

Annexure A - Scope of Work

The Scope of Work and Areas of Focus:

The Scope of work is the following:

- a. Provide a comprehensive support contract for PRASA CRES automated utility meters, water and electricity at Prasa Stations listed in Annexure C nationally, and related properties where the current meters have been installed.
- b. Monthly distribution of the bills (invoices), water and electricity.
- c. Pre-paid vending service in respect of pre-paid electricity and water meters.
- d. Reading and billing of conventional electricity meters (Park Station).
- e. Validation of all payments, prepaid sales and automated metering;
- f. Regular (monthly) confirmation of the correct billing tariffs as per the respective guidelines, procedures, by-laws and regulations from, and applied by the various service providers (e.g. City of Tshwane, Eskom and Rand Water).
- g. Provision of comprehensive monthly reporting to PRASA CRES per Station, Region, tenant, utility type and meter number; this includes:
 - Generation of the necessary invoicing as per PRASA's Real Estate Management Division's reporting formats.
 - Performance reporting per station, property and meter.
 - Revenue projections per station, per customer, inclusive of consumption statistics.
 - Provision of comprehensive monthly reporting to PRASA, per station and per utility meter.
- h. Regular meter audits and tariff adjustments.

The areas of focus are described below:

- Automated meter reading and billing;
- Provision of prepaid vending facilities and services;
- Billing of invoices on a monthly basis in respect of all credit electric and water meters;
- Technical support in respect of the meters and vending system;
- Monthly performance reporting per Station and meter.