



**Scope of work document of Substation
Facilities Maintenance, Southern Grid**

Transmission

Title:	Scope of work document of Substation Facilities Maintenance, Southern Grid	Unique Identifier:	Internal Document
		Alternative Reference Number:	N/A
		Area of Applicability:	Southern Grid
		Documentation Type:	Report
		Revision:	2
		Total Pages:	12
		Next Review Date:	N/A
		Disclosure Classification:	CONTROLLED DISCLOSURE

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1. INTRODUCTION

This is an all-inclusive general substation building maintenance service, goods and material supply contract and will render a service to the Southern Grids which consists of 31 substations and three commercial buildings, within the Free State and Eastern Cape Province for a period of 36 months on as and when required basis. This will include provision of labour, supervision and management, staff uniform/PPE, equipment and its maintenance, transport and services such electrical, carpentry, plumbing, painting etc. during the critical operation of Eskom Transmission Services. This document outlines the roles and responsibilities, what the scope of work will entails as well as the technical evaluation criteria to be used during tender evaluation.

1.1. Roles and Responsibilities

The Contractor shall ensure that:

- Its employees shall comply with 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 Contract Manager 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.

1.2. Provision Of Staff Uniform/Ppe And Other

The Contractor shall:

- Supply staff protective wear uniforms/gear that is SABS approved i.e., headgear, goggles, reflective vest safety boots and gloves, dust mask (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.


1.3. Provision Of Transport

Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)

- The transport is required for:
- Movement of equipment and staff around sites

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2. DOCUMENT CONTENT

2.1. Requirements

Adherence to Eskom generic policies

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

2.2. Provision of Manpower

The successful Contractor/s 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.
- Have a valid wireman's licence and an electrician's trade certificate as a minimum for electricians.
- 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, supervisor with trade test to perform some of the work and management to do all the works.
- All staff will be available on as and when required 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* (as and when requested).
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

2.3. LABOUR REQUIREMENTS

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

2.4. 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 any work commence on site and should always be kept with employees working on site.
- Other contract related meetings shall be communicated to the Contractor on arrival to site.

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2.5. Equipment

- The Contractor shall provide all tools and equipment required for the project/work/task.

2.6. Management Reporting and Process for Monitoring

- The Employer will establish a sound contract management principle.

2.7. 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 Site Supervisor before commencement of the project (if required).
- The Contractor shall provide to the Site Supervisor a daily progress report that speaks to the works programme, all delays shall be explained to the Contract Manager/Supervisor (Site).
- The Contractor's performance evaluation shall be done during ad hoc meetings between the Contractor and the Contract Manager/Supervisor during the project period.
- The *Contractor* shall carry out tasks as described in the scope of work and will only report to the *Employers/Contract Manager/Site Supervisor* appointed for this project.


3. Plant and Material

The Contractor shall be responsible for:

- All spares and materials required for repairing, maintaining, replacing and new fitting will be provided by the Contractor.
- Any damage caused by the Contractor are to be 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 Maintenance services.
- Requesting approval from Contract Manager before purchasing of consumables.
- Maintaining records of receipts and issues which should be reconciled and report submitted to the Service/Contract Manager on a monthly basis;
- Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the maintenance services; all equipment provided by the supplier should comply with SABS Standard.
- 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.

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4. SCOPE OF WORK

The scope of work includes but are not limited to the below listed activities:

AREAS	ACTIVITIES
Outer fence/Gates	Repair or replace all openings in the fence
	Treat all rusted areas (fence and gates)
	Repair and replace steel supports where applicable
	Earth all unearthed structures
	Repair or replace identified defects on gates
Security Fence	Repair or replace defective insulators
	Repair and re-tension fence wires where applicable
	Repair or replace defective steel supports
	Earth unearthed steel structures
	Provision/application of herbicide chemical on request
	Treat all rusted areas (fence and gates)
Access control	Repair or replace defective motor sliding gate for free movement over wheels & Roller bearings
	Repair or replace broken Hinges, magnetic switches, magnetic lock, Rollers, wheels , Hinges and chains, limit switches, ect
	Repair or replace the motor & Gearbox mechanisms limit switches defective cables, straps/connections
	Repair or replace emergency cranks and drives
	Repair or replace infrared safety beams
	Repair or replace motors, drives and belts.
Security fence lights	Repair or replace all defective lights
	Repair or replace defective cables and connections
	Earth all unearthed steel structures
	Repair and replace security guard houses
Driveways / Access Roads	Repair potholes, road markings on driveways and access roads

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	Repair /replace water pipes underneath driveways.
	Ensure pavements and drainage areas are clean and free of any waste material
Drainage system / Bore holes/Plumbing	Repair defective drainage system
	Repair and cleaning of sewer pipes / septic tanks
	Unblocking of sewer system
	Repair / replace borehole pumps, motors and pipes
	Pressure jetting – ad hoc maintenance
	Attend/repairs to burst pipes, blocked toilets, Sewer line faults, faulty tap repairs iro replacement call outs
	Water connection to Hydro boils water tanks, sewer systems and buildings
	Supply and install of appliance including (water purifiers, hydro boil etc). Grease or replace gullies
	Repairing of burst and leaking pipes
	Install or replace toilets urinals, lavatories, bathtubs, showers, sinks, mixing valves, troughs and faucets.
	Removal of appliances, plumbing fixtures, waste and vent piping and permanent capping of water, drains, vent piping after appliance's, pipping system or fixture removal.
	Annual testing of boreholes and water pump maintenance/ replacement
	Water tank repair and replacement
	Installation of water storage tanks. Disposal of building rubble or waster material/items. Fat trap sucking, cleaning, and waste disposal (Including disposal certificate)
Fire Protection	Repair or replace identified defects on the fire hydrants system
	INSPECT detectors, equipment or other items having a defined service life and report where the service life is exceeded or will be exceeded before the next scheduled service.
HV Yard	Filling up of yard stones
	Paving work: repairs/replace
	Repair or replace broken trench covers
	Repair or replace all defective plinths

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	Ground stabilisation
	Construction of ramps
Flood lights	Repair or replace all defective lights
	Repair or replace all defective cables and connections
	Earth all unearthed steel structures
	Repair or replace control circuits
Transformer Bank	Repair or rebuilt bund wall
HV Yard Fence	Repair all openings
	Treat all rusted areas and gates
	Repair or replace all steel supports
	Application, supply of herbicides as and when required
Oil dams	Repair or replace top mesh cover
	Pump out access water
	Repair fence and gates
	Repair leaks
	Repair or replace water pump
	Reseal joints
Battery room	Repair or replace defective doors
	Clean air filters
	Repair or replace all lights (incl emergency lights)
	Repair or replace extractor fan
Oil Storage	Repair or rebuilt storage area bund wall
	Repair Leaks contained within bunded area
Building	Repair water leaks and taps, pipes, replace and clean curbing, clean and maintain stormwater pits and pipping.
	Repair or replace lights
	Repair or replace toilets

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	Ventilation system functional
	Breaking down and removing of brickwork, reinforced concrete including cutting off and removing reinforcement.
	Breaking out and form opening through brick wall for windows including necessary precast or concrete lintels, making good plaster or facings on one or both sides, into reveals.
	Taking out and moving doors, windows, including threshold and sills from brickwork to remain (built up or altering openings elsewhere measured)
	Repair, clean and replace defective windows
	Repair defective Floors and walls (tiles, carpets, ect)
	Repair or replace defective doors and hinges
	Repair or replace Gutters/down pipes
	Repair or replace Ceilings boards and cornia
	Repair or replace fascia boards
	Repair or replace DC lights
	Air conditioners functional and filters are clean
	Ensure all cable trench covers in place and in good condition
	Fixing existing roof covering complete with ridge and hip capping, fittings, flashing (elsewhere measured) with pitch not exceeding 50 degrees.
	Repair or replace defective geyser
	Repair, reseal or replace damaged roof
	Paint gutters, Eaves, fascias, ramps, door frames, widow frames, ceiling
	Paint interior and exterior walls
	Cleaning of gutters and clean existing roof covering using high pressure water cleaning system and steel brushes removing all loose paint, sprawl and deleterious matter.
	Waterproof walls
	Repair or replace damaged blinds
	Deepcleaning of chairs and coaches
	Tiling and glazing
	Repair to cracks in existing plaster
	Replacement/repairs to existing structural steelworks
	Budling waste removal/disposal in accordance to the legal bylaws
	Wooden furniture repairs

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	Moving of furniture and redundant items
	General labour work/activities
	Installing cabinets, shelving, fitted furniture, dry wall and insulation.
	Signage
	Unblocking of drain pumps including manholes
	Issue COC as per plumbing regulations
	Provision/refill of first aid boxes
	Refill of diesel generator
	Transportation and refill of water: Jojo tanks
Electrical	Replacement of light bulbs and/or light bulb fittings inside and outside the buildings with energy efficient light bulbs and/or light fittings.
	Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units
	Prevent breakdowns of systems by routine inspecting and replacing old wiring and insulated cables, cleaning circuits etc
	Replacement and maintenance of lights and light holders inside and outside the complex.
	Rewiring of DB boards
	Complete replacement of circuit breakers
	Correct labelling of circuit breakers
	Correct labelling of circuit breaker load receivers (e.g., plugs, etc)
	Installation of load protectors
	Correct separation of lines and circuits
	Separation of electricity meters
	Create an isolation point for each aircon unit in the complex
	Develop a wiring diagram
	Repairing electrical motors for gate.
	Issue COC.

Waterproofing

- Clean and prepare surfaces for application of sealants or other waterproofing material.
- Inspect roofs and other structures to identify leaks or damages that may require repair before applying waterproofing product.
- Inspect the material after installation to ensure that it was applied correctly.

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- Clean up spills or other accidents that may occur during application process.
- Inspect the condition of existing waterproofing to determine when they need to be replaced.
- Apply liners to walls or floors to prevent water damage from seeping into areas where it is not desired such as inside walls cavities or underneath floors.

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 should be done by trained personnel and certified as safe thereafter
- All working at heights apparel should be certified and inspected daily

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.

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4. TECHNICAL EVALUATION CRITERIA

Functionality will be evaluated on a total weight of 100% with a minimum threshold of 80% will be considered for selection.

TECHNICAL EVALUATION CRITERIA				
ENQUIRY NO:				
EVALUATOR NAME:				
TENDERER'S NAME:				
KPA 1	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR?
Company Relevant Experience	Number and value of Facilities/Buildings Maintenance related projects/work (civil, electrical, plumbing, HVAC/Battery rooms projects or Hazardous locations). List of completed work and their total values related to facilities/building maintenance (minimum of 3 and a maximum of 5 projects).	Tenderer to submit either copies of Task Orders, Purchase Orders, Appointment letters on company letter heads for previous work completed (three or more contracts, appointment letters or completion certificate)	30%	2 project=5%. 4 projects = 10%. 6 Projects = 20%. 8 projects or more = 30%.
		Total for KPA 1	30%	
KPA 2	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR?
Registration with the associations for trades	Registration with the regulatory/statutory bodies in South Africa. If a company is not yet registered a registration by the company employee with such body will be accepted.	Plumbing - registration with Institute of Plumbing South Africa (IOPSA) or any other accredited organisation in South Africa	5%	Company or Employee not registered = 0% Company or employee registered = 5%
		Fully Registered electrician, wiremans certificate-registration as Electrical Contractor with the Department of Labour.	5%	Company or Employee not registered = 0% Company or employee registered = 5%
		Carpenter certificate/registration	5%	Company or Employee not registered = 0% Company or employee registered = 5%
		Total for KPA 2	15%	
KPA 3	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR?
Qualifications of core individuals within the company	Submission of Curriculum Vitae & Applicable trade certificates for core disciplines(Plumbing, Electrical,Airconditioning , hazardous locations certificates and any civil related trade)	Master installer license for hazardous area/location (i.e. battery rooms)	5%	No master wiremans license=0% with license = 5%
		Fence installer certificate or electric fence installer	5%	No certificate = 0% with Certificate 5%
		Aircon mechanic trade	5%	No certificate = 0% with Certificate 5%
		Electrical Artisan	5%	CV with no trade = 0. CV with trade = 5%
		Plumbing	5%	CV with no trade = 0. CV with Trade = 5 %
		Civil	5%	CV with no trade = 0. CV with Trade = 5 %
		Total for KPA 3	30%	
KPA 4	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR?
Method Statement	Tenderers must provide a detailed method statement demonstrating how the services to the required disciplines will be executed.	Method statement should provide logical approach and should include: 1. Team Organogram Structure for providing the services. Structure of the people who will be working on the project tendered. 2. Methodology of how the work will be executed including a list of subcontractors to be utilized for various disciplines and how the work will be dispatched to subcontractors taking into account the reasonable response times .	10%	1. Team Organogram Structure = 0 - 10% (must include project leader, supervisors for main desciples Building work, mechanical, plumbing and electrical etc)
			15%	2. Methodology of how the work will be executed including a list of subcontractors to be utilized for various disciplines and how the work will be dispatched. = 0 - 15% (Tenderer to explain how the Organogram fit to the different trades and also a detail explanation of the process to be followed from a defect being logged to closing the defect.
		Total for KPA 4	25%	
Total for KPA		Total	100%	
Functionality will be evaluated on a total weight of 100% with a minimum threshold of 80% will be considered for selection.				

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