

	MATLA POWER STATION SCOPE OF WORK	Document Identifier	14593	Rev	7
		Effective Date	October 2024		
		Review Date	October 2027		

PLANT AREA: Matla Power Station					
TITLE: Supply, Delivery and Assembling of Office Furniture at various office buildings at Matla Power Station on an as and when required basis for a period of five years					
REF:QA/QC 002		Reference Rev No:1		MULTIDISCIPLINARY: No	
				Plant Level: All	
COMPILED BY	Name: Nothando Ntenga End User	Signature: 		Date: 2026.09.21	
APPROVED	Name: NA Gumbi Line Manager	Signature: 		Date: 2026/09/21	
APPROVED	Name: Elias Katasa Group Manager	Signature:  pp		Date: 2026/09/21	
REVIEWED	Name: Bontle Mahura Quality Department	Signature:  pp		Date: 22/09/2026	
REVIEWED	Name: Lynton Mudau Occupational Health and Safety	Signature: 		Date: 22/09/2026	
REVIEWED	Name: Zodwa Zimu Environmental Department	Signature: 		Date: 22/09/2026	
ACCEPTED	Name: Outage Manager/Maintenance Manager	Signature:		Date:	
ACCEPTED	Name: AIA	Signature:		Date	

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NB: Do not tamper with the template.

GENERAL

- Data books, reviews, reports, and diagrams/drawings shall be submitted to Engineering after the completion of the work. Engineering to forward the data books to Quality Department (Document Control)
- All QCP's to be submitted to Engineering and Quality for approval prior to outage/project or maintenance work commencement.

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1.1	Occupational Health and Safety	• Health and safety file should be approved by Safety risk management department prior to any work commences on site • All work is to be done in accordance with OHS Act 85 of 1993, Matla plant procedures and Plant Safety Regulations. (240-150642762). • Matla power station SHEQ induction must be done before access to site can be granted • The contractor should ensure that all employees have acquired the required competency for the task they are performing. • The contractor to ensure compliance to updated legal requirements and other requirements. • BUY QUIET: All stakeholders are encouraged to purchase or rent quieter machinery, equipment, and tools to reduce worker noise exposure, contribute towards compliance	Eskom to witness.	Contractor

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		to OHSA noise exposure limits and ultimately reduce the risk of noise induced hearing loss.		
1.2	Environmental Management.	- All activities listed in the National Environmental Act 107 of 1998, EIA Regulations as amended, must have environmental AUTHORISATION before commencement of work. - The contractor shall comply with all applicable legal and other requirements. - The polluter pays principle will be applied. - The contractor manager shall ensure compliance with Eskom Matla Environmental procedures to ensure the prevention of pollution (refer: OMOP 4090 and 4402). - The last payment will be processed based on the status of the last housekeeping check sheet (Annexure C: OMOP 4402) of designated area. - EMS file based on ISO14001 will be required.	Eskom to witness.	Contractor
1.3	Quality Management	- The contractor/executioner of work will be responsible for drawing up all QCP documentation and this must be approved by engineering and authorised by the Quality Department before commencing with the work. - Contractors/executioner to adhere to QM 58 and OMOP4497 requirements - Number of NCR issued can affect your next tendering process. - The QCP shall be signed progressively by the Engineer/Supervisor, Eskom QC Inspector, Contractor QC Inspector and/or AIA.	Hold point	Contractor

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		- No procuring of outage items without the approval of scopes by quality - All outage scopes creep and scopes addition should be approved by quality - No contractor should be in the possession of scopes for execution without the scopes approved by quality - The contractor is subjected to quality auditing at any point in time during execution of scope		
1.4	Inputs from other departments			
1.5	Commissioning reference			

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	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
	Supply, Delivery and Assembling of Office Furniture at various office buildings at Matla Power Station			Service Provider

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BILL OF MATERIAL

	Full description of Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity
	ESKOM Matla Power Station intends to enter into a contract for the Supply, Delivery and Assembling of Office Furniture at various office buildings at Matla Power Station on an as and when required basis for a period of five years (See attached works information)		N/A	N/A	N/A

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SCOPE COMPILATION REFERENCES				
SOURCE & Ref No.	Yes	No	N/A	Comments
Previous outage service reports				
Return to service data packages				
Maintenance Strategy with Rev number				
SAP defects (attach list as appendix)				
GHRMS (STEP) reports (Generation Heat Rate Management System)				
Online Condition Monitoring				
Pre-outage performance test results				

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Post outage performance test results				
GPSS/ Plant Performance data on UCLF incurred				
OMS / IIRMS recommendations (Audits Reports)				
Risk controls (IRM system)				
Previous audits and reviews (e.g. ERAP)				
Engineering Change Requests (Projects)				
LOPP strategy reports				
URS				
Philosophy (Outage)				
Condition Monitoring Report				
VA/PHD Viewer trends				
Corrective Actions				
CARAB reports				
Statutory Requirements				
Grid code requirements				
Waivers and Exemptions				
Calibration requirements				
Previous Outage SOW variations				

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Post Mortems Actions from previous outages				
Pre-Outage plant walks				
Risk based inspection (RBI) report				
Simulation, TOIs, OON, SI				

COMMENTS

ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
1	
2	
3	
4	
5	
6	

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7	
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9	
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1. Service Information

1.1 Works Information

1.1.1 Description of the *works*

ESKOM Matla Power Station intends to enter into a contract for the Supply, Delivery and Assembling of Office Furniture at various office buildings at Matla Power Station on an as and when required basis for a period of five years. The contract will be entered into with a Service Provider that is well established and experienced.

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L-Shape Desk – See Figure 1

- 1) 1 x Handed Core Top- 1700mm x 1200mm x 700mm
- 2) 1 x extension top- 1000 x 700
- 3) 1 x Fixed pedestal
- 4) 1 x roller door with one shelf
- 5) 3 x Round desk legs- 76mm diameter
- 6) Item name on National Contract: D2 Pedenza Type Workstation



Figure 1

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Filing Cabinet – See Figure 2 Option 1 and Figure 2 Option 2

Option 1

- 1) 1120mm x 1150mm
- 2) 450mm deep
- 3) 1 x Roller door
- 4) 3 x Metal shelves
- 5) Handle fitted with a multi- point locking system

Option 2

- 1) 1150mm x 1120mm
- 2) 450mm deep
- 3) 2 x Roller doors
- 4) 4 x Metal shelves
- 5) 2 x Handle fitted with a multi- point locking system

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Figure 2 Filing Cabinet – Option 1



Figure 2 Filing Cabinet – Option 2

Small Round Meeting Table – See Figure 3

- 1) 1200mm diameter round top x 600mm (height)
- 2) 1 x Round desk legs – 120 diameter
- 3) 32 mm thickness of the table
- 4) **Colour: Maple**

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Figure 3 Small Meeting Table

- 1) 1200mm diameter round top x 600mm (height)
- 2) 1 x Round desk legs – 120 diameter
- 3) 32 mm thickness of the table
- 4) **Colour: Mahogany**

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Figure 4 Small Meeting Table

Chairs – See Figure 5 and Figure 6

Office's Chair

- 1) Falcon High Back 24/7 Chair
- 2) Ergonomic design
- 3) 5-year Guarantee

Visitor's Chair

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- 1) Falcon Visitor Chair
- 2) Black Mesh



Figure 5



Figure 6

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Figure 7: Plastic Coffee Area Chair, Blue

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Figure 8 Alpha High Back Chair

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Figure 9 Alpha Medium Back Chair

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Figure 10 Texas Heavy Duty Chair 24/7

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Figure 11 Executive Leather Office Chair

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Figure 12 Executive Leather Visitors Chair

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DESCRIPTIONS:

High back office chairs have back rests that extend to the upper back, adjustable in height, depth and angle for maximum comfort.

Maximum user weight: 220kg

Upholstery Material: Genuine Leather, Top Grain Leather (Matte)

Base size: 350mm

Base material: Chrome base

Armrests: Chrome armrest with genuine leather cover

Gas lift: Class 2 gas lift height adjustment

Mechanism: Butterfly mechanism

Castors: black nylon

Colour: black

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EXECUTIVE DESK WITH CREDENZA AND PEDESTAL
2200L X 1100D X 800MM HIGH



Figure 13 Boardroom Table, able to seat up to 16 individuals
4 x Curve modesty panels, Colour: Maple

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Boardroom Tables
12 seater oval table with panel legs. The table must be made in melamine colour

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Figure 14 Trinity Double Couch

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Figure 15 Trinity Single Couch

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Figure 16 London Double Couch

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Figure 16 Classroom Chair



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BLACK BONDED LEATHER OFFICE SOFA SINGLE SEAT. CONTEMPORARILY EUROPEAN STYLE DESIGN. POLISHED STAINLESS STEEL FRAME. UPHOLSTERED WITH BLACK BONDED LEATHER. ULTRA SOFT AND COMFORT



BLACK BONDED LEATHER OFFICE SOFA TWO SEAT. CONTEMPORARILY EUROPEAN STYLE DESIGN. POLISHED STAINLESS STEEL FRAME. UPHOLSTERED WITH BLACK BONDED LEATHER. ULTRA SOFT AND COMFORT



BLACK BONDED LEATHER OFFICE SOFA THREE SEAT. CONTEMPORARILY EUROPEAN STYLE DESIGN. POLISHED CHROME FRAME. UPHOLSTERED WITH BLACK BONDED

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LEATHER. ULTRA SOFT AND COMFORT

Coffee Table: See Figure 17

1) 1200mm x 600 mm oval coffee table



Figure 17

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Figure 18 Maple Wooden Waste Bin

Mobile Storage – See Figure 19 and Figure 20

Mobile Server unit - Option 1

1) 1600mm x 700mm x 900mm

2) 3 x castor wheels

3) 1 x panel top

Mobile storage – Option 2

1) 1 x Pencil tray drawer

2) 3 x standard drawers

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Figure 19 Mobile Storage Option 1



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Figure 20 Mobile Storage Option 2



Figure 21 Mobile Storage
Workspace Cubicles 3 x 1 200 x 750mm with drawers

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Cold & Cool Water Dispenser 20L

A4 Laminating Machine

Speed Per Minute: 400mm. Throat Width: 240mm. Pouch Thickness: 160-250mic. Warm Up time: 2 Mins. Special Features: Hot Lamination. Overheat Protection.

Storage Box

A4 Cardboard Archive Filing Boxes with Lids - 390mm(L) x 304mm(W) x 238mm(H) File Box Document Box Home Office Storage - Pack of 5

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Coat and Hat Stand
Wooden hat and coat stand

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White Boards

Standard White Board

- Concealed mounting (wall screws and masonry plugs supplied, 6mm).
- Additional brackets for boards larger than 1500mm.
- Slide-in aluminium pen tray (450 x 35mm).
- Pen tray packed behind board to ensure no damages while being transported.
- Can be used with the Easy Rail System.
- Anodised aluminium frame

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Notice Boards

In/Out board magnetic 20 people consist of a magnetically receptive Steel surface.

Dimension: 900 × 600 mm

Wooden Lockers

9 bay on square metal legs

1350mm (w) x 450mm (d) x 1212mm (h)

Heavy Duty Shredder

60 sheets with the Parrot Auto Feed Cross-Cut Paper Shredder.

Destroy sensitive documents, CDs, and credit cards,
with a P4 medium security level and a 22-litre waste bin

Industrial/Office Shredder

Rexel Optimum Auto Feed Cross Cut Paper Shredder,

130 Sheets, Capacity: 44 Litre, dimensions,
(W x H x D) 365 x 618 x 430 mm, 2020130X

20L Microwave

Compact Cavity Size: **20L** capacity in a convenient size Easy-to-Use Controls:

Five **microwave** power levels and a 30-minute cooking timer Wide Voltage Range: Operates safely between 170-250V to handle power fluctuations

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Kettle

The 360° Cordless Stainless-Steel Kettle offers a sleek design with user-friendly features. It has a 360° swivel base for easy pouring, an automatic lid opening, and a large spout with a filter. With boil-dry protection, a safety locking lid, and convenient cord storage, it ensures reliable, safe boiling every time.

Bottom Mount Refrigerators 344L

a 344L net capacity, a real space, a balcony that fits 4 x 2.5L bottles, 41dBA noise, volt stability, bacteria stop, 5 year warranty, 3L water tank, semi-auto defrost, direct cooling, a energy rating, packed dimensions (HxWxD) mm 1913x644x661, unpacked dimensions (HxWxD) mm 1840x600x618, gross weight (Kg) 64, net weight (Kg) 62, voltage 220-230, 100% CFC-free, r600a gas, kWh/annum 388, climate class ST.

90L Bar Fridge

90L Single Door Bar Fridge White/ Silver Grey... Free Standing. Features and Specifications: Static Cooling System, Integrated Handle, Reversible doors, Adjustable Levelling Feet, Interior LED Illumination, Flush Back Design, Free Standing.

170L Top Freezer Fridge

Top Mount Fridge is a unique, stylish fridge compact enough to fit into smaller kitchens, but large enough to store what you need it to. It has a 170-litre nett capacity, a remarkable and unique 'A+' energy efficiency, and a big balcony that fits up to three 2.25 litre bottles.



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Wooden Filling Trays Tray set desk; 3 documents, Mahogany



Wooden Filling Trays Tray set desk; 3 documents, Maple

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Ergonomic Height Adjustable Footrest with 2 Height Settings

Dimensions of the footrest:

The footrest board is

- 41 cm wide

- 30 cm deep on the sides

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