



**NEC3 Professional Services Contract (PSC3)**

**Contract between Eskom Holdings SOC Limited  
(Reg No. 2002/015527/30)**

**and**

**Reg No. ....**

**for Providing Environmental Management Training on  
an as and when required basis for a Period of Four  
(4) Years at any of Eskom Training Centres.**

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**CONTRACT No.:**

**VENDOR No.:**

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## PART C1: AGREEMENTS & CONTRACT DATA

Document reference	Title	No of pages
C1.1	Form of Offer & Acceptance	[2]
C1.2a	Contract Data provided by the <i>Employer</i>	[9]
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### C1.1 Form of Offer & Acceptance

#### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**Providing Environmental Management Training on an as and when required basis  
 For a Period of Four (4) Years at any of Eskom Training Centres.**

The supplier, identified in the Offer signature block, has,

<i>either</i>	examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.
<i>or</i>	examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Consultant* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	<b>As per task orders</b>
Value Added Tax @ 15% is	<b>As per task orders</b>
The offered total of the Prices inclusive of VAT is	<b>As per task orders</b>
As per task orders (option G)	

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Consultant* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the  
Supplier:**

Name &  
signature of  
witness

Date

### Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Consultant the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1      Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2      Pricing Data
- Part C3      Scope of Work:

This may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Supplier and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Supplier shall within One month of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

Middle Manager Eskom Academy of Learning

**for the Employer**

Eskom Holdings SOC Ltd, Megawatt Park, Maxwell Drive, Sandton, Johannesburg, 2199

Name & signature of witness

Date

## C1.2 PSC3 Contract Data

**Part one - Data provided by the *Employer*.**

Clause	Statement	Data
1	<b>General</b>	
	<p>The <i>conditions of contract</i> are the core clauses and the clauses for main Option</p> <p>dispute resolution Option and secondary Options</p> <p>of the NEC3 Professional Services Contract (June 2005)<sup>1</sup> with amendments June 2006</p>	<p><b>G: Term contract</b></p> <p><b>W1: Dispute resolution procedure</b></p> <p><b>X2 Changes in the law</b></p> <p><b>X7: Delay damages</b></p> <p><b>X9: Transfer of rights</b></p> <p><b>X10 <i>Employer's Agent</i></b></p> <p><b>X11: Termination by the <i>Employer</i></b></p> <p><b>Z: <i>Additional conditions of contract</i></b></p>
10.1	<p>The <i>Employer</i> is (Name):</p> <p>Address</p> <p>Tel No.</p> <p>Fax No.</p>	<p><b>Eskom Holdings SOC Limited (Reg no: 2002/015527/30), a juristic person incorporated in terms of the company laws of the Republic of South Africa</b></p> <p><b>Registered office at Megawatt Park, 1 Maxwell Drive, Sandton, Johannesburg</b></p> <p><b>011 800 8111</b></p> <p><b>n/a</b></p>
11.2(9)	<p>The <i>services</i> are</p>	<p><b>Providing Environmental Management Training on an as and when required basis For a Period of Four (4) Years at any of Eskom Training Centres.</b></p>

11.2(10)	The following matters will be included in the Risk Register	<b>none</b>
11.2(11)	The Scope is in	<b>Part 3 of this document</b>
12.2	The <i>law of the contract</i> is the law of	<b>the Republic of South Africa</b>
13.1	The <i>language of this contract</i> is	<b>English</b>
13.3	The <i>period for reply</i> is	<b>One business day</b>
13.6	The <i>period for retention</i> is	<b>Forty-Eight (48) months following Completion or earlier termination.</b>

## 2 The Parties' main responsibilities

25.2	The <i>Employer</i> provides access to the following persons, places and things	<b>access to</b>	<b>access date</b>
		<b>1 Training Facilities as per task orders</b>	As per task orders

## 3 Time

31.2	The <i>starting date</i> is:		
11.2(3)	The <i>completion date</i> for the whole of the <i>services</i> is:		
11.2(6)	The <i>key dates</i> and the <i>conditions</i> to be met are:	<b>Condition to be met</b>	<b>key date</b>
		<b>1 As per task orders</b>	As per task orders
31.1	The Supplier/ <i>Consultant</i> is to submit a first programme for acceptance within	<b>7 days after receiving each task order</b>	
32.2	The Supplier/ <i>Consultant</i> submits revised programmes at intervals no longer than	<b>7 days after receiving each task order</b>	

## Quality

### 4

4.1	The quality policy statement and quality plan are provided within	<b>n/a</b>
4.2	The <i>defects date</i> is	<b>As per the contract Agreement</b>

## 5 Payment

5.1	The <i>assessment interval</i> is	<b>From the 07th day of each month to the 07<sup>th</sup> day of the subsequent month.</b>	
5.2	The <i>expenses</i> stated by the <i>Employer</i> are	<b>Item</b>	<b>Amount</b>
		<b>As per the task order</b>	<b>As per the task order</b>
5.3	The period within which payments are made is	<b>Thirty (30) days from date of invoice.</b>	
5.4	The <i>currency of this contract</i> is the	<b>South African Rand</b>	

5.5 The *interest rate* is

(i) zero percent above the publicly quoted prime rate of interest (calculated on a 365 day year) charged by from time to time by the Standard Bank of South Africa (as certified, in the event of any dispute, by any manager of such bank, whose appointment it shall not be necessary to prove) for amounts due in Rand and

(ii) the LIBOR rate applicable at the time for amounts due in other currencies. LIBOR is the 6 month London Interbank Offered Rate quoted under the caption “Money Rates” in The Wall Street Journal for the applicable currency or if no rate is quoted for the currency in question then the rate for United States Dollars, and if no such rate appears in The Wall Street Journal then the rate as quoted by the Reuters Monitor Money Rates Service (or such service as may replace the Reuters Monitor Money Rates Service) on the due date for the payment in question, adjusted *mutatis mutandis* every 6 months thereafter (and as certified, in the event of any dispute, by any manager employed in the foreign exchange department of The Standard Bank of South Africa Limited, whose appointment it shall not be necessary to prove.

6	<b>Compensation events</b>	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.	
7	<b>Rights to material</b>	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.	
8	<b>Indemnity, insurance and liability</b>	n/a	
81.1	The amounts of insurance and the periods for which the <i>Consultant</i> maintains insurance are	n/a	
	<b>Event</b>	<b>Cover</b>	<b>Period following Completion of the whole of the services or earlier termination</b>
	Liability for failure by the Supplier/ <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	<b>Whatever the Supplier/<i>Consultant</i> deems necessary in respect of each claim, without limit to the number of claims</b>	<b>See Notes to Consultants in Annexure A</b>

	death of or bodily injury to a person (not an employee of the <i>Consultant</i> ) or loss of or damage to property arising from or in connection with the <i>Consultant's</i> Providing the Services.	<b>Whatever the <i>Consultant</i> deems necessary for any occurrence or series of occurrences arising out of one event without limit to the number of claims.</b>	<b>See Notes to Consultants in Annexure A</b>
	death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	<b>As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the <i>Consultant's</i> common law liability for people falling outside the scope of the Act with a limit of indemnity of not less than R500 000-00 (five hundred thousand) in respect of each claim, without limit to the number of claims</b>	<b>As <i>Consultant</i> deems necessary</b>
8.1.1	The <i>Employer</i> provides the following insurances	n/a.	
8.2.1	The <i>Consultant's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<b>The total of the prices.</b>	
	The <i>Consultant</i> provides these additional insurances.		
	1 Insurance against:	n/a	
<b>9</b>			
<b>10</b>	<b>Data for main Option clause</b>		
<b>G</b>	<b>Term contract</b>		
10.2	The <i>Consultant</i> prepares forecasts of the total Time Charge and <i>expenses</i> at intervals no longer than	<b>As per monthly task orders and training schedules</b>	
<b>11</b>	<b>Data for Option W1</b>		
W1.1	The <i>Adjudicator</i> is (Name)	<b>The person selected from the Eskom Panel of Adjudicators listed in Annexure C to this Contract Data by the Party intending to refer a dispute to him.</b>	
W1.2(3)	The <i>adjudicator nominating body</i> is:	<b>The Chairman of the Joint Civils Division of the South African Institution of Civil Engineering or its successor body. (See <a href="http://www.jointcivils.co.za">www.jointcivils.co.za</a>).</b>	

W1.4(2)	The <i>tribunal</i> is:	<b>arbitration</b>
W1.4(5)	The <i>arbitration procedure</i> is	<b>The latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.</b>
	The place where arbitration is to be held is	<b>Any Official selected place in South Africa</b>
	The person or organisation who will choose an arbitrator	
	<ul style="list-style-type: none"> <li>• if the Parties cannot agree a choice or</li> <li>• if the <i>arbitration procedure</i> does not state who selects an arbitrator, is</li> </ul>	<b>The Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.</b>

**12 Data for secondary Option clauses**

	The index is	<b>Gazetted annual average CPI</b>
	The staff rates are {state whether "Fixed at the Contract Date and are not variable with changes in salary paid to individuals" or "Variable with changes in salary paid to individuals"}	<b>CPI</b>

**X2 Changes in the law**

X2.1	The law of the project is	<b>The Law of the Republic of South Africa</b>
<b>X7</b>	<b>Delay damages</b>	<b>n/a</b>
X7.1	Delay damages for late Completion of the whole of the <i>services</i> are	<b>n/a</b>

**X10 The Employer's Agent**

X10.1	The <i>Employer's Agent</i> is	
	Name:	<b>Mr Sanjeev Nundaraj</b>
	Address	<b>Eskom Academy of Learning Dale Road Halfway House Midrand</b>
	The authority of the <i>Employer's Agent</i> is	<b>To carry out all the actions of the Employer in this contract</b>

**X11 Termination by the Employer**

		<b>If the supplier fails to deliver training as per this agreement and scope of work.</b>
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X18.1	The Supplier/ <i>Consultant's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to:	<b>Limited to the total prices of the project.</b>
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X18.2	The Supplier/ <i>Consultant's</i> liability to the <i>Employer</i> for Defects that are not found until after the <i>defects date</i> is limited to:	<b>Total of the prices.</b>
X18.3	The <i>end of liability date</i> is	<b>One year after Completion of the whole of the services.</b>
<b>Z</b>	<b>The <i>Additional conditions of contract</i> are</b>	<b>Z1 to Z11 always apply.</b>

**Z1 Cession delegation and assignment**

- Z1.1 The *Consultant* does not cede, delegate, or assign any of its rights or obligations to any person without the written consent of the *Employer*.
- Z1.2 Notwithstanding the above, the *Employer* may on written notice to the Supplier/*Consultant* cede and delegate its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities because of the restructuring of the Electricity Supply Industry and the Electricity Distribution Industry.

**Z2 Joint ventures**

- Z2.1 If the Supplier/ *Consultant* constitutes a joint venture, consortium, or other unincorporated grouping of two or more persons or organisations then these persons or organisations are deemed to be jointly and severally liable to the *Employer* for the performance of this contract.
- Z2.2 Unless already notified to the *Employer*, the persons or organisations notify the *Employer* within two weeks of the Contract Date of the key person who has the authority to bind the *Consultant* / Supplier on their behalf.
- Z2.3 The *Consultant/ Supplier* does not substantially alter the composition of the joint venture, consortium, or other unincorporated grouping of two or more persons without the consent of the *Employer* having been given to the *Consultant* in writing.

**Z3 Change of Broad Based Black Economic Empowerment (B-BBEE) status**

- Z3.1 Where a change in the Supplier/*Consultant's* legal status, ownership or any other change to his business composition or business dealings results in a change to the Supplier/*Consultant's* B-BBEE status, the *Consultant* notifies the *Employer* within seven days of the change.
- Z3.2 The *Consultant* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Employer* within thirty days of the notification or as otherwise instructed by the *Employer*.
- Z3.3 Where, as a result, the Supplier/*Consultant's* B-BBEE status has decreased since the Contract Date the *Employer* may either re-negotiate this contract or alternatively, terminate the *Consultant's* obligation to Provide the Services.
- Z3.4 Failure by the Supplier/*Consultant* to notify the *Employer* of a change in its B-BBEE status may constitute a reason for termination. If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in core clause 91. The payment on termination includes a deduction of the forecast of the additional cost to the *Employer* of completing the whole of the *services* in addition to the amounts due in terms of core clause 92.1.

**Z4 Ethics**

- Z4.1 Any offer, payment, consideration, or benefit of any kind made by the Supplier/*Consultant* which constitutes or could be construed either directly or indirectly as an illegal or corrupt practice, as an inducement or reward for the award or in execution of this contract constitutes grounds for terminating the Supplier/*Consultant's* obligation to Provide the Services or taking any other action as appropriate against the *Consultant* (including civil or criminal action).
- Z4.2 The *Employer* may terminate the *Consultant's* obligation to Provide the Services if the Supplier/*Consultant* (or any member of the *Consultant* where the Supplier/*Consultant* constitutes a joint venture, consortium, or other unincorporated grouping of two or more persons or organisations) is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices.
- Such practices include making of offers, payments, considerations, or benefits of any kind or otherwise, whether in connection with any procurement process or contract with the *Employer* or other people or organisations and including in circumstances where the Supplier/*Consultant* or any such member is removed from an approved vendor data base of the *Employer* as a consequence of such practice.
- Z4.3 If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in core clause 91. The payment on termination includes a deduction of the forecast of the additional cost to the *Employer* of completing the whole of the *services* in addition to the amounts due in terms of core clause 92.1.

## **Z5 Confidentiality**

- Z5.1 The Supplier/*Consultant* does not disclose or make any information arising from or in connection with this contract available to Others. This undertaking does not, however, apply to information which at the time of disclosure or thereafter, without default on the part of the *Consultant*, enters the public domain or to information which was already in the possession of the Supplier/*Consultant* at the time of disclosure (evidenced by written records in existence at that time). Should the Supplier/*Consultant* disclose information to Others in terms of clause 23.1, the *Consultant* ensures that the provisions of this clause are complied with by the recipient.
- Z5.2 If the Supplier/*Consultant* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Employer*.
- Z5.3 In the event that the Supplier/*Consultant* is, at any time, required by law to disclose any such information which is required to be kept confidential, the Supplier/*Consultant*, to the extent permitted by law prior to disclosure, notifies the *Employer* so that an appropriate protection order and/or any other action can be taken, if possible, prior to any disclosure. If such protective order is not, or cannot, be obtained, then the Supplier/*Consultant* may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.
- Z5.4 The taking of images (whether photographs, video footage or otherwise) of the *Employer's* project works or any portion thereof, in the course of Providing the Services and after Completion, requires the prior written consent of the *Employer*. All rights in and to all such images vests exclusively in the *Employer*.

## **Z6 Waiver and estoppel: Add to core clause 12.3:**

- Z6.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, or the *Adjudicator* does not constitute a waiver of rights and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

## **Z7 Provision of a Tax Invoice. Add to core clause 51**

Z7.1 The Supplier/*Consultant* (if registered in South Africa in terms of the companies Act) is required to comply with the requirements of the Value Added Tax Act, no 89 of 1991 (as amended) and to include the *Employer's* VAT number 4740101508 on each invoice he submits for payment.

**Z8 Notifying compensation events**

Z8.1 Delete from the last sentence in core clause 61.3, "unless the *Employer* should have notified the event to the Supplier/*Consultant* but did not".

**Z9 *Employer's* limitation of liability**

Z9.1 The *Employer's* liability to the Supplier/*Consultant* for the Supplier/*Consultant's* indirect or consequential loss is limited to R0.00 (zero Rand)

**Z10 Termination: Add to core clause 90.1, at the second main bullet point, fourth sub-bullet point, after the words "against it":**

Z10.1 Or had a judicial management order granted against it.

**Z11 Delay damages: Addition to secondary Option X7 Delay damages (if applicable in this contract)**

Z11.1 If the *Consultant's* payment of delay damages reaches the limits stated in this Contract Data for Option X7 or Options X5 and X7 used together, the *Employer* may terminate the *Consultant's* obligation to Provide the Services.

Z11.2 If the Employer terminates in terms of this clause, the procedures on termination are those stated in core clause 91. The payment on termination includes a deduction of the forecast of the additional cost to the Employer of completing the whole of the services in addition to the amounts due in terms of core clause 92.1.

**Z12 Non-Solicitation clause**

Z12.1 Both Parties agrees not to utilize, engage, solicit for hire, or hire any individual who provided Services to Customer under this Agreement for a period of six (6) months after the termination of this Agreement under which the individual performed the Services.

However, should a position be advertised in the press, and the individual gets appointed as a result of his/her response to said advert, Eskom will not be held liable for any placement fees

## Annexure A: Notes to Consultants

*This is guidance to Suppliers/Consultants to assist their decision making about what cover to arrange in the insurance to be provided by the Consultant. The guidance is not part of the contract, and the Employer carries no liability for it.*

1. For the purpose of works contracts, insurance provided by Eskom (the *Employer*) has been arranged on the basis of “project” or “contract” value, where the value is the total of the Prices at Completion of the whole of the works including VAT.

A “project” is a collection of contracts or work packages to be undertaken as part of a single identified capital expansion or refurbishment of a particular asset or facility.

A “contract” is a single contract not linked to or being part of a “project”.

2. There are three main “formats” of cover and deductible structure: Format A, Format B and Format Dx.

**Format A** is for a project or contract value less than or equal to R350M (three hundred and fifty million Rand) inclusive of VAT.

**Format B** is for a project or contract value greater than R350M. (three hundred and fifty million Rand) inclusive of VAT.

In the case of contracts / packages within a project:

- For a contract / package of R50M which is part of a R400M project, Format B will apply
- For a contract / package of R250M which is part of a R6 billion project, Format B will apply
- For a contract / package of R120M which is part of a R350M project Format A will apply

For a contract which is not part of a project the same limits apply:

- For a contract of R350M, Format A will apply
- For a contract of R355M, Format B will apply.

**Format A generally applies to Transmission Division** projects and contracts. If a Transmission Division project or contract exceeds the Format A limit, the Eskom Insurance Management Services [EIMS] need to be contacted for advice on how to formulate the insurance cover.

3. **Further information and full details of all Eskom provided policies and procedures may be obtained from:**

<http://www.eskom.co.za/>

4. The Insurance which the *Consultant* is to provide against his liability for claims made against him arising out of his failure to use reasonable skill and care (first row in the Insurance Table of clause 81.1 in the PSC3) should also indemnify the *Consultant* for those sums which he could become legally liable to pay as damages arising from any claim first made against him and reported to Insurers some time after Completion of the whole of the *services*. Hence the *Consultant* needs to ensure that his cover is in place at least until all his liabilities under the contract have expired. Such claims could arise out of any negligent act, error or omission committed or alleged to have been committed by the *Consultant* in the conduct of professional services in connection with the contract.

## C1.2 Contract Data

Clause	Statement	Data						
10.1	The Supplier:  Address:  Tel No;  Fax No.							
22.1	The Supplier's <i>key persons</i> are:  1 Name: Job: Responsibilities: Qualifications: Experience:  2 Name: Job: Responsibilities: Qualifications: Experience:							
Info.		<b>CV's (and further <i>key persons</i> data including CVs) are appended to Tender Schedule entitled .</b>						
11.2(3)	The <i>completion date</i> for the whole of the <i>services</i> is	<b>30 September 2030</b>						
11.2(10)	The following matters will be included in the Risk Register							
11.2(13)	The <i>staff rates</i> are:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left;">name/designation</th> <th style="width: 20%; text-align: left;">Rate</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Refer to Part C2</b></td> </tr> </tbody> </table>	name/designation	Rate	<b>Refer to Part C2</b>			
name/designation	Rate							
<b>Refer to Part C2</b>								
25.2	The <i>Employer</i> provides access to the following persons, places and things	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">Names of trainers/instructors</th> <th style="width: 30%; text-align: left;">access date</th> </tr> </thead> <tbody> <tr> <td style="border-left: 1px dashed black; padding-left: 5px;">1</td> <td style="border-left: 1px dashed black; padding-left: 5px;"></td> </tr> <tr> <td style="border-left: 1px dashed black; padding-left: 5px;">2</td> <td style="border-left: 1px dashed black; padding-left: 5px;"></td> </tr> </tbody> </table>	Names of trainers/instructors	access date	1		2	
Names of trainers/instructors	access date							
1								
2								

		<b>3</b>	
31.1	The services identified in the Contract Data is	<b>Providing Environmental Management Training on an as and when required basis For a Period of Four (4) Years at any of Eskom Training Centres.</b>	
50.3	The <i>expenses</i> stated by the <i>Consultant</i> are	<b>Item</b>	<b>amount</b>
<b>G</b>	<b>Term contract</b>		
11.2(25)	The <i>task schedule</i> is in		

## **PART 2: PRICING DATA**

### **PSC3 Option G**

<b>Document reference</b>	<b>Title</b>	<b>No of pages</b>
C2.1	Pricing assumptions: Option G	[6]

## C2.1 Pricing assumptions: Option G

### **PRICES AGENCY REMUNERATION:**

Through a process of negotiation, the Parties have agreed that the following prices will apply for the period:

#### **Preamble**

- 1.1 The Supplier is appointed to Providing Environmental Management Training on an as and when required basis For a Period of Four (4) Years at any of Eskom Training Centres for Eskom Academy of Learning (EAL) as per scope in Part C3.
- 1.2 For the purposes of this agreement, the following definitions shall apply:
  - 1.1.1. Task Order is defined as an Employer approved cost estimate.
  - 1.1.2. Task Schedule is defined as an Employer approved project/campaign timing plan.
- 1.3 The content and format of a Cost Estimate and project/campaign timing plan will be included in the Service Level Agreement.
- 1.4 The prices exclude VAT.

#### 1. Services

The service will be for the provision of Generation Occupational Health and Safety and Environmental Management (SHE) Training Programme for Line Managers and Supervisors on as and when required basis for the Period of Five (5) Years at any of Eskom Training Centres as listed in the Scope of work but limited to the courses listed on the Negotiated Prices table under 2.3.

The Parties have agreed to a period of sixty months on as and when required basis from **START DATE**: till **END DATE**, based on the budget information. The Supplier/Consultant will be entitled to charge per person for the course using the negotiated and concluded prices.

- 1.1. The Supplier/ Entity will be allowed to train only the course listed on the below Negotiated Prices table based on the results of the reviewed submitted training material.

1.2.

	Course Name	Training Duration	Number of People to be trained (IDP)	Price Per Person	Total Price for people to be trained
1.	Environmental Law	5 Days	180		
2.	Water Resources Management	5 Days	240		
3.	Groundwater Management	3 Days	140		
4.	National Water Act and Water Use Authorisations	3 Days	160		
5.	Legal Framework for Integrated Waste Management in South Africa	3 Days	220		
6.	Essentials of Air Quality Management	3 Days	120		
7.	Environmental Impact Assessment (EIA)	5 Days	180		
8.	Social impacts and heritage assessments	2 Days	240		
9.	Biodiversity Offsets Management	3 Days	160		
10.	Herbicide Management	5 Days	280		
11.	Tree Identification	3 Days	320		
				<b>Sub Total</b>	
				<b>Traveling and Subsistence</b>	
				<b>Total (Excl. VAT)</b>	

1.3. Rebates And Discounts

1.3.1. The *Consultant* shall ensure that all volume discounts and rebates in respect of all *Employer*-related third-party costs, including, without limitation, costs incurred in the production process of generating communication shall revert and be passed on by the *Consultant* to the *Employer*.

1.4. Cost Management and Reconciliations

1.4.1. It is the obligation of the *Consultant* to manage costs within approved purchase order values, including costs of third-party suppliers.

1.4.2. If it becomes evident that a purchase order value will be exceeded without a change to the scope of work requested by the *Employer*, the *Consultant* is required to issue a revised cost estimate to the *Employer* together with reasons for the anticipated increase in cost.

- 1.4.3. The *Employer* is under no obligation to accept the revised cost estimate and may request the *Consultant* to continue to deliver the work as per the original purchase order value, in which case the increased cost must be borne by the *Consultant*.
- 1.4.4. The *Consultant* is required to perform quarterly reconciliations between actual costs charged by third party suppliers and the cost estimates and invoices issued by the *Consultant* to the *Employer*.
- 1.4.5. Should an overcharge greater than R1000 arise between the actual cost charged by a third-party supplier and the invoice issued by the *Consultant* to the *Employer*, the *Consultant* will issue the *Employer* with a credit note for the overcharge.
- 1.4.6. Should an undercharge greater than R1000 arise between the actual cost charged by a third-party supplier and the invoice issued by the *Consultant* to the *Employer*, the *Consultant* will be entitled to issue the *Employer* with an additional invoice for the undercharge subject to clauses and above.
- 1.4.7. In the event that the *Consultant* sub-contracts to third parties for the performance of any of the Services, it shall ensure that no mark-ups are added to any resource related charges so that costs are not increased and so that the *Employer* shall not pay more than it would have paid the *Consultant* had the *Consultant* itself executed such sub-contracted work.

#### 1.5. Cost Estimates

- 1.5.1. For avoidance of doubt all Cost Estimates approved by the *Employer* are considered as final unless the parties agree upon request of the *Employer* to a change in the scope of the services.
- 1.5.2. Approved Cost Estimates will be deemed as final and binding communications with respect to the services or assignments covered by such Cost Estimates and should only be modified or altered by writing and signed by both parties.
- 1.5.3. In the performance of the Services, should the service provider receive any commissions, retrospective volume credits, rebates, or other similar payments relating to the utilisation or purchase of a Third-Party services, save for those which the service provider receives directly for and on behalf of the *Employer* from a Third-Party account, shall not modify or alter the Cost Estimate arrangement.

#### 1.6. Invoicing and payment

The Supplier/*Consultant* shall address the tax invoice to **Eskom Holdings SOC Limited** and include on it the following information:

- Name and address of the *Consultant* and the *Employer's Agent*.
- The contract number and title.
- *Consultant's* VAT registration number.
- *Consultant's* vendor number
- *Consultant's* contact information

- The *Employer's* VAT registration number 4740101508.
- Invoice Number & Date.
- Clear description of provided training; number of people trained; Training Requestor and location.
- Attendance register, google map to verify travelled and claimed KMs and any other proof of payment for Accommodation & flights to be attached (submitted to ordering party with Completion Certificate)

1.7. Audit

- 1.7.1. In respect of all expenditure which is reimbursable by the *Employer* under this Contract the *Supplier/Consultant* shall maintain such accounts and records as are reasonably necessary, but no longer than 5 (five) years, for the purpose of enabling the *Employer* to conduct an audit of that expenditure.
- 1.7.2. The *Supplier/Consultant* will allow the *Employer's* own personnel or a professionally qualified independent auditor access to all records during the term and for 3 (three) months afterwards on not less than 30 (thirty) days' notice at any time during normal business hours for the purpose of auditing or otherwise inspecting them.
- 1.7.3. Should any audit or inspection of the records by the *Employer* reveal that the *Employer* has been overcharged, the *Supplier/Consultant* will reimburse the *Employer* the amount of the overcharge within 30 (thirty) days and interest calculated at prime rate charged by the *Employer's* banker on overdraft facilities plus 0% (zero percent) per annum.
- 1.7.4. The *Supplier/Consultant* will afford to the *Employer* all reasonable assistance in the carrying out of such audit, whilst the *Employer* and its auditors will ensure that any information obtained in the course of the audit concerning the *Supplier/Consultant's* business is kept in the strictest confidence and not used for any purpose other than the proper conduct of the audit.

1.8. Travel and Sustenance cost

1.8.1. The *Supplier/Consultant shall make all the travelling and arrangement, pay for such and later claim for such as reimbursement (as non-VAT item and for all services where no VAT was paid by the Supplier) from Eskom following the above stipulated invoicing process.*

1.8.2. The *Supplier/Consultant shall follow the below stipulated rates when claiming for training delivery related costs from the Employer under this contract:*

<p>Travelling KM's</p>	<ul style="list-style-type: none"> <li>• The <i>Supplier/Consultant shall not claim for travelling km if their offices are within 50km radius from the Employer/Eskom training site.</i></li> <li>• <i>Supplier/Consultant must submit to the Employer's Agent their national footprint map indicating areas where they have</i></li> </ul>
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	<p><i>Offices and Facilitators.</i></p> <ul style="list-style-type: none"> <li>• <i>Claims from the Supplier's office outside the 50 km radius must be from the Supplier's workplace/offices to the Eskom training site/venue. Claims must specify the office area/city from where the Supplier/Consultant/Facilitator is travelling and the area/training site to which they are travelling for training delivery reasons.</i></li> <li>• <i>Kilometres from the Supplier/Consultant/Facilitators home to Eskom training site cannot be claimed</i></li> </ul>
KM rates	R3.60/km
Car rental	<ul style="list-style-type: none"> <li>• Car rental only allowed where the Facilitator will be moving from The Airport to the Training Venue and to the Accommodation Facility.</li> <li>• Any car rental request will only be approved by The Employer's Agent under unforeseen circumstances for training delivery purposes only.</li> <li>• Group B or Similar with:                         <ul style="list-style-type: none"> <li>○ At least have 2 airbags,</li> <li>○ Air-conditioning</li> <li>○ ABS brakes for safety purposes</li> </ul> </li> </ul>
Accommodation	Maximum 3-star hotel or Bed and Breakfast with lunch and dinner costs at Eskom rates.
Flights	Economy Class

SDL&I - Undertakings:

- Skills and Development:  
 For every R1 000 000.00 received from Eskom one person must be trained (e.g., Facilitator, Moderator & Assessor, or office administrator)
- 100% local content

## Part C3: Scope of Work

### Description of the *services*

#### Executive overview

The scope of work here will be the Providing Environmental Management Training on an as and when required basis For a Period of Four (4) Years at any of Eskom Training Centres as per the detailed scope of work contained in this document.

In line with Procedure 32-477 (Safety, Health, and Environment Training and Development) a need for training provides the basis for this contract's scope of work. Thus, ensuring that safety, health, and environmental training is provided to all employees performing tasks that can have a significant environmental impact on or cause harm to people.

It also aims to ensure that, through appropriate education, training, or experience, employees, and subsidiaries, are competent as described in Eskom requirements, operating criteria, or legal requirements.

Effective training will contribute to increasing responsible behaviour and embedding the Eskom values, the Zero Harm value, in Eskom's practices.

Historically, each area (business unit or site) had its own contract or contracts to deliver safety, health, environmental and quality training, and there were flaws such as the same supplier charging different prices for the same course.

With the organisation's strategic direction to standardise, optimise and simplify business processes and operations, the Eskom Academy of Learning has become the custodian for training. The tendering process and co-ordination thereof are being done from a centralised place, even though the actual training delivery will still be decentralised from various training sites throughout the country.

#### Specification and description of the *services*

##### 5.1 Environmental Law

**Course duration:** 5 Days

**Frequency:** Training shall be provided on appointment and when the need arises.

**Refresher/Retraining:** Retraining will be conducted where the content of the legislation is amended, the requirements set by regulations, standards, and tools change.

**Target Group:** Environmental Practitioners

**Objectives and outcomes:** The purpose of the Environmental Legislative training shall be to provide basic knowledge of the applicable Environmental Management legislation concerning the workplace, the community, the individual and the environment and to further ensure effective standardised incident prevention and management involving people, wildlife, property, material, hazardous substances, and equipment.

##### 5.2 Water Resources Management

**Course duration:** 5 Days

**Frequency:** As and when the need arises

**Refresher/Retraining:** Refresher will be conducted where the content of the legislation is amended, the requirements set by regulations, standards, and tools change.

**Target Group:** Supervisors, Managers and Environmental Management Practitioners involved in water management activities.

**Objectives and Outcomes:** At the end of the course the learner must be able to:

- Understand integrated Water Resource Management in the context of South African Legislation, Conduct Water Quality Monitoring.
- Understand principles, approaches, techniques and the water cycle, ecosystem types, and the different water uses.
- Identify the sources of impacts to water resources.
- Discuss different technologies employed to treat polluted water as well as what future options, the difference parameters and water quality variables to measure water quality.
- Understand the technologies, process, and mechanisms in place to reduce water consumption in Eskom.
- Demonstrate knowledge of applicable legislation both in terms of act and relevant sections.

### 5.3 Groundwater Management

**Course duration:** 3 Days

**Frequency:** On appointment and shall be provided as and when the need arises.

**Refresher/Retraining:** Refresher will be conducted where the content of the legislation is amended, the requirements set by regulations, standards and tools and guidelines change.

**Target Group:** Supervisors, Managers and Environmental Management Practitioners involved in water management practices.

**Objectives and Outcomes:** Practical understanding of the concepts and principles underpinning the field of Groundwater Management in the context of South African legislation, and how to address impacts on groundwater resources, specifically focusing on Eskom as a case study.

### 5.4 National Water Act and Water Use Authorisations

**Course duration:** 3 Days

**Frequency:** On appointment and shall be provided as and when the need arises.

**Refresher/Retraining:** Refresher will be conducted where the content of the legislation is amended, the requirements set by regulations, standards and codes change.

**Target Group:** Supervisors, Managers and Environmental Management Practitioners involved in water management practices.

**Objectives and Outcomes:** Understanding of water use authorization and the Water Use License Application (WULA) process in the broader context of environmental management legislation and the NWA's Water Use

Authorisation framework, as currently described in procedures and guidelines of the Department Water and Sanitation (DWS). Preparation of Integrated Water and Waste Management Plans (IWWMPs)

## **5.5 Legal Framework for Integrated Waste Management in South Africa**

**Course duration:** 3 Days

**Frequency:** On appointment and shall be provided as and when the need arises.

**Refresher/Retraining:** Refresher will be conducted where the content of the legislation is amended, the requirements set by regulations, standards and codes change.

**Target Group:** Relevant Environmental Practitioners and Managers.

**Objectives and Outcomes:** The aim of this course is to provide environmental managers and professionals with an understanding of the fundamental principles underpinning new developments in integrated pollution control and waste management legislation, as well as with guidance on practical implications for the implementation of relevant legislation, including reporting in the light of the existing and future South African legislative waste paradigm.

## **5.6 Essentials of Air Quality Management**

**Course duration:** 3 Days (2 days theory and 1 day practical)

**Frequency:** On appointment and shall be provided as and when the need arises.

**Refresher/Retraining:** Refresher will be conducted where the content of the legislation is amended, the requirements set by regulations, standards and codes change.

**Target Group:** Relevant Environmental Practitioners.

**Objectives and Outcomes:** To obtain the overall skill in legislation applications variations and renewal of AELs, reporting, interpretation, air quality abatement technology, measurements, monitoring and modelling.

## **5.7 Environmental Impact Assessment (EIA)**

**Course duration:** 5 Days

**Frequency:** On appointment and shall be provided as and when the need arises.

**Refresher/Retraining:** Refresher will be conducted where the content of the legislation is amended, the requirements set by regulations, standards and codes change.

**Target Group:** Environmental practitioners involved in environmental assessments.

**Objectives and outcomes:** The aim of the course is to empower officials, officers and managers who will be involved in managing EIAs the ability to undertake the process required to undertake an environmental impact assessment, to be able to define scope of work, compile project plan, manage the process, review outcomes and appropriately communicates the results of assessment to influence business decision-making. The roles and responsibilities and function of an environmental control officer to be covered. Training to cover the relevant legislation and regulations and tools available.

## 5.8 Social Impact and Heritage assessments

**Course duration:** 2 Days

**Frequency:** On appointment and shall be provided as and when the need arises.

**Refresher/Retraining:** Refresher will be conducted where the content of the legislation is amended, the requirements set by regulations, standards and codes change.

**Target Group:** Environmental Managers, land management practitioners and consultants in the assessment and management of land.

**Objectives and outcomes:** The aim of the course is to empower officials, officers and managers who will be involved in managing the social and heritage impact assessment processes by referring to the applicable legislation and case studies.

## 5.9 Biodiversity Offsets

**Course duration:** 3 days (with assessment)

**Frequency:** On appointment and shall be provided as and when the need arises.

**Refresher/Retraining:** As and when required or when the legislation is updated.

**Target Group:** Advisors/managers/senior managers (environmental, engineering, research), project managers, finance managers.

**Objectives and outcomes:** To gain the understanding and application of biodiversity offsets in South Africa.

- Introduction to biodiversity and biodiversity information.
- Introduction to biodiversity offsets, national and international positions.
- The legal framework and policy governance for biodiversity offsets in South Africa.
- The mitigation hierarchy and its application in offsets.
- Biodiversity offsets in the Environmental Impact Assessment process
- Roles and responsibilities in the planning, design, and implementation of biodiversity offsets.

## 5.10 Herbicide Management

**Duration:** 5 Days

**Frequency:** As and when required or when legislation is updated.

**Target:** Advisors/managers/senior managers (environmental, engineering, research), project managers, finance managers.

**Course Objective and Outcomes:** at the end of the course the learner must be able to –

- Understand environmental Legal requirements (overview of Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act No. 36 of 1947)
- Apply vegetation management / herbicide procedure / processes (Reference to vegetation management specification)
- Understand overview of Type of Herbicides / herbicides, appropriate herbicides for different plants/trees

- Understand alien vs indigenous vegetation (any differences in terms of application)
- Create aware of herbicide impacts on environment and health.
- Provide staff with appropriate uses of herbicides within Eskom typically environment.
- Apply Herbicide mixing/ preparation, application methods on different vegetation /soil environments.
- Discuss overview of herbicides, types, impacts on environment, mixing/ preparation, storage requirements,
- Ensure application methods of herbicides on vegetation types, Herbicide dosages.
- Prevent Herbicide spillages handling – methods / technique.
- Discuss different Case study about herbicide usage.
- Apply correct procedure in the disposal of herbicide residue and empty herbicide containers.
- Understand the requirement for nominally empty packaging certificate.
- Highlight the need to understand Material Safety Data Sheet (MSDS)
- An evaluation / assessment tool
- Specify practical/ theoretical component as applicable.

### 5.11 **Tree Identification training**

**Course duration:** 3 Days (2 days theory and 1 day practical)

**Frequency:** As and when required or when legislation is updated.

**Target Group:** Environmental practitioners, managers, and field workers.

**Course objectives:** At the end of this training the learner must be able to –

- Protect trees and vegetation types, National Forest Act, Nature Conservation, and other relevant legislation (e.g., Biodiversity Act). This will include the biomes and fynbos.
- Apply National Forest Act and National Veld and Forest Fire Act (firebreak requirements) requirements & other national relevant acts to trees and fynbos.
- Understand legal requirements (especially provincial ordinance)
- Understand vegetation Permit requirement process.
- Apply vegetation management procedure/standard/ Policy.
- Understand overview of vegetation sensitivity maps per sector (from Eskom)
- Identify protected, endangered & vulnerable trees.
- Differentiate between indigenous vegetation and forests.
- Identify vegetation types, biomes and distribution of indigenous / protected trees/vegetation.
- Identify vegetation that must be controlled as per Conservation of Agricultural Resource. Act (CARA), National Veld and Forest Fire Act and National Water Act.

**There will be continuous assessments through discussions, quizzes, and practical exercises and final Summative assessment at the end of each course**

**Constraints on how the Consultant Provides the Services.**

The Supplier/ Consultant will not be allowed to change the training durations and prices and to provide training for which they have not been approved based on their submitted training material and accreditation of their Facilitators.

**Specification of Products or Goods**

Training must be based on the identified competency gaps and scope of work.

***NB: Training is to be delivered on an as and when required basis on TEAMS or Face to Face in Classroom.***

**Notification time required to book specific training events and payment process:**

- 1) Eskom will give the supplier a minimum of 1 week notice using a PO/ Task Order requesting training and at least a week to cancel planned training.
- 2) Roles and responsibilities of all role-players:

<b>Training Coordinators/Administrators Responsibilities</b>	<b>Employer's Agent Responsibilities</b>	<b>Training Provider Responsibilities</b>
Receives the training need/ request from Line Customers		
Submits Training plan to PCNCC for approval	Send approved signed training plan and SAP Purchase Order to the Training Coordinators a day after PCNCC approval	
Receive signed approved plan and Purchase Order from Contracts Manager/ Employer's Agent	Send Purchase Order to Training Provider by the 1 <sup>st</sup> of each month for all anticipated training for the month as per PCNCC approvals	Receives SAP Purchase Order from Employer's Agent by the 1 <sup>st</sup> of each month
Creates SAP LSO Event and book people to be trained		
Sends Training Provider completed Task Order form with LSO Number and the Eskom Training Register with the names of the people to be trained a week or 2 weeks prior to Training delivery		Receives completed Task Order form from Training Coordinators and send it back as confirmation with the quotation for training and estimated T&S costs where applicable
Receive signed Task Order Form from Supplier as confirmation that they will deliver the Training with Training Instructors details (and		Sends signed Task Order back to Training Coordinator with Facilitators Details (and

T&S Quotations where applicable)		T&S Quotations) to confirm training request withing 2 days after receiving the request
Receive Completions Certificate and signed training attendance register and assessment results and applicable T&S invoices from Training Provider 2 days after training	Conducts random Training Instructor and Training delivery quality evaluations	Conducts training as per the Task Order and sends the Training Coordinator Completion Certificate and final signed Training Attendance Register with assessment results and applicable T&S invoices within 2 days post Training delivery
Confirm Training register with Attendees to ensure correctness and wrap event on LSO	Investigates all Training queries and provides feedback to all parties	Emails Training certificates to Training Coordinator 7 days after training
Receive Training certificates from Training Provider 7 days after training	Receive TAX invoice with all attachments (T&S invoices/ Google Map for claimed KMs; attendance registers with SAP LSO Numbers and Training Coordinators signature and details) from Training Provider by the 7 <sup>th</sup> of each month	Sends TAX invoice with all attachments (T&S invoices/ Google Map for claimed KMs; attendance registers with SAP LSO Numbers and Training Coordinators signature and details) to Employer's Agent by the 7 <sup>th</sup> of each month
Distributes Training Certificates to Learners withing 5 days after receiving them from Training Provider	Send Training Provider Service Entry (SE) and Goods Receipt (GR) numbers to Training Provider	Send final invoice with SE and GR Numbers to Eskom Finance Shared Services for Payment
Cancel all training a week before the planned delivery date where Learners are not available to attend training	The effective management of the contracts and proper use of allocated funds	Ensures the quality and timely delivery of all training by Facilitators
Training can be cancelled or postponed to a date suitable to the Learners and Training Provider	Receive all concerns from all parties and coordinates responses/investigations	Ensures proper and professional conduct of all Admin and Training personnel
Attend all scheduled Contracts Management meetings with the	Schedule regular Contracts Management meetings with the Training Provider and	Attend all scheduled Contracts Management

Training Providers when requested	Eskom Learning Delivery personnel	meetings
		Sending all concerns and enquiries to The Employer's Agent
		Supplier may be requested to postpone training for reasons beyond Training Coordinators or where Learners are not available to complete the Training due to urgent plant emergencies.
		Training Provider may charge Eskom for the minimum number of learners where training was cancelled less than 2 days before scheduled training date as per the NEC PSC.

- 3) Eskom Finance department will process the invoice as per the PO and Completion Certificate and the supplier should be paid within a reasonable time as per their BEE status.
- 4) The service provider should submit completed completion certificate, attendance registers, tax invoices, assessments results and feedback reports before claiming for payment.

**Cancellation and postponement of training by either party:**

**In the case where the employer must postpone training due to unforeseen circumstances on the day of training or less than 7 days before the postponement, The Employer's Agent may negotiate with The Consultant and request to move training to the reasonable date to avoid loss and wasteful expenditure.**

**In the case where the employer must cancel training due to unforeseen circumstances, the employer will give notice to the Consultant/ Training Provider 7 days before training and not pay for such cancellation.**

**However, in the case where the employer must cancel training due to unforeseen circumstances 6 days and less before training, the employer will pay for a minimum of 10 learners for that cancelled class.**

**The above cancellation clause will also apply to the Consultant. Eskom will recover the cost of the cancelled course from the consultant for the same minimum numbers by deducting the cost of the cancelled course from the next course the Consultant will be presenting to Eskom at any training site.**

**Should the Consultant incur cancellation costs for travel and accommodation where the Employer has issued a cancellation notification less than 7 days before training, the employer will be responsible for such costs. The Consultant can submit an invoice with supporting documents for such cancellation to be covered under T&S Cost.**

**Facilitator, Moderator & Assessor:**

- 1) The service provider must submit to the Employer's agent/Contract Manager a list of all their Facilitators who will present the training, Moderators and Assessors stating their names, accreditation, qualifications, and related experience.
- 2) If Facilitators are to be changed during the execution of the contract, the credentials of the replacement trainers must be submitted timely to the Employer's Agent/Contract Manager for approval.

**Facilitator, Moderator & Assessor Qualifications:**

**Facilitators, Assessors and Moderators and should be QCTO/SETA accredited on the specific course they present, assess and moderate and must be well experienced and qualified to present, assess and moderate such courses.**

**Facilitator, Moderator & Assessor Accreditation/Registration Requirements**

It is recommended for The Facilitators/Assessors and Moderators to also be registered with ETDPSETA.

**Facilitator, Moderator & Assessor Experience**

Minimum: 3 years in technical industries as an OHS or Environmental Management Training Facilitator or Practitioner

Preferred: 5 years related industry experience as an OHS or Environmental Management Training Facilitator or Practitioner or Professional.

**Class Size:**

Classes shall be made up of a minimum of 10 learners and Maximum will be 20 for all courses.

**Training Content and Material Delivery Specifications:**

**Accreditation of Service Providers and training material:**

- 1) Eskom requires all service providers to provide their **QCTO registration letters showing the SAQA qualification ID registration numbers** as proof of their accreditation for all the courses they have been contracted to provide.
- 2) The overall purpose of these courses is to provide the attendees the understanding and skills to conduct an organisation's baseline, issue based and continuous risk assessments, as well as an understanding of SHE management system criteria and processes.
- 3) The courses and their contents have been aligned to the specified qualifications as a guide to assist in the standardisation of our training. Eskom employees attending these 2 courses will not be

registered to acquire the entire qualification as the duration of these courses are much shorter than what the formal qualifications require.

- 4) If more detailed training is required on any of the listed training topics/subjects in this program, then employees will be expected to attend the full training courses for those specific interventions as this program only provides high level information at an intermediate proficiency level.
- 5) All education and training should emphasise the importance of meeting requirements and the needs and expectations of the customer and other interested parties.
- 6) Service providers must have a broad understanding of all the operating units in Eskom's critical tasks.
- 7) Service providers must be prepared to update or customise, if required, their existing training material and training methodologies to address any Eskom business standard procedures/directives and specific risks.
- 8) Service providers are expected to provide the client with training content, which is aligned to the specified qualification, including Pre and formative assessments, summative assessment criteria and other assessment instruments.
- 9) Service providers may be required to customise their material content to accommodate Eskom's policies and procedures (which will be provided).
- 10) Service providers must understand that they may at any time be assessed and evaluated with regards to course content, training methodology, trainer's knowledge, and experience.
- 11) All service providers must be accredited as training providers by the relevant SETAs or QCTO and use only accredited Facilitators, Assessors and Moderators as per the scope of work.
- 12) All service providers will be evaluated, and reference checks will be undertaken to verify their accreditation.

**Training Delivery:**

- 1) Eskom will require Service Providers to deliver the training as classroom training or MICROSOFT TEAMS as the learning platform as per the EAL Learning strategy where necessary.
- 2) Service Providers will be required to use other South African official languages other than English where there is a need.

**Quality Assurance on training material:**

- 1) Training material will be quality assured by the EAL QA Committee or OHS Learning Committee or nominated Eskom Personnel in consultation with The Project Manager, if required.
- 2) Eskom will evaluate if the service provider is indeed providing training in line with the contracted criteria. This may include requiring all facilitators to present to an evaluation panel and stating that SMEs or other suitably competent evaluators may on a random basis sit in during courses.
- 3) If the training material is required in the EAL format/template, EAL will avail the templates to the contracted Training Provider. State if a CDD, LG, FG, AG, PP presentations are required.
- 4) Courses and training material must be submitted to Eskom at least 14 days before the first training event is delivered for Eskom to accept/approve the content

- 5) EAL (Eskom Academy of Learning) will reserve the right to evaluate and assess the training facilitators and course material content, come unannounced to the sessions for spot checks as part of quality assurance and control and to request the service providers to make the required changes to the course content or change the facilitator as may be recommended by the quality assurance assessments.
- 6) No refresher-training will be provided under this contract. Only full courses as per the scope of work will be provided by the contracted Training Provider.

**Duration of Training interventions:**

- 1) The duration of each training intervention will be as per the scope of work.
- 2) The supplier should stick to the stipulated durations and not shorten nor lengthen the training. Eskom will raise a non-conformance report (NCR) against such actions.

**Learner Assessment and Competency Certificates:**

- 3) Learners must be assessed at the start of the training (Pre- Assessment) to assess their level of knowledge on the subject and again upon completion of training (Post Assessment) to assess the knowledge shift percentage according to the outlined outcomes and be given a course completion certificate.
- 4) The certificate must include the following: Course Name, Training start and completion dates, SETA/QCTO logo and service providers accreditation number, Assessor name and SETA/QCTO Accreditation number, Learner’s Eskom Unique Number or ID Number for Learners who require ID numbers on their certificates. Certificates must be issued within 14 business days post course completion.
- 5) All Training Certificates in this contract and as per the scope of work will not expire or have an expiry date on it.
- 6) Training Provider who erroneously includes expiry dates on any training certificates under this Contract will be instructed to re-issue training certificates without expiry dates on at their own cost.
- 7) All training material, registration documentation, assessment tools, approved Facilitators qualifications must be submitted to the Employer’s Agent/ Contract Manager before training delivery (electronically – on a USB).

**CPD points:**

Training must carry CPD points where possible.

**Management meetings**

Regular meetings of a general nature may be convened and chaired by the *Employer’s Agent* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	Weekly on _TBA_____ at ____	TBA	<i>Employer’s Requesting Managers, Contract Management and Consultant</i>
Overall contract progress and feedback	Monthly on ___TBA__ at ____	Eskom MWP or other venue as advised by the Employer’s Agent	<i>Employer’s Agent, Employer’s Requesting Managers, Contract</i>

			Management and interested parties and <i>Consultant</i>

Attendees shall have the necessary delegated authority to make decisions in respect of matters discussed at such meetings.

The Meetings of a specialist nature may be convened as specified elsewhere in this Scope or if not so specified by persons and at times and locations to suit the Parties, the nature, and the progress of the *services*. Records of these meetings shall be submitted to the *Employer's Agent* 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.

**Consultant's key persons**

An organogram from the *Consultant* showing key persons and their lines of authority / communication shall be submitted to the Employer within 4 (four) weeks of the Contract Date. The *Consultant* shall be required to notify the Employer of the contact details, leave and alternative where applicable in respect of each key person. Any changes in this regard shall be notified in writing in advance or within 1 (one) week of occurring and measures taken to avoid negative impacts on the *Consultant's* ability to deliver the services.

**Provision of bonds and guarantees**

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Consultant* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the *Consultant* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Consultant* by the *Employer's Agent* to receive and accept such bond or guarantee. Such withholding of payment due to the *Consultant* does not affect the *Employer's* right to termination stated in this contract.

**Documentation control and retention**

**Identification and communication**

The Employer's documentation requirements shall be specified in the Task Order.

All formal contractual communications shall be on a letterhead and bear as a minimum the date, subject, reference number, identities of sender and receiver and signature of sender and shall be delivered as attachments in the case of emails and not as a message in the email itself. All formal communications to the Employer shall be addressed to the Employer's Agent.

Correspondence on a day-to-day basis may be directed to other parties within the Employer's organisation but care must be taken not to violate contract conditions and other provisions in terms of the contract.

Contractual communications such as notification of Compensation Events or instructions to deliver services which are not directed at/received from the Employer's Agent shall not be acknowledged by the Employer and decisions or actions taken or omitted as a result thereof shall be at the *Consultant's* own risk

### **Retention of documents**

The *Consultant* retains copies of drawings, specifications, reports, and other documents which record the services in the form stated in the Task Order. The time period for which the *Consultant* is to retain such documents is the *period for retention* stated in the Contract Data.

### **Quality management**

#### **System requirements**

Refer to QM58 procedure

### **Information in the quality plan**

Clause 40.2 requires that the *Consultant* provide a quality policy statement and quality plan which complies with requirements stated in the Scope. The quality policy statement and quality plan to be provided within Four (4) weeks of the Contract Date.

### **The Parties use of material provided by the Consultant**

#### ***Employer's purpose for the material***

Clause 70.1 states that the Employer has the right to use the material provided by the *Consultant* for the purpose stated in the Scope. The Employer's intended purpose is referred to in the Task Order.

#### **Restrictions on the *Consultant's* use of the material for other work**

Consultants and associated Facilitators or any other person will not have the right to share or copy or distribute the training material developed and provided by Eskom without written permission from Eskom and The Employer's Agent.

### **Transfer of rights if Option X 9 applies**

There are no exceptions to the transfer of rights except those mutually agreed upon and documented before contract award. The *Consultant* shall not challenge or assist any other party challenging at any time the validity or ownership of any of the intellectual property rights relating to the material created and developed for this contract.

### **Management of work done by Task Order**

Refer to Annexure C for the format of a Task Order which shall be used by the *Employer* as the means of instructing the *Consultant* to deliver *services*. No work shall be carried out without a Purchase Order and signed Task Order issued by the *Employer's Agent* or *Eskom employees appointed by the Employer's Agent to issue such Task Orders on this contract*.

The Task Order shall specify the scope of *services, deliverables, starting and completion dates* and the cost allocation. The *Consultant* shall deliver *services* within the constraints stipulated on the Task Order and engage the *Employer's Agent* as soon as the *Consultant* becomes aware of any risk in this regard. Any work executed outside the parameters stipulated on the Task Order, including cost, shall be for the *Consultant's* account notwithstanding delivery and acceptance of *services* that may be made by the *Employer* or people in the *Employer's* organisation.

All Travel and Sustenance cost Expenses shall be paid for by the *Consultants* and reimbursed at cost after assessment. The *Consultant* shall include itemised estimated expenses in all proposals in response to The Task Order issued by the *Employer*. Forecasts of estimated *Expenses* shall be submitted to the *Employer's Agent* or requesting Training Coordinator/Administrator/Manager for acceptance as part of the Task Order. Expenses that are incurred without the *Employer's* prior acceptance in writing shall not be reimbursed by the Employer.

**Health and safety**

The *Consultant* shall at all times comply with the health and safety requirements prescribed by law and the *Employer* as they apply to the *services*. Failure to comply shall result in the *Employer* suspending the execution of *services* and removing the *Consultant* from site until compliance is achieved. The *Employer* may cancel a Task Order and/or terminate the contract depending on the situation and risks to people, plant and equipment, reputation, and the *Employer's* business of electricity supply.

The *Consultant* shall comply with the health and safety requirements contained on the Task Order (Annexure D to this Scope). The relevant site manager shall require the *Consultant* to attend SHE Induction training provided by the *Employer*. It is essential that the *Consultant* is conversant with Eskom safety procedures training prior commencing any work on site.

Should the *Consultant* be required to work on Eskom premises, such as a power station, where health and safety requirements additional to those prescribed by law apply, such extra safety requirements will be communicated to the *Consultant*.

**Life Saving Rules**

In the interest of promoting a safe and healthy working environment, the Eskom Executive Committee has approved the implementation of life saving rules, to improve safety in the organisation. These rules will also be applicable to all contracting staff.

The business is concerned about the emotional, social as well as economic effect of all these unnecessary incidents, and would like to correct behaviour pro-actively.

These rules are determined beforehand to enable the organisation to clearly communicate the established Life Saving Rules and how to deal with non-compliance to the workforce prior to the implementation of such rules.

Failure by any person or Contractor engaged in doing business with Eskom to adhere to these rules, will lead to serious action being taken with serious consequences (including being refused access to site). These actions include termination of service of an individual and even blacklisting of Contractors not taking the rules seriously. It is therefore strongly advised that these rules be taken seriously, communicated to all your staff, ensure that they all understand the rules, understand the consequences of violating a rule and sign a document stating that they understand and acknowledge the implications of these rules.

**Eskom Life Saving Rules are:**

- Rule 1: Open, Isolate, Test, Earth, Bond and/or insulate before touch (above 1 000 V)
- Rule 2: Hook up at heights
- Rule 3: Buckle up
- Rule 4: Be sober
- Rule 5: Ensure that you have a permit to work

**Procurement**

**BBBEE and preferencing scheme**

The Supplier Development and Localisation (SD&L) obligations for this contract are:

Target	Propose
For every R100 000.00 received from Eskom one person must be trained (Facilitators, Safety Officer or office administration)	For the Supplier Development and Localisation (SD&L) obligations for this contract.

### **Other constraints**

#### **Preferred sub-consultants**

No Sub- contracting will be allowed on this contract.

#### **Subcontract documentation, and assessment of subcontract tenders**

The *Consultant* shall be required to prepare subcontract documentation using the NEC3 system. Subcontract tenders are to be issued, received, assessed, and awarded with the *Employer's* commercial representatives notified in the entire process. The *Employer* reserves the right to accept or reject the appointment of a sub-consultant in terms of this contract. The *Employer* reserves the right to terminate the contract should the *Consultant* fails to adhere to the SD&L requirements of subcontracting.

#### **Limitations on subcontracting**

The *Consultant* shall not subcontract a portion of the contract in excess of that agreed with the *Employer* and documented before contract award.

### **Working on the *Employer's* property**

#### **Employer's entry and security control, permits, and site regulations**

The *Employer's* sites are classified as National Key Points and access is controlled and regulated by law. Sites such as Koeberg Nuclear Power Station have very strict entrance requirements and allowances for security clearance checks and processes of about two hours need to be made by the *Consultants* requiring access at the sites. The taking of photographs is prohibited at all sites and special permission shall be required if necessary for the provision of *Services*. Persons under the influence of intoxicating substances and alcohol are strictly not permitted to enter the *Employer's* premises. All persons entering or leaving the *Employer's* premises may be subjected to physical security checks including alcohol tests.

In addition to the above there may be other restrictions applicable on sites and *Consultants* shall be required to comply at all times. Temporary Access Permits may be arranged for a limited number of the *Consultant's* *Key Persons* who require frequent access to the *Employer's* premises for purposes of delivering the *Services* which may include the attendance of regular meetings.

#### **People restrictions, hours of work, conduct and records**

It is very important that the *Consultant* keeps records of his people working on the *Employer's* property, including those of his Sub-consultants. The *Employer's* Agent shall have access to these records at any time. These records may be needed when assessing compensation events. The restrictions on hours worked shall be specified on the Task Order

#### **Things provided by the *Employer***

- 1) The *Employer* shall provide training facilities/ classroom, special software, and access to equipments, systems and guidance on requirements specific to the *Employer* to enable the *Consultant* to deliver the services as required by the *Employer*.
- 2) Eskom will also ensure that Learners attend training with the required appropriate PPE used in the work place as determined by the risk assessment, written safe work procedure/task analysis/work instruction and in compliance with the 240-100979499 Personal Protective Equipment for Work at Heights Specification.

#### **The Service Providers will be required to:**

- 1) Provide good quality learners training manuals (not presentation slides) and supporting training materials such as FAS Equipment and Basic Rescue kit for practical demonstrations where necessary.

- 2) Provide a copy of the relevant Acts when doing legislation-based training such as Occupational Health and Safety Act and Regulations where required.
- 3) Provide the Employer's Agent with the copy of their national footprint indicating where their Facilitators are based and deliver training at various EAL training sites during the normal Eskom business hours.
- 4) Provide stable internet connection and a laptop for the Facilitator with HDMI or latest required cable to be able to connect to any available Projector available in Eskom's training rooms. Eskom will provide computers to its Employees where the training is delivered through e-learning/ Microsoft Teams.
- 6) Comply to Eskom's quality assurance audits, inspections, and Non-Conformance process where there are complaints and non-compliance issues.

### **Exclusions**

The *Consultant* shall provide and use own tools, special equipment, IT hardware and software, PPE, stationery and acquire all necessary licences, permits and authorisations required to perform the services.