	Specification	Kusile Power Station
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Title: **Kusile Power Station Supply and Delivery of Office Furniture Requirements Specification**

Document Identifier: **KUS-20240778**

Alternative Reference Number: **N/A**

Area of Applicability: **Kusile Power Station**




Functional Area: **Support Services**

Revision: **2**

Total Pages: **21**

Next Review Date: **July 2027**

Disclosure Classification: **Controlled Disclosure**

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Date: 10/10/2025	Date: 10/10/2025	Date: 10/10/2025

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1. Introduction

Kusile Power Station is still developing and growing to a fully functional Business Unit, with that come the requirements for additional furniture from time to time.

The Supply and Delivery of Office Furniture for a period of Two years (24) month to Kusile Power Station, ECAS on an as and when required basis

2. Supporting Clauses

2.1 Scope

This document will include the office furniture requirements and specifications for Kusile Power Station.

2.1.1 Purpose

The purpose of this works is to purchase Furniture for Kusile Power Station

2.1.2 Applicability

This document shall apply to Kusile Power Station.

2.1.3 Effective date

The effective date of this document is as per the date and signature of the authorized manager as indicated on the cover page of this document.

2.2 Normative/Informative References

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

2.2.1 Normative

- 1) Act No 85: Occupational Health and Safety Act & Regulations.
- 2) ISO 9001: Quality Management Systems.
- 3) 32-37: Eskom Substance Abuse Procedure.
- 4) 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.
- 5) 32-726: S.H.E. Requirements for the Eskom Commercial Process.
- 6) 240-62196227: Eskom Life Saving Rules Standards.
- 7) Eskom Corporate manual
- 8) 240-52599753: Workplace Space and Furniture Standard for Commercial Properties
10/10/2025

2.2.2 Informative

- 9) SANS 10142-1
- 10) SANS 10400 The Application of the National Building Regulations

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2.3 Definitions

N/A

2.4 Abbreviations

Abbreviation	Explanation
Admin	Administration
CI	Corporate Identity
Doc Centre	Document Control Centre
EP	Emergency Preparedness
GM	General Manager
Gx	Generation
HR	Human Resources
KPS	Kusile Power Station

2.5 Roles and Responsibilities

2.5.1 The Supplier shall ensure that:

- i. Its employees shall comply with Eskom's policies and site regulations.
- ii. Workmanship shall, at all times, be of a grade accepted as the best practice of the particular trade involved and as stipulated in written standards of recognised organisations or institutions of the respective trades, except as exceeded or qualified by the specifications.
- iii. The Contract Manager shall determine the acceptability of workmanship.
- iv. The Supplier shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015/14001 to the Employer for approval. This plan must ensure
- v. an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the Supplier's scope of work.

2.5.2 of Staff Uniform/PPE And Other

The Supplier shall:

- i. Supply staff protective wear uniforms/gear that is SABS approved i.e., headgear, goggles, reflective vest safety boots and gloves, dust mask (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.
- ii. Ensure uniforms are of good quality and labeled with a company name.
- iii. Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.

2.5.3 Provision of Transport

Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345). Transport is required for:

- i. Movement of equipment and staff around sites.

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2.6 Process for Monitoring

This document will be monitored and updated as and when required.

Once all furniture has been delivered, a verification check will be done to verify if correct furniture has been delivered and is in place.

2.7 Related/Supporting Documents

N/A

3. Document Content

3.1 Requirements

- i. Adherence to Eskom generic policies
- ii. All Supplier Employees shall comply with the non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules, no smoking policy, etc.

3.2 Provision of Manpower

The successful Supplier/s shall utilize / provide skilled and suitably qualified staff and should conform to:

- i. Quality Management Control and Assurance as per ISO Standards.
- ii. Occupational Health and Safety Act 85/1993 and (SHE) Standards.
- iii. Have valid medical fitness certificate.
- iv. The Supplier shall supply provision of all necessary general labour, supervisor and skilled labourer with carpenter certificate and management to do all the works.
- v. All staff will be available on as and when required basis only for purpose of this contract works.
- vi. The Supplier is required to have a roster for weekends, public holidays and for after hours to cater for any special requests.
- vii. Contractor to develop a fatigue management plan that will be approved by the *Employer* (as and when requested).
- viii. Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

3.3 Labour Requirements

- i. Conduct criminal and site clearance check of its employees (before offer of employment).
- ii. Conduct training, testing and verifying key personnel qualifications and competence.

3.4 Contractor's Management, Meetings and Key People

- i. The Supplier shall be required to do safety induction as well as Eskom SHEQ Induction prior to start any work on site.
- ii. The Supplier's safety file must be approved before any work commence on site and should always be kept with employees working on site. Other contract related meetings shall be communicated to the Supplier on arrival to site.

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3.5 Equipment

The Supplier shall provide all tools and equipment required for the project/work/task.

3.6 Plant and Material

The Supplier Shall Be Responsible For:

- i. All spares and materials required for repairing, maintaining, replacing and new fitting will be provided by the Supplier.
- ii. Any damage caused is repaired by the Supplier at his/her own cost prior to take over.
- iii. Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the maintenance services, all equipment provided by the supplier should comply with SABS standard).
- iv. Ensure that equipment used is safe and does not endanger the operator/s or member of the public in the surrounding areas where the equipment is being used.

3.7 Management Reporting and Process for Monitoring

The Employer will establish a sound contract management principle.

3.8 General Requirements

- i. The Supplier immediately reports all injuries as well as any threat to health or safety of which it becomes aware of on the site of the Employer/Site Supervisor.
- ii. The Supplier shall provide in writing a works programme with achievable times lines to the Site Supervisor before commencement of the project (if required).
- iii. The Supplier shall provide to the *Site Supervisor* a daily progress report that speaks to the works programme, all delays shall be explained to the Contract Manager/Supervisor (Site).
- iv. The Supplier's performance evaluation shall be done during ad-hoc meetings between the Supplier and the Contract Manager/Supervisor during the project period.
- v. The Supplier shall provide SHEQ performance report including manpower to Eskom Project Manager/Supervisor/SHEQ department.
- vi. The Supplier shall carry out tasks as described in the scope of work and will only report to the Employers/Contract Manager/Site Supervisor appointed for this project. This document is effective from date of authorization.

3.9 Furniture Specifications and Requirements

3.9.1 Furniture Specifications Used Throughout Document

3.9.2 Standard Office Furniture

L-Shape Desk – See Figure 1

- 1) 1 x Handed Core Top- 1700mm x 1200mm x 700mm
- 2) 1 x extension top- 1000 x 700
- 3) 1 x Fixed pedestal
- 4) 1 x roller door with one shelf
- 5) 3 x Round desk legs- 76mm diameter

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6) Item name on National Contract: D2 Pedenza Type Workstation

Figure 1 L-Shape Desk



Filing Cabinet – See *Figure 2 and Figure 2*

a) Option 1

- 1) 1120mm x 1150mm
- 2) 450mm deep
- 3) 1 x Roller door
- 4) 3 x Metal shelves
- 5) Handle fitted with a multi- point locking system

b) Option 2

- 1) 1150mm x 1120mm
- 2) 450mm deep
- 3) 2 x Roller doors
- 4) 4 x Metal shelves
- 5) 2 x Handle fitted with a multi- point locking system

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Figure 3 Filing Cabinet - Option 1



Figure 2 Filing Cabinet – Option 2

Small Round Meeting Table – See Figure 4

- 1) 1200mm diameter round top x 600mm (height)
- 2) 1 x Round desk legs – 120 diameter
- 3) 32 mm thickness of the table



Figure 4 Small Meeting Table

Chairs – See Figure 5 and Figure 6

a) Office's Chair

- 1) Falcon High Back 24/7 Chair
- 2) Ergonomic design
- 3) 5-year Guarantee

b) Visitor's Chair

- 1) Falcon Visitor Chair
- 2) Black Mesh

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3) No Wheels



Figure 5 Operator's Chair



Figure 6 Visitor Chair

3.9.3 Standard Boardroom Furniture

Boardroom Chairs – See *Figure 7* and *Figure 8*

a) Option 1:

- 1) Medium Back chair
- 2) Black Leather
- 3) With Wheels

b) Option 2

- 1) “Alpha” High Back Chair
- 2) With wheels



Figure 7 Boardroom Chair Option 1



Figure 8 Boardroom Chair Option 2

Mobile Storage – See *Figure 9* and *Figure 10*

a) Mobile Server unit - Option 1

- 1) 1600mm x 700mm x 900mm
- 2) 3 x castor wheels
- 3) 1 x panel top

b) Mobile storage – Option 2

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- 1) 1 x Pencil tray drawer
- 2) 3 x standard drawers
- 3) 4 x castors wheels central locking



Figure 10 Mobile Storage Option 1



Figure 9 Mobile Storage Option 2

Boardroom Table 1 (Large) – See Figure 11

- 1) All boardroom tables to have pop-up power and network outlets
- 2) Tables to have a Maple matt cover finish unless otherwise indicated
- 3) Dimensions: 4500mm x 1400mm (as indicated in Figure 11)
- 4) Oval/Racetrack Shape

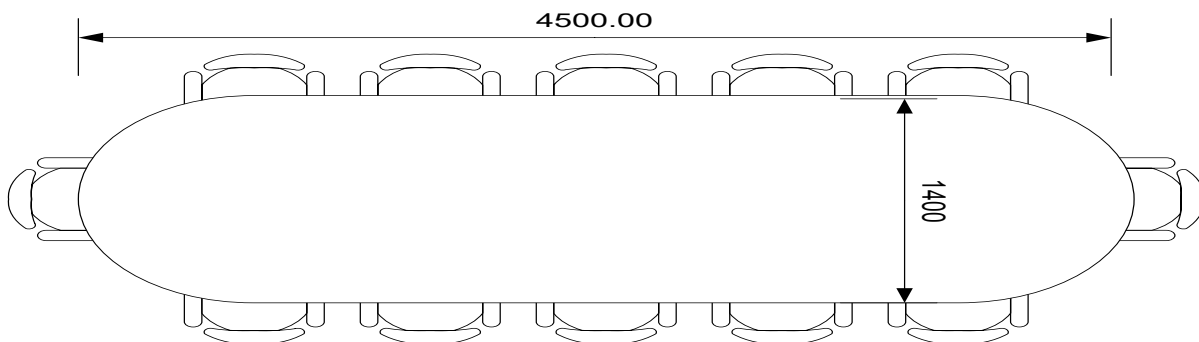


Figure 11 Large Boardroom Table

- 1) All boardroom tables to have pop-up power and network outlets
- 2) Tables to have a matt cover finish unless otherwise indicated
- 3) Dimensions: 3500mm x 1400mm (as indicated in Figure 12)

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4) Oval/Racetrack shape

Boardroom Table 2 (Small) – See Figure 12

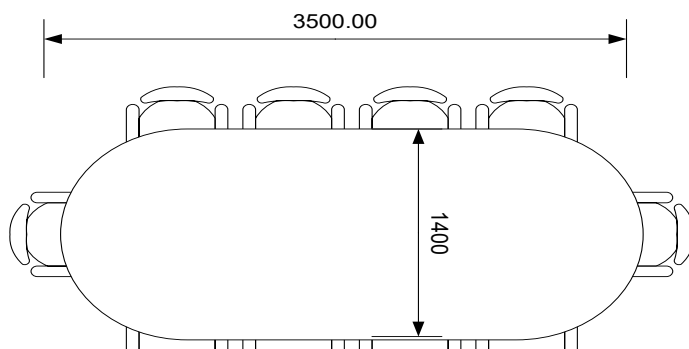


Figure 12 Small Boardroom Table

Boardroom Table Executive – See Figure 13

- 1) All boardroom tables to have pop-up power and network outlets
- 2) Maple Veneer and black accent finish
- 3) Dimensions: 7000mm x 1400mm
- 4) Oval/Racetrack Shape



Figure 13 Boardroom Table Executive

3.9.4 Standard tea room/Kitchen furniture

Tea Room Chairs – See Figure 14

Tea Room Table - See Figure 15

- 1) 1200mm (diameter) x 750mm (height)

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- 2) Round table with white top and various colour rims.



Figure 14 Tea Room Chair



Figure 15 Canteen Table

3.9.5 Other furniture items

Coat and Hat Stand

- 1) Wooden hat and coat stand
- 2) Vancouver (light) maple wood finish

Dustbin – See Figure 16

- 1) Desk side
- 2) Steel perforated bin – black or Eskom Gold



Figure 16 Perforated Bin

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Coffee Table: See Figure 17

- 1) 1200mm x 600 mm oval coffee table



Figure 17 Coffee Table

Executive Chairs/Seating – See Figure 19 and Figure 18

- 1) Chair 1 – Visitor's Chair
- 2) Chair 2 – Office use chair



Figure 19 Executive Visitor's Chair



Figure 18 Executive Office Chair

Occasional Seating – See Figure 21, Figure 22, Figure 20, Figure 24

- 1) 2 Seater Couch
- 2) 1 Seat Couch
- 3) Lounge Chair 1 seater
- 4) Executive Couches:
 - a) Cuba 2 seater couch
 - b) Cuba 1 seat couch

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Figure 20 Couch - 1 Seater



Figure 21 Couch - 2 Seater



Figure 22 Lounge seater



Figure 24 Executive 2 Seater couch



Figure 23 Executive 1 seater couch

3.9.6 Library furniture

Workstations – See *Figure 26*

Catalogue Stands – See *Figure 25*

Library Shelves – See *Figure 27*



Figure 25 Library Catalogue Shelf



Figure 26 Library Workstation



Figure 27 Library Shelves

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3.9.7 Auditorium

N/A

Executive Filing Cabinet

Wall Storage unit – See Figure 28

- 1) Maple veneer finish
- 2) Dimensions as in Figure below.



Figure 28 Executive Wall Unit

3.9.8 Executive Desk, Cabinet and Small Meeting Table

Desk

- 1) 2200mm x 750mm x 1000mm
- 2) Maple Veneer finish

Pedenza

- 1) 1200mm x 750mm x 600 mm
- 2) Maple Veneer finish

Server

- 1) 200mm(W) x 600mm(D) 750mm(H)
- 2) 400mm drawer System
- 3) 1000mm hinge doors

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- 4) Maple Veneer finish

Round Meeting Table

- 1) 1200mm(W) x 1200(D) 750mm(H)
- 2) Maple Veneer finish

Classroom Chairs/Seating

- 1) Classroom Chair



Figure 30 Executive Server Unit



Figure 29 Executive Desk

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Figure 31 Executive Small Meeting Table



Figure 32 Classroom Chair

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3.10 Offices and Open Office Space

Item	Figure Reference	Quantity
Office Chair	Figure 5	300
Visitor Chair	Figure 6	100
L-Shape Desk – Pedenza on Left	Figure 1	50
L-Shape Desk – Pedenza on Right	Figure 1	50
Small Meeting room tables	Figure 4	20
Filing cabinets – Option 1	N/A	5
Filing cabinets – Option 2	Figure 2	40
Coat and Hat Stand	N/A	20
Dustbins – desk side	Figure 16	50
Boardroom Chair	Figure 7	50
Boardroom Table 1 – Large	Figure 11	2
Boardroom Table 2 - Small	Figure 12	4
Boardroom Storage units	Figure 10	4
Classroom Chair	Figure 36	200
Classroom Table	N/A	100
Couch – L shape Corner unit	N/A	5
Coffee Table	Figure 17	10
Couch – 2 Seater	Figure 21	20
Couch – 1 seater	Figure 20	30
Lounge Chair – 1 seater	Figure 22	20
Coffee Table	Figure 17	15
Pamphlet Shelf	Figure 25	2
Tea room chair	Figure 14	50

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Tea room tables	Figure 15	20
Kitchen/Domestic Dustbins	N/A	10
Executive Office Chair	Figure 19	30
Executive Visitor Chair	Figure 18	20
Executive Desk with Pedenza on Left	Figure 30	10
Executive Desk with Pedenza on Right	Figure 30	10
Small round meeting table	Figure 31	5
Executive Server unit	Figure 29	4
Small Boardroom Table – with Maple veneer finish	Figure 12	2
Executive Couch – 1 seater	Figure 24	10

4. Acceptance

This document has been seen and accepted by:

Name	Designation
Kgomotso Mathe	Fleet Officer
Ngwanaweso Modula	Officer Business Administration
Tumi Mosaka	Middle Manager Finance

5. Revisions

Date	Rev.	Compiler	Remarks
October 2025	2	Ngwanaweso Modula	Reviewed
July 2024	1	Ngwanaweso Modula	N/A

6. Development Team

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

- Ngwanaweso Modula

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7. Acknowledgements

Name	Designation
Kgomotso Mathe	Fleet Officer
Ngwanaweso Modula	Officer Business Administration
Tumi Mosaka	Middle Manager Finance

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