

	Scope of Work	Hendrina Power Station
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1. INTRODUCTION

The work is supply and delivery of spares for north and south fuel oil plant. Fuel oil forms an integral part of combustion process at Eskom. It is therefore important to maintain the maximum stock levels to have sufficient quantities available on site for immediate use.

2. SUPPORTING CLAUSES

2.1 SCOPE

This document covers the scope of work for the supply and delivery of fuel oil plant spares at Hendrina Power Station

2.1.1 Purpose

The purpose of this document is to provide the scope for the supply and delivery of fuel oil plant spares at Hendrina Power Station

2.1.2 Applicability

This document shall apply to Eskom Hendrina Power Station

2.2 NORMATIVE/INFORMATIVE REFERENCES

2.2.1 Normative

- [1] ISO 9001 Quality Management Systems.
 - [2] Operating Regulations for High Voltage Systems (ORHVS).
 - [3] 474-12636 Air Cleaning Generation Engineering Strategic Report 2023
 - [4] 474-12638 Chemistry Generation Engineering Strategic Report 2023
 - [4] 474-12641 Condensers, Feedheating and Cooling System Generation Engineering Strategic Report 2023
 - [5] 474-12649 GCB Generation Engineering Strategic Report 2023
 - [6] 474-12651 Control and Instrumentation Generation Engineering Strategic Report 2023
 - [7] 474-12652 Civil Generation Engineering Strategic Report 2023
 - [8] 474-12653 Bulk Materials Handling Generation Engineering Strategic Report 2023
 - [9] 474-12659 Electrical Motors and Drives Generation Engineering Strategic Report 2023
 - [10] 474-12662 Low Pressure Services Water Services Generation Engineering Strategic Report 2023
 - [11] 474-12664 Fire Systems and Fire Management Generation Engineering Strategic Report 2023
 - [12] 240-105929225 Compressed Air System Standard
 - [13] 240-98790279 Online Leak Sealing: A Guideline for Power Plant Maintenance Personnel
 - [14] SA Grid Code – Version 9 Network Code July 2014
- 240-101712128 Standard for the Internal Corrosion Protection of Water Systems, Chemical Tanks and Vessels and Associated Piping with Linings.

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2.2.2 Informative

[1] Local operating procedures applicable to individual power stations.

2.3 DEFINITIONS

N/A

2.4 ABBREVIATIONS

Abbreviation	Description
CAI	Compressed Air Indicator
CW	Cooling Water
CCW	Circulating Cooling Water
DC	Direct Current
DCP	Dust Conveying Plant
DCS	Distributed Control System
DHP	Dust Handling Plant
EPB	Emergency Push Button
Excl	Excluding
FAC	Forced Air Cooling
FAD	Free Air Delivery
FFP	Fabric Filter Plant
FGD	Flue Gas Desulphurisation
HMI	Human Machine Interface
LPS	Low Pressure Services
LOPP	Life of Plant Plan
OEM	Original Equipment Manufacturer
MUT	Multiple Unit Trip
PLC	Programmable Logic Controller
PSA	Pressure Swing Absorption
P&ID	Process and Instrumentation Diagram
RBI	Risk Based Inspections
SE	System Engineer
SSB	Shared Services Building
WTP	Water Treatment Plant

2.5 ROLES AND RESPONSIBILITIES

- Auxiliary Engineering – Compilation of the scope of work and list of spares for this contract
- Materials Management – Managing of the spares contract
- Spares Contractor – Executing the tasks as per the spares contract

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2.6 PROCESS FOR MONITORING

N/A

2.7 RELATED/SUPPORTING DOCUMENTS

N/A

3. SCOPE OF WORK

The supplier must supply and deliver the following spares for the fuel oil plant. The spares that are required will be requested by the employer.

Stock number	Description	Qty
242209	Service fuel oil pump	10
601660	Mechanical Coupling Elastomeric Type Tyre	10
631795	Mechanical Piping HP	4
26038	Mechanical Coupling Elastomeric Type Tyre	10
736179	North strainer O-ring	50
631797	Mechanical Filter Oil	20
582786	South Transfer fuel oil pump	6
727492	South service fuel oil pump discharge isolating valve	10
728029	North service fuel oil pump discharge strainer isolating valve	10
728038	North service fuel oil pump discharge strainer main isolating valve	10
731931	North fuel oil transfer pump	6
609421	North fuel pumps PRV	20
251614	Mechanical seal	20

4. FACTORY ACCEPTANCE TEST

The *Supply Manager* will inform the *Supplier* on the purchase order if factory acceptance test is required before delivery. The factory acceptance test will be witnessed by Eskom personnel. The *Supply Manager* shall provide the information of Eskom personnel to witness factory acceptance test. The test procedure or plan must be shared with the *Supply Manager* for acceptance before the actual testing date.

Upon Delivery the component shall come with a datasheet.

5. OPERATING MANUALS AND MAINTENANCE SCHEDULES

Where applicable; test certificates, material certificate, manuals, General Arrangement (GA) drawing/s, stamp and signature provided as required. All documents must be obtained during or before delivery of goods.

Data capturing forms information must be supplied and must meet an acceptable level.

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6. SUPPLY REQUIREMENTS

The following are *supplier's* requirements:

- a) The spares and components will be supplied to the "goods received" section of the Hendrina main store where they will be received by the material management section. The spares will be delivered with all of the required data books and certificates, where required.
- a) Hendrina Stores Working Times: Monday – Thursdays: 07h00 – 16h00
Fridays: 07H00 – 12h00
- b) Only once the spares have passed the Quality control checks and are booked into the system can payment be effected.
- c) The Spare has to be the same in all respects when compared to the original equipment, supplied to Eskom by OEM under contract. This includes all aspects such as design, materials and material specifications, manufacturing, including manufacturing processes and acceptance testing. Where spares offered deviate from the original in any respect, it should be indicated to the Employer.
- d) It is the *Contractor's* responsibility to ensure that correct spares are delivered. If the incorrect spares are delivered, the spares will have to be replaced with the correct spares at the *Contractor* cost. This includes transport and delivery.
- e) The Delivery and Transport Costs (including off-loading items) must be included in the quotation.
- b) The following packaging requirements should be adhered to:
 - c) The Goods are to be packaged in such a manner that they can be transported and stored for an extended period of time without resulting in damage to the goods.
 - d) This includes damage due to moisture ingress, corrosion, vibration from the power station etc.
 - e) Where lifting gear is utilised to move the goods, the packaging should allow the lifting operation and ensure that the goods are not damaged in any way during the process.
 - f) It will also not be necessary to open packaging for any lifting or transport operation.
 - g) Where eyebolts are fitted to move the goods, these eyebolts should be fitted in such a way that they can be easily removed and replaced with the Purchaser's eyebolts, ensuring that the packaging stays intact.
 - h) The different spare types are to be packaged separately in such a way that each type can be stored separately.
 - i) Packaging and labelling of spares should ensure that the spare can be identified without opening the packaging.
 - j) Where possible the packaging should ensure that parts can be positively identified through the packaging. Where this is not possible, the packaging should allow opening and closing of the packaging and still maintain the packaging integrity afterwards.
 - k) Delivery packaging to have the following detail on it as a minimum (removable adhesive sticker if possible):
 - Order number,
 - A short description of the component
 - The stock number

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- Manufacturing date, where possible

7. CONSTRAINTS ON HOW THE *SUPPLIER* PROVIDES THE GOODS

7.1 PROGRAMMING CONSTRAINTS

The *Supplier* to provide delivery plan of the *goods* after receiving the purchase order.

7.2 WORK TO BE DONE BY THE DELIVERY DATE

No incorrect, damaged or faulty spares will be accepted. All spares will be inspected before and after offloading. Where testing is required, the test will be done during delivery. All required manuals and test certificates must be available during delivery.

7.3 CONSTRAINTS AT THE DELIVERY PLACE AND PLACE OF USE

The *Supplier* shall adhere to Eskom speed limit of 40 km/h while driving on site. The preferred delivery times are Monday to Thursday between 07:00-16:00 and Friday between 07:00-12:00. However, for urgent delivery, the *Supplier* will communicate with the *Supply Manager* to agree on the time and date of delivery.

The *Supplier* shall adhere to Eskom Life Saving rules

7.4 MANAGEMENT MEETINGS

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.

7.5 DOCUMENTATION CONTROL

Contractual communication can be done through emails. For urgent request, both Parties can use telephone as form of communication, however it should be confirmed by email.

7.6 HEALTH AND SAFETY RISK MANAGEMENT

The *Supplier* shall comply with the health and safety requirements of ISO 45001 and OHSAct No.85 of 1993.

7.7 ENVIRONMENTAL CONSTRAINTS AND MANAGEMENT

The *Supplier* shall comply with the environmental criteria and constraints.

7.8 QUALITY

The *Supplier* shall comply with the requirements of ISO 9001:2015.

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7.9 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.

The *Supplier* shall address the tax invoice to *Purchaser* and include on each invoice the following information:

- Name and address of the *Supplier* and the *Supply Manager*;
- The contract number and title;
- *Supplier's* VAT registration number;
- The *Purchaser's* VAT registration number which is 4740101508.
- 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;

Procedure for invoice submission and payment

- All Electronic invoices must be sent in PDF format only.
- An Invoice that was printed and then scanned to PDF by the Vendor is not acceptable as this is not an original tax invoice by SARS definition but a copy.
- The following wording needs to appear on the invoice: "Your invoice is encrypted in order to comply with SARS requirements that invoices, and statements sent electronically are tamperproof."
- All queries and follow up on invoice payments should be made by contacting the FSS Contact Centre: Tel: 011 800 5060 or email:fss@eskom.co.za

7.10 CONTRACT CHANGE MANAGEMENT

The *Purchaser* will provide a standard form for contract communications. Forms for compensation event, instructions, risk register, early warning, notifications

7.11 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.

7.12 RECORDS OF DEFINED COST, PAYMENTS & ASSESSMENTS OF COMPENSATION EVENTS TO BE KEPT BY THE *SUPPLIER*

The *Supplier* will prepare the assessment of compensation event and the *Purchaser* must review before accepting. Both parties keep records of the assessment for a period of 12 months after the contract has expired. The compensation event prices should be as Price List of the contract.

8. PROCUREMENT

8.1 SUBCONTRACTING

8.2 PREFERRED SUBCONTRACTORS

The *Supplier* has full responsibility of Providing the Goods whether subcontracting or not

8.3 SPARES AND CONSUMABLES

The *Purchaser* may instruct the *Supplier* to deliver part of the spares as the need arise due to plant condition

8.4 CATALOGUING REQUIREMENTS BY THE *SUPPLIER*

When spares are procured, the spare specifications are captured on Data Capturing Forms (DCF's) and then to SAP materials management. The *Supplier* will be required to complete the DCF where Eskom does not have information

9. AUTHORISATION

This document has been seen and accepted by:

10. REVISIONS

11. DEVELOPMENT TEAM

The following people were involved in the development of this document:

12. ACKNOWLEDGEMENTS

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