



NEC3 Professional Services

Short Contract (PSSC3)

A contract between Eskom Holdings SOC Ltd (Reg No. 2002/015527/30)

and [•]

for **Provision for Hazardous Location Installation, Assessment, Inspection, Testing and issuing of CoC**

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Documentation prepared by: [•]

C1 Agreements & Contract Data

C1.1 Form of Offer and Acceptance

Offer

The Client, identified in the Acceptance page signature block on the next page, has solicited offers to enter into a contract for the procurement of:

Provision for Hazardous Location Installation, Assessment, Inspection, Testing and issuing of CoC

The tenderer, identified in the signature block below, having examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Consultant* under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is (*)	R[●]
Value Added Tax @ 15% is	R[●]
The offered total of the Prices inclusive of VAT is	R[●]
(in words) [●]	

(*) If the work is to be paid for on a time charge basis, state “**Not applicable; paid on time charge basis**”

This Offer may be accepted by the Client by signing the form of Acceptance overleaf and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Consultant* in the conditions of contract identified in the Contract Data.

Signature(s)

Name(s) _____

Capacity _____

For the tenderer:

(Insert name and address of organisation)

Name & signature of witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Client identified below accepts the tenderer's Offer. In consideration thereof, the Client shall pay the Consultant the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an Agreement between the Client and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data

Part 3 Scope of Work: The Scope

and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Client during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The tenderer shall within one week of receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Client (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the tenderer receives one fully completed and signed copy of this document, including the Schedule of Deviations (if any) together with all the terms of the contract as listed above.

Unless the tenderer (now *Consultant*) within five working days of the date of such receipt notifies the *Client* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s)

Name(s)

Capacity

**for the
Client**

Eskom Holdings SOC Ltd, Megawatt Park, Maxwell Drive, Sunninghill, Johannesburg

(Insert name and address of organisation)

Name &
signature of
witness

Date

Note: If a tenderer wishes to submit alternative tender offers, further copies of this document may be used for that purpose, duly endorsed, 'Alternative Tender No. _____'

C1.2 Contract Data

Data provided by the *Client*

[Instructions to the contract compiler: (delete these two notes in the final draft of a contract)]

1. Please read the relevant clauses in the NEC3 Professional Services Short Contract (April 2013) (PSSC3)¹ before you enter data. The number of the principal clause which requires the data is shown for most statements however other clauses may also use the same data.
2. Where the following symbol is used “[●]” - data is required to be inserted.]

Completion of the data in full is essential to create a complete contract.

Clause	Statement	Data
General		
10.1	The <i>Client</i> is (Name):	Eskom Holdings SOC Ltd (Reg No. 2002/015527/30), a juristic person incorporated in terms of the company laws of the Republic of South Africa
	Address	Registered office at Megawatt Park, Maxwell Drive, Sandton, Johannesburg
	Tel No.	[●]
	Fax No.	[●]
	E-mail address	[●]
11.2(6)	The <i>services</i> are	[●]
11.2(7)	The Scope is in	the document called ‘C3.1 The Scope’ in Part 3 of this contract.
30.1	The <i>starting date</i> is.	[●]
11.2(2)	The <i>completion date</i> is.	[●].
12.2	The <i>law of the contract</i> is	[●]
13.3	The <i>period for reply</i> is	[●] weeks
41.1	The <i>defects date</i> is	[●] weeks after Completion
50.1	The <i>assessment day</i> is the	[●] of each month.
50.3	[Delete this row if work is NOT to be carried out on a time charge basis]	Work is to be carried out on a time charge basis
50.5	The <i>delay damages</i> for late Completion are	[●] per day
51.1	If the period for payment is not four weeks [Delete this row if the period for payment is 4 weeks]	The period for payment is [●]
51.2	If a rate less than 0.5% per week of delay has been agreed	The interest rate on late payment is [●]%

¹ Available from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902. See www.ecs.co.za

82.1	The Consultant's total liability to the Client for matters for which insurance is provided is limited to	[•]
	The Consultant's total liability to the Client for other matters is limited to	[•]
93.1	<p>The <i>tribunal</i> is:</p> <p>The <i>arbitration procedure</i> is</p> <p>The place where arbitration is to be held is</p> <p>The person or organisation who will choose the arbitrator if the Parties cannot agree a choice is:</p>	<p>arbitration.</p> <p>the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.</p> <p>[•] South Africa</p> <p>the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.</p>

The conditions of contract are the NEC3 Professional Services Short Contract (April 2013)² and the following additional conditions:

Z1 Cession delegation and assignment

- Z1.1 The *Consultant* does not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*.
- Z1.2 Notwithstanding the above, the *Employer* may on written notice to the *Consultant* cede and delegate its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities as a result of the restructuring of the Electricity Supply Industry.

Z2 Joint ventures

- Z2.1 If the *Consultant* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons or organisations then these persons or organisations are deemed to be jointly and severally liable to the *Employer* for the performance of this contract.
- Z2.2 Unless already notified to the *Employer*, the persons or organisations notify the *Employer* within two weeks of the Contract Date of the key person who has the authority to bind the *Consultant* on their behalf.
- Z2.3 The *Consultant* does not alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without the consent of the *Employer* having been given to the *Consultant* in writing.

Z3 Change of Broad Based Black Economic Empowerment (B-BBEE) status

- Z3.1 Where a change in the *Consultant's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Consultant's* B-BBEE status, the *Consultant* notifies the *Employer* within seven days of the change.

² Can be obtained from Engineering Contract Strategies Tel 011 803 3008, Fax 011 803 3009 (see www.ecs.co.za).

- Z3.2 The *Consultant* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Employer* within thirty days of the notification or as otherwise instructed by the *Employer*.
- Z3.3 Where, as a result, the *Consultant's* B-BBEE status has decreased since the Contract Date the *Employer* may either re-negotiate this contract or alternatively, terminate the *Consultant's* obligation to Provide the Services.
- Z3.4 Failure by the *Consultant* to notify the *Employer* of a change in its B-BBEE status may constitute a reason for termination. If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in core clause 91. The payment on termination includes a deduction of the forecast of the additional cost to the *Employer* of completing the whole of the *services* in addition to the amounts due in terms of core clause 92.1.

Z4 Confidentiality

- Z4.1 The *Consultant* does not disclose or make any information arising from or in connection with this contract available to Others. This undertaking does not, however, apply to information which at the time of disclosure or thereafter, without default on the part of the *Consultant*, enters the public domain or to information which was already in the possession of the *Consultant* at the time of disclosure (evidenced by written records in existence at that time). Should the *Consultant* disclose information to Others in terms of clause 23.1, the *Consultant* ensures that the provisions of this clause are complied with by the recipient.
- Z4.2 If the *Consultant* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Employer*.
- Z4.3 In the event that the *Consultant* is, at any time, required by law to disclose any such information which is required to be kept confidential, the *Consultant*, to the extent permitted by law prior to disclosure, notifies the *Employer* so that an appropriate protection order and/or any other action can be taken if possible, prior to any disclosure. In the event that such protective order is not, or cannot, be obtained, then the *Consultant* may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.
- Z4.4 The taking of images (whether photographs, video footage or otherwise) of the *Employer's* project works or any portion thereof, in the course of Providing the Services and after Completion, requires the prior written consent of the *Employer*. All rights in and to all such images vests exclusively in the *Employer*.

Z5 Waiver and estoppel: Add to core clause 12.3:

- Z5.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

Z6 Provision of a Tax Invoice. Add to core clause 51

- Z6.1 The *Consultant* (if registered in South Africa in terms of the companies Act) is required to comply with the requirements of the Value Added Tax Act, no 89 of 1991 (as amended) and to include the *Employer's* VAT number 4740101508 on each invoice he submits for payment.

Z7 Notifying compensation events

- Z7.1 Delete from the last sentence in core clause 61.3, "unless the *Employer* should have notified the event to the *Consultant* but did not".

Z8 *Employer's limitation of liability*

Z8.1 The *Employer's* liability to the *Consultant* for the *Consultant's* indirect or consequential loss is limited to R0.00 (zero Rand)

Z9 **Termination: Add to core clause 90.1, at the second main bullet point, fourth sub-bullet point, after the words "against it":**

Z9.1 or had a business rescue order granted against it.

Z10 **Delay damages: Addition to secondary Option X7 Delay damages (if applicable in this contract)**

Z10.1 If the *Consultant's* payment of delay damages reaches the limits stated in this Contract Data for Option X7 or Options X5 and X7 used together, the *Employer* may terminate the *Consultant's* obligation to Provide the Services.

Z10.2 If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in core clause 91. The payment on termination includes a deduction of the forecast of the additional cost to the *Employer* of completing the whole of the *services* in addition to the amounts due in terms of core clause 92.1.

Z11 **Ethics**

For the purposes of this Z-clause, the following definitions apply:

Affected Party means, as the context requires, any party, irrespective of whether it is the *Consultant* or a third party, such party's employees, agents, or Subconsultants or Subconsultant's employees, or any one or more of all of these parties' relatives or friends,

Coercive Action means to harm or threaten to harm, directly or indirectly, an Affected Party or the property of an Affected Party, or to otherwise influence or attempt to influence an Affected Party to act unlawfully or illegally,

Collusive Action means where two or more parties co-operate to achieve an unlawful or illegal purpose, including to influence an Affected Party to act unlawfully or illegally,

Committing Party means, as the context requires, the *Consultant*, or any member thereof in the case of a joint venture, or its employees, agents, or Subconsultants or the Subconsultant's employees,

Corrupt Action means the offering, giving, taking, or soliciting, directly or indirectly, of a good or service to unlawfully or illegally influence the actions of an Affected Party,

Fraudulent Action means any unlawfully or illegally intentional act or omission that misleads, or attempts to mislead, an Affected Party, in order to obtain a financial or other benefit or to avoid an obligation or incurring an obligation,

Obstructive Action means a Committing Party unlawfully or illegally destroying, falsifying, altering or concealing information or making false statements to materially impede an investigation into allegations of Prohibited Action, and

Prohibited Action means any one or more of a Coercive Action, Collusive Action Corrupt Action, Fraudulent Action or Obstructive Action.

Z11.1 A Committing Party may not take any Prohibited Action during the course of the procurement of this contract or in execution thereof.

- Z11.2 The *Employer* may terminate the *Consultant's* obligation to Provide the Services if a Committing Party has taken such Prohibited Action and the *Consultant* did not take timely and appropriate action to prevent or remedy the situation, without limiting any other rights or remedies the *Employer* has. It is not required that the Committing Party had to have been found guilty, in court or in any other similar process, of such Prohibited Action before the *Employer* can terminate the *Consultant's* obligation to Provide the Services for this reason.
- Z11.3 If the *Employer* terminates the *Consultant's* obligation to Provide the Services for this reason, the amounts due on termination are those intended in core clauses 92.1 and 92.2.
- Z11.4 A Committing Party co-operates fully with any investigation pursuant to alleged Prohibited Action. Where the *Employer* does not have a contractual bond with the Committing Party, the *Consultant* ensures that the Committing Party co-operates fully with an investigation.

Z12 Insurance

Z 12 .1 Replace condition of contract 81 with the following:

Insurance cover 81

- 81.1 When requested by a Party, the other Party provides certificates from his insurer or broker stating that the insurances required by this contract are in force.
- 81.2 The *Consultant* provides the insurances stated in the Insurance Table A from the *starting date* until the until the earlier of Completion and the date of the termination certificate.

INSURANCE TABLE A

Insurance against	Minimum amount of cover	For the period following Completion of the whole of the services or earlier termination
Liability of the <i>Consultant</i> for claims made against him arising out of his failure to use the skill and care normally used by professionals providing services similar to the <i>services</i>	Commercial and business to determine [Delete this note after inserting]	Commercial and business to determine [Delete this note after inserting]
Liability for death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	<p><u>Loss of or damage to property:</u> The replacement cost where not covered by the <i>Employer's</i> insurance</p> <p>The <i>Employer's</i> policy deductible, as at Contract Date, where covered by the <i>Employer's</i> insurance</p> <p><u>Bodily injury to or death of a person:</u> The amount required by the applicable law.</p>	Commercial and business to determine [Delete this note after inserting]

Liability for death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	The amount required by the applicable law	Commercial and business to determine [Delete this note after inserting]
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81.3 The *Client* provides the insurances in the Insurance Table B

INSURANCE TABLE B

Insurance against or name of policy	Minimum amount of cover or minimum limit of indemnity
Assets All Risk	Per the insurance policy document
Contract Works insurance	Per the insurance policy document
Environmental Liability	Per the insurance policy document
General and Public Liability	Per the insurance policy document
Transportation (Marine)	Per the insurance policy document
Motor Fleet and Mobile Plant	Per the insurance policy document
Terrorism	Per the insurance policy document
Cyber Liability	Per the insurance policy document
Nuclear Material Damage and Business Interruption	Per the insurance policy document
Nuclear Material Damage Terrorism	Per the insurance policy document

Z13 Nuclear Liability

- Z13.1 The *Employer* is the operator of the Koeberg Nuclear Power Station (KNPS), a nuclear installation, as designated by the National Nuclear Regulator of the Republic of South Africa, and is the holder of a nuclear licence in respect of the KNPS.
- Z13.2 The *Employer* is solely responsible for and indemnifies the *Consultant* or any other person against any and all liabilities which the *Consultant* or any person may incur arising out of or resulting from nuclear damage, as defined in Act 47 of 1999, save to the extent that any liabilities are incurred due to the unlawful intent of the *Consultant* or any other person or the presence of the *Consultant* or that person or any property of the *Consultant* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.
- Z13.3 Subject to clause Z13.4 below, the *Employer* waives all rights of recourse, arising from the aforesaid, save to the extent that any claims arise or liability is incurred due or attributable to the unlawful intent of the *Consultant* or any other person, or the presence of the *Consultant* or that person or any property of the *Consultant* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.
- Z13.4 The *Employer* does not waive its rights provided for in section 30 (7) of Act 47 of 1999, or any replacement section dealing with the same subject matter.
- Z13.5 The protection afforded by the provisions hereof shall be in effect until the KNPS is decommissioned.

Z14 Asbestos

For the purposes of this Z-clause, the following definitions apply:

AAIA	means approved asbestos inspection authority.
ACM	means asbestos containing materials.
AL	means action level, i.e. a level of 50% of the OEL, i.e. 0.1 regulated asbestos fibres per ml of air measured over a 4 hour period. The value at which proactive actions is required in order to control asbestos exposure to prevent exceeding the OEL.
Ambient Air	means breathable air in area of work with specific reference to breathing zone, which is defined to be a virtual area within a radius of approximately 30cm from the nose inlet.
Compliance Monitoring	means compliance sampling used to assess whether or not the personal exposure of workers to regulated asbestos fibres is in compliance with the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
OEL	means occupational exposure limit.
Parallel Measurements	means measurements performed in parallel, yet separately, to existing measurements to verify validity of results.
Safe Levels	means airborne asbestos exposure levels conforming to the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
Standard	means the <i>Employer's</i> Asbestos Standard 32-303: Requirements for Safe Processing, Handling, Storing, Disposal and Phase-out of Asbestos and Asbestos Containing Material, Equipment and Articles.
SANAS	means the South African National Accreditation System.
TWA	means the average exposure, within a given workplace, to airborne asbestos fibres, normalised to the baseline of a 4 hour continuous period, also applicable to short term exposures, i.e. 10-minute TWA.

Z14.1 The *Employer* ensures that the Ambient Air in the area where the *Consultant* will Provide the Services conforms to the acceptable prescribed South African standard for asbestos, as per the regulations published in GNR 155 of 10 February 2002, under the Occupational Health and Safety Act, 1993 (Act 85 of 1993) ("Asbestos Regulations"). The OEL for asbestos is 0.2 regulated asbestos fibres per millilitre of air as a 4-hour TWA, averaged over any continuous period of four hours, and the short term exposure limit of 0.6 regulated asbestos fibres per millilitre of air as a 10-minute TWA, averaged over any 10 minutes, measured in accordance with HSG248 and monitored according to HSG173 and OESSM.

Z14.2 Upon written request by the *Consultant*, the *Employer* certifies that these conditions prevail. All measurements and reporting are effected by an independent, competent, and certified occupational hygiene inspection body, i.e. a SANAS accredited and Department of Employment and Labour approved AAIA. The *Consultant* may perform Parallel Measurements and related control measures at the *Consultant's* expense. For the purposes of compliance the results generated from Parallel Measurements are evaluated only against South African statutory limits as detailed in clause Z14.1. Control measures conform to the requirements stipulated in the AAIA-approved asbestos work plan.

- Z14.3 The *Employer* manages asbestos and ACM according to the Standard.
- Z14.4 In the event that any asbestos is identified while Providing the Services, a risk assessment is conducted and if so required, with reference to possible exposure to an airborne concentration of above the AL for asbestos, immediate control measures are implemented and relevant air monitoring conducted in order to declare the area safe.
- Z14.5 The *Consultant's* personnel are entitled to stop working and leave the contaminated area forthwith until such time that the area of concern is declared safe by either Compliance Monitoring or an AAIA approved control measure intervention, for example, per the emergency asbestos work plan, if applicable.
- Z14.6 The *Consultant* continues to Provide the Services, without additional control measures presented, on presentation of Safe Levels. The contractually agreed dates to Provide the Services, including the Completion Date, are adjusted accordingly. The contractually agreed dates are extended by the notification periods required by regulations 3 and 21 of the Asbestos Regulations, 2001.
- Z14.7 Any removal and disposal of asbestos, asbestos containing materials and waste, is done by a registered asbestos contractor, instructed by the *Employer* at the *Employer's* expense, and conducted in line with South African legislation.

Data provided by the *Consultant* (the *Consultant's Offer*)

The tendering consultant is advised to read both the NEC3 Professional Services Short Contract (April 2013) and the relevant parts of its Guidance Notes (PSSC3-GN)³ in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on page 26 of the PSSC3 Guidance Notes.

Completion of the data in full is essential to create a complete contract.

10.1	The <i>Consultant</i> is (Name):	[●]
	Address	[●]
	Tel No.	[●]
	Fax No.	[●]
	E-mail address	[●]

The *Consultant* offers to Provide the Services in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract*

22.2	The name, job, qualifications and experience of <i>Consultant's</i> key people are in	[●]
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50.3	The <i>staff rates</i> are	
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	Person or Job	Unit of measure	Rate
	People not stated here are at open market or competitive tendered rates		

11.2(5)	The offered total of the Prices is:	R[●] excluding VAT
	[Enter the total of the Prices from the Price List. If all work is to be carried out on a time charge basis, enter 'Not Applicable'.]:	[in words] [●] excluding VAT

³ Available from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902 or www.ecs.co.za .

C2 Pricing Data

C2.1 Pricing assumptions

Entries in the first four columns in the Price List are made either by the *Client* or the tendering consultant.

For each row:

- If the *Consultant* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only; the Unit, Quantity and Rate columns being left blank.
- If the *Consultant* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.
- If the work is to be paid on a time charge basis, only expenses should be included.

All Prices are to be shown excluding VAT unless instructed otherwise by the *Client* in Tender Data or in an instruction the *Client* has given before the tenderer enters his Prices.

Costs incurred by the *Consultant* other than the listed expenses are included in the Rates and Prices and the *staff rates*. If expenses are paid at cost, then 'at cost' should be entered into the Rate column.

Delete or strike through unused rows.

If there is insufficient space in the Price List which follows, state in which document the Price List is contained.

C2.2 Price List

The Price List is as follows / contained in _____ (delete the text which does not apply and this note)

					BOQ
BATTERY ROOM (HAZARDOUS LOCATIONS) INSTALLATION ASSESSMENTS, INSPECTIONS, TESTING AND ISSUING OF THE CERTIFICATE OF COMPLIANCE (COC) AT TRANSMISSION SUBSTATIONS BATTERY ROOMS					
ITEM	DESCRIPTION	UOM	QTY	RATE	AMOUNT
SECTION 1: PRELIMINARIES AND GENERAL					
Fixed Costs					
1	Conditions of Contract Sum 1	Sum	1		
2	Site Establishment	Sum			
3	SHEQ compliance, as per Eskom and all other statutory requirements	Sum	1		
4	Tools and Equipment	Sum			
5	Consumables	Sum			
6	Security during construction	Sum			
7	Site De-establishment	Sum			
Time related Costs					
8	Accommodation	Day	1		
9	Supervision and Management during inspection and testing	Sum			
10	Travel	Km	1		
11	SHEQ compliance, as per Eskom and all other statutory requirements	Sum	1		
12	Company and Head Office overhead costs	Sum	1		
13	Tools and Equipment	Sum			
SECTION 2:					
WORKS TO BE INSPECTIONS, TESTING AND ISSUING OF THE CERTIFICATE OF COMPLIANCE (COC) IN ACCORDANCE WITH APPLICABLE SOUTH AFRICAN NATIONAL STANDARDS (SANS) AT VARIOUS TRANSMISSION SUBSTATION BATTERY ROOMS					
Plant Assessment					
14	Document Review, Classification preparation and meetings with Substation Engineer				
15	Equipment inspection according to the EPL/Zone requirements including location, gas group, temperature class, circuit identification, functioning of extractor fans, ventilation airflow rate, flameproof lights, records of maintenance, etc.	Hrs			
Testing					
16	Testing and issuing of C.O.C	No			
Classification Report					
17	Classification Report indicating hazardous area, classification drawings, material safety data sheet, installation and maintenance instruction sheet, IA certificate from approved test Laboratory, details of demarcation boards installed, etc as per Eskom requirements.	Hrs			
Total amount excluding VAT					

C3: Scope of Work

C3.1 The Scope

Provision for Hazardous Location Installation, Assessment, Inspection, Testing and issuing of CoC

The contractor is required to perform the following scope of work per substation battery room but not limited to:

1.1. Battery room installations assessments, inspection and testing

A competent Master Installation Electrician (MIE) is required to perform the inspections, testing and issuing of the Certificate of Compliance (CoC) in accordance with applicable South African National Standards (SANS) in the Transmission Substation Battery rooms. The services will be provided in various areas as identified by the Employer (Eskom). The professional service provider shall be registered member with the Department of Labour (DoL) with a valid registration number and proof of rendering such services in the past five years.

The service provider shall provide the hazardous location (Hazloc) classification report where such report does not exist. The classification report shall as a minimum indicate the calculation indicating how the classification was determined by considering the following:-

- The Geometry of the source of release
- Release velocity
- Concentration
- Ventilation calculations
- Grade of release
- Determine the extent of zone
- Temperature class
- The explosive level (Lower Explosive Limit and the Upper Explosive Limit)
- Risk Assessment
- The type of Explosive Protection Equipment required in that particular room
- The Gas Group

The Classification report shall as a minimum include the following: -

- Indicate the information that will be displayed on the Hazloc signage for the area.
- Hazloc Drawing
- The type of inspections and the frequency of the inspection to be conducted.
- The demarcation indicating the hazardous area

The MIE shall as part of an internal HAZLOC (Hazardous Locations) assessment team carry out the following tasks:

- Assess battery room electrical installations, test and issue certificates of compliance (COC) for specialised (hazardous locations) and normal electrical installations after reparations, modifications or new installations.
- Assess and analyse any other HAZLOC areas and recommend appropriate classifications on existing, modified and new plant and equipment as and when required for the duration of the contract period.

- Do inspections and issue valid CoC's as per SANS requirements:
- Select and approve electrical components for designated HAZLOC areas, in accordance with the relevant OHSACT, GMR, SANS and other relevant codes of practice requirements.
- Verify and advise end users of the correct rating of protective devices, through appropriate calculations in accordance with the applicable approved design standards and specifications.
- Verify and advise end users of the correct conductor rating and current carrying capacity for the protective devices and connected load, through calculation in accordance with the applicable design standards.
- Assess and perform appropriate tests on connections of conductors, earthing and bonding. Ensure the circuit is mechanically sound and electrically continuous.
- Ensure that circuits, fuses, switching devices, terminals, earth leakage units, circuit breakers and distribution boards are correct and permanently identified, marked and labelled.
- Calculate and verify the voltage rating, voltage drop, current carrying capacity and short circuit capacity in accordance with appropriate SANS requirements.
- Verify and advise end users of appropriate ventilation in applicable HAZLOC zones / areas through appropriate calculation in accordance with the relevant SANS standards.
- Verify and advise end users that the appropriate signs and demarcation is in place.
- Provide all relevant documentation and inspection test reports for each site.
- Predict remaining life of components and advise of what spares and materials to keep for future repairs.
- Use appropriate test equipment and perform periodic tests
- Ensure that all required tests are executed for the CoC of a specific HAZLOC zone.
- Record test results, measurements, calculate ratios and compare with specifications. Identify compliance / non-compliance and provide all the necessary reports for all the tests done.
- Complete all related test documentation. Compare test results/ratios with specifications and report any identified non-compliance
- Ensure that applicable tools and test equipment are in proper working condition and calibrated timeously and provide valid calibration certificates.
- Check all relevant documentation, such as drawings for correctness and equipment validity.
- In terms of new installations, Handover documents must be checked for correctness.
- Before commissioning of the equipment, an initial detailed inspection schedule shall be completed for the different protection types, for all equipment installed in hazardous locations in accordance with SANS 60079-14 and SANS 60079-17.
- Issue and sign off CoC's, for HAZLOC and Non-HAZLOC related plant and equipment as and when required.
- Ensure that the end users are advised of the required HAZLOC signage is to be displayed at all hazardous locations.

Review Hazloc zones and reassess classification:

- Conduct required inspections and tests to reconfirm area classification zones as per the SANS. Analyse results by calculating exposure zone in accordance with the relevant SANS standards and applicable procedural requirements. Reassess HAZLOC zones and propose revised classification where appropriate.
- Compile inspection / test reports for proof of compliance, highlighting problem areas, risks involved and corrective action are taken.

- Implement and coordinate HAZLOC area upgrade projects as and when required by the Transmission Grids.
- Ensure that all relevant documentation, CoC's are handed over to the end users at the end of each project.
- Provide technical advice and guidance end users for the purchasing of SANS approved material / spares applicable to plant and equipment in HAZLOC areas.
- Advise on any Maintenance procedures if so required by end users.

2. Quality Assurance and Control

2.1. Quality Assurance

Proof of certification, theoretical & practical training required from the tenderer:

- Unit Standard No. 13821 - Test and inspect an electrical installation in a hazardous location. (SAQA)
- SANS 10108 with ARP 0108 (South Africa only)
- SANS IEC 60079-10; SANS IEC 60079-14; SANS IEC 60079-17
- SANS 10086 (South Africa only);
- SANS 10089 (South Africa only);
- IP 15 3rd Edition (UK)
- API 505 (USA) for the construction, installation, maintenance and Inspection of Ex equipment.

Portfolio of evidence over and above the certification requirements:

- Curriculum vitae (CV);
- Certified copies of all qualifications, certificates and identity document;
- Statement from a Registered Person;
- The CoCs and all the related information on the installations that the applicant tested; and
- The statement of results of the CoC course attended.
- Proof of registration with the department of labour as a master installation electrician.
- Valid Hazloc Training Certificate

Prior project experience clearly demonstrating the following competencies:

The project experience submitted should demonstrate that the MIE has completed projects during the following competencies have been attained.

- They have participated in the classification of hazardous locations.
- They have performed calculations and selected equipment suitable for different types of hazardous locations.
- They have installed such Ex-equipment in hazardous locations.

2.2. Quality Control

All COCs, inspection and testing reports should be signed by the accredited person who takes full responsibility.

3. Accommodation and Travel

All travel and accommodation of the Contractor's staff whether permanent, non-permanent, part-time, sub-contracted is the Contractor's responsibility. It must be included in their quotation.

4. Labour

All staff whether permanent, non-permanent, part-time, sub-contracted, and labour only supply, is the Contractor's responsibility in terms of supervision and control.

The Contractor's supervisor shall be on site at all times seeing to it that all the workers under his supervision work properly and safely.

The Contractor shall indicate the man-hours required to execute each activity and this shall be used to gauge the efficiency of the bidder.

5. Letter of Authorization

The Contractor must have an accreditation certificate indicating that they have been trained and certified to perform inspections and testing in hazardous locations. They should also have a valid registration with the department of labour.

1. Purpose of the services

Provide a brief summary of why the *services* are being commissioned and what they will be used for.

2. Description of the services

Give a complete and precise description of what the *Consultant* is required to do. If items of work have to be provided by a stated date, include a table describing the work and stating the date when it is to be provided.

3. Existing information

List existing information which is relevant to the *services*. This can include documents which the *Consultant* is to further develop.

4. Specifications and standards

List any specifications and standards that apply to this contract.

Title	Date or revision	Tick if publicly available
<u>General Specifications:</u>		
<u>Technical specifications:</u>		

5. Constraints on how the *Consultant* is to Provide the Services

State any constraints on the sequence and timing of work and on the method and conduct of work including the requirements for any work by the *Client*.

Set out any requirements for a quality management system.

Include a dispute resolution procedure if required

5.1 Sequence, timing, method and conduct of work

5.2 Quality management

5.3 Resolution of disputes by adjudication

If a dispute cannot be settled between the *Client* and the *Consultant* within 30 days of notification by either Party to the other, then either Party may refer the dispute for decision by an Adjudicator before any reference of the matter to the *tribunal* in terms of this contract.

The Adjudicator is chosen by the Party wishing to refer a matter to him from the ICE-SA List of NEC Adjudicators⁴. The Parties conclude a NEC3 Adjudicator's Contract (April 2013) with the chosen Adjudicator within 7 days of the selection.

The matter is then referred and decided by the chosen Adjudicator as though the matter had been referred to him in accordance with Option W1 Dispute Resolution procedures in the NEC3 Professional Services Contract, April 2013, (PSC3). The chosen Adjudicator acts in the role of the *Adjudicator* in PSC3 and the Parties in this contract act as though they were the *Employer* and the *Consultant* respectively in Option W1 of the PSC3 (April 2013).

5.4 Meetings

Provide information about regular meetings to be held such as early warning and compensation event meetings (suggest weekly), safety and planning meetings.

5.5 Use of standard forms

Provide details of standard forms to be used by the *Consultant* in the administration of the contract, for example early warning and compensation event notifications.

5.6 Invoicing and payment

The following text is provided as a guide; revise to suit actual requirements. Also include a list of information which is to be shown on an invoice.

In terms of core clause 50.1 the *Consultant* assesses the amount due and applies to the *Client* for payment. The *Consultant* applies for payment with a tax invoice addressed to the *Client* as follows:

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

- Name and address of the *Consultant*
- The contract number and title;
- *Consultant's* VAT registration number;
- The *Client's* VAT registration number [●];
- The total Price for *services* provided to date which the *Consultant* has completed;
- Other amounts to be paid to the *Consultant*;
- Less amounts to be paid by or retained from the *Consultant*;

⁴ ICE-SA is a joint Division of SAICE and the ICE (London). See www.ice-sa.org.za for the List of NEC Adjudicators.

- The change in the amount due since the previous payment being the invoiced amount - excluding VAT, the VAT and including VAT;
- (add other as required)

The *Consultant* attaches the detail assessment of the amount due to each tax invoice showing the Price for *services* provided to date for each item in the Price List for work which he has completed.

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

5.7 BBBEE and preferencing scheme

Specify constraints which *Consultant* must comply with after contract award in regard to any Broad Based Black Economic Empowerment (B-BBEE) or preferencing scheme measures.

5.8 Facilities to be provided by the *Consultant*

State any requirements such as offices for the *Client*.

5.9 Cataloguing Requirements by the *Consultant*

State whether cataloguing is applicable, if it is, reference the requirements for cataloguing that need to be satisfied by the *Consultant* (consult Procurement Instruction Number 1 of 2018 – Incorporating Cataloguing into the Procurement Environment, Unique Identifier 240-1289988974).

6. Requirements for the programme

State whether a programme is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

7. Information and other things provided by the *Client*

Describe what information and other things the *Client* is to provide and by when. Information is that which is not currently available, but which will become available during the contract. Other things could include access to a person, place (such as office space or a site) or the *Client's* information technology systems.

