

PART 3: SCOPE OF WORK

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

C3.1: EMPLOYER'S SERVICE INFORMATION

Contents

When the document is complete, insert a 'Table of Contents'. To do this go to: Insert, → Reference, → Index and tables → Table of Contents. Three levels and the title (but not the subtitle) may be shown if the formats used in this template are retained.

Otherwise insert list of contents manually.

Part 3: Scope of Work	1
C3.1: Employer's service Information	2
1 Description of the service	4
1.1 Executive overview	4
1.2 <i>Employer's</i> requirements for the <i>service</i>	4
1.3 Interpretation and terminology	5
2 Management strategy and start up.	5
2.1 The <i>Contractor's</i> plan for the <i>service</i>	5
2.2 Management meetings	5
2.3 Documentation control	5
2.4 Invoicing and payment.....	6
2.5 Contract change management	7
2.6 Records of Defined Cost to be kept by the <i>Contractor</i>	7
3 Health and safety, the environment and quality assurance	7
3.1 Health and safety risk management	7
3.2 Environmental constraints and management	7
3.3 Quality assurance requirements	7
4 Procurement	8
4.1.1 BBBEE and preferencing scheme	8
4.1.2 Supplier Development and Localisation	8
4.2 Subcontracting	8
4.2.1 Correction of defects	8
4.2.2 Tests and inspections before delivery	9
Not Applicable	9
4.2.3 Plant & Materials provided "free issue" by the <i>Employer</i>	9
5 Working on the Affected Property.....	9
<i>Employer's</i> site entry and security control, permits, and site.....	9
5.1 People restrictions, hours of work, conduct and records.....	9
5.2 Records of <i>Contractor's</i> Equipment.....	9
5.3 Site services and facilities.....	9

Provided by the <i>Employer</i>	9
5.4 Tests and inspections	9
5.4.1 Description of tests and inspections	9
5.4.2 Materials facilities and samples for tests and inspections	9
6 List of drawings.....	10
6.1 Drawings issued by the <i>Employer</i>	10

1 Description of the service

1.1 Executive overview

Supply, delivery and laying 35mm crusher stones in substations in Gauteng Operation Unit, on an as and when required basis. The work will be issued on a Task Order basis.

1.2 Employer's requirements for the service

Pre-planning

The Contractor shall ensure the provision of suitable tools and equipment (e.g. front-end loader, dumper, shovels, and rakes) for the spreading of the stone in compliance with the requirements of the specification.

Before the application of the stone surfacing, the Contractor shall ensure that the underlying wearing course layer is levelled to match required terrace levels and slopes.

Preparations

Ensure necessary written permits are obtained from the Site Supervisor or Safety Representative and signed by all working in yard.

Ensure that stone is as per the specification.

Stone shall be spread over the compacted surface of the yard, levelled and lightly rolled to a finished thickness of at least 100mm or as otherwise specified, to correct DCP reading.

Stoning Substation Yard

Relay crusher stone of aggregate size between 26.5mm and 37.5mm nominal size inside HV yard and should have a wet resistivity value of at least 3000'Ωm.

Load prescribed size of crusher stone with loader or shovels into dumper.

The stone will be transported and offloaded within the prescribed boundaries.

Level the crusher stone with shovels and rakes to a 100mm thick layer and nowhere shall the finished thickness be less than 10mm less than the specified finished thickness.

Repeat activity until specified area is covered as required

Low Service will result in contractor issued with defects Notice and subsequently asked to correct defect before payment is certified and low service damages of R 2 000 a day upto 10% of Task Order Value will apply.

1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
mm	millimetre
DCP	Dynamic Cone Penetration
HV	High Voltage

2 Management strategy and start up.

2.1 The Contractor's plan for the service

The contractor will submit the plan 3 days after the Task Order has been issued. The details of the plan must include Site Preparation Date and laying of the crusher stone and completion date.

2.2 Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events		TBA	Service Manager, Contractor, Quantity Surveyor, CNC
Overall contract progress and feedback		TBA	<i>Service Manager, Contractor and Contract Officer</i>

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.

2.3 Documentation control

All correspondence is to be addressed to the *Project Manager* with a chronological numbering system

2.4 Invoicing and payment

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 certificate.

The *Contractor* shall address the tax invoice to

Eskom Holdings SOC Limited
Gauteng Cluster
2 Maxwell Drive
Sunninghill

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)

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

General Information	X
- No Pro-forma Invoice	
- Check Vendor number against the Address and name on Tax invoice	
- Insert the Vendor number on Tax invoice (Top right hand corner)	
- Bank details must be on the invoice or on a attach sheet, but it does not require a bank stamp just a letter)	
- Check banking details on invoice against SAP system. If more than one banking account check bank account against banking details on invoice. If banking details not on invoice, write the bank code next to the vendor account (bank code 0002)	
- Check Vendor VAT number against the vendor master. (FK03) If VAT number not on master records, prepare a list and forward to Vendor Management to check and update the vendor master records	
- No fax copies of Tax invoices allowed	
- No copies of Tax invoices allowed unless originally printed by the Vendor if a photocopy tax invoice, it must be an original "certified copy" (i.e. not a copy of a "certified copy" invoice) from the vendor and check in system if not previously be paid. Put stamp "not previously paid" on invoice and sign.	
- Ensure that date received stamp is clear on invoice	
- Stamp all Invoices with the Vat stamp, complete and sign (only when VAT is applicable)	
- The stamp should not be stamped over any written information	
- When scanning invoice, check the quality before linking in SAP (inboxes)	
With Reference Invoices	X
- Goods receipt must be done (payment with reference)	
- Ensure that the SAP purchase order number is clear and correct on the invoice	
- GR number to be written on the Invoices	
- If multiple lines on invoice write the line number of the order against the line to ensure that the processors match the correct lines (to ensure that 191100 is matched correctly)	

2.5 Contract change management

This section is intended to deal with any additional requirements to the compensation event clauses in section 6 of the core clauses; such as the use of standard forms. Not the same thing as documentation control.

2.6 Records of Defined Cost to be kept by the *Contractor*

Records shall be kept in project file and provided to the Service Manager electronically when needed.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

The *Contractor* shall comply with the health and safety requirements contained in Tender Invitation



SHE Spec (crusher stones).pdf

3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints as per environmental requirements in line with the evaluation criteria and all applicable statutory law.

3.3 Quality assurance requirements



240-105658000
Supplier Quality Ma

4 Procurement

4.1.1 BBBEE and preferencing scheme

Minimum BBBEE status level of contributor is EME-QSE. Category Level 1 -2.

4.1.2 Supplier Development and Localisation

4.2 Subcontracting

Job Opportunities

Type of jobs	Target set (local-to-site)	Suppliers Proposal
General workers	100%	
Semi-skilled	10%	
Skilled	5%	

Skills Development

Category	Eskom Target	Tenderer Proposal
Brick Layers course (CPD / NQF accredited, or equivalent)	3	
TLB/ Bobcat/ Front loader/ Drilling rig Operator training (NQF Accreditation)	3	

SDL&I Penalty

- Eskom will apply a penalty of 2.5% of the Contract Value for failure to meet SDL&I obligations.
- For the duration of the contract, Eskom will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&I Obligations. The retained amounts shall only be released to the Contractor upon fulfilment of all SDL&I obligations at the end of the contract.

Alternatively the Contractor shall submit a bond equivalent to 2.5% of the Contract Value and shall only be released to the Contractor upon fulfilment of all SDL&I Obligations

4.2.1 Correction of defects

All material to be replaced if it does not fit the standard specification.

4.2.2 Tests and inspections before delivery

Not applicable

4.2.3 Not Applicable Plant & Materials provided "free issue" by the *Employer*

There are no free issue material

5 Working on the Affected Property

Employer's site entry and security control, permits, and site

Ensure necessary written permits are obtained from the Site Supervisor or Safety Representative and signed by all working in yard

5.1 People restrictions, hours of work, conduct and records

The *Contractor* shall keep records of his people working on the Affected Property, including those of his Subcontractors and the *Service Manager* shall have access to them at any time

5.2 Records of *Contractor's* Equipment

Refer to Technical requirements.

5.3 Site services and facilities

Provided by the *Employer*

The Employer will not provide any services on this contract.

5.4 Tests and inspections

5.4.1 Description of tests and inspections

Not applicable

5.4.2 Materials facilities and samples for tests and inspections

Not applicable.

6 List of drawings

6.1 Drawings 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.

Drawing number	Revision	Title
		TBA