PART 3: SCOPE OF WORK

C3.1: *PURCHASER'S* GOODS INFORMATION

Contents

1 Overview and purpose of the *goods* and *services*

Apollo & Cs Departments are faced with shortage or unavailability of drinking water especially when on site. Therefore, to mitigate this, a decision was made to supply fresh and clean water to the staff.

2 Specification and description of the *goods*

Supply and deliver of 1.5L & 500ml of bottled drinking water

Item nr	Description	Unit	Quantity	Rate	Price
1.	Secondary Plant	1.5L	4 800		
2.	Lines and Servitude	500ml	42 840		
3.	Aviation	1.5L	56 550		
4.	Compliance	500ml	14 400		
5.	Apollo (Meetings)	500ml	5 760		
6.	Bele Bela Live Line office	1.5L	31 200		
7.	Cradock Live Line office	1.5L	22 000		
8.	Simmerpan Live Line office	1.5L	36 000		
9.	Stirland Live Line Office	1.5L	38 500		
10.	Newcastle Live Line Office	1.5L	30 000		
11.	Kimberly Live Line Office	1.5L	40 000		
12.	Witbank Live Line Office	1.5L	26 400		

2.1 *Purchaser*'s design

Not applicable to this contract.

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

Not applicable to this contract.

2.3 Other requirements of the *Supplier*'s design

Not applicable to this contract.

2.4 Use of *Supplier*’s design

Not applicable to this contract.

2.5 Manufacture & fabrication

Bottled and packed for easy storage.

2.6 Factory acceptance testing (FAT)

Not applicable to this contract.

2.7 Other tests and inspections and commissioning in place of use

Not applicable to this contract.

2.8 Operating manuals and maintenance schedules

Not applicable to this contract.

3 Supply Requirements

1. The requirements for the supply are	Supply and delivery of 1.5L & 500ml of bottled drinking water	
2. The requirements for transport are	Delivery is included	
3. The delivery place is	Deliver to various sites as per the Order.	
4. Actions of the Parties during supply	**Action**	**Party which does it**
	Giving notice of Delivery	Supplier
	Checking packing and marking before dispatch	Supplier
	Contracting for transport	Supplier

	Pay costs of transport	Supplier
	Arrange access to delivery place	Employer
	Loading the *goods*	Supplier
	Unloading the *goods*	Supplier
For international procurement	Undertake export requirements	Not applicable as items are sourced locally
	Undertake import requirements	Not applicable as items are sourced locally
5. Information to be provided by the *Supplier*	**Title of document**	
	Packing lists for cases and their contents	
	Copy of invoice for the *goods*	
	Delivery Note	
	Test results and maintenance manuals	
For international procurement	Licences, authorisations and other formalities associated with export of the *goods*	
	Air Waybill or Bill of Lading with associated landing, delivery and forwarding order	
	The Bill of Entry endorsed by the importation authority	
	Customs work sheets, showing tax, duties and surcharges which the law of the country into which the *goods* are being imported requires the importer to pay	
	Invoice from the importation clearing agent showing airline fees, landing charges, wharfage and dock dues as applicable	
	Specify other import documents required by authorised officials.	

4 Specification of the *services* to be provided

Not applicable to this contract.

5 Constraints on how the *Supplier* Provides the Goods

5.1 Programming constraints.

a) The *Supplier* is to submit a first programme for acceptance within	**2 weeks of the Contract Date.**

5.2 Work to be done by the Delivery Date

The *Supplier* does not bring the *goods* to the Delivery Place more than one week before the Delivery date.

5.3 Marking the *goods*

Not applicable to this contract.

5.4 Constraints at the delivery place and place of use.

a) All deliveries shall be arranged within Kriel Power Station normal working hours as stipulated in section 3 of this document
b) The *Supplier* applies for temporary access permits (Contractor's Permit) at the Security gate, prior to the Possession Date.
c) The *Supplier's* personnel are required to be in possession of Permit at all times.
d) All *Supplier's* personnel are issued with a temporary access permit which contains the following information:
- Name
- ID Number
- Company
- Validity date

e) No unauthorised vehicles are allowed on site.

5.5 Cooperating with Others

a) The *Supplier* cooperates with the store's personnel during Delivery.
b) The *Supplier* cooperates with the *Purchasers* team in ensuring that the goods are delivered in accordance with all requirements.

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

Not applicable to this contract.

5.7 Management meetings

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Overall contract progress and feedback	Quarterly or as and when urgent need arises	Either face to face or virtual at a convenient venue.	*Purchaser*, *Supplier*, and Cross functional team members.

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

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

5.8 Documentation control

Not applicable to this contract.

5.9 Health and safety risk management

The *Supplier* shall comply with the health and safety requirements of various sites when delivering goods.

5.10 Environmental constraints and management

a) The *Supplier* shall comply with the environmental criteria and constraints when doing deliveries a various premises regarding:
b) The vehicle used for Delivery; by ensuring that there are no oil spillages, and the vehicle emission is not emitting beyond limits.
c) The Material used for supporting the goods being delivered are correctly disposed and are without harm to environment.
d) The *Supplier* must comply with Site Environmental management plan (EMP) and other requirement.
e) The *Supplier* complies with Environmental aspect and impact register.
f) The *Supplier* complies with all Site's environmental management procedures, especially the waste management and oil spillages.

5.11 Quality

Not applicable to this contract.

5.12 Invoicing and payment

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

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

The *Contractor* shall address the tax invoice to
Invoiceseskomlocal@eskom.co.za
and include on each invoice the following information:

- Name and address of the *Supplier* and the *Supply Manager;*
- The contract number and title;
- *Supplier*'s VAT registration number;
- The *Purchaser*'s VAT registration number.
- Description of *goods* and *service*s provided for each item invoiced based on the Price Schedule;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- Purchase Order Number
- Invoice number
- GR Number
- Supplier's Banking details

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

5.13 Insurance provided by the *Purchaser*

Not applicable to this contract.

5.14 Contract change management

a) The change management process to be followed as per the core clause 16.1.
b) Any verbal instruction/communication must be backed with a written instruction; the use of minutes, letters or emails is accepted.
c) Any change in management by the *Supplier* must be communicated with the *Supply manager.*
d) If the *Employer's Supply Manager* change, the *Supplier* shall be notified by the *Employer* as soon as possible to ensure that the *Contractor* follows the correct communication channel

5.15 Provision of bonds and guarantees

Not applicable to this contract.

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

a) Early warning to be given by any of the Parties as soon either becomes aware of matters that could increase the total of total Prices, delay completion etc.
b) All the Compensation events will be implemented through the raising of an early warning. See NEC Core clause 16.1 and 63.1 and 63.2

6 Procurement

6.1 Subcontracting

6.1.1 Preferred subcontractors

SC does not make use of nominated subcontracting, but the *Purchaser* may list which subcontractors or sub-suppliers the *Supplier* is required to enter into subcontracts with (if any). This is usually only required where plant and materials need to be obtained from a particular supplier or group of suppliers in order to comply with operational standards for the *goods*.

6.1.2 Limitations on subcontracting

The *Purchaser* may require that the *Supplier* must subcontract certain specialised work, or that the *Supplier* shall not subcontract more than a specified proportion of the whole of the contract.

6.1.3 Spares and consumables

Not applicable to this contract.

6.1.4 Other requirements related to procurement

Other requirements such as ASGISA or socio political enhancements the *Supplier* is to provide as part of Providing the Goods and Services (if any) could be included here.

6.1.5 Cataloguing requirements by the *Supplier*

Not applicable to this contract.

7 List of drawings

7.1 Drawings issued by the *Purchaser*

Not applicable to this contract.

C3.2 *SUPPLIER'*S GOODS INFORMATION

This section of the Goods Information will always be contract specific depending on the nature of the *goods* and *service*s.
It is most likely to be required for supply contracts where the tendering supplier will have proposed specifications and schedules for the *goods* and *service*s, which once accepted by the *Purchaser* prior to award of contract now become obligations of the *Supplier* per core clause 20.1.

This section could also be compiled as a separate file.

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