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PART 3: SCOPE OF WORK

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C3.1	<i>Employer's Service Information</i>	
C3.2	<i>Contractor's Service Information</i>	
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C3.1: EMPLOYER'S SERVICE INFORMATION

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1 Description of the service

1.1 Executive overview

The objective of this project is to procure, install, and secure two (2) heavy-duty tarpaulin covers for coal stockpiles, each measuring 100m x 100m. The covers must provide robust protection against environmental exposure and rain, minimize coal degradation, and ensure operational reliability

1.2 Employer's requirements for the service

1.2.1 Tarpaulin Design & Dimensions

- (a) Each tarpaulin shall be fabricated from blue 800gsm industrial-grade PVC-coated polyester fabric, engineered for high durability, UV resistance, and waterproofing.
- (b) Total Coverage per Stockpile: 100m x 100m.
- (c) Modular Configuration: Each cover shall be split into eight (8) sections, each measuring 26m x 55m.
- (d) Overlap Allowance: Sections shall overlap by 1m on all adjoining edges to ensure seamless coverage and weather resistance.

1.2.2 Reinforcement & Handling Features

- (a) Webbing Reinforcement Grid: Heavy-duty webbing stitched in a grid pattern across the surface for structural reinforcement and load distribution. Enhanced wind resistance and prevents tearing.
- (b) Perimeter Webbing Handles: Reinforced handles stitched around the perimeter at 2m intervals for manual handling.
- (c) Stainless Steel Grommets: Installed along overlapping edges at 2m intervals to allow secure fastening between sections.

1.2.3 Securing Mechanism

- (a) 750mm x 16mm Droppers: Heavy-duty droppers to anchor the tarpaulin to the ground and interconnect overlapping sections. Corrosion-resistant and suitable for repeated outdoor use.
- (b) Pegging Equipment: All necessary pegs, anchors, drivers, ropes and fasteners required to fully secure the tarpaulin shall be supplied and installed by the contractor.

1.2.4 Installation Requirements

- (a) On-site installation of both tarpaulin covers.
- (b) Assembly and interconnection of all modular sections.
- (c) Anchoring and securing the tarpaulin using supplied droppers and pegging equipment.
- (d) Ensuring the tarpaulin is tensioned and fitted correctly to withstand wind and weather conditions.
- (e) Inspect tarpaulin for damage after severe weather and repair during the guarantee period.

1.2.5 Guarantee

- (a) Tarpaulin material integrity.
- (b) Installation workmanship.
- (c) Pegging and securing equipment performance.
- (d) Any defects or failures within the guarantee period shall be rectified within 48hrs at no additional cost to the client.

1.2.6 Deliverables

- (a) 2 x 100m x 100m tarpaulin covers (split into 8 sections each) inclusive of Integrated webbing grid and perimeter handles.
- (b) Stainless steel grommets every 2-meter interval.
- (c) 750mm x 16mm droppers and all pegging equipment.
- (d) On-site installation with 12-month guarantee documentation and Quality Control Plan (QCP).

1.2.7. Timeline & Delivery

- (a) Lead Time: To be confirmed by contractor.
- (b) Delivery Location: Majuba Power Station after quality acceptance by the client.
- (c) Installation Schedule: To be coordinated with site management.

1.2.8. Compliance & Quality Assurance

- (a) All materials and workmanship must comply with relevant SANS standards and industry best practices.
- (b) Material data sheets.
- (c) Installation method statement.
- (d) Warranty and guarantee documentation with inspection schedules.
- (e) Quality assurance certificates upon delivery.

1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
CSY	Coal Stock Yard
UV	Ultraviolet
SANS	South African National Standards
QCP	Quality Control Plan
ITP	Inspection and Test Plan
OEM	Original equipment manufacturer
Kg	Kilogram
mm	Millimetre
GSM	Grams per Square Meter
SHE rep	Safety health and environment representative
HIRA	Hazard Identification Risk Assessment
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
SHE	Safety Health and Safety

2 Management strategy and start up.

2.1 The Contractor's plan for the service

The contractor shall provide a detailed start-up plan and management strategy in accordance with NEC3 requirements.

2.2 Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and Contract initiation	Once	Coal Management or via MS Teams	Employer, Contractor
Contract progress and feedback	After each event of sever adverse weather	Coal Management or via MS Teams	Employer, Contractor

2.2.1. 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.

2.2.2. 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 Contractor's management, supervision and key people

2.3.1. Site management

2.3.2. Site supervisor

2.4 Documentation control

All communications shall be in writing and sent via email to the Contract Manager. Where formal correspondence is required (e.g., contractual notices, approvals), a signed letter in PDF format must be attached to the email. The subject line should reference the contract number and title for traceability."

2.5 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: Finance Shared Service (FSS) Fss@eskom.co.za
Included on each invoice must be the following information:

2.5.1. Name and address of the Contractor and the Service Manager.

2.5.2. The contract number and title.

2.5.3. Contractor's VAT registration number.

2.5.4. The Employer's VAT registration number 4740101508.

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

2.5.6. Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT.

2.6 Contract change management

All changes and modifications to this contract shall be managed in accordance with NEC3 procedures and Eskom governance requirements. The following process applies:

2.6.1. Notification

The Contractor must notify the Service Manager in writing of any proposed change or modification to the scope, pricing, or schedule.

2.6.2. Assessment

The Service Manager will assess the impact of the proposed change on cost, time, and quality, and determine whether it constitutes a Compensation Event under NEC3 Clause 60.

2.6.3. Approval

No change or modification is valid until approved in writing by the Employer using Eskom's official Change Control Form (CCF-01) or equivalent standard form.

2.6.4. Documentation

All approved changes must be recorded in the Contract Change Register. Supporting documents such as revised scope, drawings, updated price lists, and timelines must be attached to the change record.

2.6.5. Compliance

All changes and modifications must comply with NEC3 core clauses and Eskom Standard Forms of Contract. Unauthorized changes will not be recognized and may result in disallowed costs.

2.7 Records of Defined Cost to be kept by the Contractor

Not Applicable for option A

2.8 Training workshops and technology transfer

During the installation phase, the Employer's on-site personnel shall be present and actively involved in the installation process. The Contractor is required to facilitate full skills transfer to the Employer's team by:

2.8. Knowledge Transfer the Contractor shall provide detailed instruction on installation techniques, securing methods, tensioning procedures, and maintenance practices.

2.9. Hands-On Participation On-site employees will assist with the installation of the tarpaulin covers under the guidance of the Contractor's technical team.

2.10. Training materials, method statements, and maintenance guidelines shall be handed over to the Employer.

2.11. At the end of the installation, the Employer's team should be fully competent to perform future installations, inspections, and minor repairs independently

2.9 Design and supply of Equipment

2.9.1. Material Composition:

- (a) Fabric Type: Industrial-grade PVC-coated polyester fabric.
- (b) Weight: A minimum of 800 gsm (grams per square meter) for heavy-duty durability.
- (c) Colour: Blue (UV-stabilized pigment for outdoor exposure).

2.9.2. Properties:

- (a) UV Resistance: Engineered to withstand prolonged sunlight exposure without degradation.
- (b) Waterproofing: Fully waterproof with welded seams to prevent leakage.
- (c) Tear Resistance: Reinforced structure to resist tearing under wind load.
- (d) Temperature Tolerance: Operational range from -20°C to +70°C.

2.9.3. Dimensions & Configuration

- (a) Total Coverage per Stockpile: 100m x 100m.
- (b) Modular Design: Each cover split into 8 sections, each measuring 26m x 55m for ease of handling.
- (c) Overlap Allowance: 1m overlap on all adjoining edges for weatherproof sealing.
- (d) Edge Finish: Heat-sealed edges with reinforced hems for strength.

2.9.4. Reinforcement Features

- (a) Heavy-duty polyester webbing stitched in a grid pattern across the tarpaulin surface - Purpose: Distributes load, prevents sagging, and enhances wind resistance.
- (b) Perimeter Handles: Reinforced webbing handles stitched at 2m intervals for manual handling and positioning
- (c) Stainless Steel Grommets: Installed along overlapping edges at 2m intervals for secure fastening. Corrosion-resistant for long-term outdoor use.

2.9.5. Securing Mechanism

- (a) 750mm x 16mm Droppers: Heavy-duty droppers to anchor the tarpaulin to the ground and interconnect overlapping sections. Corrosion-resistant and suitable for repeated outdoor use.
- (b) Pegging Equipment: All necessary pegs, anchors, drivers, ropes and fasteners required to fully secure the tarpaulin shall be supplied and installed by the contractor.

2.10 Things provided at the end of the *service period* for the *Employer's* use

- 2.10.1. **Training materials, method statements, and maintenance guidelines** shall be handed over to the Employer.
- 2.10.2. **At the end of the installation**, the Employer's team should be fully competent to perform future installations, inspections, and minor repairs independently.

3 Health and safety, the environment and quality assurance

3.1 Health and safety risk management

- 3.1.1. The Contractor shall comply with the health and safety requirements contained in high Risk SHE/OHS Specification and the safety file checklist approval.
- 3.1.2. The 37-2 agreement & principal contractor appointment to be signed by Contractor and Employer representatives.
- 3.1.3. The SHE/OHS professional conducts internal audits at planned intervals to monitor compliance to the contractual health and safety requirements.
- 3.1.4. The Contract Manager conducts inspections at planned intervals to monitor compliance to the contractual health and safety and legal requirements.

- 3.1.5. The Contractor may be selected during internal and/or external Majuba Power Station audits to verify compliance to legal and contractual SHE/OHS requirements. The Contract Manager will communicate this at relevant time periods.
- 3.1.6. In addition to the requirements of the applicable laws governing the occupational health and safety, Majuba Power Station OHS requirements particular to the service and the Affected Property for this contract shall be adhered to for the duration of the contract.
- 3.1.7. The minimum requirements for the Contractor to gain access to Majuba Power Station include the but not limited to:
- 3.1.7.1. Medically fit for duty certificate
 - 3.1.7.2. Police clearance certificate
 - 3.1.7.3. Majuba Power Station Safety Induction
 - 3.1.7.4. Applicable risk-based PPE.
 - 3.1.7.5. Valid letter of good standing always (COIDA)
- 3.1.8 Contractual requirements mean the suppliers will submit the tender returnable during the tender close-out. The evaluation will take place once the mandatory and Functionality evaluation have been completed. The service provider will be given only ONE opportunity to submit the outstanding documents within 7 working days. Failure to submit the outstanding documents within the stipulated time; may result in the tenderer being regarded as non-responsive and ineligible for contract award. These OHS requirements will form part of the procurement process and must be complied with prior to signing the contract (Note: these requirements are applicable to the tender phase only). The service provider shall comply with the OHS Safety file requirements and no work may commence until the Safety file is approved by the Contract custodian together with the OHS professional

3.2. Environmental constraints and management

The Supplier shall comply with the environmental criteria and constraints [Environmental Management Requirements for Contractors and Suppliers ENV/GEN/SPEC/01]

The contractor shall ensure that all his/her activities related to manufacturing, supplying, delivering and operation of their product is in line with the relevant environmental legislation.

They shall coordinate their activities in line with the requirements of ISO 14001: 2015 and Majuba Power Station environmental management system.

The contractor shall ensure that in the execution of his/her activities, no contamination of water (either surface or underground), no disturbance of the land and biodiversity within Majuba premises, no waste will be disposed of in an irresponsible manner. Disposal of waste should be in line with the Majuba PS Waste Management Work Instruction (ENV/GEN/WI/12).

The contractor shall ensure that his/her practices are in line with Eskom SHEQ Policy (32-727) and Majuba Power Station Environmental Statement of Intent (ENV/STMT/01).

The contractor shall identify and document environmental aspects and impacts which are in line with the scope as per the tender document

3.3. Quality assurance requirements

The contractor shall be in possession of ISO 17025: 2017. The supplier/contractor shall complete and sign Form A (Enquiry/Contract/Quality Requirements for Supplier Quality Management Specification 240-105658000/ QM 58 and ISO 17025).

The supplier shall submit a valid copy of ISO 17025 and/or any applicable certificate of a QMS (the latest applicable revision). The QMS should drive the supplier's business management processes to ensure that all of Eskom's requirements are fully met on a consistent basis.

The supplier shall submit the latest copy of the management system internal and external audit reports. The audit reports must include, if applicable, nonconformity identified, and the resulting remedial actions (correction and/ or corrective action reports).

The supplier shall submit a draft contract quality plan that is specific to the scope of work as described in the tender documents. The plan must address the minimum requirements as per ISO 10005.

Where applicable; the supplier shall submit a draft, or an example of an inspection and test plan (ITP) or quality control plan (QCP) on similar and/ or previous work done.

The supplier shall submit documented information for Control of Externally Provided Processes, Products and Services.

The supplier shall submit a copy of documented information for roles, responsibilities and authorities in relation to the QMS. Examples of relevant documented information are; organization charts, job descriptions, work instructions, duty statements, manuals, procedures.

The supplier shall submit documented information retained (records) of management review meetings that include agenda, meeting minutes, attendance registers, reports, presentations, etc.

Note: specific requirements per tender will be selected using the List of Tender Returnable documents (240-12248652).

4. Procurement

4.1. People

4.1.1. Minimum requirements of people employed

The Contractor shall ensure that the workforce deployed for the installation of the tarpaulin covers meets the following requirements:

- 4.1.1.1. Local Labour Utilization - At least 85% of the general/unskilled labour employed for the installation shall be sourced from local communities in accordance with Eskom's socio-economic development objectives.
- 4.1.1.2. Skills Transfer Commitment - The Contractor must actively involve local labour in all installation activities to facilitate practical skills transfer and capacity building.
- 4.1.1.3. Compliance - All personnel must comply with site safety, health, and environmental requirements, and attend mandatory induction before commencing work.
- 4.1.1.4. Documentation - The Contractor shall maintain accurate records of labour composition and submit monthly reports to the Employer demonstrating compliance with the 85% requirement.

4.1.2. BBEE and preferencing scheme

The Contractor shall comply with Eskom's Broad-Based Black Economic Empowerment (B-BBEE) and Preferencing requirements throughout the contract period. The following constraints apply:

- 4.1.2.1. B-BBEE Compliance - The Contractor must maintain a valid B-BBEE certificate or affidavit in line with the Department of Trade and Industry (DTI) Codes of Good Practice.
- 4.1.2.2. The minimum acceptable B-BBEE level for this contract is Level 4 or better, unless otherwise specified in the tender documents.
- 4.1.2.3. Preference will be given to suppliers who demonstrate higher B-BBEE contribution levels and alignment with Eskom's transformation objectives.
- 4.1.2.4. The Contractor shall ensure that procurement of goods and services under this contract prioritizes B-BBEE-compliant suppliers.
- 4.1.2.5. The Contractor must submit quarterly reports detailing spend on B-BBEE-compliant suppliers and subcontractors.
- 4.1.2.6. Eskom reserves the right to audit compliance at any stage of the contract.
- 4.1.2.7. Failure to maintain the required B-BBEE level or submit reports may result in penalties, withholding of payments, or termination of the contract.

4.1.3. Accelerated Shared Growth Initiative – South Africa (ASGI-SA)

The Contractor shall comply with and fulfil all obligations under the ASGI-SA Compliance Schedule as submitted during the tender stage and reproduced in this contract.

- 4.1.3.1. The Contractor shall maintain accurate and auditable records of all activities related to ASGI-SA commitments, including local labour utilization, procurement from local suppliers, and skills development initiatives.
- 4.1.3.2. Records must include supporting documentation such as invoices, attendance registers, training certificates, and subcontractor agreements.

- 4.1.3.3. The Contractor shall provide the Service Manager with monthly progress reports detailing actual delivery against ASGI-SA criteria.
- 4.1.3.4. Reports must be submitted in electronic format (PDF) and include a summary dashboard for quick reference.
- 4.1.3.5. Eskom reserves the right to access all ASGI-SA records at any time for verification purposes.
- 4.1.3.6. The Contractor shall make records available within 5 working days of a formal request.
- 4.1.3.7. Reports must follow Eskom's prescribed template and include:
 - (a) Labour statistics (local vs. non-local)
 - (b) Skills transfer activities and outcomes
 - (c) Compliance status against ASGI-SA targets
- 4.1.3.8. Failure to comply with ASGI-SA obligations constitutes a **substantial failure** under this contract and may result in penalties, withholding of payments, or termination.

4.1.4. Correction of defects

During the service or installation process, if any defect is identified, the following procedure shall apply:

- 4.1.4.1. All defects must be documented in the official Service Report immediately upon detection.
- 4.1.4.2. The Service Report shall be submitted to the Employer within 24 hours after completion of the service.
- 4.1.4.3. The Service Engineer shall present the findings during the Service Report Feedback Meeting.
- 4.1.4.4. If the defect can be repaired on-site during the service, the Contractor shall perform the repair immediately.
- 4.1.4.5. If the defect cannot be repaired on-site and requires replacement, the Contractor shall initiate a formal order based on the Service Report recommendation.
- 4.1.4.6. The defective item must be repaired or replaced within three (3) weeks after placement of the order.
- 4.1.4.7. The Contractor shall maintain records of all defects, repairs, and replacements for audit purposes.

4.1.5. Plant & Materials provided "free issue" by the Employer

Eskom Majuba Power Station will provide resources to offload the goods being delivered (Cranes and forklift for offloading purposes)

- All permit to work will be done on site by the responsible person prior to contractor working.

5. Working on the Affected Property

LAR must be obtained at the control room before any work can commence and permit to work where required.

5.1. Employer's site entry and security control, permits, and site regulations

- 5.1.1. All equipment that the contractor brings to site must be declare at the security gate.
- 5.1.2. The vehicle used must comply with road worthy standards and declared at the gate (car permit).
- 5.1.3. Permit to enter the station must be requested 24hours before the contractor can enter the premises.
- 5.1.4. Information required for the permit:
 - (a) Id number
 - (b) Surname and name
 - (c) Company employee number
 - (d) Company details
 - (e) Emergency number and contact details.
 - (f) Car registration number, car make, car model car colour.

5.2. People restrictions, hours of work, conduct and records

- (a) All technicians to be involved as and when required must have their details sent to the contract manager before coming to site.
- (b) Work must be done as and when required.

5.3. Health and safety facilities on the Affected Property

- (a) The contractor shall be using Eskom provided facilities during the services.

5.4. Site services and facilities

5.4.1. Provided by the *Employer*

- (a) All permit to work will be done on site by the responsible person prior to contractor working

5.4.2. Provided by the *Contractor*

- (a) All service items required to complete the service, and repair successfully must be provided by the contractor

5.5. Control of noise, dust, water and waste

- (a) While working at the plant all mandatory signs must be adhered to, if ear plugs/muffs, helmets with a chin strip and goggles are mandatory, they need to be always worn.
- (b) If there are safety restrictions at the plant the contractor is to work on prior to the work.
- (c) The pre-task risk assessment done must indicate as such with mitigations of the safety issue in question.

