	<b>Scope of work for Provision of General Building Maintenance services for Transmission Real Estate (North-East Grid-Mpumalanga)</b>	<b>Transmission</b>

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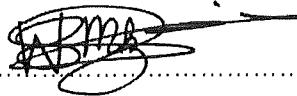
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## 1. INTRODUCTION

This is a general building maintenance service, goods and material supply contract and will render a service to the Transmission Real Estate property portfolio in the North-East Grid (consisting of substation buildings and Customer Load Network (CLNs)) and within the Mpumalanga Province for a period of 36 months on an as and when required basis.

This will include provision of labour, supervision and management, staff uniform/PPE, equipment and its maintenance, transport and services such as carpentry, plumbing, painting etc during the critical operation of Eskom Transmission Services. This document outlines the roles and responsibilities, what the scope of work will entail as well as the technical evaluation criteria to be used during tender evaluations.

### 1.1. Roles and Responsibilities

The Contractor shall ensure that:

- Its employees 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 recognized organizations or institutions of the respective trades, except as exceeded or qualified by the specifications. The Contract Manager 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.

### 1.2. Provision Of Staff Uniform/PPE And Other

The Contractor shall:


- Supply staff protective wear uniforms/gear that is SABS approved i.e., headgear, goggles, reflective vest, 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 the company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.

### 1.3. Provision Of Transport

Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)

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- The transport is required for:
- Movement of equipment and staff around sites

## 2. DOCUMENT CONTENT

### 2.1. Requirements

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 and other procedures. These documents will be made available during tendering stage.

### 2.2. Provision of Manpower

The successful Contractor/s 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, supervisor with trade test to perform some of the work and management to do all the works.
- All staff will be available on as and when required 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* (as and when requested).
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.


### 2.3. LABOUR REQUIREMENTS

- Conduct criminal and site clearance checks of its employees (before offer of employment).
- Conduct training, testing and verifying key personnel qualifications and competence including certification for operation of machinery and equipment in relation to OSHACT.

### 2.4. Contractor's Management, Meetings and Key People

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- The Contractor shall be required to do safety and Environment induction prior to start any work on site.
- The Contractor's safety file must be approved before any work commence on site and should always be kept with employees working on site and should be updated regularly when new risk are identified.
- Other contract related meetings shall be communicated to the Contractor on arrival to site.

### 2.5. Equipment

- The Contractor shall provide all tools and equipment required for the project/work/task.

### 2.6. Management Reporting and Process for Monitoring

- The Employer will establish sound contract management principles.

### 2.7. 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 Site Supervisor before commencement of the project (if required).
- The Contractor shall provide to the Site Supervisor a daily progress report that speaks to the works programme, all delays shall be explained to the Contract Manager/Supervisor (Site).
- The Contractor's performance evaluation shall be done during ad hoc meetings between the Contractor and the Contract Manager/Supervisor during the project period.
- The Contractor shall carry out tasks as described in the scope of work and will only report to the Employers/Contract Manager/Site Supervisor appointed for this project.


## 3. PLANT AND MATERIAL

The Contractor shall be responsible for:

- All spares and materials required for repairing, maintaining, replacing and new fitting will be provided by the Contractor.
- Any damage caused by the Contractor are to be repaired by the Contractor at his/her own cost prior to take over.

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- 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 Maintenance services.
- Requesting approval from Contract Manager before purchasing of consumables.
- Maintaining records of receipts and issues which should be reconciled and report submitted to the Service/Contract Manager on a monthly basis;
- Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the maintenance services; all equipment provided by the supplier should comply with SABS Standard.
- 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.


#### 4. SCOPE OF WORK

The scope of work includes but are not limited to the below listed activities:

AREAS	ACTIVITIES
<b>Outer fence/Gates</b>	Repair or replace all openings in the fence
	Treat all rusted areas (fence and gates)
	Repair and replace steel supports where applicable
	Earth all unearthed structures
	Repair or replace identified defects on gates
<b>Access control</b>	Repair or replace defective motor sliding gate for free movement over wheels & Roller bearings
	Repair or replace broken Hinges, magnetic switches, magnetic lock, Rollers, wheels , Hinges and chains, limit switches, ect
	Repair or replace the motor & Gearbox mechanisms limit switches defective cables, straps/connections
	Repair or replace emergency cranks and drives
	Repair or replace infrared safety beams
	Repair or replace motors, drives and belts
	Replace and repair security guard houses

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<b>Driveways / Access Roads</b>	Repair potholes, road markings on driveways and access roads
	Repair /replace water pipes underneath driveways.
	Ensure pavements and drainage areas are clean and free of any waste material
<b>Drainage system / Bore holes/Plumbing</b>	Repair defective drainage system
	Repair and cleaning of sewer pipes / septic tanks
	Unblocking of sewer system
	Repair / replace borehole pumps, motors and pipes
	Pressure jetting – ad hoc maintenance
	Attend/repairs to burst pipes, blocked toilets, Sewer line faults, faulty tap repairs iro replacement call outs
	Water connection to Hydro boils water tanks, sewer systems and buildings
	Supply and install of appliance including (water purifiers, hydro boil etc). Grease or replace gullies
	Repairing of burst and leaking pipes
	Install or replace toilets urinals, lavatories, bathtubs, showers, sinks, mixing valves, troughs and faucets.
	Removal of appliances, plumbing fixtures, waste and vent piping and permanent capping of water, drains, vent piping after appliance's, pipping system or fixture removal.
	Annual testing of boreholes and water pump maintenance/ replacement
	Water tank repair and replacement
	Installation of water storage tanks. Disposal of building rubble or waster material/items. Fat trap sucking, cleaning, and waste disposal (Including disposal certificate)
<b>Fire Protection</b>	Repair or replace identified defects on the fire hydrants system
	INSPECT detectors, equipment or other items having a defined service life and report where the service life is exceeded or will be exceeded before the next scheduled service.
	Maintenance of Fire breaks

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<b>HV Yard</b>	Filling up of yard stones
	Paving work: repairs/replace
	Repair or replace broken trench covers
	Drainage of water from trenches
	Repair or replace all defective plinths
	Ground stabilisation
	Construction of ramps
<b>Transformer Bank</b>	Repair or rebuilt bund wall
	Manufacture, supply, install steel platforms for auxiliary transformers as per Eskom Drawing
	Construct concrete steps on site for high bund walls
<b>HV Yard Fence</b>	Repair all openings
	Treat all rusted areas and gates
	Repair or replace single or double entrance gates
	Repair or replace sections of fencing which have been damaged due to vandalism or natural causes
	Repair or replace all steel supports
<b>Oil dams</b>	Repair or replace top mesh cover
	Pump out access water
	Repair fence and gates
	Repair leaks
	Repair or replace water pump
	Reseal joints
	Inspect and check the integrity of the bund wall(Pipes from bund wall to oil dam for any blockages).
<b>Battery room</b>	Repair or replace defective doors
	Clean air filters
	Classification of battery rooms into zones

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<b>Oil Storage</b>	Repair or rebuilt storage area bund wall
	Repair Leaks contained within bunded area
	Rebuilt, refurbish and repair hazardous stores
<b>Building</b>	Repair water leaks and taps, pipes, replace and clean curbing, clean and maintain stormwater pits and pipping.
	Repair or replace toilets
	Ventilation system functionality
	Breaking down and removing of brickwork, reinforced concrete including cutting off and removing reinforcement.
	Breaking out and form opening through brick wall for windows including necessary precast or concrete lintels, making good plaster or facings on one or both sides, into reveals.
	Taking out and moving doors, windows, including threshold and sills from brickwork to remain (built up or altering openings elsewhere measured).
	Repair, clean and replace defective windows
	Repair defective Floors and walls (tiles, carpets, ect)
	Repair or replace defective doors handles and hinges
	Repair or replace Gutters/down pipes
	Repair or replace Ceilings boards and cornia
	Repair or replace fascia boards
	Repair or replace DC lights
	Air conditioners functional and filters are clean
	Ensure all cable trench covers in place and in good condition
	Fixing existing roof covering complete with ridge and hip capping, fittings, flashing (elsewhere measured) with pitch not exceeding 50 degrees.
	Repair or replace defective geyser
	Repair, reseal or replace damaged roof
	Paint gutters, Eaves, fascias, ramps, door frames, window frames, ceiling
	Paint interior and exterior walls

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	Cleaning of gutters and clean existing roof covering using high pressure water cleaning system and steel brushes removing all loose paint, sprawl and deleterious matter.
	Waterproof walls
	Repair or replace damaged blinds
	Deep cleaning of chairs and couches
	Wall tiling and glazing
	Replace broken/damaged roof tiles/sheeting
	Repair to cracks in existing plaster
	Replacement/repairs to existing structural steelworks
	Building waste/ rubbles removal/disposal in accordance to the legal bylaws
	Wooden furniture repairs
	Moving of furniture and redundant items
	General labour work/activities
	Installing cabinets, shelving, fitted furniture, dry wall and insulation.
	Signage
	Unblocking of drain pumps including manholes
	Issue COC as per plumbing regulations
	Provision/refill of first aid boxes
	Maintenance of carports (including painting, rust treatment, repair/replacement of covers and reconstruction of carports)
	Guard house maintenance

#### 4.1. Waterproofing

- Clean and prepare surfaces for application of sealants or other waterproofing material.
- Inspect roofs and other structures to identify leaks or damages that may require repair before applying waterproofing product.
- Inspect the material after installation to ensure that it was applied correctly.
- Clean up spills or other accidents that may occur during application process.
- Inspect the condition of existing waterproofing to determine when they need to be replaced.
- Apply liners to walls or floors to prevent water damage from seeping into areas where it is not desired such as inside walls cavities or underneath floors.

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#### 4.2. 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 should be done by trained personnel and certified as safe thereafter
- All working at heights apparel should be certified and inspected daily

#### 4.3. 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.

#### Sites under contract:

	CLN	Site Name	Address	Purpose
1	Lowveld	Gumeni	25° 45' 3", 30° 13' 52"	Substation
2	Lowveld	Khanyazwe	25.43369, 31.94479	Substation
3	Lowveld	Komatipoort	25.43369, 31.94479	Substation
4	Lowveld	Marathon	24.71117, 81.0928	Substation
5	Lowveld	Prairie	25.71757, 30.22903	Substation
6	Lowveld	Simplon	25.23498, 30.05136	Substation
7	Middleburg	Arnot	25.9433, 29.78978	Substation
8	Middleburg	Duvha	25.96.28, 29.34016	Substation
9	Middleburg	Hendrina	26.0334, 29.60124	Substation
10	Middleburg	Komati	26.09002, 24.47251	Substation
11	Middleburg	Rockdale	25.8106, 29.50632	Substation
12	Witbank	Kendal	26° 5' 42" , 28° 58' 21"	Substation
13	Witbank	Kriel	26.25308, 29.17711	Substation
14	Witbank	Kruispunt		Substation
15	Witbank	Kusile	25.92113, 28.92057	Substation
16	Witbank	Matla	26.28097, 29.14165	Substation
17	Witbank	Vulcan	25.82959, 29.1102	Substation
18	South	Alpha	-26.803752S 29.397264E	Substation

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19	South	Camden	-26.618344S 30.090809E	Substation
20	South	Grootvlei	26.76944,28.49855	Substation
21	South	Majuba	-27.097594S 29.768529E	Substation
22	South	Normandie	-27.161169S 30.877614E	Substation
23	South	Sol	26.53911,29.11785	Substation
24	South	Tutuka	26° 46' 34" , 29° 21' 8"	Substation
25	South	Zeus	26° 41' 45" , 29° 5' 22"	Substation

The services shall extend to any new Transmission buildings that will be acquired within the North East Grid in the duration of the contract.

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Technical Evaluation Criteria For General Building Maintenance (North East Grid)			
1. Mandatory Requirements		Description	Yes/No
Factor	Sub-factor	Description	What the evaluator is to look for
1.1	Authorisation documentation	Compulsory documentation required for authorisations to work in Eskom substations	all documents to be verified and certified. All certificates are for a single person/supervisor
	2. A Team member/leader/ Supervisor should have the following Training Certificates: • ORHVS (HVO 02), • Supervision • HIRA • Fire Fighting • First Aid level 1 & 2		
<b>2. Qualitative Technical Evaluation Criteria</b>			
Factor	Sub-factor	Description	Weight
2.1	Company Profile	Company profile including signed organogram	What the evaluator is to look for Company profile including signed organogram=5%
		Organogram showing plumbing positions Organogram showing general building maintenance positions	Organogram showing plumbing positions=5% Organogram showing general building maintenance positions=10% 3 project=5%
2.2	Company Track record	Tenderer to submit either copies of Task Orders, Purchase Orders (from different contracts), Appointment letters on company letter heads for previous work completed (three or more contracts, appointment letters or completion certificate)	4-5 projects = 10% 6-9 Projects = 15% 10 projects or more = 20%. 0% for less than 3 projects
		•Site supervisor / Project manager X 1: •Related National certificate minimum; copy to be provided. Minimum of five years' experience as an site supervisor •Plumbing X 2 (Licensed plumber with IQPSA): •Related qualification; copy to be provided. •Minimum of five years' in designated role •General Maintenance Artisans (e.g. Carpenter, Painter) •Related qualifications •Minimum of two years' experience •2x Civil Artisans (e.g brick layer, plasterer) •Related qualifications (Minimum N3 with Trade Test); copy to be provided. •Minimum of two years' experience	CV and qualification copies for site supervisor/project manager attached =5% CV and qualification copies for 2 plumbers attached =15% CV and qualification copies for 2 general maintenance artisans attached =10% CV and qualification copies for 2 civil artisan attached =15%
2.3	Key personnel	Copy of related qualifications and proof of stipulated years' experience to be provided for each of the following personnel in the various disciplines	45%
2.4	Method Statement	Tenderers must provide a detailed method statement demonstrating how the services to the required disciplines will be executed.	15%
NB: The minimum qualifying score for functionality (threshold) is 90%. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.		Total	100%
Approved by:		Mbali Mapala	
Signature			
Date		21/05/2024	

