



## SCOPE OF WORK

Revision: 0

Document Title:

**Scope of Work: The Supply and Delivery of Beverages on as and when basis at Kriel Power Station for 5 years (60 months).**

Document Date:

**26 January 2022**

Pages:

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## 1.1 EXECUTIVE OVERVIEW

The Supply and Delivery of beverages on as and when basis at Kriel Power Station

The document describes the requirements for the Supply and Delivery of Beverages on as and when required basis at Kriel Power Station as part of the OHSAct requirement.

## SUPPORTING CLAUSES

### SCOPE

This scope covers the requirements for the supply and delivery of beverages on as and when required basis for the period of 5 years (60 months).

### PURPOSE

The Kriel Power Station to be supplied and delivered with beverages on as and when basis.

### APPLICABILITY

This document shall apply throughout Kriel Power Station for supply and delivery of beverages on as and when basis.

### NORMATIVE/INFORMATIVE REFERENCES

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### Normative

- a) ISO 9001 Quality Management Systems.
- b) OHS Act: Occupational Health and Safety Act 85 of 1993
- c) Environmental Management Act(107 of 1998)

#### Informative

None applicable

## 1.2. DESCRIPTION OF THE WORKS

ITEM	DESCRIPTION	UNIT	QTY	FREQ	PRICE
1.	Milk ever fresh parmalat 6x1L per pack	Litre	4330	Monthly	
2.	Milk ever fresh Parmalat (6 x1L) FAT FREE	Litre	36	Monthly	
3.	Rooiboos fresh pack tea bags	250g	527	Monthly	
4.	Five Roses tea bags	250g	527	Monthly	
5.	Coffee-ricoffy caffeinated	1.5 kg	263	Monthly	
6.	Cremora original	1kg	1055	Monthly	
7.	Sugar selati white	1kg	3166	Monthly	
8.	Stirring Sticks	1000 Per Pack	200packs	Monthly	

9.	Cup Fomo	250ML X 1000	42 boxes	Monthly	
10.	Brown Sugar selati sachets	1kg	1055	Monthly	
11.	Sweeteners red sachets	1kg	3boxes	Monthly	

### 1.2.1. **CONTRACTOR'S WORKING HOURS**

TUESDAYS
<b>TIME:</b> DURING WORKING HOURS; BETWEEN 07:00 AND 14:00

### 1.2.2. **SPECIFIC DUTIES OF THE CONTRACTOR**

The contractor will be responsible for the Supply and Delivery of Beverages on as and when basis at Kriel Power Station.

The contractor will be issued with a task order on monthly basis on the supply and delivery of what to be delivered.

The cleaning contractor should take note that Kriel Power Station has a duty to achieve or sustain a 5-star NOSA rating of which the Supply and Delivery of Beverages must be well packed and free from breakages or torn boxes to prevent contamination. The stock delivered must show expiry dates that should be more than a year after delivery.

The delivery staff shall at all times be presentable and conduct themselves in accordance with Kriel Power Station accepted practices.

#### 1.2.2.1. **Cleanliness**

The objective of a supply and delivery of beverages contract must comply with the OHS Act in terms of the load delivery van cleanliness and fitted with a well fitted canopy and a closing door. Alternatively the well fitted special covering protector.

### 1.3 **REPORT REQUIREMENTS**

The *Contractor* shall provide a delivery note with all the deliveries as per the items listed.

### 1.4 **MISUSE, ABUSE AND ACCIDENTAL DAMAGE**

The *Contractor* will be liable for any loss or damage to any equipment caused by misuse, abuse or accidental damage (e.g. Property damage, vandalism).

### 1.5 **POSSESSION, CONTROL OF EQUIPMENT**

The *Contractor* will not assume possession or control of any part of the equipment that does not belong to them which are exclusively the property of the Employer.

### 1.6 **QUALITY**

The *Contractor* prepares a contract quality management plan that is appropriate.

### **1.7. THE CONTRACTOR TO NOTE AND COMPLY WITH THE FOLLOWING:**

The Employer reserves the right to have any of the Contractor's personnel removed off site without any compensation to the Contractor in the event of the Contractor's personnel being in contravention with the OHS Act or any of the Employer's rules, regulations and procedures.

The Employer reserves the right to request disciplinary/corrective action if, and when, required.

The *Contractor* will operate under the direction and instructions of Employer.

### **1.8. GENERAL REQUIREMENTS**

#### **1.8.1. Amendment of scope of work or schedule**

Eskom may at any time amend, alter the scope or extend the service and the contractor shall be obliged to execute such amendments.

Should such variation or amendment result in the contractor incurring additional cost, Eskom shall be obliged to compensate the contractor for the reasonable cost thereof. Should such a variation or amendment have the effect of a cost saving to the contractor, then the contractor shall be obliged to pass a reasonable part of these costs on to Eskom.

Should such modification or variation occur, then the modification must be confirmed in writing by Eskom, and the proposed contract be amended accordingly before payment will be effected.

#### **1.8.2. Consumables**

The *Contractor* shall use a road roadworthy delivery vehicle.

### **1.9. CONTRACTOR'S RESPONSIBILITY**

#### **1.9.1 Fire precautions**

- Any tampering with the Employer's fire equipment is strictly forbidden.
- All exit doors, fire escape routes, walkways, stairways, stair landings and access to electrical distribution boards must be kept free of obstruction, and not be used for work or storage at any time.
- Fire - fighting equipment must remain accessible at all times.
- In case of a fire, report the location and extent of the fire to the Electrical Operating Desk at extension 2555.
- Take the necessary action to safe guard the area to prevent injury and spreading of the fire.

#### **1.9.2. Reporting Of Accidents**

- The Employer follows an accident prevention policy that includes the investigation of all accidents involving personnel and property.

- This is done with the intention of introducing control measures to prevent a recurrence of the same incidents. The Contractor is expected to fully co-operate to achieve this objective.
- The Project Manager must be informed immediately of any incidents that happened when entering site, during and after delivering goods before leaving Eskom premises within 24 hours.

### **1.9.3 Speed Limit**

- All vehicles are driven with due consideration for personnel and property.
- A maximum speed limit of 40 kilometres per hour and 10 kilometres per hour within the Units is adhered to on the premises at all times.