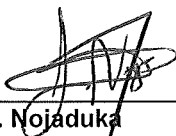


	<p align="center"><b>Scope of Work:</b></p> <p>Provision of Gardening Service for Ext 30, Portion 7, Marapong and Residential Properties of Medupi Power Station Project</p>	<p align="right">SOP NO : 348-9959961</p> <p align="right">Rev: 0</p>
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<b>Title:</b>  <b>Provision of Gardening Service for Ext 30, Portion 7, Marapong and Residential Properties of Medupi Power Station Project</b>		<b>Document type</b> Scope of Work	
		<b>Date:</b> October 2022	
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<b>Date :</b> 10/10/2022	<b>Date :</b> 10/10/2022	<b>Date :</b> 10/10/2022	
<b>Revision</b>	<b>Description of Revisions</b>	<b>Approval</b>	<b>Date</b>
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## DESCRIPTION OF THE SERVICE

### 1. OVERVIEW

This is an all-inclusive Facilities Marapong Contractors Village, Extension 30, Portion 7, empty houses and communal areas contract and will render a service at Medupi Facilities for Medupi Power Station in Lephalale on an as and when basis. This will include provision of labour, transport, supervision and management, staff uniform/PPE, equipment and its maintenance during the construction period of the new power station built at Lephalale –Limpopo Province

### 2. PROVISION OF OFFICES, EQUIPMENT AND SERVICES

#### 2.1. To be provided by Employer

- Office unit with a kitchen,
- Storeroom for consumables, spares and equipment,
- Ablution facilities,
- Water supply,
- Furniture (only office tables and chairs), and
- Electricity

#### 2.2. To be provided by Contractor


The provision of all necessary equipment to do the works:

##### 2.2.1. Maintenance

- Purchasing of all necessary consumables that might be required when performing the works (e.g. brooms, rakes, brush cutter)
- All other material and equipment that might be required

##### 2.2.2. Maintenance of Equipment

All equipment will be maintained and replaced by the Contractor at their own cost

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### 3. THE PROVISION OF LABOUR, SUPERVISION AND MANAGEMENT

- Supply provision of all necessary general labour, supervision and management to do all the works
- All staff will be available on fulltime basis only for purpose of this contract works
- The Contractor is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- The Contractor will be required to submit a weekly rooster for weekend or public holiday work to the Service Manager for approval.
- Shift hours will be the same as Medupi Site hours, for any change prior approval must be obtained from the Service Manager.
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

**NOTE:** Due to the nature of the project environment and Medupi project nearing completion, the contractor will be required to submit staff demob plan on a six monthly basis for the Service Manager to review number of employees required in the next quarter of the contract.

### 4. PROVISION OF STAFF UNIFORM/PPE AND OTHER

The Contractor shall:

- Supply staff protective wear uniforms/gear i.e. headgear, goggles, reflective vest safety boots and gloves, dust mask (appropriate to their tasks and functions) 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.
- Provide locker units for all staff to place their belongings.
- Provide fridge, kettle, microwave oven, coffee, tea, milk and sugar for their staff

### 5. PROVISION OF TRANSPORT

- Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)
- The transport is required for:
  - Staff traveling for Home-Work-Home
  - Movement of equipment and staff around site

### 6. STANDARD SERVICE REQUIRED AND FREQUENCY

The following table outlines the minimum requirements in terms of Maintenance service and the frequency and can be adapted to accommodate changes in circumstances.



# **Scope of Work:**

Provision of Gardening Service for Ext 30, Portion 7, Marapong and Residential Properties of Medupi Power Station Project

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## **Marapong Village**

Activity	Frequency
<ul style="list-style-type: none"> <li>• Cutting of grass in premises and de-weeding on pavements.</li> <li>• Cutting of grass on two soccer fields and irrigate the fields</li> <li>• Remove all grass, rubbish, building rubble, plastic bags, etc., within the premises.</li> <li>• Mow lawn as and when required.</li> <li>• Trim or prune all edges of trees as and as when required.</li> <li>• Do the garden bedding as and when required.</li> <li>• Rake and pick-up leaves and trees produce as and when required.</li> <li>• Palisade fencing surrounds to be sprayed with chemicals to prevent grass growth.</li> <li>• Remove all weeds in garden as and when required.</li> <li>• Herbicide application on canal and hard surfaces.</li> <li>• Clearing of gutters.</li> </ul>	Daily and in-between use

## **Portion 7 and Ext 30**


Activity	Frequency
<ul style="list-style-type: none"> <li>• Cutting of grass in premises and de-weeding on pavements.</li> <li>• Remove all grass, rubbish, building rubble, plastic bags, etc., within the premises.</li> <li>• Mow lawn as and when required.</li> <li>• Trim or prune all edges of trees as and as when required.</li> <li>• Do the garden bedding as and when required.</li> <li>• Rake and pick-up leaves and trees produce as and when required.</li> <li>• Palisade fencing surrounds to be sprayed with chemicals to prevent grass growth.</li> <li>• Remove all weeds in garden as and when required.</li> <li>• Herbicide application on canal and hard surfaces.</li> <li>• Clearing of gutters.</li> </ul>	Daily and in-between use

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Empty houses and Communal Areas	
Activity	Frequency
<ul style="list-style-type: none"> <li>• Remove all grass, rubbish, building rubble, plastic bags, littering, within the premises.</li> <li>• Proper maintenance of waste areas within complexes.</li> <li>• Mow lawn as and when required.</li> <li>• Trim or prune all edges of trees as and as when required.</li> <li>• Do the garden bedding as and when required.</li> <li>• Rake and pick-up leaves and trees produce as and when required.</li> <li>• Palisade fencing surrounds to be sprayed with chemicals to prevent grass growth.</li> <li>• Remove all weeds in garden as and when required.</li> <li>• Herbicide application on canal and hard surfaces.</li> <li>• Clearing of gutters.</li> <li>• The employer will identify houses and the supplier must submit the programme for cleaning.</li> </ul>	<p><b>As and when required</b></p>

General gardening service	
Activity	Frequency
<ul style="list-style-type: none"> <li>• Cutting of grass in premises and de-weeding on pavements.</li> <li>• Remove all grass, rubbish, building rubble, plastic bags, etc., within the premises.</li> <li>• Mow lawn as and when required.</li> <li>• Trim or prune all edges of trees as and as when required.</li> <li>• Swimming pool maintenance as and when require basis</li> </ul>	<p><b>Daily</b></p>

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The frequency of gardening service must be adjusted during high demand or exceptional use in order to maintain a high level of service and customer satisfaction. The Contractor must establish the location of those areas and make provision for frequent and additional service in order to ensure an always neat, tidy and retain the quality of the facility.

## **7. SUPPLY AND CONTROL OF MATERIALS, EQUIPMENT AND CONSUMABLES**

The Contractor shall be responsible for:

- Purchasing, replenishing, safe storage, distributions and control of consumables, to agreed inventory levels, of consumables and some non-consumables (i.e. equipment's) required by the staff in the provision of the gardening service.
- Requesting approval from Service Manager before purchasing of consumables. A copy of stock request must show stock remaining in store versus new stock required;
- Maintaining records of receipts and issues which should be reconciled and report submitted to the Service Manager on a monthly basis;
- Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the maintenance services;
- Ensure that its staff is properly trained in the use of cleaning materials and equipment; and
- 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.

## **8. RECYCLING PARTICIPATION**

- Waste emptied from office bins is separated into different waste streams and refuse bags and must be emptied or disposed-off into appropriate wheelie bins.


## **9. RECORDS INCLUDE**

- Roster for routine maintenance
- Report of work done
- A stock control list of all purchased and stored goods versus usage and area of usage and consumables invoices
- Weekday and weekend attendance register
- Safety and Environmental requirements

## **10. SHEQ**

- The contractor shall comply with all applicable requirements of SHEQ system.
- All necessary Environmental and Safety Management procedures and reports to be submitted to the Service Manager or Supervisor as agreed.
- The contractor shall comply with all requirements of Quality as per Eskom's Quality Requirements QM-58 as per ISO 9001-2008

## **11. LABOUR REQUIREMENTS**

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- Hiring of local labour takes priority, for recruitment all CV's are to be obtained from Eskom Information Centre and locality of all appointed candidates will be verified via Eskom Medupi IR office on Medupi site.
- Conduct criminal and Medupi site clearance check (before offer of employment)
- Conduct training, testing and verifying key personnel qualifications and competence.
- Medupi Site Specific Agreement (SSA) is not applicable for this contract.

**NOTE:** Due to nature of the project environment which this contract falls under, the contractor will from time to time be instructed by the Service Manager during the cause of the contract to review employees' numbers for purpose of decrease them as the Medupi project comes to an end. The contractor will be required to submit a demob plan as and when required by the Service Manager.

The Maintenance service includes:

- Only the following items to be included in this services:
  - 1 x manager
  - 1 x safety Representative
  - 4 x supervisors
  - 40x unskilled labour
  - 10 brush cutters
  - 1x Driver


The number of persons for every skill will be adjusted as required, depending on the demand at that time.

- All works shall be measured as fixed in position, no allowance made for waste.
- Rates for all items in this bill shall include the supply, delivery, installation or connection thereof complete.
- Unless otherwise specified all new work shall match the existing structures.
- Take delivery of, shall also mean collection the items from the employer when applicable.
- Actual quantities will be determined based on the requirements of each task order; the contractor provides all necessary information required by the Employer to determine the cost at the assessment dates for each task order.

**ACTUAL QUANTITIES WILL BE DETERMINED BASED ON EACH TASK ORDER REQUIREMENTS.**

Eskom will provide the following:

Equipment	Make	Model	Quantity	Capacity
1. Office unit with a				

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kitchen,				
2. Storeroom for consumables, spares and equipment,				
3. Ablution facilities,				
4. Water supply,				
5. Furniture (only office tables and chairs), and				
6. Electricity				

- a. 1x Office
- b. 3x change room
- c. 6x ablution facilities(3/gender)
- d. Work area(floor plan attached)
- e. Defect register
- f. Collection register
- g. Electricity
- h. Water(Hot and cold)
- i. Chemical storage

A weekly program to be provided

- A program will be issued as to how the number will be ramped up and down over the time-span of the project
- Employer to supply the number of workers in advance on monthly basis

**1. The contractor shall be responsible for providing the following:**

- Supervision and management of facilities and Maintenance services
- Compliance to applicable legal and other requirement is mandatory
- All the consumables provided by the contractor should be (of the approved type to be used according to the manufacture's instruction):SABS Standards

Daily diary report (summary of work done)

The contractors to provide the following for their staff, all necessary work clothes, safety wear, etc. Contractor to provide the transport for their staff from home to work site and back.

Working hours is from 07:00 to 16:00(8 hours per day), Mondays to Fridays. Any overtime will be per prior arrangement.

Contractor will be held responsible for any loss or damage to the property, equipment and maintenance items.