	<p style="text-align: center;">Scope of work</p>	<p style="text-align: center;">Generation</p>
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Title: **Supply and delivery of Office Furniture and appliances for Kriel power station on an “as and when” required basis for the period of 5 years** document identifier: **559 - 1144553470**
Alternative Reference Number:

Area of Applicability: **Eskom Holdings SOC Ltd**

Functional Area: **Office Services**

Revision: **02**

Total Pages: **16**


Next Review Date: **May 2030**

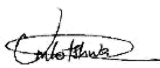
Disclosure Classification: **Controlled Disclosure**

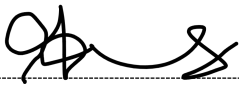
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Date: **09/10/2025**

Date **09/10/2025**

Date **09/10/2025**

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1. Introduction

The Supply and delivery of Office Furniture and electrical appliances for a period of five (5) years to Kriel Power Station on an “as and when” required basis.

2. Supporting Clauses

2.1 Scope

The supplier is required to deliver office furniture and appliances to Kriel Power Station on an “as and when” required” basis for a period of 5 years will address the following needs and challenges:

- To replace damaged, outdated, or worn-out furniture and appliances for existing employees, maintaining a safe and comfortable working environment.
- To accommodate the continuous onboarding of new staff members, ensuring they have the necessary workspace and equipment to perform effectively.
- To mitigate operational disruptions caused by delays in furniture and appliance availability, which could impact staff productivity and morale.
- To ensure consistency in office furniture standards and appliance quality throughout the power station, supporting a professional and ergonomic workplace.
- The supplier is expected to deliver as per specification.

2.1.1 Purpose

The purpose of this document is to define the user requirement specification for Supply and delivery of office furniture and appliances for Kriel Power Station.

2.1.2 Applicability

This document is applicable to Kriel Power Station.

2.1.3 Effective date

The document will be effective after the day of approval.

2.2 Normative/Informative References

2.2.1 Normative

- [1] ISO 9001 Quality Management Systems
- [2] Eskom Workspace Standard document - 240-52599753
- [3] OHSAS 18001:2007/ ISO 45001:2018, Occupational Health and Safety Management systems

2.2.2 Informative

- [4] ISO 9001 Quality Management Systems

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2.3 Definitions

Definition	Explanation
Supplier	a company, person that provides service or need, especially over a long period of time:
Contractor	a person or company that signs a contract to supply materials or workers to perform a service.
Supply Manager	is an individual in a company responsible for the management and administration of contracts, as well as processes.

2.3.1 Document:

N/A

2.4 Abbreviations

N/A

2.5 Roles and Responsibilities

The following sections contain specific functions within each of the following roles and responsibilities related to the execution of the works, but is not limited to below:

2.5.1 The Contractor

2.5.1.1 Ensure compliance to all requirements within this document.

2.5.1.2 Provide training and create awareness to their employees.

2.5.2 The Employer

2.5.2.1 Provides the Eskom Standards and Procedures.

2.5.2.2 Communication of the specifications and quantities of furniture required for Kriel Power Station.

2.5.2.3 Ensuring that the furniture and appliances specified and delivered meets the specification.

2.6 Process for Monitoring

2.6.1 Compliance Monitoring

The following requirements for conducting and monitoring the services will apply to the Works. The Contractor shall actively participate in and adhere to the Employer's requirements and other procedures initiated for the purpose ensuring compliance. Once all furniture has been delivered, a verification check will be done to verify if correct furniture has been delivered and is in place.

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Title and Purpose	Approximate Time & Interval	Location	Attendance by:
Kick- Off Meeting	Upon Contract Award	Kriel Power Station	Eskom representatives and the contractor representatives
Induction	Before work Is done	Kriel Power Station	Eskom representatives and the contractor representatives
Delivery Progress Meeting	“As and when required”	Kriel Power Station/ Online	Eskom representatives and the contractor representatives
Overall contract progress and feedback	Quarterly or as and when urgent need arises	either face to face or virtual at a convenient venue	Purchaser, Supplier, and Cross functional team members
Overall contract progress and feedback	Quarterly	TBC	Purchaser, Supplier, and CFT
Contractor partnership SHEQ meeting	Monthly	TBC	Statutory meeting, Supplier to attend

Meetings of a specialist nature may be convened as specified elsewhere in this Goods Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the manufacture of the goods. Records of these meetings shall be submitted to the Supply Manager by the person convening the meeting within five days of the meeting

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

2.7 Related/Supporting Documents

N/A

3. Furniture Specifications and Requirements

- The Goods will conform with the quality, description, and other particulars of the goods stated in the bid documents.
- The Goods will conform with all descriptions and specifications provided to the

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customer in response to the bid documents.

- The Goods will comply with all performance and other specifications
- The Goods will conform with all quality standards.

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3.1 Quantities and Specification

Unless the Customer has agreed otherwise in writing, the Supplier shall deliver the exact quantities specified in the Purchase Order. Without affecting its other rights and remedies, the Customer reserves the right to reject incomplete deliveries and to return excess quantities at the Supplier's risk and expense.

3.1.1 Office Furniture and Appliances Quantities

The supplier will deliver the following description of goods.

Item No	Description	Unit	Quantity
1	Corner/L-Shape office desk	Each	200
2	Industrial/office Shredder	Each	12
3	Kitchen Tables	Each	10
4	Kitchen chairs	Each	30
5	Bottom Mount Refrigerators 344L	Each	5
6	20L Microwave	Each	15
7	Boardroom Chairs	Each	55
8	Heavy Duty Shredder	Each	1
9	90L Bar Fridge	Each	5
10	170L Top Freezer Fridge	Each	5
11	Kettle	Each	5
12	Office Boardroom Table (4-Seater)	Each	5
13	Office Couch (1-Seater)	Each	5
14	Office Couch (2-Seater)	Each	5
15	High Back Office Chairs with Arms	Each	17
16	L Shape Managerial Office Desk	Each	50
17	Office Visitor Chairs (No wheels)	Each	50
18	Cold & Cool Water Dispenser 20L	Each	10
19	A4 Laminating machine	Each	5
20	Labelling machine	Each	2
21	Storage boxes	Each	15
22	File Cabinets	Each	30
23	White boards	Each	12

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24	Notice boards	Each	12
25	Wooden lockers	Each	15
26	Filing Cabinets	Each	40
27	Coat and Hat stand	Each	10
28	Dustbins – desk side	Each	40
29	Kitchen domestic dustbins	Each	20
30	<p>Office Chairs:</p> <ul style="list-style-type: none"> • Type: Cassie Ergonomic Office Chair • Style: Reclining mechanism, synchronised. • Base Type: 5 Star base with castors. • Base material: Nylon • Armrest: Height adjustable armrests • Upholstery material: Seat upholstered in Eskom gold 20532 • Height Adjustment method: Adjustable seat height • Backrest Adjustment method: Adjustable back/lumbar support <p>Risk and Assurance: Occupational Hygiene to do the QC</p>	Each	200

3.1.2 Furniture Specifications and Requirements

3.1.2. a) L-Shape Desk – See Figure 1

- 1 x Handed Core Top- 1700mm x 1200mm x 700mm
- 1 x extension top- 1000 x 700
- 1 x Fixed pedestal
- 1 x roller door with one shelf
- 3 x Round desk legs- 76mm diameter



Figure 1- L Shape Desk

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Figure 1 b

Managerial desk 1800 with conference end total length 2500mm

Managerial roller door short pedenza

3.1.2 b) Industrial/Office Shredder

Rexel Optimum Auto Feed Cross Cut Paper Shredder,
130 Sheets, Capacity: 44 Litre, dimensions,
(W x H x D) 365 x 618 x 430 mm, 2020130X

3.1.2 e) Bottom Mount Refrigerators 344L

a 344L net capacity, a real space, a balcony that fits 4 x 2.5L bottles, 41dBA noise, volt stability, bacteria stop, 5 year warranty, 3L water tank, semi-auto defrost, direct cooling, a energy rating, packed dimensions (HxWxD) mm 1913x644x661, unpacked dimensions (HxWxD) mm 1840x600x618, gross weight (Kg) 64, net weight (Kg) 62, voltage 220-230, 100% CFC-free, r600a gas, kWh/annum 388, climate class ST.

3.1.2.f) 20L Microwave

Compact Cavity Size: **20L** capacity in a convenient size Easy-to-Use Controls:

Five **microwave** power levels and a 30-minute cooking timer Wide Voltage Range: Operates safely between 170-250V to handle power fluctuations

3.1.2 g) Boardroom Chairs

“Alpha” High Back Chair

With wheels

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Figure 3

3.1.2 h) Heavy Duty Shredder

60 sheets with the Parrot Auto Feed Cross-Cut Paper Shredder.

Destroy sensitive documents, CDs, and credit cards, with a P4 medium security level and a 22-litre waste bin

3.1.2 i) 90L Bar Fridge

90L Single Door Bar Fridge White... Free Standing. Features and Specifications: Static Cooling System, Integrated Handle, Reversible doors, Adjustable Levelling Feet, Interior LED Illumination, Flush Back Design, Free Standing.

3.1.2 j) 170L Top Freezer Fridge

Top Mount Fridge is a unique, stylish fridge compact enough to fit into smaller kitchens, but large enough to store what you need it to. It has a 170-litre nett capacity, a remarkable and unique 'A+' energy efficiency, and a big balcony that fits up to three 2.25 litre bottles.

3.1.2 k) Kettle

The 360° Cordless Stainless-Steel Kettle offers a sleek design with user-friendly features. It has a 360° swivel base for easy pouring, an automatic lid opening, and a large spout with a filter. With boil-dry protection, a safety locking lid, and convenient cord storage, it ensures reliable, safe boiling every time.

3.1.2 l) Office Boardroom Table (4-seater)

a) 1200mm(W) x 1200(D) 750mm(H)

Maple Veneer finish

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Figure 4 a

b) Round conference table
1500 x 1500 x 800mm



Figure 4 b

3.1.2 m) Office Couch (1-Seater)



Figure 5

3.1.2 n) Office Couch (2- Seater)



Figure 6

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3.1.2 o) High Back Office Chairs with Arms



Figure 7

3.1.2 q) Office Visitor Chairs

Falcon Visitor Chair

Black Mesh/Leather

No wheels



Figure 9

3.1.2 r) Cold & Cool Water Dispenser 20L



Figure 10

3.1.2 s) A4 Laminating Machine

Speed Per Minute: 400mm. Throat Width: 240mm. Pouch Thickness: 160-250mic. Warm Up time: 2 Mins. Special Features: Hot **Lamination**. Overheat Protection.

3.1.2 t) File Cabinets

a) Option 1

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1120mm x 1150mm
450mm deep
1 x Roller door
3 x Metal shelves
Handle fitted with a multi- point locking system



Figure 11a

b) Option 2
1150mm x 1120mm
450mm deep
2 x Roller doors
4 x Metal shelves
2 x Handle fitted with a multi- point locking system



Figure 11 b

3.1.2 u) White Boards

Standard white board

- Concealed mounting (wall screws and masonry plugs supplied, 6mm).
- Additional brackets for boards larger than 1500mm.
- Slide-in aluminium pen tray (450 x 35mm).
- Pen tray packed behind board to ensure no damages while being transported.
- Can be used with the Easy Rail System.
- Anodised aluminium frame;

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Figure 12

3.1.2 v) Notice Boards

In/Out board magnetic 20 people consist of a magnetically receptive Steel surface.

Dimension: 900 × 600 mm

3.1.2 w) Wooden lockers

9 bay on square metal legs

1350mm (w) x 450mm (d) x 1212mm (h)

3.1.2 x) Coat and Hat stand

Wooden hat and coat stand



Figure 13

3.1.2 y) Dustbins – desk side

Desk side

Steel perforated bin – black or Eskom Gold



Figure 14

3.1.2 z) Office Chairs

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Falcon High Back 24/7 Chair with arms

Ergonomic design



Figure 15

3.1.3 Storage Box

A4 Cardboard Archive Filing Boxes with Lids - 390mm(L) x 304mm(W) x 238mm(H) File Box Document Box Home Office Storage - Pack of 5



3.1.4 Equipment required to be included in the works

All vehicles entering the Power Station, shall be roadworthy, and well maintained. The vehicles need to be equipped with the necessary licences and safety requirements. All delivery vehicles shall have operational reversing alarms. Operators of delivery vehicles must be trained and competent and authorised to use/drive/operate the vehicle. Drivers of all delivery vehicles must be in possession of a valid driver's license and be medically fit.

The contractor shall be mindful of the departmental staff currently working in the offices. The contractor is expected to deliver, in a manner which is not obstructive to the working staff. The contractor complies with the following hours of work to deliver

- Normal working hours are between 07:00 and 16:00 Mondays to Fridays.

3.1.5 Completion

On or before the completion date the contractor shall have done everything required to provide the works including the work listed in 3.1.1 which is to be done before the completion date. Work To be completed:

- Supply, Delivery and assembling of all furniture

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3.2 Supply, Delivery and Acceptance of Goods

- The Goods shall be received at the Delivery Place, subject to the Customer's inspection and approval.
- Any Goods which the Customer rejects as not conforming to the specification in the bid documents or sample provided shall be returned at the Supplier's risk and expense.
- The Supplier is to communicate delivery 5 days prior to delivery to site in order for the Purchaser to issue details of the delivery site/place at Kriel Power Station.
- A purchase order will be issued to the supplier with the required items. Upon delivery, a delivery note will be requested for processing of payment. No item delivered that is not on the required specification will be accepted. Quality check to be performed upon receiving of furniture.

4. Acceptance

This document has been seen and accepted by:

Name	Designation
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

5. Revisions

Date	Rev.	Compiler	Remarks
June 2025	01	[REDACTED]	First version
October 2025	02	[REDACTED]	Second edition

6. Development Team

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

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

7. Acknowledgements

N/A

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