



## SCOPE OF WORK

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Kendal Power Station

Fleet Department

### Provision of Transportation Services for Eskom Employees from Various Destinations To/From Kendal Power Station for a Period of 5 Years

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**Provision of Transportation Services for Eskom Employees from Various Destinations To/From Kendal Power Station for a Period of 5 Years**

**1. Scope Compilation Reference**

<b>PROVISION OF TRANSPORTATION SERVICES FOR ESKOM EMPLOYEES FROM VARIOUS DESTINATIONS TO/FROM KENDAL POWER STATION FOR THE PERIOD OF 5-YEARS</b>					
<b>No</b>	<b>Destinations</b>	<b>Pick &amp; Drop off Points</b>	<b>No. of Combis</b>	<b>Vehicle Type</b>	<b>Weekdays &amp; Time</b>
1.	Middelburg	Mhluzi & Middelburg Malls	3	13-Seater Combis	Monday to Friday excluding P/Holidays
2.	Bronkhorstspuit	Various Points	3		
3.	Kriel	Various Points	1		
4.	Benoni	Lakeside Mall	5		
5.	Pretoria	The Grove Mall	3		
6	Midrand	Eskom Academy of Learning	2		

<b>DAY AND NIGHT SHIFTS</b>					
<b>No.</b>	<b>Destinations</b>	<b>Pick &amp; Drop off Points</b>	<b>No. of Combis</b>	<b>Vehicle Type</b>	<b>Weekdays &amp; Time</b>
1.	Middelburg	Mhluzi & Middelburg Malls	1	13-Seater Combis	Monday to Sunday including P/Holidays
2.	Bronkhorstspuit	Various Points	1		
3.	Kriel	Various Points	1		
4.	Benoni	Lakeside Mall	1		
5.	Pretoria	The Grove Mall	1		
6	Midrand	Eskom Academy of Learning	1		

**2. Objective**

The objective of this contract is to provide safe, reliable, and efficient transportation services for Eskom employees between their homes and Kendal Power Station, enhancing their commute experience and supporting operational efficiency.

**3. Detailed scopes of work**

The service provider will provide transportation services for Eskom employees between their homes in various locations (Middelburg, Bronkhorstspuit, Kriel, Benoni, Pretoria and Midrand) and Kendal Power Station.

**3.1. Transportation routes:**

The service provider will operate on designated routes, covering various suburbs/towns in Gauteng and Mpumalanga Province.



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### **3.2. Vehicle fleet:**

The service provider will provide a suitable fleet of vehicles, ensuring comfort, safety and reliability.

### **3.3. Scheduling:**

The service provider will adhere to agreed-upon schedules, ensuring timely pickups and drop-offs.

### **3.4. Employee safety:**

The service provider will ensure the safety and security of Eskom employees during transportation.

### **3.5. Vehicle Maintenance:**

The service provider will maintain vehicles in good working condition, adhering to regulatory requirements.

### **3.6. Driver Management:**

The service provider will employ qualified, trained, and courteous drivers.

### **3.7. Compliance with Eskom Policies:**

The service provider will ensure that drivers comply with Eskom's policies and procedures, including fleet policies and procedures.

### **3.8. Life Saving Rules Compliance:**

The service provider will ensure that passengers comply with Eskom's Life Saving Rules, including wearing seat belts at all times.

### **3.9. Driver Conduct:**

The service provider will ensure that drivers:

- Maintain a sober status and are not under the influence of alcohol while operating vehicles.
- Adhere to national speed limits on road.
- Comply with all relevant traffic laws and regulations.

### **3.10. Service Monitoring:**

The service provider will monitor and report on service performance, addressing any issues promptly.

## **4. Vehicle Requirements**

The service provider shall provide vehicles that meet the following specifications.

### **4.1. Vehicle Age:**

Vehicle shall not be older than 3 years.

### **4.2. Safety features:**

- Factory-fitted Anti-lock Brake System (ABS)
- Factory-fitted front driver and passenger airbags
- Three-point safety belts for every seat

**4.3. Comfort features:**

- Factory-fitted power steering wheel
- Factory-fitted air conditioning
- Factory-fitted audio system (Radio/ CD plater)

**4.4. Safety Equipment:**

- Fully equipped first aid box
- Fully equipped fire extinguisher
- Two emergency warning triangles

**4.5. Mini-bus Specific Requirements:**

- Speed warning sign at the back of every minibus
- Yellow reflective tape fitted as per National Road Traffic Act specifications
- Adjustable driver seats
- Partitioned driver's compartment as per National Road Traffic Act specifications
- At least two identified emergency exits for every 12 passengers.

**4.6. Seats Requirements:**

- No fold-up or jockey seats allowed

**5. Driver Requirements:**

- Drivers must be in possession of a Valid South African National Driver's license with PDP
- Drivers to have a minimum of three (3) years of driving experience
- Drivers must be in possession of a valid medical certificate

**6. Service Provider Requirements:**

- The contractor must produce proof of route permit from the relevant authorities for each route.
- The contractor must produce proof of insurance covering passengers' liability from an accredited insurance company

**7. Pre-Trip Risk Assessment:**

All minibus drivers must conduct a pre-trip risk assessment using a trip sheet checklist to identify potential risks and hazards and implement mitigation measures.

**8. Safety Requirements**

The *Contractor* undertakes to take all reasonable precautions to maintain the health and safety of persons in and about the execution of the *service*. Without limitation the *Contractor*:

- undertakes, in and about the execution of the *service*, to comply with the occupational health and safety act 85 of 1993 and regulations, with all applicable health & safety laws, rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.
- The Contractor shall comply with the minimum requirements listed in the SHE specification and develop a health and safety plan in line with requirements of the SHE specification and the contract, which shall be subject to safety for evaluation and approved before commencement of the services.
- The Contractor shall comply with the health and safety legislation, and Eskom standards, procedures and directives which shall include minimum:
  - National Road traffic Act No 83 Of 1996
  - COID act no 130 of 1993
  - Eskom Contractor Health and Safety requirements standards 32-136
  - Eskom SHEQ policy 32-727
  - Eskom vehicle and driver safety procedure 240-62946386 Revision 5
  - Health and Safety Contractor Specification 1015696
  - Occupational Health and Safety incident Management Procedure 32-95
  - Occupational Health and Safety Risk Assessment Procedure 32-520
  - Smoking Policy 32-1126
  - Live Saving - Rule 240-62196227
  - GX OHS Contractor Management Model 240-56926886
- Eskom SHE requirements for the Eskom commercial process 32-726 etc  
Annexure C 1: SHE Tender Evaluation Template (High risk).

## **9. Quality Requirements**

- a) The Contractor complies in full with the Eskom Supplier Quality Management Specification QM58/ 240-105658000 and complies to ISO 9001:2015 Quality Management Systems.

## **10. Environmental Requirements**

- A detailed signed Contractor's Environmental Management Plan (EMP) pertaining to site specific activities, Identification of Environmental Aspects and Impacts, Identification, assessment and control of activities that have or may have an impact on the environment.
- Emergency Preparedness Plans (e.g. oil / chemical spill, disasters, etc.)
- Waste Management Plan
- Environmental Policy in terms of ISO14001:2015 stating the commitments to protect the environment, prevent pollution, fulfil the compliance obligation, and contribute to the continual improvement of the EMS. The policy should be signed by the top manager.
- Emergency Preparedness Plans (e.g. oil / chemical spill, disasters, etc.)
- Vehicle Maintenance Records

**11. Invoicing and Payments.**

- **Assessment:** after the job is completed, an assessment is done to verify the work done and amount due.
- **Payment Certificate:** A payment certificate is issued based on the assessment, confirming the amount due to the service provider.
- **Invoice Submission:** The service provider submits an invoice to Eskom for payment, accompanied by the payment certificate.



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