

	Form Header and Footer Portait Template	Document Identifier	240-115696520	Rev	3
		Effective Date	25 November 2020		
		Review Date	November 2026		

To <i>Employer's Agent</i> ¹	Thembie Madlophe	Unique no	1040148
E mail	Mohlaltj@eskom.co.za	Cell	0836901761

Dear *Employer's Agent*,

Contract Description	Lean Six Sigma
----------------------	----------------

In terms of the power vested in me, I appoint you to carry out on behalf of Eskom Holdings SOC Ltd the actions of the *Employer's Agent* stated in the Contract Document for the administration after award of this / these contract(s). The *Employers Agent* is responsible for **ensuring that all stipulated contractual deliverables are received** on behalf of Eskom in accordance with the terms and conditions of the relevant contract:

Contract Type	NEC3	Contract No	
---------------	------	-------------	--

You are required to have a sound working knowledge of the scope of work, the necessary skills and expertise required to manage a contract of this complexity and magnitude, before you accept this appointment.

In addition, you are responsible for the following activities in connection with the above listed contract(s):

1. Facilitate and consolidate the requirements / scope of work / forecast received from relevant end users or Technical Agent in order to complete the RFx.
2. Ensure that a Technical Agent is formally appointed.
3. Ensure updated budget letter is provided by the Technical Agent.
4. Active participation in the drafting and finalisation of the contract strategy.
5. Active participation in the pre tender documentation phase including obtaining consent from the relevant technical and commercial managers for the tender documents before they are issued for tender. Assist in defining the technical specification and evaluation criteria in conjunction with the technical experts.
6. Ensure that the tender is issued through the Procurement & Supply Chain department as per the agreed project plan.
7. Participate in tender clarification meetings.
8. Final review of procurement reports and facilitate sign off as per the **Corporate Affairs DOA**
9. Ensure that approval is obtained from the Procurement Adjudication Authority to place the contract (you are not a signatory to the contract) and that a mandate is obtained by you to manage the compensation events, should they arise, on a Delegation Consent Form (DCF).
10. Ensure that the Procurement & Supply Chain department issues complete contract document/s including the correct scope, time and value and that the Supplier is in agreement with the contract documents.
11. Should the suppliers' agreement be used, ensure that Eskom Legal Department has reviewed the documents.
12. Ensure that the contract documents are signed off by the authorised signatory as per the approved mandate.
13. Ensure SLA's are concluded and forms part of contract documentation.
14. Ensure that work on the contract commences only after the contract documents are signed by all parties.
15. Ensure SLA reviews are conducted as per the contractual agreement.
16. Should the EA perform activities that can be seen as irregular procurement, the EA will be accountable for the condonation process.
17. Ensure all activities are in accordance with the Work Instruction for the request for purchase of IT goods and services (240-60488148)

¹ This term is to be used generically and will apply to NEC PSC/TSC, TSSC and Supplier specific contracts.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

	Form Header and Footer Portait Template	Document Identifier	240-115696520	Rev	3
		Effective Date	25 November 2020		
		Review Date	November 2026		

Senior Manager:



Signature

Tryphosa Boikhutso

Name

30.07.2025

Date

Acceptance by the *Employer's Agent*



Signature

Thembie Madlophe

Name

30.07.2025

Date

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30