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**Installation, decommissioning and rental of CCTV equipment for Eskom RoteK Industries at various power stations as and when required for a period of 3 years.**

## **1. Purpose**

The purpose of this document is to define the services needed from a Service Provider for **the provision of temporary CCTV installation, decommissioning and rental service on an as and when required basis for Eskom RoteK Industries for a period of 3 years.**

## **2. Context for CCTV installation, decommissioning and rental**

The Scope of Services is to acquire Enabling Service Agreement over a period of 3 years for the temporary installation, decommissioning and rental of CCTV as and when required for Eskom RoteK Industries (ERI) over a period of 3 years

These services are required at various power stations listed below and are based on Eskom Generation Generator Outage Program. The outage program may change without notice and is based on Eskom operational requirements. The service provider should note that the services can be required either on a planned or emergency breakdown basis.

These services must be provided as per Eskom Generation Generator Clean Conditions Requirements Work Instruction 240-56178527 and any other relevant site specific work instruction from Eskom Generation. The service provider is expected to provide loan / hire equipment list below in the process of rendering the service as and when required.

All documents referred or mentioned in this document shall be preceded by any latest procedure or policies of ERI. Where data on this document refers to policy or procedure and the reference or information on this document is not the latest, then the procedure or policy or standard will take precedence.

### **3. The Installation of CCTV equipment on the Clean Condition Low and High Risk Areas**

The service provider is to undertake the following activities after receiving a request from the employer to install CCTV equipment on site:

1. Service Provider makes travel arrangements and arrives on site as discussed with the employer representative
2. Service Provider to attend specific site safety induction in order to be allowed entry to site.
3. After attending site safety induction and going through the CC&FME Risk Assessment, the Clean Condition Champion will clearly indicate where the CCTV Cameras must be mounted and what area the cameras must cover.
4. The CCTV Cables that are left in the Access Control Cabin must be rolled out to determine their lengths.
5. The correct length cables must be allocated to the respective camera and the service provider must connect both VGA and power plugs to the camera.
6. The cables are to be fixed to the barricading, hand rails with cable ties, the cables must not be left on the floor to create a potential tripping or fire hazard.
7. Where available cables are short or cables need replacing, the service provider must make up new cables from the roll of new cable that will be supplied by the employer.
8. The cables must lead into the Clean Condition Access Control Cabin.
9. All CCTV Cameras must be mounted and fixed firmly on.
10. The CCTV DVR (Computer Box), Screen, Keyboard & Mouse, UPS (Uninterrupted Power Supply) must be fitted in their place and all electrical connections connected.
11. The purpose of the UPS is in the case where by the power is cut off to the Access Control Cabin, the UPS will continue to supply power to the CCTV DVR to continue filming the activities in the areas.
12. The CCTV Camera Power Supplies must be connected and the Power must **not** be switched on.
13. The CCTV cables must be connected to the CCTV DVR and the Power Supplies.
14. The power supplies are to be switched on and checked that they have power.
15. ONLY once all the electrical connections have been connected can the power to the CCTV DVR, Screen and UPS be switched on.
16. The CCTV DVR has been set to automatically access the CCTV Geovision or equivalent program on start up.
17. There will be a clear indication of which CCTV cameras are not working.

18. If there are cameras that are not working an inspection of the camera, power and cable must be done to determine the fault. Such fault must be corrected immediately.
19. Once all the CCTV Cameras are working, the service provider is required to set up the focus and brightness of each individual camera.
20. Once the whole system is working correctly a test on the UPS must be conducted. To conduct this test the power supply to the Access Control Cabin must be shut off. This will trigger the UPS to activate automatically and the DVR must continue to operate. If this test fails the UPS must be exchanged and clearly marked as "Faulty".
21. Once the CCTV Systems is operating correctly, the Champion will sign off the job card.
22. The Champion will return any equipment that fails to operate correctly to the Homebase for repairs.
23. Please note that repair of ERI owned CCTV equipment is not part of this contracts scope of work.

#### **4. Decommissioning and storing the CCTV System**

The service provider is to undertake the following activities after receiving a request from the employer to decommission CCTV equipment on site:

1. Service Provider makes travel arrangements and arrives on site as discussed with the employer representative.
2. Service Provider to attend specific site safety induction in order to be allowed entry to site.
3. After attending site safety induction and going through the CC&FME Risk Assessment, the Clean Condition Champion will clearly indicate which CCTV Cameras must be decommissioned as there could be multiple outages happening at the power stations.
4. It is of utmost importance that the CCTV System is shut down through the Geovision or equivalent software and **not** by just switching off the power. This causes damage to the hard drives in the DVR unit when transporting.
5. When the system has shut down the power can be switched off on all the electrical components including the CCTV Power Supplies.
6. Ensure that the power is off then unplug all the electrical connections.
7. Disconnect the CCTV cables from the DVR and the electrical connections to the Power supplies are unscrewed.
8. Disconnect the cables from the CCTV Cameras and cut off the cable ties. The cables must be rolled up in a neatly fashion and stored in the Access Control Cabin.
9. The CCTV Cameras are to be placed into the storage boxes that they arrived in for transport back to Homebase.
10. The Champion will return all the CCTV equipment to the Homebase.

## 5. CCTV Equipment Specifications to be installed and for rental

ERI has invested CAPEX on the purchase of several CCTV equipment sets to cover potential outages. The specifications of this equipment are listed below. In the event that ERI's equipment is faulty and there is no spare equipment in the ERI's inventory, the service provider will be required to provide loan / hire equipment that is compatible with ERI's own equipment. The service provider will be responsible for replacing their own loan / hire equipment should it be faulty.

1. AXIS M2026-LE MK II: Day/night, compact and outdoor-ready bullet style HDTV camera, IP66- and IK08-rated. Built-in IR. Motion detection
2. AXIS P1448-LE: Compact outdoor, 4K Ultra HD (8MP) resolution, day/night, fixed bullet camera providing Forensic WDR and Lightfinder for demanding light conditions. IR corrected varifocal 2.8-9.8 mm F1.6 P-iris lens with remote 3.5x
3. optical zoom
4. Duxbury AI 16 Port PoE+ Switch with 16-port PoE+Gigabit Ports x 2 SFP ports. 150W Total PoE budget AI Mode support 4 additional modes, AI VLAN, AI Extend, AI PoE and AI QoS. Intelligent power supply, lowest power consumption, supplying the correct power demand of the PD terminal.
5. Ready NAS 3312 12BAY Rackmount (2U), 4 Gigabit Ethernet LAN ports, Intel® Xeon E3-1225v5 3.3GHz processor, 8GB DDR4 ECC Memory, Expandable to 128GBByte DDR4, 12 bays hot-swappable 2.5" or 3.5" SATA/SSD Drive Bays
6. Seagate Skyhawk AI ST10000VE0008 10TB 3.5" HDD Surveillance Drives; SATA 6GB/s Interface; 256MB Cache;
7. RPM: 7200; 512e; 5 Year limited warranty
8. Cat 6 cable including connectors
9. Linkbasic 9U Swing Frame Wall Box, 9U Swing Frame Dimensions WxHxD (mm): 600 x 505 x 555
10. 9U COLLAR 200MM
11. Front mount tray 330mm long
12. RSA 6 way 16A 19' rack mount ZA Plug 3pin
13. 2 WAY FAN WIRED (WM)
14. SCREW & NUTS M6 COMPLE 10 IN SET
15. Mecer 23.8" 16 x 9 TFT LED Wide Monitor, 1920 x 1080 Full HD, W/VGA + HDMI & Built-in Speakers - Black
16. Green Connection 5 Meter HDMI Cable Version 1.4

## **6. Location requirements**

Due to the nature of ERI's projects, the service will be required at various sites (power stations and ERI workshops) around the country (Republic of South Africa). It is imperative that the service provider has a national coverage and can respond within the specified time frames in order to avoid delays to projects.

These locations are subject to change as ERI acquires further contracts in and around South Africa, current sites are summarised below:

- a) Ankerlig Power Station situated in Cape Town, Western Cape
- b) Arnot Power Station situated in Arnot, Mpumalanga,
- c) Acasia Power Station situated in Cape Town, Western Cape
- d) Camden Power Station situated in Ermelo, Mpumalanga
- e) Drakensberg Power Station situated in Drakensburg, KwaZulu Natal
- f) Duvha Power Station situated in Witbank, Mpumalanga
- g) Gariep Power Station situated in Gariep, Free state
- h) Gouriekwa Power Station situated in Mosselbay, Western Cape
- i) Grootvlei Power Station situated outside Balfour, Gauteng
- j) Hendrina Power Station situated in Hendrina, Mpumalanga
- k) Ingula Power Station situated in Ladysmith, KwaZulu Natal
- l) Kendal Power Station situated outside Witbank, Mpumalanga
- m) Koeberg Power Station situated in Cape Town, Western Cape
- n) Komati Power Station situated outside Witbank, Mpumalanga
- o) Kriel Power Station situated outside Witbank, Mpumalanga
- p) Kusile Power Station situated outside Witbank, Mpumalanga
- q) Lethabo Power Station situated outside Vereeniging, Free State
- r) Majuba Power Station situated outside Volksrust, Mpumalanga
- s) Matla Power Station situated outside Witbank, Mpumalanga
- t) Matimba Power Station situated in Lephalale, Limpopo
- u) Medupi Power Station situated in Lephalale, Limpopo
- v) Palmiet Power Station situated outside Cape Town, Western Cape
- w) Port Rex Power Station situated in East London, Eastern Cape
- x) Tutuka Power Station situated outside Standerton, Mpumalanga

- y) Vanderkloof Power Station situated in Vanderkloof, Northern Cape.
- z) Mbashi Power Station situated outside Mthatha area, Eastern Cape
- aa) ERI Rosherville Workshops situated in Rosherville, Gauteng
- bb) Any other sites as determined by ERI

## **7. Additional services to be provided by the Service Provider**

The Service Provider is responsible for providing any specialised equipment for installing CCTV which may include but is not limited to the following:

### **Project Related Equipment**

1. Diagonal Cutters
2. Linesman's Pliers
3. Full set of screwdriver, both 'slot' flathead and Phillips types
4. Battery powered/cordless screwdriver and bit set
5. Hacksaw, with metal cutting blade
6. Tape Measure
7. Allen Keys, various smaller metric and inch sizes
8. Pair Wire Strippers
9. Hammer
10. Combo/ Rafter Square
11. Torpedo Level
12. Battery powered cordless drill with wood/metal and masonry drill bits
13. Handheld or hatband LED flashlight
14. Retractable Utility Knife
15. General purpose crimp tool
16. Stepladder

## **8. Logistic Requirements**

### **8.1 Transport requirements**

The Service Provider is responsible for providing transport to their employees to enable them to reach designated work sites and back.

## **8.2 Accommodation requirements**

Employees' accommodation requirements are to be fulfilled by the Service Provider if required

## **8.3 PPE requirements**

The Service Provider is to provide Personal Protective Equipment (PPE) to their employees before they reach site. All PPE must conform to Eskom/ERI requirements as per procedure 240-44175132, as well as relevant OHSA and SABS procedures. The Service Provider is to ensure they are conversant with the terms of these procedures regarding old and damaged PPE. Any employees not on site due to PPE not provided for by the Service Provider will not be paid for by ERI.

## **8.4 CC&FME PPE requirements**

1. Hard hat
2. Overall (pants and jacket)
3. Safety Shoes
4. Dedicated Clean Conditions PPE as per ERI PPE Work Instruction & Eskom Generation Generator Clean Conditions Requirements Work Instruction 240-56178527. Two piece Clean Conditions overalls made of 100% cotton and be white in colour. These overalls may not have any pockets, belt loops or metallic fasteners
5. T-Shirts: No clothing other than a pocket-less cotton (Preferably White) T-shirt or underwear may be worn underneath the overall,
6. Clean Condition Safety Shoes,
7. Pocketless Thermal Jacket,
8. Thermal underwear,
9. Pocketless Rain Jackets

## **9. Specific requirements to Service Provider**

All employees are required to follow the following minimum requirements:

- Fitness for duty reports for all employees who are allocated to install or decommission the CCTVs at each power station
- Police clearance reports for all employees. If ERI suspects a change in this status, ERI may request further clearance at its own discretion, at the cost of ERI..

#### **10. Services rates:**

The services rates may include the following:

- The Service Provider must ensure that his /her employees are provided with Personal Protective Equipment (PPE) that is in line with Eskom standards.
- The Service Provider will be responsible for transporting their employees to site.
- Periodical Medicals
- Safety file

#### **11. Administration**

Furthermore, the Service Provider will be required to arrange and administrate their employees, specifically regarding:

- Security permits at Power Stations
- Compile updated portfolio of evidence (POE files) both electronic & hard copy files
- Attend planning & progress meetings where required at Witbank Homebase and/or Rosherville offices
- Booking of flights, accommodation and transport for their workers as and when required.

The *Service Provider* shall address the tax invoice to Eskom Rotek Industries SOC Ltd and include on each invoice the following information:

- Name and address of the *Service Provider* and ERI;
- The contract number (46xxx) and title;
- Purchase Order (PO) number (45xxxx)\_ invoice without PO number will not be paid.
- *Service Provider's* VAT registration number;
- The *Employer's* VAT registration number 4330196330;
- Description of service provided for each item invoiced based on the Price List;



- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

## **12. Legal**

The Service Providers are required to conform to the following legal Acts as minimum, but not limited to:

- Basic Condition of Employment Act (BCEA)
- Compensation for Occupational Injuries and Diseases (COID)
- Employment Equity (EE)
- Labour Relations Amendment Act (LRAA)
- Occupational Health and Safety (OHSA)
- Skills Development
- Unemployment Insurance Fund (UIF)

Service Providers must also agree to the following binding clauses:

- ERI indemnifies itself against any labour claim regarding any of the aforementioned Acts – this risk will be assumed by the Service Provider as employer of the workers – where workers are not considered to be employed by ERI. This includes the cessation of temporary employees at a project at the discretion of ERI, whether due to conclusion of the contract, or any other reason.
- ERI will not assume any risk due to labour unrest and strikes due to improper application of or disputes regarding the aforementioned Acts by employees. Labour unrest, strikes and low performance caused by the above will be counted as workers not at work.
- ERI will not be liable for the accommodation, transport, salaries and other associated costs for employees not at work when required to be.
- Unrest or strike action which is caused by a Service Provider withholding payment will constitute immediate breach of contract and may result in termination of that contract. This includes where ERI has not paid the Service Provider for employees not at work as stipulated above.

## **13. Disciplinary**

*Service Providers* may use their own disciplinary processes as the need arises, and in line with those stipulated in the contract (e.g. SHEQ requirements). In the case where ERI is unsatisfied with the disciplinary outcome, or the process is seen as inequitable to the workforce (e.g. employees working in the same area), ERI reserves the right to conduct its own investigation. In the case where employees are regarded as part of ERI, ERI will conduct its own disciplinary procedures. Otherwise ERI may request the supplier to remove, or reinstate, the resource in question with a replacement immediately.

#### 14. Management meetings

The *conditions of contract* (e.g. Clause 16.2) and other sections of the Service Information (e.g. safety risk management) may require that a meeting shall be held. However the intention of all NEC contracts is that the Parties and their agents use the techniques of partnering to manage the contract by holding meetings designed to proactively and jointly manage the administration of the contract with the objective of minimising the adverse effects of risks and surprises for both Parties.

Weekly meetings will be held to discuss safety, compensation events, overall co-ordination and other matters of a general nature. Separate meetings for specialist activities such as planning and activities of a technical nature may also be warranted.

Regular meetings of a general nature may be convened and chaired by the *Supply Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Weekly planning and progress feedback meeting	Weekly on Thursdays at 10:00	Eskom Park (Witbank)	The Contractor and the Employer
Support Services Contractor's Safety Forum	Monthly as determined by the Chairperson	ERI Rosherville	All Contractors within the Support Services Divisions of ERI

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service 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.

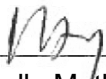
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