



## **1. Purpose**

The purpose of this Scope of Work (SOW) is to define the requirements for the supply, delivery, and installation of office furniture for Eskom Rotek Industries SOC Ltd (ERI), Bulk Material Services (BMS).

The office furniture will be procured to support operational, administrative, and management functions and to ensure a safe, functional, and ergonomic working environment.

## **2. Purchase of Office Furniture for ERI BMS**

Eskom Rotek Industries SOC Ltd, through its Bulk Material Services division, requires the procurement of office furniture to equip offices, meeting rooms, and operational facilities.

The furniture must comply with applicable quality, safety, and ergonomic standards and be suitable for a professional office environment.

The Supplier will be responsible for the supply of new, unused office furniture in accordance with the specifications defined in this SOW.

## **3. Scope of Work**

The scope of work covers the manufacture/supply, delivery, offloading, installation, and handover of office furniture at designated ERI BMS sites on a once-off basis.

3.1. The Supplier is required to:

### **3.1 General Requirements**

The Supplier shall:

3.1.1 Supply office furniture that is new, unused, and free from defects.

3.1.2 Ensure that all furniture complies with relevant South African standards, ergonomic requirements, and workplace health and safety regulations.

3.1.3 Deliver furniture to the specified ERI BMS site(s) within the agreed delivery period.

3.1.4 Delivery and assembly to be included in the Supplier's pricing structure

3.1.5 Provide installation of all furniture, electrical appliances and placement of furniture as per site layout and instructions from the Employer's Representative.

3.1.6 Remove all packaging material and ensure the site is left clean after installation.

3.1.7 All items must carry at least a one-year warranty/guarantee, excluding cases of negligence.

3.1.8 Replace any damaged or non-compliant items at no additional cost to ERI.

**3.2. Below are descriptions and depictions of the expected types of furniture**

The Supplier shall supply, but not be limited to, the following categories of office furniture:

**3.2.1 Workstations and Desks**

Office desks/workstations suitable for administrative and operational staff  
Durable surfaces with appropriate cable management  
Suitable dimensions as per standard office use  
Cherry finish

**3.2.2 Office Chairs**

Ergonomic office chairs with adjustable height and back support  
Chairs suitable for prolonged office use  
Chairs to comply with occupational health and safety requirements  
Black upholstery

**3.2.3 Storage Units**

Filing cabinets (lockable where required)  
Credenzas, pedestals, and cupboards  
Storage units to be robust and suitable for office documentation

**3.2.4 Meeting Room Furniture**

Boardroom and meeting tables  
Visitor and meeting room chairs  
Furniture suitable for professional meeting environments

**3.2.5 Electrical appliances**

Be suitable for office or light industrial environments

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Be energy-efficient where applicable

Include all power cords, plugs, chargers, and mounting accessories

Be safe for continuous operational use

### **3.2.6 General Furniture**





Reception seating (where applicable)




Side tables and ancillary furniture as required

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Item No.	Quantity	Furniture Item	Description / Specification	Minimum Requirements	Pictures
1	213	Office Desks / Workstations	Standard office desks for administrative and operational use	<ul style="list-style-type: none"> <li>• Durable construction (wood, laminated board or equivalent)</li> <li>• Minimum size: ±1600mm x 750mm (or as specified by ERI)</li> <li>• Smooth, scratch-resistant surface</li> <li>• Integrated cable management where applicable</li> </ul>	
2	0	Executive Desks	Desks for management offices	<ul style="list-style-type: none"> <li>• Larger dimensions than standard desks.</li> <li>• Minimum size: ±1800mm x 2500mm</li> <li>• Smooth, scratch-resistant surface</li> <li>• Integrated cable management where applicable</li> </ul>	
3	42	Boardroom / Meeting Tables	Tables for meetings and presentations	<ul style="list-style-type: none"> <li>• 8-to-10-seater ±2700mm x 1200mm</li> <li>• Strong, stable construction</li> <li>• Professional finish</li> </ul>	
4	2	Boardroom / Meeting Tables	Tables for meetings and presentations	<ul style="list-style-type: none"> <li>• 20-to-22-seater ±5800mm x 1200mm</li> <li>• Strong, stable construction</li> <li>• Professional finish</li> </ul>	

5	28	Dual L-Cluster Desk Set 2800 x 1400 x 1100mm (2-way workstation includes both desks) Each desk has a side storage unit.	Two-way workstation configuration including two desks	<ul style="list-style-type: none"> <li>• Overall size: 2800mm x 1400mm x 1100mm</li> <li>• Two (2) L-shaped desks forming a cluster</li> <li>• Each desk fitted with a side storage unit</li> <li>• Durable laminated board or equivalent</li> <li>• Cable management provisions included</li> </ul>	
6	8	Office Round tables	Office meetings	<ul style="list-style-type: none"> <li>• 1200 x 1200 x 750</li> <li>• Cherry finish</li> </ul>	
7	290	Ergonomic Office Chairs	Adjustable chairs for daily office use	<ul style="list-style-type: none"> <li>• Adjustable seat height</li> <li>• Lumbar support</li> <li>• Swivel base with castors</li> <li>• Upholstery suitable for an office environment</li> <li>• Minimum load capacity: 120 kg</li> <li>• Compliant with ergonomic and OHS requirements</li> </ul>	





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8	446	Visitor Chairs	Chairs for visitors and short-term seating	<ul style="list-style-type: none"> <li>•Fixed or sled base</li> <li>• Comfortable seating</li> <li>• Durable upholstery</li> <li>• Stable construction</li> </ul>	
9	82	Marvel Victor's Side Chair	Chairs for visitors and short-term seating	<ul style="list-style-type: none"> <li>•Fixed or sled base</li> <li>• Comfortable seating</li> <li>• Durable upholstery</li> <li>• Stable construction</li> </ul>	
10	463	Boardroom / Meeting Chairs	Seating for meeting rooms	<ul style="list-style-type: none"> <li>•Fixed or sled base</li> <li>• Comfortable seating</li> <li>• Durable upholstery</li> <li>• Stable construction</li> </ul>	
11	20	Heavy duty Office chair 250kg	Seating for meeting rooms	<ul style="list-style-type: none"> <li>•Comfortable seating for extended meetings</li> <li>•Minimum load capacity: 250 kg</li> <li>• Consistent design</li> <li>•Sturdy 5-star base</li> <li>•Heavy-duty castors for smooth movement</li> <li>• Durable upholstery</li> </ul>	



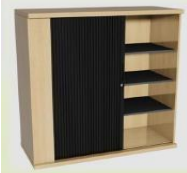

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12	1095	Café Chairs	Chairs for staff tea rooms / break areas	<ul style="list-style-type: none"> <li>• Durable construction suitable for frequent use</li> <li>• Easy-to-clean material</li> <li>• Stackable where possible</li> <li>• Suitable for indoor use</li> </ul>	
13	83	6-Seater Canteen Bench (Chrome Steel)	Canteen seating with table	<ul style="list-style-type: none"> <li>• Seating for six (6) persons</li> <li>• Chrome steel frame</li> <li>• Easy-to-clean surfaces</li> <li>• Suitable for high-traffic use</li> </ul>	
14	1	Double Slipper Couch -	Two-seater couch for reception	<ul style="list-style-type: none"> <li>• Seating for two (2) people</li> <li>• Comfortable cushioning</li> <li>• Durable upholstery</li> </ul>	
15	1	Single Slipper Couch	One-seater couch for reception	<ul style="list-style-type: none"> <li>• Seating for one (1) person</li> <li>• Comfortable cushioning</li> <li>• Durable upholstery</li> </ul>	

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16	1	Curved Reception counter	Reception desk for front-office areas	<ul style="list-style-type: none"> <li>• Curved design</li> <li>• Durable construction</li> <li>• Adequate work surface</li> <li>• Cable management where required</li> </ul>	
17	171	Aluminium Café Tables (70 x 70)	Tables for staff tea rooms/break areas	<p>Aluminium or equivalent durable material</p> <ul style="list-style-type: none"> <li>• Table size: 700mm x 700mm</li> <li>• Stable and corrosion-resistant</li> <li>• Easy-to-clean surface</li> </ul>	
18	93	Filing Cabinets	Storage for documents	<ul style="list-style-type: none"> <li>• Minimum size: ± 1000mm width x 1600mm deep</li> <li>• Roller door</li> <li>• 3 x Metal shelves</li> <li>• Handle fitted with a multi- point locking system</li> </ul>	
19	4	Cupboards / Credenzas/ Office cabinets	General office storage	<ul style="list-style-type: none"> <li>• Lockable where required</li> <li>• Minimum size: ± 1200mm x 700mm deep</li> <li>• Adjustable shelving</li> <li>• Durable finish</li> <li>• Roller door</li> </ul>	

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20	51	Filing Cabinets – 2 Door	Storage cabinets for office documentation	<ul style="list-style-type: none"> <li>• Two-door filing cabinet</li> <li>• Minimum size: ± 1000mm width x 1600mm height</li> <li>• Lockable doors</li> <li>• Steel or durable material construction</li> <li>• Adjustable internal shelving</li> </ul>	
21	29	4 Bay Bulk Filing System	High-capacity document storage system	<ul style="list-style-type: none"> <li>• Four (4) bay configuration</li> <li>• Heavy-duty steel or equivalent</li> <li>• Adjustable shelving</li> <li>• High load-bearing capacity</li> </ul>	
22	30	Lockers – 1 Door	Personal storage lockers	<ul style="list-style-type: none"> <li>• One door locker configuration</li> <li>• Lockable doors</li> <li>• Steel or durable material construction</li> <li>• Suitable for staff use</li> </ul>	





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23	1217	Lockers – 2 Tier	Personal storage lockers	<ul style="list-style-type: none"> <li>• Two-tier locker configuration</li> <li>• Lockable doors</li> <li>• Steel or durable material construction</li> <li>• Suitable for staff use</li> </ul>	
24	548	Lockers – 4 Tier	Personal storage lockers	<ul style="list-style-type: none"> <li>• Four-tier locker configuration</li> <li>• Lockable doors</li> <li>• Steel or durable material construction</li> <li>• Suitable for staff use</li> </ul>	
25	100	Heavy steel lockers- Double	Personal storage lockers for staff use	<ul style="list-style-type: none"> <li>• Double locker configuration</li> <li>• Heavy-duty steel construction</li> <li>• Lockable doors</li> <li>• Ventilation slots</li> <li>• Suitable for industrial and office environments</li> </ul>	
26	6	Heavy-duty steel stationary cupboard (4-tier)	Filing and storage	<ul style="list-style-type: none"> <li>• Preassembled (ready for use)</li> <li>• 4 drawers</li> <li>• Metal material (Heavy duty)</li> <li>• 470mm x 1320mm size</li> </ul>	





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27	71	Refrigerator – 170 Litre	Refrigerator for office kitchenette	Capacity: ±170 litres <ul style="list-style-type: none"> <li>• Energy-efficient</li> <li>• Suitable for office use</li> <li>• New and unused</li> </ul>	
28	8	Bar fridge/96 Litre	Small refrigerator for office or reception use	<ul style="list-style-type: none"> <li>• Compact bar fridge</li> <li>• Energy-efficient</li> <li>• Suitable for office use</li> </ul>	
29	3	Refrigerator – 350 Litre	Refrigerator for office kitchenette	Capacity: ±350 litres <ul style="list-style-type: none"> <li>• Energy-efficient</li> <li>• Suitable for office use</li> <li>• New and unused</li> </ul>	
30	118	Microwave Oven – 30 Litre	Microwave for staff kitchen	Capacity: ±30 litres <ul style="list-style-type: none"> <li>• Standard power supply compatible</li> <li>• Suitable for office use</li> </ul>	

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31	43	Hydroboil – 7.5 Litre	Instant boiling water unit	<ul style="list-style-type: none"> <li>• Capacity: 7.5 litres</li> <li>• Wall-mounted or counter-top (as specified)</li> <li>• Compliant with electrical and safety standards</li> </ul>	
32	2	Urn 15 litres	Boiling water storage	<ul style="list-style-type: none"> <li>• Maximum water capacity of 14L</li> <li>• Built-in Water level indicator</li> <li>• High-Quality stainless-steel body</li> <li>• Water repellent power switch cover</li> <li>• Non drip tap for easy dispensing</li> </ul>	
33	75	15L Water Dispenser (with filter)	Drinking water storage	<ul style="list-style-type: none"> <li>• 15l dispenser bottle with a filter</li> <li>• Compressor cooling</li> <li>• Adjustable thermostat</li> <li>• 90W cooling power consumption</li> <li>• Matte white</li> </ul>	
34	16	Paper Shredding Machine	Office paper shredder	<ul style="list-style-type: none"> <li>• For office use</li> <li>• Ultra quiet shredding &lt; 60DbA</li> <li>• Shreds up to 20 A4 sheets</li> <li>• Suitable for staff use</li> <li>• Manual reverse/ forward feature</li> <li>• Shreds staples</li> </ul>	





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35	4	Laminating Machine	Paper laminating	<ul style="list-style-type: none"> <li>• White/Black colour</li> <li>• Cold Pressure-sensitive pouch</li> <li>• Plastic material</li> <li>• Electric</li> </ul>	
36	20	Projector	Meeting presentations	<ul style="list-style-type: none"> <li>• SVGA Projector</li> <li>• HDMI, WiFi connectivity</li> <li>• Portable</li> <li>• DLP Projection Technology</li> <li>• 11.8m maximum projection distance</li> </ul>	
37	6	Computer audio speakers	Desktop speakers for workstations	<ul style="list-style-type: none"> <li>• Compatible with standard PCs/laptops</li> <li>• Clear audio output</li> <li>• USB or audio jack connection</li> </ul>	
38	2	Projector screen	Meeting presentations	<ul style="list-style-type: none"> <li>• Wall mounting</li> <li>• Manual operation</li> <li>• Pull-down screen</li> <li>• Matte white</li> </ul>	
39	2	98" TV screen	Meeting presentations	<ul style="list-style-type: none"> <li>• 3840 x 2160 Display resolution</li> <li>• 2 X USB</li> <li>• 20W Sound output</li> <li>• 4 x HDMI</li> </ul>	




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40	15	Industrial Vacuum Cleaner	Carpet cleaning	<ul style="list-style-type: none"> <li>• Dust and vacuuming</li> <li>• 70L capacity</li> <li>• 3000W Power</li> <li>• 2.6 hose length</li> <li>• 700 – 850 hours motor lifetime</li> </ul>	
41	6	Hand dryer machine	Electric hand dryer for ablution facilities	<ul style="list-style-type: none"> <li>• Wall-mounted hand dryer</li> <li>• Automatic or push-button operation</li> <li>• Fast drying time, energy-efficient</li> <li>• Compliant with electrical and safety standards</li> </ul>	
42	6	Industrial Steam Cleaner	Heavy-duty cleaning equipment	<ul style="list-style-type: none"> <li>• Industrial-grade steam cleaner</li> <li>• High-temperature steam output</li> <li>• Portable or wheeled</li> <li>• Safety shut-off features</li> </ul>	
43	224	Two-Way Radio	Handheld communication device for operational and safety communication	<ul style="list-style-type: none"> <li>• Basic Privacy</li> <li>• 400MHz Min AM SW frequency range</li> <li>• Battery Power</li> <li>• 1500mAh AC Current</li> <li>• 12V battery power requirement</li> </ul>	

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44	27	240L Wheely Bin (Various Colours) White, Red, Black, Green	Waste management bin for office and site use	<ul style="list-style-type: none"> <li>• Capacity: 240 litres</li> <li>• Heavy-duty plastic construction</li> <li>• Fitted with wheels for mobility</li> <li>• Supplied in various colours for waste separation</li> <li>• Suitable for indoor and outdoor use</li> </ul>	
45	6	Signal Alarm Horn Manual-	Emergency communication	<ul style="list-style-type: none"> <li>• Handheld signalling alarm for emergency communication</li> <li>• 16x16x6.5 cm- Super001</li> <li>• Can be heard up 1km in good conditions</li> <li>• Up to 80 short blasts in each canister</li> <li>• Lightweight and portable</li> </ul>	
46	12	Safety / Traffic Cone – 1 Metre with Red LED Light	High-visibility traffic and safety cone for site and operational use	<ul style="list-style-type: none"> <li>• Height: 1 metre</li> <li>• High-visibility colour (orange or equivalent)</li> <li>• Integrated red LED warning light</li> <li>• Stable base suitable for outdoor use</li> <li>• Weather-resistant construction</li> <li>• Suitable for day and night use</li> </ul>	

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47	25	Oil Heaters (12Fin)	Heat up the office space	<ul style="list-style-type: none"> <li>• Oil-filled heater</li> <li>• Electric powered source</li> <li>• Suitable for office use</li> <li>• Knob-controlled type</li> </ul>	
48	1	Fat Leaf Silk Plant with Pot (600 × 1950 mm)	Artificial decorative plant for office and reception areas	<ul style="list-style-type: none"> <li>• Overall size: 600mm (width) × 1950mm (height)</li> <li>• High-quality silk or equivalent artificial foliage</li> <li>• Supplied complete with decorative pot</li> <li>• Suitable for indoor office use</li> <li>• Maintenance-free</li> </ul>	
49	1	Silk Plant in Vase (500 mm Diameter)	Artificial decorative plant for indoor display	<ul style="list-style-type: none"> <li>• Plant diameter: ±500mm</li> <li>• High-quality silk or equivalent material</li> <li>• Supplied complete with decorative vase</li> <li>• Suitable for indoor office use</li> <li>• Maintenance-free</li> </ul>	
50	NA	Installation and Placement	Placement and setup of furniture	<ul style="list-style-type: none"> <li>• Installation at designated locations</li> <li>• Alignment with ERI layout instructions</li> <li>• Removal of packaging material</li> </ul>	NA

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**NB:** An external audit may be conducted by the BMS SHEQ department panel on the contractor before any contract or work is awarded. The audit will determine if the capacity and capabilities of the awarded contractor as compared to the scope of work and execution period.

#### **4. Supporting Documents**

**NB: Adherence to the following documentation must be proven accordingly during the evaluation process:**

- ISO 9001 Quality Management Systems
- OSHAS 1800 Safety Management Systems
- ISO 14001 Environmental Management Systems
- Occupational Health and Safety Act and Regulations (85 of 1993)
- 240-62196227\_Eskom Life Saving Rules - compliance
- Criminal Procedures Act 51 of 1977
- National Road Traffic Act 93 of 1996
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997

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