



## NEC3 Term Service Contract (TSC3)

**Between ESKOM HOLDINGS SOC Ltd  
(Reg No. 2002/015527/30)**

**and**

**(Reg No. \_\_\_\_\_ )**

**for The provision of security guarding services: 24/7  
unarmed physical/ static guarding, adhoc security  
related services, K9 services, crime prevention  
patrols and armed response for Distribution  
Limlanga Cluster-Limpopo for a period of 36 months  
(Borwa Bokone Sector)**

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**ENQUIRY No. LP0093MM**

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**DOCUMENT PREPARED BY: CONTRACTS MANAGEMENT DEPARTMENT**

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## PART C1:      AGREEMENTS & CONTRACT DATA

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## C1.1 Form of Offer & Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**The provision of security guarding services: 24/7 unarmed physical/ static guarding, adhoc security related services, K9 services, crime prevention patrols and armed response for Distribution LimLanga Cluster-Limpopo (Borwa Bokone Sector)**

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

Options A	The offered total of the Prices exclusive of VAT is	R
	(in words) Excl. VAT R	

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

(Insert name and address of organisation)

Name &  
signature of  
witness

Date

Tenderer's CIDB registration number:

N/A

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work: Service Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed and signed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

(Insert name and address of organisation)

Name &  
signature of  
witness

Date

Note: If a tenderer wishes to submit alternative tenders, use another copy of this Form of Offer and Acceptance.

## Schedule of Deviations to be completed by the *Employer* prior to contract award

Note:

1. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

### For the tenderer:

### For the Employer

Signature

Name

Capacity

On behalf  
of

*(Insert name and address of organisation)*

*(Insert name and address of organisation)*

Name &  
signature  
of witness

Date

## C1.2 TSC3 Contract Data

### Part one - Data provided by the *Employer*

Clause	Statement	Data
1	<b>General</b>	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
		<b>A: Priced contract with price list</b>
	dispute resolution Option	<b>W1: Dispute resolution procedure</b>
	and secondary Options	
		<b>X1: Price adjustment for inflation</b>
		<b>X2: Changes in the law</b>
		<b>X17: Low service damages</b>
		<b>X18: Limitation of liability</b>
		<b>X19: Task Order</b>
		<b>X20: Key performance indicators</b>
		<b>Z: Additional conditions of contract</b>
	of the NEC3 Term Service Contract April 2013 <sup>1</sup> (TSC3)	
10.1	The <i>Employer</i> is (name):	<b>Eskom Holdings SOC Ltd (reg no: 2002/015527/30), a state owned company incorporated in terms of the company laws of the Republic of South Africa</b>
	Address	<b>Registered office at Megawatt Park, Maxwell Drive, Sandton, Johannesburg</b>
	Tel No.	<b>[•]</b>
	Fax No.	<b>[•]</b>
10.1	The <i>Service Manager</i> is (name):	<b>Motsatsi Magwele</b>
	Address	<b>90 Hans van Rensburg Street, Polokwane, 0700</b>
	Tel.	<b>+27 015 230 1729</b>
	Fax	<b>N/A</b>
	e-mail	<b><a href="mailto:magwelme@eskom.co.za">magwelme@eskom.co.za</a></b>

<sup>1</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 [www.ecs.co.za](http://www.ecs.co.za)

11.2(2)	The Affected Property is	LimLanga cluster (Borwa Bokone Sector)
11.2(13)	The <i>service</i> is	<b>The provision of security guarding services: 24/7 unarmed physical/ static guarding, adhoc security related services, K9 services, crime prevention patrols and armed response for Distribution Limlanga Cluster-Limpopo</b>
11.2(14)	The following matters will be included in the Risk Register	<ol style="list-style-type: none"> <li>1. Late response to the task order</li> <li>2. Non- compliance of terms and conditions of the contract.</li> </ol>
11.2(15)	The Service Information is in	<b>Part 3: Scope of Work and all documents and drawings to which it makes reference.</b>
12.2	The <i>law of the contract</i> is the law of	<b>the Republic of South Africa</b>
13.1	The <i>language of this contract</i> is	<b>English</b>
13.3	The <i>period for reply</i> is	<b>1 week</b>
<b>2</b>	<b>The Contractor's main responsibilities</b>	
21.1	The <i>Contractor</i> submits a first plan for acceptance within	<b>1 week of the Contract Date</b>
<b>3</b>	<b>Time</b>	
30.1	The <i>starting date</i> is	<b>To be advised</b>
30.1	The <i>service period</i> is	<b>36 months</b>
<b>4</b>	<b>Testing and defects</b>	
		<b>As per terms and conditions of the NEC3 Term Service Contract April 2013<sup>2</sup> (TSC3)</b>
<b>5</b>	<b>Payment</b>	
50.1	The <i>assessment interval</i> is	<b>Between the 25th day of each successive month.</b>
51.1	The <i>currency of this contract</i> is the	<b>South African Rand</b>
51.2	The period within which payments are made is	<b>3 weeks.</b>
51.4	The <i>interest rate</i> is	<b>the publicly quoted prime rate of interest (calculated on a 365 day year) charged by from time to time by the Standard Bank of South Africa Limited (as certified, in the event of any dispute, by any manager of such bank, whose appointment it shall not be necessary to prove) for amounts due in Rands and</b>

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(ii) the LIBOR rate applicable at the time for amounts due in other currencies. LIBOR is the 6 month London Interbank Offered Rate quoted under the caption "Money Rates" in The Wall Street Journal for the applicable currency or if no rate is quoted for the currency in question then the rate for United States Dollars, and if no such rate appears in The Wall Street Journal then the rate as quoted by the Reuters Monitor Money Rates Service (or such service as may replace the Reuters Monitor Money Rates Service) on the due date for the payment in question, adjusted *mutatis mutandis* every 6 months thereafter (and as certified, in the event of any dispute, by any manager employed in the foreign exchange department of The Standard Bank of South Africa Limited, whose appointment it shall not be necessary to prove.

6	<b>Compensation events</b>	As per terms and conditions of the NEC3 Term Service Contract April 2013 <sup>3</sup> (TSC3)
7	<b>Use of Equipment Plant and Materials</b>	As per terms and conditions of the NEC3 Term Service Contract April 2013 <sup>4</sup> (TSC3)
8	<b>Risks and insurance</b>	
80.1	These are additional <i>Employer's</i> risks	1. as stated for "Format TSSC3" available on <a href="http://www.eskom.co.za/Contracts/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx">http://www.eskom.co.za/Contracts/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx</a> (See Annexure A for basic guidance)
83.1	The <i>Employer</i> provides these insurances from the Insurance Table	as stated for "Format TSC3" available on <a href="http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx">http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx</a> (See Annexure A for basic guidance).
83.1	The <i>Employer</i> provides these additional insurances	as stated for "Format TSC3" available on <a href="http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx">http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx</a> (See Annexure A for basic guidance)
83.1	The <i>Contractor</i> provides these additional insurances:	None
83.1	The minimum amount of cover for insurance against loss and damage caused by the <i>Contractor</i> to the <i>Employer's</i> property is	the amount of the deductibles relevant to the event described in the "Format TSC3" insurance policy available on <a href="http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx">http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx</a>

<sup>3</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 [www.ecs.co.za](http://www.ecs.co.za)

<sup>4</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 [www.ecs.co.za](http://www.ecs.co.za)



83.1	The minimum amount of cover for insurance in respect of loss of or damage to property (except the <i>Employer's</i> property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i> ) arising from or in connection with the <i>Contractor's</i> Providing the Service for any one event is:	whatever the <i>Contractor</i> deems necessary in addition to that provided by the <i>Employer</i> .
83.1	The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the <i>Contractor</i> arising out of and in the course of their employment in connection with this contract for any one event is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the <i>Contractor's</i> common law liability for people falling outside the scope of the Act with a limit of Indemnity of not less than R500 000 (Five hundred thousand Rands)..
<b>9</b>	<b>Termination</b>	As per terms and conditions of the NEC3 Term Service Contract April 2013 <sup>5</sup> (TSC3)
<b>10</b>	<b>Data for main Option clause</b>	
<b>A</b>	<b>Priced contract with price list</b>	
20.5	The <i>Contractor</i> prepares forecasts of the final total of the Prices for the whole of the service at intervals no longer than	<b>2 weeks.</b>
<b>11</b>	<b>Data for Option W1</b>	
W1.1	The <i>Adjudicator</i>	the person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the Party intending to refer a dispute to him. (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ). If the Parties do not agree on an Adjudicator the Adjudicator will be appointed by the Arbitration Foundation of Southern Africa (AFSA).
W1.2(3)	The <i>Adjudicator nominating body</i> is:	the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ) or its successor body.
W1.4(2)	The <i>tribunal</i> is:	arbitration
W1.4(5)	The <i>arbitration procedure</i> is	the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.
	The place where arbitration is to be held is	<b>South Africa</b>
	The person or organisation who will choose an arbitrator	
	- if the Parties cannot agree a choice or	<b>the Chairman for the time being or his nominee</b>
	- if the arbitration procedure does not state who selects an arbitrator, is	<b>of the Association of Arbitrators (Southern Africa) or its successor body.</b>

<sup>5</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 [www.ecs.co.za](http://www.ecs.co.za)

<b>12 Data for secondary Option clauses</b>	
<b>X1</b>	<b>Price adjustment for inflation</b>
X1.1	<p>The <i>base date</i> for indices is</p> <p><b>Unregulated rates will be fixed and firm for the first 12 months of the contract. At the anniversary date of the contract the prices will be adjusted in accordance with the published SEIFSA (CPI) INDICES. Labour rates are guided by PSIRA regulations.</b></p>
<b>X2</b>	<b>Changes in the law</b>
	<b>As per terms and conditions of the NEC3 Term Service Contract April 2013<sup>6</sup> (TSC3)</b>
<b>X17</b>	<b>Low service damages</b>
X17.1	<p>The <i>service level table</i> is</p> <p><b>Refer to TABLE 1: Schedule of Deficiencies and Penalties.</b></p>
<b>X18</b>	<b>Limitation of liability</b>
X18.1	<p>The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to</p> <p><b>R0.0 (zero Rand)</b></p>
X18.2	<p>For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to</p> <p><b>the amount of the deductibles relevant to the event described in the "Format TSC3" insurance policy available on <a href="http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx">http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx</a></b></p>
X18.3	<p>The <i>Contractor's</i> liability for Defects due to his design of an item of Equipment is limited to</p> <p><b>The greater of</b></p> <ul style="list-style-type: none"> <li>• the total of the Prices at the Contract Date</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>• the amounts excluded and unrecoverable from the <i>Employer's</i> insurance (other than the resulting physical damage to the <i>Employer's</i> property which is not excluded) plus the applicable deductibles in the <i>Employer's</i> assets and works / maintenance policies available on <a href="http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx">http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx</a></li> </ul>
X18.4	<p>The <i>Contractor's</i> total liability to the <i>Employer</i>, for all matters arising under or in connection with this contract, other than the excluded matters, is limited to</p> <p><b>the total of the Prices other than for the additional excluded matters.</b></p> <p><b>The <i>Contractor's</i> total liability for the additional excluded matters is not limited.</b></p> <p><b>The additional excluded matters are amounts for which the <i>Contractor</i> is liable under this</b></p>

<sup>6</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 [www.ecs.co.za](http://www.ecs.co.za)

		contract for	<ul style="list-style-type: none"> <li>• Defects due to his design, plan and specification,</li> <li>• Defects due to manufacture and fabrication outside the Affected Property,</li> <li>• loss of or damage to property (other than the <i>Employer's</i> property, Plant and Materials),</li> <li>• death of or injury to a person and</li> <li>• infringement of an intellectual property right.</li> </ul>
X18.5	The <i>end of liability date</i> is	52 months after the end of the <i>service period</i> .	
X18.6	Liability Insurance	Provide proof of public liability insurance minimum R10m from accredited insurer or valid Financial Service Provider. Letters of intent with a value of R10m or more will be accepted	
<b>X19</b>	<b>Task Order</b>		
X19.5	The <i>Contractor</i> submits a Task Order programme to the <i>Service Manager</i> within	2 days of receiving the Task Order	
<b>X20</b>	<b>Key Performance Indicators (not used when Option X12 applies)</b>		
X20.1	A report of performance against each Key Performance Indicator is provided at intervals of	3 months	
<b>Z</b>	<b>The <i>additional conditions of contract</i> are</b>	<b>Z1 to Z12 always apply.</b>	

## **Z1 Cession delegation and assignment**

- Z1.1 The *Contractor* does not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*.
- Z1.2 Notwithstanding the above, the *Employer* may on written notice to the *Contractor* cede and delegate its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities as a result of the restructuring of the Electricity Supply Industry.

## **Z2 Joint ventures**

- Z2.1 If the *Contractor* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons or organisations then these persons or organisations are deemed to be jointly and severally liable to the *Employer* for the performance of this contract.
- Z2.2 Unless already notified to the *Employer*, the persons or organisations notify the *Service Manager* within two weeks of the Contract Date of the key person who has the authority to bind the *Contractor* on their behalf.
- Z2.3 The *Contractor* does not alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without the consent of the *Employer* having been given to the *Contractor* in writing.

**Z3 Change of Broad Based Black Economic Empowerment (B-BBEE) status**

- Z3.1 Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change.
- Z3.2 The *Contractor* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Service Manager* within thirty days of the notification or as otherwise instructed by the *Service Manager*.
- Z3.3 Where, as a result, the *Contractor's* B-BBEE status has decreased since the Contract Date the *Employer* may either re-negotiate this contract or alternatively, terminate the *Contractor's* obligation to Provide the Service.
- Z3.4 Failure by the *Contractor* to notify the *Employer* of a change in its B-BBEE status may constitute a reason for termination. If the *Employer* terminates in terms of this clause, the procedures on termination are P1, P2 and P4 as stated in clause 92, and the amount due is A1 and A3 as stated in clause 93.

**Z4 Confidentiality**

- Z4.1 The *Contractor* does not disclose or make any information arising from or in connection with this contract available to Others. This undertaking does not, however, apply to information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time). Should the *Contractor* disclose information to Others in terms of clause 25.1, the *Contractor* ensures that the provisions of this clause are complied with by the recipient.
- Z4.2 If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Service Manager*.
- Z4.3 In the event that the *Contractor* is, at any time, required by law to disclose any such information which is required to be kept confidential, the *Contractor*, to the extent permitted by law prior to disclosure, notifies the *Employer* so that an appropriate protection order and/or any other action can be taken if possible, prior to any disclosure. In the event that such protective order is not, or cannot, be obtained, then the *Contractor* may disclose that portion of the information which it is required to be disclosed by law and uses reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed.
- Z4.4 The taking of images (whether photographs, video footage or otherwise) of the Affected Property or any portion thereof, in the course of Providing the Service and after the end of the *service period*, requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*.
- Z4.5 The *Contractor* ensures that all his subcontractors abide by the undertakings in this clause.

**Z5 Waiver and estoppel: Add to core clause 12.3:**

- Z5.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, the *Service Manager* or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

**Z6 Health, safety and the environment: Add to core clause 27.4**

- Z6.1 The *Contractor* undertakes to take all reasonable precautions to maintain the health and safety of persons in and about the execution of the *service*. Without limitation the *Contractor*:
- accepts that the *Employer* may appoint him as the “Principal Contractor” (as defined and provided for under the Construction Regulations 2014 (promulgated under the Occupational Health & Safety Act 85 of 1993) (“the Construction Regulations”) for the Affected Property;
  - warrants that the total of the Prices as at the Contract Date includes a sufficient amount for proper compliance with the Construction Regulations, all applicable health & safety laws and regulations and the health and safety rules, guidelines and procedures provided for in this contract and generally for the proper maintenance of health & safety in and about the execution of the *service*; and
  - undertakes, in and about the execution of the *service*, to comply with the Construction Regulations and with all applicable health & safety laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.
- Z6.2 The *Contractor*, in and about the execution of the *service*, complies with all applicable environmental laws and regulations and rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the *Contractor's* direction and control, likewise observe and comply with the foregoing.

## **Z7 Provision of a Tax Invoice and interest. Add to core clause 51**

- Z7.1 Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice in accordance with the *Employer's* procedures stated in the Service Information, showing the amount due for payment equal to that stated in the payment certificate.
- Z7.2 If the *Contractor* does not provide a tax invoice in the form and by the time required by this contract, the time by when the *Employer* is to make a payment is extended by a period equal in time to the delayed submission of the correct tax invoice. Interest due by the *Employer* in terms of core clause 51.2 is then calculated from the delayed date by when payment is to be made.
- Z7.3 The *Contractor* (if registered in South Africa in terms of the companies Act) is required to comply with the requirements of the Value Added Tax Act, no 89 of 1991 (as amended) and to include the *Employer's* VAT number 4740101508 on each invoice he submits for payment.

## **Z8 Notifying compensation events**

- Z8.1 Delete the last paragraph of core clause 61.3 and replace with:

If the *Contractor* does not notify a compensation event within eight weeks of becoming aware of the event, he is not entitled to a change in the Prices.

## **Z9 Employer's limitation of liability**

- Z9.1 The *Employer's* liability to the *Contractor* for the *Contractor's* indirect or consequential loss is limited to R0.00 (zero Rand)
- Z9.2 The *Contractor's* entitlement under the indemnity in 82.1 is provided for in 60.1(12) and the *Employer's* liability under the indemnity is limited to compensation as provided for in core clause 63 and X19.11 if Option X19 Task Order applies to this contract.

## **Z10 Termination: Add to core clause 91.1, at the second main bullet point, fourth sub-bullet point, after the words "against it":**

Z10.1 or had a business rescue order granted against it.

## **Z11 Ethics**

For the purposes of this Z-clause, the following definitions apply:

Affected Party	means, as the context requires, any party, irrespective of whether it is the <i>Contractor</i> or a third party, such party's employees, agents, or Subcontractors or Subcontractor's employees, or any one or more of all of these parties' relatives or friends,
Coercive Action	means to harm or threaten to harm, directly or indirectly, an Affected Party or the property of an Affected Party, or to otherwise influence or attempt to influence an Affected Party to act unlawfully or illegally,
Collusive Action	means where two or more parties co-operate to achieve an unlawful or illegal purpose, including to influence an Affected Party to act unlawfully or illegally,
Committing Party	means, as the context requires, the <i>Contractor</i> , or any member thereof in the case of a joint venture, or its employees, agents, or Subcontractors or the Subcontractor's employees,
Corrupt Action	means the offering, giving, taking, or soliciting, directly or indirectly, of a good or service to unlawfully or illegally influence the actions of an Affected Party,
Fraudulent Action	means any unlawfully or illegally intentional act or omission that misleads, or attempts to mislead, an Affected Party, in order to obtain a financial or other benefit or to avoid an obligation or incurring an obligation,
Obstructive Action	means a Committing Party unlawfully or illegally destroying, falsifying, altering or concealing information or making false statements to materially impede an investigation into allegations of Prohibited Action and
Prohibited Action	means any one or more of a Coercive Action, Collusive Action Corrupt Action, Fraudulent Action or Obstructive Action.

- Z 11.1 A Committing Party may not take any Prohibited Action during the course of the procurement of this contract or in execution thereof.
- Z 11.2 The *Employer* may terminate the *Contractor's* obligation to Provide the Service if a Committing Party has taken such Prohibited Action and the *Contractor* did not take timely and appropriate action to prevent or remedy the situation, without limiting any other rights or remedies the *Employer* has. It is not required that the Committing Party had to have been found guilty, in court or in any other similar process, of such Prohibited Action before the *Employer* can terminate the *Contractor's* obligation to Provide the Service for this reason.
- Z 11.3 If the *Employer* terminates the *Contractor's* obligation to Provide the Service for this reason, the procedures and amounts due on termination are respectively P1, P2, P3 and P4, and A1 and A3.
- Z 11.4 A Committing Party co-operates fully with any investigation pursuant to alleged Prohibited Action. Where the *Employer* does not have a contractual bond with the Committing Party, the *Contractor* ensures that the Committing Party co-operates fully with an investigation.
-

## Annexure A: Insurance provided by the Employer

*These notes are provided as guidance to tendering contractors and the Contractor about the insurance provided by the Employer. The Contractor must obtain its own advice. Details of the insurance itself are available from the internet web link given below.*

1. Services provided in a TSC3 contract could include some element of construction or refurbishment as well as a continuous maintenance or operational service activity. If an event occurs which causes loss or damage, a claim could be made either against the *Employer's* "works" type policy which may be in place for the *Employer's* portion of the Affected Property concerned or against the *Employer's* assets policy which may be in place for the *Employer's* portion of the Affected Property concerned, or both.
2. The cover provided and the deductibles under the works policy are different to those under the assets policy. Each policy has a range of applicable deductibles depending on the location of the Affected Property and the nature of the insurable event.
3. The *Contractor* is required in terms of Contract Data for clause 83 to provide cover for the deductibles in the insurance provided by the *Employer*. This can be provided from his own resources on a 'self insured' basis or obtained by him from his own insurers. In order to assess the extent of this cover, tendering contractors and their brokers should consult the internet web link given below and scroll to '**Format TSC3**' to establish both the cover and the deductibles in relation to the service provided in terms of this contract.
4. Tendering contractors should note that cover provided by the *Employer* is only per the policies available on the internet web link listed below and may not be the cover required by the tendering contractor or as intended by each of the listed insurances in the left hand column of the Insurance Table in clause 83.2. In terms of clause 83.1 "the *Contractor* provides the insurances stated in the Insurance Table except any insurance which the *Employer* is to provide". Hence the *Contractor* provides insurance which the *Employer* does not provide and in cases where the *Employer* does provide insurance the *Contractor* insures for the difference between what the Insurance Table requires and what the *Employer* provides.
5. If Marine Insurance is required the *Contractor* needs to obtain a copy of the latest edition of Eskom's Marine Policies Procedures found at internet website given below.
6. Further information and full details of all Eskom provided policies and procedures may be obtained from:

[http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS\\_Policies\\_  
From\\_1\\_April\\_2014\\_To\\_31\\_March\\_2015.aspx](http://www.eskom.co.za/Tenders/InsurancePoliciesProcedures/Pages/EIMS_Policies_From_1_April_2014_To_31_March_2015.aspx)

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## C1.2 Contract Data

### Part two - Data provided by the *Contractor*

#### Notes to a tendering contractor:

1. Please read both the both the NEC3 Term Service Contract April 2013 and the relevant parts of its Guidance Notes (TSC3-GN)<sup>7</sup> in order to understand the implications of this Data which the tenderer is required to complete.
2. The number of the clause which requires the data is shown in the left hand column for each statement however other clauses may also use the same data.

Completion of the data in full, according to Options chosen, is essential to create a complete contract.

Clause	Statement	Data
10.1	The <i>Contractor</i> is (Name): Address Tel No. Fax No.	
11.2(8)	The <i>direct fee percentage</i> is The <i>subcontracted fee percentage</i> is	<b>5%</b> <b>5%</b>
11.2(14)	The following matters will be included in the Risk Register	
11.2(15)	The Service Information for the <i>Contractor's</i> plan is in:	
21.1	The plan identified in the Contract Data is contained in:	
24.1	The key people are: 1 Name: Job: Responsibilities: Qualifications: Experience:	

<sup>7</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 5391902 or [www.ecs.co.za](http://www.ecs.co.za)



2      Name:  
         Job  
         Responsibilities:  
         Qualifications:  
         Experience:

CV's (and further key person's data including  
CVs) are in                      .

A	Priced contract with price list	
11.2(12)	The <i>price list</i> is in	Part of the Contract
11.2(19)	The tendered total of the Prices is (Excluding VAT)	R

## C1.3 Forms of Securities

### **Proformas for Bonds & Guarantees- NOT APPLICABLE FOR THIS CONTRACT**

For use with the NEC3 Term Service Contract (TSC3)

***[Note to contract compiler:***

***Once it has been decided which securities are required for this contract delete from this file the ones not required, revise the notes below accordingly and delete this note.]***

The *conditions of contract* stated in the Contract Data Part 1 include the following Secondary Options:

Option X4: Parent company guarantee

Option X13: Performance Bond

Each of these secondary Options requires a bond or guarantee “in the form set out in the Service Information”. Pro forma documents for these bonds and guarantees are provided here for convenience but are to be treated as part of the Service Information.

The *Contractor* shall guarantee his ASGI-SA Obligations by providing the *Employer* with an ASGI-SA Guarantee in the form provided here.

***[Note to contract compiler: If there are no ASGI-SA Obligations in this contract, delete the above statement and the ASGI\_SA bond]***

The organisation providing the bond / guarantee does so by copying the pro forma document onto his letterhead without any change to the text or format and completing the required details. The completed document is then given to the *Employer* within the time stated in the contract.

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**PART 2: PRICING DATA**

**TSC3 Option A**

<b>Document reference</b>		<b>Title</b>
C2.1		Pricing assumptions: Option A
C2.2		The <i>price list</i>

## C2.1 Pricing assumptions: Option A

### How work is priced and assessed for payment

Clause 11 in NEC3 Term Service Contract (TSC3) core clauses and Option A states:

<b>Identified and defined terms</b>	11	
	11.2	(12) The Price List is the <i>price list</i> unless later changed in accordance with this contract.
		(17) The Price for Services Provided to Date is the total of <ul style="list-style-type: none"> <li>the Price for each lump sum item in the Price List which the <i>Contractor</i> has completed and</li> <li>Where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the <i>Contractor</i> has completed by the rate.</li> </ul>
		(19) The Prices are the amounts stated in the Price column of the Price List. Where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

This confirms that Option A is a priced contract where the Prices are derived from a list of items of service which can be priced as lump sums or as expected quantities of service multiplied by a rate or a mix of both.

### Function of the Price List

Clause 54.1 in Option A states: "Information in the Price List is not Service Information". This confirms that instructions to do work or how it is to be done are not included in the Price List but in the Service Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Service in accordance with the Service Information". Hence the *Contractor* does **not** provide the Service in accordance with the Price List. The Price List is only a pricing document.

### Link to the *Contractor's* plan

Clause 21.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on each plan which he submits for acceptance". Hence when compiling the *price list*, the tendering contractor needs to develop his first clause 21.2 plan in such a way that operations shown on it can be priced in the *price list* and result in a satisfactory cash flow in terms of clause 11.2(17).

### Preparing the *price list*

Before preparing the *price list*, both the *Employer* and tendering contractors should read the TSC3 Guidance Notes pages 14 and 15. In an Option A contract, either Party may have entered items into the *price list* either as a process of offer and acceptance (tendering) or by negotiation depending on the nature of the service to be provided. Alternatively the *Employer*, in his Instructions to Tenderers or in a Tender Schedule, may have listed some items that he requires the *Contractor* to include in the *price list* to be prepared and priced by him.

It is assumed that in preparing or finalising the *price list* the *Contractor*:

- Has taken account of the guidance given in the TSC3 Guidance Notes relevant to Option A;
- Understands the function of the Price List and how work is priced and paid for;
- Is aware of the need to link operations shown in his plan to items shown in the Price List;
- Has listed and priced items in the *price list* which are inclusive of everything necessary and incidental to Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk;
- Has priced work he decides not to show as a separate item within the Prices or rates of other listed items in order to fulfil the obligation to complete the *service* for the tendered total of the Prices.
- Understands there is no adjustment to items priced as lump sums if the amount, or quantity, of work within that item later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the (lump sum) Prices is as a result of a compensation event.

### **Format of the *price list***

(From the example given in an Appendix within the TSC3 Guidance Notes)

Entries in the first four columns in the *price list* in section C2.2 are made either by the *Employer* or the tendering contractor.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tendering contractor enters the amount in the Price column only, the Unit, Expected Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for an item of work which is the rate for the work multiplied by the quantity completed, the tendering contractor enters the rate which is then multiplied by the Expected Quantity to produce the Price, which is also entered.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected Quantity column.

## C2.2 the price list

Borwa Bokone Sector					
Item No.	Description	Quantity	Unit	Rate	Total
<b>GUARDING SERVICES</b>					
1	Day shift Grade C Unarmed	18	Each	R18 856,53	R339 417,54
2	Night shift Grade C Unarmed	22	Each	R18 856,53	R414 843,66
3	Night shift Dog handler	2	Each	R18 856,53	R37 713,06
4	K9 Dog	2	Each	R	R
5	Panic Button	13	Each	R	R
6	Ablution Facility	0	Each	R	R
7	Servicing and Maintenance of Ablution Facilities per week	0	Each	R	R
<b>PATROL SERVICES</b>					
8	Night Shift Grade C Armed	8	Each	R18 856,53	R150 852,24
9	Armed patrol and response vehicle (4x2)	4	Each	R	R
10	Panic Button	4	Each	R	R
<b>TOTAL MONTHLY OFFER (Excl. 15% VAT)</b>					<b>R</b>

**NOTE: populated rates must not be changed.**

## PART 3: SCOPE OF WORK

Document reference	Title	No of pages
	This cover page	1
C3.1	<i>Employer's</i> Service Information	
C3.2	<i>Contractor's</i> Service Information	

## C3.1: EMPLOYER'S SERVICE INFORMATION

### Description of the *service*

#### Executive overview

##### The scope of work / specification

**The provision of security guarding services: 24/7 unarmed physical/ static guarding, adhoc security related services, K9 services, crime prevention patrols and armed response for Distribution Limlanga Cluster-Limpopo for a period of 36 months.**

The provision of physical guarding on Capital and MEW projects will be executed on an "as and when" required basis. Normal grade C rates will apply.

#### **(Borwa Bokone Sector)**

ALLDAYS CNC  
Musina CNC  
Ravele CNC  
Siloam CNC  
Borwa Bokone/Fleet storage  
Borwa Bokone Hub  
Musina Sub  
Sanari Sub  
Dzanani Hub  
Louis Trichardt Sub  
Ravele Storage

#### **A) STATIC SECURITY SERVICES**

- Monitor specified locations, areas or installations for the presence of unauthorized persons, suspicious activities or occurrences that may endanger personnel or cause damage to assets, prevent criminal activities and interruption of the Eskom normal business.
  - Control access/egress to/from site by ensuring that only authorized person's gains access/egress to the site and only authorized equipment and material enters or is removed from site. Access control shall including Alcohol screening and Induction of visitors.
  - Patrolling of sites at irregular intervals and not in a specific sequence, to detect the presence of unauthorized persons, suspicious activities and/or occurrences that may endanger people and assets.
  - Static guarding sites must be equipped with a panic button and a guard monitoring system linked to the contractor's control room.
  - Prevent crime incidents against Eskom personnel, contractors, visitors and assets at the sites where security services are being rendered.
  - Ensure compliance to Eskom Standards, Policies, and Standard operating procedures and work instructions.
  - Eskom reserves the right to alter the number of security officers per site as to their satisfaction, needs, requirements and to the possibility of total removal of security officers from sites and installing security systems at such sites.
  - The use of dogs may be required at specified static sites for night shift patrols, hence the contractor must be capable to deliver on such.
  - Ad hoc security services maybe required from the contractor, from which the contractor will be expected to provide with such services within a maximum of 4 hours after the request has been made.
-



## **B) CRIME PREVENTION PATROLS AND ARMED RESPONSE**

- Execution of crime prevention patrols of critical network infrastructure and hotspot areas including any other specified Eskom sites within the boundaries of Limlanga cluster- Limpopo.
- Visiting and patrolling of Eskom sites at irregular intervals and not in a specific sequence, to detect the presence of unauthorized person, suspicious activities or occurrences that may endanger personnel or critical network infrastructure
- Prevention of unauthorised removal of Eskom assets from Eskom sites and network infrastructure.
- Perform armed response activities to substations, Eskom offices, and network infrastructure and hotspot areas in the assigned area of operation.
- Provide escort duties to Eskom employees and contractors while working in hotspot areas and as required by Eskom.
- Response time by the armed reaction team will be determined by distance from the departure point but it will not be more than 15 Minutes.
- The patrol teams will be expected to report for duty at a specified Eskom site and control room before commencement with patrol activities. Eskom reserves the right to change the reporting base within the boundaries of the allocated geographical area.
- The Eskom Security Project Manager or his/her delegate reserves the right to re-direct crime prevention activities in his/her area of responsibility.
- No deviations from the operational plan without the authorization of the Eskom Security Project Manager or his/her delegate will be permitted
- The security service providers' duties are not limited to the above, but shall include any other legal security activities that Eskom may introduce in order to enhance security in the Limlanga cluster- Limpopo, in line with the security services outlined here above and such activities shall be communicated to the Service provider in writing.

## **C) USE OF K9 DOGS**

- Handler must attend dog handler/patrol dog training at an accredited training institution.
- Handler must be medical fit, love dogs and be non-allergic to dogs.
- Handler must know how to utilise the dog during an intrusion, attack or search of an area for possible perpetrators and to make an arrest.
- The dog must be large e.g. German Shepherd or Rottweiler. Must be naturally aggressive, strong and have an excellent temperament and a sense of smell.
- The dog should have an outgoing and energetic character. The dog must have excellent hearing, be able to detect suspicious sounds before the handler and alert its handler.
- The dog must also have the ability to protect his handler under any circumstances. The dog must therefore detect any intrusion, searched for suspects and assists with arrests.
- The dog must be medically fit and undergone obedience training e.g. sit, lie down, walk, climb over or underneath obstructions, to search for an object (including people) and to release the object.
- The dog must unquestionably obey the handler's commands.
- At static sites, dogs must preferably be deployed after hours.
- Handlers and dogs should be attending a refresher course (one day) at least twice per year.
- Handlers to ensure that dogs are always on a leash and in the immediate vicinity of the handler, except if there was an intrusion and the dog is ordered to search or to assist with an arrest.
- The environment where dogs released themselves must be cleaned by the handlers.
- Danger signs (dog on premise) should be displayed on the premise preferably on the outside perimeter fence.
- The dogs shall be kept at the contractors premises when not on duty.

## **CONTRACT REQUIREMENTS:**

## A) COMPANY

- The company must be officially registered in South Africa as a business entity.
- The company and the company owner(s)/directors must be registered in terms of Section 20 of Private Security Industry regulatory Act as Security Service providers. **Eskom reserves the right to immediately terminate services of any company not in good standing with PSIRA.**
- The company must have an established office in the sector of operation and a functional 24-hour security control room. Eskom reserves the right to conduct inspections of the facilities.
- The company should meet all the site(s) requirements and be in a position to render the required services without fail.
- The company must ensure that Security officer's salaries/wages are according to PSIRA rates for the grade that they have been employed and deployed for on Eskom sites. **Non- payment of Security officers salaries/wages will be considered a serious breach in terms of this contract as it has adverse effect on the services to be rendered.**
- Service provider should have sound knowledge of applicable South African legislation and ensure compliance thereto.
- The contractor will be expected to attend weekly operational and monthly contract management meetings.
- In the event of non-performance by the supplier, Eskom reserves the right to cancel the contract immediately and replace with another service provider. All costs incurred as a result of such action will be recovered from the outgoing contractor.

## B) SECURITY OFFICERS

- All Security officers must be registered with PSIRA grade C and above.
- Security officers must be in possession of their PSIRA and company ID card at all times.
- All security officers must be unarmed at all times, unless otherwise stated/unless performing reaction/patrol activities.
- Armed security officers must possess firearm competency certificates (issued by SAPS) and carry it at all times.
- Armed security officers must always carry firearm permits as per the Firearm Control Act.
- Armed security officers must have completed SASSETA training on the specific firearms they are expected to use.
- Armed security officers should have undergone Regulation 21 training and continue to do so for at least once per year.
- Eskom reserves the right to have at its own costs, all security officers intended to be armed as per this contract, assessed in the safe handling and use of firearms before they may be deployed on Eskom sites. Assessments of additional security officers over and above the contracted numbers shall be at the contractor's costs. Eskom will assist as far as reasonably possible with the arrangement of the assessment either internally or with an Eskom preferred supplier.
- Eskom will provide at its own costs, a once off training of Security officers on alcohol screening for the exact number of security officers intended to be deployed in terms of this contract. Training of additional security officers over and above the contracted numbers shall be at the contractor's costs. Eskom will assist as far as reasonably possible with the arrangement of the training which shall be provided by the Eskom preferred supplier.
- Security officers will be expected to sign a declaration of secrecy, before commencements of their duties in terms of this contract.
- Security officers may be subjected to a screening process.
- Security officers should not have been convicted of any criminal offence and should disclose all pending criminal prosecutions against them. Non-disclosure of such will result in the officers' automatic removal from Eskom site or duties.
- Security officers should be able to read and write and express themselves well in English.
- Security officers may be required to undergo a polygraph tests as and when required.

- Security officers tasked as dog handlers must have been trained at an accredited institution and have appropriate qualification as dog handlers.
- Security officers expected to perform driving activities as part of their tasks should have undergone an Advance driver training at an accredited institution.
- Security officers will not be allowed to access IT networks registries, communication networks or any sensitive/zoned areas even when responding to alarms.
- Security officers should be trained on the Standard Operating Procedures (SOPs) relevant for their site of deployment and/or be made available for training by Eskom at no additional costs on any process or procedure necessary for them to do their duties. Proof of training must be kept on file and availed to Eskom on request.
- No security officers are to be deployed in terms of this contract, before undergoing necessary Eskom induction, training and assessments. Eskom reserves the right to remove such officers that have not complied with this requirement from their sites or duties as per this contract at the cost to the contractor.
- Eskom shall not pay additional costs for the transportation of guards to and from work.

### **C) SHIFTS**

- The security service is required 24 hours a day on a two shift cycle i.e. Day shift: 06:00 to 18:00 and Day shift: 18:00 to 06:00.
- A signed off reviewed list of Security officers deployed in terms of this contract must be provided on monthly basis, within 5 days prior to the commencement of the new month.
- The contractor is responsible to ensure that every shift complement is satisfied before commencement of the shift.
- Safe handling of firearms during shift changes must be adhered to at all times. The contractor must ensure that a procedure is put in place to that effect.
- Safes must be provided by the contractor for the safekeeping of firearms not in use.
- The Security Officers will be expected to do a pre-job / daily risk assessment and safety talks before commencement of every shift.

## **D) UNIFORM**

- Two (2) sets of uniform must be provided for the duration of the contract.
- Wearing of uniform is compulsory and as per PSIRA requirements. Corporate wear shall be worn at Office buildings and combat uniform for field work.
- Uniforms must always be clean and correctly worn. The uniform must be in good condition.
- The winter uniform should include a warm coat, boots, gloves and a beanie (wooden hat).
- Personal protective equipment (PPE) must include safety shoes, raingear and bullet proof vest (inclusive of the plates).
- Uniform will also include face shields where applicable, face masks and hand sanitizers.
- Bullet proof vests shall be worn as part of uniform by all security officers. Only Eskom shall indicate exclusions to this rule for certain sites or posts as per the site risk assessments; if applicable.
- For obvious hygiene and safety reasons, each Security officer must be issued with his/her own bullet proof vest.
- The use of bullet proof vests by security personnel in Distribution Limpopo is mandatory and is safety non-negotiable.
- New contractors shall procure and equip security officers with bulletproof vests as specified by Eskom Security at their own costs and shall manage the maintenance, upkeep and disposal of the vest for the duration of the contract.
- The required level of bulletproof vest is III/IIIA

## **E) FIREARMS**

- Only Eskom approved firearms namely; 9mm pistols, Rifles and Shot guns may be allowed for usage in terms of this contract. Revolvers are specifically excluded for usage as per this contract.
- Armed Security officers must have competency certificates for the specific firearm in possession thereof.
- Security Company is responsible for providing firearms, ammunition, firearm safe and registers as per Firearm Act.
- Only company firearms licensed in the security service providers name may be utilised as per this contract.
- The contractor must ensure provision of equipment/facilities for making firearms safe. A procedure to that effect, should also be in place.
- Each armed security officer must be provided with two full (ammunition) magazines.
- The service provider must ensure that security officer's private firearms are not utilised for their business purposes, in terms of this contract.

## **F) EQUIPMENT**

- The contractor must provide Security officers with necessary equipment to adequately perform their duties as per site Standard operating procedures and/or work instructions.
- The contractor must ensure that the status of all equipment is constantly checked, maintained, are always safe for usage and in an operational condition.
- The following equipment must be supplied unless otherwise stated:
  - Two way radios or company Push-to-talk (PTT) must be linked to Security Service provider/Contractor's control room (per site);
  - Firearms – as per Site specification;
  - Firearms safe – as per SAPS & SABS specifications;
  - Torches, batteries/chargers (minimum of two cells);
  - Spot lights for Crime prevention patrols;
  - Batons – where firearms are not required
  - Pocket book, black and red pen.
  - It is not mandatory for contractors to have the electronic clocking system.
  -

## **G) VEHICLES**

- The contractor must ensure that vehicles suitable for all environments are provided where vehicles are required for the provision of the security services.
- All vehicles are to be fitted with a vehicle tracking device and be tracked 24 hours from a control room.
- Movement reports are to be provided to Eskom on weekly basis and as and when required.
- The correct number of vehicles must always be available 24/7. When vehicles are taken for maintenance, a replacement vehicle must be provided at contractors costs.
- All vehicles must start off each shift with a full tank (fuel).
- All vehicles must be registered under the contractors name and be branded with the contractors' company name.
- The contractor is expected to comply with Eskom standards, policies and procedures regarding maintenance and usage of vehicles.
- No passengers shall be carried at the back of bakkies not designed and SABS approved for such purpose.
- Utility vans, sedans, SUV's, and Combis will not be accepted as patrol vehicles.
- Only 4X2 bakkies or pickup will be accepted.
- Distribution Limpopo , vehicle-patrolling services shall be paid on a fixed monthly vehicle cost.
- The transportation of security guards to and from their workplace/posts solely rests with the Contractor. Eskom will not pay for such services.

## **H) COMMUNICATION**

- Communication between security control room and Security officers must be adequate, reliable and sustainable.
- All guards posted on sites must be issued with fully functional panic buttons linked to the Company control room and reaction vehicles monitored for 24 hours
- The contractor must provide radio or Push-to-talk (PTT) communication between the deployed officers and Contractor control room. Cellular phones may only be provided as a secondary communication measure.
- Radio or PTT communication must be established between deployed security officers and the contractor control room immediately and without hassles.
- Communication between the Contractor control room and Eskom Control room must be established immediately without delays.
- Patrolling security officers must be in radio/ PTT contact at all times to ensure safety and effective service delivery.
- PTT cannot be used for dual functions, communication and as panic button.
- Communication between Security officers, control room, supervisors, and Eskom representatives must be recorded in an Occurrence book for later reference.
- Security officers must be supplied with clear and precise work instructions and radio/PTT communication procedures to ensure effective communication.
- All contact lists must be reviewed on a monthly basis, dated, signed and provided at all sites.

## **PANIC ALARM PACKAGES SPECIFICATIONS**

- Panic buttons must be linked to the transmitter installed inside the guardhouse and inside the patrol vehicles, with the capacity to communicate/send signals to the company control room.
- Each panic should be issued to each security guard on duty and these panic buttons should be equivalent to the number of security guards deployed on duty
-

## **MULTI POINT GUARD MONITORING SYSTEM**

### **Features**

- Guard points configurable using the keypad.
- Up to 5 unique supervisor tags.
- Between 1 and 16 guarding points.
- Complete event history (up to 20K events) accessible from keypad.
- Uniquely identifiable passive tags with built in real time clock.
- Respond to any event with SMS, radio, GPRS, sound, display or printout.
- Remote control panic alarm.
- Built in backup battery.

## **WIRELESS PANIC PACKAGE**

### **Features**

- Hi-powered repeater
- Up to 8 intelligent repeaters per site
- Full talk-through facility
- Can repeat 433 MHz code hopping formats
- Integrated standby backup battery
- Plug and play installation
- On-board serial port
- Double simcard operation
- Remote control Panic alarm
- NB: All systems go with MINIBASE system connected to the Control room

## **I) ARMED REACTION TEAMS**

- The control room operator must despatch armed reaction teams to respond to emergencies upon the receipt of panic button signal.
- Armed reaction teams will consist of the following:-
  - The company's armed reaction team as per the contract.
  - The Local SAPS
  - Eskom Security Officer on standby
- The control room operator must declare details of vehicles to be used by armed reaction teams to the local SAPS for identification purposes.
- The control room operator must enter all transactions related to the incidents and make them available for investigation purposes.

## **J) SECURITY REGISTERS**

- The Security Service provider will be required to provide with the Occurrence books, Visitors and After-hours register.
- Occurrence book to be correctly completed by Security officers and supervisors listing all occurrences and visits on site.
- Visitors register to be completed daily and filed on site for future reference and pages must be numbered.
- Contractor must ensure that quality registers are provided. Register must remain bonded, with no loose pages.
- Accurate records of all occurrences are to be kept for a minimum of 12 months post the occurrence and should be made readily available to Eskom at any time.

## **K) INCIDENTS REPORTING AND INVESTIGATION**

- All incidents and response to incidents must be handled according to the relevant Standard Operation Procedures and/or work instructions for each site.
- All incidents and response must be immediately reported to the Eskom control room.
- The SAPS must be contacted immediately only for criminal incidents or suspected on-going criminal activities.
- Weekly and monthly status reports are to be supplied by the service provider.
- The contractor is to ensure that all involved personnel are available for relevant court proceedings, incident investigations and assist Eskom and the SAPS in their investigations as and when required.
- All incidents (including incidents in terms of the Occupational Health and Safety Act), should be reported within 24 hours and a preliminary investigation report provided within 24 hours as well as a final Incident investigation report within seven (7) days.

## **L) SAFETY REQUIREMENTS**

- Transportation of injured person on vehicles not suitable for the purpose is totally prohibited. The Service Provider is encouraged to make use of the services of the Eskom contracted Emergency service provider, as far as it is practically possible.
- All vehicles utilized to transport staff, must be fitted with SABS approved seatbelts.
- All Security officers should receive a safety induction before they can be deployed on Eskom sites.
- Safety recommendations following an incident shall be implemented by all Security Service providers to prevent further reoccurrences at any of the Eskom site, as per allocated timeframes.
- Open fires, the use of bar heaters and hotplates as heaters at Eskom sites, is totally prohibited
- Security officers should observe the provisions of the Criminal procedure Act and all relevant legislation regarding the use of minimum force. Security officers should at all-time use minimum force sufficient to bring the situation under control and such force shall cease as soon as the situation is brought under control. No deliberate assault on suspects will be condoned.

## **M) ENVIRONMENTAL REQUIREMENTS**

- Where there are no existing facilities, service providers shall provide Security officers with potable water and shelter.
- **NEC Environmental Conditions:**
  - Contractor to provide letter from Municipality providing confirmation that they will accept the effluent
  - Evidence of disposal indicating quantities/volume of effluent
  - Permit of WWTP (Waste Water Treatment Plant)-Contractor can source from Municipality or Companies that are registered with municipalities

## **N) QUALITY REQUIREMENTS**

- A quality control plan (QCP) relevant to the task order scope to be compiled and submitted to the assigned project manager prior task execution for armed response and escorting services.

## **O) INSPECTIONS / SITE VISITS AND LEADERSHIP VISIBILITY**

- Eskom will carry out random inspections and evaluation visits.
- The Directors of Security Companies must visit sites at least 2 times per month and submit the report to the Eskom.
- As part of the above visits, Security officer may be taken off site for practical and theoretical evaluation at a suitable location.
- Eskom reserves the right to visit and conduct inspection of the contractor's control rooms and carry out evaluation at any random time.
- The security contractor must comply fully with all legislation, Eskom policies, standards and procedures.
- The Eskom reserves the right, to order the removal of a Security officer(s) who has been found not to be competent or negligent in his duties.
- No security officers are to be deployed on Eskom sites or as per this contract without written confirmation from Eskom that they have satisfied the stipulated minimum requirements as per this contract.

## **P) DOCUMENTATION**

The following documentation is to be supplied by the security service provider at least four (4) weeks before a Task Order can be issued and commencement of the contract.

- List of all potential security officers intended to be deployed on Eskom sites in terms of this contract.
- Certified ID copies and PSIRA certificates of all security officers.
- Certified copies of firearm competency certificates of the security officers.
- List of all firearms to be used and certified copies of the licenses.
- Certified copies of all Security officers' firearm competency certificates.
- Certified copies of SASSETA training certificates for all armed Security officers.
- Certified copies of the company and Directors PSIRA registrations certificates.
- Criminal check records as proof that the Security officers have not been convicted of any criminal offence.
- Certified copies of Advanced driving course, where applicable.
- Certified copies of computer training certificates, for control room operators.
- Certified copies of control room operations training
- Certified copies of the drivers licence for all drivers.
- Certified copies of Dog handlers training certificates for all handlers.
- A list of all vehicles and maintenance records for vehicles to be used as per this contract.
- Driver risk profiles must be submitted for every driver as per this contractor.



- A compressive risk assessment and a site risk assessment report for all sites.
- Emergency Preparedness and response procedure with relevant contact details.

#### **Q) EQUIPMENT LIST PER SITE.**

- Standard operating procedures per site to include the following but not limited to and should be approved by Eskom representative before application:
  - Wearing of uniform standard.
  - Communication procedure.
  - Firearm handling procedure.
  - Shift changes schedule.
- Failure by the Security Service providers to provide with the above requirements at the stipulated time period may result in immediate termination of the services and appointment of another service provider.

#### **LEGISLATION KNOWLEDGE AND COMPLIANCE**

- Income Tax Act, Act 58 of 1962
- Firearms Control Act, Act 60 of 2000
- Public Liability Insurance
- Basic Condition of Employment Act
- Private Security Industry Regulation Authority Act
- To act as authorized officers in terms of the Control of Access to Public Premises and Vehicles, Act 53 of 1985
- Occupational Health and Safety, Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Companies' Act or Registration with CIPRO

#### **THE COMPANY MUST COMPLY WITH THE FOLLOWING:**

- Reliability checks by relevant National Intelligence structures, security screening of security officials and signing of declaration of secrecy by security officials
- Adherence to all internal security policies and procedures of Eskom including Standard Operating Procedures (SOP)
- Contract security officers must not be allowed to access IT networks registries, communication networks or any sensitive/zoned sites when responding to the alarm
- To sign a Service Level Agreement with reference to Performance Standard Agreement and Non-performance Punitive Clauses
- In the event of non-performance by the contractor, Eskom Distribution Limlanga Cluster-Limpopo reserves the right to cancel the contract immediately and replace that contractor
- All cost incurred as a result of such action will be recovered from the contractor
- Security officers must always present an acceptable image and appearance
- Agree on reference checks
- Report any breach at any of the Eskom sites and infrastructure.
- Accurate records of all occurrences are to be kept safe for the period of the contract and should be made readily available for inspection at any time by Eskom Security Manager
- Non-conformance reports to be issued by Eskom if the contractor fails to comply with the contract

## REQUIREMENTS

- A monitoring device to be installed by the contractor on Eskom Property to indicate the time that the contractor responded to the alarm.
- The monitoring device to be installed and be linked directly to Company Control Room.
- Document to be submitted to Eskom to indicate how the contractor will respond to the alarms.
- Reports to be sent on a weekly basis to Eskom.

## SUBCONTRACTING AND ASSIGNMENTS

- The contract shall not be assigned or subcontracted in whole or in part, by the service provider without prior approval from ESKOM. Any attempted assignment or subcontracting hereunder without the prior written consent of ESKOM shall be void.

## TASK ORDERS

- No Emergency work is to commence before a Task order with a SAP Order number has been supplied to the contractor by Eskom and such Task order is signed by the supplier and returned to Eskom.

## NON-CONFORMANCE

- Non-conformances are to be issued by Eskom should the Service provider fail to comply with the contract terms.
- After the three (3) non-conformance, contractual management process shall be ensued which will include the suspension of company.

## Specifications

Title	Date or revision	Tick if publicly available
<b><u>General Specifications:</u></b>		
Health and Safety requirements	Latest	
Environmental requirements	Latest	
Site regulations and access control	Latest	
<b>Environnemental Management</b>	<b>Latest</b>	
Environnemental Management Programme (EMP) Procedure SHEQ Policy		
<b>Quality</b>	<b>Latest</b>	
Quality Requirements for the Procurement of Assets, Goods & Services		

<b>Safety</b>  Occupational Health and Safety Requirements to be met by Contractors and Subcontractors Employed by Eskom. Co-ordination of Safety on Capital Projects. Standard applicable to Contractors working in Close Proximity to Live Apparatus	<b>Latest</b>	
Management of Substance Abuse	<b>Latest</b>	
<b>Business Conduct</b> Suspending Suppliers from Eskom's Supplier Lists Eskom Business Conduct Policy and Guidelines Declaration of Conflict of Interest Copies of the abovementioned documents are not attached but are available from Eskom's Tender Advise Centre, Clare Loittering, (031) 710 5429	<b>Latest</b>	

## Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
	None

## Management strategy and start up.

### The *Contractor's* plan for the *service*

## Management strategy and start up.

### 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 required	Service Manager's office	Both parties
Overall contract progress and feedback	As required	Service Manager's office	Both parties

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service 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.

## Contractor's management, supervision and key people

N/A

## SUPPLIER DEVELOPMENT LOCALIZATION & INDUSTRIALIZATION TARGETS

**Skills Development** Tenderers who complete and submit the undertaking as required, but who do not meet Eskom's targets, will not be disqualified. SD&L undertakings do not form part of scoring but commitments will form part of contractual obligations

Tenderers who complete and submit the undertaking as required, but who do not meet Eskom's targets, will not be disqualified. SD&L undertakings do not form part of scoring but commitments will form part of contractual obligations			
<u>Enterprise or Supplier Development</u>			
The main contractor will be required to propose development in the following areas;			
<b>Support Description</b>		<b>Tenderer Proposal</b>	
Not applicable			
<u>Job Opportunities</u>			
Successful tenderers will be required to report on the number of Jobs to be created and/or retained from this contract.			
<u>Skills Development</u>			
Tenderers are required to up skill PSIRA Grade C guards to PSIRA Grade B as follows:			
<b>Cluster</b>	<b>Category</b>	<b>Eskom Target</b>	<b>Tenderer's Proposal</b>
Borwa Bokone Sector	PSIRA Grade B	12	
<u>Other Initiatives</u>			

### SDI&L Penalty and Performance Security

- Eskom will apply a penalty of 2.5% of the Contract Value for failure to meet SDL&I obligations.
- For the duration of the contract, Eskom will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&I Obligations. The retained amounts shall only be released to the Contractor upon fulfilment of all SDL&I obligations at the end of the contract.

### Reporting and Monitoring on SDL&I

- The suppliers shall on a bi-annual basis submit a report to Eskom in accordance with Data Collection Template on their compliance with the SDL&I obligations described above.
- Eskom shall review the SDL&I reports submitted by the suppliers within 60 (sixty) days of receipt of the reports and notify the suppliers in writing if their SDL&I obligations have not been met.
- Upon notification by Eskom that the suppliers have not met their SDL&I obligations, the suppliers shall be required to implement corrective measures to meet those SDL&I

obligations before the commencement of the following report, failing which Retention clauses shall be invoked.

- Every contract shall be accompanied by the SDL&I Implementation Schedule which must be completed by the suppliers and returned to SDL&I representative for acceptance 28 days after contract award.

## **Provision of bonds and guarantees**

N/A

## **Documentation control**

All contractual Documentation must have relevant contract number and Purchase Order Number as reference as per Eskom Holdings SOC Ltd Standards . Contractual communications will be in the form of properly compiled letters, letters attached to emails, emails, NEC3 template and urgent contractor meetings can be in the form of sms. The use of sms's, emails does not override the use of applicable and relevant NEC3 standard templates, forms and Eskom Holdings SOC Limited procedures.

## **Invoicing and payment**

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

The *Contractor* shall address the tax invoice to \_\_\_\_\_

and include on each invoice the following information:

Name and address of the *Contractor* and the *Service Manager*;

The contract number and title;

*Contractor's* VAT registration number;

The *Employer's* VAT registration number 4740101508;

Description of service provided for each item invoiced based on the Price List;

Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

(add other as required)

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

Within one week of receiving a payment certificate from the *Service Manager* the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

## **Contract change management**

For any change in scope, such changes must be treated as Compensation Events.

## **Records of Defined Cost to be kept by the *Contractor***

In order to substantiate the Defined Cost of compensation events, the *Employer* may require the *Contractor* to keep records of amounts paid by him for people employed by the *Contractor*, Plant and Materials, work subcontracted by the *Contractor* and Equipment. A site diary will be required.

## **Insurance provided by the *Employer***

The insurance provided by the Employer, is addressed under the contract data.

## **Training workshops and technology transfer**

To be advised by the Service Manager, as required

## **Design and supply of Equipment**

N/A

## **Things provided at the end of the *service period* for the *Employer's* use**

### **Equipment**

As per Task Order

### **Information and other things**

As per Task Order

## **Management of work done by Task Order**

**NB: No work that falls outside the approved scope of works will be undertaken without a Task Order.**

## **Health and safety, the environment and quality assurance**

### **Health and safety risk management**

In addition to the requirements of the laws governing health and safety, Eskom may have some additional requirements particular to the *service* and the Affected Property for this contract. The text below provides for these being attached as an Annexure to this Service Information. PLEASE ALSO READ CORE CLAUSE 27.4 TOGETHER WITH Z7 IN THE ADDITIONAL CONDITIONS OF CONTRACT TO MAKE SURE THAT WHATEVER IS INCLUDED IN THE ANNEXURE FOLLOWS ON FROM THOSE CLAUSES.

The Divisional/Regional Safety Risk Manager or his representative having jurisdiction over the *service* must provide the relevant safety, health and environmental (SHE) criteria for incorporation into this Service Information. The SHE specification / scope must be signed off by the Divisional/Regional Safety Risk Manager or his representative confirming that the applicable safety criteria have been taken into account.

The Commodity Manager / Buyer must refer the tender to the Divisional/Regional Safety Risk Manager or his representative in order to evaluate against enquiry-specific safety criteria.

The Divisional Safety Risk Managers who will be responsible for the allocation of resources to assist P&SCM with the above processes are as follows:

- Distribution: Alex Stramrood

The *Contractor* shall comply with the health and safety requirements contained in Below Form to this Service Information.

## **Environmental constraints and management**

The *Contractor* shall comply with the environmental criteria and constraints stated in Annexure \_\_\_\_\_

### **Guidelines of Compiling an Environmental Policy**

#### **Environmental policy**

The environmental policy is the driver for implementing and improving the organization's environmental management system so that it can maintain and potentially improve its environmental performance. The policy should therefore reflect the commitment of top management to comply with applicable laws and to demonstrate continual improvement. The policy forms the basis upon which the organization sets its objectives and targets. The policy should be sufficiently clear to be capable of being understood by internal and external interested parties and should be periodically reviewed and revised to reflect changing conditions and information.

**Top management shall define the organization's environmental policy and ensure that it:**

Top management includes people on site, at head office, or any member of a controlling group designated to be management of the organization.

A site or an operating unit does not need to document its formal adoption of a corporate environmental policy if the corporate policy, as defined by its scope, applies to the site or operating unit. In addition, the corporate policy will need to be adequately specific to the site or operating unit.

*If the site or corporate policy is modified to suit the site or operating unit, then these changes must be documented.*

**a) is appropriate to the nature, scale and environmental impacts of its activities, products or services;**

for example, an organization involved in activities with a high environmental risk (for example, scheduled processes) would be expected to provide more specific undertakings in its environmental policy than an organization involved in low risk activities. The environmental policy should also address the different types of environmental impacts of the organization's activities, products or services.

This does not imply that all environmental impacts be addressed in the policy but that the framework of the policy covers all significant impacts (see 4.2 d).

**b) includes a commitment to continual improvement and prevention of pollution;**

The words "continual improvement" and "pollution prevention" do not need to be explicitly mentioned as long as similar words are used or there are clear statements in the policy that directly address pollution reduction (for example, waste minimization, source reduction and cleaner technologies) and continual improvement. Pollution prevention is more than just pollution control and requires preventive measures, instead of only control.

**c) includes a commitment to comply with relevant environmental legislation and regulations,**

Compliance with all relevant legislated and other requirements (National, provincial and local) is a minimum requirement for certification.

*Exceptions to this are where:*

- a) *The authorities have been informed of the non-compliance in writing;*
- b) *A corrective action programme is in place;*
- c) *Evidence is available that the authorities have accepted the corrective action programme;*
- d) *Evidence is available that the corrective action programme is being implemented.*

Where a permit for a process of the organization has expired and the organization can provide evidence of due diligence, for example, records of telephone calls, faxes to the regulator or minutes of meetings with the regulator showing that they are in the process of applying for new permits.

The word comply does not need to be explicitly mentioned in the environmental policy, as long as there are similar words (for example, adhere to, in accordance with) clearly communicating commitment to compliance with legislation and regulations.

**d and with other requirements to which the organization subscribes;**

The "other requirements" may include:

- a) Industry initiatives, non-regulatory guidelines or codes of practice such as Responsible Care or more general environmental initiatives such as the business Charter for Sustainable Development to the extent that the organization has formally adopted them;
- b) Agreements with public authorities;
- c) Formal management systems such as SABS ISO 9001/2, NOSA and ISRS; and
- d) Corporate or Head office requirements.

If an organization subscribes to other requirements (as in 4.2(c) a) and b) above in their environmental policy then:

- 1) The certification body will verify compliance with these requirements;
- 2) Compliance with those requirements will not be included in the scope of the certificate; and
- 3) Non-compliance with these requirements could provide grounds for not granting certification.

If an organization subscribes to other requirements (as in 4.2(c)) c) above then the certification body will only verify compliance with the SABS ISO 14001 requirements and not to those other formal

management systems. (An exception to this is where the organization requests a combined SABS ISO 14001 and SABS ISO 9000 certification assessment/audit).

**e) Provides the framework for setting and reviewing environmental objectives and targets;**

The policy should be sufficiently detailed to provide a yardstick against which the organization's environmental performance can be evaluated.

*The policy wording must be specific enough so that specific objectives and targets can be formulated from it by the organization in order to implement the policy.*

**f) Is documented, implemented and maintained ...**

The policy can be documented in any form (i.e. paper or electronic).

All the requirements of SABS ISO 14001 shall be addressed and an organization cannot elect to omit any of these requirements from its environmental management system.

Policies tend to set long-term goals.

The policy should be periodically reviewed and revised in response to new information and changing circumstances.

*The policy must be reviewed periodically – at least annually.*

It is not expected that the policy be reissued annually. A well-developed policy can effectively drive the organization's environmental management system for several years.

**g) ... and communicated to all employees;**

Communication involves both the transmission and the understanding of the policy.

Communication mechanisms can include posting the policy in common areas, distributing it by memo, and reviewing it at staff or "toolbox talks" meetings.

A person's level of knowledge of the policy should be proportional to his/her level of responsibility in the environmental management system i.e. senior staff responsible for ensuring implementation need a greater knowledge of the policy than personnel at shop-floor level. In the South African context, unskilled, illiterate workers cannot be expected to have in-depth knowledge of the contents of the environmental policy, however all employees are expected to have an idea of the concepts of the environment, why it is important to protect the environment, and of their role in achieving this (see also 4.4.2).

**h) is available to the public**

*The policy must be available to any interested party on request.*

The words "is available" do not necessarily mean that the organization has to pro-actively distribute the policy to the public. The organization should however make the public aware of the fact that the policy is available.

A mechanism should be in place to have the policy available to the public.

**i) Key component of the policy**

The policy provides an environmental purpose and set of values for the organization to follow.

The policy should:

- a) Be relevant and straightforward;
- b) Relay that protection of the environment is a top priority of the organization;
- c) Show commitment to continued improvement of environmental performance and compliance with the laws and regulations;
- d) Clearly specify which organizational activities are covered by the statement;
- e) Be a natural jumping-off point for setting environmental objectives and targets;
- f) Provide a framework for assessing progress made with the targets and objectives that are oriented towards minimizing environmental impacts.

**j) Communication, promotion and support of policy**

The policy statement will be totally ineffective if the commitment it contains is not communicated, made available, promoted and supported by all. It is important to note that the policy:

- a) Should be available to all employees in the organization;
- b) Should be communicated repeatedly after a period of time as a reminder;
- c) Should be made available to the public;
- d) Should be promptly provided whenever a copy is required;
- e) Should be signed by top management to show commitment and support.



Repeated exposure is the key to communicating the policy effectively thus it can be posted, communicated through news letters or sent to desktop personal computers.

### **Quality assurance requirements**

As per scope of works.

## Procurement

### People

#### Minimum requirements of people employed

N/A

#### BBBEE and preferencing scheme

Where a change in the *Contractor's* legal status, ownership or any other change to his business composition or business dealings results in a change to the *Contractor's* B-BBEE status, the *Contractor* notifies the *Employer* within seven days of the change

### Subcontracting

#### Preferred subcontractors

The NEC Engineering & Construction Short Contract refers:  
Contractors are requested to submit names of proposed "Subcontractors" to be utilized on this project.  
Contractors are advised that only Eskom Approved Consultants and Contractors who have completed the necessary Eskom Contractor Training & Accreditation may be used.

Subcontractor	Section of Work to be Subcontracted	Vendor No.

#### Subcontract documentation, and assessment of subcontract tenders

As per Terms and Conditions of NEC Term Services Contract

#### Limitations on subcontracting

Tenderers are not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher BBBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

#### Attendance on subcontractors

None

### Plant and Materials

#### Specifications

As per Task Order

#### Correction of defects

Defects to be corrected within 1 Week

**Contractor's procurement of Plant and Materials**

Material to be procured Locally, from Eskom approved Supplier.

**Tests and inspections before delivery**

The inspection to be done by the Service Manager

**Plant & Materials provided "free issue" by the *Employer***

N/A

**Working on the Affected Property**

The Contractor must adhere the OHSA Act.

***Employer's* site entry and security control, permits, and site regulations**

As per the scope of works.

**People restrictions, hours of work, conduct and records**

As per the scope of works.

**Health and safety facilities on the Affected Property**

As per the scope of works.

**Environmental controls, fauna & flora**

This sub-paragraph may not be required in a service contract or if these matters are dealt with in the general environmental requirements referred to in section 3 above.

**Equipment provided by the *Employer***

None

**Site services and facilities****Provided by the *Employer***

Site

**Provided by the *Contractor***

As per Task Order.

## Control of noise, dust, water and waste

The Contractor to adhere to Environment Management Act.

## Hook ups to existing works

The Contractor to adhere to Eskom life saving rules.

## Tests and inspections

### Description of tests and inspections

N/A

### Materials facilities and samples for tests and inspections

N/A

## List of drawings

### Drawings issued by the *Employer*

Drawing number	Revision	Title
		N/A

### Access to the Eskom Web Page

All contractors must make sure that they can access Eskom Web page at any given time to get the latest drawings and specifications before commencement of any task. Web Access applications can be done through the assistance of Brenda Morrison @ 011 629 5266 or [MorrisEF@eskom.co.za](mailto:MorrisEF@eskom.co.za)

### Acknowledgement of Web Access/and or application for Web Access

I .....do hereby acknowledge having/applied for access to the Eskom Distribution Website with all Distribution Procedures, Standards and Drawings as they will be listed in the index of the Task Order documents.

I undertake to study and abide by these requirements at all times. If for any reason I cannot access or open any of the files on the web, I will contact the *Employer* immediately.

Contractors Signature: .....

Signed at: ..... on the ..... day of .....

**SECTION 37(2) AGREEMENT CONCLUDED BETWEEN ESKOM HOLDINGS SOC LIMITED**  
(Hereinafter referred to as Eskom)

**AND**

.....  
**(Name of contractor/supplier)**

I, .....[(name)representing  
..... [insert name of contractor/supplier], do hereby  
acknowledge that ..... [insert name of contractor/supplier] is an  
employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of  
1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant  
used in accordance with the provisions of the Act.

I undertake that ..... [insert name of contractor/supplier] shall strictly  
adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and  
Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service .....[insert brief  
details of project/service, for example, name, contract/project number] .....  
and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between  
..... [insert name of contractor/supplier] and Eskom, which  
will ensure compliance by ..... [insert name of contractor/supplier]  
with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver  
of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of  
any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification,  
waiver, or consent shall be effective

<b>Occupational Health and Safety Act: Section 37(2) Agreement - Form</b>	<b>Document Identifier</b>	<b>240-77037682</b>	<b>Rev</b>	<b>1</b>
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only in the specific instance and for the specific purpose and to the extent for which it was made or given.  
This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the  
requisite authority to do so.

Signed this ..... day of ..... 20 ..... at

..... (Place)

(Full name)..... (Signature) .....on

behalf of ..... **(supplier/contractor)**

**Contractor Responsible Manager** (responsible for signing the Eskom contract on

behalf of the contractor)

Witnesses

1. ....

2. ....

Signed this ..... day of ..... 20.....

at ..... (Place)

(Full name)..... (Signature).....on

Behalf of **Eskom Holdings SOC Limited.**

**(Contracts and/or Project Manager or Eskom's representative)**

Witnesses

1. ....

2. ....

**TABLE 1: Schedule of Deficiencies and Penalties**

Item	Deficiency	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence	Comments
1	Guards not posted on duty as agreed, i.e. short posting	50% of shift payment for all Grades. One shift payment deducted Written notification of non - performance or non-conformance to the signed contract	Double shift payment for all grades <i>Eskom Security Manager must call for a meeting with the security contractor owners.</i>	Termination of contract agreement	Depending on the severity of the case, a contract may be terminated even if it is a first offence. Apart from any warnings or fines, the SC must rectify the deficiency within one hour of notification.
2	Guards intoxicated or under the influence of liquor / drugs	SC must replace security guard Guard(s) shift cost	Replacing guard + written notification of non- compliance <i>Eskom Security Manager must call for a meeting with the security contractor owners.</i>	Service provider must remove the guard and replace him / her (that guard must never be used on an Eskom site again) + letter of non-performance.	If this practice continues, the contract must be terminated.
3	Refusal to comply with lawful instructions	SC must remove the security guard immediately and replace him / her within two hours	SC must remove the security guard immediately and replace him / her within two hours. A non-performance letter must be issued to the company. <i>Eskom Security Manager must call for a meeting with the security</i>	Service provider must remove the guard and replace him / her (that guard must never be used on an Eskom site again).	If this practice continues, the contract must be terminated.

			<i>contractor owners.</i>		
4	Sleeping on duty /deserting the post /negligence in the performance of his /her duties/eating at post/reading newspaper at post/listening to the radio/Earplugs	Sleeping on duty – removing the guard from the site and deduction of shift payment. Deserting post – deduction of shift Neglecting duties – guards must be warned	Contractor must remove the guard from the site. Shift payment deducted + letter of non-performance <i>Eskom Security Manager must call for a meeting with the security contractor owners.</i>	Service provider must remove the guard and replace him / her (that guard must never be used on an Eskom site again)	If this practice continues, the contract must be terminated.
5	Guard late for duty	Verbal or written warning to the company	One shift payment deducted. Guard must be replaced	Contractor must remove the guard and replace him / her (that guard must never be used on an Eskom site again) <i>Eskom Manager must call for a meeting with the security contractor owners.</i>	If this practice continues, the contract must be terminated.
6	Invalid / illegal firearm permits	Written warning to the guard or company No payment for the lacking / defective item(s)	Written warning about defective / lacking item(s) + non-performance letter to the company	Final warning – Manager calls the SC owner and hands him the letter (7 days notice to rectify the situation)	If this practice continues, the contract must be terminated.
7	Guard(s) unable to carry out duties effectively (not trained to work on this site)	SC must replace the security guard(s) immediately.	Final written warning SC must replace security guard(s) No payment	<i>Eskom Security Manager must call for a meeting with security contractor</i>	Apart from any warnings or fines, the SC must rectify the deficiency

				owners. Contract agreement must be terminated.	within one hour of notification
8	Loss of any Eskom equipment or tools	Investigation must be conducted by Eskom Security and the security service provider	Depending on the severity of this case, final written warning or termination of the contract.	<i>Eskom Security Manager must call for a meeting with the security contractor owners. Contract agreement must be terminated.</i>	When there is a loss, at any time, the service provider will be liable for payment of the loss
9	Posting security officers without the knowledge of the client	50% of shift payment	Full shift payment	<i>Eskom Security Manager must call for a meeting with the security contractor owners. Contract agreement must be terminated for repeat offences</i>	If this practice continues, the contract must be terminated.
10	Failure to relieve security officers at end of shift/duty	50% of shift payment	Full shift payment	<i>Eskom Security Manager must call for a meeting with the security contractor owners. Contract agreement must be terminated</i>	If this practice continues, the contract must be terminated.
11.	No functional panic button on site.	Written warning to the company	Written warning about defective / lacking item(s) + non-performance letter to the company	Final warning – Manager calls the SC owner and hands him the letter (7 days notice to rectify the	If this practice continues, the contract must be terminated.



				situation)	
12	SO not wearing bullet proof vest. Vests worn without plates and wearing of non-level 3 bullet proof vests will be deemed as no bullet proof vest was worn.	50% of shift payment for all Grades. One shift payment deducted Written notification of non - performance or non-conformance to the signed contract	Double shift payment for all grades <i>Eskom Security Manager must call for a meeting with the security contractor owners.</i>	Termination of contract agreement	Depending on the severity of the case, a contract may be terminated even if it is a first offence. Apart from any warnings or fines, the SC must rectify the deficiency within one hour of notification.
13	SO not armed in one shift.	50% of shift payment for all Grades. One shift payment deducted Written notification of non - performance or non-conformance to the signed contract	Double shift payment for all grades <i>Eskom Security Manager must call for a meeting with the security contractor owners.</i>	Termination of contract agreement	Depending on the severity of the case, a contract may be terminated even if it is a first offence. Apart from any warnings or fines, the SC must rectify the deficiency within one hour of notification.
14	Non submission of vehicle tracking reports.	Written warning to the company	Written warning about defective / lacking item(s) + non-performance letter to the company	Final warning – Manager calls the SC owner and hands him the letter (7 days notice to rectify the situation)	If this practice continues, the contract must be terminated.
15	Non submission of site inspections reports by Crime	Written warning to the company	Written warning about defective / lacking item(s) +	Final warning – Manager calls the SC owner	If this practice continues,

	prevention and response team.		non-performance letter to the company	and hands him the letter (7 days notice to rectify the situation)	the contract must be terminated.
16	Late reporting of patrol teams at designated reporting site.	Written warning to the company	One shift payment deducted. Guard must be replaced	Contractor must remove the guard and replace him / her (that guard must never be used on an Eskom site again) <i>Eskom Manager must call for a meeting with the security contractor owners.</i>	If this practice continues, the contract must be terminated.
17	SO not wearing proper uniform items or uniform is worn out.	Written warning to the company	One shift payment deducted. Guard must be replaced	Contractor must remove the guard and replace him / her (that guard must never be used on an Eskom site again) <i>Eskom Manager must call for a meeting with the security contractor owners.</i>	If this practice continues, the contract must be terminated.
18	Unavailability of patrol teams on call out.	50% of shift payment for all Grades. One shift payment deducted Written notification of non - performance or non-conformance to the signed	Double shift payment for all grades <i>Eskom Security Manager must call for a meeting with the security contractor owners.</i>	Termination of contract agreement	Depending on the severity of the case, a contract may be terminated even if it is a first offence. Apart from any warnings or fines, the SC

		contract			must rectify the deficiency within one hour of notification.
19	Late reporting of Injuries	Written warning to the company	Written warning about defective / lacking item(s) + non-performance letter to the company	Final warning – Manager calls the SC owner and hands him the letter (7 days notice to rectify the situation)	If this practice continues, the contract must be terminated.
20	Failure to submit Investigation Report within stipulated time	Written warning to the company	Written warning about defective / lacking item(s) + non-performance letter to the company	Final warning – Manager calls the SC owner and hands him the letter (7 days notice to rectify the situation)	If this practice continues, the contract must be terminated.
21	Failure to submit the Medical records	Written warning to the company	Written warning about defective / lacking item(s) + non-performance letter to the company	Final warning – Manager calls the SC owner and hands him the letter (7 days notice to rectify the situation)	If this practice continues, the contract must be terminated.
22	Failure to close the recommendations within stipulated time	Written warning to the company	Written warning about defective / lacking item(s) + non-performance letter to the company	Final warning – Manager calls the SC owner and hands him the letter (7 days notice to rectify the situation)	If this practice continues, the contract must be terminated.