

	Scope Of Work	Generation
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## 1. INTRODUCTION

Tutuka Power Station provides home-work-home transportation to its employees staying in various areas daily. There are employees who stay in the Secunda and Mbalenhle Location that must be transported. Due to a recent incident, Tutuka management took a decision to remove all the Eskom vehicle transporting employees in the area and placed a purchase order for the transport to be outsourced.

## 2. SUPPORTING CLAUSES

### 2.1 Scope

Transportation of day shift employees from Secunda to Tutuka Power Station for a period of 60 months

### 2.2 Purpose

The purpose of this document is to ensure that all the employees who are employed at Tutuka have transport that is reliable and timely so that the employees can get safely to work and back home again.

## 3. Applicability

This document is applicable to Tutuka Power Station; Fleet Management Department but will service all employees working in other departments that have no other form of subsidised travelling.

## 4. Normative/Informative References

### 4.1 Normative

ISO 9000: Quality Management Systems  
240-55944466 Supplier Contract Quality Requirement's Specification  
QM 58 Supplier Contract Quality Requirements.

### 4.2 Informative

Not applicable.

## 5. Definitions

Definitions	Description
Specification	Is the technical description given by Eskom to describe the vehicle required by the business

## 6. Disclosure Classification

**Controlled Disclosure:** Controlled Disclosure to external parties (either enforced by law, or discretionary)

## 7. Abbreviations

Abbreviations	Description
NEC	Term Service Contract
QC	Quality Control
SOW	Scope Of Work

## 8. Roles And Responsibilities

Roles and responsibilities are as follows:

### 8.1 End User is responsible to ensure that

- a regular, timely and reliable transport service will be provided for the employees of Secunda.
- the vehicles will meet all the Eskom requirements.
- the vehicles will be service and repaired timeously and kept in excellent conditions

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## **8.2 Fleet Officer**

Must ensure that the service provider is managed in line with this scope and the subsequent NEC document to be developed.

## **8.3 Service Manager**

Must ensure supervision of the overall contract to ensure compliance.

## **9. PROCESS FOR MONITORING**

Quality control on vehicles used will be done and to be signed off by the appointed technical team and the fleet team. End user to ensure the quality of the services is according to Eskom specifications.

## **10. THE WORKS**

### **10.1 Description Of The Works**

The works entails the vehicle compliance requirements as follows

- **Provision of transportation of day shift employees from Secunda to Tutuka Power Station and back, to Secunda, as and when required for a period of 60 months using 4x 14 Seater vehicles**
- **Provision of unscheduled transportation services on an ad-hoc and call-out basis to support operational, maintenance, emergency, and business-critical activities as and when required by the Tutuka Powerstation using 1x 14 seater vehicle.**

Unscheduled transportation services shall include, but are not limited to, the following:

- Transportation for emergency response, breakdown support, and urgent operational requirements
- Unplanned staff movements for shift changes, standby duties, and overtime support
- Ad-hoc transport for project, outage, and maintenance activities
- Transport required outside normal working hours, including weekends and public holidays

### **Service Availability:**

The Service Provider must ensure 24/7 availability of suitable vehicles and drivers to respond to unscheduled transport requests within the agreed response time.

### **Response Time:**

The Service Provider must respond to unscheduled transport requests within the agreed Service Level Agreement (SLA) timeframe.

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Item No	Route	QTY	Vehicle "Seater"	Estimated Kilometres Per Month	Total Rand Value Per Month (Rands)	Total Over 60 Months (Rands)
1	Secunda to Tutuka Power Station	3	14 Seater	2990		
2	Secunda to Tutuka Power Station	1	14 Seater	Ad-hoc		

**11. GENERAL REQUIREMENTS OF THE WORKS:**

***The transportation service will be rendered in accordance to the following terms:***

- The Supplier shall abide by the detailed time table and routes as defined by Tutuka Power Station. Eskom Holdings Limited shall, however, have the exclusive right to amend the aforesaid time tables and routes from time to time in consultation with the Supplier.
- All drivers should always have a Cellular phone and sufficient airtime to be able to communicate with passengers, with their company and Eskom in case of emergency or any other unforeseen circumstances.
- The Supplier undertakes to provide a replacement bus of same standard and quality in the case of a mechanical breakdown or vehicle service and to get the Eskom employees to their destination as speedily as possible, at their own cost.
- Buses are only allowed to pick up and drop off passengers at the designated bus stops at Tutuka.
- Only Eskom Tutuka employees and Eskom Tutuka learners will be allowed on the busses as passengers.. Failure by the Contractor to comply may result in cancellation of the contract. Furthermore, Eskom Holdings Limited will not be held liable for possible injuries to 'illegal' passengers if allowed onto the busses by the Contractor.
- Any changes to this transport service as agreed to between the two parties may result in an increase or decrease in the number of busses required to render the service or discontinue the service at any time.
- The Supplier / Contractor shall, on request by Eskom Holdings Limited, exchange any of the allocated busses for a smaller or bigger bus depending on Tutuka's requirements.
- The Supplier undertakes to make transport available on Eskom's request for any special occasion which may be arranged by Eskom Holdings Limited.
- Should the Supplier not be able to comply with this request, Eskom Holdings Limited reserves the right to obtain the required bus from an alternative source and to cancel the specific exchange item with the Supplier.
- The Supplier undertakes to make transport available for any emergency evacuation of the station and to participate in drills and re-enactments of evacuations. The supplier will attend the Emergency planning meetings and sessions and work together with Fleet and any Tutuka emergency team to evacuate people in case of a threat by following the correct protocol.
- The service so provided will be subject to the same conditions and requirements as laid down in this contract.
- Prices will be adjusted in accordance with negotiated agreements.

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- The Supplier shall not be entitled to alienate, pledge, cede or deal in any manner whatsoever, with any claim he may have arising from this contract or his rights and obligations, in terms of such contract, without the prior, written approval of Eskom Holdings Limited.
- The Supplier undertakes to limit his service to the prescribed number of Eskom passengers per bus. Should additional Eskom passengers require transport, this requirement may be accommodated provided the additional passengers are able to produce a valid Eskom Tutuka employee permit.

### **11.1 Safety:**

Tutuka power station induction must be done before any work commences.

Worker's register must be completed and daily risk assessment conducted before any work commences.

A full route risk assessment must be completed by the Contractor and approved by Eskom prior to commencement. The Contractor shall not commence operations until written approval is granted.

Eskom Holdings Limited reserves the right to inspect the busses at any reasonable time for roadworthiness and it is the responsibility of the Contractor to at all times maintain the busses in a road worthy condition.

Each vehicle must comply with Eskom safety requirements, including **fire extinguishers, approved first aid kit, 2x reflective triangles, and 3 point seatbelts for all occupants.**

All drivers must adhere to site speed limits and safety protocols.

Any safety incident involving the Contractor's vehicle must be reported to Eskom **within one hour.**

The Contractor shall at his expense ensure that his vehicles are serviced and maintained by a recognized service agent.

Vehicles shall be always kept neat and tidy inside and out.

The Supplier shall operate the transportation service in a safe, reasonable, proper and efficient manner and shall ensure that his employees are fully authorized and conduct their allocated tasks in a proper, responsible, safe and professional manner.

A Supplier provided fully equipped First Aid Box and serviceable fire extinguisher must be kept in a reachable and reasonably visible position in the driver's cab of each bus.

All busses must at all times be equipped with either a two-way radio or hands free telephone for direct communication between the busses, the contractor's depot and the Tutuka Fleet Officer.

Before every trip: The interior and exterior of the busses are inspected for any damage or default, with specific attention to brakes, tyres, all lighting equipment and safety belts.

### **11.2 Payments:**

At the end of every calendar month the Supplier must furnish Eskom Tutuka Power Station's Fleet Management Services with a detailed statement / invoice together with a copy of his month's Safety Meeting minutes.

**Failure to provide these documents will lead to the withholding of payments until the required documents were submitted.**

Any claim to non-scheduled journeys and / or distances must be supported by properly kept records of such occurrences, but any of these trips should have been pre-approved by the contract manager. Falsified or manipulated timesheets will be treated as fraud, resulting in penalties and potential termination.

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Payment for unscheduled transport services shall be processed based on actual services rendered, as supported by approved call-out requests, trip logs, and time sheets. Charges will be calculated in accordance with the agreed rates for vehicle type, distance travelled, duration of service, and time of operation (including after-hours, weekends, and public holidays where applicable).

### **11.3 Legal requirements and permits**

The Supplier undertakes and guarantees that he is legally authorized, qualified and properly equipped to render the bus transportation service required and that he is fully conversant with the legal provisions with regard to the transportation service to be rendered and undertakes to abide by such legal provisions during the contract period.

He shall at all times comply with all legal requirements in respect of the required bus transportation service and shall be the holder of all licenses, permits and insurance that may be required in terms of the contract and all applicable legislation.

The Tenderer when tendering must supply copies of all legally and administratively required licenses and insurance documents, as part of the tender documents. Should any other vehicle than those tendered for be used when the contract starts, these documents should be provided to the Tutuka Power Station's Fleet Officer prior to commencement of the service.

The Supplier acknowledges that he has insurance cover in terms of the Compensation for Occupational Injuries and Diseases Act, 1993, and undertakes to supply Eskom Holdings Limited with proof of such insurance cover.

The bus drivers must always be in possession of valid Public Transport Permit (PDP operator's card). The bus drivers must be able to produce their permits on demand to the Tutuka Fleet Officer or his representative.

Immediately upon award of the contract, the Supplier will submit to the Tutuka Power Station Fleet Officer certified copies of the following:

- All drivers' ID's
- all drivers' PDP's
- Registration certificates of busses
- COF's of busses
- Road transportation permit.

When appointing a new driver, the Tutuka Fleet Officer must immediately be notified and the driver's documentation provided.

All contract drivers will be tested for an Eskom driver's permit and will be issued with such a permit.

Failure to comply with this requirement will lead to the immediate cancellation of the contract as well as compensations claims by Eskom Holdings Limited against the Supplier for consequential recovery / extra expenditures.

## **12. VEHICLE SPECIFICATIONS:**

***ALL VEHICLES SHALL ADHERE TO FOLLOWING ESKOM DOCUMENT: 32- 345 Eskom Vehicle Safety Specifications which stipulates the following minimum specifications for Mini and Midi Buses:***

- All vehicles that are tested for NCAP in South Africa/Europe will comply with the Euro NCAP 4 rating.
- Factory-fitted antilock braking system (ABS).
- Factory-fitted driver and passenger airbags.
- Alarm/immobiliser – factory-fitted. Factory-fitted power steering.
- Tyres in conformity with the manufacturer's specifications for the intended work.

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- Two emergency warning triangles (in all vehicles).
- Factory-fitted air conditioner
- Factory-fitted seatbelt reminder.
- Daytime running lights for all vehicles travelling on open roads. (When the ignition is in the “on” position, lights should switch on automatically.) Vehicles not fitted with daytime lights must use the dipped lights (also called driving lights) in the “on” position for daylight driving (all vehicles).
- Reverse beeper shall be standard on all heavy commercial vehicles, buses, and construction equipment, or vehicles being used on construction sites.

***In addition to the standard minimum specifications and in compliance with the provisions of the National Road Traffic Act, as amended, all minibuses shall meet the following basic specifications:***

- SANS-approved three-point safety belts for every seat.
- No fold-up or jockey seats.
- A speed warning sign shall be displayed on the back of the minibus in accordance with the National Road Traffic Act.
- Yellow reflective tape shall be fitted in compliance with the National Road Traffic Act requirement.
- The driver’s seat shall be adjustable and partitioned in compliance with the National Road Traffic Act specification.
- The tyres shall comply with the manufacturer’s specification for commercial use. Tyres of two different makes or models may not be fitted on the front axle. The front tyres should always be the same.
- The minibus shall have at least one emergency exit for every 12 passengers.
- Panel vans or vehicles designed for goods delivery may not be converted into a minibus.
- A sign should be affixed to the vehicle to indicate that the bus is equipped to transport people with disability.
- In addition to the standard minimum specifications and in compliance with the provisions of the Road Traffic Act, as amended, all midi-buses and buses shall meet the following basic specifications:
- SANS-approved safety belts for every seat.
- No fold-up or jockey seats.
- A speed warning sign shall be displayed on the back of every midi-bus/bus.
- Yellow reflective tape shall be fitted in compliance with the National Road Traffic Act specification.
- The driver’s seat shall be adjustable. The driver’s compartment shall be partitioned in compliance with the National Road Traffic Act specification.
- The tyres shall comply with the manufacturer’s specification. Tyres of two different makes or models may not be fitted on the front axle. The front tyres should always be the same.
- The midi-bus/bus shall have at least two identified emergency exits forevery12 passengers.
- Steps shall have anti-slip treads.
- A panel van or vehicle designed for goods delivery may not be converted into a midi-bus.
- **Identified** buses and midi-buses transporting employees with disabilities should be wheelchair-friendly to accommodate a wheelchair entering the vehicle. A sign should be affixed to the vehicle to indicate that the bus is equipped to transport people with disabilities **only if the vehicle has been designed to transport disabled people.**

### **13. ADDITIONAL REQUIREMENTS**

#### **13.1 Additional Requirements for Vehicles**

- All buses must be fitted with tinted side windows and curtains/blinds.
- All buses must not be older than 2 years (Proof of registration) when the contract commences.
- Mini buses must not be older than 2 year (proof of registration) when the contract commences.
- Buses must be fitted with On Board Computer with active tracking system which will be paid for and fitted by Eskom Holdings SOE.

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- No AMC, Tata or buses not build on a bus chassis will be used for Tutuka.
- All buses must comply with the Road Transportation act.
- All vehicles must be fitted with a reverse-park distance control sensor

### **13.2 Additional Requirements for Drivers**

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

- Have a Driving/operations permit
- Valid Medical Fitness to drive/operate (Red Ticket).
- Do pre-operational inspections / vehicle checklist
- Know and obey all Traffic signs and rules.
- Adhere to hazardous and restricted area access control rules.
- Stop or restrict operation due to abnormal environmental conditions (for example, rain, high winds, fog), including "Go - No Go" criteria as advised by the contract manager or representative.
- All new drivers appointed during the period of contract must do induction before starting with the contract and documentation submit to the Tutuka Fleet Management Department.
- Ensure all passengers adhere to safety regulations and rules put in place by government or Eskom to ensure the safety of all passengers i.e. Covid-19 rules.
- Eskom reserves the right to reject any driver deemed incompetent or unsafe. The Contractor shall replace such a driver within 24 hours.
- Unscheduled transport services drivers must be available for 24/7 call-out duties, including after-hours, weekends, and public holidays.

## **14. PUNCTUAL DELIVERY OF TRANSPORT SERVICES:**

The Contractor shall ensure that all vehicles arrive at the Tutuka Power Station gate **no later than 06:40** on all working days to guarantee employees arrive at their workstations on time. Failure to comply may result in **penalties, deductions, or termination** in accordance with Eskom's contract management procedures.

### **14.1 Mandatory Service Availability**

The Contractor shall provide vehicles **Monday to Friday**, without exception. Any failure to provide services on a required day shall constitute a **material breach of contract**.

### **14.2 Response to Changes in Working Hours**

In the event of operational changes or planned events altering working hours, and upon receiving notice from Eskom, the Contractor shall **immediately adjust service times**. Non-compliance may result in **service penalties**.

### **14.3 On-Site Presence**

All contracted vehicles must remain **on site** for the entire duration of the daily shift, and drivers must be reachable and responsive at all times. Absence from site without prior written approval will be regarded as **non-performance**.

## **15. PROHIBITION OF UNAUTHORISED USE**

Vehicles shall be used **exclusively** for transporting Tutuka Power Station employees. Any unauthorised use will constitute **misconduct and a breach**, subject to contractual remedies.

### **15.1 Eligible Passengers Only**

Transport may be provided strictly to **Eskom employees** (permanent staff, learners, bursars, YES learners,

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and fixed-term contractors). Transporting unauthorised persons shall lead to **immediate corrective action** and may result in termination.

#### **16. BREAKDOWN CONTINGENCY AND REPLACEMENT VEHICLES**

In the event of a breakdown, maintenance, or unavailability of any vehicle, the Contractor shall provide a **fully operational replacement vehicle within 30 minutes** at their own cost. Failure to do so will trigger **service-level penalties**.

#### **17. ADHERENCE TO PREDETERMINED ROUTE**

A predetermined route and measured distance shall form the basis of payment. Deviation from the approved route without written authorisation will result in **non-payment for the affected trips**.

#### **18. Spares list**

NA

#### **19. Documentation Submission And Recording**

NA

#### **20. Performance Guarantees**

N/A

#### **21. Standards, Specifications And Procedures**

##### **Relevant Standards and Codes**

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

#### **22. AUTHORISATION**

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
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#### **23. REVISION**

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
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#### **24. DEVELOPMENT TEAM**

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- Lameck Nyakane