

PART 3: SCOPE OF WORK

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C3.1: *PURCHASER'S* GOODS INFORMATION

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1 Overview and purpose of the *goods and services*

Supply, delivery of Digital Transducers and training on an “as and when required” basis for a five (5) year period.

The estimated quantities per group of items are as follows:

Group 1

Item No	Short description	Unit of measure	Quantities
Item 1	Transducer: No Analogues; I/P 1A	Each	15
Item 4	Transducer: Remote display	Each	5
Item 11	Transducer: configuration cable	Each	3
Item 12	Training per session (min 10 candidates)	Each	2
Item 13	Engineering hours	Each	100

Group 2

Item No	Short description	Unit of measure	Quantities
Item 2	Transducer: 4 Analogues; I/P 1A	Each	37
Item 4	Transducer: Remote display	Each	23
Item 11	Transducer: configuration cable	Each	6
Item 12	Training per session (min 10 candidates)	Each	2
Item 13	Engineering hours	Each	100

Group 3

Item No	Short description	Unit of measure	Quantities
Item 3	Transducer: 6 Analogues; I/P 1A	Each	114
Item 4	Transducer: Remote display	Each	70
Item 11	Transducer: configuration cable	Each	18
Item 12	Training per session (min 10 candidates)	Each	3
Item 13	Engineering hours	Each	100

Group 4

Item No	Short description	Unit of measure	Quantities
Item 8	Transducer: 19” Rack, No Analogues	Each	10
Item 9	Transducer: 19” Rack, 8 Analogues	Each	12
Item 10	Transducer: 19” Rack, 12 Analogues	Each	147
Item 11	Transducer: configuration cable	Each	25
Item 12	Training per session (min 10 candidates)	Each	3
Item 13	Engineering hours	Each	200

2 Specification and description of the *goods*

The specifications for the goods and services are contained in the following documents and the documents are included as part of the tender enquiry pack:

1. Digital Transducer based measurements systems:
 - 240-519999977: standard for digital transducer-based measurement system for electrical quantities.
2. Control of new metering product and version changes:
 - 240-76624509: control of new metering product and version changes in technical, software, firmware and hardware.
3. An overview for the requirements for this contract is provided in the following documents:
 - 240-185000396: technical evaluation criteria for digital transducer-based measurement system for electrical quantities.

2.1 *Purchaser's design*

Not Applicable.

2.2 *Procedure for submission and acceptance of Supplier's design*

All Transducer/Transducer schemes shall be according to the applicable specifications/standards stated in the specification and description of the goods section of this document.

The designs of Transducer/Transducer schemes shall be evaluated in accordance with the required specifications as detailed in the following documents:

4. 240-185000396: Technical evaluation criteria for Digital Transducer based measurement systems

The *Supplier* shall comply with the following procedure for any changes to the Transducer or Transducer schemes designs:

5. 240-76624509: Control of new metering product and version changes in technical, software, firmware and hardware

The *Supplier* must always keep track of any changes applied to all Transducer models and individual Transducer numbers. On request from NTCSA, the *Supplier* must be able to determine exactly which changes apply to an individual Transducer number and also which changes have been applied to a particular model/version.

Transducers and Transducer schemes shall be supplied with the following drawings:

6. Outline drawings and fixing details.
7. Functional block diagrams showing the overall operation of the equipment.
8. Connection diagrams for different configurations.

2.3 *Other requirements of the Supplier's design*

The *Supplier* shall maintain a record of all products supplied on this contract. This shall apply to the total *contract duration*. The record shall include product designations, serial numbers and manufactured dates.

Details shall be kept of the part/model numbers, serial numbers and firmware versions of all products. The record shall be available to the *Purchaser* at no charge on request.

Transducers shall be labelled with the following information:

9. current and voltage ratings;
10. auxiliary supply;
11. interfacing ports with their respective functions;
12. Digital Transducer serial number;
13. manufacturer's name;
14. model/revision number;
15. calibration label with date/s and relevant of calibration details; and
16. name of the configured scheme (transformer, feeder, bus-coupler etc.).

2.4 Use of *Supplier's* design

Not applicable

2.5 Manufacture & fabrication

Not applicable

2.6 Factory acceptance testing (FAT)

Batch samples of Digital Transducers, Digital displays and completed racks shall be inspected by the *Purchaser's* representatives during evaluations.

2.7 Other tests and inspections and commissioning in place of use

Not Applicable

2.8 Operating manuals and maintenance schedules

The *Supplier* shall provide all operating manuals for Transducers and Transducer schemes to the *Purchaser* on delivery of the Transducers and Transducer schemes

- All equipment shall be supplied with instruction manuals that shall be detailed enough to enable NTCSA staff to install, maintain, test, configure and use each item of equipment.
- Service manuals shall be in hardcover, loose-leaf form and electronic Acrobat .pdf form. Any modifications thereto shall be described in detail, as a supplement to the service manual.
- Copies of each manual shall be supplied to the *Purchaser's* group as requested.

3 Supply Requirements

The Supply Requirements for this contract are in an Annexure A to the Contract Data provided by the *Purchaser*.

4 Specification of the services to be provided

The *Supplier* shall provide delivery and training on the request of the *Purchaser*. Training shall cover the installation, maintenance, and operation of the system and the configuration software. Training shall include formal assessments of attendees.

5 Constraints on how the *Supplier* Provides the Goods

5.1 Programming constraints

Not Applicable

5.2 Work to be done by the Delivery Date

As per the Purchase Order, inclusive of all quality inspections and tests.

Supplier to ensure the following prior to the delivery of the goods:

- All Transducers shall be tested at a test facility before delivery.
- Calibration certificates for Transducers shall also be provided, which will provide test results at the test points indicated the respective specifications.
- A 'TESTED' sticker shall be applied to each Transducer after calibration. The sticker shall indicate the date of accuracy testing and the facility that has tested the Transducer.
- The *Supplier* shall store the calibration certificate for every Transducer manufactured in an electronic format as an import file compatible with Microsoft Windows software and it must be made available upon request.

The Transducer(s) and display(s) serial number shall be printed onto the packaging of the Transducer/display/racks. Where multiple Transducers/displays/racks with one package, all the serial numbers of the Transducers/displays/racks shall be printed onto the packaging.

5.3 Marking the goods

Marking is not required. Payment is upon delivery and acceptance of the goods.

5.4 Constraints at the delivery place and place of use

To be stipulated on each purchase order. The *Supplier* shall comply with all stipulations of the applicable *Purchaser's* site for delivery of goods.

Normal working hours are weekdays 08h00 to 16h00.

5.5 Cooperating with Others

Supplier to cooperate with the protection scheme manufacturer during the delivery of the goods to the protection scheme manufacturer's premises.

5.6 Services & other things to be provided by the *Purchaser* or *Supplier*

The *Supplier* shall make available at request, a technical team to conduct root cause investigations should a fault or non-conformance in terms of functionality, quality or operation of a product occur which poses a risk to the operations of the *Purchaser* for any item purchased in terms of this contract after its installation. The technical team shall be made available within a 48-hour period upon receipt of the request by the supplier from the *Purchaser*.

5.6.1 Support provided by the *Supplier*

The *Supplier* shall support the transducers and transducer schemes for a minimum period of 10 years from the date of contract signature. Support shall include services to repair or replace any damaged or failed goods or part thereof. The *Supplier* shall state the extent to which repairs can be effected at the *Suppliers* local works, including the capability and equipment that the *Supplier* possesses in order to effect such repairs. The *Supplier* shall, for all the repair work, inform the *Purchaser* of the exact nature of the failure, how such failure was remedied and how these failures, and other similar failures, can be prevented.

Turnaround times for the repair of faulty goods are as stipulated below:
 [*Supplier* to include turnaround times for the repair of faulty *goods*.]

The *Supplier* shall have at least more than one local skill with specialist knowledge. The specialist knowledge shall include but not limited to the overall life cycle of the solutions, including:

1. Ordering options
2. Configurations and settings
3. Commissioning and maintenance

5.7 Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	As and when required	To be advised	<i>Purchaser, Supplier</i> and any parties deemed necessary.
Overall contract progress and feedback	Monthly	To be advised	<i>Purchaser, Supplier</i> and any parties deemed necessary.

Meetings of a specialist nature may be convened as specified elsewhere in this Goods Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the manufacture of the *goods*. Records of these meetings shall be submitted to the *Supply Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

5.8 Documentation control

Documentation shall be exchanged freely between the relevant parties except that all correspondence relating to or affecting contract pricing/compensation events shall be routed through the *Supply Manager*. Documentation shall be identified using the code: [Contract Number] [Sender] [Receiver] yyyy-mm-dd [index]. Contractual communication will be in the form of properly compiled letters or forms attached to emails and not as a message in the e mail itself.

5.9 Health and safety risk management

The *Supplier* shall comply with the following health and safety requirements when working at/rendering a service to NTCSA:

- Eskom contractor Health and Safety requirements standards 32-136;
- Occupational Health and Safety Act 85 of 1993 in its current state and any subsequent revision thereafter at all times;
- Compensation for Occupational Diseases and Illnesses Act 130 of 1993; and
- Disaster Management Act, 2002 (Act No. 57 of 2002)
- EPC 32-93 Eskom Procedure on Vehicle and Driver Safety Management
- ESP 32-345 Eskom Specification on Vehicle Safety
- EPC 32-418 Eskom Procedure on Working at Height
- 32-421 Eskom Life Saving Rules
- Eskom Safety, Health, Environmental and Quality Policy

5.10 Environmental constraints and management

The *Supplier* shall comply with the following environmental specification:

- National Environmental Management Act 107 of 1998 in its current state and any subsequent revision thereafter at all times.

5.11 Quality

The *Supplier's* Quality Management System shall, as a minimum, be documented in accordance with ISO 9001: 2015. It is preferred that the Quality Management System shall have been certified by an ISO accredited body. Should the Supplier's Quality Management System not be accredited at Contract Date, the parties shall agree to a date by when this shall be achieved. The *Supplier's* Quality Management System shall be in accordance with Eskom standard QM-58.

The *Supplier* shall comply with the following specification:

240-105658000: Supplier Quality Management Specification

During the contract execution phase, suppliers shall be monitored by NTCSA for performance on quality-related aspects. The outcomes of such monitoring will enable NTCSA to take any appropriate actions pertaining to the supplier.

The monitoring shall be carried out periodically by NTCSA or at predetermined intervals during the execution of a contract using agreed key performance indicators. The monitored key performance areas include the following:

- CQP and QCP /ITP
- Delivery
- Design

- Cost
- Management system

Subsequent key performance indicators associated with these areas will include the following:

- Nonconformity monitoring
- Audit and assessment evaluation scoring
- Management system compliance and accreditation
- Achievement of delivery targets as per contractual agreements
- Process improvements
- Correction and corrective action response and closure

5.12 Invoicing and payment

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

All invoices issued should be addressed to the National Transmission Company South Africa as follows:

Company Name	National Transmission Company South Africa SOC Ltd
Registration Number	2021/539129/30
Postal Address	PO BOX 1091 JOHANNESBURG GAUTENG 2000
Registered Office Address	2 MAXWELL DRIVE SUNNINGHILL SANDTON GAUTENG 2157
Tax Reference Number	9121737259
Vat Number 4710303126	4710303126
Shared Services Invoice email for local Invoices (To be used for Invoice Submission)	Invoicesntcsalocal@ntcsa.co.za
Shared Services Invoice email for foreign invoices (To be used for Invoice Submission)	Invoicesntcsaforeign@ntcsa.co.za

Invoices must also include the following details:

- Name and address of the *Supplier* and the Project Manager/ Employer's representative/ contracts manager;
- The contract number, PO number and title;
- *Supplier's* VAT registration number;
- The *Purchaser's* VAT registration number.
- Description of *goods* and *services* provided for each item invoiced based on the Price Schedule;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

The foreign invoices should be sent together with relevant shipping documents and the supplier shall ensure that the commercial invoice has not been used previously and therefore funds are not exhausted. The following documentation must be submitted with the invoices:

- Commercial invoice (from the foreign supplier);
- Import payments;
- SAD 500;
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise;
- Customs release notification;
- Transport documents from the freight company; and
- Marine / ocean bill of lading.

Evidence of the goods' transport to the Republic must be submitted. One of the following documents must be submitted as appropriate to the mode of transportation:

- Airway bill / air transport document;
- Road or rail consignment note;
- Postal receipt good despatched;
- Certificate of posting; or
- Courier dispatch note or air waybill.

5.13 Insurance provided by the *Purchaser*

Refer to contract data provided by purchaser.

5.14 Contract change management

Any verbal communications must be confirmed with a written instruction.

5.15 Provision of bonds and guarantees

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Supplier* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Purchaser* may withhold payment of amounts due to the *Supplier* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Supplier* by the *Supply Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the *Supplier* does not affect the *Purchaser's* right to termination stated in this contract.

5.16 Records of Defined Cost, payments & assessments of compensation events to be kept by the *Supplier*

Contract related documents shall be kept by both the *Purchaser* and *Supplier* and maintained on a regular basis.

6 Procurement

6.1 Subcontracting

6.1.1 Preferred subcontractors

In line with PPPFA, the *Supplier* must subcontract a minimum of 30%, if feasible, of the value of the contract to at least one of the following:

- i. An EME or QSE which is at least 51% owned by black people.
- ii. An EME or QSE which is at least 51% owned by black people who are youth.
- iii. An EME or QSE which is at least 51% owned by black people who are women.
- iv. An EME or QSE which is at least 51% owned by black people with Disabilities.
- v. An EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships.
- vi. A cooperative which is at least 51% owned by black people.
- vii. An EME or QSE which is at least 51% owned by black people who are military veterans;

6.1.2 Limitations on subcontracting

In line with the PPPFA, the *Supplier* must subcontract a minimum of 30%, if feasible, of the value of the contract to at least one of the following:

- i. An EME or QSE which is at least 51% owned by black people.
- ii. An EME or QSE which is at least 51% owned by black people who are youth.
- iii. An EME or QSE which is at least 51% owned by black people who are women.
- iv. An EME or QSE which is at least 51% owned by black people with Disabilities.
- v. An EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships.
- vi. A cooperative which is at least 51% owned by black people.
- vii. An EME or QSE which is at least 51% owned by black people who are military veterans;

6.1.3 Spares and consumables

Spare devices shall be available from the *Supplier* for a period of at least 10 years subsequent to the expiry of the contract. Spare transducers and displays shall be of the same type, model number and firmware as the original product.

The *Supplier* shall, at the earliest opportunity, notify the *Purchaser* of the planned discontinuation of any components / items used in this contract.

6.1.4 Other requirements related to procurement

The *Purchaser* requires that the guarantees/warranties from the other suppliers to be in favour of the *Purchaser* not just to the *Supplier* during the life of the contract.

6.1.5 Cataloguing requirements by the *Supplier*

Not applicable

7 List of drawings

7.1 Drawings issued by the *Purchaser*

Not applicable