



NEC3 Term Service Contract (TSC3)

Between **ESKOM HOLDINGS SOC Ltd**
(Reg No. 2002/015527/30)

and [Insert at award stage]
(Reg No. _____)

for **ARMED RESPONSE AND SECURITY SERVICES FOR
DURBANVILLE OFFICES FOR 5 YEARS**

Contents:	No	of
	pages	
Part C1 Agreements & Contract Data	[•]	
Part C2 Pricing Data	[•]	
Part C3 Scope of Work	[•]	

CONTRACT No. [Insert at award stage]

PART C1:AGREEMENTS & CONTRACT DATA

Contents:	No of pages
C1.1 Form of Offer and Acceptance	[●]
[to be inserted from Returnable Documents at award stage]	
C1.2a Contract Data provided by the <i>Employer</i>	[●]
C1.2b Contract Data provided by the <i>Contractor</i>	[●]
[to be inserted from Returnable Documents at award stage]	
C1.3 Proforma Guarantees	[●]

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:

ARMED RESPONSE AND SECURITY SERVICES FOR DURBANVILLE OFFICES FOR 5 YEARS

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto and by submitting this Offer has accepted the Conditions of Tender.

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 *Contractor* 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.

Options A	The offered total of the Prices exclusive of VAT is	Rates Based
	Sub total	Rates Based
	Value Added Tax @ 15% is	Rates Based
	The offered total of the amount due inclusive of VAT is ¹	Rates Based
	(in words) Rates Based	

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 *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s) _____

Capacity _____

For the tenderer:

(Insert name and address of organisation)

Name & signature of witness

Date

Tenderer's CIDB registration number:

¹ This total is required by the *Employer* for budgeting purposes only. Actual amounts due will be assessed in terms of the *conditions of contract*.

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 Contractor 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: Service Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer 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 tenderer shall within two weeks 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 securities, bonds, guarantees, proof of insurance and 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 and signed original copy of this document, including the Schedule of Deviations (if any).

Signature(s) _____
Name(s) _____
Capacity _____
for the Employer Eskom Holdings SOC Ltd
15 Pasita Street, Rosenpark,
7550

Name & signature of witness _____ Date _____

Note: If a tenderer wishes to submit alternative tenders, use another copy of this Form of Offer and Acceptance.

Schedule of Deviations to be completed by the *Employer* prior to contract award

Note:

1. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the *Employer* prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1	[•]	[•]
2	[•]	[•]
3	[•]	[•]
4	[•]	[•]
5	[•]	[•]
6	[•]	[•]
7	[•]	[•]

By the duly authorised representatives signing this Schedule of Deviations below, the *Employer* and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the Tenderer:

For the *Employer*

Signature

Name

Capacity

On behalf of

(Insert name and address of organisation)

Eskom Holdings SOC Ltd
 15 Pasita Street, Rosenpark,
 7550

Name & signature
 of witness

Date

C1.2 TSC3 Contract Data

Part one - Data provided by the *Employer*

[Instructions to the contract compiler: (delete these two notes in the final draft of a contract)]

1. Please read the relevant clauses in the conditions of contract before you enter data. The number of the clause which requires the data is shown in the left hand column for each statement however other clauses may also use the same data.
2. Some TSC3 options are always selected by Eskom Holdings SOC Ltd. The remaining TSC3 options are identified by shading in the left hand column. In the event that the option is not required select and delete the whole row. Where the following symbol is used "☐" - data is required to be inserted relevant to the specific option selected.]

Completion of this data in full, according to the Options chosen, is essential to create a complete contract.

Clause	Statement	Data
1	General	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
		A: Priced contract with price list
	dispute resolution Option	W1: Dispute resolution procedure
	and secondary Options	
		X1: Price adjustment for inflation
		X2 Changes in the law
		X17: Low service damages
		X19: Task Order
		X20: Key performance indicators
		Z: Additional conditions of contract
	of the NEC3 Term Service Contract April 2013 ² (TSC3)	
10.1	The <i>Employer</i> is (name):	Eskom Holdings SOC Ltd (reg no: 2002/015527/30), a state owned company incorporated in terms of the company laws of the Republic of South Africa
	Address	Registered office at Megawatt Park, Maxwell Drive, Sandton, Johannesburg

² Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 www.ecs.co.za

	Tel No.	[•]
	Fax No.	[•]
10.1	The <i>Service Manager</i> is (name):	FJ Van Loggerenberg
	Address	15 Pasita Street Rosenpark 7550
	Tel	021 859 9205
	Fax	[•]
	e-mail	vLoggeFJ@eskom.co.za
11.2(2)	The Affected Property is	15 Pasita Street, Rosenpark, Cape Town
11.2(13)	The <i>service</i> is	ARMED RESPONSE AND SECURITY SERVICES FOR DURBANVILLE OFFICES FOR 5 YEARS
11.2(14)	The following matters will be included in the Risk Register	None
11.2(15)	The Service Information is in	Part 3: Scope of Work and all documents and drawings to which it makes reference.
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	3 days
2	The Contractor's main responsibilities	Data required by this section of the core clauses is also provided by the Contractor in Part 2 and terms in italics used in this section are identified elsewhere in this Contract Data
21.1	The <i>Contractor</i> submits a first plan for acceptance within	2 weeks of the Contract Date
3	Time	
30.1	The <i>starting date</i> is.	01 June 2026
30.1	The <i>service period</i> is	5 Years

1.14 **Testing and defects**

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

1.25 **Payment**

50.1	The <i>assessment interval</i> is	between the 25th and 27th day of each successive month.
51.1	The <i>currency of this contract</i> is the	South African Rand
51.2	The period within which payments are made is	30 days on receipt of valid tax invoice
51.4	The <i>interest rate</i> is	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 Limited (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 Rands 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 <i>mutatis mutandis</i> 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 **Use of Equipment Plant and Materials** 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 **Risks and insurance**

80.1	These are additional <i>Employer's</i> risks	1. Risks for activities will be dealt with task specific procedures.
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9 **Termination** 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.

10 **Data for main Option clause**

A	Priced contract with price list	
20.5	The <i>Contractor</i> prepares forecasts of the final total of the Prices for the whole of the <i>service</i> at intervals no longer than	4 weeks.
	The <i>exchange rates</i> are those published in	[•] on [•] (date)

11 **Data for Option W1**

W1.1	The <i>Adjudicator</i>	the person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the Party intending to refer a dispute to him. (see www.ice-sa.org.za). If the Parties do not agree on an Adjudicator the Adjudicator will be appointed by the Arbitration Foundation of Southern Africa (AFSA).
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W1.2(3)	The <i>Adjudicator nominating body</i> is:	the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see www.ice-sa.org.za) or its successor body.
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W1.4(2)	The <i>tribunal</i> is:	arbitration
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W1.4(5)	The <i>arbitration procedure</i> is	the latest edition of Rules for the Conduct of
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		<p>Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.</p>
	The place where arbitration is to be held is	Cape Town, 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 arbitration procedure 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

X1	Price adjustment for inflation													
X1.1	The <i>base date</i> for indices is	Month before the month in which the enquiry closed.												
	The proportions used to calculate the Price Adjustment Factor are:	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 15%;">proportion</td> <td style="width: 15%;">linked to index for</td> <td style="width: 70%;">Index prepared by</td> </tr> <tr> <td>0.85</td> <td>CPI</td> <td>SEIFSA</td> </tr> <tr> <td>0.15</td> <td>non-adjustable</td> <td></td> </tr> <tr> <td>1.00</td> <td></td> <td></td> </tr> </table>	proportion	linked to index for	Index prepared by	0.85	CPI	SEIFSA	0.15	non-adjustable		1.00		
proportion	linked to index for	Index prepared by												
0.85	CPI	SEIFSA												
0.15	non-adjustable													
1.00														
X2	Changes in the law	There is no reference to Contract Data in this Option and terms in italics are identified elsewhere in this Contract Data.												
X17	Low service damages													
X17.1	The <i>service level table</i> is in	<p>Listed below</p> <p>For the purposes of this Option, where the failure relates to the standing monthly services or contract-wide obligations, the Task Order value is deemed to be the applicable monthly service value.</p>												

Low Service Damage Description	Value Of Low Service Damages	Limit Of Low Service Damage
<p>Contractor's Health and Safety file: Submission of SHE file two (2) weeks before start of work. Also, at intervals as required by the <i>Employer's</i> Safety Department.</p>	1.5% of Task order value per week	Limited to 10% of task order value
<p>Security Criminal Compliance Failure to comply with the criminal screening process requirements.</p>	Contractor will be denied access to the Affected Property	Limited to 10% of the Task Order value, termination

	Note: <ul style="list-style-type: none"> ▪ First submission is with the SHE file. ▪ Then every 12 months for the duration of the contract 	and cost deduction of 2% of Task order value per week.	thereafter
	Submission Delays: Delays in submission of documents as detailed in this agreement	1.5% of Task order value per week	Limited to 10% of task order value
	Delay damages: Delays in completing the Task as per Task Order programme	2% of Task order value per week	Limited to 10% of task order value
X19	Task Order		
X19.5	The <i>Contractor</i> submits a Task Order programme to the <i>Service Manager</i> within 5 days of receiving the Task Order		
X20	Key Performance Indicators		
	KPI	Target	Measurement Service credit
	Alarm response time	≤10 min	Monthly average % deduction
	Patrol completion	100% nightly	Log review % deduction
	Monitoring uptime	≥98%	System logs % deduction
Z	The <i>additional conditions of contract</i> are Z1 to Z14 always apply.		

Z1 Cession delegation and assignment

- Z1.1 The *Contractor* 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 *Contractor* 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 as a result of the restructuring of the Electricity Supply Industry.

Z2 Joint ventures

- Z2.1 If the *Contractor* 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 *Service Manager* within two weeks of the Contract Date of the key person who has the authority to bind the *Contractor* on their behalf.
- Z2.3 The *Contractor* does not 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 *Contractor* in writing.

Z3 Change of Broad Based Black Economic Empowerment (B-BBEE) status

- Z3.1 Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change.
- Z3.2 The *Contractor* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Service Manager* within thirty days of the notification or as otherwise instructed by the *Service Manager*.
- Z3.3 Where, as a result, the *Contractor's* B-BBEE status has decreased since the Contract Date the *Employer* may either re-negotiate this contract or alternatively, terminate the *Contractor's* obligation to Provide the Service.
- Z3.4 Failure by the *Contractor* 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 P1, P2 and P4 as stated in clause 92, and the amount due is A1 and A3 as stated in clause 93.

Z4 Confidentiality

- Z4.1 The *Contractor* 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 *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time). Should the *Contractor* disclose information to Others in terms of clause 25.1, the *Contractor* ensures that the provisions of this clause are complied with by the recipient.
- Z4.2 If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Service Manager*.
- Z4.3 In the event that the *Contractor* is, at any time, required by law to disclose any such information which is required to be kept confidential, the *Contractor*, 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. In the event that such protective order is not, or cannot, be obtained, then the *Contractor* 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.
- Z4.4 The taking of images (whether photographs, video footage or otherwise) of the Affected Property or any portion thereof, in the course of Providing the Service and after the end of the *service period*, requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*.
- Z4.5 The *Contractor* ensures that all his subcontractors abide by the undertakings in this clause.

Z5 Waiver and estoppel: Add to core clause 12.3:

- Z5.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, the *Service Manager* 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.

Z6 Health, safety and the environment: Add to core clause 27.4

- Z6.1 The *Contractor* undertakes to take all reasonable precautions to maintain the health and safety of persons in and about the execution of the *service*. Without limitation the *Contractor*:
- Complies with the Occupational Health and Safety Act 85 of 1993 and all applicable health, safety and environmental laws and regulations;
 - Complies with all Employer health, safety and environmental rules, procedures and site requirements;
 - Ensures that all Subcontractors, employees and others under the Contractor's control comply with the applicable health, safety and environmental requirements;
 - Maintains all required safety documentation, certifications and compliance records necessary for the execution of the service.
- Z6.2 The *Contractor*, in and about the execution of the *service*, complies with all applicable environmental laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.

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

- Z7.1 Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice in accordance with the *Employer's* procedures stated in the Service Information, showing the amount due for payment equal to that stated in the payment certificate.
- Z7.2 If the *Contractor* does not provide a tax invoice in the form and by the time required by this contract, the time by when the *Employer* is to make a payment is extended by a period equal in time to the delayed submission of the correct tax invoice. Interest due by the *Employer* in terms of core clause 51.2 is then calculated from the delayed date by when payment is to be made.
- Z7.3 The *Contractor* (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 the last paragraph of core clause 61.3 and replace with:

If the *Contractor* does not notify a compensation event within eight weeks of becoming aware of the event, he is not entitled to a change in the Prices.

Z9 *Employer's* limitation of liability

- Z9.1 The *Employer's* liability to the *Contractor* for the *Contractor's* indirect or consequential loss is limited to R0.00 (zero Rand)
- Z9.2 The *Contractor's* entitlement under the indemnity in 82.1 is provided for in 60.1(12) and the *Employer's* liability under the indemnity is limited to compensation as provided for in core clause

63 and X19.11 if Option X19 Task Order applies to this contract.

Z10 Termination: Add to core clause 91.1, at the second main bullet point, fourth sub-bullet point, after the words "against it":

Z10.1 or had a business rescue order granted against it.

Z11 Ethics

For the purposes of this Z-clause, the following definitions apply:

Affected Party means, as the context requires, any party, irrespective of whether it is the *Contractor* or a third party, such party's employees, agents, or Subcontractors or Subcontractor's employees, or any one or more of all of these parties' relatives or friends,

Coercive Action means to harm or threaten to harm, directly or indirectly, an Affected Party or the property of an Affected Party, or to otherwise influence or attempt to influence an Affected Party to act unlawfully or illegally,

Collusive Action means where two or more parties co-operate to achieve an unlawful or illegal purpose, including to influence an Affected Party to act unlawfully or illegally,

Committing Party means, as the context requires, the *Contractor*, or any member thereof in the case of a joint venture, or its employees, agents, or Subcontractors or the Subcontractor's employees,

Corrupt Action means the offering, giving, taking, or soliciting, directly or indirectly, of a good or service to unlawfully or illegally influence the actions of an Affected Party,

Fraudulent Action means any unlawfully or illegally intentional act or omission that misleads, or attempts to mislead, an Affected Party, in order to obtain a financial or other benefit or to avoid an obligation or incurring an obligation,

Obstructive Action means a Committing Party unlawfully or illegally destroying, falsifying, altering or concealing information or making false statements to materially impede an investigation into allegations of Prohibited Action, and

Prohibited Action means any one or more of a Coercive Action, Collusive Action Corrupt Action, Fraudulent Action or Obstructive Action.

Z11.1 A Committing Party may not take any Prohibited Action during the course of the procurement of this contract or in execution thereof.

Z11.2 The *Employer* may terminate the *Contractor's* obligation to Provide the Services if a Committing Party has taken such Prohibited Action and the *Contractor* did not take timely and appropriate action to prevent or remedy the situation, without limiting any other rights or remedies the *Employer* has. It is not required that the Committing Party had to have been found guilty, in court or in any other similar process, of such Prohibited Action before the *Employer* can terminate the *Contractor's* obligation to Provide the Services for this reason.

Z11.3 If the *Employer* terminates the *Contractor's* obligation to Provide the Services for this reason, the amounts due on termination are those intended in core clauses 92.1 and 92.2.

Z11.4 A Committing Party co-operates fully with any investigation pursuant to alleged Prohibited Action. Where the *Employer* does not have a contractual bond with the Committing Party, the

Contractor ensures that the Committing Party co-operates fully with an investigation.

Z12 Insurance

Z 12 .1 Replace core clause 83 with the following:

Insurance cover 83

- 83.1 When requested by a Party, the other Party provides certificates from his insurer or broker stating that the insurances required by this contract are in force.
- 83.2 The *Contractor* provides the insurances stated in the Insurance Table A from the *starting date* until the earlier of Completion and the date of the termination certificate.

INSURANCE TABLE A

Insurance against	Minimum amount of cover or minimum limit of indemnity
Loss of or damage caused by the <i>Contractor</i> to the <i>Employer's</i> property	The replacement cost where not covered by the <i>Employer's</i> insurance. The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
Loss of or damage to Plant and Materials	The replacement cost where not covered by the <i>Employer's</i> insurance. The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
Loss of or damage to Equipment	The replacement cost where not covered by the <i>Employer's</i> insurance. The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
The <i>Contractor's</i> liability for loss of or damage to property (except the <i>Employer's</i> property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) arising from or in connection with the <i>Contractor's</i> Providing the Service	<u>Loss of or damage to property</u> The replacement cost <u>Bodily injury to or death of a person</u> The amount required by the applicable law.
Liability for death of or bodily injury to employees of the <i>Contractor</i> arising out of and in the course of their employment in connection with this contract	The amount required by the applicable law

Z 12.2 Replace core clause 86 with the following:

Insurance 86
by the
Employer

86.1 The *Employer* provides the insurances stated in the Insurance Table B

INSURANCE TABLE B

Insurance against or name of policy	Minimum amount of cover or minimum li of indemnity
Assets All Risk	Per the insurance policy document
Contract Works insurance	Per the insurance policy document
Environmental Liability	Per the insurance policy document
General and Public Liability	Per the insurance policy document
Transportation (Marine)	Per the insurance policy document
Motor Fleet and Mobile Plant	Per the insurance policy document
Terrorism	Per the insurance policy document
Cyber Liability	Per the insurance policy document
Nuclear Material Damage and Business Interruption	Per the insurance policy document
Nuclear Material Damage Terrorism	Per the insurance policy document

Z13 Intellectual Property – Eskom owning Intellectual Property

“Intellectual Property” means (a) patents, trade marks, service marks, rights in designs, trade names, trade secrets, know how, copyrights and topography rights, in each case whether registered or not; (b) applications for registration of any of them; (c) rights under licences and consents in relation to any of them; (d) all forms of protection of a similar nature or having equivalent or similar effect to any of them which may subsist anywhere in the world.

“Background Intellectual Property” means any and all Intellectual Property rights that are not Foreground Intellectual Property, and are owned or controlled by the relevant party or licensed to the relevant party prior to or outside of the [\[works / services / goods\]](#) but required for the purposes of the [\[works / services / goods\]](#).

“Foreground Intellectual Property” means all Intellectual Property rights and other matter capable of being the subject of intellectual property rights that is conceived, first reduced to practice or writing or developed in whole or in substantial part in the course of the execution of the [\[works / services / goods\]](#) and rights which are developed substantially as a result of the [\[works / services / goods\]](#). Any [\[works / services / goods\]](#) that will be developed, changed, modified and/or improved specifically for the Purposes will be Foreground Intellectual Property. Any data or any other information relating to [\[Employer/Client/Purchaser\]](#)'s proprietary information generated from the use of the [\[Contractor / Consultant / Supplier\]](#)'s Background Intellectual Property.

- Z13.1** The [Contractor / Consultant / Supplier] retains ownership of all Background Intellectual Property rights made by or on behalf of the [Contractor / Consultant / Supplier] as part of the [works / services / goods] in information or material it uses in carrying out the [works / services / goods].
- Z13.2** All Foreground Intellectual Property rights, contained in any developed materials which are created by the [Contractor / Consultant / Supplier] or on behalf of the [Contractor / Consultant / Supplier], for the purposes of and in support of the execution of the [works / services / goods] ([Employer/Client/Purchaser]'s IP) vest with the [Employer/Client/Purchaser].
- Z13.3** Any data or any other information relating to [Employer/Client/Purchaser]'s proprietary information generated from the use of the [Contractor / Consultant / Supplier]'s Background Intellectual Property, the copyright therein shall be owned by the [Employer/Client/Purchaser].
- Z13.4** The [Contractor / Consultant / Supplier] acknowledges that all rights, title, and interest in and to the Foreground Intellectual Property that may result or originate from or be developed in execution of the [works / services / goods] vests in the [Employer/Client/Purchaser] and that the [Contractor / Consultant / Supplier] has no claim of any nature in and to the Foreground Intellectual Property.
- Z13.5** The [Contractor / Consultant / Supplier] ensures that a copyright notice is incorporated or embossed or labelled on the Foreground Intellectual Property, where the [Employer/Client/Purchaser] is reflected as the owner of the Foreground Intellectual Property.
- Z13.6** The [Contractor / Consultant / Supplier] is obliged to provide Foreground Intellectual Property manufacturing documents, designs, processes and/or specifications to the [Employer/Client/Purchaser] before/on the [completion date / defect state].
- Z13.7** The [Contractor / Consultant / Supplier] procures that each Sub-[Contractor / Consultant / Supplier] executes all and any [works / services / goods], and takes all and any other actions as may be required, in order to give effect to this Agreement.
- Z13.8** The [Employer/Client/Purchaser] retains all Background Intellectual Property rights in all documents made by or on behalf of the [Employer/Client/Purchaser] including all documents and requirements provided prior to or during the execution of the [works / services / goods]. The [Contractor / Consultant / Supplier] does not, without the written consent, of the [Employer/Client/Purchaser], copy, use or issue to a third party any of the [Employer/Client/Purchaser]'s Background Intellectual Property documents and requirements except for the purposes of executing the [works / services / goods].
- Z13.9** Either party procures that any third party executes confidentiality undertakings not to disclose to any other third parties, any of the [Employer/Client/Purchaser]'s Background Intellectual Property and IP documents and requirements at all, in respect of the [Employer/Client/Purchaser], or the Background Intellectual Property, in respect of the [Contractor / Consultant / Supplier].
- Z13.10** **Third Party Claims:**
- Z13.10.1** In the event of any claims being made or actions brought against the [Employer/Client/Purchaser], on the ground that the [Contractor / Consultant / Supplier] infringed any patent, trade mark or copyright, the [Contractor / Consultant / Supplier] is notified thereof and at its own expense, conducts all negotiations in consultation with the [Employer/Client/Purchaser] for the settlement of the claim and litigation that may arise from such alleged infringement, provided that the [Employer/Client/Purchaser] will not bear any financial burden or losses.
- Z13.10.2** Save where the [Contractor / Consultant / Supplier] fails to take over the conduct of the negotiation or litigation within a reasonable time of the notification of the alleged infringement, the [Employer/Client/Purchaser] does not make any admission which might be prejudicial to

the *[Contractor / Consultant / Supplier]*'s position. The *[Employer/Client/Purchaser]*, at the request and the cost of the *[Contractor / Consultant / Supplier]* affords it all reasonable technical assistance that the *[Employer/Client/Purchaser]* is able to provide for the purpose of contesting any such claim or action.

Z13.10.3 Should it be held in any such action that any such protected rights have been infringed, as definitely stated by a judgment of the court before which the action is brought, the *[Contractor / Consultant / Supplier]*, at its own expense and in consultation with the *[Employer/Client/Purchaser]*, either:

- a. procures for *[Employer/Client/Purchaser]* the right to continue to use the affected item or design, or
- b. replaces the said affected item or design with a non-infringing item, or
- c. provides a design of equivalent quality or modify such affected item or design so as to make it non-infringing without affecting the quality.

Z13.10.4 Notwithstanding anything contained in this contract, the foregoing sets forth the entire responsibility of *[Contractor / Consultant / Supplier]* with respect to claims relating to infringement.

Z13.10.5 Where it is alleged that the *[Employer/Client/Purchaser]* has committed an infringement as intended vis-à-vis the *[Contractor / Consultant / Supplier]* as set out in the third party intellectual property infringement clause, the *[Employer/Client/Purchaser]* has the same rights and obligations as the *[Contractor / Consultant / Supplier]*, mutatis mutandis, as regards such alleged infringement.

Z13.10.6 The *[Contractor / Consultant / Supplier]* herewith indemnifies the *[Employer/Client/Purchaser]* and undertakes to keep the *[Employer/Client/Purchaser]* indemnified against all claims of whatsoever nature, real or imagined, which may be made against the *[Employer/Client/Purchaser]* arising from the infringement of any third party intellectual property rights.

Z14 Asbestos

For the purposes of this Z-clause, the following definitions apply:

AAIA	means approved asbestos inspection authority.
ACM	means asbestos containing materials.
AL	means action level, i.e. a level of 50% of the OEL, i.e. 0.1 regulated asbestos fibres per ml of air measured over a 4 hour period. The value at which proactive actions is required in order to control asbestos exposure to prevent exceeding the OEL.
Ambient Air	means breathable air in area of work with specific reference to breathing zone, which is defined to be a virtual area within a radius of approximately 30cm from the nose inlet.
Compliance Monitoring	means compliance sampling used to assess whether or not the personal exposure of workers to regulated asbestos fibres is in compliance with the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
OEL	means occupational exposure limit.
Parallel Measurements	means measurements performed in parallel, yet separately, to existing measurements to verify validity of results.
Safe Levels	means airborne asbestos exposure levels conforming to the Standard's requirements

for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.

Standard means the *Employer's* Asbestos Standard 32-303: Requirements for Safe Processing, Handling, Storing, Disposal and Phase-out of Asbestos and Asbestos Containing Material, Equipment and Articles.

SANAS means the South African National Accreditation System.

TWA means the average exposure, within a given workplace, to airborne asbestos fibres, normalised to the baseline of a 4 hour continuous period, also applicable to short term exposures, i.e. 10-minute TWA.

Z14.1 The *Employer* ensures that the Ambient Air in the area where the *Contractor* will Provide the Services conforms to the acceptable prescribed South African standard for asbestos, as per the regulations published in GNR 155 of 10 February 2002, under the Occupational Health and Safety Act, 1993 (Act 85 of 1993) ("Asbestos Regulations"). The OEL for asbestos is 0.2 regulated asbestos fibres per millilitre of air as a 4-hour TWA, averaged over any continuous period of four hours, and the short term exposure limit of 0.6 regulated asbestos fibres per millilitre of air as a 10-minute TWA, averaged over any 10 minutes, measured in accordance with HSG248 and monitored according to HSG173 and OESSM.

Z14.2 Upon written request by the *Contractor*, the *Employer* certifies that these conditions prevail. All measurements and reporting are effected by an independent, competent, and certified occupational hygiene inspection body, i.e. a SANAS accredited and Department of Employment and Labour approved AAIA. The *Contractor* may perform Parallel Measurements and related control measures at the *Contractor's* expense. For the purposes of compliance the results generated from Parallel Measurements are evaluated only against South African statutory limits as detailed in clause Z14.1. Control measures conform to the requirements stipulated in the AAIA-approved asbestos work plan.

Z14.3 The *Employer* manages asbestos and ACM according to the Standard.

Z14.4 In the event that any asbestos is identified while Providing the Services, a risk assessment is conducted and if so required, with reference to possible exposure to an airborne concentration of above the AL for asbestos, immediate control measures are implemented and relevant air monitoring conducted in order to declare the area safe.

Z14.5 The *Contractor's* personnel are entitled to stop working and leave the contaminated area forthwith until such time that the area of concern is declared safe by either Compliance Monitoring or an AAIA approved control measure intervention, for example, per the emergency asbestos work plan, if applicable.

Z14.6 The *Contractor* continues to Provide the Services, without additional control measures presented, on presentation of Safe Levels. The contractually agreed dates to Provide the Services, including the Completion Date, are adjusted accordingly. The contractually agreed dates are extended by the notification periods required by regulations 3 and 21 of the Asbestos Regulations, 2001.

Z14.7 Any removal and disposal of asbestos, asbestos containing materials and waste, is done by a registered asbestos contractor, instructed by the *Employer* at the *Employer's* expense, and conducted in line with South African legislation.

Z15 Security Clearance/ Criminal Checks

These clauses are not only, but are especially, applicable for accessing critical infrastructure in terms of the Critical Infrastructure Protection Act, 2019 (previously referred to as National Key Points), but may include other sites, and/or where persons are rendering a service or have given notice of intention to render a service to an organ of state, which service may (1) give him or her access to classified information and intelligence in the possession of the organ of state; or (2) give him or her access to or information concerning areas designated as critical infrastructure.

- Z15.1 The *Contractor* and its subcontractors implement risk and security management processes and measures to mitigate any threats against any premises, installations or sites, systems, or information of the *Employer* with only persons with criminal verification record security clearance certificates being given access after verification of these and identifying documents by the *Employer's* security system.
- Z15.2 The *Contractor* provides, at the *Contractor's* cost, to the *Employer*, criminal verification record security clearance certificates for each person the *Contractor* or its subcontractors requires to access any premises, installations or sites, systems, or information of the *Employer*, with copies of their identifying documents, such as passports, before allowed such access by the *Employer*. The *Employer's* refusal to allow access to premises, installations or site/s, systems or information is at the *Employer's* sole discretion and is not a compensation event.
- Z15.3 The criminal verification record security clearance certificates provided are to have been issued by a service provider which is to be a reputable screening company accredited by the South African Police Services, are to be no older than four weeks since issue and valid for as long as each person is required to access premises, installations or sites, systems or information. The *Employer* may require updated certificates and identifying documents every 26 to 52 weeks, subject to safety and security concerns and the risk rating of the works or services undertaken and/or premises, installations or sites, systems or information.
- Z15.4 If any such criminal verification record security clearance certificates is cancelled, withdrawn, invalidated, amended, or expires, or a criminal conviction is noted against any person requiring access, even if an appeal against the criminal conviction has been noted, the *Service Manager* may instruct the *Contractor* to ensure that such person leaves the premises, installations or site/s and is blocked from systems and information and the giving of this instruction is not a compensation event.

Z16 Protection of Personal Information Act Compliance

- Z16.1 For the purposes of this clause, the terms "Data Subject", "Personal Information", "Processing" and "Regulator" and "Responsible Party" have the meanings given to them in the Protection of Personal Information Act, 2013 ("POPIA").
- Z16.2 Each Party acknowledges that it is an independent Responsible Party in relation to the Personal Information processed in terms of this contract ("Shared Personal Information") and that it determines the purposes for which and the manner in which the Shared Personal Information is, or is to be, processed.
- Z16.3 Each Party shall always comply with POPIA when performing its obligations under this contract and shall not perform any of their respective obligations under this contract in such a way as to cause the other Party to breach any of that other Party's obligations under POPIA.
- Z16.4 Each Party shall ensure that, in respect of all Shared Personal Information provided to the other Party and in respect of the use of that Shared Personal Information under this contract:-
- Z16.4.1 all necessary fair Processing notices have been provided to and consents obtained from Data Subjects by that Party, where required, in terms of POPIA, including to specify that the other Party is also a Responsible Party in respect of the Data Subject's Personal Information and to provide a link (for example, <https://www.eskom.co.za/about-eskom/website-terms-and-conditions/>) to the other Party's Privacy Statement or to include a statement that the other Party's Privacy Statement can be found on the other Party's corporate website; and
- Z16.4.2 all necessary steps have been taken to ensure that Shared Personal Information has been collected and processed in accordance with the principles set out in POPIA, including in particular those relating to:
- lawful, fair and transparent Processing;

- specified, legitimate and explicit purposes of Processing; and adequate, relevant and not excessive Processing.

- Z16.5 If either Party receives any complaint, notice or communication from the Regulator which relates directly to:
- Z16.5.1 the other Party's Processing of the Shared Personal Data; or
- Z16.5.2 a potential failure by the other Party to comply with POPIA in respect of the activities of the Parties under or in connection with this contract, it shall, to the extent permitted by law, promptly notify the other Party and provide such information as it shall reasonably request in that regard.
- Z16.6 If a Data Subject makes a written request to either Party to exercise any of their rights under POPIA, the receiving Party shall respond to that request in accordance with POPIA. To the extent the request concerns Processing of Shared Personal Information undertaken by the other Party, the receiving Party shall:
- Z16.6.1 promptly and without undue delay forward the request to the other Party; and
- Z16.6.2 cooperate and provide reasonable assistance in relation to that request to enable the other Party to respond in accordance with POPIA.
- Z16.7 Each Party acknowledges that the other Party may disclose Shared Personal Information to any Regulator or law enforcement authority with jurisdiction to request access to the Shared Personal Information.
- Z16.8 Neither Party discloses or otherwise makes available the Personal Information to any third party (including sub-contractors, but excluding its authorised employees who require access to such Personal Information strictly in order for the Parties to carry out their obligations pursuant to this contract), unless a Party has provided, to a requesting Party, its prior written consent to do so, and the requesting Party has submitted to the other Party (consenting Party), to its satisfaction, a copy of a written contract or undertaking that the requesting Party has entered into with a third party for the protection of Personal Information of the Data Subjects or unless there is an applicable exemption in terms of the law to process or further process the personal information.
- Z16.9 The requesting Party indemnifies and holds harmless the consenting Party and its staff, successors, cessionaries, delegates, and assigns, from any and all losses, costs, expenses and damage, as well as penalties and fines arising from the requesting Party's non-compliance with the provision of any relevant legislation applicable to Personal Information or data protection, as well as damage to the consenting Party's reputation and costs of compliance as directed by the Regulator, including but not limited to publication of the data breach.

C1.2 Contract Data

2. Part two - Data provided by the Contractor

[Instructions to the contract compiler: (delete this notes before issue to tenderers with an enquiry)

Whenever a cell is shaded in the left hand column it denotes this data is optional and would be required in relation to the option selected. In the event that the option is not required select and delete the whole row.]

Notes to a tendering contractor:

1. Please read both the both the NEC3 Term Service Contract April 2013 and the relevant parts of its Guidance Notes (TSC3-GN)³ in order to understand the implications of this Data which the tenderer is required to complete.
2. The number of the clause which requires the data is shown in the left hand column for each statement however other clauses may also use the same data.
3. Where a form field like this [] appears, data is required to be inserted relevant to the option selected. Click on the form field **once** and type in the data. Otherwise complete by hand and in ink.

Completion of the data in full, according to Options chosen, is essential to create a complete contract.

Clause	Statement	Data
10.1	The <i>Contractor</i> is (Name): Address Tel No. Fax No.	
11.2(8)	The <i>direct fee percentage</i> is	%
	The <i>subcontracted fee percentage</i> is	%
11.2(14)	The following matters will be included in the Risk Register	
11.2(15)	The Service Information for the <i>Contractor's</i> plan is in:	
21.1	The plan identified in the Contract Data is contained in:	
24.1	The key people are:	

³ Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 5391902 or www.ecs.co.za

1 Name:
 Job:
 Responsibilities:
 Qualifications:
 Experience:

2 Name:
 Job:
 Responsibilities:
 Qualifications:
 Experience:

CV's (and further key person's data including CVs) are in _____.

A	Priced contract with price list
11.2(12)	The <i>price list</i> is in _____
11.2(19)	The tendered total of the Prices is R _____
C	Target contract with price list
11.2(12)	The <i>price list</i> is in _____
11.2(20)	The tendered total of the Prices is R _____
E	Cost reimbursable contract
11.2(12)	The <i>price list</i> is in _____

PART 2: PRICING DATA

TSC3 Option A

Document reference	Title	No of pages
C2.1	Pricing assumptions: Option A	2
C2.2	The <i>price list</i>	[•]

C2.1 Pricing assumptions: Option A

1. How work is priced and assessed for payment

Clause 11 in NEC3 Term Service Contract (TSC3) core clauses and Option A states:

Identified and defined terms 11

11.2 (12) The Price List is the *price list* unless later changed in accordance with this contract.

(17) The Price for Services Provided to Date is the total of

- the Price for each lump sum item in the Price List which the *Contractor* has completed and
- where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

(19) The Prices are the amounts stated in the Price column of the Price List. Where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

This confirms that Option A is a priced contract where the Prices are derived from a list of items of service which can be priced as lump sums or as expected quantities of service multiplied by a rate or a mix of both.

2. Function of the Price List

Clause 54.1 in Option A states: "Information in the Price List is not Service Information". This confirms that instructions to do work or how it is to be done are not included in the Price List but in the Service Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Service in accordance with the Service Information". Hence the *Contractor* does **not** Provide the Service in accordance with the Price List. The Price List is only a pricing document.

3. Link to the *Contractor's* plan

Clause 21.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on each plan which he submits for acceptance". Hence when compiling the *price list*, the tendering contractor needs to develop his first clause 21.2 plan in such a way that operations shown on it can be priced in the *price list* and result in a satisfactory cash flow in terms of clause 11.2(17).

4. Preparing the price list

Before preparing the *price list*, both the *Employer* and tendering contractors should read the TSC3 Guidance Notes pages 14 and 15. In an Option A contract, either Party may have entered items into the *price list* either as a process of offer and acceptance (tendering) or by negotiation depending on the nature of the *service* to be provided. Alternatively the *Employer*, in his Instructions to Tenderers or in a Tender Schedule, may have listed some items that he requires the *Contractor* to include in the *price list* to be prepared and priced by him.

It is assumed that in preparing or finalising the *price list* the *Contractor*:

- Has taken account of the guidance given in the TSC3 Guidance Notes relevant to Option A;

- Understands the function of the Price List and how work is priced and paid for;
- Is aware of the need to link operations shown in his plan to items shown in the Price List;
- Has listed and priced items in the *price list* which are inclusive of everything necessary and incidental to Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk;
- Has priced work he decides not to show as a separate item within the Prices or rates of other listed items in order to fulfil the obligation to complete the *service* for the tendered total of the Prices.
- Understands there is no adjustment to items priced as lump sums if the amount, or quantity, of work within that item later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the (lump sum) Prices is as a result of a compensation event.

4.1 Format of the price list

(From the example given in an Appendix within the TSC3 Guidance Notes)

Entries in the first four columns in the *price list* in section C2.2 are made either by the *Employer* or the tendering contractor.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tendering contractor enters the amount in the Price column only, the Unit, Expected Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for an item of work which is the rate for the work multiplied by the quantity completed, the tendering contractor enters the rate which is then multiplied by the Expected Quantity to produce the Price, which is also entered.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected Quantity column.

C2.2 the *price list*

2.1 Installation Activities (One-Off Items)

Item nr	Description	Unit	Expected Quantity	Rate	Price
1	Installation Activities (One-Off Items)				
1.1	Supply & install magnetic door contacts	EA	5		
1.2	Supply & install panic buttons (shielded)	EA	7		
1.3	Integration into control room systems	EA	1		
1.4	CCTV feed relay setup	EA	1		
1.5	Commissioning & testing	EA	1		
1.6	Safety File	EA	1		
2	Monthly Service Activities				
2.1	24/7 Control room monitoring	Month	60		
2.2	After-hours monitoring of door contacts	Month	60		
2.3	After-hours CCTV live monitoring	Month	60		
2.4	Nightly physical patrols	Month	60		
2.5	Armed response service (unlimited callouts)	Month	60		
3	Ad Hoc / Callout Items				
3.1	Additional patrols (if requested)	EA	Rate		
3.2	Equipment maintenance/replacement	EA	Rate		
3.3	Extra armed response (if beyond contract terms)	EA	Rate		
3.4	Transport rate	km	Rate		

The total of the Prices

PART 3: SCOPE OF WORK

Document reference	Title	No of pages
	This cover page	1
C3.1	<i>Employer's Service Information</i>	
C3.2	<i>Contractor's Service Information</i>	
	Total number of pages	

C3.1: EMPLOYER’S SERVICE INFORMATION

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3. Description of the service

3.1 Executive overview

This contract details the requirements for providing armed response, surveillance and security services at Peaking Head office situated in Pasita street, Rosenpark, Capetown.

The Services make provision for Installing and setting up of alarm systems, CCTV streams, panic buttons, Armed response and monitoring. This contract shall constitute a 5-year agreement that makes provision for the supply of labour, equipment and materials, supervision, and transportation necessary to provide the Service.

3.2 Employer's requirements for the service

The *Contractor* shall deliver armed response, after-hours monitoring, and physical security verification services at the *Employer's* facility. The service includes the installation, commissioning, monitoring, and maintenance of intrusion detection devices, panic buttons, and remote CCTV feeds. The purpose of the Service is to detect unauthorised access, ensure after-hours physical verification, provide rapid response to alarms, and safeguard the *Employer's* assets and personnel.

3.3 Service Provider's Obligations

3.3.1 Installation & Commissioning

1. Install magnetic door contacts on all external doors identified by the *Employer*.
2. Install shielded emergency panic buttons to prevent accidental activation.
3. Integrate all security devices into the *Employer's* existing alarm system.
4. Relay all CCTV camera feeds to the Service Provider's control room.
5. Test and commission all devices with the *Employer's* representative.
6. Provide labelled schematics, wiring routes, and a device register.

3.3.2 Monitoring Services

1. Monitor all door contacts and panic buttons during after-hours.
2. Monitor all CCTV feeds in real time.
3. Record all alarms and operator actions in an auditable log.
4. Notify the *Employer* immediately of any suspicious activity.

3.3.3 Physical Patrols

1. Conduct at least one (1) full site walkdown each night.
2. Verify that all windows and doors are closed and locked.
3. Ensure fences, gates, and perimeter barriers are intact.
4. Check lighting, fire hazards, water leaks, and electrical hazards.
5. Record each patrol with timestamp, officer name, route, and findings.
6. Report anomalies within 10 minutes.

3.3.4 Armed Response

1. Dispatch an armed officer immediately upon alarm activation.
2. Armed response officers to wear identifiable uniforms and carry valid ID including PSIRA cards
3. Arrive within the contracted response time.

4. Secure the premises and conduct a full inspection.
5. Engage SAPS where criminal activity is suspected.
6. Submit a written incident report within 12 hours.

3.3.5 Additional Activities

1. Maintain installed security devices.
2. Conduct monthly testing of panic buttons and alarms.
3. Provide monthly performance and compliance reports.
4. Attend monthly service review meetings.

3.3.6 Employer's Obligations

The *Employer* shall:

1. Provide access for installation and patrols.
2. Confirm operating hours and restricted zones.
3. Provide access to CCTV infrastructure.
4. Notify the Service Provider of relevant changes affecting security.

3.3.7 Service Standards

Service Standards:

1. Alarm response time: ≤ [10] minutes.
2. Patrol compliance: 100% nightly.
3. Monitoring uptime: ≥ 98%.
4. Fault reporting turnaround: ≤ 12 hours.
5. Incident reporting: ≤ 12 hours.

3.3.8 Quality Requirements

1. Maintain documented procedures for patrol execution, alarm handling, incident reporting, equipment maintenance, and personnel training.
2. Maintain device registers, logs, and compliance records.
3. Provide monthly service performance reports.

3.3.9 Legal & Regulatory Requirements

The *Contractor* must maintain compliance with:

1. PSIRA registration (company and officers).
2. Firearms Control Act.
3. POPIA for CCTV and monitoring data.
4. Applicable national and municipal regulations.

Required documentation:

1. PSIRA certificates for company and officers.
2. Firearm competency and registration documentation.
3. Proof of control room registration where applicable.
4. -Annual Regulation 79 shooting attendance certificate for each officer

3.3.10 Interface Requirements

The *Contractor* shall interface with:

1. *Employer's* security office.
2. *Employer's* CCTV infrastructure.
3. SAPS and emergency services where necessary.
4. *Employer's* contractors operating after-hours.

3.3.11 Deliverables

The *Contractor* shall deliver:

1. Weekly patrol logs.
2. Daily alarm event logs.
3. Updated device register.
4. Installation and commissioning report.
5. Monthly performance reports.
6. All incident reports within 12 hours of events.

3.3.12 Training Requirements

The *Contractor* shall train personnel on:

1. Site layout and risk zones.
2. CCTV blind spots and vulnerabilities.
3. Panic button locations and testing.
4. Emergency escalation procedures.
5. *Employer's* safety rules and standards.

3.3.13 Response time

The *Contractor* responds to any initiated alarm or suspect behaviour on the CCTV system feed immediately.

3.4 Interpretation and terminology

Abbreviation	Meaning given to the abbreviation
CCTV	Closed Circuit Television
PSIRA	Private Security Industry Regulatory Authority
SAPS	South African Police Services
POPIA	Protection of Personal Information Act

4. Management strategy and start up.

4.1 The Contractor’s plan for the service

The *Contractor* is to submit a bar chart program detailing how he is to execute the works within the stipulated dates. The program must indicate the start and completion dates and the duration of activities. Take full cognizance of the *Contractors* risk and obligations in terms of the contract. The program will be subject to acceptance by the Service Manager.

A financial cash flow projection shall be attached to the plan indicating the intended invoicing dates and amounts as for the entire contract period.

The availability of materials intended for use, including the approval timeframe thereof, shall also be indicated on the plan.

The *Contractor* must submit with his tender, day work rates for all personnel, materials and equipment to be used in execution of the service.

4.2 Management meetings

Meetings shall be held to mutually promote and to pro-actively and jointly manage the administration of the contract with the objective of minimising the adverse effects of risks and surprises for both Parties.

During execution the *Contractor* holds a toolbox talk each morning before commencing with the *services* to discuss the previous day’s work and to ensure that everyone understands what is required of them.

When required, the *Contractor* must have a representative at each daily morning meeting during planning and execution phases.

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

Meetings	Approximate time & interval	Location	Attendance by:
Kick-off	Once-off	MS Teams	<i>Employer, Contractor, Service Manager</i> and <i>Employer’s</i> personnel (Safety, Technical, Quality, Environmental, SDL&I representatives etc)
Progress	Weekly	MS Teams/On site	<i>Employer, Contractor, Service Manager</i> and <i>Employer’s</i> personnel (Safety, Technical, Quality, Environmental representatives etc)
Risk Reduction	Adhoc	MS Teams/On site	<i>Employer, Contractor, Service Manager</i> and <i>Employer’s</i> personnel (Safety, Technical, Quality, Environmental, representatives etc)

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

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

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

4.3 Contractor's management, supervision and key people

The *Contractor* provides sufficient staffing to meet the needs of the service.

Where applicable, the qualifications of the *Contractor's* personnel to be in line with the National Qualifications Framework.

The *Contractor* provides a detailed service organogram of the Company's Branch, indicating specifically Operating officers, Communication/ liaison personnel and security staff intended for this contract.

Changes in the service organogram must be communicated to the *Service Manager* immediately of it coming into effect.

The Organogram includes contact details and emergency response (24-hour) information.

4.4 Documentation control

The *Contractor* keeps record of all documentation related to this contract.

All documentation is provided to the *Employer* in an electronic media format using Microsoft Office, unless otherwise stated.

Each document shall have a unique, sequential number and all deviations contained therein clearly described.

The *Service Manager* shall in all instances be the point of communication (addressee) and no direct communication between persons involved in the contract shall be allowed. Such communication shall be disregarded.

4.4.1 Required documentation:

1. PSIRA certificates for company and officers.
2. Firearm competency and registration documentation.
3. Proof of control room registration where applicable.
4. Annual regulation 79 shooting attendance certificate

4.4.2 General

Each instruction, certificate, submission, proposal, record, acceptance, notification and reply is communicated in a form which can be read, copied and recorded and in the language of the Contract, within the period for reply or any other period agreed between the parties prior to its due date. Any such communiqué must bear the signature of the author; emails therefore do not conform except when used as a transmittal medium.

4.4.3 Minimum requirements

All documents shall be in simple and clear English; and always reference to applicable TSC clause under (or as a result of) which it is communicated.

4.4.4 Use of standard forms

The *Service Manager* and the *Contractor* will use the standard TSC

4.4.5 Communication

All Communication is addressed to the *Service Manager* as applicable to the TSC. All communication makes reference to:

1. The Contract Number that is issued by the *Employer* (normally a 46000.....)
2. The Contract title;
3. Any previous reference relating to the specific communiqué;

4. The specific TSC clause under which the communication is issued;
5. Whether a reply is required and
6. A unique letter reference number.

The unique reference number to be used for written correspondence between the *Service Manager* and *Contractor* and vice versa is as follows:

1. From the *Service Manager* to the *Contractor*: 46000 E/C 0xxx; and from the *Contractor* to the *Service Manager* 46000 C/E 0xxx referring to the Contract number and the next sequential letter (channel) number

4.5 Invoicing and payment

The *Contractor* does not start any work before he/she is in possession of a SAP 45 order number.

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment assessment certificate. Assessments are conducted monthly or at completion of task order for an ad-hoc service. Assessments of work completed, and value is mutually agreed between the *Service Manager* and *Contractor*. The *Contractor* issues invoice in line with the assessed value on the assessment certificate

Submitted invoices are paid 30 days from date of receipt of invoice by the *Employer*.

4.5.1 Invoices submission

All invoices to be accompanied by the Payment Assessment Certificate as issued by the *Service Manager*. Invoices to be submitted electronically as PDF documents to: Invoiceseskomlocal@eskom.co.za

4.5.2 The Contractor includes the following on the Contractor's Tax Invoice:

- Name and address of *Contractor*
- *Contractor's* VAT registration number if applicable.
- *Contractor's* company registration number if applicable.
- *Contractor's* banking details.
- Name and address of recipient.
- Tax invoice number and date of issue.
- Description of goods/ service provided.
- Period time for which the Tax Invoice is being rendered.
- Contract Number (commencing with a 46 prefix).
- Relevant Task Order Number (commencing with a 45 prefix).
- Relevant task order line item number.
- Relevant goods receipt / service entry number received from the *Employer's Service Manager*.
- Statement whether value added tax is included or excluded.
- Invoices to be made out to Eskom Holdings SOC Ltd

4.5.3 How to submit invoices

a) General Submission Information

- The subject line on your email should only contain your Eskom vendor number.
- Each invoice in PDF should be named with your invoice number only.
- Ensure that the Eskom task order number is clearly indicated on your invoice together with the line number you are billing for.
- Ensure you comply with the SARS tax requirements for submitting invoices electronically.
- Each PDF files should contain one invoice, one debit note, or one credit note only. You may submit more than one invoice per email.
- All electronic invoices must be sent in PDF format only.

- Attach proof of delivery to your invoice (eg assessment certificate).
- Where applicable, supporting documents must be attached to the scanned PDF invoice as one attachment.
 - Assessment Certificate / delivery note.
 - CPA calculation sheet.
 - Retention certificates where it is a retention invoice.
 - Any other appropriate documents.

b) CPA

CPA is applied as per Secondary Option X1 in Contract Data. If there is CPA on your invoice, it is recommended that you issue a separate invoice for CPA so that if there any issues on the CPA, the rest of the invoice can be paid whilst CPA issues are resolved.

CPA calculation sheets to accompany invoice.

4.5.4 Payment Queries

For all queries and follow-ups on invoice payments, kindly contact the Finance Shared Services Contact Centre

- Tel: 011 800 5060
- Email: fss@eskom.co.za

4.5.5 Eskom information

- Eskom Tax clearance and BBBEE certificate is available at: https://www.eskom.co.za/Tenders/BBBEECertificate/Pages/Eskom_BBBEE_Certificate.aspx
- Eskom VAT Number is **4740101508**

4.5.6 Avoid Payment Delays

- Failure to submit a PDF invoice with accompanying assessment electronically to Invoiceseskomlocal@eskom.co.za could result in payment delays.
- *Contractor* to ensure the *Service Manager* has an updated valid certified copy of BBBEE certificate or sworn affidavit, tax certificate and Letter of Good standing during contract period.. Failure to do so, could result in Eskom Vendor Management Dept blocking vendor details on Eskom vendor management system which affects payment processing of invoices.
- It is important that the value stated on the invoice must be the same as the value stated on the task order. If the invoice value is different from the task order value, payment of the invoice will be delayed. It is strongly recommended that if there are any discrepancies on the invoice, it will be rectified with the *Service Manager* before it is submitted for payment.
- Ensure remittance email address and name on invoice are correct and that Eskom has received the same information to update its records. If different in Eskom's system, it will delay processing of invoice.

4.6 Contract change management.

Additional services and or material is agreed between *Service Manager* and *Contractor* and supported by a task order.

4.7 Records of Defined Cost to be kept by the Contractor.

In order to substantiate the Defined Cost of compensation events, the *Employer* requires that the *Contractor* keep records of amounts paid by him for people employed by the *Contractor*, Plant and Materials, work subcontracted by the *Contractor* and Equipment. These records need to be available on a spreadsheet in case a compensation event is agreed on.

4.8 Insurance provided by the Employer.

Queries regarding insurance claims and/or procedures can be addressed with the *Service Manager*.

4.9 Management of work done by Task Order

The continuous monitoring, patrol and armed response services described in section 1 of the Service Information are standing services and do not require a Task Order. Task Orders are used only for additional, ad hoc or installation-related services.

The services manager issues the task order to the *Contractor* in a timely manner that allows the *Contractor* to properly plan the service within the time period(s) stated on the task order.

The *Contractor* performs the service in accordance with the task order issued and completes it within the time period specified in the task order.

All services provided comply to this service agreement and procedures stated.

Should the *Contractor* be unable to supply the resources required to complete the task order within the period specified, the *Contractor* immediately notifies the *Service Manager*. The notification includes recommendations as to how the work can be completed timeously.

Consultation by the *Service Manager* about the contents of a Task Order will be via email or MS teams meeting for emergencies it will be telephonically.

The Service Manager issues a Task Order (commencing with a 45 prefix) to the *Contractor* which clearly specifies the Task to be performed, additional specification; procedures; any other constraints the *Contractor* complies with in providing the service. This task order authorises work to be done by the *Contractor*.

Within five (5) days of receiving the Task Order the *Contractor* submits a Task Order programme to the Service Manager for acceptance.

The *Contractor's* Task Order programme shows all the information required by Clause X19.6 of TSC3. The Task Order programme must be submitted in MS Projects. The *Contractor* submits QCP's together with the Task Order programme to the Service Manager for acceptance.

The *Contractor* performs the service in accordance with the Task Order issued and completes it within the time period specified in the Task Order.

5. Health and safety, the environment and quality assurance

(Refer Annexure P &S)

5.1 Occupational Health and Safety

1. The *Contractor* shall comply with the health and safety requirements contained in OHS Requirements and the approved safety file by Eskom. Eskom reserves the right to review the OHS Requirements to address the Operational risks and the *contractor* shall comply with the latest OHS Requirements as amended at no cost for the duration of the contract on the Affected Property as listed in section 11.2(2).
2. The section 37(2) agreement as stipulated under the OHS Act no 85 of 1993 must be signed by *Contractor* and *Employer* representatives.
3. The *Contractor* OHS professional must conducts internal audits at planned intervals (for the duration of the contract at the Affected Property as listed in section 11.2(2) to monitor compliance to the contractual health and safety requirements.
4. The *Service Manager/Contract Manager* must conduct inspections at planned intervals (for the duration of the contract at the Affected Property as listed in section 11.2(2) to monitor compliance to the contractual health and safety and legal requirements.

5. The *Contractor* may be selected during internal and/or external Peaking Power Station audits to verify compliance to legal and contractual OHS requirements. The *Contract Manager/Service Manager* will communicate this at relevant time periods and the *Contractor* shall avail themselves for this audit.
6. In addition to the requirements of the applicable laws governing the occupational health and safety, Peaking Power Station OHS requirements particular to the service and the Affected Property as listed in section 11.2(2) for this contract shall be adhered to for the duration of the contract.
7. The minimum requirements for the *Contractor* to gain access to Peaking Power Station include the but not limited to:
 - Valid Medical fitness certificate
 - Police clearance from SAPS or accredited supplier/service provider linked to SAPS AFIS system not older than thirty (30) days.
 - Identification document (RSA ID or equivalent)
 - National Drivers Licence (applicable to drivers)
 - Adherence to the Eskom Life-saving rules 3 and 4, Be Sober and Buckle up

Rule	Description of rule
3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts
4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty

- Applicable risk-based PPE.
- Valid letter of good standing always (COIDA or equivalent). Access to site to perform work will be denied should the Letter of good standing not be valid.
- The *Contractor/supplier/consultant* who is working alone and not eligible to register with the compensation fund, shall provide Eskom with the member benefit statement of the insurance cover which include life and disability cover to the minimum fund of R500 000.

Note: Induction will only be conducted after the above documents have been submitted and accepted by Eskom.

5.2 Key Performance Indicators

1. *Contractor/Supplier* Management Key Performance Indicators (KPI's)
2. Maintain Health and Safety file and compliance to the health and safety plan, Eskom OHS requirements and applicable legislation as amended.
3. Always maintain good housekeeping where the task is being executing and/or within the area of responsibility.
4. Implement and monitor near miss reporting strategy / programme (reporting of near misses).
5. Develop and comply to Behavioural Safety Observation (BSO) and Planned Job Observation programmes (PJO).
6. Maintain Zero Fatalities for the duration of the contract.
7. At any given point, the OHS performance must be within the lost time injury (LTI) tolerance level as amended.
8. All incidents must be reported immediately or before the end of the particular shift during which the incident occurred.
9. All incident investigations shall be completed within 30 days of the occurrence of an incident.
10. Incident investigation recommendations shall be closed within the recommended time frame recorded in the Incident investigation report.
11. Close audit findings as per the Eskom procedure or audit report recommended time frames.
12. Close Non-conformance as per the recommended time frames.

Note: Monitoring of the above mentioned KPI's will take place through regular audits and inspection.

5.3 Contract completion and sign off

On completion of the project/contract, Eskom team (led by the *Contract Manager*) involved in the project together with the *Contractor* shall conduct the final meeting to identify the gaps prior to the contract close out. Before the final invoice is paid/processed, the *Contract Manager* shall ensure that the below requirements are met:

1. Close all incidents and audit findings.
2. Clean the respective area and ensure good housekeeping where the *contractor* was working.
3. *Contractor* shall submit safety statistics and a safety file to Eskom Safety Department for closeout and filling.
4. Completion of a closeout report (Annexure D form as per 32-726) to close the contractual work.

5.4 Environmental constraints and management

The *Contractor* will be required to ensure that all *services* are carried out as per the ISO 14001 standard and Eskom's Environmental Policy. The following environmental requirements are always complied with:

Zero liquid effluent discharge.

No chemicals will be dumped into the station drains or on the premises.

No oil or waste will be dumped in an unauthorised area or unlicensed waste site.

Asbestos will be handled and stored according to Act 15 of 1973 (hazardous substances Act).

No materials or waste will be burnt on site. Hazardous substances shall be handled and stored according to the hazardous substances Act no 15 of 1973. No effluent shall be discharged into the public streams.

Construction Safety, Health, and Environmental Management Rev 0 32-136

Waste Disposal:

All waste introduced to and/or produced on the *Employer's* premises by the *Contractor* for this contract, must be handled in accordance with the minimum requirements for the Handling and Disposal of Hazardous Waste in terms of Government Legislation as proclaimed by the Department of Water Affairs and Forestry Act, 1994 Ref: ISBN0621-16296-5.

Waste management must comply with:

- National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA).
- National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) (NEM:WA)
- Hazardous Substances Act, 1973 (Act No. 15 of 1973)
- National Water Act, 1998 (Act No. 36 of 1998)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Western Cape Health Care Waste Management Act, 2007 (Act No. 7 of 2007)

Municipal Legislation (City of Cape Town)

- Integrated Waste Management By-Law, 2009 (as amended)
- City of Cape Town: Wastewater and Industrial Effluent By-Law, 2013

Hazardous substances

If product is classified as a hazardous substance, safety brochures must accompany delivery. In accordance with the Occupational Health and Safety Act (OHSA), Act 85 of 1993 section 10 and 11. If any hazard is identified by the *Contractor*, he must immediately inform the *Employer*.

5.5 Quality assurance requirements (Refer Annexure U)

Quality management for the Works is under Eskom Supplier Quality Management Specification 240-105658000 (QM-58).

5.5.1 Quality Assurance Requirements

- a) The *Contractor* complies to ISO 9001:2015 Quality Management System requirements.
- b) The *Contractor* defines the level of QA or inspection imposed on his subcontractors and suppliers.
- c) The *Contractor* prepares and submits fitment/installation procedures with quality check sheets as well as the Quality Control Plan. Quality acceptance criteria are included in these procedures.
- d) The *Contractor* is made aware of the requirement that all documents or designs submitted for review to the *Project Manager* for acceptance, require a process of review.
- e) The *Contractor* documents all inspections as part of the quality assurance and control procedures. These documents are handed to the *Employer* as records.
- f) Submission of all quality requirements, to comply with section 3.7.1, Post Contract Award as stipulated in the Supplier Quality Management: Specification 240-105658000 to the *Employer* for acceptance at least thirty (30) days before the execution of the project.
- g) On completion of the project, the *Contractor* shall hand in all data books (Packs) before the Completion Certificate is issued.
- h) Where the *Contractor* maintains an official Quality Management System, details of the level of the *Contractor's* self-certification procedures shall be adopted concerning supplied materials and be accepted by the *Supervisor* before the commencement of work.
- i) Where no certified Quality Management System exists, the *Contractor* shall plan all quality management procedures, carry out all quality control testing as required and make available records of such testing for the *Supervisor's* acceptance.
- j) The *Contractor* will submit full details of the proposed quality management system and procedures for acceptance by the *Supervisor*, who shall have full access to all records, site trials and tests.
- k) The *Contractor* shall ensure that monitoring and measuring Equipment are calibrated and verified to confirm serviceability before usage, and records of such will be kept on Site.

5.5.2 Quality Control Plan

The Quality Plan manages the overall quality of the project's main activities and milestones. It lists detailed activities in order of execution where each activity is described and references the associated work packages or specifications with witness, hold and verification points.

The *Contractor* is therefore required to ensure QCPs meet the following requirements as a minimum:

- a) The *Contractor* defines the level of QC or inspection imposed on his subcontractors and suppliers.
- b) The QCPs are to have provisions for signatures indicating Completion by the *Contractor* and acceptance by the *Employer* at the end of each activity.

- c) The *Contractor* has the necessary Equipment and qualified staff to carry out the quality control required to ensure compliance with the specification.
- d) The *Contractor* ensures that a complete Quality Control Plan (QCP) aligned with the Method Statement, and program for executing the work, is submitted to the *Project Manager* and *Supervisor* for review and acceptance before the Works can commence.
- e) The programming of inspections, hold and witness points are agreed between the *Employer* and the *Contractor* before undertaking any of the Works.
- f) During reviews of the QCP, the *Employer* provides the necessary intervention points, if required.

6. Procurement (Refer Annexure M - SD&L Strategy Report)

6.1 People

6.1.1 Minimum requirements of people employed.

The *Contractor* provides a detailed Curriculum Vitae (CV) containing qualifications, skills, competencies, and experience with certified copies of qualifications and certificates, from a recognised South African body e.g. SETA, SAQA etc. People with non-South African qualifications need to have their qualifications verified by SAQA and a Certification of Evaluation issued.

6.1.2 BBBEE and preferencing scheme

Contractor to ensure the *Service Manager* has an updated valid certified copy of BBBEE certificate or sworn affidavit during contract period. Failure to do so, could result in Eskom Vendor Management Department blocking vendor details on Eskom vendor management system which affects payment processing of invoices.

6.2 Subcontracting

6.2.1 Preferred subContractors

No Nominated SubContractors.

6.2.2 Subcontract documentation, and assessment of subcontract tenders

It is compulsory for the *Contractor* to use NEC system when subcontracting. The *Contractor* does not appoint a proposed Subcontractor until the *Service Manager* has accepted him.

6.2.3 Limitations on subcontracting

- None

6.2.4 Attendance on subContractors

It is the sole responsibility of the *Contractor*.

6.3 Plant and Materials

6.3.1 Specifications

All materials and equipment required and necessary to provide *services* by the *Contractor* on the Affected Property shall be carefully selected and tested by the *Contractor* before actual performance of *services* in the Affected Property.

6.3.2 Correction of defects

The *Contractor* provides a report detailing the nature of the defective equipment, the report should also give recommendations as to whether the defect can be fixed or not. The *Employer* is entitled to witness the defective equipment.

No replacement of defective equipment must be done without an instruction by the *Service Manager*.

6.3.3 Contractor's procurement of Plant and Materials

The *Contractor* provides the *Service Manager* with a quotation with the agreed markup percentage for all materials, parts, spares or specialised services required to perform repairs. The *Contractor* attaches the Vendor's invoice or proof of purchase together with the *Contractor's* quotation as supporting evidence. The warranties from suppliers are to be in favour of the *Employer* and not just the *Contractor*.

6.3.4 Tests and inspections before delivery.

Where applicable calibration certificates, pressure test certificates etc, are required for parts and equipment supplied by the *Contractor*.

7. Working on the Affected Property

Access to the Durbanville offices are restricted to authorized personnel only.

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

All persons intending to perform work and/or attend meetings during this contract period at Affected Property have to comply with the following:

- Each person shall sign the entrance register and this information shall also be collated by the *Contractor* for use during the scheduled meetings.
- All persons entering the premises might be required to undergo a breathalyser test. Any persons testing positive will not be allowed entry. The *Employer* has a zero tolerance towards alcohol.

7.2 People restrictions, hours of work, conduct and records.

The *Contractor* upholds Eskom's Code of Ethics.

An attendance register will be required to be completed and retained by the *Contractor*.

Working Hours:

- Mon – Thursday: 07H30 - 16H00
- Fridays: 07H30 - 12H30

Lunch time:

- Monday – Thursday: 12H30 to 13H00
- Friday: None

7.3 Health and safety facilities on the Affected Property

Refer to 3.1 Occupational Health and Safety

7.4 Cooperating with and obtaining acceptance of Others

Proper co-ordination and work planning must be done when working in any area and where others are also performing work or activities. Interfacing is required with the office staff and other *Contractors*.

7.5 Records of Contractor's Equipment

The *Contractor* shall, before entering the office for the first time, provide a comprehensive list of all equipment and tools intended for use during the contract period, to the *Service manager*.

7.6 Equipment provided by the Employer.

Electricity plug points in areas of the Affected Property where electricity is available and only when there is no loadshedding (during this time the *Contractor* must provide its own energy source).

7.7 Site services and facilities

7.7.1 Provided by the Employer

First Aid facilities: Not Available.

Ablution facilities: Available.

7.7.2 Provided by the Contractor

The *Contractor* provides the necessary labour, Personal Protective Equipment (PPE), home-work-home transport, meals, and accommodation that will satisfy the requirements of this contract.

The *Contractor* provides all the tools and equipment required to satisfy the requirements of this contract.

The *Contractor* provides all the materials, spares and/or parts necessary to satisfy the requirements of this contract.

The *Contractor* provides everything else necessary for providing the Service.

7.8 Control of noise, dust, water, and waste

Offices are occupied by employees performing their work during normal hours. Any disruptions to these employees must be avoided and where not possible kept to a minimum. The *Contractor* shall take all necessary precautions to control noise to a minimum.

7.9 Tests and inspections

7.9.1 Description of tests and inspections

Inspections will be carried out by the Health & Safety Officer, the Environmental officer and the *Service Manager* periodically. This information will be shared during meetings.

Inspections carried out by the *Contractor*, specifically those intended for the prevention of harbouring areas, must be recorded and recommendations communicated with the *Service Manager* as soon as it becomes apparent.

8. List of drawings

8.1 Documents issued by the Employer

This is the list of drawings issued by the *Employer* at or before the Contract Date and which apply to this contract.

Document number	Revision	Title
320-727	Latest Revision	<i>Eskom SHEQ Policy</i>
32-421	Latest Revision	<i>Eskom Life Saving Rules</i>
32-727	Latest Revision	Safety, Health, Environment and Quality (SHEQ) Policy

9. APPENDIX A: TASK ORDER

TASK ORDER

To the <i>Contractor</i>	[•]	Tel:	[•]
Address	[•]	Fax:	[•]
Attention	[name] [•]	Date:	[•]
E mail	[•]	Ref:	[•]

Dear Sirs,

Contract title	[•]	Number:	[•]
Contract action	Clause X19.2 Task Order		

Further to our consultations dated [•.....] about the content of this Task Order and in terms of clause X19.1(1) and X19.1(2) in secondary Option X19 of the above contract, I hereby instruct the *Contractor* to carry out the below stated work as a Task within the *service*.

Task Order No.	[•]	<i>service</i>	[•]
Detailed description of the work in the Task:	[•]		
Starting date for the Task	[•]		
Task Completion Date	[•]		
Delay damages (if any)	[•]		
A priced list of items of work in the Task in which items are taken from the Price List is attached			
Total of Prices for items of work taken from the Price List per the attached priced list is:	R. _____		
Total of Prices for items of work not in the Price List (details attached) is:	R. _____		
Total of the Prices for this Task Order	R. _____		

Yours faithfully,

 Signature (**Service Manager**) Name Date

Distribution:				