



## NEC3 Term Service Contract (TSC3)

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

**and [Insert at award stage]  
(Reg No. \_\_\_\_\_ )**

**for Cleaning Services Contract for Durbanville Office,  
Bella Rosa Office, Ankerlig 1, 2 & 3 Power Stations,  
Acacia Power Station, Palmiet Power Station, Port  
Rex Power Station, and Sere Windfarm**

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**Contents:****No of  
pages****Part C1 Agreements & Contract Data****[•]****Part C2 Pricing Data****[•]****Part C3 Scope of Work****[•]**

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CLEANING SERVICES CONTRACT FOR DURBANVILLE OFFICE, BELLA ROSA OFFICE, ANKERLIG 1, 2 & 3 POWER STATIONS, ACACIA POWER STATION, PALMIET POWER STATION, PORT REX POWER STATION, AND SERE WINDFARM

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**CONTRACT No. [Insert at award stage]**

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## PART C1:AGREEMENTS & CONTRACT DATA

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<b>[to be inserted from Returnable Documents at award stage]</b>	
<b>C1.2a Contract Data provided by the <i>Employer</i></b>	<b>[•]</b>
<b>C1.2b Contract Data provided by the <i>Contractor</i></b>	<b>[•]</b>
<b>[to be inserted from Returnable Documents at award stage]</b>	

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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:

**Cleaning Services Contract for Durbanville Office, Bella Rosa Office, Ankerlig 1, 2 & 3 Power Stations, Acacia Power Station, Palmiet Power Station, Port Rex Power Station, and Sere Windfarm**

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
	Value Added Tax @ 15% is	R
	The offered total of the amount due inclusive of VAT is <sup>1</sup>	R
	(in words) [●]	

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:**

<sup>1</sup> This total is required by the *Employer* for budgeting purposes only. Actual amounts due will be assessed in terms of the *conditions of contract*.

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

Tenderer's CIDB registration number:

## 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)      Avi Singh

Capacity      General Manager: Peaking Power  
Stations

for the Employer	Eskom Holdings SOC Ltd 15 Pasita Street Rosenpark 7530	
	<i>(Insert name and address of organisation)</i>	
Name & signature of witness	Marna Bester	Date
	Procurement Manager	

**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	[•]	[•]

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)*

Avi Singh

General Manager: Peaking Power Stations

 Eskom Holdings SOC Ltd  
 15 Pasita Street  
 Rosenpark  
 7530



CLEANING SERVICES CONTRACT FOR DURBANVILLE OFFICE, BELLA ROSA OFFICE, ANKERLIG 1, 2 & 3 POWER STATIONS, ACACIA POWER STATION, PALMIET POWER STATION, PORT REX POWER STATION, AND SERE WINDFARM

Name & signature of witness		
		Marna Bester Procurement Manager
Date		


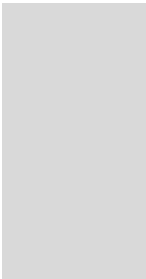
## C1.2 TSC3 Contract Data

### Part one - Data provided by the Employer

[Instructions to the contract compiler: (delete these two notes in the final draft of a contract)]

1. Please read the relevant clauses in the conditions of contract before you enter data. 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.
2. Some TSC3 options are always selected by Eskom Holdings SOC Ltd. The remaining TSC3 options are identified by shading in the left hand column. In the event that the option is not required select and delete the whole row. Where the following symbol is used "[●]" - data is required to be inserted relevant to the specific option selected.]

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

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>X19: Task Order</b>
		<b>Z: Additional conditions of contract</b>
	of the NEC3 Term Service Contract April 2013 <sup>2</sup> (TSC3)	

<sup>2</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 539 1902 [www.ecs.co.za](http://www.ecs.co.za)

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>
10.1	The <i>Service Manager</i> is (name):	<b>F v Loggerenberg</b>
	Address	<b>15 Pasita Street Rosenpark 7530</b>
	Tel	<b>021 859-9205</b>
	e-mail	<b><a href="mailto:vLoggeFJ@eskom.co.za">vLoggeFJ@eskom.co.za</a></b>
11.2(2)	The Affected Property is	<b>Durbanville Offices Bella Rosa Offices Acacia Power Station Ankerlig 1 Power Station Ankerlig 2 Power Station Ankerlig 3 Power Station (Start June 2024) Palmiet Power Station Port Rex power Station Sere Windfarm (When Required)</b>
11.2(13)	The <i>service</i> is	<b>Peaking Cleaning Service Contract</b>
11.2(14)	The following matters will be included in the Risk Register	<b>None</b>
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>	<b>Data required by this section of the core clauses is also provided by the Contractor in Part 2 and terms in italics used in this section are identified elsewhere in this Contract Data</b>
21.1	The <i>Contractor</i> submits a first plan for	

	acceptance within	<b>2 Weeks of the Contract Date</b>
<b>3</b>	<b>Time</b>	
30.1	The <i>starting date</i> is.	<b>To be determined after award</b>
30.1	The <i>service period</i> is	<b>5 Years</b>
<b>4</b>	<b>Testing and defects</b>	<b>There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data</b>
<b>5</b>	<b>Payment</b>	
50.1	The <i>assessment interval</i> is	<b>On the 26<sup>th</sup> 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>30 Days.</b>
51.4	The <i>interest rate</i> is	<p>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</p> <p>(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 <i>mutatis mutandis</i> 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.</p>

<b>6</b>	<b>Compensation events</b>	<b>There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data</b>
<b>7</b>	<b>Use of Equipment Plant and Materials</b>	<b>There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data</b>
<b>8</b>	<b>Risks and insurance</b>	
80.1	These are additional <i>Employer's</i> risks	1. [●]
		2. [●]
		3. [●]
83		<b>Insurance cover</b>
83.1		<b>When requested by a Party, the other Party provides certificates from his insurer or broker stating that the insurances required by this contract are in force.</b>

The Contractor provides the insurances stated in the Insurance Table A from the starting date until the earlier of Completion and the date of the termination certificate.

#### INSURANCE TABLE A

Insurance against	Minimum amount of cover or minimum limit of indemnity
Loss of or damage caused by the Contractor to the Employer's property	The replacement cost where not covered by the Employer's insurance.  The Employer's policy deductible as at Contract Date, where covered by the Employer's insurance.
Loss of or damage to Plant and Materials	The replacement cost where not covered by the Employer's insurance.  The Employer's policy deductible as at Contract Date, where covered by the Employer's insurance.
Loss of or damage to Equipment	The replacement cost where not covered by the Employer's insurance.  The Employer's policy deductible as at Contract Date, where covered by the Employer's insurance.
The Contractor's liability for loss of or damage to property (except the Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor's Providing the Service	<b><u>Loss of or damage to property</u></b> The replacement cost  <b><u>Bodily injury to or death of a person</u></b> The amount required by the applicable law.
Liability for death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract	The amount required by the applicable law

1.1

86	<b>Insurance by the Employer</b>		
86.1	<b>The Employer provides the insurances stated in the Insurance Table B</b>		
	<b>INSURANCE TABLE B</b>		
	<table> <tr> <th>Insurance against or name of policy</th><th>Minimum amount of cover or minimum limit of indemnity</th></tr> </table>	Insurance against or name of policy	Minimum amount of cover or minimum limit of indemnity
Insurance against or name of policy	Minimum amount of cover or minimum limit of indemnity		

	Assets All Risk	Per the insurance policy document
	Contract Works insurance	Per the insurance policy document
	Environmental Liability	Per the insurance policy document
	General and Public Liability	Per the insurance policy document
	Transportation (Marine)	Per the insurance policy document
	Motor Fleet and Mobile Plant	Per the insurance policy document
	Terrorism	Per the insurance policy document
	Cyber Liability	Per the insurance policy document
	Nuclear Material Damage and Business Interruption	Per the insurance policy document
	Nuclear Material Damage Terrorism	Per the insurance policy document

<b>9</b>	<b>Termination</b>	<b>There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.</b>
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## **10 Data for main Option clause**

<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 <i>service</i> at intervals no longer than <b>4 weeks.</b>

## **11 Data for Option W1**

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 **Cape Town South Africa**

The person or organisation who will choose an arbitrator

- if the Parties cannot agree a choice or
- if the arbitration procedure does not state who selects an arbitrator, is **the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.**

## 12 Data for secondary Option clauses

### X1 Price adjustment for inflation

X1.1 The *base date* for indices is **TBA**

The proportions used to calculate the Price Adjustment Factor are:

Proportion	linked to index for
<b>0.85</b>	<b>Table 3 (Labour)</b>
<b>15</b>	<b>non-adjustable</b>
<b>1.00</b>	

### X2 Changes in the law

**There is no reference to Contract Data in this Option and terms in *italics* are identified elsewhere in this Contract Data.**

### X17 Low service damages

X17.1 The service level table is Listed below

Low Service Damage Description	Value Of Low Service Damages	Limit Of Low Service Damage
Service delaying outage critical path (delaying other <i>Contractor(s)</i> from starting / completing their work)	1.5% of fixed monthly service or Task order value for an ad-hoc service	Limited to 10% of monthly task order service value / task order value for ad-hoc service
Service delays not finishing as per agreed upon programmed submitted to the <i>Service Manager</i>	2% of fixed monthly service or Task order value for an ad-hoc service	Limited to 10% of monthly task order service value / task order value for ad-hoc service
Delay in submission of documents as detailed in this agreement	1% of fixed monthly service or Task order value for an ad-hoc service	Limited to 10% of monthly task order service value / task order value for ad-hoc service
Rework due to poor workmanship	3% of fixed monthly service or Task order value for an ad-hoc service	Limited to 10% of monthly task order service value / task order value for ad-hoc service
No response of NCR within 3 days	1% of fixed monthly service or Task order	Limited to 10% of monthly task order service value /



		value for an ad-hoc service	task order value for ad-hoc service
<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 <b>Seven (7) days of receiving the Task Order</b>		
<b>Z</b>	<b>The <i>additional conditions of contract</i> are</b> <b>Z1 to Z14 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:

<b>Affected Party</b>	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,
<b>Coercive Action</b>	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,
<b>Collusive Action</b>	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,
<b>Committing Party</b>	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,
<b>Corrupt Action</b>	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,
<b>Fraudulent Action</b>	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,
<b>Obstructive Action</b>	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
<b>Prohibited Action</b>	means any one or more of a Coercive Action, Collusive Action Corrupt Action, Fraudulent Action or Obstructive Action.

Z11.1 A Committing Party may not take any Prohibited Action during the course of the procurement of this contract or in execution thereof.

Z11.2 The *Employer* may terminate the *Contractor's* obligation to Provide the Services 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 Services for this reason.

Z11.3 If the *Employer* terminates the *Contractor's* obligation to Provide the Services for this reason, the amounts due on termination are those intended in core clauses 92.1 and 92.2.

Z11.4 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.

## Z12 Insurance

### Z 12 .1 Replace core clause 83 with the following:

#### Insurance cover 83

- 83.1 When requested by a Party, the other Party provides certificates from his insurer or broker stating that the insurances required by this contract are in force.
- 83.2 The *Contractor* provides the insurances stated in the Insurance Table A from the *starting date* until the earlier of Completion and the date of the termination certificate.

**INSURANCE TABLE A**

Insurance against	Minimum amount of cover or minimum limit of indemnity
Loss of or damage caused by the <i>Contractor</i> to the <i>Employer's</i> property	The replacement cost where not covered by the <i>Employer's</i> insurance.  The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
Loss of or damage to Plant and Materials	The replacement cost where not covered by the <i>Employer's</i> insurance.  The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
Loss of or damage to Equipment	The replacement cost where not covered by the <i>Employer's</i> insurance.  The <i>Employer's</i> policy deductible as at Contract Date, where covered by the <i>Employer's</i> insurance.
The <i>Contractor's</i> liability for 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	<b><u>Loss of or damage to property</u></b> The replacement cost  <b><u>Bodily injury to or death of a person</u></b> The amount required by the applicable law.
Liability for 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	The amount required by the applicable law

**Z 12.2 Replace core clause 86 with the following:****Insurance  
by the  
Employer**

86

86.1 The *Employer* provides the insurances stated in the Insurance Table B**INSURANCE TABLE B**

<b>Insurance against or name of policy</b>	<b>Minimum amount of cover or minimum li of indemnity</b>
Assets All Risk	Per the insurance policy document
Contract Works insurance	Per the insurance policy document
Environmental Liability	Per the insurance policy document
General and Public Liability	Per the insurance policy document
Transportation (Marine)	Per the insurance policy document
Motor Fleet and Mobile Plant	Per the insurance policy document
Terrorism	Per the insurance policy document
Cyber Liability	Per the insurance policy document
Nuclear Material Damage and Business Interruption	Per the insurance policy document
Nuclear Material Damage Terrorism	Per the insurance policy document

**Z13 Nuclear Liability**

Z13.1 The *Employer* is the operator of the Koeberg Nuclear Power Station (KNPS), a nuclear installation, as designated by the National Nuclear Regulator of the Republic of South Africa, and is the holder of a nuclear licence in respect of the KNPS.

Z13.2 The *Employer* is solely responsible for and indemnifies the *Contractor* or any other person against any and all liabilities which the *Contractor* or any person may incur arising out of or resulting from nuclear damage, as defined in Act 47 of 1999, save to the extent that any liabilities are incurred due to the unlawful intent of the *Contractor* or any other person or the presence of the *Contractor* or that person or any property of the *Contractor* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.

Z13.3 Subject to clause Z13.4 below, the *Employer* waives all rights of recourse, arising from the aforesaid, save to the extent that any claims arise or liability is incurred due or attributable to the unlawful intent of the *Contractor* or any other person, or the presence of the *Contractor* or that person or any property of the *Contractor* or such person at or in the KNPS or on the KNPS site, without the permission of the *Employer* or of a person acting on behalf of the *Employer*.

Z13.4 The *Employer* does not waive its rights provided for in section 30 (7) of Act 47 of 1999, or any replacement section dealing with the same subject matter.

Z13.5 The protection afforded by the provisions hereof shall be in effect until the KNPS is decommissioned.

**Z14 Asbestos**

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

<b>AAIA</b>	means approved asbestos inspection authority.
<b>ACM</b>	means asbestos containing materials.
<b>AL</b>	means action level, i.e. a level of 50% of the OEL, i.e. 0.1 regulated asbestos fibres per ml of air measured over a 4 hour period. The value at which proactive actions is required in order to control asbestos exposure to prevent exceeding the OEL.
<b>Ambient Air</b>	means breathable air in area of work with specific reference to breathing zone, which is defined to be a virtual area within a radius of approximately 30cm from the nose inlet.
<b>Compliance Monitoring</b>	means compliance sampling used to assess whether or not the personal exposure of workers to regulated asbestos fibres is in compliance with the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
<b>OEL</b>	means occupational exposure limit.
<b>Parallel Measurements</b>	means measurements performed in parallel, yet separately, to existing measurements to verify validity of results.
<b>Safe Levels</b>	means airborne asbestos exposure levels conforming to the Standard's requirements for safe processing, handling, storing, disposal and phase-out of asbestos and asbestos containing material, equipment and articles.
<b>Standard</b>	means the <i>Employer's</i> Asbestos Standard 32-303: Requirements for Safe Processing, Handling, Storing, Disposal and Phase-out of Asbestos and Asbestos Containing Material, Equipment and Articles.
<b>SANAS</b>	means the South African National Accreditation System.
<b>TWA</b>	means the average exposure, within a given workplace, to airborne asbestos fibres, normalised to the baseline of a 4 hour continuous period, also applicable to short term exposures, i.e. 10-minute TWA.

Z14.1 The *Employer* ensures that the Ambient Air in the area where the *Contractor* will Provide the Services conforms to the acceptable prescribed South African standard for asbestos, as per the regulations published in GNR 155 of 10 February 2002, under the Occupational Health and Safety Act, 1993 (Act 85 of 1993) ("Asbestos Regulations"). The OEL for asbestos is 0.2 regulated asbestos fibres per millilitre of air as a 4-hour TWA, averaged over any continuous period of four hours, and the short term exposure limit of 0.6 regulated asbestos fibres per millilitre of air as a 10-minute TWA, averaged over any 10 minutes, measured in accordance with HSG248 and monitored according to HSG173 and OESSM.

Z14.2 Upon written request by the *Contractor*, the *Employer* certifies that these conditions prevail. All measurements and reporting are effected by an independent, competent, and certified occupational hygiene inspection body, i.e. a SANAS accredited and Department of Employment and Labour approved AAIA. The *Contractor* may perform Parallel Measurements and related control measures at the *Contractor's* expense. For the purposes of compliance the results generated from Parallel Measurements are evaluated only against South African statutory limits as detailed in clause Z14.1. Control measures conform to the requirements stipulated in the AAIA-approved asbestos work plan.

Z14.3 The *Employer* manages asbestos and ACM according to the Standard.

- Z14.4 In the event that any asbestos is identified while Providing the Services, a risk assessment is conducted and if so required, with reference to possible exposure to an airborne concentration of above the AL for asbestos, immediate control measures are implemented and relevant air monitoring conducted in order to declare the area safe.
- Z14.5 The *Contractor's* personnel are entitled to stop working and leave the contaminated area forthwith until such time that the area of concern is declared safe by either Compliance Monitoring or an AAIA approved control measure intervention, for example, per the emergency asbestos work plan, if applicable.
- Z14.6 The *Contractor* continues to Provide the Services, without additional control measures presented, on presentation of Safe Levels. The contractually agreed dates to Provide the Services, including the Completion Date, are adjusted accordingly. The contractually agreed dates are extended by the notification periods required by regulations 3 and 21 of the Asbestos Regulations, 2001.
- Z14.7 Any removal and disposal of asbestos, asbestos containing materials and waste, is done by a registered asbestos contractor, instructed by the *Employer* at the *Employer's* expense, and conducted in line with South African legislation.



## C1.2 Contract Data

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

**[Instructions to the contract compiler: (delete this notes before issue to tenderers with an enquiry)]**

Whenever a cell is shaded in the left hand column it denotes this data is optional and would be required in relation to the option selected. In the event that the option is not required select and delete the whole row.]

#### 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>3</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.
3. Where a form field like this [ ] appears, data is required to be inserted relevant to the option selected. Click on the form field **once** and type in the data. Otherwise complete by hand and in ink.

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	%
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:	

<sup>3</sup> Available from Engineering Contract Strategies Tel 011 803 3008 Fax 086 5391902 or [www.ecs.co.za](http://www.ecs.co.za)

21.1	The plan identified in the Contract Data is contained in:		
24.1	The key people are:		
	1	Name:	
		Job:	
		Responsibilities:	
		Qualifications:	
		Experience:	
	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		
11.2(19)	The tendered total of the Prices is		R

PART 2: PRICING DATA

TSC3 Option A

Document reference	Title	No of pages
C2.1	Pricing assumptions: Option A	2
C2.2	The <i>price list</i>	[•]

## C2.1 Pricing assumptions: Option A

### 1. How work is priced and assessed for payment

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

#### Identified and defined terms 11

11.2 (12) The Price List is the *price list* unless later changed in accordance with this contract.

(17) The Price for Services Provided to Date is the total of

- the Price for each lump sum item in the Price List which the *Contractor* has completed and
- where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

(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.

### 2. 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.

### 3. 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).

### 4. 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.

#### **4.1 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*

### 4.1.1 Pricelist

#### 4.1.1.1 Durbanville & Bella Rosa Offices

Item nr	Qty	Description	Unit	Expected Quantity	Rate (Paid to employee)	Overheads & Profit	Total Price
3000020629	1	PAY FEE:SUPERVISORS	MON	60			
3000011172	4	CLEANER, AREA:OFFICES,DAILY	MON	60			
3000033088	1	HIRE LABR:JUNIOR,UTILITY MAN	MON	60			
3000022522	PAY FEE:MEDICAL EXAMINATION,NT			5			
3000013790	PAY FEE:PPE ANNUAL COST,VARIOUS			5			
3000022730	CREATE DOC:CONTRACTOR SAFETY FILE			1			
	UIF per employee (For profit determination only)			N/C			
	Cleaning association per employee (For profit determination only)			N/C			
	Bonus per employee if applicable (For profit determination only)			N/C			

The total of the Durbanville & Bella Rosa Offices Prices

#### 4.1.1.2 Acacia Power Station

Item nr	Qty	Description	Unit	Expected Quantity	Rate (Paid to employee)	Overheads & Profit	Total Price
3000011172	1	CLEANER, AREA:OFFICES,DAILY	MON	60			
3000022522	PAY FEE:MEDICAL EXAMINATION,NT			5			
3000013790	PAY FEE:PPE ANNUAL COST,VARIOUS			5			

3000022730	CREATE DOC:CONTRACTOR SAFETY FILE	1			
	UIF (For profit determination only)	N/C			
	Cleaning association per employee (For profit determination only)	N/C			
	Bonus per employee if applicable (For profit determination only)	N/C			
3000022522	PAY FEE:MEDICAL EXAMINATION,NT	5			
3000013790	PAY FEE:PPE ANNUAL COST,VARIOUS	5			
3000022730	CREATE DOC:CONTRACTOR SAFETY FILE	1			
	UIF per employee (For profit determination only)	N/C			
	Cleaning association per employee (For profit determination only)	N/C			
	Bonus per employee if applicable (For profit determination only)	N/C			

The total of the Acacia Power Station Prices

#### 4.1.1.3 Ankerlig 1 & 2 Power Stations

Item nr	Qty	Description	Unit	Expected Quantity	Rate (Paid to employee)	Overheads & Profit	Total Price
3000020629	1	PAY FEE:SUPERVISORS	MON	60			
3000011172	8	CLEANER, AREA:OFFICES,DAILY	MON	60			
3000022522		PAY FEE:MEDICAL EXAMINATION,NT		5			
3000013790		PAY FEE:PPE ANNUAL COST,VARIOUS		5			
3000022730		CREATE DOC:CONTRACTOR SAFETY FILE		1			
		UIF per employee (For profit determination only)		N/C			
		Cleaning association per employee (For profit determination only)		N/C			

	Bonus per employee if applicable (For profit determination only)	N/C			
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The total of the Ankerlig 1 &amp; 2 Power Stations Prices

**4.1.1.4 Ankerlig 3 Power Station**

Item nr	Qty	Description	Unit	Expected Quantity	Rate (Paid to employee)	Overheads & Profit	Total Price
3000011172	1	CLEANER, AREA:OFFICES,DAILY	MON	60			
3000022522	PAY FEE:MEDICAL EXAMINATION,NT			5			
3000013790	PAY FEE:PPE ANNUAL COST,VARIOUS			5			
3000022730	CREATE DOC:CONTRACTOR SAFETY FILE			1			
	UIF per employee (For profit determination only)			N/C			
	Cleaning association per employee (For profit determination only)			N/C			
	Bonus per employee if applicable (For profit determination only)			N/C			

The total of the Ankerlig 3 Power Station Prices

**4.1.1.5 Palmiet Power Station**

Item nr	Qty	Description	Unit	Expected Quantity	Rate (Paid to employee)	Overheads & Profit	Total Price
3000011172	4	CLEANER, AREA:OFFICES,DAILY	MON	60			
3000022522	PAY FEE:MEDICAL EXAMINATION,NT			5			
3000013790	PAY FEE:PPE ANNUAL COST,VARIOUS			5			
3000022730	CREATE DOC:CONTRACTOR SAFETY FILE			1			
	UIF per employee (For profit determination only)			N/C			



	Cleaning association per employee (For profit determination only)	N/C			
	Bonus per employee if applicable (For profit determination only)	N/C			

The total of the Palmiet Power Station Prices

**4.1.1.6 Port Rex Station**

Item nr	Qty	Description	Unit	Expected Quantity	Rate (Paid to employee)	Overheads & Profit	Total Price
3000011172	1	CLEANER, AREA:OFFICES,DAILY	MON	60			
3000022522		PAY FEE:MEDICAL EXAMINATION,NT		5			
3000013790		PAY FEE:PPE ANNUAL COST,VARIOUS		5			
3000022730		CREATE DOC:CONTRACTOR SAFETY FILE		1			
		UIF per employee (For profit determination only)		N/C			
		Cleaning association per employee (For profit determination only)		N/C			
		Bonus per employee if applicable (For profit determination only)		N/C			

The total of the Port Rex Power Station Prices

**4.1.1.7 Sere Windfarm**

Item nr	Qty	Description	Unit	Expected Quantity	Rate (Paid to employee)	Overheads & Profit	Total Price
3000011172	1	CLEANER, AREA:OFFICES,DAILY	MON	60			
3000033088	1	HIRE LABR:JUNIOR,UTILITY MAN	MON	60			
3000022522		PAY FEE:MEDICAL EXAMINATION,NT		5			
3000013790		PAY FEE:PPE ANNUAL COST,VARIOUS		5			

3000022730	CREATE DOC:CONTRACTOR SAFETY FILE	1			
	UIF per employee (For profit determination only)	N/C			
	Cleaning association per employee (For profit determination only)	N/C			
	Bonus per employee if applicable (For profit determination only)	N/C			

The total of the Sere Windfarm Prices

The total of the Peaking Prices

**4.1.2 Adhoc Prices****4.1.2.1 Durbanville & Bella Rosa Offices Adhoc**

Item nr	Description	Unit	Rate (Paid to employee)	Overheads & Profit	Total Price
3000021364	HIRE SUPERVISOR	H			
3000012124	HIRE ASSISTANT:GENERAL CLEANER	H			
3000027586	MAINT SITE:CARPET WASHING	m2			
3000035230	CLEAN MATERIAL:UPHOLSTERY PER CHAIR	EA			

**4.1.2.2 Acacia Power Station Adhoc**

Item nr	Description	Unit	Rate (Paid to employee)	Overheads & Profit	Total Price
3000012124	HIRE ASSISTANT:GENERAL CLEANER	H			
3000027586	MAINT SITE:CARPET WASHING	m2			
3000035230	CLEAN MATERIAL:UPHOLSTERY PER CHAIR	EA			

**4.1.2.3 Ankerlig 1 & 2 Power Station Adhoc**

Item nr	Description	Unit	Rate (Paid to employee)	Overheads & Profit	Total Price
3000021364	HIRE SUPERVISOR	H			
3000012124	HIRE ASSISTANT:GENERAL CLEANER	H			
3000027586	MAINT SITE:CARPET WASHING	m2			
3000035230	CLEAN MATERIAL:UPHOLSTERY PER CHAIR	EA			

**4.1.2.4 Ankerlig 3 Power Station Adhoc**

Item nr	Description	Unit	Rate (Paid to employee)	Overheads & Profit	Total Price
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			employee)		
3000012124	HIRE ASSISTANT:GENERAL CLEANER	H			
3000027586	MAINT SITE:CARPET WASHING	m2			
3000035230	CLEAN MATERIAL:UPHOLSTERY PER CHAIR	EA			

#### 4.1.2.5 Palmiet Power Station Adhoc

Item nr	Description	Unit	Rate (Paid to employee)	Overheads & Profit	Total Price
3000012124	HIRE ASSSISTANT:GENERAL CLEANER	H			
3000027586	MAINT SITE:CARPET WASHING	m2			
3000035230	CLEAN MATERIAL:UPHOLSTERY PER CHAIR	EA			

#### 4.1.2.6 Port Rex Power Station Adhoc

Item nr	Description	Unit	Rate (Paid to employee)	Overheads & Profit	Total Price
3000012124	HIRE ASSSISTANT:GENERAL CLEANER	H			
3000027586	MAINT SITE:CARPET WASHING	m2			
3000035230	CLEAN MATERIAL:UPHOLSTERY PER CHAIR	EA			

#### 4.1.2.7 Sere Windfarm Adhoc

Item nr	Description	Unit	Rate (Paid to employee)	Overheads & Profit	Total Price
3000012124	HIRE ASSSISTANT:GENERAL CLEANER	H			
3000027586	MAINT SITE:CARPET WASHING	m2			
3000035230	CLEAN MATERIAL:UPHOLSTERY PER CHAIR	EA			

## PART 3: SCOPE OF WORK

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# 1. Description of the service

## 1.1 Executive overview

The objective is to conclude a Cleaning Contract for cleaning and general worker services that will be outsourced to allow the Employer to focus on core activities. Scope of work is described in 1.2 Employers requirement for the services and the daily activity schedule is set out in the Appendixes. During outages there are increased activities and people at the power stations which requires additional cleaning resources and to work longer hours and over weekends. As there are chemicals used to perform certain cleaning activities employees are required to be trained and competent in the use of hazardous chemicals. The cleaning staff on site shall be neat and presentable at all times (overalls) and shall wear the appropriate protective clothing (PPE) at all times.

The supplier provides the necessary labour, uniforms, Personal protective equipment (PPE), home-work-home transport, meals, and accommodation that will satisfy the requirements of this contract.

Eskom provides all equipment and cleaning materials to carry out the service with exception to adhoc services, Cleaning of carpets, chairs and couches.

## 1.2 Resources required – Normal Operations

Station	Resource	Number
Durbanville head office	Supervisor	1
Durbanville head office	Handyman	1
Durbanville head office	Cleaner	2
Bella Rosa Office	Cleaner	2
Acacia Power Station	Cleaner	1
Ankerlig 1 & 2 Power Station	Supervisor	1
Ankerlig 1 & 2 Power Station	Cleaner	8
Ankerlig 3 Power Station	Cleaner	1
Palmiet Power Station	Cleaner	4 (3 + 1 for visitor centre)
Port Rex Power Station	Cleaner	1
Sere Windfarm	Cleaner	1
Sere Windfarm	Handyman	1

### 1.3 Adhoc Services – As required & Outages

Station	Service	Freq
Durbanville head office	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions
Bella Rosa Office	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions
Acacia Power Station	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions
Ankerlig 1 & 2 Power Stations	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions
Ankerlig 3 Power Station	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions
Palmiet Power Station (Incl. Visitor Centre)	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions
Port Rex Power Station	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions
Sere Windfarm	Washing of Carpets	6 Monthly / As and when required
	Washing of Chairs & Couches	1 Yearly / As and when required
	Cleaner	Additional resources during outages and special occasions

### 1.4 Employer's requirements for the service

Daily cleaning is required at the Peaking Power Stations and offices as below:

In the Western Cape

**Head offices** is located at 15 Pasita street, Rosenburg, Durbanville, Capetown

**Bella Rosa offices** is located in Bella Rosa Street, Rosenberg, Durbanville, Capetown

**Acacia Power Station** is located in Edgemoor Drive, Edgemoor, Cape Town

**Ankerlig 1, 2 & 3 power stations** are located in Neil Hare Rd, Atlantis which form part of the Western Cape Outlying area

**Palmiet Power Station** is located Rockview Dam Rd, Grabouw which form part of the Western Cape Outlying area

**Sere Windfarm** is located close to Lutzville which form part of the Western Cape Outlying area

#### In the Eastern Cape

**Port Rex Power station** is located at 9 Wells Rd, Gately, East London

### **1.4.1 Cleaner**

Cleaners to work at Peaking Durbanville Office, Bella Rosa Office, Ankerlig 1, 2 and 3 Power stations, Acacia Power Station, Palmiet Power Station (Incl. Visitor Centre), Port Rex Power station and Sere Windfarm and duties will be but not limited to:

- Sweeping
- Vacuuming
- Collecting and collating office refuse to a designated dump area
- Sorting recyclable items into designated bins
- Cleaning ablution facilities
- Refilling Toilet paper and paper towels
- Cleaning kitchen including appliances
- Defrosting fridge
- Refilling coffee / tea / sugar containers
- Washing cutlery / crockery
- Dusting
- Cleaning accessible windows / glass doors / partitions as and when required
- Report all plumbing and sanitation defects
- Any other reasonable cleaning request as and when required

### **1.4.2 Supervisor**

Supervisor to be based at Pasita street and one at Ankerlig Power Station. The duties will be but not limited to:

- Daily supervising cleaners. (Durbanville and Bella Rosa cleaners)
- Daily supervising Handyman.
- Assist with moving of furniture / boxes as and when required
- Messenger duties as and when required
- Driving duties as and when required
- Any other reasonable instruction

### **1.4.3 Handy man**

Handyman to be based at Pasita street and one at Sere Windfarm. The duties will be but not limited to:

- General semi-skilled handyman duties as and when required
- Assist with moving of furniture / boxes as and when required
- Weekly moving the black wheelie bins to a designated area for the weekly council refuse collection and returning bins to dump area
- Keeping parking lot and entrance walkway clear of debris such as leaves, dead vegetation and cigarette butts and discard of in the bins
- Picking up litter and discard of in the bins
- Watering the garden as and when required
- General Garden duties
- Re-filling bird feeders as and when required
- Messenger duties as and when required
- Driving duties as and when required
- Any other reasonable instruction

#### **1.4.4 Cleaning Methods**

The specific methods recommended to be employed by the Contractor for cleaning certain areas and surfaces are listed below.

##### **1.4.4.1 DEEP CLEANING**

- **Kitchens**

To be deep cleaned as per current health regulations

- **Other Areas**

- **Toilets:**

Descal and remove lime, uric acid, and other deposits. Remove encrustations from the internal surfaces of soil pipes. Clean and disinfect both internal and external surfaces of the fittings, including the seat hinges, the seat covers, w/c chains and door handles.

- **Urinals:**

Descal and remove lime, uric acid, and other deposits from the fittings. Remove the domicile grating, clean, disinfect and clear away all waste matter around the trap. Clean and disinfect both internal and external surfaces of the fittings.

- **Showers**

Desiccate and remove lime, and other deposits.

Apply solvents to remove encrustation from the internal surface of soil pipes.

Remove domicile grating, clean, disinfect and clear away all waste matter around the trap.

Clean and disinfect all surfaces of the fittings.

Replace damaged seams (silicone cement) and fillets to guard against seepage.

Remove corrosion and clean all spurge pipes.

Clean and disinfect all surfaces including wall & floor tiles (**scrubbing**).

##### **1.4.4.2 WASHING FACILITIES**

Clean and disinfect both internal and external surfaces of the fittings.

Clear overflows and waste pipes from accumulated waste deposits.

Clean and disinfect all taps, plugs, plug chains, channels, and gullies

#### **1.4.4.3 CHANNELS AND GULLIES**

Clear and remove deposits from the surfaces and gratings where fitted.

Clear and remove all accumulated waste deposits from the traps.

Clean and disinfect all surfaces

#### **1.4.4.4 TILES**

Sweep clean of all dust – scrub with approved liquid detergent solution – wash down thoroughly with clean water – remove all excessive water from surface with clean cloth. An approved water emulsion polish may be applied to mosaic tile walls and dados where a highly polished finish is desirable

**N.B. –** Avoid unsafe cleaning agents that will eat away the concrete grouting surrounding the tiles.

- **White or Coloured Rubbed Granite**

Sweep clean of all dust – wipe with approved liquid detergent solution – wash down thoroughly with clean water and remove all excessive water with clean cloth.

**N.B. –** Avoid the use of metal brushes or wire wool.

- **Quarry Tiles**

Sweep and clean of all dust – scrub with an approved liquid detergent solution - wash down thoroughly with clean water and dry thoroughly with clean cloth. If a dust free surface is required a coat of spirit solvent wax can be applied. Allow drying out and when thoroughly dried buff to a brilliant finish, preferably with a suitable polishing machine. Do not use pigmented polishes without prior consent from the Contract Supervisor

#### **1.4.4.5 RUBBER FLOORINGS**

Before waxing it is essential that the surface should be perfectly clean. When cleaning rubber flooring it is essential to avoid excessive use of water as this might creep between the joints of the flooring and affect the adhesion of the rubber to the sub-floor. The best method of cleaning of the rubber floor is by means of a paste cleanser applied with a damp cloth. Thorough rinsing is essential, again a minimum amount of water should be used and the floor dried thoroughly with a clean cloth. Good quality bar or liquid soap can also be used but soft soaps with high alkalinity, liquids containing essential oils (e.g., turpentine and pine oil) and coarse abrasives should be avoided

When clean, the floor should be treated with an approved water emulsion Polymer type polish, which should be allowed to dry thoroughly before traffic is allowed to pass over it.

**N.B. –** Solvent based waxes should not be used on rubber floors. White spirit and other solvents such as petrol, benzene and paraffin attack rubber flooring causing it to become soft and sticky and “bleeding” of colours may occur.

#### **1.4.4.6 PAINTED SURFACE**

**Flat finish:** Remove all surface dust with a soft brush, wipe down with damp cloth containing weak approved detergent solution. Wipe down with a clean damp cloth. Persistent stains may be removed by the sparing use of a fine abrasive paste or powder.

**High gloss finishes:** As above, but do not use any form of abrasive to remove stains. The use of washing soda or any other highly alkaline material should also be avoided. For a superior finish a high quality paste wax can be applied and buffed to the required finishes

#### 1.4.4.7 STAINLESS STEEL

To maintain the original bright and clean appearance, accumulation of deposit from the atmosphere must be prevented. Frequent careful washing with soap and water or an approved detergent solution will maintain appearance indefinitely. Avoid the use of abrasives and steel wool. Accumulated dirt may be removed using nylon web pad

#### 1.4.4.8 WINDOWS

Sweep clean of all dust – Wipe with approved liquid detergent solution – wash down thoroughly with clean water – remove all excessive water from surface with clean cloth or with a suitable squeegee. High to reach windows can be cleaned with a telescopic pole squeegee. Care must be taken to ensure all streaks from the windows are removed. In some cases ladders can be used as a last resort to reach high areas but will require specific working on heights training to use ladders.

#### 1.4.4.9 CARPET SHAMPOOING / DRY CLEANSING

Rotary Brush Method – Dry vacuum the area first, then shampoo carpeting carefully with a good quality appropriately diluted liquid shampoo & to comply with the manufacturer's instructions for operating the rotary machine. Use wet vacuum immediately to remove excessive water and slurry. After shampooing brush, the carpet pile in the direction with a carpet pile brush and warn users not to walk on the carpet until it is completely dry. As a final operation, dry vacuum on the following day to remove any loose fluff and lint loosened by the refinishing process.

- **Interpretation and terminology**

None

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
BRA	Baseline Risk Assessment
CEO	Chief Executive Officer
COIDA	Compensation For Occupational Injuries and Diseases Act
CV	Curriculum Vitae
GPS	Global Positioning System
ISO	International Organization for Standardization
MD	Managing Director
MSDS	Material Safety Data Sheet
OHS	Occupational health and safety
PPE	Personal Protective Equipment.
SACPCMP	South African Council for the Project and Construction Management Professions

SHE	Safety Health and Environment
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## 2. Management strategy and start up.

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

Daily and weekly schedules are provided in the appendixes of this contract. The Contractor provides a plan how the site specific schedules will be completed by providing a detailed plan.

### 2.2 Management meetings

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.

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

Title and purpose	Approximate time & interval	Location	Attendance by:
Contract Handover	On commencement date of the Contractor	<i>Employer's site</i>	<i>Employer, Contractor, Contract Supervisors</i>
Compensation events	As the need arises	Task Order	<i>Employer and Contractor</i>
Overall contract progress and feedback	As and when required	<i>Employer's site</i>	<i>Employer, Contractor and Contract Supervisors</i>
Inspection	As and when required	<i>Employer's site</i>	<i>Employer and Contractor</i>

### 2.3 Contractor's management, supervision, and key people

The Contractor provides an organogram of the proposed company structure with the tender showing the number of people, all relevant designations, and applicable qualifications.

It is not necessary for the Contractor to have a dedicated Site Supervisor appointed to manage all activities.

The Contractor and the Contractors Staff work closely with all Employer's personnel.

The *Contractor* provides sufficient staffing to meet the needs of the service.

The *Contractor* is required to list the names of key people responsible for the cleaning services.

### 2.4 Provision of bonds and guarantees

N/A

## 2.5 Documentation control

A Task Order will be issued by the Employer for any additional material or service requirement.

All contractual communications will be in the form of properly compiled letters or forms attached to e-mails and not as a message in the e mail itself.

## 2.6 Invoicing and payment

The *Contractor* does not start any work before he/she is in possession of a SAP 45 order number.

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 assessment certificate. Assessments are conducted monthly or at completion of task order for an ad-hoc service. Assessments of work completed and value is mutually agreed between the *Service Manager* and *Contractor*. The *Contractor* issues invoice in line with the assessed value on the assessment certificate

Submitted invoices are paid 30 days from date of receipt of invoice by the *Employer*.

### 2.6.1 Invoices submission

All invoices to be accompanied by the Payment Assessment Certificate as issued by the *Service Manager*.

Invoices to be submitted electronically as PDF documents to: [Invoiceseskomlocal@eskom.co.za](mailto:Invoiceseskomlocal@eskom.co.za)

### 2.6.2 The *Contractor* includes the following on the *Contractor's* Tax Invoice:

- Name and address of *Contractor*
- *Contractor's* VAT registration number if applicable;
- *Contractor's* company registration number if applicable;
- *Contractor's* banking details;
- Name and address of recipient;
- Tax invoice number and date of issue;
- Description of goods/ service provided;
- Period time for which the Tax Invoice is being rendered;
- Contract Number (commencing with a 46 prefix);
- Relevant Task Order Number (commencing with a 45 prefix);
- Relevant task order line item number;
- Relevant goods receipt / service entry number received from the *Employer's Service Manager*
- Statement whether value added tax is included or excluded;
- Invoices to be made out to Eskom Holdings SOC Ltd

### 2.6.3 How to submit invoices

#### a) General Submission Information

- The subject line on your email should only contain your Eskom vendor number
- Each invoice in PDF should be named with your invoice number only
- Ensure that the Eskom task order number is clearly indicated on your invoice together with the line number you are billing for
- Ensure you comply with the SARS tax requirements for submitting invoices electronically
- Each PDF files should contain one invoice, one debit note or one credit note only. Ou may submit more than one invoice per email



- All electronic invoices must be sent in PDF format only
- Attach proof of delivery to your invoice (eg assessment certificate)
- Where applicable, supporting documents must be attached to the scanned PDF invoice as one attachment
  - Assessment Certificate / delivery note
  - CPA calculation sheet
  - Retention certificates where it is a retention invoice
  - Any other appropriate documents

## **b) Shipping Invoices**

- Hard copy invoices to be delivered to the *Service Manager* in addition to the submitted electronic copy
- Invoice (this should only reflect the shipping cost).
- Shipping invoices to be accompanied with
  - Commercial invoice
  - Delivery note
  - Your shipping cost calculation relevant to the invoice – not a generic calculation (The amount of shipping costs calculation must balance with the amount on the invoice)
  - Forwarding agent's invoice
  - Customs document

## **c) Foreign Invoices**

Hard copy invoices to be delivered to the *Service Manager* in addition to the submitted electronic copy

## **d) CPA**

CPA is applied as per Secondary Option X1 in Contract Data. If there is CPA on your invoice, it is recommended that you issue a separate invoice for CPA so that if there any issues on the CPA , the rest of the invoice can be paid whilst CPA issues are resolved.

CPA calculation sheets to accompany invoice

### **2.6.4 Payment Queries**

For all queries and follow-ups on invoice payments, kindly contact the Finance Shared Services Contact Centre

- Tel: 011 800 5060
- Email: [fss@eskom.co.za](mailto:fss@eskom.co.za)

### **2.6.5 Eskom information**

- Eskom Tax clearance and BBBEE certificate is available at:  
[https://www.eskom.co.za/Tenders/BBBEECertificate/Pages/Eskom\\_BBBEE\\_Certificate.aspx](https://www.eskom.co.za/Tenders/BBBEECertificate/Pages/Eskom_BBBEE_Certificate.aspx)
- Eskom VAT Number is **4740101508**

### **2.6.6 Avoid Payment Delays**

- Failure to submit a PDF invoice with accompanying assessment electronically to [Invoiceseskomlocal@eskom.co.za](mailto:Invoiceseskomlocal@eskom.co.za) could result in payment delays.

- *Contractor* to ensure the *Service Manager* has an updated valid certified copy of BBBEE certificate or sworn affidavit, tax certificate and Letter of Good standing during contract period.. Failure to do so, could result in Eskom Vendor Management Dept blocking vendor details on Eskom vendor management system which affects payment processing of invoices
- It is important that the value stated on the invoice must be the same as the value stated on the task order. If the invoice value is different from the task order value, payment of the invoice will be delayed. It is strongly recommended that if there are any discrepancies on the invoice, it will be rectified with the *Service Manager* before it is submitted for payment
- Ensure remittance email address and name on invoice are correct and that Eskom has received the same information to update its records. If different in Eskom's system, it will delay processing of invoice.

## 2.7 Contract change management

Additional service or material as indicated on the Price List.

## 2.8 Insurance provided by the Employer

As indicated in document C1.2 TSC3 Contract Data, Core Clause 83.1.

## 2.9 Training workshops and technology transfer

The *Contractor* ensures that all their personnel attend workshops/meetings scheduled by the *Contractor* such as Safety Inductions, Pre-Outage or any other that will affect the works.

The *Contractor* makes provision of all the necessary training required to carry out the work that includes:

- On job training in line with duties expected to be performed.
- The use of hazardous chemical etc.
- Working on heights – to use ladders for window cleaning etc.

## 2.10 Design and supply of Equipment

Not applicable

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

### 2.11.1 Equipment

None

### 2.11.2 Information and other things

None

## 2.12 Management of work done by Task Order

A *task order* will be issued by the *Service Manager* that must be accepted by the *contractor* prior to commencement of work.

Task Order format provided as per Annexure A.

### 3. Health and safety, the environment and quality assurance

#### 3.1 Health and safety risk management

The Contractor complies with the South African Occupational Health and Safety Act No. 85 of 1993 and regulations, Eskom Safety, Health, Environment and Quality (SHEQ) Policy 32-727, National Building Regulations as well as SANS 10400 for all works. Furthermore, the Contractor comply with any additional current statutory requirements of any relevant Government Departments regarding health and safety and environmental health.

The Service Manager instruct the Contractor to stop work, without penalty to the Employer, when the Contractor's personnel do not adhere to acceptable health & safety standards or contravene the health and safety sections and regulations. The Service Manager is immediately or before the end of a particular shift, informed of any injury or damage to property or equipment. The Contractor provides all the required safety and personal protective equipment to his staff for the duration of the contract.

Site SHE Specification, procedures, policies, guidelines, and standards applicable to the service, used as Eskom's minimum requirements for Health and Safety, are provided to the Contractor.

The Contractor comply with the requirements for COVID-19 as per Government Directive from Department of Employment and Labour (DEL); Consolidate COVID-19 Direction on Health and Safety Measures in Workplaces issued by the Minister in terms of Regulation 4(10) of the National Disaster Regulation.

Only the latest version / revision of the applicable legislation, acts and regulations throughout the duration of the contract, is applied at the Peaking stations. Not limited to the following below, the legislation, acts and regulations that the Contractor complies with are:

- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- National Water Act 36 of 1998
- Occupational Health and Safety Act and Regulations (85 of 1993)
- Disaster Management Act 57 of 2002.
- National Environmental Management Act 107 of 1998
- Applicable South African National Standards (SANS)
- National Road Traffic Act 93 of 1996
- Basic Conditions of Employment Act 75 of 1997
- National Veld and Forest Fire Act and Regulations 101 of 1998
- Environmental Conservation Act and Regulations 73 of 1989
- Committee of Land Transport Officials (COLTO)
- SACPCMP Act no. 48 of 2000
- Radiation Protection Act
- Construction Regulation

The *Contractor* establishes and adheres to the health and safety of his own employees and those of its sub-contractors so that high standards of personnel health and safety are achieved and maintained. The *Contractor* exercise and adheres to all necessary care and measures to preclude exposure of personnel, labour, and nearby residents (if any) to potential health hazards and environmental pollutants.

The *Contractor* ensures that all persons who are employed and or deployed to work on site undergo police clearance and are certified to have no criminal records. This is required before any of the *Contractor's* employees are allowed or given access to start work on site.

### 3.1.1 SHE File

The *Contractor* is required to compile a SHE File to comply with the *Employer's* specification. The SHE file is submitted to the *Services Manager* for review and acceptance, 60 days before the commencement of the *service* on site and includes, but are not limited to the following:

- Safety, Health, and Environmental Plan (SHE Plan)
- SHE organization within the Company-Responsibility & Accountability
- OHS Incident management Procedure (32-95)
- Planning of conduct of work activities including planning for changes and emergency work (Operational Plan)
- Management of PPE - Personal Protective Equipment (Procedure with the matrix)
- Emergency planning and fire risk management
- Vehicle and driver behaviour safety (Competency, Traffic Management, etc.)
- Sub-contractor or supplier selection and management
- Key personnel competency, training, appointments
- Communication and awareness Plan
- Behavioural Based Safety Procedure
- Employer's Baseline SHE Risk Assessment (BRA).
- Contractor's Baseline Risk Assessment in line with the Employer's BRA (Identification, assessment and management of Safety, Health and Environmental risks related to the scope of work. The methodology used for the risk assessment is provided together with the BRA.)
- Valid Letter of Good Standing (COIDA or equivalent)
- SHE policy signed by CEO / MD - Complying to OHS Act Section 7 or ISO 45001
- Occupational hygiene and health risk assessment
- Medical surveillance
- Method Statements / Safe Working Procedures
- COVID-19 Risk Assessments and Workplace Plan

### 3.1.2 Environmental controls, fauna & flora

The *Contractor* will be required to ensure that all *Service* are carried out as per the ISO 14001 standard and Eskom's Environmental Policy. The following environmental requirements are always complied with:

- Zero liquid effluent discharge.
- No chemicals will be dumped into the station drains or on the premises.
- No oil or waste will be dumped in an unauthorised area or unlicensed waste site.
- Asbestos will be handled and stored according to Act 15 of 1973 (hazardous substances Act).
- No materials or waste will be burnt on site. Hazardous substances shall be handled and stored according to the hazardous substances Act no 15 of 1973.
- No effluent shall be discharged into the public streams.
- Construction Safety, Health, and Environmental Management Rev 0 32-136

The *Contractor* shall comply to all National and Local legislation requirements as well as Eskom procedures and policies. A method statement / operational plan may be required prior to *Service* initiation. All processes will be subject to environmental review throughout the contract.

Eskom's goal is to ensure zero harm to the environment, and to ensure that any possible impact is mitigated or managed. The Duty of Care and implementation of best practice is critical during operations.

The *Contractor*, in and about the execution of the service, complies with all environmental legislation of South Africa, including but not limited to:

- National Environmental Management Act 107 of 1998
- National Environmental Management Waste Act 59 of 2008
- National Water Act 36 of 1998
- Eskom Waste Standard latest revision
- Waste Management: Norms and standards: Act 59 of 2008 latest revision

Following rules and regulations shall apply on the stations, to promote Eskom's goal of zero harm to the environment:

- Respect and care for the natural environment and for each other
- Minimise or mitigate any impacts that may cause harm or pollution to the environment
- Report immediately an environmental incident requiring action
- No fires are allowed
- No poaching of wildlife or plants is allowed
- Report any illegal activities
- Drive responsibly
- Obey speed limits on site

### **3.2 Quality assurance requirements**

The quality requirements are as per ISO 9001:2008 and as per Eskom document QM-58, SUPPLIER CONTRACT QUALITY REQUIREMENTS SPECIFICATION.

The contractor's company quality documents are subject for verification and acceptance by Eskom.

## **4. Procurement**

Disallowed costs are not applicable.

### **4.1 People**

#### **4.1.1 Minimum requirements of people employed**

The *Contractor* fully complies with the Labour Relation Act, taking cognisance on remuneration/minimum wage payments at all times during the employment of labour to mitigate any risk for such non-compliance. *Eskom* may randomly request payslips from *Contractor's* employees to ensure employees are paid in line with this contract and with cleaning industry rates.

A full staffing complement to be always in in place. The *Contractor* will ensure that complementary staff is available during any absence of a work, or any abnormal situation inter alia leave; training.

#### **Supervisor:**

- CV of previous work experience as Supervisor

- Valid Medical certificate.
- Certified Copy of ID.
- If employee is a foreigner - a valid work permit

**Cleaner:**

- CV of previous work experience
- Valid Medical certificate.
- Certified Copy of ID.
- If employee is a foreigner - a valid work permit

**Handyman:**

- CV of previous work experience
- Valid Medical certificate.
- Certified Copy of ID.
- If employee is a foreigner - a valid work permit

**4.1.2 BBBEE and preferencing scheme**

As per clause Z3.

**4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)**

Not Applicable

**4.2 Subcontracting**

Subcontracting will not apply.

**4.3 Plant and Materials****4.3.1 Specifications**

All materials to be used in accordance with the manufacturer's recommendations for use and the Material Safety and Data sheets..

**4.3.2 Correction of defects**

Service: Area not serviced will result either in non-payment, delays in payment or part payment.

Materials: Not applicable

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

Not Applicable

**4.3.4 Tests and inspections before delivery**

Not Applicable

### 4.3.5 Plant & Materials provided “free issue” by the Employer

Item	Date by which it will be provided
<ul style="list-style-type: none"> <li>Cleaning equipment except for floor scrubber / steam cleaning equipment</li> </ul>	As and when required
<ul style="list-style-type: none"> <li>Cleaning material and consumables</li> </ul>	As and when required

The Contractor timely informs the *employer's representative* of all free issue material or tools that need to be replenished.

### 4.3.6 Cataloguing requirements by the Contractor

Not Required

## 5. Working on the Affected Property

Access to the Power stations is restricted to authorized personnel only. All *Contractors* staff is required to be cleared by security.

#### GPS Co-ordinates

Site	Latitude	Longitude
Head offices Durbanville	-33.86790141241296	18.642629353967763
Bella Rosa Offices	-33.86300898096185,	18.640936985905473
Acacia Power Station	-33.88374995223623	18.539900755821762
Ankerlig 1, 2 & 3 power stations	-33.59438608583377	18.460802438615644
Palmiet Power Station	-34.19703543266588	18.97431105397644
Port Rex Power station	-33.02806607415135	27.88142870976471
Sere Wind farm	-31.496756214664003	18.063376199503864

### 5.1 Employer's site entry and security control, permits, and site regulations

All Life Saving Rules as specified shall be adhered to. ESKOM does not permit any passengers to be transported at the back of any Truck, light domestic vehicle or enclosed light commercial vehicle.

Each person shall sign the site entrance Register and this information shall also be collated by the *Contractor* for use during the scheduled meetings.

Parking is allowed in the demarcated areas only and should it be required to drive on site, then please adhere to the following;

- Maximum speed requirements must be adhered to
- Driving is only allowed on tarred surfaces
- Obey all road signs

Original ID document must be presented to security

No weapons may be taken on site

No photographs may be taken whilst on site.

All persons entering the Power Station premises will be required to undergo a breathalyser test. Any persons testing positive will not be allowed entry. The *Employer* has a zero tolerance towards alcohol.

No access will be granted to the Contractor's employees without proof of medical examinations and safety induction training attendance.

All management and staff must comply with the security requirements of the relevant site.

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

It is expected that the *Contractor* and staff will uphold Eskom's Code of Ethics.

An attendance register will be required to be completed and retained by the *Contractor*.

### **5.2.1 Head offices Durbanville**

- a) Working Hours:
  - Mon – Thursday: 07H30 - 16H00
  - Fridays: 07H30 - 12H30
- b) Lunch time:
  - Monday – Thursday: 12H30 to 13H00
  - Friday: None

### **5.2.2 Bella Rosa Offices**

- a) Working Hours:
  - Mon – Thursday: 07H30 - 16H00
  - Fridays: 07H30 - 12H30
- b) Lunch time:
  - Monday – Thursday: 12H30 to 13H00
  - Friday: None

### **5.2.3 Acacia Power Station**

- a) Working Hours:
  - Mon – Thursday: 07H30 - 16H00
  - Fridays: 07H30 - 12H30
- b) Lunch time:
  - Monday – Thursday: 12H30 to 13H00
  - Friday: None
- c) Outage times
  - During outages additional hours of work might be required. Outage start times normally starts at 07H00 to 18H30 Mondays to Saturdays but is dependant on the approved determination.

### **5.2.4 Ankerlig 1, 2 & 3 power stations**

- a) Working Hours:
  - Mon – Thursday: 07H30 - 16H00



- Fridays: 07H30 - 12H30
- b) Lunch time:
  - Monday – Thursday: 12H30 to 13H00
  - Friday: None
- c) Outage times
  - During outages additional hours of work might be required. Outage start times normally starts at 07H00 to 18H30 Mondays to Saturdays but is dependent on the approved determination.

### **5.2.5 Palmiet Power Station**

- a) Working Hours:
  - Mon – Thursday: 07H30 - 16H00
  - Fridays: 07H30 - 12H30
- b) Lunch time:
  - Monday – Thursday: 12H30 to 13H00
  - Friday: None
- c) Outage times
  - During outages additional hours of work might be required. Outage start times normally starts at 07H00 to 18H30 Mondays to Saturdays but is dependent on the approved determination.

### **5.2.6 Port Rex Power station**

- a) Working Hours:
  - Mon – Thursday: 07H30 - 16H00
  - Fridays: 07H30 - 12H30
- b) Lunch time:
  - Monday – Thursday: 12H30 to 13H00
  - Friday: None
- c) Outage times
  - During outages additional hours of work might be required. Outage start times normally starts at 07H00 to 18H30 Mondays to Saturdays but is dependant on the approved determination.

### **5.2.7 Sere Windfarm**

- a) Working Hours:
  - Mon – Thursday: 07H30 - 16H15
  - Fridays: 07H30 - 12H30
- b) Lunch time:
  - Monday – Thursday: 12H30 to 13H00
  - Friday: None
- c) Outage times

- During outages additional hours of work might be required. Outage start times normally starts at 07H00 to 18H30 Mondays to Saturdays but is dependant on the approved determination.

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

#### **5.3.1 Head offices Durbanville**

**Induction requirements:** Required before work commences

**Security requirements:** No unauthorised entry - Contact Eskom employee to grant access.

**Other:** No firearms and or weapons allowed

#### **5.3.2 Bella Rosa Offices**

**Induction requirements:** Required before work commences

**Security requirements:** No unauthorised entry - Contact Eskom employee to grant access.

**Other:** No firearms and or weapons allowed

#### **5.3.3 Acacia Power Station**

**Induction requirements:** Appointment to be made with the Safety officer

**Security requirements:** No unauthorised entry - Contact Eskom employee to grant access.

#### **5.3.4 Ankerlig 1, 2 & 3 power stations**

**Induction requirements:** Appointment to be made with the Safety officer

**Security requirements:** Submit ID copies to Officer security

#### **5.3.5 Palmiet Power Station**

**Induction requirements:** OHS induction will be done once the OHS file has been accepted and audited for approval, the Eskom *Services Manager* will make arrangements with OHS Department for the date and time for Site SHE induction. Eskom will keep record and list of all contactors who attended the induction for the day. Eskom contract custodian will be required to ensure all its employees attend the Eskom induction program. No contractor will be allowed to participate in any Eskom Plant activities with no induction. All contractors are required to submit proof of medical certificate and it must valid medical certificates upon induction process and throughout the evaluation of SHE files

**Security requirements:** The *Contractor* advise employees and sub-contractors to give site Protection Services full corporation upon entry to the station. Identity documents or passports to be submitted to the *Services Manager* who will forward it to site Protective Security Manager for Security Clearance. This should be done prior to requesting SHE Induction. Eskom protection services reserve the right to deny any person access to the station who fails to corporate with protection services officers.

#### **5.3.6 Port Rex Power station**

**Induction requirements:** Appointment to be made with the Safety officer

**Security requirements:** No unauthorised entry - Contact Eskom employee to grant access.

### 5.3.7 Sere Windfarm

**Induction requirements:** Appointment to be made with the Safety officer

**Security requirements:** No unauthorised entry - Contact Eskom employee to grant access.

## 5.4 Cooperating with and obtaining acceptance of Others

Proper co-ordination and work planning must be done when working in any area of plant and where others are also performing work or activities. Interfacing is required with the site staff and other contractors.

## 5.5 Records of Contractor's Equipment

The Contractor submits a list of all equipment and tools (with serial numbers, wherever possible) to the Employers Service Manager in order to get approval before the items can be brought onto site.

A copy of the approved list of items must be supplied to the Service Manager. Equipment that is not listed on a tool/equipment list cannot be removed from site once on the property unless proof of ownership is produced.

Equipment and vehicles left on site is done so at the Contractor's own risk.

## 5.6 Equipment provided by the Employer

The *Employer* provides all equipment and cleaning materials to carry out the service with exception to adhoc services, Cleaning of carpets and chairs.

## 5.7 Site services and facilities

### 5.7.1 Provided by the Employer

#### 5.7.2 Head offices Durbanville

**Canteen Facilities:** None

**First Aid facilities:** Available. Office has no Occupational Nurse

**Ablution facilities:** Available

**Telephone facilities:** *Contractor* to provide their own

#### 5.7.3 Bella Rosa Offices

**Canteen Facilities:** None

**First Aid facilities:** Available. Office has no Occupational Nurse

**Ablution facilities:** Available

**Telephone facilities:** *Contractor* to provide their own

#### 5.7.4 Acacia Power Station

**Canteen Facilities:** None

**First Aid facilities:** *Contractor* to provide their own first aider and first aid box unless agreed upon with site. Site has no Occupational Nurse

**Ablution facilities:** Available. *Contractor* to provide their own unless agreed upon with site

**Telephone facilities:** *Contractor* to provide their own

### 5.7.5 Ankerlig power station

**Canteen Facilities:** Not available on site

**First Aid facilities:** *Contractor* to provide their own first aider and first aid box unless agreed upon with site.  
Site has no Occupational Nurse

**Ablution facilities:** Available. *Contractor* to provide their own unless agreed upon with site

**Telephone facilities:** *Contractor* to provide their own

### 5.7.6 Palmiet Power Station

**Canteen Facilities:** Canteen is not available on site. *Contractor* is responsible for their own lunch; however, we have kitchen facilities which has fridge, microwave, chairs, and tables.

**First Aid facilities:** Available (First aid boxes only). Site has no Occupational Nurse

**Ablution facilities:** Available

**Telephone facilities:** *Contractor* to provide their own

### 5.7.7 Port Rex Power station

**Canteen Facilities:** None

**First Aid facilities:** *Contractor* to provide their own first aider and first aid box unless agreed upon with site.  
Site has no Occupational Nurse

**Ablution facilities:** Available. *Contractor* to provide their own unless agreed upon with site

**Telephone facilities:** *Contractor* to provide their own

### 5.7.8 Sere Windfarm

**Canteen Facilities:** Not available on site

**First Aid facilities:** *Contractor* to provide their own first aider and first aid box unless agreed upon with site.  
Site has no Occupational Nurse

**Ablution facilities:** Available. *Contractor* to provide their own unless agreed upon with site

**Telephone facilities:** *Contractor* to provide their own

### 5.7.9 Provided by the Contractor

The *Contractor* provides the necessary labour, uniforms, Personal protective equipment (PPE), home-work-home transport, meals, and accommodation that will satisfy the requirements of this contract.

## 5.8 Control of noise, dust, water, and waste

During sweeping and dusting, the *Contractor* ensures that a minimum amount of dust is liberated into the atmosphere. The use of compressed air for cleaning is prohibited. No deviation from the South African Labour Relations Act and any other relevant labour legislation will be allowed.

## 5.9 Hook ups to existing works

Not Applicable

## **5.10 Tests and inspections**

Not Applicable

### **5.10.1 Description of tests and inspections**

Not Applicable

### **5.10.2 Materials facilities and samples for tests and inspections**

Not Applicable

## **6. List of drawings**

### **6.1 Drawings issued by the *Employer***

None

## 7. APPENDIX A: DAILY SCHEDULE - DURBANVILLE AND BELLA ROSA OFFICES

Area	Activity	Frequency
Reception Area	Sweep & Mop Floors	Daily
	Dust	Daily
	Wash Doors	Daily
	Sweep & Mop Steps	Daily
	Polish Floors	Monthly
	Polish Steps	Monthly
Offices	Vacuum Offices	Weekly
	Dust Offices	Daily
	Empty Bins	Daily
Kitchens	Wash Cups. Cutlery, Dishes	Daily
	Clean All Counter Tops	Daily
	Sweep & Mop Floors	Daily
	Polish Floors	Monthly
Toilets	Clean Basins	2 X Daily
	Clean Mirrors	Daily
	Clean Toilet Bowls	2 X Daily
	Wash Doors	Daily
	Polish Floors	Monthly
Stoops (X2) Durbanville	Scrub Bird Droppings	Fortnightly
	Tidy / Clean Ashtrays / Bins	Daily
Replenish	Replenish Tea/ Coffee/ Sugar Containers Replenish Toilet Paper / Handtowels, Hand Soap	As And When Required
Stairwells Durbanville	Sweep,	Daily
Windows	Not Applicable	
Garden Durbanville	Water	As And When Required
Parking Area Durbanville	Remove And Return Dustbins From Waste Area To Roadside For Municipal Collection	Weekly
	Sweeping	As And When Required
Driving	Driving Errands	As And When Required
Supervisors	Supervise All Cleaners At Durbanville And Bella Rosa Offices	Daily

## 8. APPENDIX B: DAILY SCHEDULE - ACACIA POWER STATION

Area	Activity	Frequency
Canteen, offices, & Windows	Vacuum All Carpeted Areas	Daily
	Sweep And Mop Ceramic Tiles	Daily
	Dust All Areas, Included High Areas	Daily
	Clean And Sanitize Telephone	Daily
	Empty And Clean Ashtrays	Daily
	Empty And Disinfect Dirt Bins	Daily
	Spot Clean Glass Partitions	Daily
	Spot Clean Carpets	Daily
Passages	Sweep And Mop Floors	Daily
	Dust Light Fittings	Daily
	Spot Clean Glass Doors	Daily
	Spot Clean Walls	Daily
Toilets And Change Rooms	Dust All Areas, Including Windowsills, Ledges	Daily
	Clean And Disinfect All Toilet Bowls, Seats, Hand Basis And Urinals	Daily
	Clean And Polish All Bright Metal Fittings	Daily
	Spot Clean Walls, Tiles, And Doors	Daily
	Test And Clean All Waste Pipes Of Basins	Daily
	Test And Clean Spouts Of Soap Dispensers	Daily
	Damp Mop And Disinfect Floors	Daily
	Replenish Soap Dispensers And Toilet Rolls	Daily
	Scrub And Scale Ceramic Tiles	Weekly
	Wipe And Sanitize Lockers	Weekly
	Deep Clean Toilets, Urinals, And Showers	Weekly
Kitchens	Wash Cups	Daily
	Clean Stove	Daily
	Wipe Cupboards	Daily
	Spot Clean Glass Doors	Daily
	Clean Table And Chairs	Daily
Stoop (X1)	Scrub Bird Droppings At The Back Door Between Kitchen And Passage To The Back	Fortnightly
Miscellaneous	Polish Desks And Office Furniture	Fortnightly
	Wash Vinyl Covered Furniture	Monthly
	Vacuum Cloth Covered Furniture	Monthly
	Vacuum Free Standing Cloth Partitions	Quarterly
	Wipe Chairs And Tables	Weekly

## 9. APPENDIX D: DAILY SCHEDULE - ANKERLIG POWER STATION

Area	Activity	Frequency
Offices And Windows	Sweep And Mop All Ceramic Tiles	Daily
	Dust All Areas, Including High Areas	Daily
	Clean And Sanitise Telephone	Daily
	Empty And Disinfect Dirt-Bins / Wastepaper Bin	Daily
	Cleaning Of Windows And Blinds	Fortnightly
	Spot Clean Glass Partitions	Daily
Passages	Sweep And Mop All Ceramic Tiles	Daily
	Dust Light Fittings	Daily
	Spot Clean Doors	Weekly
	Spot Clean Walls	Monthly
Toilets And Change Rooms	Dust All Areas, Including Windowsills And Ledges	Daily
	Clean And Disinfect All Toilet Bowls, Seats, Hand-Basins, And Urinals	Daily
	Clean And Polish All Bright Metal Fittings	Daily
	Spot Clean Walls, Tiles, And Doors	Daily
	Test And Clean All Waste Pipes Of Basins	Daily
	Test And Clean All Spouts Of Soap Dispensers	Daily
	Damp Mop And Disinfect Floors	Daily
	Replenish Soap Dispensers, Toilet Rolls And Paper Towel Holders	Daily
	Deep Clean Toilets And Urinals	Weekly
Kitchen	Wash Cups / Crockery / Flatware / Dishes	Daily
	Clean Microwaves	Daily
	Wipe Cupboards	Daily
	Spot Clean Doors	Daily
	Clean Table And Chairs	Daily
Miscellaneous	Polish Desk And Office Furniture	Fortnightly
	Wash Vinyl Covered Furniture	Monthly
	Vacuum Cloth Covered Furniture	Monthly
	Vacuum Free Standing Cloth Partitions	Quarterly
	Wipe Chairs And Tables	Weekly



**10. APPENDIX C: DAILY SCHEDULE - PALMIET POWER STATION**

Area	Activity	Frequency
Reception	Sweep Floors	Daily
	Mop Floors	When Dirty
	Wash Doors	When Dirty
	Dust	Daily
Offices	Dust	Daily
	Empty Bins	Daily
	Vacuum	Weekly
	Check Water Level Of Plants	Weekly
Security Building	Sweep Floors	Daily
	Mop Floors	When Dirty
	Wash Doors	When Dirty
	Dust	Daily
	Toilet	Daily
	Kitchen	Daily
	Empty Bins	Daily
Auditorium And Outside Area	Sweep Floors	Daily
	Mop Floors	When Dirty
	Wash Doors	When Dirty
	Dust	Daily
	Clean Tables	Daily
	Empty Bins	Daily
Control Room	Dust (Get Permission From Ops For Control Desk)	Daily
	Empty Bins	Daily
	Vacuum	Weekly
	Check Water Level Of Plants	Weekly
Equipment Room 1 & 2	Sweep Floors (Get Permission From Ops For Control Desk)	Daily
	Mop Floors (Get Permission From Ops For Control Desk)	When Dirty
Lifts	Wash Doors	When Dirty
	Mop Floors	When Dirty
	Clean Lift Door Sliding Rails (Ground Level)	When Dirty
Kitchens	Wash Cups	Daily
	Wash Kitchen Cloths	Daily
	Clean Tables	Daily
	Sweep Floors	Daily
	Mop Floors	When Dirty
	Empty Bins	Daily
Toilets	Clean Hand Basins	2 X Daily
	Clean Mirrors	Daily
	Clean Toilets Bowls	2 X Daily
	Sweep Floors	Daily
	Wash Floors	When Dirty
	Check Toilet Paper	2 X Daily

CLEANING SERVICES CONTRACT FOR DURBANVILLE OFFICE, BELLA ROSA OFFICE, ANKERLIG POWER STATION, ACACIA POWER STATION, PALMIET POWER STATION, PORT REX POWER STATION, AND SERE WINDFARM

	Check Hand Towels	Daily
	Check Hand Soap	Daily
	Wash Doors	When Dirty
	Empty Bins	Daily
Staircase	Sweep	Daily
	Mop	When Dirty

Areas for Carpets	Size 1	Size 2	Area m <sup>2</sup>
Control Room	11	10	110
Permit Office	6	5	30
Board Room	14	6	84
Manager's Offices	14	6	84
Small Board Room	5.5	4	22
Printer Room	6	5	30
Offices 1st floor	4	64	256
Auditorium	15	9	135
Visitor Centre Main Area	14.5	11	159.5
Common Areas	12	12	144
Passages	1.5	64	96
TOTAL AREA m <sup>2</sup>			1150.5
Chairs			101
Couches			6

**10.1 APPENDIX D: DAILY SCHEDULE - PALMIET POWER STATION VISITOR CENTRE**

Area	Activity	Frequency
Entrance Foyer	Sweep	Daily
	Wash Floor Tiles	When Dirty
	Clean Doors/Walls	Daily
	Dust Foyer Area	Daily
	Clean Tables	Daily
	Clean Brochure Racks	Daily
	Clean Glass On Doors	Weekly
	Dust Cobwebs	Weekly
	Polish Tiles	Weekly
	Vacuum Seating	Weekly
	Wash Seating	Monthly
	Water Plants	Monthly
Toilets	Sweep	Daily
	Clean Toilet Counters/Mirrors	Daily
	Clean Toilets, Urinals, Basins	Daily
	Check/Replace Toilet Paper	Daily
	Polish Tiles	Weekly
	Dust Cobwebs	Weekly
	Wipe Panels	Weekly
	Charge Emergency Light Batteries	Weekly
Exhibition	Sweep	Daily
	Clean Displays	Daily
	Dust Models	Daily
	Clean Glass Areas	Daily
	Wash Floor Tiles	Daily
	Polish Tiles	Weekly
	Dust Cobwebs	Weekly
	Clean Glass Panels	Weekly
	Clean Light Boxes	Weekly
		Weekly
Offices	Check/Vacuum Carpets	Daily
	Check/Clean Windows	Daily
	Dust Furniture	Daily
	Wipe Furniture	Daily
	Empty Dustbins	Daily
	Clean Blinds	Monthly
	Clean Windows	Monthly
		Monthly
Storeroom	Correct Stacking And Storing Of Materials And Equipment	Daily
	Sweep	Weekly
	Clean Floors	Weekly
	Dust For Cobwebs	Monthly
Auditorium and Projector Room	Check/Vacuum Carpets	Daily
	Dust Furniture	Daily
	Clean Furniture Arms	Daily
	Vacuum Carpets	Weekly
	Dust Cobwebs	Weekly
	Vacuum Chairs	Monthly
Kitchen	Wipe Fridge	Daily
	Wipe All Surfaces	Daily
	Check/Empty Dustbin	Daily
	Clean Microwave	Weekly
	Clean Fridge	Weekly
	Bleach Cloths	Weekly
	Defrost Fridge	Monthly
		Monthly

CLEANING SERVICES CONTRACT FOR DURBANVILLE OFFICE, BELLA ROSA OFFICE, ANKERLIG POWER STATION, ACACIA POWER STATION, PALMIET POWER STATION, PORT REX POWER STATION, AND SERE WINDFARM

Other	Pick Up Litter In Garden/ Parking Area Surrounding The Visitors Centre After Each Group	Daily
	Water Garden	Weekly
	Clean Vehicle	Weekly
	Inform Visitors Centre Staff Of Cleaning Materials Required	Monthly
Serving of refreshments	Prepare Refreshments For Groups Or As And When Required.	Daily

**11. APPENDIX E: DAILY SCHEDULE - PORT REX POWER STATION**

Area	Activity	Frequency
Canteen, Offices, & Windows	Vacuum All Carpeted Areas	Daily
	Sweep And Mop Ceramic Tiles	Daily
	Dust All Areas, Included High Areas	Daily
	Clean And Sanitize Telephone	Daily
	Empty And Clean Ashtrays	Daily
	Empty And Disinfect Dirt Bins	Daily
	Spot Clean Glass Partitions	Daily
	Spot Clean Carpets	Daily
Passages	Sweep And Mop Floors	Daily
	Dust Light Fittings	Daily
	Spot Clean Glass Doors	Daily
	Spot Clean Walls	Daily
Toilets And Change Rooms	Dust All Areas, Including Windowsills, Ledges	Daily
	Clean And Disinfect All Toilet Bowls, Seats, Hand Basis And Urinals	Daily
	Clean And Polish All Bright Metal Fittings	Daily
	Spot Clean Walls, Tiles, And Doors	Daily
	Test And Clean All Waste Pipes Of Basins	Daily
	Test And Clean Spouts Of Soap Dispensers	Daily
	Damp Mop And Disinfect Floors	Daily
	Replenish Soap Dispensers And Toilet Rolls	Daily
	Scrub And Scale Ceramic Tiles	Weekly
	Wipe And Sanitize Lockers	Weekly
	Deep Clean Toilets, Urinals, And Showers	Weekly
Kitchens	Wash Cups	Daily
	Clean Stove	Daily
	Wipe Cupboards	Daily
	Spot Clean Glass Doors	Daily
	Clean Table And Chairs	Daily
Miscellaneous	Polish Desks And Office Furniture	Fortnightly
	Wash Vinyl Covered Furniture	Monthly
	Vacuum Cloth Covered Furniture	Monthly
	Vacuum Free Standing Cloth Partitions	Quarterly
	Wipe Chairs And Tables	Weekly

**12. APPENDIX F: DAILY SCHEDULE – SERE WINDFARM**

Area	Activity	Frequency
Kitchens (2)	Wash Dishes	Twice Daily
	Clean Microwave	Daily
	Sweep floors	Daily
	Empty and disinfect dirt bin	Daily
	Wipe Cupboards & Fridge & Stove	Weekly
	Mop floors	Weekly
	Spot clean windows	Weekly
	Clean table and chairs	Weekly
Toilets (2)	Dust all areas, including windowsills, ledge	Daily
	Clean and disinfect all toilet bowls, seats, hand basis & urinals	Daily
	Clean and polish all bright metal fittings	Daily
	Spot clean walls, tiles and doors	Daily
	Test and clean all waste pipes of basins	Daily
	Test and clean spouts of soap dispensers	Daily
	Damp mop and disinfect floors	Daily
	Empty and disinfect bins/ sanitary bins.	Daily
	Replenish soap dispensers, toilet rolls, hand paper towel and air freshener.	As and when required
Offices (6)	Empty and disinfect dirt bins	Daily
	Vacuum and sweep Floors	Weekly
	Polish desks and office furniture	Weekly
	Mop Floors	Weekly
	Clean/remove dust from window blinds	Weekly
Boardrooms	Polish Floors and Furniture	Weekly
	Dust all areas, included high areas	Weekly
	Clean and sanitise telephone	Weekly
First Aid Room	Empty and disinfect dirt bins	Daily
	Sweep Floors	Daily
	Empty and disinfect dirt bins	Daily
	Mop Floors	Daily
Reception Area/ Entrance, Passages and veranda	Sweep floors	Daily
	Mop floors	Weekly
	Dust light fittings	Weekly
	Spot clean glass doors	Weekly
	Sweep and mop veranda	Weekly
	Spot clean walls	Weekly
Auditorium	Vacuum floor	Daily
	Dust light fittings	Weekly
	Spot clean windows	Weekly
	Spot clean walls	Weekly
	Polish and clean models and displays	Weekly
	Sweep and clean viewing deck	Weekly
	Wipe chairs and tables	Weekly
Exhibition Centre	Vacuum floor	Daily
	Dust light fittings	Weekly
	Spot clean windows	Weekly
	Spot clean walls	Weekly
	Polish and clean models and displays	Weekly
	Vacuum free standing cloth partitions	weekly
	Wipe chairs and tables	Weekly
Miscellaneous (Workshop &	Sweep floors	Daily
	Sweep stoop & landings	Daily

CLEANING SERVICES CONTRACT FOR DURBANVILLE OFFICE, BELLA ROSA OFFICE, ANKERLIG POWER STATION, ACACIA POWER STATION, PALMIET POWER STATION, PORT REX POWER STATION, AND SERE WINDFARM

Stores)	Mop floors	Weekly
	Dust light fittings	Weekly
	Spot clean windows	Weekly
	Spot clean walls	Weekly
	Polish desks and office furniture	Weekly
	Wash vinyl covered furniture	Weekly
	Vacuum cloth covered furniture	Weekly
	Vacuum free standing cloth partitions	Weekly
	Wipe chairs and tables	Weekly
Other	Pick Up Litter In Garden / Parking Area	Daily
	Water Garden	Weekly
	Mow lawn	Weekly
	Upkeep of garden beds	Monthly
	Re-filling bird feeders	As and when required

CLEANING SERVICES CONTRACT FOR DURBANVILLE OFFICE, BELLA ROSA OFFICE, ANKERLIG POWER STATION, ACACIA POWER STATION, PALMIET POWER STATION, PORT REX POWER STATION, AND SERE WINDFARM

### 13. Annexure A: TASK ORDER

<b>To the Contractor</b>	[•]	<b>Tel:</b>	[•]
<b>Address</b>	[•]	<b>Fax:</b>	[•]
<b>Attention</b>	[name] [•]	<b>Date:</b>	[•]
<b>E mail</b>	[•]	<b>Ref:</b>	[•]

Dear Sirs,

<b>Contract title</b>	[•]	<b>Number:</b>	[•]
<b>Contract action</b>	<b>Clause X19.2 Task Order</b>		

Further to our consultations dated [•.....] about the content of this Task Order and in terms of clause X19.1(1) and X19.1(2) in secondary Option X19 of the above contract, I hereby instruct the *Contractor* to carry out the below stated work as a Task within the *service*.

<b>Task Order No.</b>	[•]	<i>service</i>	[•]
<b>Detailed description of the work in the Task:</b> [•] <b>Starting date for the Task</b> [•] <b>Task Completion Date</b> [•] <b>Delay damages (if any)</b> [•]			
<b>A priced list of items of work in the Task in which items are taken from the Price List is attached</b> <b>Total of Prices for items of work taken from the Price List per the attached priced list is:</b> R. _____ <b>Total of Prices for items of work not in the Price List (details attached) is:</b> R. _____ <b>Total of the Prices for this Task Order</b> R. _____			

Yours faithfully,

Signature ( <b>Service Manager</b> )	Name	Date
<b>Distribution:</b>		