



Tender Technical Specification

Generation Division

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1 INTRODUCTION

New emission legislation as instructed by the Department of Forestry, Fisheries and Environmental (DFFE) to the Employer’s Power Stations (Air Quality Act, 2004 [Act 39/2004], Notice 248; 31 March 2010: Minimum Emission Standards) states that all operating plant shall conform to the new plant particulate emission limit of 50 mg/Nm³ by 2020.

Eskom is now embarking on the implementation of phase 2 on the roll-out of Air quality offset intervention, focussing on reducing household emissions in areas classified in the clusters outlined in the table 1 below.

Table 1: Cluster Allocation for Insulation and Draught Proofing

Cluster	Intervention Areas	Linked Stations	No of Households
A	Phola, Emalahleni & Masakhane	Kendal & Duvha	9 181
B	Emzinoni plus & Thubelihle	Matla & Kriel	7 287
C	Silobela, New Ermelo & Nederland	Arnot & Camden	5 099
D	Sivukile, Nthorwane & Refengkotso	Tutuka, Grootvlei & Lethabo	3 670
Total			25 237

The project addresses Eskom’s strategic imperative of reducing the organization’s environmental footprint and pursuing low-carbon growth opportunities. The aim is to reduce household emissions in the communities by swapping wood/coal burning stoves with a hybrid domestic cooking stove. In addition, the project aims to implement proposed alterations to these houses is to make the building thermally comfortable which will save cost of keeping the interior warm in winter and cool in summer thereby reducing household emissions.

The scope of work is therefore to provide Project Management Services for the Air Quality offset project. This include the development of the project management plan, activity coordination of contractors and acquisition of sub-contractors, time management, quality management, stakeholder & communications management, resources management and risk management to accomplish stated project objectives effectively and efficiently.

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2 SUPPORTING CLAUSES

2.1 SCOPE

The document covers the services requirements for the Project management of the Air Quality Offset Project.

2.1.1 Purpose

The aim of the document is to appoint a service provider that will execute the scope contained herein.

2.1.2 Applicability

This document shall apply to the Phase 2 Air Quality offset Project only.

2.2 NORMATIVE/INFORMATIVE REFERENCES

2.2.1 Normative

Refer to Section 3.4

2.2.2 Informative

- [1] 240-51544462 Eskom Quality Requirements for Suppliers
- [2] ISO 9001 Quality Management Systems – Requirements
- [3] SO 10005 Quality Management Systems - Guidelines for Quality Plans

2.3 DEFINITIONS

Definition	Description
Supplier	A successful tenderer, with whom a supply contract is placed. In other words, all tenderers are potential suppliers.
Tenderer	Prospective service provider to bid for tender and submit as required
Employer	Refers to Eskom
Service Provider	Supplier

2.3.1 Disclosure Classification

Public domain: published in any public forum without constraints (either enforced by law, or discretionary).

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2.4 ABBREVIATIONS

Abbreviation	Description
LPG	Liquefied petroleum gas
NG	Natural Gas
PMO	Project Management Office
SABS	South African Bureau of Standards
SANS	South African National Standard
SPF	Spray Polyurethane Foam
NHBRC	National Home Builders Registration Council

2.5 ROLES AND RESPONSIBILITIES

It is the role of the Generation Programme Management department to ensure that all service requirements are catered for in this scope, and that the scope is executed in accordance with this Technical Specification.

2.6 PROCESS FOR MONITORING

Design review procedure

2.7 RELATED/SUPPORTING DOCUMENTS

Refer to Section 2.2 and Appendices.

3 SCOPE OF WORKS

3.1 GENERAL

Eskom is pursuing a multi-pronged approach to improve ambient air quality, this include reducing emissions at the existing coal-fired fleet, investing in power generation from renewables and nuclear, and implementing air quality offsets programme in and around communities close to existing coal fired power station. Retrofitting abatement technology and diversifying the energy fleet come at higher cost and requires a longer period to implement. Air Quality Offsets Programmes on the other hand address emission sources directly within vulnerable communities, thus providing greater improvement in air quality that is experienced by community. In addition, Air Quality Offsets Programmes are more cost effective and result in meaningful improvement of air quality within a shorter time frame.

The *Contractor* will be responsible for Project Management Services consisting of the following:

The development of the project management plan, activity coordination of contractors and acquisition of sub-contractors, time management, quality management, stakeholder & communications management, resources management and risk management to accomplish stated project objectives effectively and efficiently.

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3.2 EMPLOYER’S REQUIREMENTS FOR THE SERVICE

The Contractor is required to:

- Set up a project office local to site with adequate security (central to area of implementation i.e. same township)
- Ensure that eligible participating households are registered to participate on the program. The employer is to provide the household participation criteria.
- Ensure that the households understand the terms and conditions of the contract to be entered with them and households are made aware that surveys will be conducted.
- Inform the Employer of any households that have hazardous material (i.e. Asbestos containing material).
- Facilitate and coordinate activities between the households and the Employers appointed third party *Contractor*.
- Supervise the main Contractor on the execution of the works (The works entails Supply and deliver of three (3) LPG plates and one (1) Electric plate hybrid cooking stoves and LPG Heaters with 9KG LPG Cylinders x 2 and Supply, deliver and install ceiling insulation (SPF and Ceiling boards), electrical re-wiring and Asbestos removal for Air Quality Offset Project on and “as and when required basis”)
- Ensure that the Main contractor remove of old stoves, incandescent lamps, corrugated steel roofing sheets and associated stove accessories (i.e. chimney etc) from the households to where they will be temporarily stored before being recycled conforms to the environmental standards. The storage of the old coal stoves may be kept up to a month.
- Ensure that the main contractor recycle old stoves, incandescent lamps, corrugated steel roofing sheets and associated stove accessories (i.e. chimney etc)
- Ensure that all installations of the Hybrid stoves, LPG heaters, Insulations and CFL’s are carried out within allowed working hours as stipulated by the labour legislation of the Republic of South Africa.
- Ensure that there is quality assurance and data verification per household installation (including distribution of stoves, heaters, cylinders cfl’s) and provide proof for the verification,
- Develop and submit project implementation plan aligned to the Main *Contractor* (Installation schedule, resource plan, stakeholder engagements plan and training plan).
- Develop a coordination process and scheduling of project activities in each household.

3.3 STAKEHOLDER AND COMMUNICATION MANAGEMENT.

The Contractor will be responsible for:

- Communicating to Employer, Suppliers, Contractors Installers and individual households on issues, including disputes, risks and proposed mitigations relating to the implementation.
- Setting up a procedure to handle issues raised by stakeholders, provide responses and close them.
- Continuously liaising with Employer representative on issues raised by stakeholders in order to prevent unnecessary escalations.
- Coordinating the quarterly local Stakeholder reference Group (LSRG) Community Meetings, including booking of venues, sending of appointments, organising refreshments, translation services, taking and distribution of minutes.
- Ensuring that the information material (i.e. printed pamphlets per house) in support of the project is distributed within the implantation area.  *Employer* to provide designs and content at the beginning of the project
- Arranging and attending bi-weekly progress meetings with the Employer and relevant stakeholders.

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3.4 REPORTING AND DOCUMENTATION

The *Contractor* will be reporting to the assigned *Employers* Project and Programme Managers by:

- Ensuring that progress reports are submitted weekly (installation, employment statistics, households contracted)
- Ensuring that a close-out report is submitted within a month of the completion of the project.
- Reporting on any deviation from project schedule (where applicable)
- Developing and providing of a data book that will enable installers to capture full data for the database containing registered households (this includes house numbers, street name, GPS coordinates, homeowner name, ID number and contact details, etc)
- Ensuring daily reports from the data book is captured on a secured web-based platform that the *Employer* can easily access.
- Ensuring that projects documentation such as minutes, data books, training registers & certificate, employment & households' contracts are provided to the employer once a month.
- Provide finalised database and close-out report to be handed over to Eskom Service Manager within a month after completion.
- Ensure adherence to Eskom policy, procedures and standards, including all Safety Health & Environment (SHE) and Quality requirements during implementation.

3.5 DELIVERABLES/ SUBMISSIONS BY THE CONTRACTOR

The *Contractor* is responsible for the following deliverables. The *Contractor* is to note that all documents are submitted to the *Project Manager* for review and acceptance prior to implementation. This includes:

- a) Data Base of all registered houses also indicating the GPS coordinate for the houses.
- b) Product Technical Specification for stove and heater
- c) Installation/ Construction Quality Plan;
- d) Electrical COC
- e) Gas COC
- f) Asbestos Disposal Permit

All deliverables are to be submitted in both hard and soft copy (USB/CD) formats. All documents are to be in searchable PDF.

4 AUTHORISATION

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5 REVISIONS

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6 DEVELOPMENT TEAM

The following people were involved in the development of this document:

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7 ACKNOWLEDGEMENTS

- N/A

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