

PART 3: SCOPE OF WORK

Document reference	Title	No of pages
C3.1	This cover page	1
	<i>Purchaser's Goods Information</i>	4
Total number of pages		5

## **C3.1: *PURCHASER'S* GOODS INFORMATION**

### **Contents**

<b>Part 3: Scope of Work .....</b>	<b>1</b>
<b>C3.1: <i>Purchaser's</i> Goods Information .....</b>	<b>2</b>
<b>1 Overview and purpose of the <i>goods and services</i> .....</b>	<b>3</b>
<b>2 Specification and description of the <i>goods</i> .....</b>	<b>3</b>
2.1 Interpretation and terminology .....	3
2.2 Management meetings .....	3
2.3 Documentation control .....	4
2.4 Health and safety risk management .....	4
2.5 Environmental constraints and management .....	4
2.6 Quality .....	4
2.7 Invoicing and payment .....	5

## 1 Overview and purpose of the goods and services

Supply and delivery of Emergency Satellite Voice Communication on an as and when required basis for a period of three (3) years.

## 2 Specification and description of the goods

Satellite voice communications are required for Emergency Preparedness purposes, as identified, and outlined in Eskom Telecommunications' Emergency Communications Capability document. This communication platform is also crucial to assist in fulfilling the requirements of the procedure outlined in the Eskom major Event Communications Plan. The purpose of the contract is to provide Eskom with this capability to respond to an Emergency by way of providing communications. The scope is limited to supply and delivery, and installation of the equipment, as well as provisioning of airtime vouchers. This is specified in the following documents:

- a) 240-114967645 emergency Satellite Voice Communications Specifications
- b) 240-144439907 Technical Evaluation Criteria for Emergency Satellite Voice Communication
- c) 240-135089195 Generic Technical Requirements for Eskom Telecoms Contracts
- d) 240-73416879 SHE Specification for Emergency Satellite Communication

### 2.1 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
OT	Operational Technology
ET	Eskom Telecommunications, a Business Unit within Eskom

### 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:
<b>Project Progress Meeting</b> Address Delivery, SHEQ and to address medium to high risk matters	As and when required	To be advised	Purchaser and Supplier representatives (Project Managers and Engineers)
<b>Contractor Liaison Meeting</b> Overall contract progress and feedback, technical matters arising, procurement, SHEQ and general issues.	Monthly	To be advised	<i>Purchaser and Supplier Representative</i>
<b>Contractor Executive Meeting</b>	Quarterly	Simmerpan	Purchaser and Supplier representatives at

Address contractor relations Address medium to high risk matters			Middle/Executive Management

Meetings of a specialist nature may be convened as specified elsewhere in this Purchaser's Goods Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the delivery of the *goods*. Records of these meetings shall be submitted to the *Supply 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 Documentation control

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

The Purchaser shall maintain a record of all contractual communications.

For all documentation the Supplier shall comply with the Purchaser's 32-4 Document Template for procedures, standards, work instructions, guidelines, etc. All documents that shall become the property of the Purchaser shall comply with 32-4 Purchaser's Telecommunications Documentation Template

Technology roadmaps including product lifecycle information for specific items, forms part of the contract and any changes shall be communicated and approved by both parties

## 2.4 Health and safety risk management

In addition to the requirements of the laws governing health and safety, the *Purchaser* may have some additional requirements particular to the *goods* and the location where they are to be delivered for this contract. This is a requirement of clause 25.4.

The *Supplier* shall comply with the health and safety requirements [stated here or contained in Annexure \_\_\_\_\_ to this Goods Information].

## 2.5 Environmental constraints and management

Describe or cross refer to environmental constraints applicable to the *Supplier's* design of the *goods* if not already included in the *Purchaser's* URS.

The *Supplier* shall comply with the environmental criteria and constraints [stated here or contained in Annexure \_\_\_\_\_ ]

## 2.6 Quality

Specify minimum requirements for the *Supplier's* Quality Plan and Work Procedures if required and not already covered in the specifications for the *goods*. State whether ISO compliance is a condition and if so which ISO standard shall apply.

## 2.7 Invoicing and payment

The *Supplier* shall address the tax invoice to *Purchaser* and include on each invoice the following information:

- Name and address of the *Supplier* and the *Supply Manager*;
- The contract number and title and purchase order number;
- *Supplier's* VAT registration number;
- The *Purchaser's* VAT registration number.
- Description of *goods* and *services* provided for each item invoiced based on the Price Schedule;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required)