

Title: Supply, delivery, installation and maintenance of Desk office screens /partition, blinds and shopfronts on an as and when required basis to NTCSA buildings nationwide for a period of 5 years.

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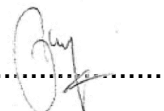
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1. INTRODUCTION

The NTCSA Real Estate Department is responsible for providing and maintaining office spaces within the broader ESKOM NTCSA business. As part of the department's ongoing efforts to uphold a functional, modern, and efficient work environment, the need has risen to establish a new contract for the provision of office partitions, signage, blinds, wallpaper and shopfronts.

The current infrastructure is no longer adequate to support the business’s evolving operational requirements, which now include enhanced space optimization, greater employee privacy, and stronger brand visibility. Furthermore, recent changes in office layout, organizational structure, and departmental expansion have created an increased demand for flexible, professionally designed office environments. Updated and compliant signage is also essential to ensure effective internal navigation, promote workplace safety, and reinforce the organization’s visual identity.


Establishing a new contract will help guarantee a consistent standard of quality, timely delivery, and cost-effective solutions that align with NTCSA’s operational standards and long-term strategic objectives. The supplier will be expected to deliver all required products to designated NTCSA’s locations; therefore, transportation and logistics must be factored into the overall cost proposal.

2. SUPPORTING CLAUSES

2.1 SCOPE

2.1.1 Purpose

- To support the business’s evolving operational requirements, which includes enhanced space optimization.
- Promote employee privacy.
- Promote workplace safety and reinforce the organization’s visual identity.

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2.1.2 Applicability

ESKOM NTCSA Nation wide:

1. Simmerpan
2. Megawatt Park
3. Central Grid: Gauteng Area
4. East Grid: Kwa-Zulu Natal
5. Northern Grid: Limpopo & North West
6. Northeast Grid: Mpumalanga
7. Southern Grid: Free State & Eastern Cape
8. Western Grid: Western Cape & Northern Cape
9. Transmission Telecoms sites

2.1.3 Effective date


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

3. NORMATIVE/INFORMATIVE REFERENCES

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

3.1 Normative

- [1] Act No 85: Occupational Health and Safety Act & Regulations.
- [2] ISO 14001: Quality Management Systems.
- [3] 32-37: ESKOM Substance Abuse Procedure.
- [4] 240-62946386: ESKOM Vehicle and Driver Safety Management Procedure.
- [5] 32-726: S.H.E. Requirements for the ESKOM Commercial Process.
- [6] 240-62196227: ESKOM Life Saving Rules Standards.
- [7] ESKOM NTCSA Corporate manual
- [8] 240-52599753: Workplace Space and Furniture Standard for Commercial Properties

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3.2 Informative

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

4. ROLES AND RESPONSIBILITIES

The Supplier 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 recognized organizations or institutions of the respective trades, except as exceeded or qualified by the specifications. The Contract Manager shall determine the acceptability of workmanship.
- The Supplier shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015/14001 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 supplier’s scope of work.


4.1 Provision of Staff Uniform/PPE and Other

The Supplier 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 labeled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.

5. PROVISION OF TRANSPORT

Contractor is responsible for providing own transport for its employees in line with ESKOM Vehicle safety specifications (32-345). Transport is required for movement of equipment and staff around sites.

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6. DOCUMENT CONTENT

6.1 REQUIREMENTS

- Adherence to ESKOM’s generic policies
- All Supplier Employees shall comply with the non-use of cell phones in restricted areas, adherence to ESKOM’s life-saving rules, no smoking policy, etc.

6.2 PROVISION OF MANPOWER

The successful Supplier/s shall utilize / provide skilled and suitably qualified staff and should conform to:


- Quality Management Control and Assurance as per ISO Standards.
- Occupational Health and Safety Act 85/1993 and (SHE) Standards.
- Have a valid medical fitness certificate.
- The Supplier shall supply the provision of all necessary general labour, supervisor and skilled laborer with carpenter certificate 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 Supplier is required to have a roster for weekends, public holidays and for after hours to cater for any special requests.
- 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.

6.3 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.

6.4 CONTRACTOR’S MANAGEMENT, MEETINGS AND KEY PEOPLE

- The Supplier shall be required to do safety induction as well as ESKOM SHEQ Induction prior to start any work on site.
- The Supplier’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 Supplier on arrival to site.

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6.5 EQUIPMENT

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

6.6 PLANT AND MATERIAL

The Supplier Shall Be Responsible For:

- All spares and materials required for repairing, maintaining, replacing and new fitting will be provided by the Supplier.
- Any damage caused is repaired by the Supplier at his/her own cost prior to take over.
- 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 standards).
- 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.

6.7 MANAGEMENT REPORTING AND PROCESS FOR MONITORING

- The Employer will establish a sound contract management principle.

6.8 GENERAL REQUIREMENTS

- The Supplier 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/Site Supervisor*.
- The Supplier shall provide in writing a works programme with achievable times lines to the *Site Supervisor* before commencement of the project (if required).
- The Supplier 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 Supplier's performance evaluation shall be done during ad-hoc meetings between the Supplier and the *Contract Manager/Supervisor* during the project period.
- The Supplier shall provide SHEQ performance report including manpower to ESKOM's NTCSA Service Manager/Supervisor/SHEQ department.
- The Supplier shall carry out tasks as described in the scope of work and will only report to the *Employers/Service Manager/Site Supervisor* appointed for this project.

7. SCOPE OF WORK AND SPECIFICATION

7.1. SUPPLY, DELIVER, INSTALLATION AND MAINTENANCE OF OFFICE SCREENS/PARTITIONS, SIGNAGE, WALLPAPER & BLINDS AT ALL ESKOM NTCSA FACILITIES NATIONWIDE.

7.1.1. SCREENS

Aluminium framed, powder coated office screening system is to be used according to the following guidelines:

Main passages: 1200mm (h) floor based, upholstered panel (Eskom light blue refer to Eskom Corporate Identity Manual) with 400mm clear glass panel above.

Dividing screens in clusters: 1200mm (h) desk mounted, upholstered panel (Eskom light blue)

Dividing screens between clusters and open plan, all types of workstations: 1200mm (h) floor based, upholstered panel (Eskom light blue) with 400mm clear glass panel above.

7.1.2. FLOOR BASED

Desk and floor based screens are to be used. Screen heights are to be 1200mm between workstations and 1600mm (being 1200mm with a 400mm glass panel above) along passages.

7.1.3 DESK BASED

Aluminium framed, powder coated (aluminium sheet-metal spray-painted 2K gloss enamel to match Eskom gold Pantone 8004c) dividing screening to be used. 1200mm (h) desk mounted, upholstered panel (Eskom light blue/ gold 20532: refer to picture below).



7.1.4 ANNEXURE 2

ITEM	DESCRIPTION	UNIT	QTY		
	SECTION 1				
	Low level partitioning(1200mm)				
1					
1.1	1700mm(w) x 1200mm(h)	No.	1		
1.2	1200w x 1200h	No.	1		
1.3	1000w x 1200h	No.	1		
1.4	700w x 1200h	No.	1		
1.5	2 way connector 1200h	No.	1		
1.6	3 way connector 1200h	No.	1		
1.7	4 way connector 1200h	No.	1		
					-
2	Add on for glaze				
2.1	1700w x 1200m(h)	No.	1		
2.2	1200w x 1200h	No.	1		
2.3	1000w x 1200h	No.	1		
2.4	700w x 1200h	No.	1		
2.5	2 way connector 1200h	No.	1		
2.6	3 way connector 1200h	No.	1		
2.7	4 way connector 1200h	No.	1		
3	Desk based screens (or similar approved)				
3.1	1700m x 600m	No.	1		
3.2	1200m x 600m	No.	1		
3.3	1000m x 600m	No.	1		
3.4	700m x 600m	No.	1		
3.5	2 way connector 600m	No.	1		
3.6	3 way connector 600m	No.	1		
3.7	4 way connector 600m	No.	1		
					-
4	Add on for glaze				
4.1	1700m x 600m	No.	1		
4.2	1200m x 600m	No.	1		

4.3	1000m x 600m	No.	1		
4.4	700m x 600m	No.	1		
4.5	2 way connector 600m	No.	1		
4.6	3 way connector 600m	No.	1		
4.7	4 way connector 600m	No.	1		
4.8	stabilize plate for attachment to desk	No.	1		
					-

7.1.5. FOLDING PORTABLE PARTITIONS



Folding Privacy Office mobile Partition wall dividers, Wall, 2000mm h x 650mm w per panel, ESKOM Blue. The partition should be equipped with universal wheels for easy movement and locking casters to hold the privacy panel in place. The surface of the felt board should allow for the use of push-pin stickers or the hanging of decorative pictures or paintings, both functional and safe.

Dimensions & Material: The partition's frames should be made of aluminium that strengthens durability powder coated powder coated aluminium metal spray painted 2K gloss enamel to match ESKOM gold Pantone 8004c. Not easy to rust and oxidation, to allow to push and pull many times and does not easily deformation. The overall dimensions should 350mm Wide and 1500mm Tall. The folded thickness of the folding partition should be about 770mm (without outrigger) for easy storage and relocation.

7.1.6 SUNBLOCKING TINT

Window Film Privacy Sunshade Glass Decal Heat Control Reflective Film Self Adhesive Window Tint. Ensuring complete privacy by blocking external views, exposure, enhancing indoor comfort and protecting interiors from sun damage. The finishes must absorb sunlight, minimize harsh glare while maintain a controlled and comfortable indoor environment.

7.2 ANNEXURE 1: Summary of Corporate Manual

 Eskom	Summary of Corporate Identity Manual	Unique Identifier	240-103414344	Rev	2
		Effective date	April 2016		
		Review date	April 2019		

Interiors

Eskom's corporate identity also applies to interior specifications

Paint for walls:

Plascon colour Inspired
 Y1-C2-3 (Pale Linen) and/or
 Y2-D2-3 (Veldrift) and/or
 Y2-D2-2 (Stone Wash) and/or
 Y2-D2-1 (Waxen Tint)

Accurate paint colour swatches should be obtained from any Plascon paint supplier.

Desk accessories, partition frames, legs of desks and dustbins:

A light maple wood or a Cowrie Gold powder coating: Akzo Noble Range: Interpon 600 matt, ANP 9054.

Tiles:

Choose a tile which is not grey only and also not beige only. (Must be a combination between grey and beige and must complement the rest of the interior's colour palette.)

Desks and credenzas:

Vancouver (light) maple wood finish

Office chairs:

Arms and legs - black or maple

Curtains:

Blue or the Eskom gold or a combination of the two but they **must** match the upholstery material.

Carpets:

Any commercial or industrial duty carpet in a plain blue colour or in a Jute or Raffia colour

Upholstery for screens:

Order from **Weavers Warehouse**
 Eskom gold screen, 20637c or
 Eskom dark blue screen, 20630b or
 Eskom light blue screen, 41638a

Upholstery for chairs and couches:

Order from **Weavers Warehouse**
 Eskom Inspirational Gold, 20532
 Eskom Inspiration Blue, 20628d
 Eskom Determination Blue, E7

Blinds:

Blinds must be as close as possible to the Eskom blue or they must match the paint colour of the walls.



Pot plant holders, wall clocks, and frames for certificates, awards and posters, etc:
 Eskom metallic gold (Pantone 8004).

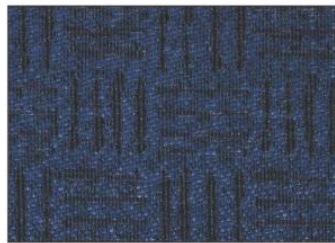
 Eskom	Summary of Corporate Identity Manual	Unique Identifier	240-103414344	Rev	2
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Interiors –upholstery material

Upholstery for screens:



Eskom gold screen, 20637c



Eskom dark blue screen, 20630b

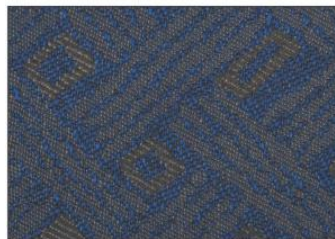


Eskom light blue screen, 41638a
 (Reflects sufficient light for "green" requirements)

Upholstery for chairs and couches:



Eskom Inspirational Gold, 20532



Eskom Inspiration Blue, 20628d



Eskom Determination Blue, E7

7.2.1 DATA & POWER SUPPLY

4.1 Aluminium power panel

+300 to 400mm x 23mm thick Power Panel consists of separate channels for data and power mounted from floor to ceiling.




7.2.2 ELETRICAL POWER POLES

Round power and data pole – for routing power and data cables from ceiling to the floor.



Flush Mounted Outlet Box:

- **CS Range Features:**
- Comes in 3m, 3.5m, 4m, 4.5m.
- 5m and 6m available on order
- ONLY Grey in color
- 4 compartments
- Easy to install
- Aluminum power pole
- 57mm diameter

	<p align="center">OFFICE DESK SCREENS/ PARTITIONS; SHOPFRONTS & WALLPAPER SPECIFICATIONS</p>	<p align="center">TRANSMISSION</p>
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PVC Surface mounted 75mm wide x 30mm (divider) x 50mm high x 55mm diameter @ 500mm c/c under desk cable trays with separate data and power cable supply locations.



Surface mounted Power Dock for workstations

	<p>POWERDOCK: BOARDROOM TABLES 2 X 16A 2 X 2 EURO 1 X DATA 1 X HDMI 1 X VGA (INCLUDING THE CABLE)</p>
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7.2.6 BLOCK OUT BLINDS

Blackout Blinds in Eskom Fabric Blue colour or similar approved and manual to assist with reflecting lesser light into the buildings. Polyester blend solid blackout roller blinds for windows (2400m long), Eskom inspiration blue, 20628d.



Vertical Blinds, Eskom inspiration blue, 20628d.



7.2.7 WASTE BINS

- a) SDS M900S Wire Mesh Metal Round Waste Bin, 12 Litre Capacity, gold Pantone 8004 C.



7.2.8 ACCESS FOR AND INTERFACE WITH OTHER SUPPLIERS

- b) During the progress of the work the Supplier shall provide reasonable access to other Suppliers to execute work carried out by other Suppliers
- c) The Supplier will ensure that any damages made during the execution of their activities will be repaired (Contractor’s cost) to the satisfaction of the Contract Manager/Employer and that the Employer will not suffer adverse inconvenience in utilizing parts of the complex during the project execution.

8. REVISION

Date	Rev.	Compiler	Remarks