

	<b>Specification</b>	<b>Transmission Real Estate</b>
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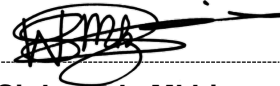
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### **CONTROLLED DISCLOSURE**

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## **1. Introduction**

This is an all-inclusive non-technical building maintenance service, goods and material supply contract and will render a service in the NTCSA North East Grid (Mpumalanga region) for Transmission Real Estate on an as and when required basis for a period of 36 months. This will include provision of cleaning/gardening manpower, supervision and management, staff uniform/PPE, equipment and its maintenance, hygiene equipment and consumables, and waste management services.

## **2. Supporting Clauses**

### **2.1 Scope**

#### **2.1.1 Purpose**

The purpose of this contract is to appoint a suitable qualified *Contractor* for the provision cleaning, gardening and hygiene services to ensure that NTCSA properties are kept in fully functional, hygienic and operating in best condition.

#### **2.1.2 Applicability**

Transmission Real Estate in the North East Grid, Mpumalanga region.

#### **2.1.3 Effective date**

The effective date of this document is as per the date and signature of the functional manager as indicated on the cover page of this document.

## **2.2 Normative/Informative References**

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

### **2.2.1 Normative**

[1] Act No 85: Occupational Health and Safety Act & Regulations.

- [2] ISO 9001: Quality Management Systems.
- [3] 34-1168: Colour coding, symbolic safety signs and demarcation.
- [4] 32-37: Eskom Substance Abuse Procedure.
- [5] 32-418: Working at Heights Procedure.
- [6] 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.
- [7] 32-726: S.H.E. Requirements for the Eskom Commercial Process.

**Note:** See Annexure B: SHE Requirements for Tender Enquiries.  
Annexure C: SHE Tender Evaluation and Scoring Card.  
Annexure D: SHE Post-Contract Reviews.

- [8] 240-62196227: Eskom Life Saving Rules Standards.
- [9] 240-44175132 Eskom Personal Protective Standard (PPE)Standard

### 2.2.2 Informative

- SANS 10142-1
- SANS 10400 The Application of the National Building Regulations

### 2.3 Definitions

Definition	Description
<i>Contractor</i>	Service provider contracted for supplying specific services to NTCSA Transmission Real Estate.
<i>Employer</i>	Transmission Real Estate
Ad hoc	The meeting was formed for one particular reason.

## 2.4 Abbreviations

Abbreviation	Explanation
NTCSA	National Transmission Company South Africa
ISO	International Standards Organisation
SANS	South African National Standards
SHE	Safety Health and Environment
TRE	Transmission Real Estate

## 2.5 Roles and Responsibilities

The *Contractor* shall ensure that:

- The Employees of the service provider shall comply with NTCSA and Eskom's policies and site regulations.
- Workmanship shall, at all times, be of a grade accepted as the best practice of the particular trade involved and as stipulated in written standards of recognised organisations or institutions of the respective trades, except as exceeded or qualified by the specifications. The *Employer* shall determine the acceptability of workmanship.
- The *Contractor* shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015 to the *Employer* for approval. This plan must ensure an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the *Contractor's* scope of work.

## PROVISION OF STAFF UNIFORM/PPE AND OTHER

The Contractor shall:

- Supply staff protective wear uniforms/gear that is SABS approved i.e., headgear, goggles, safety boots and gloves, dust mask, acid proof overalls (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.

- Provide locker units for all staff to place their belongings.

## **PROVISION OF TRANSPORT**

- Contractor staff is responsible for providing own transport for Home-Work-Home travel.

## **3. Document Content**

### **3.1 Requirements**

#### **3.1.1 Adherence to Eskom generic policies**

All *Contractor Employees* shall comply with the non-use of cell phones in restricted areas, adherence to NTCSA and Eskom's life-saving rules, no smoking policy, etc.

#### **3.1.2 Provision of Manpower**

The successful *Contractor* shall utilise / provide skilled and suitably qualified staff as governed by Eskom Maintenance Contracts User Specification Requirements and should conform to: -

- Quality Management Control and Assurance as per ISO Standards.
- Occupational Health and Safety Act 85/1993 and (SHE) Standards.
- Have valid medical fitness certificate.
- The contractor shall supply provision of all necessary general labour, supervision and management to do all the works.
- All staff will be available on fulltime basis only for purpose of this contract works.
- The Contractor is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- Contractor to develop a fatigue management plan that will be approved by the Employer.
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

## **LABOUR REQUIREMENTS**

- Conduct criminal and site clearance check (before offer of employment)
- Conduct training, testing and verifying personnel qualifications and competence.

### **3.1.3 Contractor's Management, Meetings and Key People**

- The *Contractor* shall be required to do safety induction prior to start any work on site.
- The *Contractor's* safety file must be approved before site establishment and or any work commence on site.
- Other contract related meetings shall be communicated to the *Contractor* on arrival to site.

### **3.1.4 Plant and Material**

#### **The Contractor shall be responsible for:**

- All equipment and materials/consumables required for cleaning, gardening, hygiene and waste management will be provided by the *Contractor*.
- Any damage caused is repaired by the *Contractor* at his/her own cost prior to take over.
- Purchasing, replenishing, safe storage, distributions and control of consumables, to agreed inventory levels, of consumables and some non-consumables (i.e., equipment's) required by the staff in the provision of the non-technical maintenance services shall be done by the *Contractor*.
- Requesting approval from Service Manager before purchasing of consumables. A copy of stock request must show stock remaining in store versus new stock required;
- Maintaining records of receipts and issues which should be reconciled and report submitted to the Service Manager on a monthly basis;
- Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the cleaning, gardening, hygiene and waste management services;
- Ensure that equipment used is safe and does not endanger the operator/s or member of the public in the surrounding areas where the equipment is being used.

### **3.1.5 Equipment**

The *Contractor* shall provide all tools and equipment required for the service.

### 3.2 Management Reporting and Process for Monitoring

The *Employer* will establish sound contract management principles.

#### 3.2.1 General Requirements

- The *Contractor* immediately reports all injuries as well as any threat to health or safety of which it becomes aware of on the site of the *Employer*.
- The *Contractor* shall provide in writing a works programme with achievable times lines to the *Employer* before commencement of services.
- The *Contractor's* performance evaluation shall be done during ad hoc meetings between the *Contractor* and the *Employer* during the project period.
- The *Contractor* shall carry out tasks as described in the scope of work and will only report to the *Employers* Service manager appointed for this project.

### 3.3 Applicable Scope of Work

#### 3.3.1 Works

##### NTCSA North Eastern Grid sites (Mpumalanga)

	CLN	Site Name	Address	Purpose	Cleaner	Gardener
1	Lowveld	Gumeni	25° 45' 3",30° 13' 52	Substation	1	0
2	Lowveld	Khanyazwe	25.43369, 31.94479	Substation	1	0
3	Lowveld	Komatipoort	25.43369, 31.94479	Substation	1	1
4	Lowveld	Marathon	24.71117,81.0928	Substation	2	2
5	Lowveld	Prairie	25.71757, 30.22903	Substation	1	1
6	Lowveld	Simplon	25.23498, 30.05136	Substation	1	0
7	Lowveld	Barberton		Substation	1	0
8	Middleburg	Arnot	25.9433,29.78978	Substation	1	1
9	Middleburg	Duvha	25.96.28,29.34016	Substation	1	0
10	Middleburg	Hendrina	26.0334,29.60124	Substation	1	1
11	Middleburg	Komati	26.09002, 24.47251	Substation	1	1
12	Middleburg	Rockdale	25.8106, 29.50632	Stn/Depo	2	2
13	Witbank	Kendal	26° 5' 42" , 28° 58' 21"	Substation	1	0
14	Witbank	Kriel	26.25308, 29.17711	Substation	1	0

15	Witbank	Kruispunt		Substation	1	1
16	Witbank	Kusile	25.92113, 28.92057	Substation	1	0
17	Witbank	Matla	26.28097, 29.14165	Substation	1	0
18	Witbank	Vulcan	25.82959,29.1102	Substation	1	1
	Witbank	Switchgear workshop		Workshop	1	0
19	South	Alpha	-26.803752S 29.397264E	Substation	1	1
20	South	Camden	-26.618344S 30.090809E	Substation	1	1
21	South	Grootvlei	26.76944,28.49855	Substation	1	0
22	South	Majuba	-27.097594S 29.768529E	Substation	1	0
23	South	Normandie	-27.161169S 30.877614E	Substation	1	1
24	South	Sol	26.53911,29.11785	Substation	2	1
25	South	Tutuka	26° 46' 34" , 29° 21' 8"	Substation	1	0
26	South	Zeus	26° 41' 45" , 29° 5' 22"	Substation	1	1

The *Contractor* will be expected to perform the following activities: -

The scope includes the provision of the following facilities management services:

- Supervision service per *CLN Area*.
- Cleaning service (Full-time Cleaners) i.e 5 days a week
- Cleaning service (twice a week Cleaners and Gardeners)
- Deep cleaning of chairs, couches, carpets, blinds and desk partition (as and when required)
- Deep cleaning of showers, toilets ,urinals and basins (as and when required)
- Supply and delivery of cleaning and hygiene consumables
- Provision of drinking water (as and when required)
- Sanitary hygiene bin service
- Garden service (once a week trimming of plants, cleaning of verges, driveways , around buildings ,grass cutting, maintenance of indoor plants, pruning of tree up to a height of 3.3m as and when required ,spraying of weed in lawn/paving /tar and cleaning of the Helipad)
- Normal cleaning of windows internal and external up to a height of 3.3m.
- External window cleaning exceeding a height of 3.3m as and when required (can be subcontracted at the contractor's expense)
- Internal window cleaning exceeding a height of 3.3m as and when required (can be subcontracted at the contractor's expense)

- Waste removal as and when required (actual weight slip to be submitted with monthly invoice; dumping site slip to be provided with invoice)
- Provision and emptying of skip bins (as and when required)
- Replacement of recycling waste bins (as and when required)
- Replacement of hygiene equipment (as and when required)
- Rental of hygiene equipment (as and when required)
- Supply and install hygiene equipment (as and when required)

The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and material required to perform the facilities management services specified herein.

### **Working times**

Monday - Friday: 7:00am to 15:30pm

Saturday, Sunday and Public Holidays: 08:00am to 12:00pm (if required)

NTCSA reserves the right to instruct the Contractor to change working times based on business requirements.

### **Closure of Site**

In the event that a site closes down, the services at that site must come to a stop. No compensation will be paid when a site is closed down. NTCSA is not obligated to re-allocate services. No re-allocation or disruption costs will be paid in this respect.

### **3.3.2 Access, working platforms and scaffolding**

- No scaffolding and platforms will be used without it having been safety cleared and the required documentation completed as per SANS 10085-1:2004 or recent version.
- Scaffolding and platforms will be supplied and daily inspected by the *Contractor*.
- All working at heights apparel should be certified and inspected before use.

### **3.3.3 Access for and interface with other *Contractor***

- During the progress of the work the *Contractor* shall provide reasonable access to other *Contractors* to execute work carried out by other *Contractors*
- The *Contractor* will ensure that any damages made during the execution of their activities will be repaired (*Contractor's* cost) to the satisfaction of the *Employer* and that the *Employer* will not suffer adverse inconvenience in utilising parts of the complex during the project execution.

## **4. Revisions**

Date	Rev.	Compiler	Remarks

## **5. Development Team**

The following people were involved in the development of this document:

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