

PART 3: SCOPE OF WORK

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## C3.1: EMPLOYER'S SERVICE INFORMATION

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## 1 Description of the service

### 1.1 Executive overview

A repair contract is required for APRISA links and interface cards, Trio Repeaters and Remotes, Tait TB8100, TM8250, TM8115, TP8100, TM9300 AND TP9300 that are deployed in the Eskom Telecomms VHF/ UHF Network. The OEM's for the equipment are 4RF, Schneider Electric and TAIT respectively. The Ultra High Frequency (UHF) and Very High Frequency (VHF) network is used for the Supervisory Control and Data Acquisition (SCADA) system and for Operational Voice. The repair service is required on an adhoc basis for a period of three (3) of years

### 1.2 Employer's requirements for the service

1.2.1 The service provider is expected to quote on the repair of equipment on the list under the Equipment List section in the SOW (Scope of Work) **240-120962280**.

1.2.2 After carrying out the repairs, the service provider is also expected to return the repaired units to the warehouse Eskom Telecommunications' warehouse in Germiston.

### 1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Explanation
ET	Eskom Telecommunications
ET STORES	Eskom Telecommunications' warehouse in Germiston.
OEM	Original Equipment Manufacturer
RSA	Republic of South Africa
VHF	Very High Frequency
UHF	Ultra-High Frequency
SCADA	Supervisory Control and Data Acquisition

## **2 Management strategy and start up.**

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

The service provider shall only repair the equipment once the quotation is accepted and an order has been created by Eskom.

### **2.2 Management meetings**

Meetings will be scheduled as and when required

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**

State any additional constraining requirements on *Contractor's* supervision and key people that are not already stated in other sections such as for Health and Safety. This section could be used to solicit an organogram from the *Contractor* showing his people and their lines of authority / communication. This would be essential if the *Contractor* is a Joint Venture.

### **2.4 Provision of bonds and guarantees**

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Contractor* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the *Contractor* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Contractor* by the *Service Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the *Contractor* does not affect the *Employer's* right to termination stated in this contract.

### **2.5 Documentation control**

All contractual correspondence between *Employer* and *Contractor* shall be in the form of a properly compiled letter, dated and bearing the approved letterhead.

The *Employer* shall maintain a record of all contractual communications.

### **2.6 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.

The *Contractor* shall address the tax invoice to

Accounts Payable, Eskom Holdings Pty Ltd, and submit the tax invoice electronically via email through to [invoiceseskomlocal@eskom.co.za](mailto:invoiceseskomlocal@eskom.co.za) but they must be sent in PDF format ONLY.

Each PDF file should contain only one invoice, however the email may contain more than one PDF file.

and include on each invoice the following information:

- Name and address of the Contractor and the Service Manager
- The contract number and title and purchase order number;
- Contractor's VAT registration number;
- The Employer's VAT registration number 4740101508;
- The total of
- The Price for each lump sum item in the Price List or Task Order which the Contractor has completed;
- Where a quantity is stated for an item in the Price List or Task Order, an amount calculated by multiplying the quantity which the Contractor has completed by the rate,
- Other amounts to be paid to the Contractor;
- Less amounts to be paid by or retained from the Contractor;
- Total amount invoices excluding VAT, the VAT and the invoices amount including VAT;

The Contractor attaches the detail assessment of all work done for each item in the Price List to each tax invoice showing

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

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

### **2.7.1 Equipment**

Repaired equipment to be returned to ET STORES - Germiston.

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

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

The *Contractor* shall comply with the health and safety requirements contained in **240-166284910** (SHE Specification).

Eskom rules should be acknowledged with all signatures in place on the prescribed template - **240-77471499**. **Submission of valid letter of good standing** is contractual.

The *Contractor* shall comply with the health and safety requirements contained in Annexure C3 to this Service Information.

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

The *Contractor* shall comply with the environmental criteria and constraints stated in the attached Environmental requirements.

### **3.3 Quality assurance requirements**

The Contractor to provide:

The Quality Plan and Work Procedures that demonstrate the systems that are in place and will be used to meet the training requirements as per Section 3.2 of **240-120962280**.

The Quality Control Plan: that reflect the documented Information to be retained (records) as evidence of meeting the training requirements as per Section 3.2.5 of **240-120962280**.

## 4 Procurement

There is a cross reference from the core clause 11.2(6) definition of Disallowed Cost to the Service Information regarding procurement procedures. This part of the Service Information MUST include any such procedures to be able to administer Disallowed Cost.

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

Specify any constraints relating to people employed to Provide the Service; for example permits for foreigners, training (other than H & S), use of labour from designated areas and industrial relations.

#### 4.1.2 BBBEE and preferencing scheme

Specify constraints which *Contractor* must comply with after contract award in regard to any Broad Based Black Economic Empowerment (B-BBEE) or preferencing scheme measures.

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

If the ASGI-SA requirements are to be included in this contract specify constraints which *Contractor* must comply with after contract award in regard to any ASGI-SA requirements. The ASGI-SA Compliance Schedule completed in the returnable tender schedules is reproduced here. If ASGI-SA does not apply, delete this paragraph.

The *Contractor* complies with and fulfils the *Contractor's* obligations in respect of the Accelerated and Shared Growth Initiative - South Africa in accordance with and as provided for in the *Contractor's* ASGI-SA Compliance Schedule stated below

[Insert the agreed ASGI-SA Compliance Schedule here]

The *Contractor* shall keep accurate records and provide the *Service Manager* with reports on the *Contractor's* actual delivery against the above stated ASGI-SA criteria. [Elaborate on access to and format of records and frequency of submission etc.]

The *Contractor's* failure to comply with his ASGI-SA obligations constitutes substantial failure on the part of the *Contractor* to comply with his obligations under this contract.

### 4.2 Subcontracting

#### 4.2.1 Preferred subcontractors

TSC3 does not make use of nominated subcontracting, but the *Employer* may list which subcontractors or suppliers the *Contractor* is required to enter into subcontracts with. This is usually only required where specialist services need to be obtained from a particular supplier or group of suppliers in order to comply with operational standards.

#### 4.2.2 Subcontract documentation, and assessment of subcontract tenders

Specify any constraints on how the *Contractor* is to prepare subcontract documentation, whether use of the NEC system is compulsory or not (compulsory is recommended) and how subcontract tenders are to be issued, received, assessed (using a joint report?) and awarded.

#### **4.2.3 Limitations on subcontracting**

The *Employer* may require that the *Contractor* must subcontract certain specialised work, or that the *Contractor* shall not subcontract more than a specified proportion of the whole of the contract.

#### **4.2.4 Attendance on subcontractors**

State requirements for attendance on Subcontractors, if any