



NEC3 Professional Services Contract (PSC3)

**Contract between Eskom Holdings SOC Limited
(Reg No. 2002/015527/30)**

and

Reg No.

**for Provision of ISO 45001 and SHE Management
Training on an as and when required basis for a
Period of Four (4) Years at any of Eskom Training
Centres.**

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CONTRACT No.:

VENDOR No.:

PART C1: AGREEMENTS & CONTRACT DATA

Document reference	Title	No of pages
C1.1	Form of Offer & Acceptance	[2]
C1.2a	Contract Data provided by the <i>Employer</i>	[9]
C1.2b	Contract Data provided by the <i>Consultant</i>	[9]

C1.1 Form of Offer & Acceptance

Offer

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

Provision of ISO 45001 and SHE Management Training on an as and when required basis for a Period of Four (4) Years at any of Eskom Training Centres.

The supplier, identified in the Offer signature block, has,

<i>either</i>	examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.
<i>or</i>	examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

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	As per task orders
Value Added Tax @ 15% is	As per task orders
The offered total of the Prices inclusive of VAT is	As per task orders
As per task orders (option G)	

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance 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
Supplier:**

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer 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 Employer 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 C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Scope of Work:

This may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Supplier and the Employer 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.

The Supplier shall within One month of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of 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 original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

Middle Manager Eskom Academy of Learning

for the Employer

Eskom Holdings SOC Ltd, Megawatt Park, Maxwell Drive, Sandton, Johannesburg, 2199

Name & signature of witness

Date

C1.2 PSC3 Contract Data

Part one - Data provided by the *Employer*.

Clause	Statement	Data
1	General	
	<p>The <i>conditions of contract</i> are the core clauses and the clauses for main Option</p> <p>dispute resolution Option and secondary Options</p> <p>of the NEC3 Professional Services Contract (June 2005)¹ with amendments June 2006</p>	<p>G: Term contract</p> <p>W1: Dispute resolution procedure</p> <p>X2 Changes in the law</p> <p>X7: Delay damages</p> <p>X9: Transfer of rights</p> <p>X10 <i>Employer's Agent</i></p> <p>X11: Termination by the <i>Employer</i></p> <p>Z: <i>Additional conditions of contract</i></p>
10.1	<p>The <i>Employer</i> is (Name):</p> <p>Address</p> <p>Tel No.</p> <p>Fax No.</p>	<p>Eskom Holdings SOC Limited (Reg no: 2002/015527/30), a juristic person incorporated in terms of the company laws of the Republic of South Africa</p> <p>Registered office at Megawatt Park, 1 Maxwell Drive, Sandton, Johannesburg</p> <p>011 800 8111</p> <p>n/a</p>
11.2(9)	<p>The <i>services</i> are</p>	<p>Provision of ISO 45001 and SHE Management Training on an as and when required basis for a Period of Four (4) Years at any of Eskom Training Centres.</p>

11.2(10)	The following matters will be included in the Risk Register	none
11.2(11)	The Scope is in	Part 3 of this document
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa
13.1	The <i>language of this contract</i> is	English
13.3	The <i>period for reply</i> is	One business day
13.6	The <i>period for retention</i> is	Forty-Eight (48) months following Completion or earlier termination.

2 The Parties' main responsibilities

25.2	The <i>Employer</i> provides access to the following persons, places and things	access to	access date
		1 Training Facilities as per task orders	As per task orders

3 Time

31.2	The <i>starting date</i> is:		
11.2(3)	The <i>completion date</i> for the whole of the <i>services</i> is:		
11.2(6)	The <i>key dates</i> and the <i>conditions</i> to be met are:	Condition to be met	key date
		1 As per task orders	As per task orders
31.1	The Supplier/ <i>Consultant</i> is to submit a first programme for acceptance within	7 days after receiving each task order	
32.2	The Supplier/ <i>Consultant</i> submits revised programmes at intervals no longer than	7 days after receiving each task order	

Quality

4

4.1	The quality policy statement and quality plan are provided within	n/a
4.2	The <i>defects date</i> is	As per the contract Agreement

5 Payment

5.1	The <i>assessment interval</i> is	From the 07th day of each month to the 07th day of the subsequent month.	
5.2	The <i>expenses</i> stated by the <i>Employer</i> are	Item	Amount
		As per the task order	As per the task order
5.3	The period within which payments are made is	Thirty (30) days from date of invoice.	
5.4	The <i>currency of this contract</i> is the	South African Rand	

5.5 The *interest rate* is

(i) zero percent above the publicly quoted prime rate of interest (calculated on a 365 day year) charged by from time to time by the Standard Bank of South Africa (as certified, in the event of any dispute, by any manager of such bank, whose appointment it shall not be necessary to prove) for amounts due in Rand and

(ii) the LIBOR rate applicable at the time for amounts due in other currencies. LIBOR is the 6 month London Interbank Offered Rate quoted under the caption “Money Rates” in The Wall Street Journal for the applicable currency or if no rate is quoted for the currency in question then the rate for United States Dollars, and if no such rate appears in The Wall Street Journal then the rate as quoted by the Reuters Monitor Money Rates Service (or such service as may replace the Reuters Monitor Money Rates Service) on the due date for the payment in question, adjusted *mutatis mutandis* every 6 months thereafter (and as certified, in the event of any dispute, by any manager employed in the foreign exchange department of The Standard Bank of South Africa Limited, whose appointment it shall not be necessary to prove.

6	Compensation events	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.	
7	Rights to material	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.	
8	Indemnity, insurance and liability	n/a	
81.1	The amounts of insurance and the periods for which the <i>Consultant</i> maintains insurance are	n/a	
	Event	Cover	Period following Completion of the whole of the services or earlier termination
	Liability for failure by the Supplier/ <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	Whatever the Supplier/<i>Consultant</i> deems necessary in respect of each claim, without limit to the number of claims	See Notes to Consultants in Annexure A

	death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property arising from or in connection with the <i>Consultant's</i> Providing the Services.	Whatever the <i>Consultant</i> deems necessary for any occurrence or series of occurrences arising out of one event without limit to the number of claims.	See Notes to Consultants in Annexure A
	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	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the <i>Consultant's</i> common law liability for people falling outside the scope of the Act with a limit of indemnity of not less than R500 000-00 (five hundred thousand) in respect of each claim, without limit to the number of claims	As <i>Consultant</i> deems necessary
8.1.1	The <i>Employer</i> provides the following insurances	n/a.	
8.2.1	The <i>Consultant's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	The total of the prices.	
	The <i>Consultant</i> provides these additional insurances.		
	1 Insurance against:	n/a	
9			
10	Data for main Option clause		
G	Term contract		
10.2	The <i>Consultant</i> prepares forecasts of the total Time Charge and <i>expenses</i> at intervals no longer than	As per monthly task orders and training schedules	
11	Data for Option W1		
W1.1	The <i>Adjudicator</i> is (Name)	The person selected from the Eskom Panel of Adjudicators listed in Annexure C to this Contract Data by the Party intending to refer a dispute to him.	
W1.2(3)	The <i>adjudicator nominating body</i> is:	The Chairman of the Joint Civils Division of the South African Institution of Civil Engineering or its successor body. (See www.jointcivils.co.za).	

W1.4(2)	The <i>tribunal</i> is:	arbitration
W1.4(5)	The <i>arbitration procedure</i> is	The latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.
	The place where arbitration is to be held is	Any Official selected place in South Africa
	The person or organisation who will choose an arbitrator	
	<ul style="list-style-type: none"> • if the Parties cannot agree a choice or • if the <i>arbitration procedure</i> does not state who selects an arbitrator, is 	The Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.
12	Data for secondary Option clauses	
	The index is	Gazetted annual average CPI
	The staff rates are {state whether "Fixed at the Contract Date and are not variable with changes in salary paid to individuals" or "Variable with changes in salary paid to individuals"}	CPI
X2	Changes in the law	
X2.1	The law of the project is	The Law of the Republic of South Africa
X7	Delay damages	n/a
X7.1	Delay damages for late Completion of the whole of the <i>services</i> are	n/a
X10	The Employer's Agent	
X10.1	The <i>Employer's Agent</i> is	
	Name:	Mr Sanjeev Nundaraj
	Address	Eskom Academy of Learning Dale Road Halfway House Midrand
	The authority of the <i>Employer's Agent</i> is	To carry out all the actions of the Employer in this contract
X11	Termination by the Employer	If the supplier fails to deliver training as per this agreement and scope of work.
X18.1	The Supplier/ <i>Consultant's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to:	Limited to the total prices of the project.

X18.2	The Supplier/ <i>Consultant's</i> liability to the <i>Employer</i> for Defects that are not found until after the <i>defects date</i> is limited to:	Total of the prices.
X18.3	The <i>end of liability date</i> is	One year after Completion of the whole of the services.
Z	The <i>Additional conditions of contract</i> are	Z1 to Z11 always apply.

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 Supplier/*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 because of the restructuring of the Electricity Supply Industry and the Electricity Distribution Industry.

Z2 Joint ventures

- Z2.1 If the Supplier/ *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* / Supplier on their behalf.
- Z2.3 The *Consultant/ Supplier* does not substantially 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 Supplier/*Consultant's* legal status, ownership or any other change to his business composition or business dealings results in a change to the Supplier/*Consultant's* B-BBEE status, the *Consultant* notifies the *Employer* within seven days of the change.
- 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 Supplier/*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 Supplier/*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 Ethics

- Z4.1 Any offer, payment, consideration, or benefit of any kind made by the Supplier/*Consultant* which constitutes or could be construed either directly or indirectly as an illegal or corrupt practice, as an inducement or reward for the award or in execution of this contract constitutes grounds for terminating the Supplier/*Consultant's* obligation to Provide the Services or taking any other action as appropriate against the *Consultant* (including civil or criminal action).
- Z4.2 The *Employer* may terminate the *Consultant's* obligation to Provide the Services if the Supplier/*Consultant* (or any member of the *Consultant* where the Supplier/*Consultant* constitutes a joint venture, consortium, or other unincorporated grouping of two or more persons or organisations) is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices.
- Such practices include making of offers, payments, considerations, or benefits of any kind or otherwise, whether in connection with any procurement process or contract with the *Employer* or other people or organisations and including in circumstances where the Supplier/*Consultant* or any such member is removed from an approved vendor data base of the *Employer* as a consequence of such practice.
- Z4.3 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.

Z5 Confidentiality

- Z5.1 The Supplier/*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 Supplier/*Consultant* at the time of disclosure (evidenced by written records in existence at that time). Should the Supplier/*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.
- Z5.2 If the Supplier/*Consultant* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Employer*.
- Z5.3 In the event that the Supplier/*Consultant* is, at any time, required by law to disclose any such information which is required to be kept confidential, the Supplier/*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. If such protective order is not, or cannot, be obtained, then the Supplier/*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.
- Z5.4 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*.

Z6 Waiver and estoppel: Add to core clause 12.3:

- Z6.1 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.

Z7 Provision of a Tax Invoice. Add to core clause 51

Z7.1 The Supplier/*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.

Z8 Notifying compensation events

Z8.1 Delete from the last sentence in core clause 61.3, "unless the *Employer* should have notified the event to the Supplier/*Consultant* but did not".

Z9 Employer's limitation of liability

Z9.1 The *Employer's* liability to the Supplier/*Consultant* for the Supplier/*Consultant's* indirect or consequential loss is limited to R0.00 (zero Rand)

Z10 Termination: Add to core clause 90.1, at the second main bullet point, fourth sub-bullet point, after the words "against it":

Z10.1 Or had a judicial management order granted against it.

Z11 Delay damages: Addition to secondary Option X7 Delay damages (if applicable in this contract)

Z11.1 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.

Z11.2 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.

Z12 Non-Solicitation clause

Z12.1 Both Parties agrees not to utilize, engage, solicit for hire, or hire any individual who provided Services to Customer under this Agreement for a period of six (6) months after the termination of this Agreement under which the individual performed the Services.

However, should a position be advertised in the press, and the individual gets appointed as a result of his/her response to said advert, Eskom will not be held liable for any placement fees

Annexure A: Notes to Consultants

This is guidance to Suppliers/Consultants to assist their decision making about what cover to arrange in the insurance to be provided by the Consultant. The guidance is not part of the contract, and the Employer carries no liability for it.

1. For the purpose of works contracts, insurance provided by Eskom (the *Employer*) has been arranged on the basis of “project” or “contract” value, where the value is the total of the Prices at Completion of the whole of the works including VAT.

A “project” is a collection of contracts or work packages to be undertaken as part of a single identified capital expansion or refurbishment of a particular asset or facility.

A “contract” is a single contract not linked to or being part of a “project”.

2. There are three main “formats” of cover and deductible structure: Format A, Format B and Format Dx.

Format A is for a project or contract value less than or equal to R350M (three hundred and fifty million Rand) inclusive of VAT.

Format B is for a project or contract value greater than R350M. (three hundred and fifty million Rand) inclusive of VAT.

In the case of contracts / packages within a project:

- For a contract / package of R50M which is part of a R400M project, Format B will apply
- For a contract / package of R250M which is part of a R6 billion project, Format B will apply
- For a contract / package of R120M which is part of a R350M project Format A will apply

For a contract which is not part of a project the same limits apply:

- For a contract of R350M, Format A will apply
- For a contract of R355M, Format B will apply.

Format A generally applies to Transmission Division projects and contracts. If a Transmission Division project or contract exceeds the Format A limit, the Eskom Insurance Management Services [EIMS] need to be contacted for advice on how to formulate the insurance cover.

3. **Further information and full details of all Eskom provided policies and procedures may be obtained from:**

<http://www.eskom.co.za/>

4. The Insurance which the *Consultant* is to provide against his liability for claims made against him arising out of his failure to use reasonable skill and care (first row in the Insurance Table of clause 81.1 in the PSC3) should also indemnify the *Consultant* for those sums which he could become legally liable to pay as damages arising from any claim first made against him and reported to Insurers some time after Completion of the whole of the *services*. Hence the *Consultant* needs to ensure that his cover is in place at least until all his liabilities under the contract have expired. Such claims could arise out of any negligent act, error or omission committed or alleged to have been committed by the *Consultant* in the conduct of professional services in connection with the contract.

C1.2 Contract Data

Clause	Statement	Data						
10.1	The Supplier: Address: Tel No; Fax No.							
22.1	The Supplier's <i>key persons</i> are: 1 Name: Job: Responsibilities: Qualifications: Experience: 2 Name: Job: Responsibilities: Qualifications: Experience:							
Info.		CV's (and further <i>key persons</i> data including CVs) are appended to Tender Schedule entitled .						
11.2(3)	The <i>completion date</i> for the whole of the <i>services</i> is	30 September 2030						
11.2(10)	The following matters will be included in the Risk Register							
11.2(13)	The <i>staff rates</i> are:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left;">name/designation</th> <th style="width: 20%; text-align: left;">Rate</th> </tr> </thead> <tbody> <tr> <td colspan="2">Refer to Part C2</td> </tr> </tbody> </table>	name/designation	Rate	Refer to Part C2			
name/designation	Rate							
Refer to Part C2								
25.2	The <i>Employer</i> provides access to the following persons, places and things	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">Names of trainers/instructors</th> <th style="width: 30%; text-align: left;">access date</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px dashed black; padding-right: 5px;">1</td> <td></td> </tr> <tr> <td style="border-right: 1px dashed black; padding-right: 5px;">2</td> <td></td> </tr> </tbody> </table>	Names of trainers/instructors	access date	1		2	
Names of trainers/instructors	access date							
1								
2								

		3	
31.1	The services identified in the Contract Data is	Provision of ISO 45001 and SHE Management Training on an as and when required basis for a Period of Four (4) Years at any of Eskom Training Centres.	
50.3	The <i>expenses</i> stated by the <i>Consultant</i> are	Item	amount
G	Term contract		
11.2(25)	The <i>task schedule</i> is in		

PART 2: PRICING DATA

PSC3 Option G

Document reference	Title	No of pages
C2.1	Pricing assumptions: Option G	[6]

C2.1 Pricing assumptions: Option G

PRICES AGENCY REMUNERATION:

Through a process of negotiation, the Parties have agreed that the following prices will apply for the period:

Preamble

- 1.1 The Supplier is appointed to provide ISO 45001 and SHE Management Training on an as and when required basis for a Period of Four (4) Years at any of Eskom Training Centres for Eskom Academy of Learning (EAL) as per scope in Part C3.
- 1.2 For the purposes of this agreement, the following definitions shall apply:
 - 1.1.1. Task Order is defined as an Employer approved cost estimate.
 - 1.1.2. Task Schedule is defined as an Employer approved project/campaign timing plan.
- 1.3 The content and format of a Cost Estimate and project/campaign timing plan will be included in the Service Level Agreement.
- 1.4 The prices exclude VAT.

1. Services

The service will be for the provision of Generation Occupational Health and Safety and Environmental Management (SHE) Training Programme for Line Managers and Supervisors on as and when required basis for the Period of Five (5) Years at any of Eskom Training Centres as listed in the Scope of work but limited to the courses listed on the Negotiated Prices table under 2.3.

The Parties have agreed to a period of sixty months on as and when required basis from **START DATE**: till **END DATE**, based on the budget information. The Supplier/Consultant will be entitled to charge per person for the course using the negotiated and concluded prices.

- 1.1. The Supplier/ Entity will be allowed to train only the course listed on the below Negotiated Prices table based on the results of the reviewed submitted training material.

1.2.

	Courses	Course Duration	No. of learners in 5 years	Cost per learner	Total cost per learner
1	SHE Management Training (Classroom Based) (SETA credits required)	10 days	300		
2	OHS legislation for OHS Practitioners	10 days	350		
3	Principles of ISO 45001 Latest Standard Version Training	1 day	2500		
4	ISO 45001:2018 Principles Train the Trainer	3 days	150		
5	ISO 45001:2018 Understanding and Implementation	5 days	400		
6	ISO 45001 Internal Auditors Training (SAATCA registration required)	3 days	400		
7	ISO 45001 Lead Auditors Training (SAATCA registration required)	5 days	300		
8	NEBOSH Construction Health and Safety Management	16 days	300		
9	Stacking and Storage	3 days	700		
	Training Total				
	Travel and Subsistence at 15% of Training value				
	Total Cost				

1.3. Rebates And Discounts

1.3.1. The *Consultant* shall ensure that all volume discounts and rebates in respect of all *Employer*-related third-party costs, including, without limitation, costs incurred in the production process of generating communication shall revert and be passed on by the *Consultant* to the *Employer*.

1.4. Cost Management and Reconciliations

1.4.1. It is the obligation of the *Consultant* to manage costs within approved purchase order values, including costs of third-party suppliers.

1.4.2. If it becomes evident that a purchase order value will be exceeded without a change to the scope of work requested by the *Employer*, the *Consultant* is required to issue a revised cost estimate to the *Employer* together with reasons for the anticipated increase in cost.

- 1.4.3. The *Employer* is under no obligation to accept the revised cost estimate and may request the *Consultant* to continue to deliver the work as per the original purchase order value, in which case the increased cost must be borne by the *Consultant*.
- 1.4.4. The *Consultant* is required to perform quarterly reconciliations between actual costs charged by third party suppliers and the cost estimates and invoices issued by the *Consultant* to the *Employer*.
- 1.4.5. Should an overcharge greater than R1000 arise between the actual cost charged by a third-party supplier and the invoice issued by the *Consultant* to the *Employer*, the *Consultant* will issue the *Employer* with a credit note for the overcharge.
- 1.4.6. Should an undercharge greater than R1000 arise between the actual cost charged by a third-party supplier and the invoice issued by the *Consultant* to the *Employer*, the *Consultant* will be entitled to issue the *Employer* with an additional invoice for the undercharge subject to clauses and above.
- 1.4.7. In the event that the *Consultant* sub-contracts to third parties for the performance of any of the Services, it shall ensure that no mark-ups are added to any resource related charges so that costs are not increased and so that the *Employer* shall not pay more than it would have paid the *Consultant* had the *Consultant* itself executed such sub-contracted work.

1.5. Cost Estimates

- 1.5.1. For avoidance of doubt all Cost Estimates approved by the *Employer* are considered as final unless the parties agree upon request of the *Employer* to a change in the scope of the services.
- 1.5.2. Approved Cost Estimates will be deemed as final and binding communications with respect to the services or assignments covered by such Cost Estimates and should only be modified or altered by writing and signed by both parties.
- 1.5.3. In the performance of the Services, should the service provider receive any commissions, retrospective volume credits, rebates, or other similar payments relating to the utilisation or purchase of a Third-Party services, save for those which the service provider receives directly for and on behalf of the *Employer* from a Third-Party account, shall not modify or alter the Cost Estimate arrangement.

1.6. Invoicing and payment

The Supplier/*Consultant* shall address the tax invoice to **Eskom Holdings SOC Limited** and include on it the following information:

- Name and address of the *Consultant* and the *Employer's Agent*.
- The contract number and title.
- *Consultant's* VAT registration number.
- *Consultant's* vendor number
- *Consultant's* contact information

- The *Employer's* VAT registration number 4740101508.
- Invoice Number & Date.
- Clear description of provided training; number of people trained; Training Requestor and location.
- Attendance register, google map to verify travelled and claimed KMs and any other proof of payment for Accommodation & flights to be attached (submitted to ordering party with Completion Certificate)

1.7. Audit

- 1.7.1. In respect of all expenditure which is reimbursable by the *Employer* under this Contract the Supplier/*Consultant* shall maintain such accounts and records as are reasonably necessary, but no longer than 5 (five) years, for the purpose of enabling the *Employer* to conduct an audit of that expenditure.
- 1.7.2. The Supplier/*Consultant* will allow the *Employer's* own personnel or a professionally qualified independent auditor access to all records during the term and for 3 (three) months afterwards on not less than 30 (thirty) days' notice at any time during normal business hours for the purpose of auditing or otherwise inspecting them.
- 1.7.3. Should any audit or inspection of the records by the *Employer* reveal that the *Employer* has been overcharged, the Supplier/*Consultant* will reimburse the *Employer* the amount of the overcharge within 30 (thirty) days and interest calculated at prime rate charged by the *Employer's* banker on overdraft facilities plus 0% (zero percent) per annum.
- 1.7.4. The Supplier/*Consultant* will afford to the *Employer* all reasonable assistance in the carrying out of such audit, whilst the *Employer* and its auditors will ensure that any information obtained in the course of the audit concerning the Supplier/*Consultant's* business is kept in the strictest confidence and not used for any purpose other than the proper conduct of the audit.

1.8. Travel and Sustenance cost

- 1.8.1. The Supplier/*Consultant shall make all the travelling and arrangement, pay for such and later claim for such as reimbursement (as non-VAT item and for all services where no VAT was paid by the Supplier) from Eskom following the above stipulated invoicing process.*
- 1.8.2. The Supplier/*Consultant shall follow the below stipulated rates when claiming for training delivery related costs from the Employer under this contract:*

<p>Travelling KM's</p>	<ul style="list-style-type: none"> • The Supplier/<i>Consultant shall not claim for travelling km if their offices are within 50km radius from the Employer/Eskom training site.</i> • <i>Supplier/Consultant must submit to the Employer's Agent their national footprint map indicating areas where they have</i>
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	<p><i>Offices and Facilitators.</i></p> <ul style="list-style-type: none"> • <i>Claims from the Supplier's office outside the 50 km radius must be from the Supplier's workplace/offices to the Eskom training site/venue. Claims must specify the office area/city from where the Supplier/Consultant/Facilitator is travelling and the area/training site to which they are travelling for training delivery reasons.</i> • <i>Kilometres from the Supplier/Consultant/Facilitators home to Eskom training site cannot be claimed</i>
KM rates	R3.60/km
Car rental	<ul style="list-style-type: none"> • Car rental only allowed where the Facilitator will be moving from The Airport to the Training Venue and to the Accommodation Facility. • Any car rental request will only be approved by The Employer's Agent under unforeseen circumstances for training delivery purposes only. • Group B or Similar with: <ul style="list-style-type: none"> ○ At least have 2 airbags, ○ Air-conditioning ○ ABS brakes for safety purposes
Accommodation	Maximum 3-star hotel or Bed and Breakfast with lunch and dinner costs at Eskom rates.
Flights	Economy Class

SDL&I - Undertakings:

- Skills and Development:
For every R1 000 000.00 received from Eskom one person must be trained (e.g., Facilitator, Moderator & Assessor, or office administrator)
- 100% local content

Part C3: Scope of Work

Description of the *services*

Executive overview

The scope of work here will be the provision of Provision of ISO 45001 and SHE Management Training on an as and when required basis for a Period of Four (4) Years at any of Eskom Training Centres as per the detailed scope of work contained in this document.

In line with Procedure 32-477 (Safety, Health, and Environment Training and Development) a need for training provides the basis for this contract's scope of work. Thus, ensuring that safety, health, and environmental training is provided to all employees performing tasks that can have a significant environmental impact on or cause harm to people.

It also aims to ensure that, through appropriate education, training, or experience, employees, and subsidiaries, are competent as described in Eskom requirements, operating criteria, or legal requirements.

Effective training will contribute to increasing responsible behaviour and embedding the Eskom values, the Zero Harm value, in Eskom's practices.

Historically, each area (business unit or site) had its own contract or contracts to deliver safety, health, environmental and quality training, and there were flaws such as the same supplier charging different prices for the same course.

With the organisation's strategic direction to standardise, optimise and simplify business processes and operations, the Eskom Academy of Learning has become the custodian for training. The tendering process and co-ordination thereof are being done from a centralised place, even though the actual training delivery will still be decentralised from various training sites throughout the country.

Specification and description of the *services*

5.1 SHE Management Training (Classroom Based)

Duration:

10 Days.

Frequency:

Training shall be provided on appointment and when the need arises.

Refresher/Retraining:

Retraining will be conducted where internal regulations, standards and procedures set change.

Validation of certificate:

Certificate does not expire.

Unit Standard: (credits required)

- 1) Facilitate the development, implementation and maintenance of a Safety, Health, and Environment management system - **Unit Standard 244283**
- 2) Explain basic health and safety principles in and around the workplace -**Unit Standard 259639**
- 3) Participate in the implementation and evaluation of a safety and health management programme in the workplace - **Unit Standard 259601**

Target Group:

OHS/SHE Professionals, SHE Reps, Managers and Supervisors.

Purpose:

To give learners the understanding and skills to conduct an organisation's baseline, issue based and continuous risk assessments, as well as understanding of SHE management system requirements and procedures.

Course contents:

The course should cover the following aspects:

- 1) Understanding of SHE management system requirements and procedures.
- 2) Safety hazards and environmental aspects identification and risk assessment in the workplace.
- 3) Guidance on development and implementation of SHE management system procedures and work instructions.
- 4) Understanding of the various workplace SHE aspects e.g., Occupational hygiene, mechanical, electrical, environmental impacts, occupational health, etc.
- 5) The link between occupational health and occupational hygiene and the effect on workplace safety.
- 6) The impact of human behaviour on workplace safety.
- 7) Applicable SHE legal requirements

Course outcomes:

- 1) Explain SHE management requirements and procedures,
- 2) Conduct safety hazards and environmental aspects identification and risk profiling in the workplace'.
- 3) Develop and implement SHE management systems and work instructions.
- 4) Prevention and management of workplace incidents
- 5) Understanding of the link between human behaviour and safety
- 6) An appreciation of the applicable SHE legal requirements and an ability to comply to these in the workplace.

5.2 OHS legislation for OHS Practitioners (Classroom based)

Duration:

10 Days

Frequency:

Once off and training shall be provided as and when the need arises.

Unit Standard: (credits required)

Demonstrate understanding of occupational health and safety legislation in the workplace - **Unit Standard - 244288**

Demonstrate knowledge and understanding of relevant current occupational health and safety legislation - **Unit Standard 120344**

Target Group:

OHS/ SHE Practitioners and Employees on the SHE Practitioners Development Program and those aspiring to be SHE Practitioners.

Purpose:

The purpose of this course is to provide learners with knowledge of the basic principles of occupational health and safety legislation, the consequences of non-compliance and skills that will enable them to practice effectively at Business Units and Construction Sites.

Course contents:

Introduction

The introductory part of the course should entail the following outcomes:

- 1) How legislation is compiled and promulgated.
- 2) How to read and understand an Act, its Regulations and reference material.
- 3) Understanding legal principles, prosecution, and compliance.
- 4) High level overview of Provincial and Local Authority By-laws.
- 5) General legal principles

Health legislation

- 1) Detailed overview of applicable health legislation at National level.
- 2) Requirements and compliance to applicable health legislation.
- 3) Registration, certification, and minimum documentation required for Eskom Clinics.

As a minimum, the following statutes need to be discussed in detail:

- 1) The Constitution of the Republic of South Africa, 1996
- 2) Occupational Health and Safety Act (Act no. 84 of 1993)
- 3) Hazardous substance Act (Act no. 15 of 1973)
- 4) Compensation of Occupational Injuries and Diseases Act (Act no. 130 of 1993)
- 5) Foodstuffs, Cosmetics, and disinfectants Act (Act 54 of 1972)
- 6) Health Act (Act 63 of 1997)
- 7) Medicines and Related Substances Act 101 of 1965
- 8) Tobacco Products Control Amendment Act 63 of 2008

Safety legislation

- 1) Detailed overview of applicable environmental legislation at National level.
- 2) Requirements and compliance to applicable environmental legislation.
- 3) Registration, certification, and minimum documentation required for Eskom.

As a minimum, the following statutes need to be discussed in detail:

- 1) The Constitution of the Republic of South Africa, 1996
- 2) National Roads Act (Act no. 54 of 1971)
- 3) Fire brigade services act (Act 99 of 1987)
- 4) Road traffic act (Act 29 of 1989)
- 5) Occupational Health and Safety Act (Act no. 84 of 1993)
- 6) Mines Health and Safety Act 29 of 1996
- 7) Compensation of Occupational Injuries and Diseases Act (Act no. 130 of 1993)
- 8) Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947
- 9) National Key Points Act 102 of 1980

Court proceedings

- 1) Detailed overview of the structures for courts in RSA.
- 2) Detailed overview of the role and function of courts in different levels.
- 3) Detailed overview of correct court proceedings in a Civil case as opposed to a Criminal case.

Legal compliance management

- 1) Introduction and appreciation of the SHE legal register managed in Eskom.
- 2) Registration on the SHE Legal Register website and practical use of the centralised legal compliance registers.

Course outcomes:

On completion of this course, learners will be able to:

- 1) Demonstrate knowledge and understanding of the basic principles of the relevant legislation.

- 2) Explain the requirements for compliance as stipulated in the current legislation.
- 3) Determine the management controls required under legislation to achieve compliance.
- 4) Demonstrate knowledge and understanding of record keeping required by the legislation.
- 5) Explain the legal obligations of the employer in terms of training and communication.
- 6) Discuss pertinent occupational health and safety legislation applicable to a specific workplace.
- 7) Discuss and explain the application of the common law principles pertinent to health and safety in the workplace.
- 8) Apply the current Act for compensation for occupational injuries and diseases in the workplace.

5.3 Principles of ISO 45001 latest standard version Training

Duration:

1 Day

Prerequisite:

None

Frequency:

Training shall be provided as and when the need arises.

Refresher/Retraining:

Refresher training will be conducted as and when required.

Validation of certificate:

Certificate will not expire.

Unit Standard:

NA

Target Group:

All employees involved in the implementation of the OHS Management System and contractor OHS Management Personnel.

Purpose:

To provide learners with a basic understanding of the principles and requirements for the application and implementation of ISO 45001: 2018, Occupational Health and Safety management system and benchmark practices.

To enable learners to run a competitive, reputable, and sustainable business and maintain acceptable standards of performance related to the process, product, or service.

Learning outcomes:

- 1) An understanding of the new structure of the standard
- 2) A basic knowledge of Health & Safety Issues
- 3) An appreciation of Risk Analysis process
- 4) A detailed review and interpretation of the main requirements of ISO 45001:2018

On completion of this course, learners will be able to understand the:

- 1) Introduction of Occupational Health and Safety Management (ISO 45001)
- 2) Elements of a successful Occupational Health and Safety Management system
- 3) Fundamental issues pertaining Occupational Health and Safety Management Systems.
- 4) Comparison between OHSAS 18001:2007 and ISO 45001:2018
- 5) Basic understanding of the Requirements of ISO 45001:2018

- 6) Documentation and steps necessary for implementation of ISO 45001:2018
- 7) Applying the fundamentals of risk management.

5.4 ISO 45001:2018 Train the Trainer (Classroom Based)

Duration:

2 Days

Prerequisite:

Candidates must complete 5 Days Facilitation Skills training, **Migration from OHSAS 18001:2007 to ISO 45001:2018 and ISO 45001:2018 Understanding and Implementation Training before being allowed to do this course.**

Frequency:

Training shall be provided as and when the need arises.

Refresher/Retraining:

Refresher training will be conducted as and when required.

Validation of certificate:

Certificate will not expire.

Unit Standard:

NA

Target Group:

SHEQ Practitioners

Purpose:

To provide learners with a basic understanding of the principles and requirements of the standard.

Learning outcomes:

1. An understanding of the new structure of the standard
2. A basic knowledge of Health & Safety Issues
3. An appreciation of Risk Analysis process
4. A detailed review and interpretation of the main requirements of ISO 45001:2018

On completion of this course, learners will be able to understand the:

1. Introduction of Occupational Health and Safety Management (ISO 45001)
2. Elements of a successful Occupational Health and Safety Management system
3. Fundamental issues pertaining Occupational Health and Safety Management Systems.
4. High level Comparison between OHSAS 18001:2007 and ISO 45001:2018
5. Basic understanding of the Requirements of ISO 45001:2018
6. Documentation and steps necessary for implementation of ISO 45001:2018
7. Applying the fundamentals of risk management.

Supplier who will get technical approval to present this course will be expected to allow Eskom to use their material to present the 1- day Principles of ISO 45001 Latest Version Training internally.

5.5 ISO 45001:2018 Understanding and Implementation Training

Duration:

5 Days.

Frequency:

Training shall be provided as and when the need arises.

Refresher/Retraining:

Refresher will be conducted where the content of standard change.

Validation of certificate:

Certificate does not expire.

Unit Standard:

None

Target Group:

All employees involved in the implementation of the OHS Management System and contractor OHS Management Personnel.

Purpose:

To provide learners with the necessary knowledge and skills to enable them to understand, plan, implement and audit an Occupational Health and Safety Management System based on the ISO 45001:2018 Standard.

To enable learners to run a competitive, reputable, and sustainable business and maintain acceptable standards of performance related to the process, product, or service.

On completion of this course, learners will be able to understand and explain the:

- 1) Elements of a successful Occupational Health and Safety Management system
- 2) Fundamental issues pertaining Occupational Health and Safety Management Systems.
- 3) Comparison between OHSAS 18001:2007 and ISO 45001:2018
- 4) Demonstrating an understanding of Occupational Health and Safety theories and principles.
- 5) Documentation and steps necessary for implementation of ISO 45001:2018
- 6) Applying the fundamentals of risk management.
- 7) Applying an Occupational Health and Safety Management System within the organisation

Learning Outcomes:

On completion of this course, learners will be able to:

- 1) Explain the fundamentals of Occupational Health and Safety Management Systems.
- 2) Explain the elements of a successful Occupational Health and Safety Management system.
- 3) Establish, implement, and maintain a successful Occupational Health and Safety Management system in line with ISO 45001:2015 Standard.

5.6 ISO 45001 Internal Auditors Training

Duration:

3 days

Prerequisite:

ISO 45001:2018 Understanding and Implementation training (5 days)

Frequency:

Training shall be provided as and when the need arises.

Refresher/Retraining:

Refresher training will be conducted as and when required.

Validation of certificate:

Certificate will not expire.

Unit Standard:

NA

Target Group:

Occupational Health and Safety Management Practitioners

Purpose:

The purpose of this course is to equip learners with knowledge and skills to audit the Occupational Health and Safety Management System using/ following ISO 19011:2011. Successful Training Providers will be expected to update their training material immediately when the ISO 19011:2018 (Guidelines auditing management systems – ISO/PC 302) is published internationally.

Course contents and outcomes: On completion of this course, learners will:

- 1) Understand the new structure of the ISO 45001:2018 standard and the ISO 19011:2018 (Guidelines auditing management systems – ISO/PC 302).
- 2) Have an appreciation of Risk Analysis process.
- 3) Understand Occupational Health and Safety Management System Standard
- 4) Know auditing principles and how to prepare for Audits.
- 5) Understand the ISO 45001 format and the process of effectively auditing the intent of ISO 45001 standard.
- 6) Be able to compile and manage an Audit Programme,
- 7) Be able to complete the Audit Plan, checklist, opening and closing meeting agenda and NC Report
- 8) Identify and report non-conformances.
- 9) Know how to perform an audit.
- 10) Be able to prepare and distribute the audit report.
- 11) Evaluate corrective actions for root causes.
- 12) Know and comply to SAATCA Internal Auditor Registration process.

5.7 ISO 45001 Lead Auditors Training

Duration:

5 days

Prerequisite:

ISO 45001:2018 Understanding and Implementation training (5 days)

Frequency:

Training shall be provided as and when the need arises.

Refresher/Retraining:

Refresher training will be conducted as and when required.

Validation of certificate:

Certificate will not expire.

Unit Standard:

NA

Target Group:

Occupational Health and Safety practitioners responsible for leading Occupational Health and Safety Management System audits and assurance.

Purpose:

The purpose of this course is to equip learners with knowledge and skills to audit and lead audits of Occupational Health and Safety Management System in line with ISO 19011 & ISO 17021 standards requirements.

Course Outcomes:

On completion of this course, learners will:

- 1) Understand OHS management definitions, concepts, and guidelines.
- 2) Understand the requirements of the ISO 45001:2018 standard.
- 3) Understand the roles and responsibilities of the lead auditor.
- 4) Apply ISO 19011 and ISO 17021 definitions, concepts, and guidelines.
- 5) Recognize the principles, practices, and types of audits.
- 6) Understand the role of objectives, scope, and criteria in the audit process.
- 7) Be able to plan and lead audits.
- 8) Learn how to manage the auditing programme.
- 9) Learn how to perform/conduct an audit and to communicate effectively during the audit.
- 10) Be able to prepare audit conclusions.
- 11) Be able to report audit results.
- 12) Understand and comply to SAATCA Auditor/ Lead Auditor Registration requirements.

5.8 NEBOSH Construction Health and Safety Management

Duration: 15 Days

Frequency: Training shall be provided as and when the need arises.

Target Group: Operating Managers, First Line Supervisors, and SHE Professionals who require competency in the management and control of Occupational Health, Safety, Environment and Quality issues.

Pre-requisite: N/A

Objectives and Outcomes:

The purpose of this course is to equip learners with knowledge and skills to be able to explain the importance of integrating safety and health (SHEQ) considerations in routine activities within the workplace and identify the critical areas to prevent incidents.

Also, to be able to measure safety performance against established objectives, deal with any deviations from the set objectives and make recommendations on the development of the safety and health (SHEQ) management programme.

Course contents:

The course is structured around NGC1: Management of Health and Safety workplace hazards, NCC1: Managing and Controlling Hazards in Construction Activities and NCC2: Construction Health and Safety Practical and covers the following:

1. Foundation in Occupational health and safety

2. Concept of SHEQ management
3. Basic Legal Liability concepts and Health and Safety Policy
4. Organising for health and safety in the workplace, Health and Safety Committees and Representatives
5. Promoting a positive health and safety culture
6. Risk assessment
7. Principles of control and incidents prevention
8. General site issues – hazards and controls (including requirements for premises, housekeeping, machinery, and equipment safety)
9. Working at height – hazards and control
10. Excavation work and confined spaces – hazards and control
11. Demolition – hazards and control
12. Movement of people and vehicles – hazards and control
13. Work equipment – hazards and control
14. Manual and mechanical handling – hazards and control
15. Electrical – hazards and control
16. Fire – hazards and control
17. Chemical and biological health – hazards and control
18. Physical and psychological health – hazards and control
19. Incident investigation, recording and reporting.
20. Monitoring, review, and audit

Course outcomes:

1. On completion of this course, learners will be able to:
2. Explain the communication processes in promoting occupational health and safety in the working place.
3. Demonstrate the planning and execution of a project designed to promote occupational health and safety in the working place.
4. Monitor, measure, and report on the effectiveness of the promotional programme.

Resources: External

Delivery: Classroom

There will be continuous assessments through discussions, quizzes, and practical exercises and final Summative assessment at the end of each course

Constraints on how the *Consultant* Provides the Services.

The Supplier/ Consultant will not be allowed to change the training durations and prices and to provide training for which they have not been approved based on their submitted training material and accreditation of their Facilitators.

Specification of Products or Goods

Training must be based on the identified competency gaps and scope of work.

NB: Training is to be delivered on an as and when required basis on TEAMS or Face to Face in Classroom.

Notification time required to book specific training events and payment process:

- 1) Eskom will give the supplier a minimum of 1 week notice using a PO/ Task Order requesting training and at least a week to cancel planned training.
- 2) Roles and responsibilities of all role-players:

Training Coordinators/Administrators Responsibilities	Employer's Agent Responsibilities	Training Provider Responsibilities
Receives the training need/ request from Line Customers		
Submits Training plan to PCNCC for approval	Send approved signed training plan and SAP Purchase Order to the Training Coordinators a day after PCNCC approval	
Receive signed approved plan and Purchase Order from Contracts Manager/ Employer's Agent	Send Purchase Order to Training Provider by the 1 st of each month for all anticipated training for the month as per PCNCC approvals	Receives SAP Purchase Order from Employer's Agent by the 1 st of each month
Creates SAP LSO Event and book people to be trained		
Sends Training Provider completed Task Order form with LSO Number and the Eskom Training Register with the names of the people to be trained a week or 2 weeks prior to Training delivery		Receives completed Task Order form from Training Coordinators and send it back as confirmation with the quotation for training and estimated T&S costs where applicable
Receive signed Task Order Form from Supplier as confirmation that they will deliver the Training with Training Instructors details (and T&S Quotations where applicable)		Sends signed Task Order back to Training Coordinator with Facilitators Details (and T&S Quotations) to confirm training request withing 2 days after receiving the request
Receive Completions Certificate and signed training attendance register and assessment results and applicable T&S invoices from Training Provider 2 days after training	Conducts random Training Instructor and Training delivery quality evaluations	Conducts training as per the Task Order and sends the Training Coordinator Completion Certificate and final signed Training Attendance Register with assessment results and

		applicable T&S invoices within 2 days post Training delivery
Confirm Training register with Attendees to ensure correctness and wrap event on LSO	Investigates all Training queries and provides feedback to all parties	Emails Training certificates to Training Coordinator 7 days after training
Receive Training certificates from Training Provider 7 days after training	Receive TAX invoice with all attachments (T&S invoices/ Google Map for claimed KMs; attendance registers with SAP LSO Numbers and Training Coordinators signature and details) from Training Provider by the 7 th of each month	Sends TAX invoice with all attachments (T&S invoices/ Google Map for claimed KMs; attendance registers with SAP LSO Numbers and Training Coordinators signature and details) to Employer's Agent by the 7 th of each month
Distributes Training Certificates to Learners withing 5 days after receiving them from Training Provider	Send Training Provider Service Entry (SE) and Goods Receipt (GR) numbers to Training Provider	Send final invoice with SE and GR Numbers to Eskom Finance Shared Services for Payment
Cancel all training a week before the planned delivery date where Learners are not available to attend training	The effective management of the contracts and proper use of allocated funds	Ensures the quality and timely delivery of all training by Facilitators
Training can be cancelled or postponed to a date suitable to the Learners and Training Provider	Receive all concerns from all parties and coordinates responses/investigations	Ensures proper and professional conduct of all Admin and Training personnel
Attend all scheduled Contracts Management meetings with the Training Providers when requested	Schedule regular Contracts Management meetings with the Training Provider and Eskom Learning Delivery personnel	Attend all scheduled Contracts Management meetings
		Sending all concerns and enquiries to The Employer's Agent
		Supplier may be requested to postpone training for reasons beyond Training Coordinators or where Learners are not available to complete the Training due to urgent plant

		emergencies.
		Training Provider may charge Eskom for the minimum number of learners where training was cancelled less than 2 days before scheduled training date as per the NEC PSC.

- 3) Eskom Finance department will process the invoice as per the PO and Completion Certificate and the supplier should be paid within a reasonable time as per their BEE status.
- 4) The service provider should submit completed completion certificate, attendance registers, tax invoices, assessments results and feedback reports before claiming for payment.

Cancellation and postponement of training by either party:

In the case where the employer must postpone training due to unforeseen circumstances on the day of training or less than 7 days before the postponement, The Employer’s Agent may negotiate with The Consultant and request to move training to the reasonable date to avoid loss and wasteful expenditure.

In the case where the employer must cancel training due to unforeseen circumstances, the employer will give notice to the Consultant/ Training Provider 7 days before training and not pay for such cancellation.

However, in the case where the employer must cancel training due to unforeseen circumstances 6 days and less before training, the employer will pay for a minimum of 10 learners for that cancelled class.

The above cancellation clause will also apply to the Consultant. Eskom will recover the cost of the cancelled course from the consultant for the same minimum numbers by deducting the cost of the cancelled course from the next course the Consultant will be presenting to Eskom at any training site.

Should the Consultant incur cancellation costs for travel and accommodation where the Employer has issued a cancellation notification less than 7 days before training, the employer will be responsible for such costs. The Consultant can submit an invoice with supporting documents for such cancellation to be covered under T&S Cost.

Facilitator, Moderator & Assessor:

- 1) The service provider must submit to the Employer’s agent/Contract Manager a list of all their Facilitators who will present the training, Moderators and Assessors stating their names, accreditation, qualifications, and related experience.
- 2) If Facilitators are to be changed during the execution of the contract, the credentials of the replacement trainers must be submitted timely to the Employer’s Agent/Contract Manager for approval.

Facilitator, Moderator & Assessor Qualifications:

Facilitators, Assessors and Moderators and should be QCTO/SETA accredited on the specific course they present, assess and moderate and must be well experienced and qualified to present, assess and moderate such courses.

Facilitator, Moderator & Assessor Accreditation/Registration Requirements

It is recommended for The Facilitators/Assessors and Moderators to also be registered with ETDPSETA.

Facilitator, Moderator & Assessor Experience

Minimum: 3 years in technical industries as an OHS or Environmental Management Training Facilitator or Practitioner

Preferred: 5 years related industry experience as an OHS or Environmental Management Training Facilitator or Practitioner or Professional.

Class Size:

Classes shall be made up of a minimum of 10 learners and Maximum will be 20 for all courses.

Training Content and Material Delivery Specifications:

Accreditation of Service Providers and training material:

- 1) Eskom requires all service providers to provide their **QCTO registration letters showing the SAQA qualification ID registration numbers** as proof of their accreditation for all the courses they have been contracted to provide.
- 2) The overall purpose of these courses is to provide the attendees the understanding and skills to conduct an organisation's baseline, issue based and continuous risk assessments, as well as an understanding of SHE management system criteria and processes.
- 3) The courses and their contents have been aligned to the specified qualifications as a guide to assist in the standardisation of our training. Eskom employees attending these 2 courses will not be registered to acquire the entire qualification as the duration of these courses are much shorter than what the formal qualifications require.
- 4) If more detailed training is required on any of the listed training topics/subjects in this program, then employees will be expected to attend the full training courses for those specific interventions as this program only provides high level information at an intermediate proficiency level.
- 5) All education and training should emphasise the importance of meeting requirements and the needs and expectations of the customer and other interested parties.
- 6) Service providers must have a broad understanding of all the operating units in Eskom's critical tasks.
- 7) Service providers must be prepared to update or customise, if required, their existing training material and training methodologies to address any Eskom business standard procedures/directives and specific risks.

- 8) Service providers are expected to provide the client with training content, which is aligned to the specified qualification, including Pre and formative assessments, summative assessment criteria and other assessment instruments.
- 9) Service providers may be required to customise their material content to accommodate Eskom's policies and procedures (which will be provided).
- 10) Service providers must understand that they may at any time be assessed and evaluated with regards to course content, training methodology, trainer's knowledge, and experience.
- 11) All service providers must be accredited as training providers by the relevant SETAs or QCTO and use only accredited Facilitators, Assessors and Moderators as per the scope of work.
- 12) All service providers will be evaluated, and reference checks will be undertaken to verify their accreditation.

Training Delivery:

- 1) Eskom will require Service Providers to deliver the training as classroom training or MICROSOFT TEAMS as the learning platform as per the EAL Learning strategy where necessary.
- 2) Service Providers will be required to use other South African official languages other than English where there is a need.

Quality Assurance on training material:

- 1) Training material will be quality assured by the EAL QA Committee or OHS Learning Committee or nominated Eskom Personnel in consultation with The Project Manager, if required.
- 2) Eskom will evaluate if the service provider is indeed providing training in line with the contracted criteria. This may include requiring all facilitators to present to an evaluation panel and stating that SMEs or other suitably competent evaluators may on a random basis sit in during courses.
- 3) If the training material is required in the EAL format/template, EAL will avail the templates to the contracted Training Provider. State if a CDD, LG, FG, AG, PP presentations are required.
- 4) Courses and training material must be submitted to Eskom at least 14 days before the first training event is delivered for Eskom to accept/approve the content
- 5) EAL (Eskom Academy of Learning) will reserve the right to evaluate and assess the training facilitators and course material content, come unannounced to the sessions for spot checks as part of quality assurance and control and to request the service providers to make the required changes to the course content or change the facilitator as may be recommended by the quality assurance assessments.
- 6) No refresher-training will be provided under this contract. Only full courses as per the scope of work will be provided by the contracted Training Provider.

Duration of Training interventions:

- 1) The duration of each training intervention will be as per the scope of work.
- 2) The supplier should stick to the stipulated durations and not shorten nor lengthen the training. Eskom will raise a non-conformance report (NCR) against such actions.

Learner Assessment and Competency Certificates:

- 3) Learners must be assessed at the start of the training (Pre- Assessment) to assess their level of knowledge on the subject and again upon completion of training (Post Assessment) to assess the knowledge shift percentage according to the outlined outcomes and be given a course completion certificate.
- 4) The certificate must include the following: Course Name, Training start and completion dates, SETA/QCTO logo and service providers accreditation number, Assessor name and SETA/QCTO Accreditation number, Learner’s Eskom Unique Number or ID Number for Learners who require ID numbers on their certificates. Certificates must be issued within 14 business days post course completion.
- 5) All Training Certificates in this contract and as per the scope of work will not expire or have an expiry date on it.
- 6) Training Provider who erroneously includes expiry dates on any training certificates under this Contract will be instructed to re-issue training certificates without expiry dates on at their own cost.
- 7) All training material, registration documentation, assessment tools, approved Facilitators qualifications must be submitted to the Employer’s Agent/ Contract Manager before training delivery (electronically – on a USB).

CPD points:

Training must carry CPD points where possible.

Management meetings

Regular meetings of a general nature may be convened and chaired by the *Employer’s Agent* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	Weekly on _TBA_____ at ____	TBA	<i>Employer’s Requesting Managers, Contract Management and Consultant</i>
Overall contract progress and feedback	Monthly on ___TBA__ at ____	Eskom MWP or other venue as advised by the Employer’s Agent	<i>Employer’s Agent, Employer’s Requesting Managers, Contract Management and interested parties and Consultant</i>

Attendees shall have the necessary delegated authority to make decisions in respect of matters discussed at such meetings.

The Meetings of a specialist nature may be convened as specified elsewhere in this Scope or if not so specified by persons and at times and locations to suit the Parties, the nature, and the progress of the *services*. Records of these meetings shall be submitted to the *Employer’s Agent* 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.

Consultant's key persons

An organogram from the *Consultant* showing key persons and their lines of authority / communication shall be submitted to the Employer within 4 (four) weeks of the Contract Date. The *Consultant* shall be required to notify the Employer of the contact details, leave and alternative where applicable in respect of each key person. Any changes in this regard shall be notified in writing in advance or within 1 (one) week of occurring and measures taken to avoid negative impacts on the *Consultant's* ability to deliver the services.

Provision of bonds and guarantees

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Consultant* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the *Consultant* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Consultant* by the *Employer's Agent* to receive and accept such bond or guarantee. Such withholding of payment due to the *Consultant* does not affect the *Employer's* right to termination stated in this contract.

Documentation control and retention

Identification and communication

The Employer's documentation requirements shall be specified in the Task Order.

All formal contractual communications shall be on a letterhead and bear as a minimum the date, subject, reference number, identities of sender and receiver and signature of sender and shall be delivered as attachments in the case of emails and not as a message in the email itself. All formal communications to the Employer shall be addressed to the Employer's Agent.

Correspondence on a day-to-day basis may be directed to other parties within the Employer's organisation but care must be taken not to violate contract conditions and other provisions in terms of the contract.

Contractual communications such as notification of Compensation Events or instructions to deliver services which are not directed at/received from the Employer's Agent shall not be acknowledged by the Employer and decisions or actions taken or omitted as a result thereof shall be at the *Consultant's* own risk

Retention of documents

The *Consultant* retains copies of drawings, specifications, reports, and other documents which record the services in the form stated in the Task Order. The time period for which the *Consultant* is to retain such documents is the *period for retention* stated in the Contract Data.

Quality management

System requirements

Refer to QM58 procedure

Information in the quality plan

Clause 40.2 requires that the *Consultant* provide a quality policy statement and quality plan which complies with requirements stated in the Scope. The quality policy statement and quality plan to be provided within Four (4) weeks of the Contract Date.

The Parties use of material provided by the Consultant

Employer's purpose for the material

Clause 70.1 states that the Employer has the right to use the material provided by the *Consultant* for the purpose stated in the Scope. The Employer's intended purpose is referred to in the Task Oder.

Restrictions on the *Consultant's* use of the material for other work

Consultants and associated Facilitators or any other person will not have the right to share or copy or distribute the training material developed and provided by Eskom without written permission from Eskom and The Employer's Agent.

Transfer of rights if Option X 9 applies

There are no exceptions to the transfer of rights except those mutually agreed upon and documented before contract award. The *Consultant* shall not challenge or assist any other party challenging at any time the validity or ownership of any of the intellectual property rights relating to the material created and developed for this contract.

Management of work done by Task Order

Refer to Annexure C for the format of a Task Order which shall be used by the *Employer* as the means of instructing the *Consultant* to deliver *services*. No work shall be carried out without a Purchase Order and signed Task Order issued by the *Employer's Agent* or *Eskom employees appointed by the Employer's Agent to issue such Task Orders on this contract*.

The Task Order shall specify the scope of *services, deliverables, starting and completion dates* and the cost allocation. The *Consultant* shall deliver *services* within the constraints stipulated on the Task Order and engage the *Employer's Agent* as soon as the *Consultant* becomes aware of any risk in this regard. Any work executed outside the parameters stipulated on the Task Order, including cost, shall be for the *Consultant's* account notwithstanding delivery and acceptance of *services* that may be made by the *Employer* or people in the *Employer's* organisation.

All Travel and Sustenance cost Expenses shall be paid for by the *Consultants* and reimbursed at cost after assessment. The *Consultant* shall include itemised estimated expenses in all proposals in response to The Task Order issued by the *Employer*. Forecasts of estimated *Expenses* shall be submitted to the *Employer's Agent* or requesting Training Coordinator/Administrator/Manager for acceptance as part of the Task Order. Expenses that are incurred without the *Employer's* prior acceptance in writing shall not be reimbursed by the Employer.

Health and safety

The *Consultant* shall at all times comply with the health and safety requirements prescribed by law and the *Employer* as they apply to the *services*. Failure to comply shall result in the Employer suspending the execution of *services* and removing the *Consultant* from site until compliance is achieved. The *Employer* may cancel a Task Order and/or terminate the contract depending on the situation and risks to people, plant and equipment, reputation, and the *Employer's* business of electricity supply.

The *Consultant* shall comply with the health and safety requirements contained on the Task Order (Annexure D to this Scope). The relevant site manager shall require the *Consultant* to attend SHE Induction training provided by the *Employer*. It is essential that the *Consultant* is conversant with Eskom safety procedures training prior commencing any work on site.

Should the *Consultant* be required to work on Eskom premises, such as a power station, where health and safety requirements additional to those prescribed by law apply, such extra safety requirements will be communicated to the *Consultant*.

Life Saving Rules

In the interest of promoting a safe and healthy working environment, the Eskom Executive Committee has approved the implementation of life saving rules, to improve safety in the organisation. These rules will also be applicable to all contracting staff.

The business is concerned about the emotional, social as well as economic effect of all these unnecessary incidents, and would like to correct behaviour pro-actively.

These rules are determined beforehand to enable the organisation to clearly communicate the established Life Saving Rules and how to deal with non-compliance to the workforce prior to the implementation of such rules.

Failure by any person or Contractor engaged in doing business with Eskom to adhere to these rules, will lead to serious action being taken with serious consequences (including being refused access to site). These actions include termination of service of an individual and even blacklisting of Contractors not taking the rules seriously. It is therefore strongly advised that these rules be taken seriously, communicated to all your staff, ensure that they all understand the rules, understand the consequences of violating a rule and sign a document stating that they understand and acknowledge the implications of these rules.

Eskom Life Saving Rules are:

- Rule 1: Open, Isolate, Test, Earth, Bond and/or insulate before touch (above 1 000 V)
- Rule 2: Hook up at heights
- Rule 3: Buckle up
- Rule 4: Be sober
- Rule 5: Ensure that you have a permit to work

Procurement

BBBEE and preferencing scheme

The Supplier Development and Localisation (SD&L) obligations for this contract are:

Target	Propose
For every R100 000.00 received from Eskom one person must be trained (Facilitators, Safety Officer or office administration)	For the Supplier Development and Localisation (SD&L) obligations for this contract.

Other constraints

Preferred sub-consultants

No Sub- contracting will be allowed on this contract.

Subcontract documentation, and assessment of subcontract tenders

The *Consultant* shall be required to prepare subcontract documentation using the NEC3 system. Subcontract tenders are to be issued, received, assessed, and awarded with the *Employer's* commercial representatives notified in the entire process. The *Employer* reserves the right to accept or reject the appointment of a sub-consultant in terms of this contract. The *Employer* reserves the right to terminate the contract should the *Consultant* fails to adhere to the SD&L requirements of subcontracting.

Limitations on subcontracting

The *Consultant* shall not subcontract a portion of the contract in excess of that agreed with the *Employer* and documented before contract award.

Working on the *Employer's* property

Employer's entry and security control, permits, and site regulations

The *Employer's* sites are classified as National Key Points and access is controlled and regulated by law. Sites such as Koeberg Nuclear Power Station have very strict entrance requirements and allowances for security clearance checks and processes of about two hours need to be made by the *Consultants* requiring access at the sites. The taking of photographs is prohibited at all sites and special permission shall be required if necessary for the provision of *Services*. Persons under the influence of intoxicating substances and alcohol are strictly not permitted to enter the *Employer's* premises. All persons entering or leaving the *Employer's* premises may be subjected to physical security checks including alcohol tests.

In addition to the above there may be other restrictions applicable on sites and *Consultants* shall be required to comply at all times. Temporary Access Permits may be arranged for a limited number of the *Consultant's* *Key Persons* who require frequent access to the Employer's premises for purposes of delivering the *Services* which may include the attendance of regular meetings.

People restrictions, hours of work, conduct and records

It is very important that the *Consultant* keeps records of his people working on the Employer's property, including those of his Sub-consultants. The Employer's Agent shall have access to these records at any time. These records may be needed when assessing compensation events. The restrictions on hours worked shall be specified on the Task Order

Things provided by the Employer

- 1) The Employer shall provide training facilities/ classroom, special software, and access to equipments, systems and guidance on requirements specific to the Employer to enable the *Consultant* to deliver the services as required by the Employer.
- 2) Eskom will also ensure that Learners attend training with the required appropriate PPE used in the work place as determined by the risk assessment, written safe work procedure/task analysis/work instruction and in compliance with the 240-100979499 Personal Protective Equipment for Work at Heights Specification.

The Service Providers will be required to:

- 1) Provide good quality learners training manuals (not presentation slides) and supporting training materials such as FAS Equipment and Basic Rescue kit for practical demonstrations where necessary.
- 2) Provide a copy of the relevant Acts when doing legislation-based training such as Occupational Health and Safety Act and Regulations where required.
- 3) Provide the Employer's Agent with the copy of their national footprint indicating where their Facilitators are based and deliver training at various EAL training sites during the normal Eskom business hours.
- 4) Provide stable internet connection and a laptop for the Facilitator with HDMI or latest required cable to be able to connect to any available Projector available in Eskom's training rooms. Eskom will provide computers to its Employees where the training is delivered through e-learning/ Microsoft Teams.
- 6) Comply to Eskom's quality assurance audits, inspections, and Non-Conformance process where there are complaints and non-compliance issues.

Exclusions

The *Consultant* shall provide and use own tools, special equipment, IT hardware and software, PPE, stationery and acquire all necessary licences, permits and authorisations required to perform the services.