

## PART 3: SCOPE OF WORK

| Document reference | Pest Control Services at Grootvlei Power Station and Vaal Dam for a Period of Five (5) Years as and when required | No of pages |
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## C3.1: EMPLOYER'S SERVICE INFORMATION

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# 1 Description of the service

## 1.1 Executive overview

Pests such as rodents, termites, and birds can cause serious damage, chewing through wiring, insulation, wooden components, or nesting in sensitive machinery. This poses both safety and operational risks, Grootvlei Power Station consists of structures and stored materials, which are very vulnerable. Furthermore, certain pests carry diseases or create unsanitary conditions. Prevention supports occupational health standards and helps comply with regulations regarding environmental safety and workplace hygiene. The Station, therefore, requires a Service Provider that will assist to ensure that the above is being addressed. The objective of the services required is to amongst others:

- To protect the health and safety of employees by controlling disease carry pests such as rodents, coachroaches and flies etc. and ensure compliance with legal and regulatory requirements.
- Support hygiene standards by ensuring maintenance of clean working environments and storage areas.
- Prevent infrastructure damage, protecting cables and insulations from rodents, birds / termite damages.

## 1.2 Employer's requirements for the service

- To provide office fumigation services which will include, treatment of ants, cockroaches, mosquitoes, spiders wasps, termites and flies. This shall be done application according to schedule (monthly) with the Employer.

The service provider will be responsible for the application of pesticides according to the label and ensure that pesticides used by the service provider must be registered with the Department of Agriculture as stipulated by Act No. 36 of 1947.

The transporting, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable local laws and regulations. No surface application or space spray shall be made while tenant personnel are present.

- The service provider is required to place, replace and monitor beehives as and when required at Grootvlei Power Station and Vaal Dam.
- Provide a supply of pesticide, insecticide spray, pesticide spraying equipment and snake repellent chemicals relevant Safety Data Sheet (SDS) should be made available.
- Supply snake kit (Boots, gloves, handling bags, shin guards, tubes, snake tong, hook stick, gloves, goggles).
- Assess the site, supply and install birds' eagle eye diverters.
- Assess the site, install and maintain rodents' bait stations, including service stickers indicating service dates must be clearly displayed.
- Assess the offices and required areas for odour and treat the areas.

- Conduct removal of snakes on site, as and when required and ensure that the release into the environment is conducted at least 10 kilometres away from the station, in case of a bigger/larger snake species example, python, transported to Society for the Prevention of Cruelty to Animals (SPCA) and submit such proof to the Employer.
- Conduct trapping and removal of reptiles as and when required and ensure that the release into the environment is conducted at least 10 kilometres away from the station, in case of a bigger/larger reptile species, transported to SPCA and submit such proof to the Employer.
- Conduct an assessment on the number of cats on site, trap, sterilise and remove a percentage that will be specified by the Employer and transport to SPCA and submit such proof to the Employer.
- Conduct Training to Grootvlei Power Station on snake handling, fumigation, beehive handling and monitoring and issue competency certificates.

### 1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

| Abbreviation | Description                                      |
|--------------|--------------------------------------------------|
| NEMA         | National Environmental Management Act            |
| OHS          | Occupational Health and Safety                   |
| SHE          | Safety Health and Environment                    |
| GVL          | Grootvlei                                        |
| SoW          | Scope of Work                                    |
| QCP          | Quality Control Plan                             |
| SDS          | Safety Data Sheet                                |
| SPCA         | Society for the Prevention of Cruelty to Animals |

## 2 Management strategy and start up.

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

- All work stipulated in the task order schedules issued by the employer.
- Complying with the Employer's administration programme.
- Compliance with all legal safety aspects shall be ensured
- Programmed maintenance will be carried out during the contractor's working hours
- The contractor provides a program and a resource schedule for the works and for each task order, bar chart or other reporting formats as may be required by the Employer are provided for all task orders indicating start date, inspections and completion date, resources and costs.
- Planning and Scheduling meetings will be held when necessary and the Employer will inform the Contractor of the format and time of those meetings.

### 2.2 Management meetings

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

| Title and purpose                      | Approximate time & interval                             | Location                | Attendance by:                                                     |
|----------------------------------------|---------------------------------------------------------|-------------------------|--------------------------------------------------------------------|
| Risk register and compensation events  | Discussions to take place as soon as a risk is notified | Grootvlei Power Station | Contractor, Service Manager, Co-ordinator and Contracts supervisor |
| Overall contract progress and feedback | Monthly basis (time to be confirmed)                    | Grootvlei Power Station | Contractor, Service Manager, Co-ordinator and Contracts supervisor |

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.

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

The *Contractor* submits to the *Service Manager* an organogram showing his people and their lines of authority / communication. All the *Contractors* Supervision and key people must be trained as per technical account and possess the relevant certification.

## 2.4 Documentation control

The *Contractor* shall provide the following documentation:

- Project Plan/Programme
- Summary of work done
- Estimated time duration with regards to the future work required
- Budget cost price with regards to the future work required
- Criticality of the work

Data books completion and submissions as per Eskom standard and requirements please refer to 2401-105658000 section 3.5.10.1 for contractors' responsibilities with regards to Data Books.

And all other related documents that may be required by the *Service Manager*.

## 2.5 Invoicing and payment

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 certificate.

### INVOICES:

All invoices to be emailed to:

[invoiceseskomlocal@eskom.co.za](mailto:invoiceseskomlocal@eskom.co.za)

The invoice shall be addressed to Eskom Holdings SOC Limited as follows:

Eskom Holdings SOC Limited  
Accounts Payable Department  
Grootvlei Power Station  
Private Bag X  
Grootvlei 2420

VAT NUMBER: 4740101508

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- Copy of task assessment signed by both the *Contractor* and the *Service Manager*

## **2.6 Records of Defined Cost to be kept by the *Contractor***

Not applicable

## **2.7 Insurance provided by the *Employer***

Refer to NEC3 Terms Services Contract, Eskom Insurance policies.

## **2.8 Training workshops and technology transfer**

The Contractor is required to provide training to Grootvlei on snake handling, beehive monitoring and control and fumigation.

## **2.9 Management of work done by Task Order**

- A task order will be issued per activity to the Contractor by the Service Manager, for work that needs to be done.
- The Contractor must accept the Task Orders by signing it and returning a copy thereof to the Employer.
- An assessment will be carried out to verify the completion of the tasks as per the Task Order.
- The Contractor can then create an invoice to the Employer and send it directly to Finance Department - APS section, to facilitate payment. All work done is valued in accordance with the Price List unless otherwise specified.
- Actual quantities will be determined where applicable based on the requirements of each Task Order.
- The Contractor provides all necessary information required by the Employer to determine the cost at the assessment date for each Task Order.

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

#### **3.1 Health and safety risk management**

- The Contractor shall adhere to all OHS Legal requirements, OHS corporate policies, standards and procedures to which Eskom subscribes and as indicated on the issued SHE specification.
- The Contractor shall, when coming on site (Grootvlei Power Station), abide by the Cardinal Rules. These will be provided by the Employer on the start of the contract.
- The Contractor shall abide by the Grootvlei Safety, Health and Environmental Specifications for Contractors Procedure, 240-30008949, which will be provided by the Employer.
- The Contractor shall, when coming on site (Grootvlei Power Station), make use of approved personal protective clothing such as overalls, safety shoes, safety hat, safety goggles, dust mask and gloves when necessary.
- The Employer follows an accident prevention policy that includes the investigation of all accidents involving personnel and property. This is done with the intention of introducing control measures to prevent a recurrence of the same incidents. The Contractor is expected to fully co-operate to achieve this objective. The Contractor will report any incident and accidents to Grootvlei Power Station within 24 hours. This report does not relieve the Consultant of his legal obligation to report certain incidents to the Department of Labour, or to keep records in terms of the Occupational Health and Safety Act, and Compensation for Occupational Injuries and Diseases Act.
- The Contractor implements a safety plan and maintains the safety system until the completion of the whole of the works. The plan, will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. The plan will be to the Employer's satisfaction and will be accepted prior to the commencement of any work.
- The Contractor will be subject to periodic audits by the Employer in order to ensure compliance with the plan. Any deviations will be corrected to the Employer's satisfaction.
- The Service Manager has the right to stop the Contractor's work activities which, in the opinion of Service Manager, is un-safe. The Contractor may only continue with work activities when all safety deficiencies have been corrected to the Service Manager's satisfaction. The Contractor shall have no claim against the Employer in respect of delay due to the above.

#### **3.2 Environmental constraints and management**

- a) The Supplier shall have a documented and implemented environmental management system e.g. environmental policy, operational procedures relating to their activities.
- b) The Supplier shall comply with all Eskom Grootvlei Power Station environmental requirements such as policies, standards and procedures (work instructions).

- c) Ensure that all requirements contained in the ISO 14001:2015 Environmental Management System are adhered to.
- d) Project specific basic environmental management plan and waste management shall be outlined.
- e) Station Waste Management Procedure and colour coding shall be always adhered to.
- f) Ensuring that environment is considered when executing activities.
- g) Polluter pays principles shall apply to all Suppliers. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.
- h) Eskom Grootvlei Power Station shall issue non-conformances where there are deviations from Grootvlei Power Station Procedures and any other environmental requirements.
- i) Method statements related to activities that have significant environmental impacts (methodology and approach) illustrating how environmental impacts and risks will be managed shall be clearly defined.
- j) The Supplier shall allocate funds for the implementation of environmental requirements as and when required and ensure that personnel with basic environmental knowledge is appointed.
- k) The Supplier shall ensure that employees who deny to perform environmentally hazardous work in terms of section 29 of NEMA 107, of 1998 are protected.
- l) Adherence to the 'Duty of Care' as stipulated in section 28 of the National Environmental Management Act 107 of 2008.
- m) All incidents shall be managed according to Eskom Environmental incident management procedure-**240-133087117**, and all Environmental Incident shall be reported according to the requires stipulated in the procedure.

Furthermore, the *Contractor* will be familiar with and comply with Grootvlei Power Station's Environmental Management policies and procedures. Attention is drawn to Grootvlei Power Station's environmental non-conformance procedure, waste management procedure and spill clean-up procedure.

### 3.3 Quality assurance requirements

The supplier shall comply with ISO 9001 quality requirements as well as supplier quality management specification (QM 58) 240-105658000. Activities will be monitored and verified via and comply with the Eskom Quality Control Plan (QCP) requirements. Contractor should avail itself for periodic audits as deemed necessary at any given time. All work performed should be of

high-quality standards according to the technical scope given, re-work should be avoided and could be penalised as per contract agreement

## **4 Procurement**

### **4.1 People**

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

Residents from Dipaleseng Local Municipality shall be prioritised if they meet the minimum employment requirements.

#### **4.1.2 BBBEE and preferencing scheme**

The BBBEE requirement are specified in the Supplier Development Localisation and Industrialisation target setting document.

### **4.2 Subcontracting**

#### **4.2.1 Preferred subcontractors**

If applicable subcontract documentation, and assessment of subcontract tenders. Subcontracted contractor shall comply with all Eskom and legal requirements and standards but shall remain the responsibility of the main contractor.

#### **4.2.2 Limitations on subcontracting**

Where the Contractor encounters scenarios where specialised work is required, subcontracting of such services is to be obtained in agreement with the Employer. Refer to the Supplier Development and Localisation Target Setting document.

#### **4.2.3 Attendance on subcontractors**

Subcontractors shall remain the responsibility of the main Contractor. They shall adhere to the Employers code of ethics and comply with all the Employers requirements.

#### **4.2.4 Correction of defects**

The contractor will be notified about the defects/deviations from work done and be required to attended to in one week.

#### **4.2.5 Contractor's procurement of Plant and Materials**

The contractor shall provide equipment's and tools to ensure the execution of the scope.

### **5 Working on the Affected Property**

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

The *Contractor* shall be required to undergo site induction to gain access to site (Grootvlei Power Station).

Site Regulations: Note that the speed limit on the site is 40 Km/h. Vehicle permit of any persons contravening any traffic act on site cannot be granted access. The *Contractor* complies with the Grootvlei Power Station Site Regulations, a copy of which is available for perusal at the *Service Manager's* offices.

#### **5.2 People restrictions, hours of work**

- People are restricted to the Affected area only
- Normal working hours will be determined by the parties

#### **Conduct**

- The Contractor and his employees are required to always maintain professional and ethical conduct, that upholds Eskom values to the highest standard.
- Should the Contractor's employees be found to contravene the Eskom Values, Life Saving Rules and / or any of the aforementioned regulations, the Contractor must institute disciplinary action, which may include removal from site., until the disciplinary process is concluded.

#### **Records**

The Contractor is expected to keep appropriate and sufficient records (including but not limited to) of his employees, attendance records, contract performance and progress and any other record as per communication and required by the Employer.

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

- The Contractor must familiarise his employees, with the location of Medical and emergency Services Facilities on the Affected Property.
- All other requirements and/ or facilities will be communicated by the Employer to the Contractor

## **5.4 Environmental controls, fauna & flora**

The Contractor shall comply with the environmental criteria and constraints stated in the Grootvlei Power Station Document SHE specification, station Environmental Management Requirements for Suppliers and Contractor's, as well as all applicable policies relating to the conservation of the Grootvlei fauna and flora.

## **5.5 Cooperating with and obtaining acceptance of Others**

- Contractor shall share the Programme with the Employer so that it can be integrated to site activities.
- Contractor shall co-operate with other contractors and provide access when required.
- Interface with others will be coordinated by the Employer.

## **5.6 Site services and facilities**

### **5.6.1 Provided by the Employer**

As per site induction.

### **5.6.2 Provided by the Contractor**

- Vehicles
- Medical clearance certificates
- Police clearance certificates
- Home-work-home transport
- SHE file prior to commencing work

### **5.6.3 Control of noise, dust, water and waste**

- The Contractor will be required to always use appropriate PPE to mitigate and minimise exposure to noise and dust.
- Always practice water conservation, as water is a scarce resource and recycle where possible.
- The Employer advocates the appropriate disposal of waste to enhance recycling and ensure compliance.

## **5.7 Hook ups to existing works**

- Hooking up on heights is a non-negotiable lifesaving rule of Eskom. Grootvlei Power station applies Zero Tolerance to non-compliance of this rule or any other lifesaving rule. The same disciplinary process and procedure will be followed when any of the lifesaving rules has been breached.
- The Contractor shall get permission to hook up to existing works from the Employer before hooking up were required.