

	SCOPE OF WORK	Template Identifier	240-76	Rev	2
		Effective Date	01 February		
		Review Date	2024		

1. Specification of Products or Goods

The provision of hospitality services for events and functions on an 'as and when' required basis at EAL in Midrand Campus and Megawatt Park as per the following scope.

1.1 PRODUCTS

1. Décor and table set up (incl. table clothes, centrepieces, and chair covers)
2. Cutlery and crockery (table forks, dessert forks, dessert spoons, butter knives, fish knives, teaspoons, tablespoons, plates, saucers, ramekins, dessert plates, desserts plates, salt & pepper cruets, and shakers).
3. Ice buckets, table numbers, ice bucket stands, buffet ware set up stands, platters, bowls, wood platters and props.
4. Mobile bar services (full packages with beers, ciders, champagne, cold beverages, juices, soft drinks, spirits, liqueurs, gins, vodka, wines and whisky's).
5. Ad hoc Hospitality Service personnel (bartenders, waitrons, mixologists, cooks and chefs).
6. Sports field hospitality services (team building packaging mini mobile fridges, cooler boxes, gazebos, chairs, folding tables and outdoors music system with MIC) – EAL is selling full services packages to corporate.
7. Marquees (different sizes with full draping and décor) with full set up packages that includes stages, lighting, LED Screens, streaming service, PA system, MIC's, video cameras – service provider includes operating personnel such as DJ, technician, and any other required special operator.
8. Corporate gifts; hampers, special printing, certificates frames and branded amenities (note pads, pens, caps, t-shirts)

NOTE: EAL Hospitality will conduct site visit as part of the evaluation, service providers may showcase their current offerings at their current clients (service provider liable and responsible for arranging such site visits).

Key scope summary

The service provider will provide services to Eskom Academy of Learning and Eskom Megawatt Park on requests. The service provider shall set up of the functions or events venues at any agreed given time. In addition, the following are part of the general operations scope:

1. The service provider shall be responsible for safety of equipment's operators and set ups personnel who will be present at the locations during events to attend to the set ups, cleaning and standard monitoring of the hospitality equipment's.
2. The service providers shall be responsible for the efficient, safe and hygienic operation and use of the equipment's and shall –

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3. Conduct regular inspections of the catering equipment's events; and ensure that they are adequately managed at all times to promptly provide quality products to the Eskom's personnel; and
4. Ensure that the products and service rendered to Eskom is adequate and suitable for efficient service delivery in all respects; and
5. Keep the interior and exterior of the equipment's in a neat and sanitary condition; and
6. Immediately repair and/or replace malfunctioning supplied products and goods.
7. The service provider will take direct responsibility for the conduct of their staff whilst being present at the site and their compliance with the provisions of the service a per SLA.
8. The service provider shall ensure that all of their staff are technically trained at the level reasonably expected to set up, maintain and operate the supplied equipment's in a professional, safe and competent manner.
9. The service provider shall ensure that all of the staff adhere to the Eskom's the requirements in terms of the Occupation Health and Safety Act, No. 85 of 1993 (as amended) (the "OHS Act"), in respect of safe working conditions.
10. The service provider shall at the Eskom's request and without delay, in the event of any of the staff failing to comply with the provisions of the agreement, remove such person from the site and instruct an equally skilled and reputable replacement, to take up the duties previously carried out by the person so replaced.
11. The service provider shall not be entitled to sub-contract the installation of marquee, sports field hospitality operation and sourcing of cutlery / crockery at the site to any other person.