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|                                                                                           | <b>Eskom Real Estate GOU</b><br>Scope of Work                                                                                                                                    | <b>Doc No:</b> 240-137914194                                                                                                                                                 |              |
|                                                                                                                                                                            |                                                                                                                                                                                  | <b>Date:</b> 15 February 2015                                                                                                                                                | <b>Rev</b> 0 |
|                                                                                                                                                                            |                                                                                                                                                                                  | <b>Page:</b> 4                                                                                                                                                               |              |
| <b>Title:</b><br><br>Minor repairs at Garankuwa HUB to accommodate Mabopane HUB employees                                                                                  |                                                                                                                                                                                  | <b>Document type:</b><br><br>Specification                                                                                                                                   |              |
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| <b>Revision</b>                                                                                                                                                            | <b>Description of Revisions</b>                                                                                                                                                  | <b>Approval</b>                                                                                                                                                              | <b>Date</b>  |
|                                                                                                                                                                            | Draft Release                                                                                                                                                                    |                                                                                                                                                                              |              |
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| <b>CONFIDENTIALITY CLASSIFICATION:</b><br>Public Domain: Confidential/Restricted                                                                                           |                                                                                                                                                                                  | <b>DATE OF LAST REVIEW:</b> February 2015                                                                                                                                    |              |
| <b>Promotion of the Access to Information Act 2000</b>                                                                                                                     |                                                                                                                                                                                  | <b>DATE OF NEXT REVIEW:</b> Not applicable                                                                                                                                   |              |
|                                                                                                                                                                            |                                                                                                                                                                                  | <i>NOTE: - These dates can be changed without effecting the revision status of the document</i>                                                                              |              |

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## **1. BACKGROUND**

Mabopane Hub is currently accommodated in a leased property at Mabopane, and the lease agreement expires 31 December 2022.

The rented site is 15km from the Eskom owned Garankuwa Hub. As part of Eskom's cost savings initiatives, the lease for this site have been earmarked for closure and relocation to Winterveld and Mothutlung site where Garankuwa Hub is based. Pexco approved the termination of the lease on expiry.

The Mabopane rented site currently accommodates 10 employees. Due the Hub's storage requirements and additional offices needed a parkhome has been identified to supplement office space and storage needs for Mabopane Hub.

The parkhome needs to be refurbished, parking area need to be extended and minor renovations in the Garankuwa Hub office building

## **2. SCOPE**

The scope of work for this project will include:

- Renovations of the existing Garankuwa HUB office area to accommodate Mabopane employees' office area to expand it for extra customers since two Hubs will use same office to serve customers
- Renovations of a parkhome to be moved to Winterveld site to accommodate Mabopane employees' office area.
- Extending the parking area including re-drawing some parking lines

Deliverables shall include.

- a. Renovations Supervision
- b. Renovations, commissioning and handover of the works
- c. Certificate of compliance

## **3. SCOPE OF WORKS ACTIVITIES**

The scope of work includes the followings:

### **A. OUTSIDE AREA**

- Relocate a diamond mesh fence (20m)
- Re-mark parking lines (18 cars)
- Re-paint 8 covered carports steel structure
- Refurbish guard house (2x1.5m)
- Remove palisade steel fence from Mabopane rented site and replace in Garankuwa HUB (30m)
- Additional paving bricks for parking area - 50m<sup>2</sup>

## **B. OFFICE AREA**

- Supply and install 18 000 BTU air conditioner
- Remove glass door (2m) and make good
- Add a glass sliding door (2.5m)
- Paint interior and ceilings (597m<sup>2</sup>)
- Paint doors and frames (20)
- Repair carpet tiles and replace where necessary.
- Provide toilet seats

## **C. PARKHOME**

- Take out wall damaged kitchen wall and enclose bathroom cubicle
- Take out old air conditioners and use the additional wall that was taken out to repair the holes in the walls of 500mm by 400mm.
- Take out all old showers
- Remove an existing toilet and install in the place of a shower area.
- Replace toilet seats and flushing mechanisms
- Supply and replace existing 12000btu (9) aircon
- Repair and replace window blinds 650mm x 650mm
- Replace all door mechanisms and supply keys, check hinges and repair where necessary.
- Replace indicator bolts in bathroom doors
- Remove and replace broken windows, match existing
- Remove damaged window handles and replace

## **D. SUNDRY ITEMS**

### **Electrical**

- Supply and install extractor fans
- COC certificate
- Supply and install 5-liter Hydro boil
- Supply emergency lights and install
- Replace light fittings and install LED fluorescent lights, test plugs, switches and electrical DB and repair where necessary.
- Supply and install 100W heavy duty flood lights

### **Plumbing**

- Connect existing installations to main plumbing supply, supply and install new pipeline (waste)
- Supply and install new gully for kitchen
- Digging and recovering of all trenches
- Supply and install Double sink and sink mixer incl. all fittings

#### **4. QUALITY MANAGEMENT SYSTEM**

The Contractor shall be required to provide or maintain a quality management plan, which must be approved by Eskom

The contractor is advised that the employer considers it essential that for a project of this scale the contractor shall provide and maintain a high level of skilled management organization and resources (justified by CV's), to ensure the successful and timely completion of the contract. Crucial information is to be provided by the Snr Supervisor Tech Facilities and project manager at tender stage (tender clarification/briefing meeting) and this shall be deemed to define the contractor's intentions in this respect. It is a requirement that the contractor submits all technical requirements documents as specified by procurement strategy document under technical criteria.

#### **5. WEEKLY AND MONTHLY PROGRESS REPORTS**

##### **5.1 Weekly report**

The weekly progress report shall be based on the weekly progress meeting by the contractor and the employer represented by the Supervisor or Snr Supervisor or delegation from the employer. The meeting shall focus on a punch list which is derived from the project scope of works as per the project schedule with an objective of tracking contractor's progress which should be driven by the following items:

1. Past week achieved progress activities.
2. Current week activities.
3. Next week target activities.
4. Commitment to project schedule.
5. Deviation and corrections to the project schedule.
6. Issues and activities adjustment.
7. Risk identification and mitigations.

#### **6. RESOURCES**

The contractor shall provide adequate resources to execute the work.

#### **7. PROJECT METHODOLOGY**

The Contractor shall submit a detailed proposal outlining methodologies of how he intends executing the work.

#### **8. RESOURCE REQUIREMENTS**

The Contractor shall ensure that highly skilled personnel (as defined in their submitted and accepted CV's) are dedicated to the project.

#### **9. IMPLEMENTATION PLAN**

The Contractor is required to submit a detailed implementation plan