	NEC3 Term Service Contract Appointment of the <i>Service Manager</i>	Contract Nr:
		Division:
		Cost Centre:

This form is used for internal Eskom Holdings SOC Ltd appointments only. For external appointments use the NEC3 Professional Services Contract.

To <i>Service Manager</i>	Mbuyiselo Majenge	Tel:	013 699 7408
Location	Kusile Power Station	Fax:	
E mail	MajengMP@eskom.co.za	Date:	25/11/2023

Dear [•],

Project / Contract	Refurbishment/Repairs of Heaters at Kusile Power Station	Ref:	
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In terms of the power vested in me, I appoint you to carry out on behalf of Eskom Holdings SOC Ltd the actions of the *Service Manager* stated in the *conditions of contract* selected from the NEC3 Term Service Contract, (TSC3) for the administration after award of these contracts:

Contract(s)	Refurbishment/Repairs of Heaters at Kusile Power Station	Contract Nr	
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You are advised to have a sound working knowledge of the TSC3 before you accept this appointment.

In addition you are responsible for the following activities in connection with the above listed contract(s):

1. Assist in defining the scope of work (the Service Information) and clarifying requirements of the end user – the customer.
2. Co-ordinate and administer the pre tender documentation phase including obtaining consent from the relevant technical and commercial managers to the tender documents before they are issued for tender. This includes holding a Squad Check meeting of all likely contract participants using as a guide the approved Squad Check Agenda.
3. Ensure that the tender is issued through the Procurement & Supply Chain department at a time determined by the project programme.
4. Evaluate the tenders technically and commercially and assist in the preparation of the evaluation report, including the motivation for the required contract budget and the contract time window.
5. Ensure that approval is obtained from the tender Adjudication Authority to place the contract (you are not a signatory to the contract) and that a mandate is obtained to manage the compensation events, should they arise, on a Delegation Consent Form (DCF).
6. Ensure that a complete and final set of contract documents is attached to the Form of Offer and Acceptance when the person delegated to sign the Form does so, **having already checked that the tendering contractor is in agreement with all of the contents.** This MUST be done before the *starting date* stated in the Contract Data.

Authorising Authority


 Signature


 Name

03/12/2025
 Date

Supervising Manager

ESKOM HOLDINGS SOC Ltd.
CONTRACT TITLE

CONTRACT NO. _____




Signature & title in Eskom Holdings
SOC Ltd

Matshidiso Kgafane
Name

01 Dec 2025
Date

Acceptance by the *Service Manager*



Signature

Mbuyiselo Majenge
Name

25/11/2025
Date

Distribution:				