

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

C3.1: EMPLOYER'S SERVICE INFORMATION

Contents

Part 3: Scope of Work	1
C3.1: Employer's service Information	2
1 Description of the service	4
1.1 Executive overview	4
1.2 <i>Employer's</i> requirements for the <i>service</i>	4
1.3 Interpretation and terminology	4
2 Management strategy and start up.	5
2.1 The <i>Contractor's</i> plan for the <i>service</i>	5
2.2 Management meetings	5
2.3 <i>Contractor's</i> management, supervision and key people	5
2.4 Provision of bonds and guarantees	5
2.5 Documentation control	5
2.6 Invoicing and payment	5
2.7 Contract change management	6
2.8 Records of Defined Cost to be kept by the <i>Contractor</i>	6
2.9 Insurance provided by the <i>Employer</i>	6
2.10 Training workshops and technology transfer	6
2.11 Design and supply of Equipment	6
2.12 Things provided at the end of the <i>service period</i> for the <i>Employer's</i> use	6
2.12.1 Equipment	6
2.12.2 Information and other things	6
2.13 Management of work done by Task Order	6
3 Health and safety, the environment and quality assurance	7
3.1 Health and safety risk management	7
3.2 Environmental constraints and management	7
3.3 Quality assurance requirements	7
4 Procurement	8
4.1 People	8
4.1.1 Minimum requirements of people employed	8
4.1.2 BBBEE and preferencing scheme	8
4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)	8
4.2 Subcontracting	8
4.2.1 Preferred subcontractors	8

4.2.2	Subcontract documentation, and assessment of subcontract tenders	9
4.2.3	Limitations on subcontracting	9
4.2.4	Attendance on subcontractors	9
4.3	Plant and Materials	9
4.3.1	Specifications	9
4.3.2	Correction of defects	9
4.3.3	<i>Contractor's</i> procurement of Plant and Materials	9
4.3.4	Tests and inspections before delivery	9
4.3.5	Plant & Materials provided "free issue" by the <i>Employer</i>	9
4.3.6	Cataloguing requirements	9
5	Working on the Affected Property.....	10
5.1	<i>Employer's</i> site entry and security control, permits, and site regulations.....	10
5.2	People restrictions, hours of work, conduct and records.....	10
5.3	Health and safety facilities on the Affected Property	10
5.4	Environmental controls, fauna & flora.....	10
5.5	Cooperating with and obtaining acceptance of Others.....	10
5.6	Records of <i>Contractor's</i> Equipment.....	11
5.7	Equipment provided by the <i>Employer</i>	11
5.8	Site services and facilities.....	11
5.8.1	Provided by the <i>Employer</i>	11
5.8.2	Provided by the <i>Contractor</i>	11
5.9	Control of noise, dust, water and waste	11
5.10	Hook ups to existing works	11
5.11	Tests and inspections	11
5.11.1	Description of tests and inspections	11
5.11.2	Materials facilities and samples for tests and inspections	11
6	List of drawings.....	12
6.1	Drawings issued by the <i>Employer</i>	12

1 Description of the service

1.1 Executive overview

The service supplier shall furnish on a continuous 24-hour basis with fully trained unarmed PSIRA Grade C registered security guards. The duties of the supplier's guards shall be those specified in the contract and job descriptions.

- Shifts to be covered, shift times

Day shift: 06:00 – 18:00
Night shift: 18:00 – 06:00

In total eight (8) PSIRA Grade C registered competent unarmed security officials on the campsite in the form of three (3) day shift and three (3) night shift security officials, Monday to Sunday (incl. Public Holidays) to conduct physical security on site. The supplier shall ensure that a supervisor forms part of each shift, i.e. every shift should consist of 1 supervisor and 2 grade C guards. This supervisor shall be duly responsible for the supervision of the security guards assigned to The National Transmission Company SOC Ltd.

1.2 Employer's requirements for the service

Olien Substation is not a national key point hence the supplier does not require to have armed security guards. The service supplier shall furnish 24-hour unarmed security guarding services at the Olien Substation for a period of 24 months with Six (6) fully trained and registered PSIRA Grade C guards of which will be covered in shift times (Public Holidays included). The supplier shall furnish The National Transmission Company SOC Ltd with ONE (1) fully trained and registered PSIRA Grade B guard - armed - site supervisor performing site supervision during day and night shifts, including public holidays. The supplier shall furnish The National Transmission Company SOC Ltd with TWO (2) fully trained and registered PSIRA Grade B guards armed response (and escort) of which will be covered in shift times (Public Holidays included).

The *Contractor* is required to provide security services at Olien Substation as fully described in the document titled "Scope of Work" with effective date "1 November 2025".

1.3 Interpretation and terminology

Abbreviation	Meaning given to the abbreviation
PSIRA	Private Security Industry Regulatory Authority

2 Management strategy and start up.

2.1 The *Contractor's* plan for the service

N/A

2.2 Management meetings

The contractor is to be available for monthly site progress meetings at a date to be determined by the employer. Meetings will be held in order to address any issues identified on site pertaining to the services provided by contractor or commend the contractor on their great work. Only the supervisor is required for the meeting as per invitation.

2.3 *Contractor's* management, supervision and key people

N/A

2.4 Provision of bonds and guarantees

N/A

2.5 Documentation control

- The Security Service provider will be required to provide with the Occurrence books, Visitors and After-hours register where necessary.
- Occurrence book to be correctly completed by Security officers and supervisors listing all occurrences and visits on site.
- Visitors register to be completed daily and filed on site for future reference and pages must be numbered.
- Contractor must ensure that quality registers are provided. Register must remain bonded, with no loose pages.
- Accurate records of all occurrences are to be kept for a minimum of 12 months post the occurrence and should be made readily available to The National Transmission Company SOC Ltd at any time.

2.6 Invoicing and payment

In terms of core clause 50 the *Contractor* assesses the amount due and applies to the *Employer* for payment. The *Contractor* applies for payment with a tax invoice addressed to the *Employer* as follows:

The *Contractor* includes the following information on each tax invoice:

- Name and address of the *Contractor*
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- The total of
 - The Price for each lump sum item in the Price List or Task Order which the *Contractor* has completed;
 - Where a quantity is stated for an item in the Price List or Task Order, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate,

- Other amounts to be paid to the *Contractor*;
- Less amounts to be paid by or retained from the *Contractor*;
- The change in the amount due since the previous payment being the invoiced amount - excluding VAT, the VAT and including VAT;

The *Contractor* attaches the detail assessment of all work done for each item in the Price List to each tax invoice showing

- the Price for each lump sum item in the Price List or Task Order which the *Contractor* has completed and
- where a quantity is stated for an item in the Price List or Task Order, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

An original invoice must be sent to the Accounts Payable Department and a copy to the Project Manager.

The contractor must submit an FRI within 1 week of contract award.

Details on how to submit invoices and additional information

- Ensure that the National Transmission Company SOC Ltd order number is clearly indicated on your invoice together with the line number on the order you are billing for
- All Electronic invoices must be sent in PDF format only
- Each PDF file should contain one invoice, or one debit note, or one credit note only as The National Transmission Company SOC Ltd's SAP system does not support more than one PDF being linked into workflow at a time
- Your E-mail may contain more than one PDF file (e.g. 2 invoices on 2 separate PDF files in one e-mail)
-Send all invoices in PDF to Group Capital Power Delivery Projects (TPD)
invoicesgrpcapitalTPD@eskom.co.za

2.7 Contract change management

2.8 N/A Records of Defined Cost to be kept by the *Contractor*

N/A

2.9 Insurance provided by the *Employer*

N/A

2.10 Training workshops and technology transfer

N/A

2.11 Design and supply of Equipment

N/A

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

2.12.1 Equipment

N/A

2.12.2 Information and other things

N/A

2.13 Management of work done by Task Order

N/A

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The *Contractor* shall comply with the health and safety requirements contained in Annexure Scope of Work to this Service Information.

- All vehicles utilized to transport staff, must be fitted with SABS approved seatbelts.
- The Service provider is responsible to ensure that the security officers deployed at Ad-hoc sites have access to a shelter, water and sanitation.
- All Security officers should receive a safety induction before they can be deployed on The National Transmission Company SOC Ltd sites.
- Safety recommendations following an incident shall be implemented by all Security Service providers to prevent further reoccurrences at any of The National Transmission Company SOC Ltd site, as per allocated timeframes.
- Open fires, the use of bar heaters and hotplates as heaters at The National Transmission Company SOC Ltd sites, is totally prohibited.
- Security officers should observe the provisions of the Criminal procedure Act and all relevant legislation regarding the use of minimum force. Security officers should at all-time use minimum force sufficient to bring the situation under control and such force shall cease as soon as the situation is brought under control. No deliberate assault on suspects will be condoned.

3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in Annexure TPDMM-ST-37 rev1

3.3 Quality assurance requirements

N/A

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed

- All Security officers must be registered with PSIRA at the required grade.
- Security officers must be in possession of their PSIRA and company I.D card at all times.
- Security officers may be subjected to a screening process.
- Security officers should not have been convicted of any criminal offence and should disclose all pending criminal prosecutions against them. Non-disclosure of such will result in the officers' automatic removal from The National Transmission Company SOC Ltd site or duties.
- Security officers should be able to read and write and express themselves well in English.
- Security officers may be required to undergo a polygraph tests as and when required.
- Security officers could be expected to perform driving activities as part of their tasks should have undergone driver training at an accredited institution.
- Security officers will not be allowed to access IT networks registries, communication networks or any sensitive/zoned areas even when responding to alarms.
- Security officers should be trained on the Standard Operating Procedures (SOPs) relevant for their site of deployment and/or be made available for training by The National Transmission Company SOC Ltd at no additional costs on any process or procedure necessary for them to do their duties. Proof of training must be kept on file and availed to The National Transmission Company SOC Ltd on request.
- No security officers are to be deployed in terms of this contract, before undergoing necessary The National Transmission Company SOC Ltd induction, training and assessments. The National Transmission Company SOC Ltd reserves the right to remove such Officers that have not complied with this requirement from their sites or duties as per this contract at the cost to the contractor.
- All Security personnel deployed must be trained in terms of the various legislative requirements. (Private Security Industry Regulatory Authority (PSIRA), Firearm Control Act (FCA) All Security personnel to comply with the continuation and refresher training in terms of FCA.
-

4.1.2 BBBEE and preferencing scheme

The contractor must maintain their Level 1 QSE 100% Black owned B-BBEE status for the duration of the contract. Should the contractors B-BBEE change within the contract period , The National Transmission Company SOC Ltd SDL&I must be notified in writing of the change in status.

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

The contractor shall keep accurate records and provide the Employer with report on the Contractors actual delivery against the stated SDL&I scorecard below:

Local Content (South Africa)	100%
------------------------------	------

4.2 Subcontracting

4.2.1 Preferred subcontractors

N/A

4.2.2 Subcontract documentation, and assessment of subcontract tenders

N/A

4.2.3 Limitations on subcontracting

N/A

4.2.4 Attendance on subcontractors

N/A

4.3 Plant and Materials

4.3.1 Specifications

N/A

4.3.2 Correction of defects

N/A

4.3.3 *Contractor's* procurement of Plant and Materials

N/A

4.3.4 Tests and inspections before delivery

N/A

4.3.5 Plant & Materials provided “free issue” by the *Employer*

N/A

4.3.6 Cataloguing requirements by the *Contractor*

N/A

5 Working on the Affected Property

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

Access control activities consist of the control and management of the movement of employees, visitors and contractors.

2.2 Positive identification at all times:

- The National Transmission Company SOC Ltd Employee only by means of The National Transmission Company SOC Ltd Id Card, No The National Transmission Company SOC Ltd ID card employee will be treated as a visitor.
- Visitor and Contractors access by means of SA ID, passport, drivers licence
- Recording of visitors details electronically or manually.

2.3 Visitor confirming process.

- Visitors must be accompanied by a host at all times.
- Declaration, recording and movement control of equipment and material.
- Screening of persons and articles/parcels through the use of electronic equipment ensuring prohibited items are not brought on site.
- Alcohol testing to be conducted at The National Transmission Company SOC Ltd sites.
- Safety inductions to be conducted at The National Transmission Company SOC Ltd sites.

5.2 People restrictions, hours of work, conduct and records

- Working times determined by PSIRA – 48 hours per week Shift workers and 45 hours per week days
- The security service is required 24 hours a day on a two shift cycle i.e. 06:00 to 18:00 dayshift and 18:00 to 06:00 night shift.
- A signed off reviewed list of Security officers deployed in terms of this contract must be provided on monthly basis, within 5 days prior to the commencement of the new month.
- The contractor is responsible to ensure that every shift complement is satisfied before commencement of the shift.
- Safe handling of firearms during shift changes must be adhered to at all times. The contractor must ensure that a procedure is put in place to that effect.
- Safes must be provided by the contractor for the safekeeping of firearms not in use.
- The Security Officers will be expected to do a pre-job / daily risk assessment and safety talks before commencement of every shift.

5.3 Health and safety facilities on the Affected Property

Contractor to conform to the SHE spec annexure TPDMM-SP-84

5.4 Environmental controls, fauna & flora

Same as section 3 above

5.5 Cooperating with and obtaining acceptance of Others

N/A

5.6 Records of *Contractor's* Equipment

N/A

5.7 Equipment provided by the *Employer*

N/A

5.8 Site services and facilities

5.8.1 Provided by the *Employer*

Contractor to provide own drinking water. The *Employer* will provide a supply point for electricity, which the *Supervisor* will point out to the *Contractor*, however the *Contractor* should allow for stand-by generator in the event the *Employer* does not provide a supply point as employer cannot confirm continuity of supply. The *Contractor* will be responsible to provide the cable and connection services and issuing of the CoC. The *Contractor* shall provide everything else necessary for Providing the *Works*.

5.8.2 Provided by the *Contractor*

Addressed in the document "Scope of Work and Price List TPD" and the BOQ is a guideline to be adhered to for the requirements the contractor need to supply.

5.9 Control of noise, dust, water and waste

N/A

5.10 Hook ups to existing works

N/A

5.11 Tests and inspections

5.11.1 Description of tests and inspections

To refer to document "Scope of Work and Price List TPD"

5.11.2 Materials facilities and samples for tests and inspections

Contractor to provide a specification (drawing) or pictures of the guardhouse to be utilised throughout the duration of the project for approval prior to commencing on site. No Wendy house will be used a guardhouse for the Olien Substation security services

6 List of drawings

6.1 Drawings issued by the *Employer*

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

N/A