




**SPECIFICATION FOR SUPPLY,
INSTALLATION AND MAINTENANCE FOR
OFFICE CHAIRS**

Transmission

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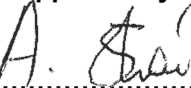
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1. INTRODUCTION

In March 2017, Eskom Real Estate completed a Real Estate Master Plan that aimed to enhance office space usage and improve the working environment. The report from the Master Plan identified several issues within Eskom, including underutilized office spaces and the poor condition of many office buildings, which did not comply with the Occupational Health and Safety Act (OHSA Act) and consequently posed health and safety risks to Eskom employees. The Master Plan recommended enhancing office space utilization by implementing efficient space planning and management practices, which would involve redesigning workspaces.

Specifically, at the Simmepan complex, there's a pressing need for an office space optimization and refurbishment project. This project will encompass providing new office furniture, chairs, screens or desk partitions, and relocation of employees within the Simmepan and nearby offices to create more available space. This process will also help to accommodate more people in less spaces (by use of slightly smaller desks).

There are also adhoc requests from the Grids for new office chairs. The furniture in the Grids were bought more that 5 to 10 years ago and such they are old and require replacement. It is the responsibility of the employer to provide the employees with a healthy working environment and that includes providing furniture that is compliant with ergonomics, health and safety requirements.

2. SUPPORTING CLAUSES

2.1 SCOPE

2.1.1 Purpose

- The purpose of this project is space optimisation at Simmapen complex and will require new furniture.
- Adhoc requests from the Grids.

2.1.2 Applicability

Transmission Real Estate Simmerpan and the Grids (including Telecoms):

1. Central Grid
2. East Grid
3. Northern Grid
4. North East Grid
5. Southern Grid
6. Western Grid
7. Transmission Telecoms sites

2.1.3 Effective date

The effective date of this document is as per the date and signature of the authorised manager as indicated on the cover page of this document.

3. NORMATIVE/INFORMATIVE REFERENCES

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

3.1 Normative

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

[2] ISO 9001: Quality Management Systems.

[4] 32-37: Eskom Substance Abuse Procedure.


[5] 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.

[6] 32-726: S.H.E. Requirements for the Eskom Commercial Process.

[7] 240-62196227: Eskom Life Saving Rules Standards.

[8] Eskom Corporate manual

[9] 240-52599753: Workplace Space and Furniture Standard for Commercial Properties

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3.2 Informative

- SANS 10142-1
- SANS 10400 The Application of the National Building Regulations

3.3 Abbreviations

TX	Transmission
ALU	Aluminium
CFC	Chlorofluorocarbon
Deg	Degree
ID	Eskom Corporate Identity Manual
GIB	Garber Iris Stacking chairs
gm	Gram
ISO	International Organisation for Standardization
kg	Kilogram
OHS Act	Occupational Health and Safety Act
PPE	Personal Protective Equipment
RE	Real Estate
SHE	Safety, Health and Environmental
SABS	South African Bureau of Standard
SANS	South African National Standard
UF	Urea-Formaldehyde

4. 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

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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 Scope specific Method Statement 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 inspections, compilation and execution, spares material and all quality related record keeping is part of the *Contractor's* scope of work.

4.1 Provision of Staff Uniform/PPE and Other

The Contractor shall:

- Supply staff with risk based Personal Protective Equipment (PPE) per the scope of work in compliance with Occupational Health and Safety Act 85 of 1993 and applicable scope regulations and other requirements.
- The protective wear uniforms/gear must be 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 a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.

4.2 Provision of Transport

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

- Movement of equipment and staff around sites

5. DOCUMENT CONTENT

5.1 REQUIREMENTS

Adherence to Eskom Procedure, Policies and Standard generic policies.

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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, site specific vehicle and safety requirements etc.


5.2 PROVISION OF MANPOWER

The successful Contractor/s shall utilise / provide skilled and suitably qualified staff 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 issued by provided by registered Occupational Health Practitioner or Occupational Health Doctor.
- The contractor shall supply provision of all necessary general labour, supervisor with with Legal liability, supervisor training and skilled labourer with carpenter certificate and management to do all the works.
- The contractor shall supply competent safety officer and health and safety representative.
- 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 special requests.
- 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.

5.3 LABOUR REQUIREMENTS

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

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5.4 CONTRACTOR'S MANAGEMENT, MEETINGS AND KEY PEOPLE

- The Contractor shall be required to do safety induction as well as Eskom SHEQ 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.
- Other contract related meetings shall be communicated to the Contractor on arrival to site.

5.5 EQUIPMENT

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

5.6 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 is repaired by the contractor at his/her own cost prior to take over.
- 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.

5.7 MANAGEMENT REPORTING AND PROCESS FOR MONITORING

- The Employer will establish a sound contract management principle.

5.8 GENERAL REQUIREMENTS

- The *Contractor* immediately reports all injuries immediately as well as any threat to health or safety of which it becomes aware of on the site to the *Contract Manager/Site Supervisor*.

- The *Contractor* shall provide in writing a works programme with achievable timelines 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 provide SHEQ performance report including manpower to Eskom Project Manager/Supervisor/SHEQ department.
- 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.


6. SCOPE OF WORK AND SPECIFICATIONS

6.1 SUPPLY, DELIVER, INSTALLATION AND MAINTENANCE OF NEW OFFICE CHAIRS AND COUCHES AT SIMMERPAN AND THE GRIDS ON AS AND WHEN REQUIRED BASIS.

A. ESKOM CORPORATE IDENTITY FABRIC SPECIFICATION

Composition	:	100% polyester
Width	:	148cm
Weight	:	290gm
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale)	:	+45 000 rubs
Slim Slippage	:	>180N in each direction
Breaking strength	:	>400N in each direction
Colour fastness		
To Light	:	6 (Blue scale)
Rubbing	:	4 (Grey scale)
Dry cleaning	:	Cold drycleaning (<60 degree C)

B. ESKOM SEATING SOFT SEATING/ COUCHES FABRICS

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Composition	:	36% Polyester 64% Acrylic
Width	:	148cms
Weight	:	368gm/m ²
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale)	:	+25 000 rubs
Slim Slippage	:	>180N in each direction
Breaking strength	:	>400N in each direction
Colour fastness		
To Light	:	6 (Blue scale)
Rubbing	:	4 (Grey scale)
Dry cleaning	:	Cold drycleaning (<60 degree C)
Fluorocarbon-Polymer Treated	:	Yes

C. ERGONOMIC OFFICE CHAIR SPECIFICATIONS

6.1. OPERATOR CHAIR

Operator chair High back with upholstery seat and upholstery back



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D. MINIMUM QUALITY AND ERGONOMIC REQUIREMENTS FOR OPERATOR CHAIR:

- Synchronic mechanism with locking facility minimum of 7 years guarantee
- Gas height adjustment with minimum of 7 year guarantee
- Backrest (where required) must have lumber support, with adjustable backrest either in mesh or covered with Eskom Corporate ID Fabric (as specified above) with a split shell
- Backrest must have tension adjustment ensuring support of all sizes
- Height adjustable arms with option of Width adjustment as well as option of rotating and sliding arm cap
- Moulded foam seat covered with Eskom Corporate ID Fabric above
- To be rated capable of carrying chair occupant of up to 130kg mass on a daily basis
- 5 star base casters mechanism
- Locally manufactured

E. COMPONENTS SPECIFICATION DETAILS:

a) BASE:

- Injection moulded glass filled nylon 5 star base confirming to SANS/SABS, fitted with 65mm twin wheel unhooded friction ring double action castors.

b) MECHANISM

- Fully 5 locking synchronized mechanism with 128deg opening angle with gas height adjustment and tension adjustment for user's body weight. Manufacturers guarantee to be specified.

c) Shell

- Recyclable seat constructed of plastic inner shell and plastic under- seat pan, with integrated waterfall. Plywood shells (from renewable sources) are acceptable as an alternative.

Backrest to be constructed of any of the following options:

- Recyclable polypropylene inner and outer frame with mesh insert offering the option of upholstery over them;
- 12/13mm 9 layer UF resin ultrasonically bonded plywood with M8 or M6 T-Nut attachments
- Power coated or galvanised steel frame

d) Foam

- All foam to be CFC free, flexible moulded foam using a cold cure process for high quality and resilience. Density 55kg per cubic meter with 140 or higher tensile strength.
- To comply with automatic self-extinguishing standards

e) Armrests

- Height adjustable arms with option of with adjustment as well as option of rotating and sliding arm cap would be preferable.
- Polyurethane arm caps for added comfort
- Armrest to be fixed onto the chair frame by means of a single piece 8mm solid steel bracket

f) Upholstery Options

- Price to be quoted based of fully upholstery chairs in the current Eskom Fabric specification above.
- Mesh/netting to be guaranteed for 7 years against sagging.

6.2 FALCON HIGH BACK 24/7 CHAIR



- Synchro mechanism with 5 position lock
- Gas height adjustment
- Non- woven mesh back and woven mesh seat
- Black PU spider base
- Adjustable seat back and forth
- Adjustable back up and down
- Adjustable Lumber support
- Adjustable black PU Arms
- Adjustable head rest
- Eskom fabric- specification above

6.3 HEAVY DUTY CHAIR



The chair must be 24/7 guaranteed to support weigh up to 150kg. The chair should have an extra wide seat and should be upholstered in material. There should be a loop between the seat and the back to give the chair extra strength.

- 14 laminated 22mm thick plywood shell
- High density foam on seat & backrest
- Frontal pivot mechanism with multiple locale reclining positions
- Slimline PU armrest
- Gas height adjustment
- Tension adjustment for back tilt
- Polished aluminum base with double heavy duty castors
- Carries 150kg for 24 hour usage
- Should be made in South Africa
- Should carries minimum of 5 Year Guarantee
- Upholstered seat and back with Eskom fabric- species pages above

6.4 VISITORS, MEETING AND TRAINING CHAIRS

Upholstery seat and back 4 legged



Upholstery seat and back sleigh base



F. MINIMUM QUALITY AND FUNCTIONALITY REQUIREMENTS FOR VISITORS AND TRAINING CHAIRS ABOVE:

- The 4 legged chair must be light in weight easy to move around
- Chairs should measure 81cm in height, 59cm in width and 64cm in depth
- Backrest must have lumbar support
- Able to carry a body weight of 130kg
- Locally manufactured

Components specification details

a) Frame

- 4 legged or sleigh base option are accepted
- To be constructed of around steel tubing with a minimum of 24.5mm x 2.5mm wall thickness consistent throughout the tubing
- Finishes to be in epoxy finish with option of chroming
- All arms to be layered with plastic injection molded or polypropylene arm capping

b) Shells

- Recyclable plastic seat or 12/13mm 9 layer UF resin ultrasound bonded plywood with M8 or M6 T-Nut attachment
- Backrest to be constructed of any of the following options:
 - Recyclable polypropylene shell
 - 12/13mm 9 layer UF resin ultrasonically bonded plywood with M8 or M6 T-Nut attachment
 - Powder coated or galvanized steel frame

c) Foam

- Either CFC free, flexible molded foam of high density cut foam is acceptable

d) Upholstery Options

- Specification should be fully in line with the Eskom fabric specification on pages above. If fabric is changed in future, prices can be adjusted accordingly.
- Mesh/netting to be guaranteed for 7 years against sagging with option of fabric upholstery over mesh/netting.

6.5 PLASTIC CHAIR



- Should be available with brushed aluminum legs
- Under seat plugs for stacking purposes
- Color coordinated leg plugs
- Chair material type- polypropylene
- Dimension as follow
 - Box dimension: 100mm x 580mm x 740mm
 - Volume dimensions box consisting of 4 x chairs weight: 14kg
 - GSI Side weight ALU/LEGS 3.461kg x 4 per box
 - GSI Side weight ALU/LEGS 4.110kg x 4 per box

6.6 SPECIFICATIONS FOR SOFT SEATING: COUCH



A. COUCHES COMPONENTS:





Composition	:	36% polyester 64% Acrylic
Width	:	148cm
Weight	:	368gm
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale):	:	+25 000 rubs
Slim Slippage	:	>180N in each direction
Breaking strength	:	>400N in each direction
Colour fastness		
To Light	:	6 (Blue scale)
Rubbing	:	4 (Grey scale)
Dry cleaning	:	Cold dry-cleaning (<60 degree C)

- Double seater couches as per the picture provided: 1260mm x 590mm
- Single seater couch as per the picture: 760mm x 590mm
- Upholstery fabric to be Eskom Fabric specification above





B. PERFORMANCE SPECIFICATION

- Frames of the couches to be manufactured from 50 x 50mm solid SA Pine wood,
- Double wedding to be used seats, covered with Polypropylene sheets
- Outer back and arms to be supplied with 12mm medium density foam to protect the upholstery fabric
- Couches to be fitted with 4 x mild steel tubular legs with adjustable ferrules to cater for uneven surfaces
- All legs must be coated to the specification: Akzo Noble range: Interpon 600Matt, ANP 905, Cowrie Gold. Ref: ED415

APPENDIX A

Item no.	Description	Description
1.1	<p>Operating Chair</p> 	<p>Bar chair</p> 
1.2	<p>Falcon High back 24/7 Chair</p> 	<p>Stinger chair</p> 

<p>1.3</p>	<p>Heavy Duty Chair 24/7</p> 	<p>Meeting room chairs</p> 
<p>1.4</p>	<p>Double couch</p> 	<p>Plastic Chair</p> 
<p>1.5</p>	<p>Single couch</p> 	<p>Collaborating setting</p> 
<p>1.6</p>	<p>Collaborating setting</p>	<p>Executive chair</p>


		
1.8	<p>Jukes Leather High Back Chair: Executive</p> 	<p>Bonzai Leather High Back Chair: Executive</p> 

7. 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 *Contract Manager/Employer* and that the *Employer* will not suffer adverse inconvenience in utilising parts of the complex during the project execution.

8. REVISION

Date	Rev.	Compiler	Remarks
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