

 Eskom National Transmission Company South Africa TM	Specification	NTCSA Northern Grid
---	----------------------	--------------------------------------

Title: **Provision of Cleaning and Gardening Services for NTCSA Northern Grid, Limpopo and North West**

Document Identifier:

Alternative Reference **N/A**

Number:

Area of Applicability: **NTCSA Northern Grid**

Functional Area: **Northern Grid**

Revision: **0**

Total Pages: **12**

Next Review Date: **June 2029**

Disclosure **Controlled Disclosure**
Classification:

Compiled by

Supported by

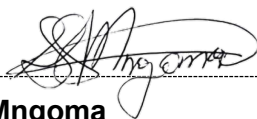
Functional Responsibility



N Makangela

Manager Contract
Management

Date: 18 June 2026



S Mngoma

Middle Manager Compliance &
Assurance

Date: 2026/06/18



C. Bongwe:

Middle Manager HV Plant

Date: 19/06/2026

Content

	Page
1. Introduction.....	3
2. Supporting Clauses	3
2.1 Scope.....	3
2.1.1 Purpose.....	3
2.1.2 Applicability	3
2.1.3 Effective date.....	3
2.2 Normative/Informative References	3
2.2.1 Normative.....	3
2.2.2 Informative.....	4
2.3 Definitions	4
2.4 Abbreviations	5
2.5 Roles and Responsibilities	5
3. Document Content.....	6
3.1 Requirements.....	6
3.1.1 Adherence to Eskom generic policies	6
3.1.2 Provision of Manpower	6
3.1.3 <i>Contractor's</i> Management, Meetings and Key People	7
3.1.4 Plant and Material.....	7
3.1.5 Equipment.....	8
3.2 Management Reporting and Process for Monitoring.....	8
3.2.1 General Requirements	8
3.3 Applicable Scope of Work	9
3.3.1 Works.....	9
3.3.2 Access, working platforms and scaffolding	11
3.3.3 Access for and interface with other <i>Contractor</i>	11
4. Revisions.....	12
5. Development Team	12

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

1. Introduction

This is an all-inclusive cleaning and gardening service, goods and material supply contract and will render a service in the Eskom National Transmission Company South Africa (NTCSA) Northern Grid region on an as and when required basis for a period of 36 months. This will include provision of cleaning and gardening manpower, supervision and management, staff uniform/ personal protective equipment (PPE), materials/consumables, equipment and its maintenance, and waste management services.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this document is to outline specifications of the contract for appointment of a suitably qualified *Contractor* for the provision of cleaning and gardening services to ensure that Northern Grid properties are kept in fully functional, hygienic and operating in best condition.

2.1.2 Applicability

This document is applicable to all Northern Grid sites.

2.1.3 Effective date

This document shall be effective from the date of authorisation.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

[1] Act No 85 of 1993: Occupational Health and Safety Act & Regulations.

[2] ISO 9001: Quality Management Systems.

- [3] 34-1168: Colour coding, symbolic safety signs and demarcation.
- [4] 32-37: Eskom Substance Abuse Procedure.
- [5] 32-418: Working at Heights Procedure.
- [6] 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.
- [7] 32-726: S.H.E. Requirements for the Eskom Commercial Process.

Note: See Annexure B: SHE Requirements for Tender Enquiries.

Annexure C: SHE Tender Evaluation and Scoring Card.

Annexure D: SHE Post-Contract Reviews.

- [8] 240-62196227: Eskom and NTCSA Life Saving Rules Standards.
- [9] 32-245: Eskom Waste Management Standard
- [10] 32-727 Eskom Safety, Health, Environment and Quality (SHEQ) Policy
- [11] Act No. 75 of 1997: Basic Conditions of Employment Act (BCEA)
- [12] Act No. 130 of 1993: Compensation for Occupational Injuries and Diseases Act (COIDA)
- [13] Act No. 63 of 2001: Unemployment Insurance Act
- [14] Act No. 4 of 2002: Unemployment Insurance Contributions Act

2.2.2 Informative

- [15] SANS 10142-1
- [16] SANS 10400 The Application of the National Building Regulations

2.3 Definitions

Definition	Description
<i>Contractor</i>	Service provider contracted for supplying specific services to NTCSA

Definition	Description
<i>Employer</i>	National Transmission Company South Africa (NTCSA)
Ad hoc	The meeting was formed for one particular reason.

2.4 Abbreviations

Abbreviation	Explanation
CLN	Customer Load Network
ISO	International Standards Organisation
SANS	South African National Standards
SHE	Safety Health and Environment
SABS	South African Bureau of Standards
NTCSA	National Transmission Company South Africa

2.5 Roles and Responsibilities

The *Contractor* shall ensure that:

- The Employees of the service provider shall comply with Eskom's policies and site regulations.
- Workmanship shall, at all times, be of a grade accepted as the best practice of the particular trade involved and as stipulated in written standards of recognised organisations or institutions of the respective trades, except as exceeded or qualified by the specifications. The *Employer* shall determine the acceptability of workmanship.
- The *Contractor* shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015 to the *Employer* for approval. This plan must ensure an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the *Contractor's* scope of work.

PROVISION OF STAFF UNIFORM/PPE AND OTHER

The Contractor shall:

- Supply staff protective wear uniforms/gear that is SABS approved i.e., headgear, goggles, safety boots and gloves, dust mask (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.
- Provide locker units for all staff to place their belongings.

PROVISION OF TRANSPORT

- The employer will not be responsible for providing any transportation for the Contractor's staff. The Contractor and its staff are responsible for providing own transport for Home-Work-Home travel.

3. Document Content

3.1 Requirements

3.1.1 Adherence to Eskom generic policies

All *Contractor Employees* shall comply with the non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules, no smoking policy, etc.

3.1.2 Provision of Manpower

The successful *Contractor* shall utilise / provide skilled and suitably qualified staff as governed by Eskom Maintenance Contracts User Specification Requirements and should conform to: -

- Quality Management Control and Assurance as per ISO Standards.
- Occupational Health and Safety Act 85/1993 and (SHE) Standards.
- Have valid medical fitness certificate.
- The contractor shall supply provision of all necessary general labour, supervision and management to do all the works.
- All staff will be available on fulltime basis only for purpose of this contract works.

- The Contractor is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- Contractor to develop a fatigue management plan that will be approved by the Employer.
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

LABOUR REQUIREMENTS

- Conduct criminal and site clearance check (before offer of employment)
- Conduct training, testing and verifying personnel qualifications and competence.

3.1.3 Contractor's Management, Meetings and Key People

- The *Contractor* shall be required to do safety induction prior to start any work on site.
- The *Contractor's* safety file must be approved before site establishment and or any work commence on site.
- Other contract related meetings shall be communicated to the *Contractor* on arrival to site.

3.1.4 Plant and Material

The Contractor shall be responsible for:

- All equipment and materials/consumables required for cleaning, gardening and waste management will be provided by the *Contractor*.
- Any damage caused is repaired by the *Contractor* at his/her own cost prior to take over.
- Purchasing, replenishing, safe storage, distributions and control of consumables, to agreed inventory levels, of consumables and some non-consumables (i.e., equipment's) required by the staff in the provision of the non-technical maintenance services shall be done by the *Contractor*.
- Requesting approval from Service Manager before purchasing of consumables. A copy of stock request must show stock remaining in store versus new stock required;
- Maintaining records of receipts and issues which should be reconciled and report submitted to the Service Manager on a monthly basis;
- Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the cleaning, gardening, hygiene and waste management services;

- Ensure that equipment used is safe and does not endanger the operator/s or member of the public in the surrounding areas where the equipment is being used.

3.1.5 Equipment

The *Contractor* shall provide all tools and equipment required for the service.

3.2 Management Reporting and Process for Monitoring

The *Employer* will establish sound contract management principles.

3.2.1 General Requirements

- The *Contractor* immediately reports all injuries as well as any threat to health or safety of which it becomes aware of on the site of the *Employer*.
- The *Contractor* shall provide in writing a works programme with achievable times lines to the *Employer* before commencement of services.
- The *Contractor's* performance evaluation shall be done during ad hoc meetings between the *Contractor* and the *Employer* during the project period.
- The *Contractor* shall carry out tasks as described in the scope of work and will only report to the *Employers* Service manager appointed for this project.

3.3 Applicable Scope of Work

3.3.1 Works and Site Locations

The *Contractor* will be expected to perform the following activities: -

The scope includes the provision of the following facilities management services:

- Supervision Service per *Customer Load Network (CLN) Area*.
- Cleaning Service (Full-time Cleaners and Gardeners) i.e 5 days a week
- Deep Cleaning of chairs, couches, carpets, blinds desk partition (as and when required)
- Deep cleaning of showers, toilets ,urinals and basins (as and when required)
- Supply and Delivery of Cleaning and gardening Consumables
- Garden Service (trimming of plants, cleaning of verges, driveways , around buildings ,grass cutting ,maintenance of indoor plants, pruning of tree up to a height of 3.3m as and when required ,spraying of weed in lawn/paving /tar and inside the high voltage yard with the strict supervision of an Authorised Person)
- Normal cleaning of windows internal and external up to a height of 3.3m.
- External Window Cleaning exceeding a height of 3.3m as and when required (Can be subcontracted at the contractor's expense)
- Internal Window cleaning exceeding a height of 3.3m as and when required (Can be subcontracted at the contractor's expense)
- Waste Removal as and when required (Actual weight slip to be submitted with monthly invoice)
- Replacement of recycling waste bins (as and when required)

The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and material required to perform the facilities management services specified herein.

The Contractor shall ensure compliance with labour legislation.

Working times

Monday - Friday: 7:30am to 16:30pm

Saturday, Sunday and Public Holidays: 08:00am to 12:00pm (if required)

NTCSA reserves the right to instruct the Contractor to change working times based on business requirements.

Closure of Site

In the event that a site closes down then the services at that site must come to a stop. No compensation will be paid when a site is closed down. NTCSA is not obligated to re-allocate services. No re-allocation or disruption costs will be paid in this respect.

NTCSA reserves the right to change the reporting base within the boundaries of the allocated geographical area as and when required.

The contractor shall be requested to offer cleaning gardening services at any other specified NTCSA sites within the boundaries of the Northern Grid

Northern Grid Transmission sites (Limpopo)

CLN	Substation	Latitude	Longitude	Cleaners	Gardeners
Polokwane/Phalaborwa	Witkop	24° 2' 38"	29° 21' 24"	1	1
Polokwane/Phalaborwa	Acornhoek	24°35'55.95"S	31° 3'14.22"E	1	1
Polokwane/Phalaborwa	Foskor	24° 1'39.33"S	31° 7'33.48"E	1	1
Polokwane/Phalaborwa	Leseding	24°26'22.03"S	30° 1'2.16"E	1	1
Polokwane/Phalaborwa	Senakangwedi	24°48'38.91"S	30° 7'0.44"E	1	0
Polokwane/Phalaborwa	Spencer	23°29'17.37"S	30°22'50.59"E	1	1
Polokwane/Phalaborwa	Tabor	23°22'29.51"S	29°46'53.33"E	1	1
Polokwane/Phalaborwa	Merensky	24°43'8.87"S	30°13'18.73"E	1	1
Polokwane/Phalaborwa	Manogeng	25°06'44.74"S	29°49'29.38"E	1	1
Polokwane/Phalaborwa	Silimela	25°05'12.37"S	29°17'51.18"E	1	1
Polokwane/Phalaborwa	Polokwane Regional Office	39 Han Van Ransberg, Polokwane		2	0
Lephalale	Borutho	23.902290S	28.975110E	1	1
Lephalale	Matimba	23°40'8.65"S	27°36'55.80"E	1	1
Lephalale	Medupi	23.702162S	27.568514E	1	1
Lephalale	Spitskop	24.965833S	27.228056E	1	1
Lephalale	Warmbad	24°53'26.46"S	28°19'33.92"E	1	1
Lephalale	Bela Bela Area Office	Route 101, Business Park, Bela Bela		1	0
Lephalale	Bela Bela Live line Office	Route 101, Business Park, Bela Bela		1	0

Northern Grid Transmission sites (Northwest)

CLN	Substation	Latitude	Longitude	Cleaners	Gardeners
Rustenburg	Ararat	25°33'47" S	27°11'13" E	1	1
Rustenburg	Bighorn	25°40'54" S	27°30'33" E	1	1
Rustenburg	Dinaledi	25°34'47" S	27°51'14" E	1	1
Rustenburg	Bayers Naude 235 Office			2	0
Rustenburg	Marang	25°36'47" S,	27°20'05" E	1	1
Rustenburg	Ngwedi	25°24'23" S	27°05'13" E	1	1
Rustenburg	Trident	25°38'06" S	27°11'00" E	2	1
Carletonville	Carmel	26° 25' 24" S	27° 18' 21" E	1	1
Carletonville	Hermes	26° 54' 17" S	26° 46' 57" E	1	1
Carletonville	Midas	26° 23' 05" S	27° 31' 39" E	1	1
Carletonville	Mookodi	27° 00' 35" S	24° 44' 38" E	1	1
Carletonville	Pluto	26° 13' 04" S	27° 27' 17" E	2	2
Carletonville	Watershed	-26.054599,	26.149462	1	1
Carletonville	Lomond	**25° 57' 00" S	**27° 33' 00" E	1	1

Note: ** Approximate

3.3.2 Access, working platforms and scaffolding

- No scaffolding and platforms will be used without it having been safety cleared and the required documentation completed as per SANS 10085-1:2004 or recent version.
- Scaffolding and platforms will be supplied and daily inspected by the *Contractor*.
- All working at heights apparel should be certified and inspected before use.

3.3.3 Access for and interface with other *Contractor*

- During the progress of the work the *Contractor* shall provide reasonable access to other *Contractors* to execute work carried out by other *Contractors*
- The *Contractor* will ensure that any damages made during the execution of their activities will be repaired (*Contractor's* cost) to the satisfaction of the *Employer* and that the *Employer* will not suffer adverse inconvenience in utilising parts of the complex during the project execution.

4. Revisions

Date	Rev.	Compiler	Remarks
June 2026	0	N Makangela	First issue

5. Development Team

The following people were involved in the development of this document:

Name and Surname	Designation
Ncumisa Makangela	Contracts Manager
Rirhandzu Sitole	Manager Facilities
Sibusiso Mngoma	Middle Manager Compliance & Assurance
Calvin Bongwe	Middle Manager HV Plant
Nontombi Sechogela	Manager Facilities
Anna Leshilo	Snr Advisor Contract Manager