See Annexure C of QM 58)

A cover page containing the following information:

- a) The draft contract title
- b) The Eskom tender number
- c) The draft contract commencement and completion dates
- d) The names, designations, signatures, of personnel responsible for preparing and approving CQP
- e) Provision for Eskom acceptance of the CQP.
- f) An index of contents.
- g) A full description of the service Information.
- h) A description of the communication channels between the Tenderer and Eskom regarding all quality related issues (fixed contract meetings).
- i) An organogram showing the structure of the Tenderer, which shall show the quality management representative and all other personnel responsible for control of quality activities/processes.
- j) An index of all the interfacing documents between the Tenderer and Eskom.
- k) A schedule (Index) of documents / records that shall be:
 - A list of all sub-tenderers that shall be utilized during the contract.
- l) This list shall indicate:
 - The scope of service.
 - A method of acceptance of any sub-tenderers by Eskom shall be indicated (if applicable)
 - An indication of how the sub-tenderers shall be controlled and monitored during contract execution (if applicable)
 - Objective evidence that the Tenderer's sub-tenderers will work to the specified quality standard (if applicable)
 - A description of how all quality records shall be controlled (e.g. identified, completed, retained and disposition).
 - Application for non-compliance acceptance (concessions) registers to be updated during the contract.

23. The Tenderer shall allow Eskom the right to:

- a). Oversee Tenderer audit programs by participating in selected audits as an observer and by assessing Tenderer at key work stages. Eskom will coordinate with the Tenderer to develop an oversight schedule aligned with Tenderer audit schedule.
- b) Access to any audit reports (if any)
- c) Conduct independent quality audits during all phases of the contract and the Tenderer shall provide all resources to support these activities.
- d). Have electronic and hard copy access to all quality plans, procedures, documentation other quality records relating to the service provision including but not limited to data extracts.(if applicable)
- e) Carry out assessments and audits on all new Tenderers and sub-tenderers.
- f) The Supplier shall comply with the Quality requirements as set out in the latest edition of Eskom QM-58 document, Supplier Contract Quality Requirements Specification, as well as all applicable legislation included in or referred to in this document.

g) The Tenderer needs to submit a quality plan indicating the control points for quality to ensure that the works are done according to specification.

h) The Tenderer is required either himself or to employ a competent Supervisor or Foreman on site for the duration of the project to implement workmanship quality checks.

i) The Tenderer needs to submit a quality plan indicating the control points for quality to ensure that the works are done according to specification.

24. Product packaging requirements to be complied with for purchased material and material collected from the Warehouse;

25. For quality requirements for Transportation:

(a) The contractor shall provide certification for all rigging equipment (if applicable).

(b) The contractor shall ensure that all trucks and trailers are roadworthy.

(c) The contractor shall ensure validity of licences for driver, truck and trailer and any other licence in terms of regulations (if applicable).

(d) The contractor shall ensure that the driver has relevant experience in doing the work.

Payments:

On completion of each Task Order the Tax Invoice with a copy of the Task Order, Completion Certificate and the Completion certificate attachment must be submitted to the relevant Clerk of Works. Any deviation from the planned work must be adjusted on the Tax Invoice. The COW will inspect the work and sign the certificate and Tax Invoice if satisfied with the standard of work. The COW will make adjustment according to work not yet completed. The COW will have one week to perform this work. The invoice and the Completion Certificate must be submitted to the Project Coordinator for approval. The PC will then perform a spot check and sign the invoice if satisfied. A detailed breakdown of the work not performed must be completed on the Completion certificate attachment. An electronic copy of this report must be submitted to the COW and the Employers Agent via e-mail. No payments will be processed by the Employers agent if he is not in possession of the electronic report.

On approval of the invoice the signed original Tax invoice and Completion certificate must be submitted to the Employers Agent for processing. All enquiries regarding payment must be followed up with the Employers Agent. It is preferred that only one invoice is submitted for each Task Order issued. If the scope of work is such that the work is longer than one month a progress payment may be submitted on the 25th day of each month. The contractor should only include the work for one task order on an invoice.

The Contractor must ensure that his invoice is according to the exact work completed on site. No work may be claimed that has not been completed. If work is claimed which is not complete this will be seen as a fraudulent claim which may lead to termination of the contract.

The Contractor will submit his claim on the assessment day as per the NEC Payment Certificate format attached to this contract with supporting Bill of Quantities. The Contract Number must be clearly visible on the Tax Invoice. The Employer will assess Payment certificates on actual work completed. Any possible issues regarding the claim will be addressed by the Employer to the Contractor. On acceptance of the Payment Certificate by the Employer the Contractor submits his invoice as agreed upon with the Employer. Payment will take place as per the Eskom Procurement's Invoice Payment Processes.

Tax Invoices

The contractor must submit the invoice to programme management department within 3 days of the hand over date or acceptance of work done by the Eskom Representative.

The *Contractor* ensures that the requirement in terms of Section 20(4) (C) of the Value Added Tax Act, no 89 of 1991 (as amended by the Revenue Laws Amendment Act 45 of 2003), that the *VAT registration number* of the recipient of the tax invoice, appears on the said tax invoice in order for the invoice to fully comply with the requirements of a valid invoice for VAT purposes as contained in the said Section 10(4) (C), is adhered to. The *Employer* requires adherence by the *Contractor* to this requirement as from 1 June 2004. No payment will be made on tax invoices not fully meeting the requirement.

Tax invoices must meet the following requirements where the consideration (VAT inclusive amount) exceeds R3 000:

1. The words "**TAX INVOICE**" in a prominent place (preferably at the top of the page).

2. **Name, address and VAT registration number of the supplier.**
3. **Name, address and VAT registration number of the recipient. ***

Please note: Eskom's name has to be reflected as ESKOM HOLDINGS SOC LIMITED on all tax invoices and Eskom's VAT number is 4740101508.

4. **An individual serial number (tax invoice number) and date issued.**
5. **A full and proper description of goods and/or services supplied.**

Please note: Merely referring to a contract is not sufficient.

6. **The quantity or volume of goods or services supplied.***
7. **Where the supply is subject to VAT at the standard rate, the following in Rand:**

- The value, VAT amount and consideration OR
- The total consideration with a statement that VAT is included @15% OR
- The total consideration and the amount of VAT charged.

Rates

Only Eskom approved are applicable.

Weekly reports

Contractor will submit a weekly report indicating the project status.

- The Start and Completion date must be agreed upon prior to signing the Task Order. Late completion may result in penalty clause being applied as per contract document.
- Original tax invoices must be submitted to the Programme Management Department containing all the relevant mentioned above. (See a full attached tick list)

Performance Management

- The Contractor's Performance will be assessed in accordance with a Performance Appraisal Process.

LEGAL COMPLIANCE GUIDE IN COMPLIANCE TO CONSTRUCTION REGULATION

- No task will be allocated to contractors in whose registration and good standing with the compensation commissioner is not valid and in order.
- Provided in the standard rates are costs of Health and Safety. (See the safety remuneration letter attached)

Health and Safety Management

The Directors or delegate should ensure the following is done in their respective companies: -

- I. Monthly safety meetings
 - II. Conduct Job observations – at least 4 per Month
 - III. Monthly Site Visits
 - IV. Monthly Safety Inspections
 - V. OHS Audits – (The template can be given for them to conduct self-audits)
 - VI. Incident investigations as per 32-95
 - VII. Include vehicle monitoring system as a standard requirement in the NEC for contractors who are required to travel.
 - VIII. To make the vehicle monitoring system report and actions taken to address non-compliance available on a monthly basis to Eskom for auditing and submit it on request.
- The Contractor shall comply with:
 - The Occupational Health and Safety Act, 1993, and all regulations made there under as per the standard clause A1, stipulated on page 4 of this contract.
 - The Construction Regulations, 2014

- The Health and Safety Requirements of the Employer more fully set out in Eskom procedure 32-136 and the SHE specification.
 - All Eskom Safety and Operating Procedures as outlined in the ORHVS (Operating Regulations on High Voltage Systems) and the standards attached to this document.
 - The Contractor acknowledges that he is fully aware of the requirements of all of the above and undertakes to employ people who have been duly authorized in terms thereof and who have received sufficient safety training to ensure that they can comply therewith.
 - The Contractor undertakes not to do, or not to allow anything to be done which will contravene any of the provisions of the Act, Regulations or Safety and Operating Procedures
 - The Contractor shall ensure that a team member of the Contractor is authorized as a Responsible Person in terms of the ORHVS. This includes the completion of all the pre-authorization training required for ORHVS Responsible Person (at the Contractor's expense) as detailed in standard 34-146. The Responsible Person shall supervise the works at all times and be available to take permits where necessary.
 - The Contractor shall ensure that the Responsible person completes a training logbook (as per standard 34-146) and arrange with the appropriate Eskom representative for evaluation of the authorized person prior to the Construction start date. This needs to be arranged by the Contractor.
 - The Contractor shall appoint a person who will liaise with the Eskom Safety Officer responsible for the premises relevant to this contract. The person so appointed shall:
 - Supply the Eskom Safety Officer with copies of minutes of all Health and Safety Committee meetings (if relevant), on a monthly basis.
 - Supply the Eskom Safety Officer with copies of all appointments in respect of employees employed on this contract, in terms of the Act and Regulations and shall advise the Eskom Safety Officer of any changes thereto – to be handed over to the Employer prior to construction start.
 - Eskom may, at any stage during the currency of this agreement, be entitled to;
 - do safety audits at the Contractor's premises, its work-places and on its employees;
 - refuse any employee, sub-contractor or agent of the Contractor access to its premises if such person has been found to commit any unlawful act or any unsafe working practice or is found to be not authorized or qualified in terms of the Act
 - issue the Contractor with a work stop order or a compliance order should Eskom become aware of any unsafe working procedures or conditions or any non-compliance with the Act, Regulations and Procedures referred to in 1 above by the Contractor or any of its employees, sub-contractors or agents.
 - No extension of time will be allowed as a result of any action taken by Eskom in terms of the above and the Contractor shall have no claim against Eskom as a result thereof. Furthermore, no amendments to the Act or the Regulations or reasonable amendment to Eskom's Safety and Operating Procedures will entitle the Contractor to claim any additional costs incurred in complying therewith from Eskom.
 - An authorized Eskom representative will be on site for regular site visits to monitor the Contractor's implementation of health, safety and quality Standards.
 - The Contractor shall be responsible for all expenses incurred to ensure adherence to Health and Safety Regulations as stipulated above which includes but is not restricted to ORHVS training courses, etc.
 - The Contractor shall adhere to the Standard on Working Clearances at MV Structures with pole-mounted auxiliary equipment as attached to this contract.
 - The Contractor shall comply with all the requirements of the CONSTRUCTION REGULATIONS.
- Please Note: (Before carrying out work, Contractor to notify the provincial director in writing of the construction work in line with requirements Construction Regulations)
- It is an Eskom requirement that the Contractor shall use a Fall Arrest System (FAS) as defined in the Construction Regulations whenever a risk of falling exists. The Contractor shall adhere to the applicable standards and procedures attached to this contract.

Typically, the following identified risks could endanger the work as done by the Contractor. The Contractor should identify mitigation actions for these risks, as well as identify any additional risks and submit at tender:

Typical Risk	Yes/No
Live underground cables	
Work in live chambers/restricted areas	
Live overhead conductors/crossings	
Close proximity work to live equipment	
Work in elevated positions/on ladders/from crane buckets	

Operating of cranes/vehicle mounted	
Static electricity/induction , step potential etc	
Work with chainsaws/mechanical cutters	
Materials handling/ heavy equipment handling	
Conductor stringing and tensioning	
Vehicle risks	
Work in open trenches/excavations	
Biological/Health risks (camps)	
Weather related risks (UV, heat, cold)	
Environmental risks	
Ergonomic risks (body position, fatigue)	
Work on/dismantling of rusted & rotten poles and structures	
Fire risks	
Public safety risks	

Health and Safety Plan

I/Wewill prepare and submit Health and Safety Plan to Project Co-ordinator before the commencement of each Task and Resource Capacity Schedule, including following details:-

1. Safety Representatives and First Aiders names, providing their ID Numbers and details of certification.
2. Serial numbers, calibration certificates and expiry dates of the tested tools and equipment.
3. Make, model and registration number of vehicles to be used.

Project health and safety file shall be developed in line with the requirements of the SHE specification and shall be submitted for evaluation and approval by the client safety department.

Subcontracting

Contractors are requested to submit names of proposed "Subcontractors" to be utilized on this project. Contractors are advised that only Eskom Approved Consultants and Contractors who have completed the necessary Eskom Contractor Training & Accreditation may **Construction Safety**

- The Contractor shall be responsible for ensuring that all equipment supplied and used and all work carried out under this contract shall be in accordance with the Occupational Health and Safety Act (Act 85 of 1993) and regulations remaining in force, as may be amended from time to time.
- In addition, the Contractor shall comply with other Safety application provisions of Government, Provincial, Municipal Safety Laws, Building, Construction, Electricity Regulations and Eskom Distribution Standards.
- The Contractor shall accept full responsibility for the means, methods, sequence or procedures of construction for safety precautions or programmes incident to the work of the contractor.
- The Contractor is required to submit a working methodology statement with regards to the Safety Standards while working within hazardous areas such as live substations or in close proximity of energized apparatus.
- The Contractor shall indemnify the employer and the Engineer against responsibility for safety on the site of the works.
- The Contractor shall enter into an agreement to complete the work required for the construction of the works in accordance with the provisions of all pertinent legislation and in particular with the provisions of the Occupational Health and Safety Act (Act 85 of 1993) and the regulations promulgated there under.
- Reference of the Safety Methodology Statement can be found in the Government Occupational Health and Safety Act (Act 8 of 1993) and Construction Regulations Document which is available publicly.
- The safety of the Contractors personnel and employees acquire precedence over the construction works.
- Contractor to assess and make provision for security services to protect the demolished material should the need arise

Life saving Rules (Refer to the attached document)

Due to the importance to safe life's and apparatus of Eskom it is recommended that if a contractor abuse any life saving rules, all work allocated to the contractor will immediately put on hold until final outcome with investigation. Safety is the combined responsibility of the team and therefore team leader or team will be punished together. There are five life saving rules that may not be broken by the Team Leader and his/her team.

The five Eskom Life saving Rules are as follows:

Rule 1: *Open, isolated, tests, earth, and bond and/or insulate before touch*

Rule 2: *Hook up at height*

Rule 3: *Buckle Up*

Rule 4: *Be Sober*

Rule 5: *Ensure that you have a permit to work*

ACCEPTANCE NOTE

I/WE _____ HEREBY ACCEPT THE ABOVE TERM FOR BREACHING OF LIVE
SAFETY RULES.

SIGNED BY: _____ DATE: ____ / ____ / ____

Compensation for Occupational Injury and Diseases Act

- The Contractor shall submit with his tender proof of adherence to the above act.

General Environmental Management Requirements

- The Contractor shall receive an Environmental Management Plan – EMPr (normally as part of the DESD) and must adhere to all its requirements.
- Contractor to provide toilet facilities, water and electricity.
- All environmental legal Liabilities and claims arising from the negligent activities of the Contractor shall be for the Contractors expense.
- The Contractor shall have an understanding of Eskom's basic environmental principles and commitments (covered during Eskom Environmental Law Course)

Vegetation Management:

The supplier shall ensure:

- That all indigenous and protected trees (in terms of national and provincial legislation) are not cut, trimmed or disturbed without a permit obtained from the relevant authorities (acquired from Eskom Environmental Management Section).
- That permits be available on site where such trees are cut.
- That the owner is consulted, and his/her consent being obtained, prior to the cutting of any trees.

Waste Disposal

The supplier shall ensure that:

- Waste is disposed of on a permitted / legal waste site, for the applicable waste type, in terms of the Environment Conservation Act, 73 of 1989 and the National Environmental Waste Management Act (Act 59 of 2008).
- Disposal certificate (waste manifest) for all waste disposed of i.e. general, hazardous and toilets waste is obtained

and proof is kept onsite.

- Where appropriate, waste is recycled or re-used.

General

- Except for site management and specialised labour such as operators for plant and equipment, the Contractor is encouraged to use "local" labour on a temporary basis for all manual tasks.
- The Contractor will attend all site meetings as arranged by the Employer
- All Construction work shall be carried out in accordance with all the statutory requirements applicable to the area, Eskom's specifications, standards and regulations
- The Contractor will be given access to the proposed site and the Contractor must comply with Eskom's national, Provincial and local environmental policies and laws.
- The onus is on the Contractor to obtain the latest revision of standards applicable.
- The Employer reserves the right to alter the scope of the works and programme.
- The Employer reserves the right to remove certain sections from the detailed scope of works as described in this contract

Emergency work

The supplier shall ensure:

- That all environmental risks associated with the activity be assessed and documented prior to the execution of the activity.
- Identified environmental risks must be avoided and where it cannot be avoided, be remediated to the satisfaction of Eskom, the landowner, or any relevant Government authority.
- That all environmental incidents and complaints are reported to the project manager within 24 hours.

Weather Data

No weather data are included in this specifications and the contractor is referred to the Weather Bureau, Department of transport, Private Bag X097, Pretoria 0001.

The contract places the responsibility on the contractor to foresee inclement weather. The contractor shall take into account large variations in the weather patterns. No extension of time will be granted for delays arising out of normal weather conditions

Where the abnormal, unfavourable weather conditions are experienced, an extension of the contract period may be considered by the Employer, as stated in the conditions of contract. No claim for additional Preliminary and General or escalation of the contract price for the extended period will be granted.

Title to site materials

The Contractor ensures that during the period of procurement and installation, all materials and part of the plant are suitably stored on site in such a manner as to prevent damage by weather, fire, manhandling, corrosion, theft and any other peril. The cost of providing necessary protection, storing, handling and security is borne by the Contractor for the duration of this contract. The Contractor returns all un-used spares to the Employer store where applicable.

Meetings

Regular meetings to be held such as safety and planning meetings, early warning and compensation event meetings every week

Use of standard forms

Contracting parties must use NEC3 standard forms available in the Eskom Intranet for the administration of the contract

Records of Defined Cost

In order to substantiate the Defined Cost of compensation events, the *Employer* may require the *Contractor* to keep records of amounts paid by him for people employed by the *Contractor*, Plant and Materials, work subcontracted by the *Contractor* and Equipment. A site diary will be required.

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

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

.The *Contractor* shall keep accurate records and provide the *Employer* with reports on the *Contractor's* actual delivery against the above stated ASGI-SA criteria

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

BBBEE and preferencing scheme

Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change

Facilities to be provided by the Contractor

N/A

Title to material from excavation and demolition

N/A

Designs by the Contractor

N/A

Expanded Public Works Programme (EPWP)

Requirements of the EPWP

EPWP report must be completed for all staff working on electrification (households, schools and clinics), sub-transmission, minor reticulation and refurbishment projects. If no permanent or temporary people are employed; a zero figured report must be submitted.

Reporting on EPWP

The minor reticulation projects will require the contractors to submit this report along with each invoice submitted for payment.

EPWP Audits

Audits will be performed by DME on an ad hoc basis after the completion of a project. The clerk of works (cow) to verify that the data reported as per annexure A is in line with the safety register signed and this will be done on a spot check basis only. The contractor will be accountable for the information reported on.

Requirements for the programme

If required the program will be submitted on or as part of "works order" Contractors will be requested to quote within 24 hours. The Contractor must visit the site, verify the designs and Eskom BOM and if the project can be executed. Failure to do so will result in project being withdrawn from the Contractor.

- The program for the work must be submitted to the Employers Representative for acceptance two weeks before the commencement of the project. Any variance to the contract should be communicated to the Employer Representative before commencing with the task.
- The required program submitted for acceptance should include the following data:

- The starting date
- Possession dates
- The completion date
- For each operation, a method statement which identifies the services and other resources which the

Contractor plan to use

- The key dates for the Employer to provide "services and other resources
- The Contractor must submit a project specific risk assessment with each quote.

Completion

The works are to be completed in according to specifications in all respects and ready for take – over by the Employer

Services and other things provided by the *Employer*

Item	Date by which it will be provided
1. Eskom supply materials are to be collected from the Eskom Stores. The rest of the material, labour, transport and equipments etc. will be supplied by the Contractor.	As per Task Order
2. The Contractor will be supplied with all the relevant information regarding each individual Task Order.	As per Task Order

Supplier Development & Localisation (SD&L) compliance

Local Production and Content

This tender does not concern a "designated sector" as per regulation 9 of the Preferential Procurement Regulations, 2011; however, Eskom has set the local content threshold at 100%. This is not an evaluation criterion but will be incorporated into the contract.

Skills Development

Successful tenderers will be required to participate in skills development by skilling candidates with a minimum of N3 Electrical Engineering that are Black Youth and based in Limpopo Province as indicated below. This will be a contractual obligation.

Skill Type	Eskom's Target
Building Construction	5 (1 per annum)

Job Creation

- Tenderers should indicate the number of jobs to be created and / or retained as a direct result of this contract. This is not an evaluation criterion.

Number of jobs to be created as a result of this contract	
Number of jobs to be retained as a result of this contract	

NB:Unskilled labourers should be based local to site

Subcontracting

The maximum of 25% of the Works may be sub-contracted.

Preferred subcontractors

Contractors are requested to submit names of proposed "Subcontractors" to be utilized on this project. Contractors are advised that only Eskom Approved Consultants and Contractors who have completed the necessary Eskom Contractor Training & Accreditation may be used. A maximum of 25% of the Works may be sub-contracted subject to Project Managers approval. Sub-Contracting shall be in accordance to the NEC3 Sub-Contracting Contract.

Subcontractor	Section of Work to be Subcontracted	Vendor No.(If Applicable)

Subcontract documentation, and assessment of subcontract tenders

Sub-Contracting shall be in accordance to the NEC3 Sub-Contracting Contract.

Limitations on subcontracting

A maximum of 25% of the Works may be sub-contracted subject to Project Managers approval.

Attendance on subcontractors

As per project requirements which is validated by the Contractor.

Guidelines of Compiling an Environmental Policy

Environmental policy

The environmental policy is the driver for implementing and improving the organization's environmental management system so that it can maintain and potentially improve its environmental performance. The policy should therefore reflect the commitment of top management to comply with applicable laws and to demonstrate continual improvement. The policy forms the basis upon which the organization sets its objectives and targets. The policy should be sufficiently clear to be capable of being understood by internal and external interested parties and should be periodically reviewed and revised to reflect changing conditions and information.

Top management shall define the organization's environmental policy and ensure that it:

Top management includes people on site, at head office, or any member of a controlling group designated to be management of the organization.

A site or an operating unit does not need to document its formal adoption of a corporate environmental policy if the corporate policy, as defined by its scope, applies to the site or operating unit. In addition, the corporate policy will need to be adequately specific to the site or operating unit.

If the site or corporate policy is modified to suit the site or operating unit, then these changes must be documented.

4.2a) is appropriate to the nature, scale and environmental impacts of its activities, products or services;

for example, an organization involved in activities with a high environmental risk (for example, scheduled processes) would be expected to provide more specific undertakings in its environmental policy than an organization involved in low risk activities. The environmental policy should also address the different types of environmental impacts of the organization's activities, products or services.

This does not imply that all environmental impacts be addressed in the policy but that the framework of the policy covers all significant impacts (see 4.2 d).

4.2b) includes a commitment to continual improvement and prevention of pollution;

The words "continual improvement" and "pollution prevention" do not need to be explicitly mentioned as long as similar words are used or there are clear statements in the policy that directly address pollution reduction (for example, waste minimization, source reduction and cleaner technologies) and continual improvement. Pollution prevention is more than just pollution control and requires preventive measures, instead of only control.

4.2c) includes a commitment to comply with relevant environmental legislation and regulations,

Compliance with all relevant legislated and other requirements (National, provincial and local) is a minimum requirement for certification.

Exceptions to this are where:

- a) *The authorities have been informed of the non-compliance in writing;*
- b) *A corrective action programme is in place;*
- c) *Evidence is available that the authorities have accepted the corrective action programme;*
- d) *Evidence is available that the corrective action programme is being implemented.*

Where a permit for a process of the organization has expired and the organization can provide evidence of due diligence, for example, records of telephone calls, faxes to the regulator or minutes of meetings with the regulator showing that they are in the process of applying for new permits.

The word comply does not need to be explicitly mentioned in the environmental policy, as long as there are similar words (for example, adhere to, in accordance with) clearly communicating commitment to compliance with legislation and regulations.

4.2c) and with other requirements to which the organization subscribes;

The "other requirements" may include:

- a) Industry initiatives, non-regulatory guidelines or codes of practice such as Responsible Care or more general environmental initiatives such as the business Charter for Sustainable Development to the extent that the organization has formally adopted them;
- b) Agreements with public authorities;
- c) Formal management systems such as SABS ISO 9001/2, NOSA and ISRS; and
- d) Corporate or Head office requirements.

If an organization subscribes to other requirements (as in 4.2(c) a) and b) above in their environmental policy then:

- 1) The certification body will verify compliance with these requirements;
- 2) Compliance with those requirements will not be included in the scope of the certificate; and
- 3) Non-compliance with these requirements could provide grounds for not granting certification.

If an organization subscribes to other requirements (as in 4.2(c)) c) above then the certification body will only verify compliance with the SABS ISO 14001 requirements and not to those other formal management systems. (An exception to this is where the organization requests a combined SABS ISO 14001 and SABS ISO 9000 certification assessment/audit).

4.2d) provides the framework for setting and reviewing environmental objectives and targets;

The policy should be sufficiently detailed to provide a yardstick against which the organization's environmental performance can be evaluated.

The policy wording must be specific enough so that specific objectives and targets can be formulated from it by the organization in order to implement the policy.

4.2e) is documented, implemented and maintained ...

The policy can be documented in any form (i.e. paper or electronic).

All the requirements of SABS ISO 14001 shall be addressed and an organization cannot elect to omit any of these requirements from its environmental management system.

Policies tend to set long-term goals.

The policy should be periodically reviewed and revised in response to new information and changing circumstances.

The policy must be reviewed periodically – at least annually.

It is not expected that the policy be reissued annually. A well-developed policy can effectively drive the organization's environmental management system for several years.

4.2f) ... and communicated to all employees;

Communication involves both the transmission and the understanding of the policy.

Communication mechanisms can include posting the policy in common areas, distributing it by memo, and reviewing it at staff or "toolbox talks" meetings.

A person's level of knowledge of the policy should be proportional to his/her level of responsibility in the environmental management system i.e. senior staff responsible for ensuring implementation need a greater knowledge of the policy than personnel at shop-floor level. In the South African context, unskilled, illiterate workers cannot be expected to have in-depth knowledge of the contents of the environmental policy, however all employees are expected to have an idea of the concepts of the environment, why it is important to protect the environment, and of their role in achieving this (see also 4.4.2).

4.2g) Is available to the public

The policy must be available to any interested party on request.

The words "is available" do not necessarily mean that the organization has to pro-actively distribute the policy to the public. The organization should however make the public aware of the fact that the policy is available.

A mechanism should be in place to have the policy available to the public.

4.2.1 Key component of the policy

The policy provides an environmental purpose and set of values for the organization to follow.

The policy should:

- a) Be relevant and straightforward;
- b) Relay that protection of the environment is a top priority of the organization;
- c) Show commitment to continued improvement of environmental performance and compliance with the laws and regulations;
- d) Clearly specify which organizational activities are covered by the statement;
- e) Be a natural jumping-off point for setting environmental objectives and targets;
- f) Provide a framework for assessing progress made with the targets and objectives that are oriented towards minimizing environmental impacts.

4.2.2 Communication, promotion and support of policy

The policy statement will be totally ineffective if the commitment it contains is not communicated, made available, promoted and supported by all. It is important to note that the policy:

- a) Should be available to all employees in the organization;
 - b) Should be communicated repeatedly after a period of time as a reminder;
 - c) Should be made available to the public;
 - d) Should be promptly provided whenever a copy is required;
 - e) Should be signed by top management to show commitment and support.
- Repeated exposure is the key to communicating the policy effectively thus it can be posted, communicated through news letters or sent to desktop personal computers.

C4: Site Information

C4.1: Information about the *site* at time of inspection which may affect the work in this contract

1. Access limitations

As per Task Order

2. Ground conditions in areas affected by work in this contract

As per Task Order

3. Hidden and other services within the *site*

As per Task Order

4. Details of existing buildings / facilities which *Contractor* is required to work on

The site is within the servitude of the line or substation as described in the task order.

SECTION 37(2) AGREEMENT

CONCLUDED BETWEEN

.....[insert name of subsidiary or Eskom Holdings SOC Limited]

AND

.....

(Name of contractor/supplier)

I,[insert name of person representing contractor/supplier company)representing [insert name of contractor/supplier], do hereby acknowledge that [insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that [insert name of contractor/supplier] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service[insert brief details of project/service, for example, name, contract/project number] and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between (insert name of contractor/supplier) and [insert name of subsidiary or Eskom Holdings SOC Limited] which will ensure compliance by [insert name of contractor/supplier] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this day of 20 at

..... (Place)

(Full name)..... (Signature)on

behalf of (Contractor/supplier)

Contractor Responsible Manager (*responsible for signing the contract on behalf of the contractor/supplier*)

Witnesses

1.
2.

Signed this day of 20 at (*Place*)

(*Full name*..... (*Signature*) on

behalf of [insert name of subsidiary or Eskom Holdings SOC Limited]

(Contracts and/or Project Manager or Representative)

Witnesses

1.
2.

Occupational Health and Safety Act: Section 37(2) Agreement - Form	Document Identifier	240-77037682	Rev	1
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only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this day of 20 at

..... (Place)

(Full name)..... (Signature)on

behalf of (supplier/contractor)

Contractor Responsible Manager (responsible for signing the Eskom
contract on behalf of the contractor)

Witnesses

3.

4.

Signed this day of20.....

at (Place)

(Full name..... (Signature).....on

Behalf of **Eskom Holdings SOC Limited.**
(Contracts and/or Project Manager or Eskom's representative)

Witnesses

3.

4.