

	<b>Business Management System</b>  Scope of work for truck inspection facility	Ref No.:
		Rev No.: 0
		Date:
		Page: 1 of 1

## **SCOPE OF WORK TRUCK INSPECTION FACILITY**

### **1. Introduction**

Eskom Rotek Industries, Bulk Material Services (BMS) has a contract with Eskom Primary Energy Division. BMS Coal Logistics renders logistics and safety management services to Eskom Primary Energy Division (PED). Coal is extracted and processed from various mines and thereafter it is transported to several power stations and rail sidings. BMS Coal Logistics plays a pivotal role in transportation of coal through provision of logistics and safety management services including truck inspection services.

### **2. SCOPE OF WORK**

#### **2.1. Location**

Bulk Material Services (hereinafter referred to as "BMS"), a division of Eskom Rotek Industries, is looking for a commercial property or office building to rent within Bethal or surrounding areas within a 30 KM radius.

#### **2.2. Scope of Work for Facilities**

The following scope of work comprises those items to be provided by the landlord (hereinafter referred to as "bidder").

#### **2.3. Main Gate and Fencing**

The main entrance must have a heavy-duty gate, either sliding or mounted against a fixed structure through hinges. It should be noted that it is not a requirement to erect boom gates at the main entrance.

There must be two (2) traffic lanes to accommodate incoming and outgoing vehicles. However, if the facility layout only permits uni-directional (one-way) traffic, bidders should indicate that in their responses.

A small office situated at the main gate must be provided as a shelter for two (2) security guards. The landlord is responsible for providing security services 24 hours and seven days a week

The facility must be fenced with palisade or bricks wall.

## 2.4. Main reception area

The waiting area must be created with an intention to create a warm and inviting atmosphere. This area must accommodate at least six (6) people.

## 2.5. Offices

The building must accommodate 10 employees (consisting of 06 truck inspectors and 04 tracking device installers). The building must be equipped with conventional air conditioners and have purified clean water, clean enough for human consumption.

## 2.6 Filing Room and Storeroom

The filing room must have a surface area of at least 30 square meters. Moreover, shelves or racking for storage of lever arch files and stationery must be erected against the wall.

A storeroom room must have a surface area of at least 100 square meters. If a room is large enough, it could be used as both filing and storeroom.

## 2.7. Multipurpose Hall

There must be a multi-purpose hall which will accommodate forty (40) people sitting down on the chairs. Since this hall will be used for meetings and training sessions, a white board and a manual projector screen should be mounted against the wall and ceiling, respectively. This will be utilised for driver induction.

Male and female ablution facilities with minimum of one toilet each (with one urinal for male toilets) must be available inside the multipurpose hall.

## 2.8. Kitchen(s)

Each kitchen must have a sink and geyser for the provision of cold and hot water.

The kitchen must be big enough to be fitted with tables and chairs for 5 people. However, if the kitchen is not too big, tables and chairs should be placed in a dining room which must accommodate at least 5 people at a time. Within the dining room and/or kitchen, there must be an area where waste bins will be situated.

## 2.9. Parking Area

There must be at least 10 car parking bays

# 3. Conditions for Compliance purposes

## 3.1. Entry and Exit points to the precinct

There must be at least two (2) entry points. The first point is the main gate which will be used by the vehicles to enter and exit the precinct during normal conditions. However, there must be another gate that could be used during emergency situations.

### 3.2. Building Entry

The building must have three (3) entry points. The main formal entry to the building will be leading to the reception area (foyer). The two (2) secondary entry points will be used to evacuate the building during an emergency situation.

### 3.3. Maintenance

The landlord will be required to maintain the building's superstructure throughout the tenure of the lease agreement. Therefore, the bidders are required to include in their responses a maintenance plan which clearly indicates areas that will be maintained and dates when preventative maintenance will be carried out.

### 3.4. Signage

All buildings must be fitted with necessary identification signage such as signage for emergency escape routes, signage differentiating between male and female toilets etc.

### 3.5. Staircases

There must be handrails on either side of the staircases. This is to ensure that people do not fall or topple when ascending or descending using staircases. Handrails should be designed in accordance with relevant laws and standards.

### 3.6. Waste Area

There must be a designated and enclosed garbage/disposal area situated in ground level. Recycling bin space provisions shall be included in the bin storage area. A bin wash area must be provided sealed with a waterproof membrane and include hot and cold water, drainage, and waste grate.

### 3.7. Mechanical Ventilation systems

Other than provision of air conditioners for offices, multipurpose hall and boardroom, there is a need for mechanical ventilation systems for toilet amenities. The landlord must ensure that appropriate ventilation systems are erected in all the applicable facilities.

### 3.8. Electrical Systems

The building electrical services and systems must be designed and installed in accordance with all relevant standards, codes and requirements.

The electrical services will include:

- Main Switchboards
- Submains
- Distribution Boards
- General light and power sub circuit cabling
- Lighting Fittings

- Emergency and Exit Lighting Fittings
- Power connections to all electrically operated equipment
- Energy metering

Moreover, the building must possess a lightning protection system and make provision for standby power generator. This generator will be configured in such a way that it ignites automatically during power cuts.

The landlord shall submit a municipal and/or Eskom account for payment of electricity and water

### 3.9. Emergency and Exit Lighting

In cases whereby there is a power cut and the generator can't ignite automatically, exit lighting must switch on systematically in order for people inside the building to see the emergency evacuation route clearly.

### 3.10. Storm water Drainage

The facility must possess an appropriate storm water drainage system. In addition, the building must be equipped with internal gutters and downpipe systems which are critical during fall of heavy rains.

### 3.11. Cold Water System

Tap water that will be available in the kitchens must be purified for human consumption.

Water supply must be provided to all fixtures and usage points at minimum pressures, in accordance with relevant laws and standards.

Control valves must be provided on main runs, branch lines and individual groups so as to facilitate shut down of any section for maintenance with a minimum of interruption.

### 3.12. Fire Systems

Fire sprinklers and/or fire hydrant system must be provided to the building and carpark areas. In addition, fire hose reel and/or fire hose pipe long enough to reach all the critical facilities within the precinct must be provided.

### 3.13. Water Metering System

The landlord must install a water metering system that will be used to measure and report water consumption within the precinct.

## 4. Truck inspection area or facility

- a) The property must be at least 5000 square meters including warehouse/workshop to allow trucks to queue and turn
- b) The warehouse/ workshop must be at 500 square meters and will be utilized for installation of tracking devices in trucks.

- c) The facility must have 460 Square meters covered inspection area
- d) The covered inspection area must be a concrete floor or similar type to prevent dust
- e) Coal logistics will utilize the facility mostly during the day therefore it is the responsibility of the service provider to ensure that the facility is secure at night

## 5. Technical evaluation

Criteria	Allocated points
The site must be zoned industrial (zoning certificate/ proof of zoning from municipality)	25
The facility must be in Bethal Mpumalanga or surrounding areas	10
The size of the facility must be 5000 square meters (site layout plan)	20
Proof of ownership of the facility (title deed)	20
Water and electricity (municipal account)	10
Office and workshop/warehouse (Approved layout plan)	15

The supplier must obtain at least 70% for the next stage of evaluation.

## 7. Second stage of evaluation

The eskom team will visit the facility for physical verification and safety inspection before contracting

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