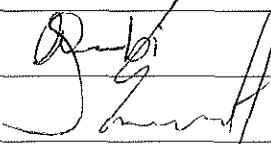
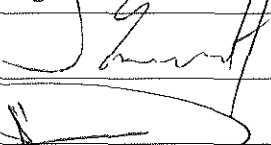
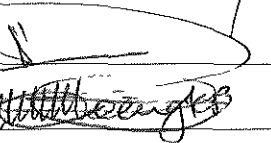
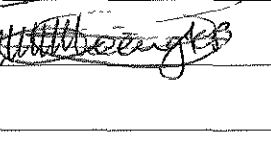


	SCOPE OF WORK 14593 - Scope of Work rev 5 (002) Template	Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		

PLANT AREA: Matla Power Station					
TITLE: Supply and delivery of Office Stationery to Matla Power Station for a Period of 5 Years					
REF-QA/QC 002		Reference Rev No:1		MULTIDISCIPLINARY No	
				Plant Level: All	
COMPILED BY	Name: NA Gumbi End User	Signature		Date	15/09/2023
APPROVED	Name: Elias Katasa Group Manager	Signature		Date	19/09/2023
REVIEWED	Name: Dora Mkhonto Quality Department	Signature		Date	2023/09/20
REVIEWED	Name: Refilwe Mokobodi Environmental Department	Signature		Date	2023/09/20
ACCEPTED	Name: Outage Manager/Maintenance manager	Signature		Date	
ACCEPTED	Name: AIA	Signature		Date	

NB: Do not tamper with the template.

Reference No	QA/QC 002	Reference Rev No	Date	2023/03/01	Page	1 of 9
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		Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		

GENERAL

- Data books, reviews, reports and diagrams/drawings shall be submitted to Engineering after the completion of the work. Engineering to forward the data books to Quality Department (Document Control)
- All QCP's to be submitted to Engineering and Quality for approval prior to outage/project or maintenance work commencement.

	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
1.1	Safety	- All work is to be done in accordance with Matla plant procedures and safety regulations (GGR 0992) - Matla power station induction must be done before any work commences - Permit to work must be in place before any work commences - Worker's register must be completed and daily risk assessment conducted before any work commences	Eskom to witness	Contractor
1.2	Environmental Management	- All activities listed in the National Environmental Act 107 of 1998, EIA Regulations as amended, must have environmental AUTHORISATION before commencement of work - The contractor shall comply with all applicable legal and other requirements - The polluter pays principle will be applied - The contractor manager shall ensure compliance with Eskom Matla Environmental procedures to ensure the prevention of pollution (refer OMOP 4090 and 4402)	Eskom to witness	Contractor
Reference No QA/QC 002		Reference Rev No	Date. 2023/03/01	Page 2 of 9

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	14593 - Scope of Work rev 5 (002) Template	Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		

		- The last payment will be processed based on the status of the last housekeeping check sheet (Annexure C OMOP 4402) of designated area - EMS file based on ISO14001 will be required		
13	Quality Management	- The contractor/executioner of work will be responsible for drawing up all QCP documentation and this must be approved by engineering and authorised by the Quality Department before commencing with the work - Contractors/executioner to adhere to QM 58 and OMOP4497 requirements - Number of NCR issued can affect your next tendering process - The QCP shall be signed progressively by the Engineer/Supervisor, Eskom QC Inspector, Contractor QC Inspector and/or AIA - No procuring of outage items without the approval of scopes by quality - All outage scopes creep and scopes addition should be approved by quality - No contractor should be in the possession of scopes for execution without the scopes approved by quality - The contractor is subjected to quality auditing at any point in time during execution of scope	Hold point	Contractor
14				

Reference No	QA/QC 002	Reference Rev No	Date	2023/03/01	Page	3 of 9
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		Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		

	Inputs from other departments			
1.5	Commissioning reference			

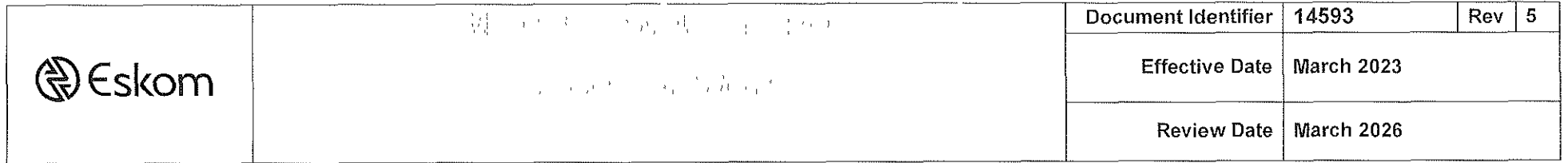
	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
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	SCOPE OF WORK DESCRIPTION / ACTIVITY	PROCEDURE, SPECIFICATION, ENG. REQUIREMENTS / DOCUMENTATION	HOLD POINTS, WITNESS, REPORTS	RESPONSIBLE PARTY
	See attached SOW for Supply and delivery of stationery to Matla Power Station			

Reference No. QA/QC 002	Reference Rev No	Date 2023/03/01	Page 4 of 9
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BILL OF MATERIAL

	Full description Material/Spares/Equipment	Specifications of Material/Spares/Equipment	Stock No	Part Number	Required Quantity

Reference No	QA/QC 002	Reference Rev No	Date 2023/03/01	Page 5 of 9
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1. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը համապատասխանաբար ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 2. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 3. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 4. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 5. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 6. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 7. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 8. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 9. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։
 10. $\{b_i\}_{i=1}^n$ և $\{c_i\}_{i=1}^n$ թվերը ընտրվում են այնպիսի կերպով, որ $\forall i \in \{1, 2, \dots, n\}$ ճշմարտացի լինի $b_i \neq c_i$ ։

	SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT SYSTEMS SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT SYSTEMS	Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		

SOURCE & Ref No	Yes	No	N/A	Comments
Previous outage service reports				
Return to service data packages				
Maintenance Strategy with Rev number				
SAP defects (attach list as appendix)				
GHRMS (STEP) reports (Generation Heat Rate Management System)				
Online Condition Monitoring				
Pre-outage performance test results				
Post outage performance test results				
GPSS/ Plant Performance data on UCLF incurred				
OMS / IIRMS recommendations (Audits Reports)				
Risk controls (IRM system)				
Previous audits and reviews (e.g. ERAP)				
Engineering Change Requests (Projects)				
LOPP strategy reports				
URS				
Philosophy (Outage)				

Reference No. QA/QC 002	Reference Rev No	Date 2023/03/01	Page 7 of 9
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	SCOPE OF WORK SAFETY AND HEALTH	Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		

Condition Monitoring Report				
VA/PHD Viewer trends				
Corrective Actions				
CARAB reports				
Statutory Requirements				
Grid code requirements				
Waivers and Exemptions				
Calibration requirements				
Previous Outage SOW variations				
Post Mortems Actions from previous outages				
Pre-Outage plant walks				
Risk based inspection (RBI) report				
Simulation, TOIs, OON, SI				

COMMENTS

Reference No	QA/QC 002	Reference Rev No.	Date	2023/03/01	Page	8 of 9
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	SAFETY DATA SHEET Product Name: <i>[Faint text]</i> Version: <i>[Faint text]</i>	Document Identifier	14593	Rev	5
		Effective Date	March 2023		
		Review Date	March 2026		

ATTACHMENTS: DRAWINGS, SKETCHES, DIAGRAMS, INSTRUCTIONS, etc	
1	SOW
2	
3	
4	
5	
6	
7	
8	
9	
10	

Reference No	QA/QC 002	Reference Rev No	Date 2023/03/01	Page 9 of 9
--------------	-----------	------------------	-----------------	-------------

Reference Rev NoDate 2023/03/01Page 9 of 9

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Project Description: Supply and Delivery of Stationary for Matla Power Station for the Period of 3 years

Specifications/Scope of work for the Supply and Delivery of Stationery

Three

Matla Power Station intends to conclude a ~~five~~ year contract with a successful tenderer for the estimated quantities in the price list

The successful Bidder will be expected to supply the Goods during the next 3 (three) years to Matla Power Station effective from date of signing of contract on as an when required basis Although every endeavour has been made to prepare an accurate estimate of requirements during the period of the Contract, Eskom Matla Power Station does not bind itself to take the quantities stated but reserves the right to order greater or lesser of quantities according to the requirements during the specified period

Supplies ensure that the following is included in their quotation:

include

- The unit price of each item to ~~including~~ include Transportation to the destination which is Matla Power Station)
- Packaging and labelling and other related cost of supply
- Price remains fixed for period of one (1) year thereafter CPA will be effective
- Only specified brand names are to be supplied
- All items in the price list must be quoted and exclusion/omission of items will automatically disqualify tenderer
- No pricing options will be allowed, only one price must be submitted by the supplier

Arithmetical errors and discrepancies on the Offers submitted by tenderers:

- discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, that will automatically disqualify the supplier as no prices can be corrected after tender submission
- If it is in the opinion of evaluators that there is an obvious misplacement of the decimal point in the unit price, which in this case the total price as quoted is not affected then the unit price will be corrected
- If there is an error in a Total price quoted corresponding to the addition or subtraction of subtotals the total will be not corrected

Delivery Time Frames:

- Goods can only be delivered only on an official Purchase Order released against the contract in accordance with the requirements to align with "Fixed Unit Price" during the contract period
- The delivery time shall commence from the date of each Purchase Order and shall be delivered to Matla Power Station within 7 working days

Payments:

- The financial obligations of Eskom Matla Power Station under this contract will be limited to the payment of the price stipulated in each Purchase Order Eskom will pay the Contractor the amount specified in a Purchase Order upon satisfactory delivery of the Goods described in the Order, based on invoices received, assessed, and approved by Employer Representative
- The contractor is responsible to submit invoices (s) for payment indicating the Purchase Order that it relates to, the invoiced amount and the date of delivery of the goods

- Invoice should be accompanied by signed delivery note In the case of multiple delivery of invoices, the relevant items number will also be indicated
- Partly delivered orders will not be paid unless agreed upon by the Employer representative

Defects:

- Supplier is to ensure that all goods delivered are in good working order and defective items will be returned to the supplier and the supplier is to replace defective items at own cost within five (5) days of being notified of defects

Price List

Item No	Description	Estimated Quantity	Unit Price	Total
	Preliminaries and General			
1	Office Overheads	36		
2	Adhering to health and safety standards	3		
3	Delivery (Once Monthly) within 7 working days	36		
	Files, Dividers, Folders, Fasteners and Labels			
4	Divider Index PVC,File 10 TAB,A4	600		
5	Divider Index PVC,Jan-Dec,A4	600		
6	File Strny Arch Lever 1451,40 MM,PVC	600		
7	Label Flags, Post It,3M,4 Colors,Blank	1000		
8	Label Flag,WD 12 X LG 45 MM,Assorted	1000		
9	Labels roll pack 19mm round -Yellow Per box 30	50		
10	Labels roll pack 19mm round -Red Per box 160	50		
11	Document Wallet Blue Per pack 10	400		
12	PVC Heavy Duty Pockets A4 120mic e Per box 113	200		
13	Folder Presentation 3210,A4,Carry	200		
14	A4 25mm PVC 2-Ring Binder Black	1000		
15	A4 40mm PVC 2-Ring Binder Black	1000		
16	A4 Display File 30 Pockets	200		
17	A4 Lightweight File with Flap 100 Sheet capacity 100/Pkt	200		
18	Document Wallet Blue Per pack 10	200		
19	File Div Bright 100X230 5 Col Pkt100 Per pack	100		
20	File Fasteners W4 50/Box Per box 133	400		
21	Labels Self Adhesive19MMX25MM White Per box 115	200		
22	Lever Arch Label Self Adhesive Blue Each 7	300		
23	A4 file pockets	500		

57	Re-usable putty-like adhesive White 100g Per box 15	200		
58	Paper Punch 2-hole Heavy Duty Each 35 Sheet	200		
59	eraser in a pen-shaped barrel	200		
60	Scissors Paper 130mm Blunt nose Per pack 5	500		
	General Items			
61	A4 Executive Clipboards Blue	200		
62	A4 JUMBOARCHIVE BOX - BROWN (h=245mm x w=325mm x d=175mm)	200		
63	Flat (Ready) Sorter A-Z Jan-Dec Per pack 10	500		
64	Cleaner White Board Parrot, Liquid, 250ML	400		
65	Eraser Brd Duster, Whiteboard	200		
66	Shredder Offc paper, 9 25 IN, 13 GAL	200		
	Desktop Organisers, Desktop Items			
67	Desk Tidy Tube Wooden (Pen & Pencil Holder) each 7	200		
68	Notes Pin Holders (drawing pins) 50 pack	200		
69	Paper trays Wooden	200		
70	No 10 Stapler Each 16	300		
71	Desk Drawer Organisers Each 10 compartments	100		
Total cost for the period of 3 years				