

**CAMDEN POWER STATION
OCCUPATIONAL HYGIENE
LABORATORY SERVICES AND
INSTRUMENT CALIBRATION/
REPAIRS
(ACTIVITY SCHEDULE)**

CONTRACT NUMBER

:

CONTRACTOR

:

**CONTRACT AMOUNT
(Excluding VAT)**

:

**CONTRACT AMOUNT
(Including VAT)**

:

PRELIMINARIES AND GENERAL

DESCRIPTION	UNIT	Activity	RATE	Amount
<p><u>ACTIVITY SCHEDULE</u></p> <p><u>Preliminaries for the Term Service Contract</u></p> <p><u>NOTES</u></p> <p>1.The Section of The Works information headed Part 1 : Preliminaries shall be taken to be incorporated herein.</p> <p>The Agreement shall be the NEC 3 Term service Contract (referred to elsewhere in this tender document) April 2013 edition together with the following additional conditions Z1 to Z14 which always will apply</p> <p>Contractors are referred to the abovementioned documents for the full intent and meaning of each clause thereof. These clauses are hereinafter referred to by clause number and heading only (for which such allowance must be made as may be considered necessary). Where standard clauses or options are not applicable to the contract such modification/ corrections or supplements as are necessary are given under each relevant clause heading. Contractors shall allow opposite each clause for any costs involved in complying with such clause. Only priced items will be considered in respect of any adjustment to this Section.</p> <p>Any items left unpriced will be understood to be provided free of charge and no claim for any extras arising out of the Contractor's omission to price any item will be entertained.</p>				
TOTAL CARRIED TO COLLECTION				

<u>SECTION A</u>				
<u>PART 1 : CORE CLAUSES</u>				
<u>General</u>				
Actions	Clause 10	Item	1	
Identified and defined terms.	Clause 11	Item	1	
Law	Clause 12	Item	1	
Communications	Clause 13	Item	1	
The Service manager	Clause 14	Item	1	
Employer provides right of access and things	clause 15	Item	1	
Early warning	Clause 16	Item	1	
Ambiquities and inconsistencies	Clause 17	Item	1	
Illegal and Impossible requirements	Clause 18	Item	1	
<u>The Contractor's main responsibilities</u>				
Providing the services	Clause 20	Item	1	
The Contractor's Plan	Clause 21	Item	1	
Revising the Contractor's plan	Clause 22	Item	1	
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People	Clause 24	Item	1		
Working with the Employer and Others	Clause 25	Item	1		
Subcontracting	clause 26	item	1		
Other Responsibilities	Clause 27	Item	1		
<u>Time</u>					
Starting and Completion	Clause 30	Item	1		
Access	Clause 31	Item	1		
Instructions to stop or not to start work	Clause 32	Item	1		
<u>Defects</u>					
Test and Inspections	Clause 40	Item	1		
Testing and Inspection before delivery	Clause 41	Item	1		
Notifying and correcting defects	Clause 42	Item	1		
Accepting defects	Clause 43	Item	1		
<u>Payment</u>					
Assessing the amount due	Clause 50	Item	1		
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Payment	Clause 51	Item	1		
Defined cost	Clause 52	Item	1		
<u>Compensation events</u>					
Compensation events	Clause 60	Item	1		
Notifying compensation events	Clause 61	Item	1		
Quotations for compensation events	Clause 62	Item	1		
Assessing compensation events	Clause 63	Item	1		
The Service manager's assessments	Clause 64	Item	1		
Implementing Compensation events	Clause 65	Item	1		
<u>Title</u>					
The Parties' use of equipment, Plant and Materials	Clause 70	Item	1		
<u>Limitation of Liability, Indemnities and Insurance</u>					
Employer's risks	Clause 80	Item	1		
The Contractor's risk	Clause 81	Item	1		
Indemnities	Clause 82	Item	1		
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Insurance Cover	Clause 83	Item	1		
Insurance policies	Clause 84	Item	1		
If the contractor does not insure	Clause 85	Item	1		
Insurance by the employer	Clause 86	Item	1		
<u>Termination and Disputes</u>					
Termination and reasons for termination	Clause 90	Item	1		
Reasons on Termination	Clause 91	Item	1		
Procedures on Termination	Clause 92	Item	1		
Payment on Termination	Clause 93	Item	1		
Dispute resolution	Clause W1	Item	1		
		Item	1		
TOTAL CARRIED TO COLLECTION					

SECTION B : PRELIMINARIES

SUPPLEMENTARY DOCUMENTATION

Activity schedule

The pages of the Activity schedule are numbered consecutively.

The Contractor shall check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent and meaning of any description, or these Activity schedule contain any obvious errors, the Contractor shall notify the Service manager at once who shall promptly give a written directive. No liability whatsoever will be admitted in respect of errors in any tender due to the abovementioned causes.

Items in these Activity schedule are to be read and priced in conjunction with and the descriptions regarded as amplified by the Works Information and no claim arising from brevity of description of items fully described in the Trade Preambles will be entertained.

Where appropriate, rates for similar items in the various sections of the Activity schedule must be the same. The Service manager shall be at liberty to make adjustments to any individual rates or not, as will eliminate errors, discrepancies or what he considers to be unreasonable or unbalanced rates, without altering the Contract Sum, prior to signing.

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<p>Prime Cost and Provisional Amounts, etc., contained herein may be omitted or reduced at the Service manager's sole discretion and the Contractor shall not be entitled to claim for any loss by way of reduction or omission of any discount, or percentage relating to Prime Cost and Provisional Amounts, etc., or loss of profit related thereto.</p>	Item	1		
<p><u>Interest of Agents</u></p> <p>Should any Service manager have any interest other than a professional interest or involvement with the project, such interest shall be disclosed under this heading.</p>	Item	1		
<p><u>Priced Acititivity Schedule</u></p> <p>All Contractors shall deposit the priced documents with their tenders. Such documents shall have all items properly priced, extended and cast.</p>	Item	1		
TOTAL CARRIED TO COLLECTION				

<p><u>MANAGEMENT OF CONTRACT</u></p> <p><u>Programme for the Works</u></p> <p>The Contractor shall provide with his bid full construction methodology and approved programme, per the programme dates listed in the Contract Data, outlining in detail how the Works will be handled:-</p> <ul style="list-style-type: none"> a) Personnel b) Equipment c) Plant and materials d) Inspection and handover procedures e) Security f) Safety g) Quality control and reporting plan h) Environmental <p>The Contractor shall prepare and be responsible for a programme for the Works in sufficient detail as to represent the units of work to enable the Service manager to assess the progress of the Works. The Contractor, who shall co-ordinate Sub-Contractor's programmes with his own, shall programme the Works. Where required by the Contractor, the Sub-Contractor shall prepare and update his programme for the Works in sufficient detail to meet the needs of the programme. The Contractor shall implement and modify the programme should any significant deviations take place. The Contractor shall provide copies of the programme and its supporting documents with all updates for the Service manager and/ or the Sub-Contractor where relevant.</p>	Item	1		
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<p><u>Progress Meetings</u></p> <p>The Service manager, Contractor's representative and other Agents as required shall hold meetings related to the progress of the Works at regular intervals and at such other times as may be necessary.</p> <p>Sub-Contractors shall not be present at progress meetings unless specifically requested by the Contractor or Service manager. The Service Manager shall record and distribute the Minutes of the Meetings.</p> <p>The Contractor shall report on his own and all Sub-Contractors' progress and on all matters affecting progress and execution of the Works.</p> <p>The Contractor shall convene additional regular meetings with his Sub-Contractors and Suppliers in order to monitor their progress and to discuss and co-ordinate all aspects of the Contract.</p>	Item	1		
<p><u>Technical Meetings</u></p> <p>The Contractor shall arrange regular separate meetings to review technical matters with Sub-Contractors prior to the Progress Meetings for consideration as necessary at such Progress Meetings. Minutes of these meetings are to be distributed to the Professional Team prior to Progress Meetings.</p>	Item	1		
TOTAL CARRIED TO COLLECTION				

<p><u>Payment of Preliminaries</u></p> <p>The payment of preliminaries shall be calculated from the priced items in the Activity schedule. The Contractor and the Service manager shall agree on a division of the priced preliminaries items into:</p> <p>a) An initial or establishment charge, payment of which shall be made to the Contractor on proof that the relevant expenditures have been made;</p> <p>b) A monthly charge;</p> <p>c) A final or disestablishment charge</p> <p>All excluding VAT.</p> <p>In arriving at such a division cognisance shall be taken of such factors as:</p> <p>i) Premiums for annually renewable insurance policies</p> <p>Should the Contractor and the Service manager be unable to agree such division then the Project Manager shall make a division of the preliminaries to be incorporated in the valuations for each monthly payment certificate.</p>	Item	1		
TOTAL CARRIED TO COLLECTION				

Adjustment of Preliminaries

The amount or items of preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time and/or value have on preliminaries. Such an adjustment shall be based on the particulars provided by the Contractor, and shall apply notwithstanding the actual employment of resources by the Contractor in the execution of the Works.

For the adjustment of the preliminaries both the Contract Sum and the Contract Value shall exclude:

- a) VAT;
- b) The amount of preliminaries;
- c) Any contingency sum; and
- d) Any amount in respect of Contract Price Adjustment Provisions

Should the Contractor fail to provide such information within the period stipulated, the following shall apply:

The amount of preliminaries shall be adjusted in the following categories:

- (a) An amount which shall not be varied
- (b) An amount which shall be varied in proportion to the contract value as compared with the Contract Sum
- (c) An amount which shall be varied in proportion to the construction period (excluding revisions allowed in terms of the agreement) as compared to the initial construction period.

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<p>Where sectional completion is required in terms of the agreement, the Contractor shall give the Service manager the division of the above categorised amounts into sections. Should the Contractor fail to provide such information within the period stipulated the categorised amounts shall be pro-rata to the value of each section.</p> <p><u>GENERAL</u></p> <p><u>Site Security - Works Information</u></p> <p>In order to maintain the integrity of the site during construction, it shall be necessary to implement security measures applicable to Contractor's employees. It is expected of the Contractor's Site Supervisors to exercise control over their staff and maintain order.</p> <p>The Contractor shall take all appropriate measures for general site security and shall ensure that the following requirements are adhered to at all times:</p> <p>a) All workers to be in new company overalls, safety helmets, boots, etc.</p> <p>b) Eskom shall not accept any responsibility for theft or damage to the Contractor's equipment while on site. It is expected that the Contractor shall provide own site security service.</p> <p>c) The following items will not be allowed on site:</p> <p>i) Fire arms or other dangerous weapons</p> <p>ii) Explosives</p> <p>iii) Liquor</p> <p>iv) Narcotic drugs</p>	Item	1		
TOTAL CARRIED TO COLLECTION				

<p><u>Disturbance</u></p> <p>The Contractor shall execute the Works with a minimum of disturbance to adjoining premises, any parts of the Works already handed over and the occupants of those premises and/ or parts. Any specific requirements are stated in the Works Information.</p>	Item	1		
<p><u>Works cleaning and clearing</u></p> <p>The Contractor shall regularly clean and clear away all rubbish and excess materials as the Works proceed and leave the Works in a clean and satisfactory state for use and occupation in terms of the agreement.</p>	Item	1		
<p><u>Vermin</u></p> <p>The Contractor shall take all necessary precautions to keep the Works and site free from vermin and shall leave the Works vermin-free on completion.</p>	Item	1		
<p><u>Occupational Health and Safety Act</u></p> <p>The contractor shall for the duration of this contract be deemed to be the mandatory Eskom for the purposes of the Occupational Health and Safety Act No. 85 of 1993, and he shall prior to taking occupation of the site satisfy Eskom by means of written representations that he has fully complied with the relevant requirements of the said act.</p>	Item	1		
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<p>Acceptance by Eskom of the contractors written representations in terms of the above shall constitute an agreement in writing to the arrangements and procedures between the parties to ensure compliance by the contractor with the provision of the act referred to therein, for the purpose of section 37(2) of the said act.</p> <p>Eskom shall at all times have the right to summarily suspend the performance of the contractor hereunder pending compliance by the contractor with any requirement, regulation and direction referred to.</p> <p>Eskom shall be entitled to set off against any amount owed by the Eskom to the contractor hereunder any loss or damage suffered by it as a result of the suspension of the contractors performance in the circumstances envisaged above.</p> <p>The Contractor shall price for all necessary items to comply with the Occupational Health and Safety Act Specification.</p> <p><u>Contract Price Adjustment</u></p> <p>This contract is subject to price escalations.</p> <p><u>Retention</u></p> <p>Retention will be 10% of the value of work Release of retention will only occur after 52 weeks from Practical completion.</p> <p>All retention, less any monies by the Contractor due to the Employer, will be released with the issue of the Defects Certificate.</p>	Item	1		
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TOTAL CARRIED TO COLLECTION				

SECTION C : SPECIFIC PRELIMINARIES**SUPPLEMENTARY DOCUMENTATION****Procedures**

The Contractor shall, at his own expense, prepare and submit one reproducible print of shop drawings of all fabricated work, working or setting out drawings, shop details and schedules to the Service manager for approval by the Service manager, the relative Consulting Engineer, and/ or the Employer as is appropriate and such work shall not be performed by the Contractor until such approval has been given. The Contractor shall take cognisance of and adhere to the Project Document Numbering System, if any, in use on this Contract

The Contractor shall present a complete schedule showing the sequence of submission of shop drawings, including submission dates, for all trades and the scheduled dates for approval of all drawings. This schedule shall take into account that the Service manager and the relative Consulting Engineer and the Employer reserve a two weeks check period from the date of the receipt of all shop drawings and/or catalogue data.

All submissions shall be on dates as indicated in the above schedule and sufficiently in advance to permit the Contractor to meet fabrication deadlines; no claim for extensions to the contract time will be granted to the Contractor by reason of his failure in this respect.

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<p>The Contractor shall submit four copies of catalogues and data for approval. The Contractor shall check all submissions for conformity with the contract drawings and specifications and correct any errors, omissions or deviations before their transmission to the Service manager. All submissions shall bear the Contractor's dated stamp of approval as evidence that they have been so checked and corrected by the Contractor. Any drawings, schedule or catalogue submitted without this stamp will not be considered by the Service manager and will be returned.</p> <p>When the Service manager advises the Contractor that shop drawings have been approved, he shall immediately submit to the Service manager the original transparencies of such drawings so that the Service manager's stamp of approval may be appended thereto. Thereafter the Contractor shall furnish to the Service manager four prints of the approved shop drawings, setting out drawings and schedules. The Contractor shall also furnish to the Works as many prints of the approved shop drawings and schedules as may be required. No work shall be performed from any shop drawings and/ or catalogues not stamped with the Project Manager's approval.</p> <p>The Contractor shall be responsible for ensuring that all dimensions conform to the dimensions of built work.</p> <p>The Service manager's approval of any document or drawing shall not in any way vary his contractual or delictual obligations and liabilities to the Employer or any other party, nor does it vary the contractual or delictual obligations and liabilities of the party submitting such document or drawing for approval.</p>				
TOTAL CARRIED TO COLLECTION				

<p>If the submissions differ from the requirements of the contract, the Contractor shall make specific mention of each difference in his letter of transmission with a request for substitution, together with his reasons for same, in order that, if acceptable, suitable action may be taken by the Service manager. Otherwise the Contractor will not be relieved of the responsibility for executing the work in accordance with the requirements of the contract.</p> <p>Corrections of shop drawings by the Project Manager shall not change the scope of work. Should any such correction be considered to constitute a change of scope of work, the Contractor shall notify the Service manager in writing within not more than seven calendar days of such change and shall not proceed with the fabrication until so authorised by the Project Manager. Claims for change of scope made after performance of the work constituting the claimed change of scope will not be considered.</p> <p>Unless otherwise agreed with the Project Manager, shop drawings shall be prepared to show all details of installation, including reticulation, fixing, etc., of all components and assemblies, or if the Contractor desires to deviate from the design then these drawings shall be all in accordance with the above procedures and at the Contractor's expense.</p> <p><u>Unauthorised Persons/ Workmen on Premises</u></p> <p>The Contractor shall at all times strictly exclude all unauthorised persons from the Works and the site and shall set up notice boards to that effect.</p> <p><u>Safety Helmets and Protective Clothing</u></p> <p>The Contractor shall take all necessary steps to ensure that all workmen employed on the Works comply with regulations regarding the wearing of safety helmets.</p>				
	Item	1		
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TOTAL CARRIED TO COLLECTION				

<p>The Contractor shall provide and keep on site an adequate supply of clean safety helmets and protective clothing for the use of all Employer's agents and all authorised visitors.</p> <p>Notice boards shall be erected warning all workmen and visitors to wear safety helmets on or about the Works.</p>				
<p><u>MANAGEMENT OF CONTRACT</u></p> <p><u>Co-Ordination</u></p> <p>The Contractor is to submit a schedule of information required to all parties concerned, giving dates upon which such information and details are required on site</p> <p>Timeous advance notice is to be given by the Contractor of information or drawings which are required on site.</p>	Item	1		
<p><u>MATERIALS AND WORKMANSHIP</u></p> <p><u>Media Releases, Advertising, etc.</u></p> <p>All rights of publication of articles in the media, together with any advertising relating to, or in any way connected with this project shall invest in the Employer</p> <p>The Contractor together with his Sub-Contractors shall not, without the written consent of the Employer, cause any statement or advertisement to be printed, screened or aired by the media.</p>	Item	1		
<p><u>Scale and Dimensions</u></p> <p>All dimensions will be figured on the drawings or may be calculated from figured dimensions and are always to be followed. No dimensions shall be obtained by scaling.</p>	Item	1		
TOTAL CARRIED TO COLLECTION				

<p><u>Manufacturer's Recommendations</u></p> <p>All commodities are to be handled, stored, used, applied and/or fixed in strict accordance with the manufacturer's instructions and recommendations and after consultation with the manufacturer's authorised representative. Should these instructions and/ or recommendations conflict with other specified requirements the Project Manager must be notified timeously.</p>	Item	1		
<p><u>Transportation</u></p> <p>Transportation of samples and occupational hygiene instruments for calibration from the calibration laboratory to Camden PS and from Camden PS to the calibration laboratory</p>	Item	1		
<p><u>Commodities to be New</u></p> <p>All commodities, goods, articles or materials throughout the building are to be new so as to ensure that they are likewise in perfect condition when handed over at completion of the Work.</p>	Item	1		
<p><u>Standard of Workmanship and Materials</u></p> <p>In the absence of detailed specifications for any item or items, National Building Regulations, the latest applicable South African Bureau of Standards Specification, or where such does not exist, then the latest applicable British Standard Specification shall apply.</p>	Item	1		
<p><u>Removal and Making Good of Temporary Works, etc., on Completion</u></p> <p>The Contractor shall remove all temporary Works, roads, services and the like used for this Contract and shall make good to the entire satisfaction of the Service manager any damage resulting therefrom.</p>	Item	1		
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<p><u>Cost of Claims</u></p> <p>All costs incurred by the Contractor in the preparation of claims to the satisfaction of the Service manager shall be borne by the Contractor.</p>	Item	1		
<p><u>Signage</u></p> <p>All warning signage must be in English</p>	Item	1		
<p><u>Environmental requirements</u></p> <p>All costs related to the compliance of the Environmental Requirements must be allowed for by the Contractor under this item</p>	Item	1		
<p><u>Police Clearance</u></p> <p>The Contractor shall provide Eskom Safety Reps with Police Clearances for all staff</p>	Item	1		
<p><u>Medicals</u></p> <p>The Contractor shall provide Eskom Safety Reps with Medicals for all staff</p>	Item	1		
<p><u>Level 2 First Aid Training</u></p> <p>The Contractor's staff shall possess Level 2 First Aid Training</p>	Item	1		
<p><u>Safety File</u></p> <p>The contractor shall provide Eskom Safety Reps with a Safety file</p>	Item	1		
TOTAL CARRIED TO COLLECTION				

PRELIMINARIES COLLECTION TOTAL BROUGHT FORWARD FROM PAGE:				
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PRELIMINARIES				
CARRIED TO FINAL SUMMARY				

Activity schedule

Item No.	DESCRIPTION		ACTIVITY	RATE	AMOUNT
	<p><u>ACTIVITY SCHEDULE NO. 1</u></p> <p><u>PROJECT SPECIFICATIONS</u></p> <p>The Contractor and their laboratories are referred to the relevant Clauses in the specifications for the pricing of this project. The Contractor should carefully read these specifications as no claims will be entertained during the course of the project.</p> <p><u>Rate approvals:</u></p> <p>The Contractor and their laboratories are advised that any rate that is required for work must include the following breakdown:</p> <p>labour, material, transport and profit.</p> <p>Rate approvals must be authorised by the Service manager prior to work being carried out.</p> <p><u>COMPLIANCE REQUIREMENTS</u></p> <p><u>Quality Management System Requirements</u></p> <p>Testing and calibration activities shall be done in accordance with the principles of ISO 9001</p> <p><u>Accreditation Requirements</u></p> <p>The Contractor to ensure that the laboratory must comply with regulatory and safety requirements on the operation of laboratories not covered by ISO 17025</p> <p>The Contractor to ensure that the laboratory must operate a quality management system for their testing and calibration activities that meets the principles of ISO 17025 and 9001</p> <p><u>Health and Safety:</u></p> <p>In addition to the normal health and safety requirements the contractor must ensure that the laboratory shall comply with regulatory and safety requirements on operation of laboratories not covered by ISO 17025</p> <p><u>General Requirements For This bid</u></p> <p>ISO 45001:2018 Occupational health and safety management systems.</p> <p>ISO/IEC 17020, General requirements for the competence of testing and calibration laboratories.</p> <p>ISO/IEC 17025:2005, General requirements for the competence of testing and calibration laboratories.</p>				

<p><u>Purchasing Services And Supplies Requirements</u></p> <p>The laboratories appointed by the contractor shall ensure that purchased supplies and reagents and consumable materials that affect the quality of tests and/or calibrations are not used until they have been inspected by the Service manager or otherwise verified as complying with standard specifications or requirements defined in the methods for the tests and/or calibrations concerned, and such records shall be made available to Camden Power Station Service manager.</p> <p><u>Service To Eskom Camden Generation Division</u></p> <p>Communication in large assignments or projects should be maintained throughout the work. The contractor should inform the Camden Power station Service manager of any delays or major deviations in the performance in line with contract provisions.</p> <p><u>Complaints</u></p> <p>The laboratories appointed by the contractor shall have policies and procedures in place for the resolution of complaints received from Eskom Service manager.</p> <p>Proper records shall be maintained of all complaints, investigations and corrective actions taken by the laboratories in line with all the Quality Management Standards.</p> <p><u>Continued Improvements</u></p> <p>The contractor and their laboratories shall continually improve the effectiveness of its management system using the quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review in line with all the Quality Management Standards.</p> <p><u>Corrective action improvements</u></p> <p>The contractor and their laboratories shall have documented policies and procedures in place and shall designate appropriate authorities for implementing corrective action when nonconforming work or departures from the policies and procedures in the management system or technical operations have been identified in line with all the Quality Management Standards.</p> <p>The procedure for corrective action shall start with a root cause investigation, selection and implementation of corrective actions, Monitoring of corrective actions in line with all the Quality Management Standards.</p>				
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<p><u>Preventive action Improvements</u></p> <p>Required improvements and potential sources of nonconformities, either technical or concerning the management system, shall be identified.</p> <p>When improvement opportunities are identified or if preventive action is required, action plans shall be developed, implemented and monitored to reduce the likelihood of the occurrence of such nonconformities and to take advantage of the opportunities for improvement in line with all the Quality Management Standards.</p> <p><u>Accommodation and Environmental conditions</u></p> <p>The contractor must ensure that the Laboratory facilities for testing and/or calibration, including the environmental conditions, shall be such as to facilitate correct performance of the tests and/or calibrations.</p> <p><u>Test and Calibration methods</u></p> <p>The contractor and their laboratories are required upon request to supply Camden power station Service manager with sampling media monthly or as indicated in the service level agreement.</p> <p>The contractor and their laboratories are required to supply Camden power station Service manager with prepared sampling media (i.e., tubes, cassettes and assembled sampling heads, pre-weighed 37mm PVC filters, 25mm MCE Filters with a black grid plus support pads).</p> <p>The contractor and their laboratories must provide maintenance of OH instruments as and when required and according to the service level agreement.</p> <p>The contractor and their laboratories must ensure that the performance of pre and post weighing of sampling media should be done at a SANAS accredited laboratory.</p>				
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<p><u>Handling, Transportation, and storage</u></p> <p>The contractor and their laboratories shall have documented procedures for the transportation, receipt, handling, protection, storage, retention and/or disposal of test and/or calibration items, including all provisions necessary to prevent contamination or deterioration, to protect the integrity of the test or calibration item, and to protect the interests of Eskom.</p> <p>The transportation of the filter cassettes to and from the Occupational Hygiene Testing Facilities (OHTF) premises is to be done in a manner which will not compromise the integrity of the filter cassettes/sorbent tubes</p> <p>The filter cassettes/sorbent tubes used to sample unstable elements from the business unit will need to be kept in a cooler bag, as per requirements stipulated in relevant method. Deliver media to the OHTF in the same outer packaging in which it was received.</p> <p>It is preferred that couriers are not used to transport samples from the sampling site to the OHTF, due to unknown sample handling practices applied, which causes major concern on integrity of samples.</p> <p>Best practice is to deliver the samples personally to the OHTF, or by a reputable and designated driver who received specific instructions and training on correct handling practices of the samples.</p> <p>Samples collected from site to be delivered directly to the testing facility within 6 hours. NB Samples cannot be taken home for storage purposes.</p> <p>Samples to be transported in a suitable carry case lined with a sponge (sponge with 37mm holes) for sample protection and a cooler box with ice packs to be used for samples that need to remain cool.</p> <p>Provide the client with a signed laboratory acknowledgement form.</p> <p>The contractor and their laboratories shall have adequate insurance to cover damage and theft for the approval of the Eskom Service manager.</p> <p><u>Equipment</u></p> <p>The contractor and their laboratories shall ensure it is well equipped with the required equipments for the correct performance of the tests and/or calibrations (including sampling, preparation of test and/or calibration items, processing, and analysis of test and/or calibration data).</p> <p>The contractor and their laboratories shall have adequate insurance to cover damage and theft for the approval of the Eskom Service manager.</p>				
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	<p><u>Equipment</u></p> <p>The contractor and their laboratories shall ensure it is well equipped with the required equipments for the correct performance of the tests and/or calibrations (including sampling, preparation of test and/or calibration items, processing, and analysis of test and/or calibration data).</p> <p>Equipment, software used for testing, calibration and sampling shall be capable of achieving the required accuracy and shall comply with specifications relevant to the tests and/or calibrations concerned in compliance with this tender document.</p> <p>The Contractor and their laboratories shall have established programmes and procedures for the calibration of their equipments to ensure all equipments used for tests and/or calibrations that have a significant effect on the accuracy or validity of the result of the test, calibration or sampling are calibrated in line with their ISO standards before being put into service.</p> <p>The contractor and their laboratories shall ensure that all calibration certificates for all equipment that requires calibration are made available to the Camden Power Station Service manager and shall further form part of the analysis report submitted to Camden Power Station Service manager at the closeout of the project.</p> <p><u>Result turnaround time</u></p> <p>The contractor and their laboratories shall honour the agreement with Eskom Service manager by adhering to the turnaround time specified for each method or test performed. The turnaround period shall be clearly stated on the quotation provided by the Contractor and their laboratories.</p> <p>Analysis should be carried out by the contractor and their laboratories and the report to be presented within 7 – 10 working days. The contractor and their laboratories shall notify the Eskom Service manager of any occurrence that may possibly result in a delayed report date resulting in failure to comply with the turnaround time of 7 – 10 working days in line with the contract provisions.</p> <p>Turnaround time shall form part of KPI for the contractor and their laboratories and failure to meet the KPI will result in NCR and termination in terms of contract provisions.</p> <p>Calibration of equipment shall be done within 3 weeks after date of collection from Camden Power Station.</p>				
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<p><u>Reporting the results</u></p> <p>The contractor and their laboratories must ensure that results of tests, calibration, or series of tests or calibrations carried out by the laboratories shall be reported accurately, clearly, unambiguously, and objectively, and in accordance with any specific instructions in the test or calibration methods in line with their Standard Operating Procedures.</p> <p>The results shall be reported in a test report or a calibration certificate and shall include all the information requested by the Eskom Service manager necessary for the interpretation of the test or calibration results and all information required by the method used.</p> <p>In the case of tests or calibrations performed in a written agreement with Eskom Service manager, the results may be reported in a simplified way. When the test report contains results of tests performed by subcontractors, these results shall be clearly identified.</p> <p>Final test reports shall contain, at a minimum, the information outlined below.</p> <p>Eskom Service manager may request additional information to be included in the final report. The contractor together with their laboratories in concluding their final test report, shall maintain a sample case file or be able to assimilate the sample case information described in this document for a period of at least five years after the final test report is issued.</p> <p><u>Process for Monitoring</u></p> <p>Letter of good standing Medicals Drivers licence Baseline Risk Assessment Legal Appointments and competencies</p>				
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	<p><u>Each report shall include at least the following information:</u></p> <p>a) Title, e.g., “Test Report”, or “Report of Results” or “Laboratory Results”;</p> <p>b) Name and address of laboratory, location where the analysis was carried out, if different from the address of the laboratory, and name and phone number of contact person for questions;</p> <p>c) Unique identification of the report (such as serial number) and of each page, the total number of pages, and a clear identification of the end of the report;</p> <p>d) Name and address of customer, where appropriate, and project name if applicable;</p> <p>e) Description, condition, and clear identification of the analysed samples;</p> <p>f) Date of receipt of the sample(s);</p> <p>g) Identification of the validated analytical method used;</p> <p>h) Any deviations from, additions to, or exclusions from the analytical method, and any other information relevant to a specific analytical method, such as environmental conditions including the use of relevant data qualifiers;</p> <p>i) Identification of the standard(s) or specification(s) relevant to the test (when required by customer);</p> <p>j) Where necessary, a statement of compliance/non-compliance with requirements and/or specifications;</p> <p>k) Analytical test results, supported by tables, graphs, sketches, and photographs as appropriate, with units of measurement; and any failures identified; and identification of the quantitation limit and reporting units (such as mg/kg with identification of whether data is calculated on a dry weight or wet weight basis);</p> <p>l) A signature and title, or an equivalent identification, of the person(s) accepting responsibility on behalf of the laboratory for the content of the report (however produced), and date of issue</p> <p><u>Scope of Work</u></p> <p>The scope of work will cover the following but not limited to:</p> <p>1 <u>Sampling Media</u></p> <p>1.1 Supply of sampling media i.e., 37mm Pre-weighed PVC filters, 25mm MCE Filters with a Black Grid including support pads, sorbent tubes, filter cassettes;</p> <p>1.2 Transportation of samples from the laboratory to Camden PS and from Camden PS to the Laboratory as and when required;</p>				
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2	<u>Analysis of Samples</u>				
2.1	Analysis of samples for alpha quartz, volatile organic substance;				
2.2	Analysis of bulk samples to determine the presence of asbestos;				
2.3	Compilation of sample analysis reports as and when required;				
3	<u>Calibrating of the following instrument:</u>				
3.1	Calibrating sound level meter and acoustic calibrator, including noise dose meters on an annual basis				
3.2	Calibrating gilian giliberator on an annual basis				
3.4	service and maintenance of instruments as and when required				
3.5	Calibrating lux meters once every two years				
3.6	Calibrating heat stress meters on annual basis				
3.7	Calibrating indoor air quality meter on an annual basis				
3.8	Calibrating hot wire anemometer on an annual basis				
3.9	Transportation of occupational hygiene instruments for calibration from the calibration laboratory to Camden PS and from Camden PS to the calibration laboratory				
	<u>Activity schedule</u>				
A	Supply sampling media				
1.1	SANAS Accredited Calibration Certificate Required				
1.2	Pre- weighted 37mm 3 Piece 5.0um PVC filters, filter cassetts(50 pack)	No	2		
1.3	MCE 25mm filters with a black grid (100 pack)	No	2		
1.4	Sorbent Tubes (50 pack)	No	3		
2	Analysis of samples :				
2.1	SANAS Accredited Calibration Certificate Required				
2.2	For alpha quartz (crystalline silica) , volatile organic substance (Planned and unplanned)	No	1		
2.3	To determine the presence of asbestos (Planned and unplanned) as per the HSG248 guidelines.	No	80		

B	<u>Calibration, Service and Maintenance</u>				
3	Quest Sound Pro Sound Level Meter (to be calibrated offsite)				
3.1	SANAS Accredited Calibration Certificate Required				
3.2	Calibration of the Quest Sound Pro Sound Level Meter Model Number: SOUNDPRO DL-1-1/1, 4936. (annually) SN. BKH020002. Quantity- 1	Annually	3		
3.3	Calibration of the New (to be purchased) Quest Sound Pro Sound Level Meter, model No. SE and DL (annually) SN. BKH020002. Quantity- 2	Annually	4		
4	Quest QC10 Sound Level Calibrator (to be calibrated offsite)				
4.1	SANAS accredited calibration certificate required				
4.2	Quest QC10 Sound Level calibrator, Model Number: QC-10 SN. QIE080089. (annually) Quantity- 1	Annually	3		
4.3	Calibration of the New (to be purchased) Quest QC10 Sound Level calibrator, Model Number: QC-10. SN. QIE080089.(annually) Quantity- 1	Annually	2		
5	Quest Edge 7 personal Noise Dosimeter (to be calibrated offsite)				
5.1	SANAS Accredited Calibration Certificate Required				
5.2	Calibration of New (to be purchased) Quest edge 7 personal noise dosimeter (annually) Quantity-5	Annually	10		
6	Quest QT44 Questemp Heat Stress Monitor (to be calibrated offsite)				
6.1	ANAB/ILAC accredited calibration certificate required				
6.2	Calibration of Quest QT44 Questemp Heat Stress Monitor including Globe, Dry Globe and Wet Globe. Model Number: QT° 44 , SN. TQJ010017, at a minimum of 3 Temperature Points and a minimum of 3 Relative Humidity Percentage Points: (Annually) Quantity-1	Annually	3		
6.3	Calibration of the New (to be purchased) Quest QT44 Questemp Heat Stress Monitor, Model Number: QT° 44 , SN. TQJ010017, at a minimum of 3 Temperature Points and a minimum of 3 Relative Humidity Percentage Points: (Annually) Quantity-2	Annually	4		

7	Goldilux Auto Ranging Light Meter (to be calibrated offsite)				
7.1	ANAB/ILAC accredited calibration certificate required				
7.2	Goldilux Auto Ranging Light Meter Model Number: GAL , SN. 11123/1321/1322. Calibration to be as per the 5 Reference Points (13 to 3200 Lux) Standard Calibration Method (Every 2 years) Quantity-3	Annually	6		
8	Gillian Gilibrator 2 (to be calibrated offsite)				
8.1	SANAS/ANAB accredited calibration certificate required				
	Gallian Gilibrator 2 Serial No. 0507039; 106867-S and model number 850190-1; 800286; 800266-1; 800289-1 calibration. (annually) Quantity-3				
8.2	5 reference method	Annually	9		
8.3	10 reference method	Annually	9		
9	TSI IAQ Calc Indoor Air Quality Meter (to be calibrated offsite)				
9.1	SANAS accredited calibration certificate required				
9.2	Model No TSI IAQ Calc serial No. T74451604001 calibration (SANAS accredited): at a minimum of 3 Temperature Points and a minimum of 3 Relative Humidity Percentage Points at a standard velocity of 10 points across the range from 0-35m/s. (annually) Quantity- 1	Annually	3		
10	Gillian- Gill Air Sampler (to be calibrated offsite)				
10.1	SANAS/ANAB accredited calibration certificate required				
	Standard calibration of Gillian air sampler, SN: 7D, 10D, 6D, 2D, 11D, 5D, 4C, 8D, 9C, 6C, 3A, 1B, 1C, 4A, 5B, 1D, 4B,5C and 12 Quantity- 19				
10.2	5 reference method	Annually	57		
10.3	10 reference method	Annually	57		
11	TSI T9515 Velocit Calc Air Velocity Meter (to be Calibrated offsite)				
11.1	SANAS accredited calibration certificate required				
	Calibration of TSI T9515 Velocit Calc, model No. 9515, Serial No. T95151604006, at a minimum of 3 temperature points at a velocity of 10 points across the range from 0-35m/s. (annually) Quantity-1				
11.2		Annually	3		
Activity Schedule Carried To Final Summary					

	<u>FINAL SUMMARY</u>			
1	Preliminaries	Page	1	
2	Activity Schedule	Page	2	
	Sub-total			
	Value Added Tax			
	Allow fifteen per cent (15%) of the above sub-total for Value Added Tax	Item		
	Carried to form of Offer			