



NEC3 Term Service

# Short Contract (TSSC3)

A contract between **Eskom Holdings SOC Ltd**  
(Reg No. 2002/015527/30)

for **Polokwane and Bela-Bela RDC and CNC Security  
Technology Refurbishment for a period of 6 months**

**Contents:** Compiled in accordance with CIDB Standard for Uniformity in  
Construction Procurement (May 2010 amendments)

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Documentation prepared by:

# C1 Agreements & Contract Data

## C1.1 Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance page signature block on the next page, has solicited offers to enter into a contract for the procurement of:

**Provision of repairs and support contract for IP CCTV (Closed Circuit Television) cameras, PA systems, metal detectors, the Physical Access Control Systems (PACS) infrastructure, software and visitor management systems at Polokwane and Bela-Bela RDC and CNC due to recent theft and vandalism incidents.**

**Switches, Screens and Monitors, Lightning protection, outdoor enclosures and all other necessary equipment needed to get the security systems operational.**

**At Middelburg control room configure the existing CCTV servers to provide visual signal for Polokwane RDC and handover to control.**

The tenderer, identified in the signature block below, having examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	<b>RATE ONLY</b>
Value Added Tax @ 15% is	<b>RATE ONLY</b>
The offered total of the Prices inclusive of VAT is	<b>RATE ONLY</b>
(in words)	

This Offer may be accepted by the Employer by signing the form of Acceptance overleaf and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an Agreement between the Employer and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work: Service Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorised representative(s) for both parties.

The tenderer shall within one week of receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the tenderer receives one fully completed and signed copy of this document, including the Schedule of Deviations (if any) together with all the terms of the contract as listed above.

Signature(s)

Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

**Note:** If a tenderer wishes to submit alternative tender offers, further copies of this document may be used for that purpose, duly endorsed, 'Alternative Tender No. \_\_\_\_\_'

### Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

**For the tenderer:**

**For the Employer**

Signature .....

.....

Name .....

.....

Capacity .....

.....

On behalf of *(Insert name and address of organisation)*

*(Insert name and address of organisation)*

Name & signature of witness .....

.....

Date .....

.....

## C1.2 Contract Data

### Data provided by the *Employer*

Clause	Statement	Data
<b>General</b>		
10.1	The <i>Employer</i> is (Name):	<b>Eskom Holdings SOC Ltd (reg no: 2002/015527/30), a state owned company incorporated in terms of the company laws of the Republic of South Africa</b>
	Address	<b>Registered office at Megawatt Park, Maxwell Drive, Sandton, Johannesburg</b>
14.5	If the <i>Employer</i> appoints an <i>Employer's Agent</i> , the <i>Employer's Agent</i> is:	
	Name	<b>Ndivhuwo Radzilani</b>
	Address	<b>90 Hans van Rensburg Street, Polokwane, 0700</b>
	Tel No.	<b>+27 15 230 1532</b>
	Fax No.	
	E-mail address	<a href="mailto:RadziINM@eskom.co.za"><b>RadziINM@eskom.co.za</b></a>
11.2(5)	The <i>service</i> is	<b>Polokwane RDC and CNC Security Technology Refurbishment</b>
11.2(6)	The Service Information is in	<b>the document called 'Service Information' in Part 3 of this contract.</b>
30.1	The <i>starting date</i> is.	<b>To be advised</b>
30.1	The <i>service period</i> is.	<b>6 months</b>
13.2	The <i>period for reply</i> is	<b>1 week</b>
50.1	The <i>assessment day</i> is the	<b>25th of each month.</b>
51.2	The interest rate on late payment is	<b>0% per complete week of delay.</b>
80.1	The <i>Contractor</i> is not liable to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property in excess of	<b>the amount of the deductibles relevant to the event</b>
	Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply?	<b>No</b>

93.1	The <i>Adjudicator</i> is	the person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the Party intending to refer a . If the Parties do not agree on an Adjudicator the Adjudicator will be appointed by the Arbitration Foundation of Southern Africa (AFSA).
93.2(2)	The <i>Adjudicator nominating body</i> is:	the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the London Institution of Civil Engineers. (See <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ) or its successor body
93.4	The <i>tribunal</i> is:	arbitration.
	The <i>arbitration procedure</i> is	the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.
	The place where arbitration is to be held is	South Africa
	The person or organisation who will choose an arbitrator	the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.
	- if the Parties cannot agree a choice or - if the arbitration procedure does not state who selects an arbitrator, is	

**The conditions of contract are the NEC3 Term Service Short Contract (April 2013)<sup>12</sup> and the following additional conditions Z1 to Z11 which always apply:**

**Z1 Cession delegation and assignment**

- Z1.1 The *Contractor* does not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*.
- Z1.2 Notwithstanding the above, the *Employer* may on written notice to the *Contractor* cede and delegate its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities as a result of the restructuring of the Electricity Supply Industry.

**Z2 Change of Broad Based Black Economic Empowerment (B-BBEE) status**

- Z2.1 Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change.
- Z2.2 The *Contractor* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Employer* within thirty days of the notification or as otherwise instructed by the *Employer*.
- Z2.3 Where, as a result, the *Contractor's* B-BBEE status has decreased since the *starting date* the *Employer* may either re-negotiate this contract or alternatively, terminate the *Contractor's*

<sup>1</sup> If the previous edition applies change 'April 2013' for 'September 2009'.

<sup>2</sup> State whether attached as a 'PDF' file in terms of Eskom's licence, or to be obtained from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902 or [www.ecs.co.za](http://www.ecs.co.za)

obligation to Provide the Service.

- Z2.4 Failure by the *Contractor* to notify the *Employer* of a change in its B-BBEE status may constitute a reason for termination. If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in Clause 91.1 and the amount due on termination includes amounts listed in Clause 92.1 less a deduction of the forecast additional cost to the *Employer* of completing the *service*.

### **Z3 Confidentiality**

- Z3.1 The *Contractor* does not disclose or make any information arising from or in connection with this contract available to others except where required by this contract. This undertaking does not, however, apply to information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time). Should the *Contractor* disclose information to others where required by this contract the *Contractor* ensures that the provisions of this clause are complied with by the recipient.
- Z3.2 If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Employer*.
- Z3.3 In the event that the *Contractor* is, at any time, required by law to disclose any such information which is required to be kept confidential, the *Contractor*, to the extent permitted by law prior to disclosure, notifies the *Employer* so that an appropriate protection order and/or any other action can be taken if possible, prior to any disclosure. In the event that such protective order is not, or cannot, be obtained, then the *Contractor* may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.
- Z3.4 The taking of images (whether photographs, video footage or otherwise) of the *Employer's* property or any portion thereof, in the course of Providing the Service and after the end of the *service period*, requires the prior written consent of the *Employer*. All rights in and to all such images vests exclusively in the *Employer*.
- Z3.5 The *Contractor* ensures that all his subcontractors abide by the undertakings in this clause.

### **Z4 Waiver and estoppel: Add to clause 12.2:**

- Z4.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties or their delegates or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

### **Z5 Health, safety and the environment**

- Z5.1 The *Contractor* undertakes to take all reasonable precautions to maintain the health and safety of persons in and about the execution of the *service*. Without limitation the *Contractor*:
- warrants that the total of the Prices as at the Contract Date includes a sufficient amount for proper compliance with the Construction Regulations, all applicable health & safety laws and regulations and the health and safety rules, guidelines and procedures provided for in this contract and generally for the proper maintenance of health & safety in and about the execution of *service*; and
  - undertakes, in and about the execution of the *service*, to comply with the Construction Regulations and with all applicable health & safety laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control,

likewise observe and comply with the foregoing.

Z5.2 The *Contractor*, in and about the execution of the *service*, complies with all applicable environmental laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.

**Z6 Provision of a Tax Invoice and interest. Add to clause 50**

Z6.1 The *Contractor* provides the *Employer* with a tax invoice in accordance with the *Employer's* procedures stated in the Service Information, showing the correctly assessed amount due for payment.

Z6.2 If the *Contractor* does not provide a tax invoice in the form and by the time required by this contract, the time by when the *Employer* is to make a payment is extended by a period equal in time to the delayed submission of the correct tax invoice. Interest due by the *Employer* in terms of clause 51.2 is then calculated from the delayed date by when payment is to be made.

Z6.3 The *Contractor* is required to comply with the requirements of the Value Added Tax Act, no 89 of 1991 (as amended) and to include the *Employer's* VAT number 4740101508 on each invoice he submits for payment.

**Z7 Notifying compensation events**

Z7.1 As per the conditions of NEC3 Term Service Short Contract (April 2013).

**Z8 Employer's limitation of liability; Add to clause 80.2**

Z8.1 The *Employer's* liability to the *Contractor* for the *Contractor's* indirect or consequential loss is limited to R0.00 (zero Rand).

**Z9 Termination: Add to clause 90.2, after the words "or its equivalent":**

Z9.1 As per the conditions of NEC3 Term Service Short Contract (April 2013).

**Z10 Addition to Clause 50.4**

Z10.1 If the amount due for the *Contractor's* payment of *delay damages* reaches the limits stated in a Task Order (if any), the *Employer* may terminate the *Contractor's* obligation to Provide the Service.

Z10.2 If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in Clause 91.1 and the amount due on termination includes amounts listed in Clause 92.1 less a deduction of the forecast additional cost to the *Employer* of completing the *service*.

**Z11 Ethics**

For the purposes of this Z-clause, the following definitions apply:

**Affected Party** means, as the context requires, any party, irrespective of whether it is the *Contractor* or a third party, such party's employees, agents, or Subcontractors or Subcontractor's employees, or any one or more of all of these parties' relatives or friends,

- Coercive Action** means to harm or threaten to harm, directly or indirectly, an Affected Party or the property of an Affected Party, or to otherwise influence or attempt to influence an Affected Party to act unlawfully or illegally,
- Collusive Action** means where two or more parties co-operate to achieve an unlawful or illegal purpose, including to influence an Affected Party to act unlawfully or illegally,
- Committing Party** means, as the context requires, the *Contractor*, or any member thereof in the case of a joint venture, or its employees, agents, or Subcontractors or the Subcontractor's employees,
- Corrupt Action** means the offering, giving, taking, or soliciting, directly or indirectly, of a good or service to unlawfully or illegally influence the actions of an Affected Party,
- Fraudulent Action** means any unlawfully or illegally intentional act or omission that misleads, or attempts to mislead, an Affected Party, in order to obtain a financial or other benefit or to avoid an obligation or incurring an obligation,
- Obstructive Action** means a Committing Party unlawfully or illegally destroying, falsifying, altering or concealing information or making false statements to materially impede an investigation into allegations of Prohibited Action, and
- Prohibited Action** means any one or more of a Coercive Action, Collusive Action Corrupt Action, Fraudulent Action or Obstructive Action.

- Z11.1 A Committing Party may not take any Prohibited Action during the course of the procurement of this contract or in execution thereof.
- Z11.2 The *Employer* may terminate the *Contractor's* obligation to Provide the Services if a Committing Party has taken such Prohibited Action and the *Contractor* did not take timely and appropriate action to prevent or remedy the situation, without limiting any other rights or remedies the *Employer* has. It is not required that the Committing Party had to have been found guilty, in court or in any other similar process, of such Prohibited Action before the *Employer* can terminate the *Contractor's* obligation to Provide the Services for this reason.
- Z11.3 If the *Employer* terminates the *Contractor's* obligation to Provide the Services for this reason, the amounts due on termination are those intended in core clauses 92.1 and 92.2.
- Z11.4 A Committing Party co-operates fully with any investigation pursuant to alleged Prohibited Action. Where the *Employer* does not have a contractual bond with the Committing Party, the *Contractor* ensures that the Committing Party co-operates fully with an investigation.

**Z12Insurance**

**Z \_\_ 12.1 Replace condition of contract 82 with the following:**

- Insurance cover** 82
- 82.1 When requested by a Party, the other Party provides certificates from his insurer or broker stating that the insurances required by this contract are in force.
- 82.2 The *Contractor* provides the insurances in the Insurance Table A, from the *starting date* until the until the earlier of Completion and the date of the termination certificate.

**INSURANCE TABLE A**

<b>Insurance against</b>	<b>Minimum amount of cover or minimum limit of indemnity</b>
Loss of or damage caused by the <i>Contractor</i>	The replacement cost

to the <i>Employer's</i> property	where not covered by the <i>Employer's</i> insurance  The <i>Employer's</i> policy deductible as at contract date, where covered by the <i>Employer's</i> insurance
Loss of or damage to equipment, plant and materials	The replacement cost where not covered by the <i>Employer's</i> insurance  The <i>Employer's</i> policy deductible as at contract date, where covered by the <i>Employer's</i> insurance
The <i>Contractor's</i> liability for loss of or damage to property (except the <i>Employer's</i> property, equipment and other things used to Provide the Service) and for bodily injury to or death of a person (not an employee of the <i>Contractor</i> ) arising from or in connection with the <i>Contractor's</i> Providing the Service	<b><u>Loss of or damage to property</u></b> The replacement cost  <b><u>Bodily injury to or death of a person</u></b> The amount required by the applicable law
Liability for death of or bodily injury to employees of the <i>Contractor</i> arising out of and in the course of their employment in connection with this contract	The amount required by the applicable law

82.3 The *Employer* provides the insurances stated in the Insurance Table B

**INSURANCE TABLE B**

<b>Insurance against or name of policy</b>	<b>Minimum amount of cover or minimum limit of indemnity</b>
Assets All Risk	Per the insurance policy document
Contract Works insurance	Per the insurance policy document
Environmental Liability	Per the insurance policy document
General and Public Liability	Per the insurance policy document
Transportation (Marine)	Per the insurance policy document
Motor Fleet and Mobile Plant	Per the insurance policy document
Terrorism	Per the insurance policy document
Cyber Liability	Per the insurance policy document
Nuclear Material Damage and Business Interruption	Per the insurance policy document
Nuclear Material Damage Terrorism	Per the insurance policy document

### Z13 Nuclear Liability

- Z13.1 The *Employer* is the operator of the Koeberg Nuclear Power Station (KNPS), a nuclear installation, as designated by the National Nuclear Regulator of the Republic of South Africa, and is the holder of a nuclear licence in respect of the KNPS.
- Z13.2 The *Employer* is solely responsible for and indemnifies the *Contractor* or any other person against any and all liabilities which the *Contractor* or any person may incur arising out of or resulting from nuclear damage, as defined in Act 47 of 1999, save to the extent that any liabilities are incurred due to the unlawful intent of the *Contractor* or any other person or the presence of the *Contractor* or that person or any property of the *Contractor* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.
- Z13.3 Subject to clause Z13.4 below, the *Employer* waives all rights of recourse, arising from the aforesaid, save to the extent that any claims arise or liability is incurred due or attributable to the unlawful intent of the *Contractor* or any other person, or the presence of the *Contractor* or that person or any property of the *Contractor* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.
- Z13.4 The *Employer* does not waive its rights provided for in section 30 (7) of Act 47 of 1999, or any replacement section dealing with the same subject matter.
- Z13.5 The protection afforded by the provisions hereof shall be in effect until the KNPS is decommissioned.

### Z14 Asbestos

For the purposes of this Z-clause, the following definitions apply:

<b>AAIA</b>	means approved asbestos inspection authority.
<b>ACM</b>	means asbestos containing materials.
<b>AL</b>	means action level, i.e. a level of 50% of the OEL, i.e. 0.1 regulated asbestos fibres per ml of air measured over a 4 hour period. The value at which proactive actions is required in order to control asbestos exposure to prevent exceeding the OEL.
<b>Ambient Air</b>	means breathable air in area of work with specific reference to breathing zone, which is defined to be a virtual area within a radius of approximately 30cm from the nose inlet.
<b>Compliance Monitoring</b>	means compliance sampling used to assess whether or not the personal exposure of workers to regulated asbestos fibres is in compliance with the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
<b>OEL</b>	means occupational exposure limit.
<b>Parallel Measurements</b>	means measurements performed in parallel, yet separately, to existing measurements to verify validity of results.
<b>Safe Levels</b>	means airborne asbestos exposure levels conforming to the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
<b>Standard</b>	means the <i>Employer's</i> Asbestos Standard 32-303: Requirements for Safe Processing, Handling, Storing, Disposal and Phase-out of Asbestos and Asbestos Containing Material, Equipment and Articles.
<b>SANAS</b>	means the South African National Accreditation System.

**TWA** means the average exposure, within a given workplace, to airborne asbestos fibres, normalized to the baseline of a 4 hour continuous period, also applicable to short term exposures, i.e. 10-minute TWA.

- Z14.1 The *Employer* ensures that the Ambient Air in the area where the *Contractor* will Provide the Services conforms to the acceptable prescribed South African standard for asbestos, as per the regulations published in GNR 155 of 10 February 2002, under the Occupational Health and Safety Act, 1993 (Act 85 of 1993) ("Asbestos Regulations"). The OEL for asbestos is 0.2 regulated asbestos fibres per millilitre of air as a 4-hour TWA, averaged over any continuous period of four hours, and the short term exposure limit of 0.6 regulated asbestos fibres per millilitre of air as a 10-minute TWA, averaged over any 10 minutes, measured in accordance with HSG248 and monitored according to HSG173 and OESSM.
- Z14.2 Upon written request by the *Contractor*, the *Employer* certifies that these conditions prevail. All measurements and reporting are effected by an independent, competent, and certified occupational hygiene inspection body, i.e. a SANAS accredited and Department of Employment and Labour approved AAIA. The *Contractor* may perform Parallel Measurements and related control measures at the *Contractor's* expense. For the purposes of compliance the results generated from Parallel Measurements are evaluated only against South African statutory limits as detailed in clause Z14.1. Control measures conform to the requirements stipulated in the AAIA-approved asbestos work plan.
- Z14.3 The *Employer* manages asbestos and ACM according to the Standard.
- Z14.4 In the event that any asbestos is identified while Providing the Services, a risk assessment is conducted and if so required, with reference to possible exposure to an airborne concentration of above the AL for asbestos, immediate control measures are implemented and relevant air monitoring conducted in order to declare the area safe.
- Z14.5 The *Contractor's* personnel are entitled to stop working and leave the contaminated area forthwith until such time that the area of concern is declared safe by either Compliance Monitoring or an AAIA approved control measure intervention, for example, per the emergency asbestos work plan, if applicable.
- Z14.6 The *Contractor* continues to Provide the Services, without additional control measures presented, on presentation of Safe Levels. The contractually agreed dates to Provide the Services, including the Completion Date, are adjusted accordingly. The contractually agreed dates are extended by the notification periods required by regulations 3 and 21 of the Asbestos Regulations, 2001.
- Z14.7 Any removal and disposal of asbestos, asbestos containing materials and waste, is done by a registered asbestos contractor, instructed by the *Employer* at the *Employer's* expense, and conducted in line with South African legislation.

### Data provided by the *Contractor* (the *Contractor's Offer*)

The tendering contractor is advised to read both the NEC3 Term Service Short Contract (April 2013) and the relevant parts of its Guidance Notes (TSSC3-GN)<sup>3</sup> in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on page 24 of the TSSC3 Guidance Notes.

Completion of the data in full is essential to create a complete contract.

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10.1	The <i>Contractor</i> is (Name): Address Tel No. Fax No. E-mail address	
63.2	The percentage for overheads and profit added to the Defined Cost for people is	%
63.2	The percentage for overheads and profit added to other Defined Cost is	%
11.2(4)	The Price List is in	<b>the document called 'Price List' in Part 2 of this contract.</b>
11.2(4)	The offered total of the Prices for part of the <i>service</i> in Part 1 of the Price List is [Enter the total of the Prices from the Price List]:	<b>R excluding VAT [in words]</b>

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<sup>3</sup> Available from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902, or [www.ecs.co.za](http://www.ecs.co.za).

## C2 Pricing Data

### C2.1 Pricing assumptions

The Price List is in two parts. Part 1 is for work described in the Service Information not requiring the *Employer* to issue a Task Order. Part 2 is for work to be carried out within a stated period of time on a task by Task basis and instructed by Task Order. The *service* may comprise work under Part 1 only or Part 2 only or a mix of both.

Entries in the first four columns of Part 1 of the Price List are made either by the *Employer* or the tenderer. Entries in the first four columns of Part 2 of the Price List would normally be made by the *Employer* as the Party most likely to know the kind of work which will be instructed by the issue of Task Orders. The tenderer then enters a rate for each item and multiplies it by the Expected quantity to produce the Price to be entered in the final column.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only, the Unit, Expected quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters a rate for each item and multiplies it by the Expected quantity to produce the Price, to be entered in the final column.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected quantity column.

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

## C2.2 Price List

### Part 1

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

## List of equipment to be replaced under Phase One of Maintenance regime for the systems to be fully functional.

### Bela-Bela RDC and CNC Site installed Assets List:

Item No.		Description	Unit	Unit Price
1		Rack and Surge Protection for CNC & RDC		
1,1		MCB DIN Schneider Easy9 10A 1P	No.	
1,2		MCB DIN Schneider Easy9 20A 2P	No.	
1,3		Surge Arrestor Din Schneider	No.	
1,4		Din Clip-in Earth Bar	No.	
1,5		Din Clip-in Neutral Bar	No.	
1,6		Din Rail Bracket	No.	
1,7		Surfex 3 core 1,5mm	M	
1,8	MACADO LINE 1	STEVE for Fibre Hubs with Front Face	No.	
1,9	MACADO LINE 2	STEVE for RDC Hub	No.	
1,1	MACADO LINE 3	STEVE for Main Hub - CNC	No.	
1,11		42U Floor Stand Rack Kit	No.	
1,12		15u Swing Rack Kit	No.	
1,13		Certificate Of Compliance (COC) per hub	No.	
2		CNC & RDC Fibre Solution		
2,1		Fibre 24 Core SM Supply	M	
2,2		Fibre Splice	No.	
2,3		Fibre Tray	No.	
2,4		Fibre Pigtails	No.	
2,5		Fibre Mid-couplers	No.	
2,6		Fibre leads LC - LC 2m	No.	

2,7		Sundries	Item	
2,8		Fibre Core switch 12 port	No.	
2,9		48 Port POE Switch	No.	
2,1	POE Switch	Ebiquity 24 Port POE 500W Switch	No.	
2,11		Ebiquity SFP Single mode 10 Gig	No.	
2,12		Ebiquity SFB Single mode 1Gig	No.	
2,13		Provision for local Labour for installation	No.	
2,14				
3		CNC & RDC PA/Evacuation System		
3,1		PH30 Fire speaker cable	M	
3,2		Audio control 12.8	No.	
3,3		Universal Stereo Input Adapter	No.	
3,4		12 Button Paging Microphone	No.	
3,5		4Ch Digital Amp 4X240W @ 100v	No.	
3,6		4Ch Digital Amp 4X120W @ 100v	No.	
3,7		EN54 Ceiling Speakers	No.	
3,8		EN54 Outdoor Projection Speakers	No.	
3,9		Cat6 Outdoor Shielded	No.	
3,1		Local All in one Monitoring PC	No.	
4		S2 Digital IP Surveillance System		
4,1	Pinnacle Micro	S2 Network Super micro Server	Item	
4,2	Pinnacle Micro	10Gig HDD	No.	
4,3		S2 Camera License	No.	
4,4	(DS-2CD4526FW D-IZ)	Hikvision Indoor Dome Camera's at 2MP with IR	No.	
4,5	(DS-2CD4A26FW D-IZ)	Hikvision Outdoor Cameras at 4MP with IR	No.	
4,6		Cat6 Outdoor Shielded	M	
4,7		Sundries	Item	
5		S2 Digital Access Control System		
5,1	MACADO LINE 6	S2 Extreme server	No.	

5,2	MACADO LINE 4	S2 Network Node	No.	
5,3	MACADO LINE 5	S2 Node Blade	No.	
6		CNC and RDC Access units		
6,1		PSU for Doors	No.	
6,2	MA520+D	Finger/ Card readers	No.	
6,3	(PAX-336- 310-EX)	No-Touch Push Button	No.	
6,4	ML300	Maglock	No.	
6,5	ZL300	ZL Bracket Kit	No.	
6,6		Emergency Break Class	No.	
6,7	'Single full height industrial brushed stainless steel turnstile	Turnstar 4Arm Triumph	No.	
6,8		Single Leaf 1.2m Gate	No.	
6,9		Paint Works Signage	No.	
6,1		Cat6 Network Cable	M	
6,11		4m Boom Gate with spikes barrier and robot Kit	No.	
6,12		Loop detector for RDC store Boom	Item	
6,13		Gooseneck for RDC store Boom	Item	
6,14		Gooseneck for CNC and RDC Entrances	No.	
6,15		Turnstar Card drop Box Unit	No.	
6,16		4 Pair 1mm Grey malor Cable	M	
6,17		Sundries	Item	
7		RDC & CNC Civils and Poles Installation		
7,1		6m Concrete Poles	No.	
7,2		Civils, 25mm Bosal conduit against poles, install sleeving including bends, lock nut hex, coupling & fixings	M	
7,3		Civils, Install a Camera pole, lift surface material, excavate pickable soil, 600mm X 600mm deep, pour 25 Mpa concrete foundation, collect pole from site camp, deliver to site, assemble and lift pole, install earthing, re-instate and remove excess	M	

7,4		Civils, Sprag, Copex 25mm, 0.5m long complete with glands	M	
7,5		Civils, lift paving (sidewalk), excavate pickable soil, 300mm wide x 600mm deep, install a 50mm PVC sleeve and re-instate	M	
7,6		Civils, lift paving (driveway),excavate pickable soil,300mm wide x800mm deep, install two 50mm PVC sleeves and re-instate	M	
7,7		Civils, Lift paving(driveway),excavate pickable soil,300mm wide x 800mm deep, install two 50mm PVC sleeves and re-instate.(Supply and Install)	M	
7,8		Civils, Trench pickable soil or lawn, 300mm wide x 600mm deep, install a 50mm PVC sleeves and re-instate	M	
7,9		Civils, Cut and break concrete (sidewalk), excavate pickable soil,300mm wide 600mm deep, install a 50mm PVC sleeve and re-instate	M	
7,1		Civils, Trunking EGA 40 X40	M	
7,11		Main Store Additional Door Supply and Install	M	
8		CNC and RDC Secure fencing		
8,1		Securomesh Panel - Galvanised - 3.00m	No.	
8,2		Securomesh Post - PolyBlack - 3.6m	No.	
8,3		7m Sliding Gate	No.	
8,4		1.2m Swing Gate	No.	
8,5		D10 Motor gate	No.	
8,6		Beam Set	No.	
8,7		Batteries (2 x 12Vdc 7AH)	No.	
8,8		2m Motor Gate Rack for 5m Gate	No.	
8,9		Anti-theft Bracket with Padlock	No.	
9		Dig, Trench, Erect, Cement	m	
10		Digital IP Intercom System		
10,1		IP intercom	No.	
11		Control Room and Guard House Viewing		
11,1		Intel Nuc Media Pc	No	
11,2	NC904-E	S2 Magic Monitor	No	
11,3		40" Screen	No	
11,4		Vesa Mounting brackets	No	
11,5		HDMI Cables 3m	No	
11,6		Viewing Monitors 21"	No	
12		Installation, delivery and Project Management		
12,1		Project Management	HRS	
12,2		Pre-commissioning, workshop setup and testing	HRS	

12,3		Commissioning Time	HRS	
12,4		Provision for travelling	KM	
12,5		Delivery Travelling	KM	
12,6		Safety File and relevant updates	Item	
12,7		Safety Regulations and procedure, i.e. Toolbox talks	Item	
12,8		Installation Labour	HRS	
12,9		Provision for storage & office	Mnths	
13		Provisioning for Local Labour Management	Item	
14		Provision for Accommodation	P/Day	

**Polokwane RDC and CNC Site:**

Item No.	Description	Unit	Unit Price
1	Nuuo IP CCTV - Desktop PC – I5 8Gig RAM Windows 10 Pro	No.	
2	Nuuo IP CCTV - Software Control Room Monitoring software (CMS)	No.	
3	Nuuo NP8160 NVR	No.	
4	SeaGate 4TB Surveillance Hard Drive	No.	
5	Lightning protection	No.	
6	Display Screens 42 Inch Surveillance Screen - 1366×768 •2x HDMI •1x	No.	
7	Display Screens 32 Inch Surveillance Screen - 1366×768 •2x HDMI •1x	No.	
8	Axis P14 Series Outdoor Bullet Camera	No.	
9	Axis P13 Series Indoor Dome Camera	No.	
10	Netgear 24Port PoE Switch	No.	
11	Netgear 8Port PoE Switch	No.	
12	Outdoor Enclosures	No.	
13	Access Control Server complete Windows 10 Pro	No.	
14	Client Workstations Windows 10 Pro	No.	
15	Database Maintenance	No.	
16	Concertrator	No.	
17	Access control take-on reader	No.	
18	MSO300 Finger Print enrollement reader	No.	
19	USB Card encoder	No.	
20	Viewing station for CCTV system with dual monitors including keyboard & mouse	No.	
21	Power Supply – 12VDC & 5VDC	No.	
22	Sagem Morpho Sigma Lite Finger Print Reader	No.	
23	Full Height Turnstile	No.	
24	Centurion Gate Motor Complete	No.	
25	Comms over network converters	No.	
26	Access Control Reader	No.	
27	Cost of Labour Per hour (Technicians )	Hr	
28	Travel P/km	Km	
29	Accommodation	P/Day	

## C3: Scope of Work

### C3.1 Service Information

Polokwane Security Camera Refurbishment.

#### 1. Description of the service

Provision of repairs and support contract for IP CCTV (Closed Circuit Television) cameras, PA systems, the Physical Access Control Systems (PACS) infrastructure, software at Polokwane and Bela Bela RDC and CNC sites due to recent theft and vandalism incidents.

Switches, Screens and Monitors, Lightning protection, outdoor enclosures and all other necessary equipment needed to get the security systems operational.

At Middelburg control room install and configure the existing CCTV servers to provide visual signal for Bela Bela and handover to the control centre

#### Repairs to Security Technology Systems

The incumbent contractor shall undertake visits to the premises to visually assess, inspect, test, bond, repair, do programming and configuration of the existing security technology systems to OEM Specifications and ensure that all the listed systems are returned to service.

#### CCTV Cameras

- Check history of CCTV system and other peripheral equipment
- Visually inspect all major equipment components including cabling & connections where accessible for signs of deterioration or damage and undertake repairs
- Check all CCTV control equipment (monitors, NVR's, network switches, cabling etc.) and Physical Access Control infrastructure.
- Check and clean cameras, readers, lenses and housings as necessary.
- Check lenses for correct field of view and adjust as necessary
- Check pictures for correct field of view and adjust as necessary.
- Check and test remote signalling equipment
- Check recording and playback quality
- Check the satisfactory transmission of images to remote centre
- Repair minor faults where necessary.
- Retrain the users on the use of the CCTV system and other security equipment
- Log all systems test results
- Return all security equipment, components and systems to operational status.
- Respond to faults and queries within specified response period.

- In the instance of cameras and other equipment failure, a swap-out must be used to ensure that downtime is kept to a minimum.
- Removal, safe keeping and re-installation of existing CCTV cameras and other security infrastructure.

#### **ACCESS CONTROL SYSTEMS (SOFTWARE).**

- Check whether personnel have experienced any problems with the system.
- Check history of Access control system since last operating period.
- Check connection between Main Power Supply and Backup Battery test to ensure that enough power is being supplied to the panel
- Visually inspect all fields devices for Access Control System
- Walk test some devices either manually and or using a card, finger in the case of readers.
- Check operation of emergency break glasses and mechanical exits.
- Check operation of readers.
- Check operation of maglocks and LEDs.
- Check communications with all controllers and reset error log.
- Check communication between Server and field devices (door controllers)
- Check operation of Input / Output controller and relays.
- Check access control software.
- Re-program any minor changes as required by the client
- Check door open times.
- Back-up historic data and database. Ensure the customer keeps this in a secure location.
- Verify correct operation of doors in a fire condition.
- Test the system for all alarm and ensure that alarms desired are received by the system
- Carry out minor adjustments.
- Basic re-training of the users on how to use the system more effectively and efficiently.
- Implement remote support by means of a telephone or remote control software to troubleshoot any minor adjustments that need to be made.

#### **PHYSICAL ACCESS CONTROL SYSTEMS (Booms, Turnstiles, Gates, etc).**

- Check history of operating period.
- Check current operation of the Equipment
- Check and verify all incoming Voltage to the equipment

- Dust and Clean all parts
- Grease and Oil all moving parts as required
- Fasten any loose moving parts
- Tune Wings Movement to allow for smooth operation
- Photocell testing ensures the correct and safe operation of the Arms
- Automatic Testing to check all necessary functions of the Turnstile
- Check for any scratches and rust and accordingly clean and fill using red-oxide
- Check battery operations
- Check all terminations and cables for wear and tear
- Check all insulations of all cables is in good condition and rectify as required
- Simulate fault logic to check for alarms and errors.

### **Public Address systems**

- Check installation against records, report and record any discrepancies.
- Check operation of the system.
- Check, (under full connected load), the audio quality for any discernible distortion.
- Check cable terminations and check cable termination records.
- Measure and record resistance of all speaker lines at main equipment.
- Check labelling of speaker selection unit.
- Check all equipment for damaged, stressed or heated components.
- Check output voltage regulation of power supplies.
- Check equipment for proper ventilation.
- Record all results in log books.

### **Metal detectors (N/A)**

- Routine cleaning of the machines by qualified personnel.
- Imaging of the machines.
- Test the machines, keep records and report accordingly.
- Conduct general upkeep of the machines in accordance with the law act
- Execution must be conducted in compliance to fire system engineering standards and Health and Safety Regulations find engineering standards on section 3 of the document.

**BREAK GLASS UNITS**

- Each break glass unit shall be activated and checked for correct operation including all remote indication associated with the relevant break glass unit.
- Each break glass unit shall be inspected during the service to be in a good condition and not damaged.
- Each break glass unit or shall be wiped clean during the service.
- Ensure that during the service each break glass unit is recorded as per its number on the service report sheet and checked accordingly.

**2. Specifications**

Title	Date or revision	Tick if publicly available
<b><u>General Specifications:</u></b>		
Health and Safety requirements	Latest	
Environmental requirements	Latest	
Site regulations and access control	Latest	
Waste Management Procedure	EPC 32-245	
Recommended Herbicides	Latest	
<ul style="list-style-type: none"> <li>• <b>Eskom Distribution Standard</b></li> </ul> Copies available from Eskom Distribution Technology, Technical Administrator, Telephone 011-871 2214. Important Note: where material options (i.e coastal and inland) are available the coastal option will be applicable in Eskom’s Limpopo Operating Region (Refer to Engineering Instruction EI-039-MVL).	Latest	
<b>Environnemental Management</b> Environnemental Management Programme (EMP) Procedure SHEQ Policy	Latest	
<b>Quality</b> Quality Management Specification for Suppliers	Latest	
<b>Safety</b> Occupational Health and Safety Requirements to be met by Contractors and Subcontractors Employed by Eskom. Co-ordination of Safety on Capital Projects Standard applicable to Contractors working in Close Proximity to Live Apparatus	Latest	
Management of Substance Abuse	Latest	

<b>Business Conduct</b> Suspending Suppliers from Eskom's Supplier Lists Eskom Business Conduct Policy and Guidelines Declaration of Conflict of Interest Copies of the abovementioned documents are not attached but are available from Eskom's Tender Advise Centre, Clare Loittering, (031) 710 5429	<b>Latest</b>	
Technology & Quality Engineering Instruction : Generic Stubby Line	<b>Latest</b>	
Authorisation of contractors / Eskom staff	<b>Latest</b>	
Standard for a fall arrest system Procedure for using a fall arrest system Specification for a fall arrest system	<b>Latest</b>	
Checklist of Eskom Qualified Suppliers List of Eskom Qualified Suppliers	<b>Latest</b>	

**Employer's requirements for the service**

All suppliers shall comply with, but not limited to the following legislation during the period of this contract.

- The National Road Traffic Act (Act 93 of 1996)
- The Hazardous Substance Act (Act 15 of 1973)
- The Occupational, Health and Safety Act (Act 85 Of 1993)
- The Environment Conservation Act (Act 73 of 1989)
- The National Environmental Management Act (Act 107 of 1998)
- The National Water Act (Act 36 of 1998)
- The National Waste Management Act (Act 59 of 2008)

All suppliers shall comply with all relevant Eskom procedures but not limited to the following:

- Waste Management Procedure: EPC 32-245
- The Limpopo Operating Unit (LOU) Waste Management Plan
- Safety, Health, Environmental and Quality Policy: 32-727
- Procedure for the Effective Management of Safety, Health and Environmental Related Incidents: 32-95
- Eskom vehicle and driver safety management procedure rev 6 : 240-62946386

**Management strategy and start up.**

**Management meetings**

Regular meetings of a general nature may be convened and chaired by the *Servicey Manager* as follows:

Title and purpose	Approximate time interval	Location	Attendance by:
Risk register and compensation events	As required	Service Manager's office	Both parties
Overall contract progress and feedback	As required	Service Manager's office	Both parties

### **Documentation control**

All contractual Documentation must have relevant contract number and Purchase Order Number as reference as per Eskom Holdings SOC Ltd Standards . Contractual communications will be in the form of properly compiled letters, letters attached to emails, emails, NEC3 template and urgent contractor meetings can be in the form of sms. The use of sms's, emails does not override the use of applicable and relevant NEC3 standard templates, forms and Eskom Holdings SOC Limited procedures.

### **Invoicing and payment**

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to

\_\_\_\_\_ and include on each invoice the following information:

Name and address of the *Contractor* and the *Service Manager*;  
The contract number and title;  
*Contractor's* VAT registration number;  
The *Employer's* VAT registration number 4740101508;  
Description of service provided for each item invoiced based on the Price List;  
Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;  
(add other as required)

Add procedures for invoice submission and payment (e. g. electronic payment instructions)  
Within one week of receiving a payment certificate from the *Service Manager* the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

### **Contract change management**

For any change in scope, such changes must be treated as Compensation Events.

### **Records of Defined Cost to be kept by the *Contractor***

In order to substantiate the Defined Cost of compensation events, the *Employer* may require the *Contractor* to keep records of amounts paid by him for people employed by the *Contractor*, Plant and Materials, work subcontracted by the *Contractor* and Equipment. A site diary will be required.

### **Insurance provided by the *Employer***

The insurance provided by the Employer, is addressed under the contract data.

### **Training workshops and technology transfer**

To be advised by the Service Manager, as required

## Design and supply of Equipment

N/A

## Things provided at the end of the *service period* for the *Employer's use*

### Equipment

As per the scope of works.

### Information and other things

As per the scope of works.

## Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in Annexure

## Guidelines of Compiling an Environmental Policy

### Environmental policy

The environmental policy is the driver for implementing and improving the organization's environmental management system so that it can maintain and potentially improve its environmental performance. The policy should therefore reflect the commitment of top management to comply with applicable laws and to demonstrate continual improvement. The policy forms the basis upon which the organization sets its objectives and targets. The policy should be sufficiently clear to be capable of being understood by internal and external interested parties and should be periodically reviewed and revised to reflect changing conditions and information.

#### **Top management shall define the organization's environmental policy and ensure that it:**

Top management includes people on site, at head office, or any member of a controlling group designated to be management of the organization.

A site or an operating unit does not need to document its formal adoption of a corporate environmental policy if the corporate policy, as defined by its scope, applies to the site or operating unit. In addition, the corporate policy will need to be adequately specific to the site or operating unit.

*If the site or corporate policy is modified to suit the site or operating unit, then these changes must be documented.*

#### **a) is appropriate to the nature, scale and environmental impacts of its activities, products or services;**

for example, an organization involved in activities with a high environmental risk (for example, scheduled processes) would be expected to provide more specific undertakings in its environmental policy than an organization involved in low risk activities. The environmental policy should also address the different types of environmental impacts of the organization's activities, products or services.

This does not imply that all environmental impacts be addressed in the policy but that the framework of the policy covers all significant impacts (see 4.2 d).

#### **b) includes a commitment to continual improvement and prevention of pollution;**

The words "continual improvement" and "pollution prevention" do not need to be explicitly mentioned as long as similar words are used or there are clear statements in the policy that directly address pollution reduction

(for example, waste minimization, source reduction and cleaner technologies) and continual improvement. Pollution prevention is more than just pollution control and requires preventive measures, instead of only control.

**c) includes a commitment to comply with relevant environmental legislation and regulations,**

Compliance with all relevant legislated and other requirements (National, provincial and local) is a minimum requirement for certification.

*Exceptions to this are where:*

- a) *The authorities have been informed of the non-compliance in writing;*
- b) *A corrective action programme is in place;*
- c) *Evidence is available that the authorities have accepted the corrective action programme;*
- d) *Evidence is available that the corrective action programme is being implemented.*

Where a permit for a process of the organization has expired and the organization can provide evidence of due diligence, for example, records of telephone calls, faxes to the regulator or minutes of meetings with the regulator showing that they are in the process of applying for new permits.

The word comply does not need to be explicitly mentioned in the environmental policy, as long as there are similar words (for example, adhere to, in accordance with) clearly communicating commitment to compliance with legislation and regulations.

**d and with other requirements to which the organization subscribes;**

The “*other requirements*” may include:

- a) Industry initiatives, non-regulatory guidelines or codes of practice such as Responsible Care or more general environmental initiatives such as the business Charter for Sustainable Development to the extent that the organization has formally adopted them;
- b) Agreements with public authorities;
- c) Formal management systems such as SABS ISO 9001/2, NOSA and ISRS; and
- d) Corporate or Head office requirements.

If an organization subscribes to other requirements (as in 4.2(c) a) and b) above in their environmental policy then:

- 1) The certification body will verify compliance with these requirements;
- 2) Compliance with those requirements will not be included in the scope of the certificate; and
- 3) Non-compliance with these requirements could provide grounds for not granting certification.

If an organization subscribes to other requirements (as in 4.2(c) c) above then the certification body will only verify compliance with the SABS ISO 14001 requirements and not to those other formal management systems. (An exception to this is where the organization requests a combined SABS ISO 14001 and SABS ISO 9000 certification assessment/audit).

**e) Provides the framework for setting and reviewing environmental objectives and targets;**

The policy should be sufficiently detailed to provide a yardstick against which the organization’s environmental performance can be evaluated.

*The policy wording must be specific enough so that specific objectives and targets can be formulated from it by the organization in order to implement the policy.*

**f) Is documented, implemented and maintained ...**

The policy can be documented in any form (i.e. paper or electronic).

All the requirements of SABS ISO 14001 shall be addressed and an organization cannot elect to omit any of these requirements from its environmental management system.

Policies tend to set long-term goals.

The policy should be periodically reviewed and revised in response to new information and changing circumstances.

*The policy must be reviewed periodically – at least annually.*

It is not expected that the policy be reissued annually. A well-developed policy can effectively drive the organization’s environmental management system for several years.

**g) ... and communicated to all employees;**

Communication involves both the transmission and the understanding of the policy. Communication mechanisms can include posting the policy in common areas, distributing it by memo, and reviewing it at staff or “toolbox talks” meetings. A person’s level of knowledge of the policy should be proportional to his/her level of responsibility in the environmental management system i.e. senior staff responsible for ensuring implementation need a greater knowledge of the policy than personnel at shop-floor level. In the South African context, unskilled, illiterate workers cannot be expected to have in-depth knowledge of the contents of the environmental policy, however all employees are expected to have an idea of the concepts of the environment, why it is important to protect the environment, and of their role in achieving this (see also 4.4.2).

**h) is available to the public**

*The policy must be available to any interested party on request.*

The words “is available” do not necessarily mean that the organization has to pro-actively distribute the policy to the public. The organization should however make the public aware of the fact that the policy is available.

A mechanism should be in place to have the policy available to the public.

**i) Key component of the policy**

The policy provides an environmental purpose and set of values for the organization to follow.

The policy should:

- a) Be relevant and straightforward;
- b) Relay that protection of the environment is a top priority of the organization;
- c) Show commitment to continued improvement of environmental performance and compliance with the laws and regulations;
- d) Clearly specify which organizational activities are covered by the statement;
- e) Be a natural jumping-off point for setting environmental objectives and targets;
- f) Provide a framework for assessing progress made with the targets and objectives that are oriented towards minimizing environmental impacts.

**j) Communication, promotion and support of policy**

The policy statement will be totally ineffective if the commitment it contains is not communicated, made available, promoted and supported by all. It is important to note that the policy:

- a) Should be available to all employees in the organization;
- b) Should be communicated repeatedly after a period of time as a reminder;
- c) Should be made available to the public;
- d) Should be promptly provided whenever a copy is required;
- e) Should be signed by top management to show commitment and support.

Repeated exposure is the key to communicating the policy effectively thus it can be posted, communicated through news letters or sent to desktop personal computers.

**Quality assurance requirements**

As per Tender Supplier Quality requirements.

**Procurement**

**People**

**Minimum requirements of people employed**

N/A

**BBBEE and preferencing scheme**

Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change

**Subcontracting**

**Preferred subcontractors**

The NEC Engineering & Construction Short Contract refers:

Contractors are requested to submit names of proposed "Subcontractors" to be utilized on this project.

Contractors are advised that only Eskom Approved Consultants and Contractors who have completed the necessary Eskom Contractor Training & Accreditation may be used.

Subcontractor	Section of Work to be Subcontracted	Vendor No.

**Subcontract documentation, and assessment of subcontract tenders**

As per Terms and Conditions of NEC Term Services Short Contract

**Limitations on subcontracting**

Tenderers are not allowed to sub-contract more than 25% of the contract value to another enterprise, **subcontracting must be approved by the Service Manager.**

**Attendance on subcontractors**

None

**Correction of defects**

Defects to be corrected within 1 Week.

**Working on the Affected Property**

The Contractor must adhere the OHSA Act.

**List of drawings**

**Drawings issued by the *Employer***

Drawing number	Revision	Title
		N/A

**Access to the Eskom Web Page**

All contractors must make sure that they can access Eskom Web page at any given time to get the latest drawings and specifications before commencement of any task. Web Access applications can be done through the assistance of Brenda Morrison @ 011 629 5266 or [MorrisEF@eskom.co.za](mailto:MorrisEF@eskom.co.za)

**Acknowledgement of Web Access/and or application for Web Access**

I .....do hereby acknowledge having/applied for access to the Eskom Distribution Website with all Distribution Procedures, Standards and Drawings as they will be listed in the index of the Task Order documents.

I undertake to study and abide by these requirements at all times. If for any reason I cannot access or open any of the files on the web, I will contact the *Employer* immediately.

Contractors Signature: .....

Signed at: ..... on the ..... day of .....

**SECTION 37(2) AGREEMENT  
CONCLUDED BETWEEN  
ESKOM HOLDINGS SOC LIMITED**  
(Hereinafter referred to as Eskom)

**AND**

.....  
**(Name of contractor/supplier)**

I, .....[(name)representing

..... [insert name of contractor/supplier],

do hereby acknowledge that ..... [insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that ..... [insert name of contractor/supplier] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service .....[insert

*brief details of project/service, for example, name, contract/project number* .....

and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between

..... [insert name of contractor/supplier] and Eskom,

which will ensure compliance by ..... [insert name of contractor/supplier] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective.

<b>Occupational Health and Safety Act: Section 37(2) Agreement – Form</b>	<b>Document Identifier</b>	<b>240-77037682</b>	<b>Re v</b>	<b>1</b>
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only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this ..... day of ..... 20 ..... at

..... (Place)

(Full name)..... (Signature) .....on

behalf of .....(supplier/contractor)

**Contractor Responsible Manager** (responsible for signing the Eskom contract on behalf of the contractor)

Witnesses

1. ....

2. ....

Signed this ..... day of .....20.....

at ..... (Place)

(Full name..... (Signature).....on

Behalf of **Eskom Holdings SOC Limited.**

**(Contracts and/or Project Manager or Eskom’s representative)**

Witnesses

1. ....

2. ....