

	Provision of Home-Work-Home transportation of employees	Doc. no. F/290/007
		Rev. 1
		Total pages 1 of 6
Matimba Power Station		Reference Document: PS/290/003

1 2 3 4 5 6 O/P

Outage IR GO OTHER

Outage Date

Function

System	End User	Date
OTHER		
	APPROVED	Date
Charlotte Bapela <i>(Officer Business Admin)</i>		2024/03/07
Anna Leshilo <i>Support Services Manager</i>		2024/03/07

Provision of Home-work-Home transportation

1. INTRODUCTION

ESKOM Matimba Power Station is planning to conclude a service contract for Bus transportation of employees from surrounding areas to and from Matimba Power Station on daily basis for a period of 5 years (60 months). The contract will commence on **01 April 2024 to 31 April 2028**.

2. SCOPE OF WORK

The specification / scope of work of the item / service was compiled by Edwin Dikgale (015 299 0249) and is stated in the enquiry as follows:

2.1 22-Seater Midi-Busses Requirements x 10

- Vehicles that is not older than 2 years
- Vehicle must have less than 50 000KM
- Vehicle must have factory-fitted antilock brake system (ABS)
- Vehicle must have Factory-fitted front driver and passenger airbags
- Vehicle must have Factory-fitted power steering
- Vehicle must have Factory-fitted air conditioner
- Vehicle must be fitted with an air conditioner for rear passengers
- Vehicle must have Factory-fitted audio system – radio/CD player
- All seats must be covered with cloth material
- Vehicle must have a fully equipped First Aid box
- Vehicle must have a fully serviced Fire Extinguisher
- Vehicle must have 2 x Emergency warning triangle
- Vehicle must have SABS Approved three-point safety belts for every seat
- Vehicle must have No fold-up or jockey seats
- There must be a speed warning sign at the back of every midi-bus
Yellow reflective tape that must be fitted as per the National Road Traffic Act specification on all midi buses
- The driver's seat must be adjustable. The driver's compartment must be partitioned as per the National Road Traffic Act specification
- The minibus must have at least two identified emergency exits for every 12 (twelve) passengers as per the National Road Traffic Act specification
- Vehicle must comply to the National Traffic Act Specifications

2.2 Driver Requirements

- Drivers must be in possession of a valid national Driver's license with PDP
- Drivers to have a minimum of three years passengers driving Experience
- Drivers must be in possession of a valid medical certificate

Provision of Home-work-Home transportation**2.3 Contractor Requirements:**

- Contractor must in possession of a Traffic Business Number Registration Certificate (BNRC)
- Contractor must be in possession of a Valid Operating Permit from traffic department for passenger transport in each service area he/she wishes tender for, or a sign letter from each Taxi Association in which they wish to operate (the validity will be verified during the evaluation of the tender)
- Contractor must provide proof of cover for a passenger liability insurance for All the vehicles
- In case of vehicle breakdown, the contractor must provide alternative transportation with the same vehicle category.
- It is the responsibility of the Contractor to fit the Eskom tracking system in All the vehicles
- All the busses must have the company name and contact details. Eskom sticker and contact number

NB: Monday – Thursday working time: 07H00 – 16H30
Fridays working time: 07H00 – 12H00

(All the busses must be at Matimba Power Station latest by 06h55 from Monday to Friday)

Note to the contractor

- The average number of days for day busses are 22 days per month
- Estimated number of kilometres: Eskom only provides the first pick-up point per bus not the number of kilometres. The service provider has to pick-up Eskom employees scattered around the areas provided and submit the monthly rate as per the price list
- The contractor must provide a detailed Operational/contingency plan in case of vehicle breakdown, unavailability of driver and strikes/riots

NB! The supplier should be in position of all the vehicles he/she has tendered for within 30 days after the awarding of the contract.

- All vehicles must comply to the Eskom Vehicle safety standards (Airbag, ABS and seat belts) as per Eskom Vehicle Specifications. The completed check list to be submitted with the tender and for new vehicle's the OEM specification to be attached
- Existing vehicles to comply to the following:
 - Vehicle Registration Certificate
- Proof of maintenance record as per OEM specification.
- The Contractor should make the vehicles available for inspection within 14 days prior to the starting of the contractor.

Provision of Home-work-Home transportation**2.4 Safety of the Mini-Busses**

The Supplier must ensure that: before every trip:

- The interior and exterior of the minibuses are examined and any damage or default, is identified and corrected before the departure. The buses must be thoroughly searched for suspicious parcels or objects. It is of utmost importance that suspicious parcel or objects are reported to the S A Police and Eskom security and Fleet Office immediately.
- In areas of danger the bus driver must remove the bus immediately.
- The buses must be parked in a safe place when not in use.
- Buses must go through roadworthy test every 12 months and proof of this must be submitted to the Fleet Office

2.5 Routes

Item no	Description		Km pm	Months	Rate	Total
A	Old Mutual(Town)	A	680	60		
		B	680	60		
B	KloppenHeim/ Martial Eagle	A	560	60		
		B	560	60		
C	Portion 7 & Ledibeng	A	541	60		
		B	541	60		
D	Waterbok/ Peter Mokaba	A	620	60		
		B	620	60		
E	Marapong	A	625	60		
		B	625	60		

2.6 Commercial Terms and Conditions**2.6.1 Undertaking and responsibilities**

Subject to the terms and conditions as set out in this agreement and read in conjunction with Annexure A, B, and C; ESKOM, namely Matimba Power Station, undertakes during the duration of this agreement to employ the Service Provider for the provision of transportation of employees. The Supplier agrees to provide all management, labour, equipment, and tools to carry out the services as specified and other conditions he may have deemed fit to impose. The Supplier will comply with the rules, regulations, and standards in force at the workplace (with emphasis on safety, health, and environmental compliance to regulations). The agreement will be enhanced by regular and open communication, joint planning, co-operation and sharing of responsibilities around the image and specific culture of the business unit.

Provision of Home-work-Home transportation**3. SPECIFICATION DETAIL**

The specifications intend to explain what the Supplier's responsibility will be regarding the different tasks that he/she has to perform and the most suitable method to adopt in doing so. The method and the result must conform to a "professional provision of transportation of employees commodities" and to the standards required by ESKOM. The methods should be able to assist Eskom in terms of improving and sustaining the provision of transportation of employees for Matimba Power Station.

4. OCCUPATIONAL HEALTH AND SAFETY

The Service Provider must fully comply with the SHEQ requirements and other legal requirements which are deemed to be necessary for the provision of transportation of employees to avoid jeopardising the services rendered to Eskom.

5. ASSESSMENTS

Assessments and payments will be carried out as per Purchase Order loaded against the contract. The total monthly payment will be according to conformance of specification in all areas. The total payment will give a Rand value for every individual area. The amount subtracted will be for the total areas not conforming to specifications.

6. PAYMENTS

Payment will be based on approved purchase order compiled by Matimba Power Station. The total payment will be according to the total services delivered for that purchase order.

The *Contractor* shall address the tax invoice to:

invoicesseskomlocal@eskom.co.za

and include on each invoice the following information:

Name and address of the *Contractor* and the *Service Manager*;

The contract number and title;

Contractor's VAT registration number;

The *Employer's* VAT registration number 4740101508;

Description of service provided for each item invoiced based on the Price List;

Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

(add other as required)