

	Scope Of Work	Generation
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Title: **Provision of Shuttle and Plant Operator Services at Tutuka Power Station for a Period of Sixty (60) Months**

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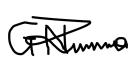
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Content

	Page
1. Introduction.....	3
2. Supporting Clauses	3
2.1 Scope.....	3
2.1.1 Purpose.....	3
2.1.2 Applicability	4
2.1.3 Effective date.....	4
2.2 Normative/Informative References	4
2.2.1 Normative.....	4
2.2.2 Informative.....	4
2.3 Definitions	5
2.4 Abbreviations	5
2.5 Roles and Responsibilities	5
2.6 Process for Monitoring.....	6
3. Document Content/Title	6
3.1 General Requirement Of The Works:	12
3.2 Spares List:	13
3.3 Additional Requirements	13
3.4 Documentation Submission and Recording	13
3.5 Performance Guarantees	14
3.6 Standards, Specifications and Procedures	14
4. Acceptance.....	14
5. Revisions	14
6. Development Team	14

CONTROLLED DISCLOSURE

1. Introduction

Tutuka Power Station is in the process of outsourcing Home-work-home transportation for its employees. The fleet of buses and minibuses owned by Tutuka Power Station will be used to provide employees with shuttle services around the Power Station, raising the need for drivers to operate these buses and minibuses around the clock to meet employee movement demands.

Tutuka Power Station also seeks to source operators for business owned yellow plant (TLBs, forklifts, vacuum trucks, bobcats) to support ongoing operations, maintenance, and construction activities within the station environment.

To strengthen operational continuity and ensure compliance with Eskom fleet and safety requirements, this Scope of Work outlines the provision of competent and certified drivers and plant operators on a contractual basis over a 60-month period.

The Contractor will provide all labour, supervision, administration, driver management and safety requirements to perform the services as specified herein.

This Scope of Work supports:

- Safe and reliable shuttling services to transport employees in and around Tutuka Power Station
- The provision of competent and authorised driver and operator support for the operation of yellow plant equipment; and
- Compliance with applicable licensing requirements, occupational health and safety legislation, and Eskom fleet management policies.

2. Supporting Clauses

2.1 Scope

The Contractor shall provide a qualified assistant catering officer, assistant fleet officer, two clerks, a secretary, a driver supervisor, licensed bus drivers and plant operators to operate Employer-owned or Employer-hired vehicles and plant, including but not limited to:

- Minibuses, midi buses, and mega buses
- TLBs, forklifts, vacuum trucks, hazardous goods trucks, cherry pickers, garbage trucks, tipper trucks, and bobcats
- The assistant catering officer will be responsible for the running of the operations at the canteen and managing the chefs

2.1.1 Purpose

The purpose of this Scope of Work is to ensure the provision of a competent assistant fleet officer, two clerks, a secretary, a driver supervisor and authorised bus drivers and plant operators to:

- provide administrative and operational support for the management of the fleet function
- perform fleet-related clerical, recordkeeping, document control, and administrative duties
- provide secretarial and general office support to the fleet department

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- supervise and coordinate drivers and transport activities
- Provide safe and reliable shuttling services to employees.
- Support the operation of yellow plant equipment through competent and authorised operators; and
- Ensure compliance with applicable licensing requirements, occupational health and safety legislation, and Eskom fleet management policies.

The purpose of this scope is to also make provision of the assistant catering officer to ensure the smooth operating of the canteen including the following:

- Compiling and preparation of the weekly Canteen meal plan and Menus
- Station Events & Food Management
- Canteen Administrative Duties

2.1.2 Applicability

This Scope of Work applies to Tutuka Power Station and shall be under the custody and oversight of the Business Support Services Department.

2.1.3 Effective date

When the document has been authorised.

2.2 Normative/Informative References

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

2.2.1 Normative

ISO 9000	Quality Management Systems
240-55944466	Supplier Contract Quality Requirement's Specification
QM 58	Supplier Contract Quality Requirements
240-168966153	Generation Tender Technical Evaluation Procedure <or>
240-48929482	Tender Technical Evaluation Procedure (Transmission and Distribution)
32-1033	Eskom Procurement and Supply Chain Management Policy
32-1034	Eskom Procurement and Supply Management Procedure
240-101864556	Eskom Fleet procedure
32-1279	Eskom Fleet policy
240-62946386	Driver and Vehicle Safety Management Procedure
32-345	Eskom Vehicle Safety Specification
240-62196227	Eskom Life Saving Rules Standard
National Road Traffic Act 93 of 2008	

2.2.2 Informative

National Road Traffic Act (NRTA) and NRTR (National Road Traffic Regulations).

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2.3 Definitions

Definitions	Description
Specification	The technical description provided by Eskom that defines the vehicle or plant required by the Business.
Driver	A certified individual competent to operate Employer-owned or Employer-hired buses and minibuses for the transportation of employees.
Operator	A certified individual competent to operate designated yellow plant, including TLBs, forklifts, vacuum trucks, cherry pickers, bobcats, and other plant as required.
Standby	Availability of personnel at short notice outside standard working hours.

2.4 Abbreviations

Abbreviation	Explanation
NEC	New Engineering contract
QC	Quality Control
SOW	Scope Of Work
ID	Identity Document
PrDP	Professional Driving Permit
TLB	Tractor Loader Backhoe
Code 10 / C1	Medium Motor Vehicle Licence
Code 14 / EC	Heavy Motor Vehicle Licence

2.5 Roles and Responsibilities

Roles and responsibilities are as follows:

The Contractor

- Ensure that a regular, timely, and reliable transportation service is provided for the employees of Tutuka Power Station.
- Provide clerical, secretarial and operational support to the fleet function
- Ensure that all drivers meet Eskom's requirements.
- Ensure that drivers and plant operators are available on an as-and-when-required basis.

Fleet Officer

- Manage the service provider in accordance with this Scope of Work and any subsequent NEC documentation.

Service Manager

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- Supervise the overall contract to ensure compliance with contractual obligations and applicable policies.

2.6 Process for Monitoring

The contract will be monitored by Tutuka Power Station through the designated Contract Manager and Supervisor responsible at Fleet Services. Monitoring will be undertaken to ensure that the Assistant Fleet Officer, Clerks, Secretary, Driver Supervisor, Bus Drivers, and Plant Operators perform their duties in accordance with the contractual requirements, Eskom policies, safety standards, and operational needs.

Monitoring shall include, but not be limited to, the following:

- daily verification of attendance and availability of all contracted personnel.
- monitoring of service delivery and performance against allocated duties and operational requirements.
- verification of valid licences, permits, authorisations, and medical fitness for all personnel.
- review of fleet records, trip sheets, logbooks, inspection reports, and other supporting documentation.
- inspection and spot checks to verify compliance with safety, operational, and contractual requirements.
- monthly performance review meetings with the Contractor.
- management of incidents, non-conformances, and corrective actions.
- requesting the replacement of any unsuitable or non-compliant personnel.

3. Document Content/Title

The Works entail the provision of qualified personnel in accordance with the compliance requirements set out herein.

NORMAL WORKING HOURS RESOURCES: 7AM-4:15PM				
No.	Description of Resource	Quantity	Unit	Number of Daily Hours
1.	Assistant Fleet Officer	1	Hour	8 Hours Per Day
2.	Driver Supervisor	1	Hour	8 Hours Per Day
3.	Clerk	2	Hour	8 Hours Per Day
4.	Secretary	1	Hour	8 Hours Per Day
5.	EC (code 14) Licenced Bus Drivers with Yellow Machine Operator Permit	8	Hour	8 Hours Per Day

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6.	Assistant Catering Officer	1	Hour	8 Hours Per Day
AD-HOC/"AS AND WHEN" REQUIRED RESOURCES				
No.	Description of Resource	Quantity	Unit of Measure	Monthly Hours
7.	Forklift Operator	1	Hour	80 hours Per Month
8.	TLB Operator	1	Hour	80 hours Per Month
9.	Bobcat Operator	1	Hour	80 hours Per Month
10.	Garbage Truck Operator	1	Hour	80 hours Per Month
11.	Haz-chem/dropside truck Operator	1	Hour	80 hours Per Month
12.	Tractor Driver	1	Hour	80 hours Per Month
13.	Vacuum Truck Driver	1	Hour	80 hours Per Month
OVERTIME: NORMAL WORKING HOURS RESOURCES				
Normal working days and Saturdays @1.5x				
No.	Description of Resource	Quantity	Unit	Monthly Hours
14.	Assistant Fleet Officer	1	Hour	10 hours per month
15.	Driver Supervisor	1	Hour	10 hours per month
16.	EC (code 14) Licenced Bus Drivers with Yellow Machine Operator Permit	8	Hour	10 hours per month
17.	Secretary	1	Hour	10 hours per month
18.	Clerk	1	Hour	10 hours per month
19.	Assistant Catering Officer	1	Hour	10 hours per month
OVERTIME: AD-HOC/"AS AND WHEN" REQUIRED RESOURCES				

CONTROLLED DISCLOSURE

Normal working days and Saturdays @ 1.5x				
No.	Description of Resource	Quantity	Unit of Measure	Monthly Hours
20.	Forklift Operator	1	Hour	10 hours per month
21.	TLB Operator	1	Hour	10 hours per month
22.	Bobcat Operator	1	Hour	10 hours per month
23.	Garbage Truck Operator	1	Hour	10 hours per month
24.	Haz-chem/dropside truck Operator	1	Hour	10 hours per month
25.	Tractor Driver	1	Hour	10 hours per month
26.	Vacuum Truck Driver	1	Hour	10 hours per month
OVERTIME: NORMAL WORKING HOURS RESOURCES Public holidays and Sundays @2x				
No.	Description of Resource	Quantity	Unit	Monthly Hours
27.	Assistant Fleet Officer	1	Hour	5 hours per month
28.	Driver Supervisor	1	Hour	5 hours per month
29.	Clerk	2	Hour	5 hours per month
30.	Secretary	1	Hour	5 hours per month
31.	EC (code 14) Licenced Bus Drivers with Yellow Machine Operator Permit	8	Hour	5 hours per month
32.	Assistant Officer Catering	1	Hour	5 hours per month
OVERTIME: AD-HOC/"AS AND WHEN" REQUIRED RESOURCES Public holidays and Sundays @ 2x				
No.	Description of Resource	Quantity	Unit of Measure	Monthly Hours

CONTROLLED DISCLOSURE

33.	Forklift Operator	1	Hour	5 hours per month
34.	TLB Operator	1	Hour	5 hours per month
35.	Bobcat Operator	1	Hour	5 hours per month
36.	Garbage Truck Operator	1	Hour	5 hours per month
37.	Haz-chem/dropside truck Operator	1	Hour	5 hours per month
38.	Tractor Driver	1	Hour	5 hours per month
39.	Vacuum Truck Driver	1	Hour	5 hours per month
	Annual Scope			
40.	PPE	5	Once a year for 21 employees.	
41.	Medicals	5	Once a year for 21 employees	
	Once off Scope			
42.	Safety File	1	Once Off	
43.	Police Clearance	21	Once Off	
	Monthly Scope			
44.	Transport h-w-h per day (2 x 14 seaters) for “normal hours resources”	2 x 14 Seaters	Standerton Various Areas to Tutuka Power Station and back to Standerton Various Areas	
45.	1 x LDV single cab @100 km per day (as and when required)	1	500KM per week	

The Contractor shall ensure that drivers and plant operators perform the following activities in a competent, safe, and compliant manner:

Driver and Operator Outputs:

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- Conduct pre-operation checks on all vehicles for roadworthiness and report any defects immediately. This includes filling in and submitting weekly vehicle Plant Maintenance order
- Complete vehicles check sheets accurately and submit as required.
- Complete logbooks and trip sheets and submit to fleet office for record keeping
- Keep track of fuel records and submit fuel records to the fleet office for records keeping
- Ensure vehicles are refuelled on time
- Monitor mileage and service intervals and report when maintenance is due
- Safeguard vehicle keys, fuel cards, and fleet documents
- Report traffic fines, incidents, and breakdowns
- Support breakdown or emergency response where required
- Hand over vehicles properly between shifts or users
- Ensure no unauthorised use of fleet vehicles
- Follow assigned schedules, routes, and dispatch instructions
- Assist with moving fleet vehicles within site or between departments
- Participate in toolbox talks, safety briefings, and compliance checks
- Complete and submit timesheets in accordance with contractual and administrative requirements.
- Report any damages, incidents, or accidents immediately to the fleet department and the relevant authority.
- Always perform driving and/or equipment operation in a safe and professional manner.
- Be aware that Tutuka Power Station is designated as a National Key Point (NKP) and comply with all associated security protocols.
- Ensure that Eskom vehicles are not used for private purposes and that no unauthorised personnel are transported; drivers and operators shall familiarise themselves with and comply with Eskom Fleet Policy.
- Comply with the Road Traffic Act and associated regulations; drivers shall be personally liable for any traffic fines incurred.
- Collect and deliver vehicles for servicing, repairs, licensing,
- Obtain collection or delivery notes from suppliers and submit them to the administration office as required.
- Shuttle Drivers and operators to work in accordance with the Fleet Department and Operations roster. Where additional resources are required, drivers shall perform overtime as directed.
- Provide shuttling services for Tutuka Power Station employees in both East and West Gates
- Perform standby duties for urgent transport requirements
- Assist with yellow plant or specialised vehicle movement where authorised.
- Ensure vehicles meet site safety requirements before entering operational areas

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Clerk and Assistant Fleet Officer Outputs:

- Clerks & Assistant Fleet Officer will perform all the fleet administration and daily coordination activities as required by Tutuka Power Station Fleet Department
- Maintain accurate fleet records for all vehicles, drivers, licences, insurance, services, and repairs
- Capture and update vehicle information
- File and control logbooks, trip authorisations, inspection sheets, and fuel records
- Monitor vehicle licence expiry dates, COFs, permits, and insurance renewals
- Schedule vehicles for servicing, maintenance, repairs, and inspections
- Process job cards, quotations, invoices, and service provider documents
- Record vehicle breakdowns, accidents, damages, and repair history
- Reconcile fuel transactions and report irregularities
- Monitor driver checklists and ensure defects are reported for action
- Follow up with workshops, suppliers, and service providers on outstanding work
- Assist with fleet inspections and compliance checks
- Communicate with drivers and users regarding bookings, availability, and vehicle status
- Report non-compliance, misuse of vehicles, and missing documentation

Driver supervisor Outputs:

- Supervise and coordinate the daily activities of drivers and yellow plant operators
- Allocate vehicles, buses, minibuses, and yellow plant equipment according to operational requirements
- Prepare and manage daily transport and equipment schedules
- Ensure that drivers and operators report for duty on time and are fit for work
- Verify that only authorised, licensed, and competent personnel operate vehicles and yellow plant
- Monitor compliance with Eskom policies, site rules, road traffic legislation, and safety requirements
- Conduct and oversee pre-trip inspections of vehicles and yellow plant equipment
- Ensure defects, breakdowns, and unsafe conditions are reported promptly and followed up for corrective action
- Monitor driver behaviour, operator conduct, and adherence to safe work procedures
- Ensure logbooks, trip sheets, inspection checklists, and usage records are completed accurately
- Coordinate employee shuttle services to ensure safe and reliable transport
- Supervise the movement and utilisation of yellow plant equipment in support of operations and maintenance activities

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- Liaise with the fleet department, supervisors, maintenance teams, and end users regarding vehicle and equipment availability
- Monitor plant and vehicle utilisation, and report irregularities
- Investigate and report incidents, accidents, damages, misuse, or non-compliance
- Ensure that all vehicles and yellow plant are used only for authorised purposes
- Support the scheduling of maintenance, servicing, and repairs for vehicles and equipment
- Conduct toolbox talks, safety briefings, and daily instructions with drivers and operators
- Manage timesheets, absenteeism, leave, shift handovers, and replacement arrangements for drivers and operators
- Escalate operational challenges, performance concerns, and safety issues to the Fleet Officer
- Maintain discipline and ensure service delivery standards are achieved

Assistant Catering Officer's Outputs

- Quality & Food Safety Compliance
- Grocery Stock Monitoring
- Client & Vendor Co-ordination for the ease of Canteen Operations
- Staff Supervision & Training
- Compiling and preparation of the weekly Canteen meal plan and Menus
- Station Events & Food Management
- Canteen Administrative Duties

3.1 General Requirement Of The Works:

Drivers and yellow plant operators.

The Contractor shall provide Tutuka power Station with and comply with:

- A competent and qualified assistant fleet officer
- A competent and qualified assistant catering officer
- 2x competent and qualified clerks
- A competent and qualified secretary
- A competent and qualified driver supervisor
- Qualified C1 and EC licensed drivers, as well as certified yellow plant operators
- Medicals for all personnel
- Police clearance for all personnel
- All relevant employment
- UIF registration
- Basic Conditions of Employment Act (BCEA)
- COIDA/Compensation Fund,
- Occupational Health and Safety Act

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- National Minimum Wage

In order to provide services at Tutuka Power Station in accordance with the required times specified in the NEC Service Information.

3.2 Spares List:

Not applicable

3.3 Additional Requirements

Additional Requirements for Drivers

All drivers will do induction before they resume work and must comply with the following:

- Have a Driving/operations permit
- Valid Medical Fitness to drive/operate (Red Ticket).
- Do pre-operational inspections / vehicle checklist
- Know and obey all Traffic signs and rules.
- Adhere to hazardous and restricted area access control rules.
- Stop or restrict operation due to abnormal environmental conditions (for example, rain, high winds, fog), including "Go - No Go" criteria as advised by the contract manager or representative.
- All new drivers appointed during the period of contract must do induction before starting with the contract and documentation submit to the Tutuka Fleet Management Department.
- Ensure all passengers adhere to safety regulations and rules put in place by government
- Eskom reserves the right to reject any driver deemed incompetent or unsafe.
- The Contractor shall replace such a driver within 24 hours

3.4 Documentation Submission and Recording

The Contractor shall submit and maintain the following documentation:

- Valid National Driver's Licence & National Diploma in either Logistics, Communication or Transport Management for the Assistant Fleet Officer
- Valid National Driver's Licence & Culinary Certificates in Salt & Pepper and Pastry for Assistant Catering Officer
- Valid administrative qualifications
- Valid National Driver's Licence.
- Valid Professional Driving Permit (PDPr).
- Valid machine operating licence/certificate.
- UIF registration
- COIDA (Workman's Compensation Fund)
- Safety file in compliance with applicable health and safety requirements.

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3.5 Performance Guarantees

N/A

3.6 Standards, Specifications and Procedures

Relevant Standards and Codes

Document Number	Title
Eskom Standards	
240-55944466	Supplier Contract Quality Requirement's Specification
QM 58	Supplier Contract Quality Requirements
General Standards	
ISO 9001	Quality Management Systems.

4. Acceptance

This document has been seen and accepted by:

Note: Initials not acceptable

Full Name and Surname	Designation
Zimkhitha Lupondwana	Fleet Officer
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Aneske Juries	Risk & Assurance Manager

5. Revisions

Date	Rev.	Compiler	Remarks
April 2026	0	Zimkhitha Lupondwana	New development
April 2026	0	Gugu Zuma	Review and correction

6. Development Team

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

- Gugu Zuma
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- Johnson Mogale

7. Acknowledgements

N/A

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