

	<b>Instruction – Scope of work</b>	<b>Hendrina Power Station</b>
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Title: **The Provision of Accommodation and transportation of Learners (Fitters, Electricians, and Instrument Mechanics) for Hendrina Power Station on an “as and when required basis” for a period of 5 years.**

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## 1. Introduction

Hendrina Power Station is receiving yearly intake of Maintenance Training Learners on a Section 26D occupational qualification as stated in the skills development act. Learners are required to get training until they get the qualification as Artisans and the Institution they attend to is around Witbank. There is a need for accommodation and transportation of Learners to and from the Institution and the Service Provider must also be around Middelburg and Witbank.

## 2. Supporting Clauses

### 2.1 Scope

The scope is for the Provision of Accommodation and Transportation of Learners around Witbank and Middelburg for Fitters, Electricians, and Instrument Mechanics on an as and when required basis for a period of 5 years (service contract) NEC3 (TSC).

#### 2.1.1 Purpose

The purpose of this instruction is to outline the scope for the Provision of Accommodation and Transportation of Learners on the expectation on both the Service provider and employer for the duration of the contract.

### 2.2 Normative/Informative References

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

#### 2.2.1 Normative

- (1) 32-727 Safety, Health, Environment and Quality (SHEQ) Policy
- (2) 32-1034: Eskom Procurement Policy Rev 6

#### 2.2.2 Informative

- (1) NEC3 Terms Services contract

### 2.3 Definitions

Names	Explanation
Learner	A person who is learning, student, apprentice, trainee
Risk	The chance of something happening that will have an impact on objectives.
Guest House	A form of accommodation that is sometimes being called the simple lodging or B&B (Bed and breakfast)

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## 2.4 Abbreviations

Abbreviation	Explanation
NEC3 TSC	Term Service Contract
QC	Quality Control
SANS 10049	South African National Standard
PDP	Professional Driving Permit

## 2.5 Roles and Responsibilities

Role	Responsibility
Employer	It is the responsibility of the employer to ensure that the contractor adhere to the requirements as stated in the SOW
Service provider	It is the responsibility of the Service provider to ensure that the scope outlined in this instruction is adhered to throughout the contract period.

## 2.6 Process for Monitoring

N/A

## 2.7 Related/Supporting Documents

N/A

## 3. Scope of work for Accommodation and transportation

### 3.1 Executive Overview

#### Accommodation around Witbank or Middelburg

**3.1.1** The Supplier is to provide Bed, Breakfast Lunch pack and Dinner (starch, vegetables and protein) and transportation of Learners to and from on weekly basis including week ends. The supplier shall furnish all facilities, furniture, equipment and supplies, management supervision, and labour to provide lodging accommodations, as specified herein. Such services shall be provided in accordance with applicable laws and the conditions set forth in this Scope of Work.

#### 3.2 QUALITY CONTROL:

The Supplier shall establish and maintain a complete quality control program for the performance requirements of this contract

#### 3.3 LIABILITY:

The Government assumes no liability for damage caused by the occupants. The Supplier shall be responsible for resolving any damage claims caused by an occupant; and the Contractor shall be responsible for notifying the Service Manager of any claims against an occupant and the nature of the incident not later than 24 hours after the departure day.

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### 3.4 ROOMS:

3.4.1 The sleeping facilities furnished shall be solely based on one individual to a bed. Pull out beds and sofas shall not be used in substitution for an actual bed.

3.4.2 Personnel shall be assigned rooms that are the same quality that are assigned to regular guests.

3.4.3 Rooms shall be constructed and furnished to provide good light and sound reduction.

3.4.4 All windows shall be provided with blackout lining, shades, or blinds. If drapes are provided, they must screen out the light.

3.4.5 Sufficient electrical outlets shall be available and in good working condition.

3.4.6 All entrance doors to rooms shall have interior security locks, either deadbolt or double locking locks and each room occupant shall be provided with a room key.

3.4.7 The rooms must have lockable storage space for personal belongings.

3.4.8 Rooms shall have adequate heating and cooling capabilities.

3.4.9 Furnishing and Equipment: Must be clean and in good repair. The following minimum furnishings are required:

*a. Lamp - 1 per desk or writing table*

*b. Adequate clothes storage drawers and closet space*

*c. Desk or writing table with chair*

### 3.5 BATHROOMS:

3.5.1 Bathrooms must be constructed to provide convenient sanitary facilities. Bathrooms must contain a shower and/or tub combination with a washing basin (with hot and cold water), a properly functioning toilet, and a mirror. Additionally, bathrooms should have adequate lighting and grounded electrical outlets for use of electrical razors, hair dryers etc.

3.5.2 The shower or shower/tub combination shall have shower doors or curtains.

### 3.6 SAFETY, SECURITY AND EMERGENCY PLANNING

The contractor shall provide the following at the premises:

- Conduct a Hazard Identification and Risk Assessment (HIRA) for the premises and activities performed.
- Provide first aid boxes in compliance with the Occupational Health and Safety Act and ensure they are adequately stocked.
- Ensure that personnel are trained in basic first aid and that at least one trained first aider is always present.
- Display Nearby Police station numbers, Nearby Hospital numbers, Nearby Fire Brigade numbers, and Emergency evacuation plan and provide training to all relevant personnel who will always be on the premises
- Implement regular health and safety inspections to ensure compliance with applicable standards and regulations.
- Maintain incident and accident reporting procedures.

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- Access control.
- Compliance with fire safety standards, including functional smoke detectors and fire extinguishers.

### 3.7 SANITATION SERVICE

Daily custodial services shall include, but is not limited to, room cleaning, bed making, linen change (as required), bath towels, hand towels, sanitized drinking glasses, facial tissues, and a bathmat.

### 3.8 LINEN SERVICE

Linen service shall be provided once a week or when occupancy changes, whichever occurs first. Additional blankets shall be made available if requested by occupant. All linen and blankets shall be clean, freshly laundered, without any objectionable odours, and in good condition, free from tears, rips, holes, stains, and extensive wear

### 3.9 ADDITIONAL DESIRABLE AMENITIES

#### 3.9.1 COMMON USE AREAS:

The supplier shall keep all hallways, corridors, grounds, and other areas under the contractor's control in a clean, neat, and safe condition

**DO NOT DISTURB" SIGNS:** All rooms shall have such signs available, and Supplier's employees shall respect them when displayed

#### CHECK-IN and CHECK-OUT

Communication shall be sent to the supplier 2 weeks prior to check-in of the Learners.

Description	Total quantity
Double Bed	
Breakfast	
Lunch Pack	
Dinner	

### 4.1 KITCHEN

At least three meal options should be available daily (halal and vegetarian upon request)

- The kitchen must comply with local health and safety regulations, including compliance with SANS 10049 (Food Safety Management Systems).
- The establishment must have a valid Certificate of Acceptability issued by the relevant municipal authority, as required by the South African Foodstuffs, Cosmetics, and Disinfectants Act (No. 54 of 1972).
- Adequate storage facilities for perishable and non-perishable food items.
- Properly maintained refrigeration and freezer units.
- Cooking appliances that meet safety standards, including stoves and ovens.

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- Adequate washing facilities for utensils and dishes, including hot and cold water.
- Separate areas for food preparation and cleaning to prevent cross-contamination.
- Regular pest control measures in place.
- Staff trained in food handling and hygiene practices.

#### 4.2 Preservation requirements

None

#### 4.3 Transportation Requirements

- Transportation must be available on a scheduled basis (Monday to Friday)
- Vehicles must be roadworthy, licensed, and comply with the National Road Traffic Act.
- Drivers must hold valid professional driving permits (PDP) for operating vehicles with more than 12 passengers
- Vehicles must have seatbelts for all passengers.
- Air conditioning or adequate ventilation must be provided.
- Regular maintenance and inspection logs for vehicles must be available upon request.
- Transportation must adhere to agreed schedules.
- Contingency plans must be in place for breakdowns or delays.
- The vehicle must have operating permit to transport passengers and to use the particular route.( eg. Shuttle services).
- The vehicle must be insured with passenger liability insurance.
- No overloading of passengers.

#### 4.4 Summary of the Scope

Learner accommodation and transportation.

### 4. General Considerations

- Safety of Learners all the times they are at the guest house, the contract Manager shall be contacted as soon as possible in case of emergency.

#### 6. Records to be kept

- None

#### 6. Notes / Forms / Appendices / Annexures

- Notes  
Nil
- Forms  
Nil
- Annexures  
Nil

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- Appendices  
Nil

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