

	Specification	Medupi Power Station
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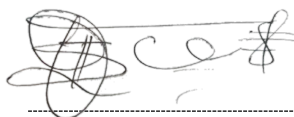
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Introduction

This document outlines the scope of work for the supply of groceries for stock replenishment on “as and when” required basis over a period of 3 years at the Medupi power station. The Medupi power Station therefore intends to outsource services from a Contractor who’ll ensure that all necessary groceries are provided in a timely manner to support the operational needs of the power station.

The service involves the procurement and delivery of groceries to the power station on regular basis. The groceries are essential for the sustenance of the personnel working at the power station and to ensure smooth operations.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this scope of work for the supply of groceries and replenishment at the Medupi Power Station is to clearly define the specific task, responsibilities, deliverables, and expectations related to the procurement and supply of groceries at the station. And to outline what is expected from the supply to ensure the scope of work serves as a basis for creating contracts or agreement between the parties involved.

2.1.2 Applicability

This document is applicable at Medupi Power Station.

2.1.3 Effective date

The effective date of this document is as per the date and signature of the authoriser 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] ISO 9001: | Quality Management Systems |
| [2] 240-94175372: | Medupi Mixed Ash Plant Maintenance Strategy |

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- [3] 240-91422667: Medupi Power Station DHP and Conditioning Plant Maintenance Strategy
- [4] 240-94418196: Medupi Power Station DHP and Conditioning Plant Spares Strategy
- [5] 36-681; Rev 2: Generation Plant Safety Regulations
- [6] 240-97020108; Rev 5: Medupi Power Station Contracts User Requirement Specification
- [7] 240-94144946: Medupi Power Station Test Equipment Calibration User Scope of Work Specification

2.2.2 Informative

- [8] 240-101676185: Medupi Power Station Management of Standby.
- [9] 240-44974011: Medupi Power Station Routine Work Management

2.3 Definitions

Contractor Service provider contracted to supply specific service to Eskom, Medupi Power Station

Employer Eskom or Eskom Medupi Power Station

2.4 Abbreviations

Table 1: Abbreviations 1

Abbreviation	Explanation
BOM	Bills of Material
BU	Business Unit
ISO	International Standards Organisation
KPI	Key Performance Indicator
NEC	New Engineering Contract
PCLF	Planned Capability Loss Factor
QCP	Quality Control Plan
QMP	Quality Management Programme
RP	Responsible Person
SANS	South African National Standards
S.H.E. Q	Safety, Health, Environment, Quality
SOW	Scope of Work

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2.5 Roles and responsibilities for contractor

- a) The Supplier agrees to provide all transport, to carry out the services as specified in compliance with ESKOM's environmental policy and other conditions the supplier may have deemed fit to impose.
- b) Adhering to order specifications.
- c) 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).
- d) 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.
- e) The Contractor Provides the Service in accordance with the Service Information.
- f) The Contractor obeys an instruction which is in accordance with this contract and is given to him by the Service Manager.
- g) Further roles and responsibilities can be obtained from the NEC3 TSC book.
- h) The Contractor shall ensure the employees of the contractor shall comply with Eskom's policies and site regulations. The Medupi Maintenance User Requirement Specification (240-97020108) aims to normalise contract agreements and as such should be used as the point of departure on which this service contract will be based.
- i) The contractor shall ensure that workmanship shall always be of a standard accepted as the best practice of the 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. The Employer shall determine the acceptability of workmanship.
- j) The Contractor shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015 to the Employer for approval. This plan must ensure 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 Contractor's scope of work.

2.6 Roles and responsibilities for client

- a) Clearly outline the scope of work.
- b) Provide necessary access to the site or premises of the delivery of goods, staff and ensure appropriate security measures, including key management.
- c) Maintain open communication with the contractor, addressing concerns, providing feedback, and promptly communicating any changes in the buying requirements.
- d) Share relevant safety information about the premises, including potential hazards, emergency procedures, and any specific protocol cleaning staff should follow.
- e) Agreed upon payment terms and make payment promptly as outlined in the contract.
- f) The Service Manager may give an instruction to the Contractor which changes the Service Information.

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- g) The Employer, the Contractor and the Service Manager shall act as stated in this contract and in a spirit of mutual trust and co-operation.
- h) The Employer provides items which he is to provide as stated in the Service Information.
- i) The Employer may replace the Service Manager after he has notified the Contractor of the name of the replacement.
- j) To provide constructive feedback on the services rendered.
- k) Abide by terms and conditions specified in the contract.

3. Requirements and Scope of work

To ensure sufficient supply of groceries at the station to meet the requirement of scope of work. The groceries must meet high-quality standards to ensure the health and wellbeing of the employees consuming them freshness and proper storage condition. And this involves the regular replenishment of groceries to maintain accurate stock level at the station.

3.1.1. Adherence to Eskom generic policies

All Contractor employees shall comply with the Medupi contracts Requirement Specification, including non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules, adherence to Generation Occurrence Management Procedure, No Smoking Policy, etc.

3.1.2. Provision of Manpower

- a) Quality Management Control and Assurance as per ISO Standards.
- b) Staff must meet minimum requirements of Eskom job descriptions, with additional requirements specified.
- c) Occupational Health and Safety Act 85/19 and (SHE) Standards.
- d) Procedure writing.
- e) Familiarisation and adherence of Employer's SHE goals and initiatives.

3.1.3. Contractor's Management, Meetings and Key People

The Contractor shall be required to:

- a) Attend contract monthly meetings to address contract related matters.
- b) Other contract related meetings shall be communicated to the Contractor on arrival to site.
- c) The Contractor shall attend work management meetings.

3.1.4. On-site Support Services

The Contractor shall ensure the following:

- a) The Contractor shall be required to comply with Medupi Power Station standby procedure.
- b) Ensure that the required staff is always available on and as when required.
- c) Comply with Medupi Power Station Routine Work Management Processes.

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3.1.5. Equipment

The Contractor shall provide the following equipment on an as and when required:

- a) Lifting equipment, rocket trolley, pallet jack.
- b) Any other equipment, tools, etc. as proposed by the Contractor and agreed by the Employer

The contractor shall ensure the above-mentioned equipment is readily available on site when required.

3.1.6 Management reporting

- a) The type of reports, level of detail and frequency of reporting will be mutually agreed by the Employer and the Contractor during the contract negotiations phase of this agreement. These may change from time to time on request by the Employer.
- b) The Contractor is to be represented at any ad-hoc meetings that may arise to address any production or safety related matters.

3.1.7 Quality and Documentation Control

- a) The Contractor shall utilise the Employer's quality documentation management system and processes. The Contractor complies with the applicable quality standards and requirements relative to the required scope of service.

3.1.8 Training

- a) The Contractor shall attend safety trainings and awareness provided by the Employer as and when required basis.
- b) The contractor shall train its employees on inventory tracking systems and tool for accurate records.
- c) The contractor to provide training to staff on the replenishment strategies based on consumption patterns.
- d) The contractor to provide training to staff on the procedure for handling emergencies such as supply shortage or quality issues.

3.1.9 General Requirements

- a) The Employer and Contractor in this scope of work shall commit towards the following:

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- Continuous improvement of Medupi Power Station.
 - Continuous cost reduction.
- b) The Contractor 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.
- c) The contract entered with the Contractor is non-exclusive and work included in this contract can only be performed upon receipt of a task order.
- d) Equipment to be used on site must comply with Medupi Maintenance User Requirements Specifications (240-97020108) latest revision.
- e) The Contractor shall complete a history data for each notification executed.
- f) The Contractor's performance evaluation shall be done during ad hoc meetings between the Contractor and the Employer on a monthly basis.
- g) Before any work start on site the Contractor is responsible to submit their Safety File to the Employer for review and acceptance.
- h) The Contractor shall carry out tasks as described in the scope of work on a normal day to day maintenance.
- i) A crew for day-to-day maintenance and emergency/standby work is required and must be priced in.
- j) Adhoc crew to be available on as and when required basis (task order basis)
- k) The Contractor will provide with the tender a quality management program in accordance with ISO 9001 or equivalent which will comply with Eskom quality management system.
- l) The Contractor shall, as far is reasonably possible, make use of local (Lephalale) manpower to execute the works.
- m) All works will be subject to anytime inspection from the Employer.
- n) All staff brought onto site in connection with the SOW should be able to fully communicate in English.

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3.2 Applicable Scope of Work

This scope of work outlines the responsibilities, requirements, timeline and evaluation criteria for reporting the replenishment of groceries at the power station, ensuring efficient management of food supplies to support the workforce needs and ensure the is sufficient supply of groceries at the power station to meet the dietary needs of employee.

3.2.1. Scope of Work

Procure groceries such as fresh produce, dairy products, tea and coffee, sports drinks, energy drinks, energy bars, snack, other essential items and other items listed on the QS Report. Regular monitoring of inventory level to identify replenishment needs in a timely manner. Inspect received items for quality and acceptability or freshness. Addressing any issue or discrepancies related to the replenishment of groceries promptly.

3.2.1.1 Deliverables

- a) Ensure that deliveries are scheduled as per the office operational hours to avoid disruptions.
- b) Inspect the deliveries upon arrival to verify quality and quantity.
- c) Adhering to order specifications.
- d) Regular replenishment of groceries to maintain stock level.
- e) Compliance with quality standard.
- f) Timely reporting of any issues or concerned related to the replenishment.

3.2.1.2 Order placement

- a) Orders will be placed based on consumption patters, stock level as well as demand focused.
- g) Ensuring stock is received in a timely manner to avoid shortages.
- h) Verification of quality and quantities during the receipts.

3.2.1.3 Handling and storage

- a) Ensure proper storage of groceries to maintain high quality.

NB: Please take note that the expiry date for these goods should be 6 months in advance from the delivery date.

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1. Frequency/Deliverables

Item No.	Description	UoM	Quantity
1	20ml Milk pods (Box of 50 x 20ml)	Box	6000
2	4g Nestle Cremora creamer sticks (Box of 200 x 4g)	Box	2500
3	1 Litre Ultra heat treated (UHT) Full-cream Milk (Box of 6 x 1L)	Box	12000
4	1 Litre Ultra heat treated (UHT) Low Fat-cream Milk/ Skim Milk (Box of 6 x 1L)	Box	2000
5	Selati Pure White Sugar (1000 sachets, 5kg Box)	Box	2500
6	Selati Brown Sugar (1000 sachets, 5kg Box)	Box	2500
7	4g Ellis Brown creamer sticks (Box of 200 x 4g)	Box	2000
8	Five Roses Smooth Ceylon Blend Black Tea Bags (Box of 102 Bags)	Box	3500
9	Freshpak Rooibos Tagless Tea Bags (Box of 80 Bags)	Box	3500
10	2.7g Nescafe Ricoffy Sachets (Box of 200 x 2.7g)	Box	3000
11	500ml Valpre still water (Pack of 24 x 500ml)	Pack	3200
12	0.8g Canderel 1000 inside box (Box of 1000 x 0.8g)	Box	500
13	300ml Cooldrinks Assorted - Either Coca cola, Fanta, Sprite or Stone (Pack of 24 x 300ml)	Pack	500
14	500ml Powerade Assorted(Pack of 24 x 500ml)	Pack	500
15	250ml Reb Bull (Pack of 24 x 250ml)	Pack	200
16	36g Simba chips Assorted (Pack of 48 of 36g)	Pack	300
17	40g Jungle Energy Bar Assorted (Pack of 30 x 40g)	Pack	600
18	50g Bakers Topper Biscuits Assorted (Pack of 16 x 50g)	Pack	300
19	1kg Cadbury Endearmints (Pack of 12 x 1kg)	Pack	300
20	20g Nestle Kitkat (Box of 36 x 20g)	Box	100
21	23g Cadbury Mini Lunch Bar (Box of 24 x 23g)	Box	200
22	21g Nestle Mini Bar One (Box of 24 x 21g)	Box	200

4. Acceptance

This document has been seen and accepted by:

Name	Designation
Tsakane Mabula	Senior Clerk
Basetsana Mabula	Senior Clerk

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5. Revisions

Date	Rev.	Compiler	Remarks
August 2029	1	Lesetsa Monyeki	Scope of work to enable suppliers to quote or tender

6. Acknowledgements

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