

1 Description of the service

1.1 Executive overview

ERI Construction have various construction contracts for execution. These contracts have a scope of work that requires the services of an accredited Service Provider to execute specific tests and provide the certification for ERI's rigging equipment, on a as and when needed basis over a period of Three years (36 months).

1.2 Employer's requirements for the service

The scope of work covers the provision of testing and certification of rigging equipment on a as and when needed basis over a period of Three years (36 months).

1.3 Interpretation and Terminology

The following terminology is used in this Works Information:

Terminology	Description/Interpretation
N/A	N/A

The following abbreviations are used in this Works Information:

Abbreviation	Meaning given to the abbreviation
B-BBEE	Broad Based Black Economic Empowerment
EMP	Environment Management Plan
PMRRM	Pre-Mobilization Readiness Review Meeting
QM	Quality Management
RoD	Record of Decision
SAPS	South African Police Services
SD&L	Supplier Development and Localisation
SSA	Site Specific Agreement
TSC	Term Services Contract

2 Management Strategy and Start Up

2.1 Management Meetings



The following requirements for conducting Site meetings apply to the Works. The Contractor and all Sub-Contractors shall actively participate in and adhere to the Employer's requirements and other procedures initiated for the purpose of maintaining the Project administrative control. The Contractor and all Sub-Contractors shall attend Project meetings when deemed required by the Employer to coordinate the execution of the scope.

Title and Purpose	Approximate Time & Interval	Location	Attendance by:
Progress feedback meeting	Weekly – to be confirmed	Contractor Office	Employer and Contractor Project Manager
Safety management meeting	Weekly	CM building	Employer and Contractor's Risk Officer

2.2 Contractor's Management, Supervision and Key People

The Contractor shall provide the Employer with a detailed organogram of all staff and management on the contract. This must be revised quarterly and must reflect any changes to the staff and management structure. The Employer reserves the right to audit and verify the structure.

2.3 Documentation Control

The Contractor will submit the following documents to the Employer for review, the Employer will review the documents for acceptance and inform the Contractor if the documents have been accepted or if it is not accepted and stating the reasons of not the accepting the documentation. The Employer will give the Contractor reasonable time which will be agreed to between the Contractor and the Employer to respond or re-submit the documents.

The documents are as follows:

Title and purpose	Frequency
Weekly plan	Every Monday of the week
Weekly progress report, reporting on actual work completed.	Every Monday of the week, reporting on the previous week's progress
Three weeks look ahead plan – detailing planned activity during the period	Monthly
Risk Register	Monthly
SD&L Reports	Quarterly, before the 5 th day of the month



All correspondence of either commercial or technical nature, whether hard copy or email, either to Contractor or from Contractor shall clearly include the following information: file number, contract number and subject matter.

Documents shall be delivered in electronic format (Microsoft Office 2003 compatible or Adobe Acrobat (pdf) files). In addition, a document list shall be delivered in Microsoft Excel format that contains the following fields: "document name", "document type", "version number", "date created" and "created by".

2.4 Health and safety risk management

The *Supplier* shall comply with the health and safety requirements at the Purchaser's various premises and at the various project sites.

2.5 Environmental constraints and management

The *Supplier* shall comply with the health and safety requirements at the Purchaser's various premises and at the various project sites.

2.6 Quality

Supplier must comply with QM58 – Provided by the *Supplier*.

2.7 Invoicing and payment

It is the responsibility of the Supplier to ensure that the invoices are sent electronically to Accounts Payable at invoiceserilocal85@eskom.co.za, and a copy must also be sent to the *Purchaser's* Commercial Department

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

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

- Name and address of the *Supplier* and the *Supply Manager*.
- The purchase order number and title.
- *Supplier's* VAT registration number.
- The *Purchaser's* VAT registration number 4330196330
- Description of *goods* and *services* provided for each item invoiced based on the Price Schedule.



- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT.
- (Add other as required)
- Kindly ensure that the following appear on all invoices:
 - a) Eskom Rotek Industries SOC Ltd
 - b) Registration No. 1990/006897/30
 - c) VAT number: 4330196330
 - d) Purchase order number – tax invoices without the correct purchase order number will be rejected
 - e) Physical address: per Various Sites and Power Station
 - f) Postal address: PO Box 40698
Cleveland
2022
Lower Germiston Road
Rosherville
Johannesburg
 - g) Telephone number – 011 629 4000

2.8 Forecast Rate of Invoice (FRI)

The Contractor should provide an FRI monthly

2.9 Contract Change Management

Each change/compensation event (whether positive or negative) is submitted, using the same format as is used for assessments. The change indicates resources used, the quantity, the actual cost of the resources, the time impact and the percentage fee for the said resource.

Each change/compensation event has a unique number and has the date of submission on it and is submitted to the Project Manager for assessment.

2.10 Records of Defined Cost, payments and assessments of compensation events to be kept by the Contractor

Monthly assessments, compensation events are kept until the Final certificate is issued.

3 Procurement

3.1 People

3.1.1 Minimum requirements of people employed on the Site



The *Contractor* to provide CVs indicating experience and qualification which will be approved by the *Employer*, if any employee of the *Contractor* is found to be unsuitable for the position, he will be released from site

3.2 SUPPLIER DEVELOPMENT AND LOCALISATION

Refer to Annexures J and K which are attached

3.2.1 Contractor SD&L Plan

The *Contractor* must provide an SD&L implementation plan, aligned to 30% of the contract amount, within ONE (1) month of contract award

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