

	MATLA POWER STATION SCOPE OF WORK	Document Identifier	14593	Rev	6
		Effective Date	March 2023		
		Review Date	March 2026		

PLANT AREA: Matla Power Station

TITLE: Provision of Catering and Cleaning services to Matla Power Station for a Period of 24 months

REF:QA/QC 002		Reference Rev No:1		MULTIDISCIPLINARY No		Plant Level: All
COMPILED BY	Name: Katlego Modisakeng Systems Engineer/End User	Signature		Date		2024/11/14
APPROVED	Name: Zodwa Gumbi Line Manager	Signature		Date		2024/11/14
APPROVED	Name: Elias Katasa Group Manager	Signature		Date		14/11/2024
REVIEWED	Name: Bontle Mahura Quality Department	Signature		Date		15/11/2024
REVIEWED	Name: Robert Mathiba Safety Risk Management	Signature		Date		15/11/2024
REVIEWED	Name: Bethuel Moeng Environmental Department	Signature		Date		15/11/2024
ACCEPTED	Name: Outage Manager/Maintenance manager	Signature		Date		
ACCEPTED	Name: AIA	Signature		Date		

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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	Eskom to witness	Contractor

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12	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
13	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 - No procuring of outage items without the approval of scopes by quality	Hold point	Contractor

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		- 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	RESPONSIB LE PARTY
	Provision of Catering and Cleaning services	Catering and Cleaning services at Matla site Kitchen	Hold Points	Supplier

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BILL OF MATERIAL

	Full description of Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity
	Provision of Catering and Cleaning services	As per scope of work attached	N/A	N/A	As per the scope of Work

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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					
Post outage performance test results					
GPSS/ Plant Performance data on UCLF incurred					
OMS / IIRMS recommendations (Audits Reports)					
Risk controls (IRM system)					

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	SAFETY AND HEALTH MANAGEMENT SYSTEMS SAFETY AND HEALTH MANAGEMENT SYSTEMS	Document Identifier	14593	Rev	6
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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				
Post Mortems Actions from previous outages				
Pre-Outage plant walks				
Risk based inspection (RBI) report				
Simulation, TOIs, OON, SI				
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COMMENTS

ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
1	Scope Of Work for Catering and Cleaning Services
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Scope of Work Catering and Cleaning Services at Matla Power Station Main for the period of 2 Years

ESKOM HOLDING SOC LTD

SERVICE INFORMATION - SCOPE OF WORK

The provision of catering and cleaning services for a period of 24 months(2 years) at Matla Power Station, ECAS on an as and when required basis

1. DESCRIPTION OF THE SERVICE

The Supplier is required to provide catering and cleaning services for Matla employees and its visitors at Matla Power Station Canteen (excluding contractors) Meals will be provided 7 days a week as per the Working Hours and Service Schedule information below

Eskom will provide the supplier with a fully equipped kitchen, stock (groceries) that will be managed by Eskom and building, which will be utilised for food storages, preparation areas, all equipment, crockery, cutlery, and foodstuff

The kitchen staff will work together with Eskom catering employees to meet Eskom's goal to satisfy its customers Canteen Management remains Eskom's responsibility The supplier will provide Management and Supervision of contracted staff

Key areas:

- 1 Food Preparation
- 2 Food Cooking
- 3 Food Service
- 4 Food Preservation
- 5 Food Safety and Hygiene
- 6 Housekeeping and Cleaning

➤ SPECIFICATIONS

- Provision of **27(TWENTY SEVEN)** skilled and experienced staff
- Medical fit to work in a hot environment, standing long hours
- To adhere to all food safety and food hygiene practices (SANS 10049 2011) (Act No 85 of 1993)
- Labour Rate quoted must not be below minimum rates of skill quoted as specified by the department of labour, and if Sectorial rates are below minimum rates, the Supplier will be disqualified
- Contractor employees be paid rates as quoted in the enquiry, failure by contractor to pay rates as per the order will result in immediate termination of the order
- Within 5 working days of the commencement of the order, the Supplier is to submit to the Eskom representative signed employment contracts reflecting the same hourly rates as quoted and accepted as per the order
- Tenderers must ensure that all overheads including all employee benefits (UIF, Leave pay, bonuses are included in the management costs, failure to include all costs should not result in penalties imposed on employee payment rates
- Should food quality be not of an acceptable standard, the supplier is to provide remedial action plan within two working days
- Supplier is also responsible to ensure compliance to hygiene standard that are put into place and corrective action and disciplinary process must be taken for employees who fail to adhere to the standard

- Supplier to ensure that all PPE quote on the price list are issued out to employees before the first month end
- **NB:** Medical certificates, PPE and Training Certificates belong to Eskom, The supplier to submit back all the training Certificate, Medicals and PPE at the end of the contract.

2.CLEANING AND SANITATION

Cleaning and Sanitation

Daily Cleaning will be as follows

- Washing of dishes, pots , crockery and equipment , etc
- Cleaning floors , bathrooms , conference rooms e, etc
- Cleaning of storerooms and fridges
- Cleaning of stoeps, paving
- Removing and cleaning of waste bins
- Removing and Packing of furniture as required
- Assisting with room and table set up for meeting and events
- Any other ad hoc duties

The service provider should be able to provide specialised cleaning such as high rise wall and window cleaning or have a letter of intent from the reputable service provider to provide such services.

The cleaning service for the Canteen building will be as follows:

3.Specialised Cleaning

- Cleaning of extractor fan and issuing of compliance certificate quarterly
- Washing of high rise walls, ceilings and windows for grease and food stains using pressure washer quarterly or as required
- Scrub floors with electric floor scrubber once a twice a month
- Deep cleaning of kitchen using high pressure steam, and all kitchen equipment(e g fridges, walls, ovens, pots etc)
- Calibrating of fridges and freezer thermometer
- Pressure washer the loading bay
- Provide spec tank for pot washing and Bain marine
- Service of grease fat trap
- **Canteen Facility Pest Control**
 - Rodent control around the Site Mess Building
 - Insect killer 40w inside the kitchen
 - Bird control
 - Fly control in the kitchen and dining hall
 - Rats Bait Station around the Site Mess Building
- Quarterly calibration of scales
- Quarterly calibration of Thermometers

CLEANING CHEMICALS SPECIFICATIONS:

- The Supplier to provide training to all staff on chemical handling, SDS Provide support as and when required Supplier must ensure that chemical delivered to Matla Power Station SDS for each cleaning chemical supplied
- The Supplier to provide training to the staff on the operation of the dosing system Provide technical assistance as and when required by the end user

The supplier shall ensure that national standards are followed:

The product/s offered must comply with all laws and regulations as amended that are applicable to the supply contract In this regard, special reference is made to the following acts and standards, which do not constitute an exhaustive list

- SABS 1828 2000 Cleaning Chemicals for use in the Food Industry
- SANS 9001 2008 Quality management systems
- SANS 10228 The identification and classification of dangerous goods for transport
- SANS 10229-1 Transport of dangerous goods – Packaging for road and rail transport
- SANS 11014-1/ISO 11014-1 (SABS ISO 11014-1), Safety data sheet for chemical products
- Food stuff, Cosmetic and Disinfectant Act (Act of 54 of 1972)

Supply of SABS certified / compliant cleaning detergents and certified materials to fulfil the cleaning obligation.

- a) Disinfectants and detergent-disinfectants shall not contain perfumes They shall not leave an objectionable odor, nor shall they impart any color, odour or flavor to food products, when they are used in accordance with the manufacturer's recommendations
- b) The manufacturer of the disinfectants and detergents must provide sufficient evidence to establish the safety of all raw materials used in the formulation of these products and shall provide such evidence to the end user, as required The evidence should prove that the raw materials are free from contaminants or trace components in quantities that could prove harmful to human beings or leave toxic residues on food or food processing equipment when the products are used in accordance with the manufacturer's recommendations

Evidence to this effect shall include one or more of the following:

- Certification by a recognized authority
- Material safety data sheets in accordance with SABS
- Certificates of analysis and any other relevant information •
- The products must be packed as to ensure their safe and secure transportation and handling The packaging of disinfectants and detergent-disinfectants that are classified as dangerous goods in terms of SABS 0228 shall comply with the relevant provisions of SABS 0229
- The labels of disinfectants and detergent-disinfectants classified as dangerous goods in terms of SABS 0228 shall contain the United Nations' number and proper shipping name and shall comply with the relevant provisions of SABS 0229

In addition to such markings and labels, as may be required in terms of legislation, labels that bear the following information in prominent, legible, and indelible marking shall be firmly attached to all containers of disinfectants and detergent-disinfectants:

- An indication that the product is a detergent-disinfectant, and its type
- An indication of the purpose for which the product is suitable
- An indication that the product is suitable for use in food processing facilities
- Recommendations for the use of the product, including, where relevant, the various dilutions at which it will be effective

- Hazard warnings, where relevant
- When so authorized by the relevant authority, certification marks that indicate compliance with the above standards and with other relevant standards
- Where relevant, the expiry date of the product
- The manufacturer's name or trademark, or both
- The batch identification whether the product is required to be rinsed from food contact surfaces after use
- Appropriate instructions for the storage of the product, including a warning to store away from foodstuffs

Supply and Maintenance of Vending Machines

The Service Provider will provide Coin Slot Vending machines at the Admin Main Building, between Unit 3 & 4, Security or as required. The Service Provider shall ensure that the vending machines are stocked with Cold drinks, Water, Chips, and Chocolates etc. The Service Provider shall stock the vending machines and ensure that the vending machine is keeping items cold. The Service Provider will ensure that the vending machines are available 90% of the time, the Service Provider will thus also manage the stock levels. Any contracts or agreements with vending machine companies will be the responsibility of the Service Provider and the Service Provider will ensure that it complies with standards and regulations as set out in this agreement.

1.1 The following items are a minimum items to be stocked in the vending Machines

- Potato chips, Chocolates, Nuts, etc
- Cold drinks, Bottled water, Energy Drinks and Fresh juices

Demand will probably determine other needs that may arise. Changes need to be approved by the Employer representative.

Resources Specifications:

SUPERVISOR (1)		
MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
• Matric + 2-year certificate in culinary studies or related qualification - Experience 3-years working experience OR • Grade 10 + 8 years working experience in the industrial kitchen	• Ability to work under pressure • Communication skills • Customer service skills • High standards of hygiene • Computer literacy • Monitor performance of all employees • Advanced cooking methods	• Preparation of and the serving of meals to customer to the required standard set • Ensure that the kitchen and serving area are clean and tidy • Ensure all food and health and safety regulations are followed • Manage workload • Perform safety and hygiene practices • Ensure that menu plans and recipes are adhered to without deviation • Lifting Tables and chairs for sitting up for functions in different venues around the Station

SENIOR COOKS (3)		
MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
• Matric + 3 years certificate in culinary studies • Grade 10 + 6 years working experience in the industrial kitchen	• Ability to work under pressure • Communication skills • Stock control • Advanced cooking skills • Mass catering skills (food preparation methodology) • Food safety and hygiene skills	• Undertake menu planning • Oversee and participate in the preparation and cooking and serving of main meals, snacks, cakes, etc in accordance with specified menus • Determine quantities to be cooked and size of portions to be served, taking into account diets to meet medical, ethnic and personal needs • Check quantity and quality of stock received and notify suppliers of deficiencies • Oversee washing and cleaning of floors, crockery, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate • Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the health guidelines • Co-operate fully with the statutory inspections and implement recommendation as appropriate • To undertake such other duties as may be assigned from time to time

COOKS (9)		
MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
• Matric + 2-year certificate in culinary studies or related qualification Experience 1-year working experience OR • Grade 10 + 5 years working experience in the industrial kitchen	• Knowledge of the industrial cooking equipment • Communication • Stock control • Advanced cooking methods • Mass catering skills (food preparation methodology) • High standards of hygiene	• Assisting in the food preparation process • Cooking and preparing elements of high-quality dishes • Preparing vegetables, meats and fish • Assisting other Chef • Helping with deliveries and restocking • Assisting with stock rotation cleaning stations

		• Contributing to maintaining kitchen and food safety standards • Basic knowledge of all sections • Ability to work under supervision of a limited range • Ability to produce good quality basic food • Understanding of health and safety • Understanding of food hygiene practices • Good oral communication • Team management skills • High level of attention to detail • Good level of numeracy • Enthusiasm to develop your own skills and knowledge plus those around you • Adaptability to change and willingness to embrace new ideas and processes • Ability to work unsupervised and deliver quality work • Positive and approachable manner • Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the health guidelines
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WAITERS (6)

MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
• Grade 10 + 6 months working experience	• Ability to work under pressure • Communication skills • Ability to work independently • High standards of hygiene	• Prepare salads as per the menu • Prepare fast food in the cafeteria • Deliver food around the station • Perform safety and hygiene practices • Work at the till at Cafeteria • Lifting Tables and chairs for sitting up for functions in different venues around the Station Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the health guidelines

CLEANERS (6)

MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
• Grade 10 + 6 months working experience	• Ability to work under pressure • Communication skills • High standards of hygiene	• Keep the kitchen equipment, venues, floors and surfaces clean all the time by applying clean as you go method • Perform safety and hygiene practices

		• Lifting Tables and chairs for sitting up for functions in different venues around the Station • Remove dustbin when they are full and wash bins after use Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the health guidelines
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SENIOR STOREPERSON (1)		
MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
• Grade 12 + 2 years working experience Certificate in Stock Control / Storekeeping	• Computer literacy • Communication skills • Stock Control • FIFO and LIFO practices • Stacking and storage skills	• Issue and receive stock • Always adhere to safety and hygiene practices • Record daily issues and do meal costing daily • Control Canteen stock • Ensuring that stock rotation is always maintained • Cleaning of Dry Store and Fridges on the daily basis • Record all the food wastage • Planning and control the inventory with the supervisors • Perform stock taking on by-weekly or monthly • Liaison with suppliers and maintain a good working relationship • Record temperature of fridges, dry stores and freezer on log sheet • Ensure safe receipt of all incoming food and non-food products whilst checking quantity, quality, temperature control, shelf life etc • To ensure that the appropriate levels of stock and ingredients are maintained and requests for replenishment are made in a timely manner to the Catering Officer for ordering • To attend all meetings and training sessions as required • To remove any hazards and make safe any defects in the kitchen or its equipment and report any problems to the Catering Officer

STOREPERSON (1)

MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
Grade 12 + 2 years working experience	- Computer literacy - Communication skills - Stock Control - FIFO and LIFO practices - Stacking and storage skills	- Issue and receive stock - Always adhere to safety and hygiene practices - Record daily issues and do meal costing daily - Control Canteen stock - Ensuring that stock rotation is always maintained - Cleaning of Dry Store and Fridges on the daily basis - Record all the food wastage - Planning and control the inventory with the supervisors - Perform stock taking on by-weekly or monthly - Liaison with suppliers and maintain a good working relationship - Record temperature of fridges, dry stores and freezer on log sheet - Ensure safe receipt of all incoming food and non-food products whilst checking quantity, quality, temperature control, shelf life etc - To ensure that the appropriate levels of stock and ingredients are maintained and requests for replenishment are made in a timely manner to the Catering Officer for ordering - To attend all meetings and training sessions as required - To remove any hazards and make safe any defects in the kitchen or its equipment and report any problems to the Catering Officer

4.WORKING HOURS

Normal Working Hours (all) Monday to Thursday 07 00 – 16 15 Friday 07 00 – 12 00	There might be requests to work outside of normal working hours, however this is limited and on request only (Overtime Monday-Thursday 1 hr = 2 5)
Saturday, Sunday, (2 Cooks and 1 Senior Cook , 2 Waiters , 3 Cleaners per weekend once a month However this will depend on the Roster which is scheduled by the Catering Officer)	The price list makes provision for these hours (1 hr represents the following) Saturday 1 hr = 1 5 Sunday 1 hr = 2

Working hours 07 00-15 00 (Contractor employees will be notified and reimbursed accordingly if there is a need to work outside these hours)	
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5.SERVING SCHEDULE

Monday-Thursday	Friday	Saturday, Sunday
10 30 – 15 00	10 30 – 15 00	11 00 – 15 00
Apr 500 people per day	Apr 100 people per day	Apr 150 people per day
Meal of the day for Eskom Employees is mainly served at the Canteen and on special request in other areas such as training rooms and boardrooms as per the times requested		

6.SPECIAL CATERING ON REQUEST

Breakfast	Lunch
07 30 – 10 00 Monday - Friday	10 30-11 30 Monday - Thursday

7.HEALTH AND SAFETY REQUIREMENTS

The Supplier will comply with the following:

- Matla Power Station Health and Safety Standards as per Matla Power Station Contractors Safety manual
This manual will be handed over on contract award
- Adhere to the OHS Act 85 of 1993, HACCP principles, ISO 22000,
- All staff will undergo a one-day Safety Induction training course preferable one week before site occupation
- Adhere to Eskom and Matla Power Station's zero tolerance for non-compliance to any of Eskom's and / or Matla Power Station's safety rules and regulations

8.Training

Staff member should be trained on the following (1 person)

- 1 First aid Level 1 and 2
- 2 HIRA (hazard identification & risk assessment)
- 3 Stacking and storage
- 4 Incident/accident investigation
- 5 SHE (Safety Health & Environment)
- 6 Evacuation
- 7 Fire Warden
- 8 Environmental Rep
- 9 Food Handler
- 10 Food Safety & Hygiene

The supplier to ensure that all personnel are adequately trained prior commencement of the contract, If employee is not trained, The supplier is to submit within 5 working days the training programme to Eskom representative indicating scheduled training within one (1)month of the commencement of the order and all trainings should be completed within that month. **NB Eskom will advise on which quoted trainings the Personnel's will be trained.**

Eskom Rep Signature.

Date.

Supplier's Signature

Date