



NEC3 Term Service

Short Contract (TSSC3)

A contract between Eskom Holdings SOC Ltd
(Reg No. 2002/015527/30)

and

for The provision of minor repairs at Stepdown CNC
Brakpan, Ga-Rankuwa, Mabopane and Matibestad
within Gauteng for the period of 12months

Contents:	Compiled in accordance with CIDB Standard for Uniformity in Construction Procurement (May 2010 amendments)	Page No.
Part C1	Agreements & Contract Data	
	C1.1 Form of Offer and Acceptance	2
	C1.2 Contract Data provided by the <i>Employer</i>	5
	C1.2 Contract Data provided by the <i>Contractor</i>	14
Part C2	Pricing Data	
	C2.1 Pricing assumptions	15
	C2.2 Price List	16
Part C3	Scope of Work	
	C3.1 Service Information	51
	Pro Forma Task Order	61

Documentation prepared by:

C1 Agreements & Contract Data

C1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance page signature block on the next page, has solicited offers to enter into a contract for the procurement of:

The provision of minor repairs at Stepdown CNC Brakpan, Ga-Rankuwa, Mabopane and Matibestad within Gauteng for the period of 12months

The tenderer, identified in the signature block below, having examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, 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.

The offered total of the Prices exclusive of VAT is	R
Value Added Tax @ 15% is	R
The offered total of the Prices inclusive of VAT is	R
(in words)	

This Offer may be accepted by the Employer by signing the form of Acceptance overleaf 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:**

(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 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part 2 Pricing Data

Part 3 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 Tender 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, which must be signed by the duly authorised representative(s) for both parties.

The tenderer shall within one week 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 copy of this document, including the Schedule of Deviations (if any) together with all the terms of the contract as listed above.

Signature(s)

Name(s)

Capacity

for the
Employer

ESKOM HOLDINGS SOC LIMITED
MEGAWATT PARK
MAXWELL DRIVE
SANDTON, JOHANNESBURG, 2000

Name &
signature of
witness

Date

Note: If a tenderer wishes to submit alternative tender offers, further copies of this document may be used for that purpose, duly endorsed, 'Alternative Tender No. _____'

Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. 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		
5		
6		
7		

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)*Name &
signature
of witness

Date

ESKOM HOLDINGS SOC LIMITED
MEGAWATT PARK
MAXWELL DRIVE
SANDTON, JOHANNESBURG, 2000

C1.2 Contract Data

Data provided by the *Employer*

Completion of the data in full is essential to create a complete contract.

Clause	Statement	Data
General		
10.1	The <i>Employer</i> is (Name):	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
	Address	Registered office at Megawatt Park, Maxwell Drive, Sandton, Johannesburg
14.5	If the <i>Employer</i> appoints an <i>Employer's Agent</i> , the <i>Employer's Agent</i> is:	
	Name	Ngqali Ndukwana
	Address	Megawatt Park Maxwell Drive Sandton, Johannesburg, 2000
	Tel No.	013 699 7411
	Fax No.	N/A
	E-mail address	ndukwan@eskom.co.za
	The authority of the <i>Employer's Agent</i> is	Service Manager
11.2(5)	The <i>service</i> is	Provision of minor repairs at Stepdown CNC Brakpan, Ga-Rankuwa, Mabopane and Matibestad
11.2(6)	The Service Information is in	the document called 'Service Information' in Part 3 of this contract.
30.1	The <i>starting date</i> is.	TBC
30.1	The <i>service period</i> is.	12 months
13.2	The <i>period for reply</i> is	One week
50.1	The <i>assessment day</i> is the	25th of each month.
51.2	The interest rate on late payment is	0.5% per complete week of delay.
80.1	The <i>Contractor</i> is not liable to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property in excess of	the amount of the deductibles relevant to the event
	Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply?	No

93.1	The <i>Adjudicator</i> is	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 www.ice-sa.org.za). If the Parties do not agree on an Adjudicator the Adjudicator will be appointed by the Arbitration Foundation of Southern Africa (AFSA).
93.2(2)	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 London Institution of Civil Engineers. (See www.ice-sa.org.za) or its successor body
93.4	The <i>tribunal</i> is:	arbitration.
	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	Gauteng, South Africa
	The person or organisation who will choose an arbitrator	
	- if the Parties cannot agree a choice or	the Chairman for the time being or his nominee
	- if the arbitration procedure does not state who selects an arbitrator, is	of the Association of Arbitrators (Southern Africa) or its successor body.

The *conditions of contract* are the NEC3 Term Service Short Contract (April 2013)¹² and the following additional conditions Z1 to Z11 which always apply:

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 Change of Broad Based Black Economic Empowerment (B-BBEE) status

- Z2.1 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.
- Z2.2 The *Contractor* is required to submit an updated verification certificate and necessary supporting documentation confirming the change in his B-BBEE status to the *Employer* within thirty days of the notification or as otherwise instructed by the *Employer*.
- Z2.3 Where, as a result, the *Contractor's* B-BBEE status has decreased since the *starting date* the *Employer* may either re-negotiate this contract or alternatively, terminate the *Contractor's*

¹ If the previous edition applies change 'April 2013' for 'September 2009'.

² State whether attached as a 'PDF' file in terms of Eskom's licence, or to be obtained from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902 or www.ecs.co.za

obligation to Provide the Service.

- Z2.4 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 those stated in Clause 91.1 and the amount due on termination includes amounts listed in Clause 92.1 less a deduction of the forecast additional cost to the *Employer* of completing the *service*.

Z3 Confidentiality

- Z3.1 The *Contractor* does not disclose or make any information arising from or in connection with this contract available to others except where required by this contract. 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 where required by this contract the *Contractor* ensures that the provisions of this clause are complied with by the recipient.
- Z3.2 If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until notified otherwise by the *Employer*.
- Z3.3 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.
- Z3.4 The taking of images (whether photographs, video footage or otherwise) of the *Employer's* 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 *Employer*. All rights in and to all such images vests exclusively in the *Employer*.
- Z3.5 The *Contractor* ensures that all his subcontractors abide by the undertakings in this clause.

Z4 Waiver and estoppel: Add to clause 12.2:

- Z4.1 Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties or their delegates 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.

Z5 Health, safety and the environment

- Z5.1 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*:
- 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 *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.

- Z5.2 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.

Z6 Provision of a Tax Invoice and interest. Add to clause 50

- Z6.1 The *Contractor* provides the *Employer* with a tax invoice in accordance with the *Employer's* procedures stated in the Service Information, showing the correctly assessed amount due for payment.
- Z6.2 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 clause 51.2 is then calculated from the delayed date by when payment is to be made.
- Z6.3 The *Contractor* 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.

Z7 Notifying compensation events

- Z7.1 Delete from the last sentence in clause 61.1, "unless the event arises from an instruction of the *Employer*."

Z8 *Employer's* limitation of liability; Add to clause 80.2

- Z8.1 The *Employer's* liability to the *Contractor* for the *Contractor's* indirect or consequential loss is limited to R0.00 (zero Rand).

Z9 Termination: Add to clause 90.2, after the words "or its equivalent":

- Z9.1 or had a business rescue order granted against it.

Z10 Addition to Clause 50.4

- Z10.1 If the amount due for the *Contractor's* payment of *delay damages* reaches the limits stated in a Task Order (if any), the *Employer* may terminate the *Contractor's* obligation to Provide the Service.
- Z10.2 If the *Employer* terminates in terms of this clause, the procedures on termination are those stated in Clause 91.1 and the amount due on termination includes amounts listed in Clause 92.1 less a deduction of the forecast additional cost to the *Employer* of completing the *service*.

Z11 Ethics

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

- Affected Party** means, as the context requires, any party, irrespective of whether it is the *Contractor* 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,
- Coercive Action** 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,
- Collusive Action** 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,
- Committing** means, as the context requires, the *Contractor*, or any member thereof in the case of

- Party** a joint venture, or its employees, agents, or Subcontractors or the Subcontractor's employees,
- Corrupt Action** 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,
- Fraudulent Action** 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,
- Obstructive Action** 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
- Prohibited Action** 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 condition of contract 82 with the following:

Insurance cover 82

- 82.1 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.
- 82.2 The *Contractor* provides the insurances 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	<p>The replacement cost where not covered by the <i>Employer's</i> insurance</p> <p>The <i>Employer's</i> policy deductible as at contract date, where covered by the <i>Employer's</i> insurance</p>

Loss of or damage to equipment, 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
The <i>Contractor's</i> liability for loss of or damage to property (except the <i>Employer's</i> property, equipment and other things used to Provide the Service) and 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	<u>Loss of or damage to property</u> The replacement cost <u>Bodily injury to or death of a person</u> 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

82.3 The *Employer* provides the insurances stated in the Insurance Table B

INSURANCE TABLE B

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

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:

AAIA	means approved asbestos inspection authority.
ACM	means asbestos containing materials.
AL	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.
Ambient Air	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.
Compliance Monitoring	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.
OEL	means occupational exposure limit.
Parallel Measurements	means measurements performed in parallel, yet separately, to existing measurements to verify validity of results.
Safe Levels	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.
Standard	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.
SANAS	means the South African National Accreditation System.
TWA	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.

Data provided by the Contractor (the Contractor's Offer)

The tendering contractor is advised to read both the NEC3 Term Service Short Contract (April 2013) and the relevant parts of its Guidance Notes (TSSC3-GN)³ in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on page 24 of the TSSC3 Guidance Notes.

Completion of the data in full is essential to create a complete contract.

10.1	The <i>Contractor</i> is (Name):	[•]
	Address	[•]
	Tel No.	[•]
	Fax No.	[•]
	E-mail address	[•]
63.2	The percentage for overheads and profit added to the Defined Cost for people is	[•]%
63.2	The percentage for overheads and profit added to other Defined Cost is	[•]%
11.2(4)	The Price List is in	the document called 'Price List' in Part 2 of this contract.
11.2(4)	The offered total of the Prices for part of the service in Part 1 of the Price List is [Enter the total of the Prices from the Price List]:	R[•] excluding VAT [in words] [•] excluding VAT

³ Available from Engineering Contract Strategies Tel 011 803 3008, Fax 086 539 1902, or www.ecs.co.za.

C2 Pricing Data

C2.1 Pricing assumptions

The Price List is in two parts. Part 1 is for work described in the Service Information not requiring the *Employer* to issue a Task Order. Part 2 is for work to be carried out within a stated period of time on a task by Task basis and instructed by Task Order. The *service* may comprise work under Part 1 only or Part 2 only or a mix of both.

Entries in the first four columns of Part 1 of the Price List are made either by the *Employer* or the tenderer. Entries in the first four columns of Part 2 of the Price List would normally be made by the *Employer* as the Party most likely to know the kind of work which will be instructed by the issue of Task Orders. The tenderer then enters a rate for each item and multiplies it by the Expected quantity to produce the Price to be entered in the final column.

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 tenderer 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 the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters a rate for each item and multiplies it by the Expected quantity to produce the Price, to be entered in the final column.

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.

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

C2.2 Price List**Part 1**

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

Minor repairs of the existing Step Down CNC area.					
PRELIMINARIES & GENERALS					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
NB:	Project duration is 9 months				
1.1	Preparatory site work				
1.1.1	Site visit and verification of requirements	km	100		
1.1.2	On-site measurements	hr	16		
1.1.3	Site establishment and e-establishment with associated services, including storage of plant, materials and equipment including protection thereof	months	9		
1.2	Sheq requirements				
1.2.1	Occupational Health and Safety compliance, including safety file, medical certificates, site induction, etc.	months	9		

1.2.2	PPE for Local Labour	Sum	1		
	Totals				

Minor repairs of the existing Winterveld and Mothutlung office area to accommodate Garankuwa and Mabopane employees.					
PRELIMINARIES & GENERALS					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
NB:	Project duration is 3 weeks, including overtime from 18h00 until 00h00				
1.1	Preparatory site work				
1.1.1	Site visit and verification of requirements	km	100		
1.1.2	On-site measurements	Sum	1		
1.1.3	Responsible person	Day	15		
1.1.4	Site establishment and e-establishment with associated services, including storage of plant, materials and equipment including protection thereof	Sum	1		
1.2	Sheq requirements				
1.2.1	Occupational Health and Safety compliance, including safety file, medical certificates, site induction, etc.	Sum	1		
1.2.2	Safety Officer	Day	15		
1.2.3	PPE for Local Labour	Sum	1		

	Totals				

MATHIBESTAD CNC HAMMANSKRAAL					
PRELIMINARIES & GENERALS					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	Every Invoice to be signed and verified by Quantity Surveyor for payment.				
	Site Establishment				
1	Overheads for project (This includes Site Establishment Overhead Costs, Office Overheads, Administration Costs etc.) Total Labour Value	%		10%	
2	Health and Safety Management, OHSA appointments, PPE etc. Total Labour Value	%		5%	
3	Quality & Contract Management. Total Labour Value	%		4%	
4	Environmental Management & Site maintenance. Total Labour Value	%		5%	
5	De-establishment & Rehabilitation of Site	Sum	1		
6	Security	Week	0		
7	Facilities for security (Guard house, toilet etc.)	Month	0		
8	CLO (If required) (Max Value)	Month	0		
9	Safety Officer	Day	32		
10	Mobile Toilet	Month	4		

	Transport				
11	Personnel Transport for Staff	km	0		
12	LDV 4X4	km	4400		
	TOTAL				

Minor repairs of the existing Step Down CNC area.					
ITEM	DESCRIPTION	Unit	Quantity	Total rate	Amount
	SECTION 02: BUILDING WORKS				
	ALTERATIONS				
	SUPPLEMENTARY PREAMBLES				
	Nature of the work				
	Tenderers are advised to visit the site and to satisfy themselves as to the nature and extent of the work to be done and provide in their tenders for any items not specifically mentioned which they may deem necessary for the proper completion of the work. Tenderers are advised that the existing building will be in occupation during the progress of the work and due allowance must be made for the work being carried out at such times and in such manner as will least interfere with the routine of the occupants and as may be directed by the Project Manager				
	General				

	The Contractor shall carry out the work with as little mess and noise possible and with a minimum of disturbance to the occupants. The Contractor shall provide proper protection and provide and erect any temporary tarpaulins that may be necessary during the progress of the works, all to the satisfaction of the Principal Agent, and remove when directed				
	Where doors, windows, etc are described as taken out, this shall be understood to include for removal of all beads, architraves, ironmongery, etc. Doors, windows, etc that are to be re-fixed are to be provided with new architraves				
	Doors, fanlights, fittings, frames, linings, windows, etc which are to be re-used shall be thoroughly overhauled before re-fixing including taking off, easing and re-hanging, cramping up, re-wedging as required and making good cramps, dowels, etc and easing, oiling, adjusting and repairing ironmongery if necessary, replacing any glass damaged in removal or subsequently and stopping up all nails and screw holes with tinted plastic wood filler to match timber, unless otherwise described				
	Prices for taking out and removing doors and frames shall include for removing door stops, cabin hooks, etc and making good to match existing				
	With regard to building up openings in existing walls, cement screeds and pavings, granolithic, etc shall be levelled and prepared for the raising of brickwork				
	Making good of finishes shall be deemed to include making good of the brick and concrete surfaces onto which the new finishes are applied, where necessary				
	Pipes, etc				

	Special care is to be taken not to interfere unnecessarily with any water supply pipes or other piping that may be met with and found necessary to disconnect or cut, are to be effectively stopped off and any new connections that may be necessary are to be made with proper fittings and to the satisfaction of the Project Manager to whom due notice must be given of any alterations to the existing services				
	<u>Protection</u>				
	In taking down and removing existing work the utmost care is to be observed to avoid any structural or other damage to the remaining portions of the buildings. The contractor must also protect all work not removed such as walls, floors, doors, windows or other joinery, loose and fixed fittings and electrical appliances, etc., from damage during the progress of the work and provide all necessary materials for so doing. The contractor will be held solely responsible for any damage to persons or property and for the safety of the structure throughout the whole of this contract and must make good at his own expense any damage that may occur				
	<u>Credits, etc</u>				
	Old materials from the pulling down (except such as are described to be re-used or handed over) are to become the property of the contractor who shall allow credit in his/her unit prices for the old material obtained. Old materials for re-use are to be carefully removed, stored and protected from injury including making good any damaged or defective parts as required before refixing. Old materials described to be handed over are to be carefully removed and neatly stacked on site where directed. The remainder of the old materials and all rubbish to be immediately carted away and the site left clean and unencumbered. None of the old stock bricks from the pulling down are to be re-used for any new work				
	<u>Materials, etc</u>				
	The materials to be used and work to be done to be similar in all respects to that described for new work insofar as they concur. All work in making good is to be properly jointed to the existing				

	<u>Repairing Stepdown CNC</u>				
	-				
	-				
	<u>Front office</u>				
	Repair roof where it leaking and replace damaged sheeting	m ²	23		
	cut and join front fascial board	m	3		
	-				
	replace ceiling on the showers (4mm)	m ²	23		
	clean and prime steel gutters gutters	m ²	21		
	paint 2 coats on fascial boards	m ²	14		
	treating the building for mould as according to the scope	sum	1		
	Paint 2 coats Eskom approved spec PVA on interior walls including door frames	m ²	196		
	Paint 2 coats Eskom approved spec PVA on external walls	m ²	237		
	Paint 2 coats Eskom approved spec PVA on the roof	m ²	600		
	repairing the uneven floor in the boardroom	m ²	19		
	supply and install a new blind at the server office on 2100x1200 window	no	1		
	Clean holes and replace existing ventilators with new one	no	7		
	fill the small crack on the brick wall at the passage	m	0.8		

	replace the existig dry wall with the new one to be shifted to allow more space, include installing the existing door dry wall door - rate for Partitioning 2.8m high with bottom and top tracks	m	10		
	replace the existig dry wall with the new one to be shifted to allow more space, include installing the existing door dry wall door - rate for including 89mm natural anodised 'Drywall' aluminium wall channel	no	5		
	supply and install strip for door 1m	no	3		
	supply and install 600x600mm porcelain non-slippery floor tiles for the office near admin	m ²	21		
	SUB-TOTAL				
	<u>Back office</u>				
	investigate and Repair roof where it leaking/ apply bitimen when requered	sum	1		
	clean and prime gutters gutters	m	61		
	apply bitumen on the roof edge/ valley	m	7		
	replace a 2.65 rotten with a new wood column pole/ alternative approved by eskom	no	1		
	paint wood horizontal and vertical verade column poles	m ²	13		
	paint 2 coats on the back veranda floor	m ²	37		
	paint 2 coats on fascial boards	m ²	20		
	treating the building for mould as according to the scope	sum	1		
	plaster patches and cracks on the interior wall and paint	m ²	1		

	Paint 2 coats Eskom approved spec PVA on external walls	m ²	343		
	Paint 2 coats Eskom approved spec PVA on external walls	m ²	49		
	Paint 2 coats Eskom approved spec PVA inside the male bathroom	m ²	13.0		
	Paint 2 coats Eskom approved spec PVA on the roof	m ²	875		
	repairing the wooden uneven floor at the open area	m ²	31		
	supply and install new strips for the open area door	m	1		
	supply and install new blinds for 780x 1800mm window	no	1		
	SUB-TOTAL				
	<u>Guard house</u>				
	Paint 2 coats Eskom approved spec PVA on internal walls	m ²	40		
	Remove the existing, supply and install new toilet	sum	1		
	window tinting	m ²	2		
	sand down and apply a prime on the steel gate of 9.20 m x 2.34 m with 58 steel braces	m ²	26		
	remove the existing toilets	sum	1		
	supply and install new toilet	sum	1		
	supply and install new p trap and joining pipes for the single bowl sink	sum	1		

	SUB-TOTAL				
	Warehouse				
	two coats paint on the steel for the verade	m ²	5		
	prime the roller doors	m ²	12		
	apply plaster on the steep	m ²	15		
	Paint 2 coats Eskom approved spec PVA at the kitchen	m ²	66		
	SUB-TOTAL				
	TOTAL FOR BUILDING WORKS				
2	External				
2.1	make good of the existing pavement finishing	m ²	78		
2.2					
2.3	dismattle and remove Thatch lapa of 9.1m X 5.6m	sum	1		
2.4					
2.5	make good the pause area with thatch or metal sheet less costly solution to be applied	sum	1		
2.6					
2.7	paving the floor on the pause area	m ²	7		
2.8					
2.9	external paint concrete tables and sittings	m ²	8.41		
	supply external double light to be approved by eskom	no	5		
2.1	repair and paint the existing back gate	sum	1		
	repair the roof sheeting at the garage	m ²	38		
Subtotal	TOTAL FOR EXTERNAL WORKS				

Minor repairs of the existing Winterveld and Mothutlung office area to accommodate Garankuwa and Mabopane employees.					
	DESCRIPTION	Unit	Quantity		
	SECTION 02: BUILDING WORKS				
	<u>ALTERATIONS</u>				
	<u>SUPPLEMENTARY PREAMBLES</u>				
	<u>Nature of the work</u>				
	Tenderers are advised to visit the site and to satisfy themselves as to the nature and extent of the work to be done and provide in their tenders for any items not specifically mentioned which they may deem necessary for the proper completion of the work. Tenderers are advised that the existing building will be in occupation during the progress of the work and due allowance must be made for the work being carried out at such times and in such manner as will least interfere with the routine of the occupants and as may be directed by the Project Manager				
	<u>General</u>				
	The Contractor shall carry out the work with as little mess and noise possible and with a minimum of disturbance to the occupants. The Contractor shall provide proper protection and provide and erect any temporary tarpaulins that may be necessary during the progress of the works, all to the satisfaction of the Principal Agent, and remove when directed				
	Where doors, windows, etc are described as taken out, this shall be understood to include for removal of all beads, architraves, ironmongery, etc. Doors, windows, etc that are to be re-fixed are to be provided with new architraves				

	Doors, fanlights, fittings, frames, linings, windows, etc which are to be re-used shall be thoroughly overhauled before re-fixing including taking off, easing and re-hanging, cramping up, re-wedging as required and making good cramps, dowels, etc and easing, oiling, adjusting and repairing ironmongery if necessary, replacing any glass damaged in removal or subsequently and stopping up all nails and screw holes with tinted plastic wood filler to match timber, unless otherwise described				
	Prices for taking out and removing doors and frames shall include for removing door stops, cabin hooks, etc and making good to match existing				
	With regard to building up openings in existing walls, cement screeds and pavings, granolithic, etc shall be levelled and prepared for the raising of brickwork				
	Making good of finishes shall be deemed to include making good of the brick and concrete surfaces onto which the new finishes are applied, where necessary				
	<u>Pipes, etc</u>				
	Special care is to be taken not to interfere unnecessarily with any water supply pipes or other piping that may be met with and found necessary to disconnect or cut, are to be effectively stopped off and any new connections that may be necessary are to be made with proper fittings and to the satisfaction of the Project Manager to whom due notice must be given of any alterations to the existing services				
	<u>Protection</u>				

	In taking down and removing existing work the utmost care is to be observed to avoid any structural or other damage to the remaining portions of the buildings. The contractor must also protect all work not removed such as walls, floors, doors, windows or other joinery, loose and fixed fittings and electrical appliances, etc., from damage during the progress of the work and provide all necessary materials for so doing. The contractor will be held solely responsible for any damage to persons or property and for the safety of the structure throughout the whole of this contract and must make good at his own expense any damage that may occur				
	<u>Credits, etc</u>				
	Old materials from the pulling down (except such as are described to be re-used or handed over) are to become the property of the contractor who shall allow credit in his/her unit prices for the old material obtained. Old materials for re-use are to be carefully removed, stored and protected from injury including making good any damaged or defective parts as required before refixing. Old materials described to be handed over are to be carefully removed and neatly stacked on site where directed. The remainder of the old materials and all rubbish to be immediately carted away and the site left clean and unencumbered. None of the old stock bricks from the pulling down are to be re-used for any new work				
	<u>Materials, etc</u>				
	The materials to be used and work to be done to be similar in all respects to that described for new work insofar as they concur. All work in making good is to be properly jointed to the existing				
	<u>Conversion of Garankuwa Mabopane into open plan offices</u>				
	<u>Outside Area</u>				
	Take out 2,3m diamond mesh fence	m	20		
	Re-mark parking lines 18 spaces at 3m per line	m	18		

	Sand down and paint under coat for steel 8 carport structure	m ²	72		
	Paint 2 coats on steel 8 carport structure	m ²	72		
	Refurbish guard house (Ceiling)	m ²	15		
	Refurbish guard house (Wall paint work)	m ²	40		
	Refurbish guard house (Skirting)	m	6		
	Supply and install paving bricks for parking area	m ²	80		
	Office Area				
	Service agent office				
	Supply and install 18000 BTU air conditioner	each	1		
	Remove glass door	No	1		
	Supply and brick up the door opening.	m ²	4.08		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	260		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	104		
	Replace ceiling panels	No	3		
	Foyer sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	9		
	Repair cracked wall and paint	m ²	2		
	Male and female toilet				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	18		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	18		
	Remove and replace wall tiles	m ²	81		
	Remove (2m*0.5*1) cabinet with granite top and 2 washing bays and replace with new.	No	2		
	Remove old blinds and replace with new for 2x (0.5*0.5) windows	No	2		
	Kitchen				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	25		
	Sand down and paint primer and Paint 2 coats Eskom approved spec	m ²	10		

	PVA on ceilings				
	Remove and replace floor tiles	m ²	10		
	Remove(2x0.5)m wall tiles	m ²	1		
	Replace 2x (3x0.5) wall tiles	m ²	3		
	Remove and replace (3*1.1*0.5)m kitchen cabinet with granite top and double sink and replace with new.	No	3		
	Remove and replace (3*1.1*0.5)m kitchen cabinet with granite top and replace with new.	No	3		
	Remove old blinds and replace with new for 2x (1.5*1.1) windows	No	3.3		
	Replace a boom cabinet(2X0.8)	No	1		
	Room 5				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	75		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	30		
	Varnish skirting	m	7.5		
	Remove old blinds and replace with new for a (2*1.8) window	m ²	3.6		
	Remove and replace carpet	m ²	30		
	Room 6, Room 7 and Room 9				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	127.5		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	54		
	Varnish skirting	m	7.5		
	Remove old blinds and replace with new for 3x (2*1.8) windows	No	3		
	Replace cornice	m	4.5		
	Repair cracked wall and paint	m ²	0.5		
	Replace carpet	m ²	54		
	Room 8				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	55		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	22		

	Varnish skirting	m	15		
	Remove old blinds and replace with new for a (2*1.8) window	No	2		
	Replace cornice	m	9.5		
	Replace carpet	m ²	22		
	Extra toilet				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	16.25		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	6.5		
	Remove and replace wall tiles	m ²	6.5		
	Remove old blinds and replace with new for a (0.5*0.5) window	No	1		
	Boardroom				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ³	123.75		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	49.5		
	Remove old blinds and replace with new for 3x (2*1.8) windows	No	3		
	Replace carpet	m ²	49.5		
	Room 11 and Room 12				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	64		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	25.6		
	Remove old blinds and replace with new for 2x (2*1.8) windows	No	2		
	Replace carpet	m ²	25.6		
	Varnish skirting	m	11		
	Replace cornice	m	3.2		
	Passage				
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on interior walls	m ²	93		
	Sand down and paint primer and Paint 2 coats Eskom approved spec PVA on ceilings	m ²	37.2		
	Waterproof	m ²	20		

	Replace trap door	No	1		
	SUB-TOTAL				
	<u>Parkhome -</u>				
	Use the additional wall that was taken out to repair the holes in the walls of 500mm by 400mm	No	4		
	Take out all old showers and install a new toilet set	No	1		
	Take out bathtub and replace with toilet set	No	1		
	Replace toilet seats and flushing mechanisms	No	2		
	Install 2 x (1.5x2)m 1.8 height partitioning dry wall	m	5		
	Replace existing window blinds 3x(1.2x1) +3x(1.5x1)+2(1X0.5)	No	8		
	Replace light fittings and install LED flourescent 1500 lights and electrical DB and repair where necessary.	Sum	13		
	Prepare ground and pave	m ²	80		
	Supply and install taps(faucets) on existing sinks	No	4		
	Repair existing kitchen cabinet	m ²	2		
	Replace existing carpet at offices and passage	m ²	58.3		
	Replace existing carpet at boardroom	m ²	28.8		
	Replace and varnish skirting	m	102		
	Supply and instal 12000BTU aircon at the offices	No	4		
	Supply and install 18000BTU aircon for the boardroom	No	1		
	<u>Doors</u>				
	Supply and install four doors	No	4		
	Replace all door mechanisms and supply keys	sum	7		
	SUB-TOTAL				
	<u>Sundry Items</u>				
	<u>Electrical</u>				
	Supply and install extractor fans	No	2		
	COC certificate	sum	1		

	Supply and install 5 litre Hydroboil	No	1		
	Supply and install inside office LED emergency lights	No	6		
	Supply and install 100W heavy duty LED flood lights	No	4		
	SUB-TOTAL				
	Plumbing				
	Supply and install new PVC (110mm) pipeline (waste)	m	50		
	10 x30 degree elbows	No	10		
	12x90degree elbow	No	12		
	10 x45 degree elbows	No	20		
	4x breather pipes	No	4		
	4x straight connectors	No	4		
	4Xopen/shut water valves	No	4		
	Supply and install new gully for kitchen	sum	1		
	Digging and recovering of all trenches	sum	50		
	Supply and install Double sink and sink mixer incl. all fittings including cabinet	sum	1		
	SUB-TOTAL				
	TOTAL				

MATHIBESTAD CNC HAMMANSKRAAL					
ITEM	DESCRIPTION	Unit	Qauntity	Total rate	Amount
	ALTERATIONS				
	SUPPLEMENTARY PREAMBLES				
	Nature of the work				

	Tenderers are advised to visit the site and to satisfy themselves as to the nature and extent of the work to be done and provide in their tenders for any items not specifically mentioned which they may deem necessary for the proper completion of the work. Tenderers are advised that the existing building will be in occupation during the progress of the work and due allowance must be made for the work being carried out at such times and in such manner as will least interfere with the routine of the occupants and as may be directed by the Project Manager				
	General				
	The Contractor shall carry out the work with as little mess and noise possible and with a minimum of disturbance to the occupants. The Contractor shall provide proper protection and provide and erect any temporary tarpaulins that may be necessary during the progress of the works, all to the satisfaction of the Principal Agent, and remove when directed				
	Where doors, windows, etc are described as taken out, this shall be understood to include for removal of all beads, architraves, ironmongery, etc. Doors, windows, etc that are to be re-fixed are to be provided with new architraves				
	Doors, fanlights, fittings, frames, linings, windows, etc which are to be re-used shall be thoroughly overhauled before re-fixing including taking off, easing and re-hanging, cramping up, re-wedging as required and making good cramps, dowels, etc and easing, oiling, adjusting and repairing ironmongery if necessary, replacing any glass damaged in removal or subsequently and stopping up all nails and screw holes with tinted plastic wood filler to match timber, unless otherwise described				
	Prices for taking out and removing doors and frames shall include for removing door stops, cabin hooks, etc and making good to match existing				
	With regard to building up openings in existing walls, cement screeds and pavings, granolithic, etc shall be levelled and prepared for the raising of brickwork				

	Making good of finishes shall be deemed to include making good of the brick and concrete surfaces onto which the new finishes are applied, where necessary				
	<u>Pipes, etc</u>				
	Special care is to be taken not to interfere unnecessarily with any water supply pipes or other piping that may be met with and found necessary to disconnect or cut, are to be effectively stopped off and any new connections that may be necessary are to be made with proper fittings and to the satisfaction of the Project Manager to whom due notice must be given of any alterations to the existing services				
	<u>Protection</u>				
	In taking down and removing existing work the utmost care is to be observed to avoid any structural or other damage to the remaining portions of the buildings. The contractor must also protect all work not removed such as walls, floors, doors, windows or other joinery, loose and fixed fittings and electrical appliances, etc., from damage during the progress of the work and provide all necessary materials for so doing. The contractor will be held solely responsible for any damage to persons or property and for the safety of the structure throughout the whole of this contract and must make good at his own expense any damage that may occur				
	<u>Credits, etc</u>				
	Old materials from the pulling down (except such as are described to be re-used or handed over) are to become the property of the contractor who shall allow credit in his/her unit prices for the old material obtained. Old materials for re-use are to be carefully removed, stored and protected from injury including making good any damaged or defective parts as required before refixing. Old materials described to be handed over are to be carefully removed and neatly stacked on site where directed. The remainder of the old materials and all rubbish to be immediately carted away and the site left clean and unencumbered. None of the old stock bricks from the pulling down are				

	to be re-used for any new work				
	Materials, etc				
	The materials to be used and work to be done to be similar in all respects to that described for new work insofar as they concur. All work in making good is to be properly jointed to the existing				
	TEMPORARY BARRIERS, SCREENS, ETC				
	Temporary barriers, screens, etc including removal				
	Dust screen 3mm high between concrete floor and ceiling formed of suitable timber framing with 375 micron polyethylene sheeting stapled on including corners, ends, etc	m	20		
	SUB-TOTAL				
	OFFICE 1 (Size 6,5m x 7m)				
	Strip away cracked tiles	m2	1.08		
	Prepare surface and tile 600 x 600mm Porcelain tiles (semi-polished), fixed with and including an approved adhesive as per project Managers specification according to Eskom Specifications	m2	1.08		
	Supply and install skirting	m	27.00		

	Paint skirtings with Woodoc 25 Polyurethane Floor Sealer	m	27.00		
	Strip down wall paint	m2	72.90		
	Fill crack on internal walls	m2	36.45		
	Paint one coat primer and finish with two coats wall paint	m2	72.90		
	Sand down windows 1,8m x 1,5m	m2	0.00		
	Repaint of windows	m2	0.00		
	Supply and install Vertical fabric blinds, 50% polyester (core), 50% acrylic surface combined with an equal weight of polymer. Colour: Classic blue to match the Eskom blue)according to Eskom Specifications 1,8m x 1,5m	each	1.00		
	Remove old sliding door rail and replace with new rail	no	2.00		
	Supply and install ceiling	m2	45.50		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	45.50		
	Supply and install Cornice	m	27.00		
	SUB-TOTAL				
	OFFICE 2 (Size 12m x 8m)				
	Strip away carpet and underlay	m2	96.00		
	Prepare surface and tile 600 x 600mm Porcelain tiles (semi-polished), fixed with and including an approved adhesive as per project Managers specification according to Eskom Specifications	m2	96.00		

	Remove old skirting 40m long and 0,2m wide	m	40.00		
	Supply and install skirting	m	40.00		
	Paint skirtings with Woodoc 25 Polyurethane Floor Sealer	m	40.00		
	Strip down wall paint	m2	108.00		
	Fill crack on internal walls	m2	54.00		
	Paint one coat primer and finish with two coats wall paint	m2	108.00		
	Supply and install Vertical fabric blinds, 50% polyester (core), 50% acrylic surface combined with an equal weight of polymer. Colour: Classic blue to match the Eskom blue)according to Eskom Specifications 1,8m x 1,5m	each	1.00		
	Remove old door, Supply and Install Solid Doors	each	1.00		
	Supply and install new door frame 2,2m x 0,90m	each	1.00		
	Supply and install new door hindges	each	3.00		
	Supply and install new door handles	each	1.00		
	Remove old sliding door rail and replace with new rail	no	2.00		
	Supply and install ceiling	m2	96.00		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	96.00		
	Supply and install Cornice	m	40.00		
	SUB-TOTAL				
	OFFICE 3 (Size 13m x 7,5m)				

	Strip away carpet and underlay	m2	97.50		
	Prepare surface and tile 600 x 600mm Porcelain tiles (semi-polished), fixed with and including an approved adhesive as per project Managers specification according to Eskom Specifications	m2	97.50		
	Remove old skirting 41m long and 0,2m wide	m	41.00		
	Supply and install skirting	m	41.00		
	Paint skirtings with Woodoc 25 Polyurethane Floor Sealer	m	41.00		
	Remove and replace dry wall	m2	18.00		
	Strip down wall paint	m2	108.00		
	Plaster on internal walls (Cracks)	m2	108.00		
	Paint one coat primer and finish with two coats wall paint	m2	108.00		
	Supply and install Vertical fabric blinds, 50% polyester (core), 50% acrylic surface combined with an equal weight of polymer. Colour: Classic blue to match the Eskom blue)according to Eskom Specifications 1,8m x 1,5m	each	1.00		
	Remove old door, Supply and Install Solid Doors	each	2.00		
	Supply and install new door frame 2,2m x 0,90m	each	2.00		
	Supply and install new door hindges	each	6.00		
	Supply and install new door handles	each	2.00		
	Supply and install ceiling	m2	97.50		
	Paint one coat primer and finish with two coats ceiling and cornice	m2	97.50		

	paint				
	Supply and install Cornice	m	41.00		
	Install counter tops for desks	m	4.44		
	SUB-TOTAL				
	OFFICE 4 (Size 6,5m x 4m)				
	Remove old skirting 41m long and 0,2m wide	m2	21.00		
	Supply and install skirting	m	21.00		
	Paint skirtings with Woodoc 25 Polyurethane Floor Sealer	m2	21.00		
	Strip down wall paint	m2	56.70		
	Paint one coat primer and finish with two coats wall paint	m2	56.70		
	Supply and install Vertical fabric blinds, 50% polyester (core), 50% acrylic surface combined with an equal weight of polymer. Colour: Classic blue to match the Eskom blue)according to Eskom Specifications 2,5m x 2m	each	1.00		
	Sand down doors 2,2m x 0,90m	m2	2.09		
	Repaint door	m2	2.09		
	Supply and install ceiling	m2	26.00		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	26.00		
	Supply and install Cornice	m	21.00		
	SUB-TOTAL				

	OFFICE 5 (Size 6,5m x 4m)				
	Remove sanitizer	no	1.00		
	Supply and install Vertical fabric blinds, 50% polyester (core), 50% acrylic surface combined with an equal weight of polymer. Colour: Classic blue to match the Eskom blue)according to Eskom Specifications 2,5m x 2m	each	1.00		
	Supply and install ceiling	m2	26.00		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	26.00		
	Supply and install Cornice	m	21.00		
	SUB-TOTAL				
	Server Room Size (6,5 x 4)				
	Remove old skirting 41m long and 0,2m wide	m	21.00		
	Supply and install skirting	m	21.00		
	Paint skirtings with Woodoc 25 Polyurethane Floor Sealer	m2	21.00		
	Strip down wall paint	m2	56.70		
	Paint one coat primer and finish with two coats wall paint	m2	56.70		
	Supply and install ceiling	m2	26.00		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	26.00		
	Supply and install Cornice	m	21.00		

	SUB-TOTAL				
	OFFICE 6 (Size 6,5m x 5m)				
	Strip away carpet and underlay	m2	32.50		
	Prepare surface and tile 600 x 600mm Porcelain tiles (semi-polished), fixed with and including an approved adhesive as per project Managers specification according to Eskom Specifications	m2	32.50		
	Strip down wall paint	m2	62.10		
	Paint one coat primer and finish with two coats wall paint	m2	62.10		
	Sand down windows 2m x 2m	m2	0		
	Repaint buglar for window size 2m x 2m	m2	0.00		
	Supply and install Vertical fabric blinds, 50% polyester (core), 50% acrylic surface combined with an equal weight of polymer. Colour: Classic blue to match the Eskom blue)according to Eskom Specifications 1,8m x 1,5m	each	1.00		
	Supply and install ceiling	m2	32.50		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	32.50		
	Supply and install Cornice	m	23.00		
	SUB-TOTAL				
	OFFICE 7 (Size 6m x 5m)				
	Strip down wall paint	m2	59.40		

	Paint one coat primer and finish with two coats wall paint	m2	59.40		
	Sand down buglar for windows 2m x 2m	m2	0		
	Repaint buglar for window 2m x 2m	m2	0.00		
	SUB-TOTAL				
	OFFICE 8 (Size 8m x 8m) Stores				
	Strip down wall paint	m2	0.00		
	Paint one coat primer and finish with two coats wall paint	m2	0.00		
	SUB-TOTAL				
	OFFICE 9 (Size 7m x 4m) Stores				
	Strip down wall paint	m2	0.00		
	Paint one coat primer and finish with two coats wall paint	m2	0.00		
	SUB-TOTAL				
	Store Room (Size 6m x 3m)				
	Strip down wall paint	m2	0.00		
	Paint one coat primer and finish with two coats wall paint	m2	0.00		
	SUB-TOTAL				
	Bathroom 1 & 2 Size (1,5m x 3,5m)				

	Breakout and remove existing basin, wall tiles, hand dryer, toilet paper holder, toilet, sanitizer	each	2		
	Supply and Install Handwash basin with tap	each	2		
	Supply and Install Toilet roll dispenser	each	2		
	Supply and install Water closet	each	2		
	Paraplegic water closet	each	2		
	Handwash basin with tap	each	5		
	Urinal	each	3		
	Mirror	each	3		
	Toilet roll dispenser	each	5		
	Paraplegic Toilet roll dispenser	each	1		
	Lockers	each	24		
	Sitting benches	each	4		
	Paraplegic Handwash basin with tap	each	2		
	Extractor fan	each	2		
	Strip down wall paint	m2	54.00		
	Paint one coat primer and finish with two coats wall paint	m2	54.00		
	Supply and install ceiling	m2	5.21		
	Paint one coat primer and finish with two coats ceiling and cornice	m2	5.21		

	paint				
	Supply and install Cornice	m	21.00		
	Sand down doors 2,2m x 0,95m	m2	4.18		
	Repaint doors size 2,2m x 0,95m	m2	4.18		
	SUB-TOTAL				
	Bathroom 3 Size (2m x 3m)				
	Breakout and remove existing wall tiles	m2	6		
	Strip down wall paint & plaster	m2	27.00		
	Fill up cracks on internal walls	m2	27.00		
	Paint one coat primer and finish with two coats wall paint	m2	27.00		
	SUB-TOTAL				
	Paraplegic Bathroom Size (3m x 3m)				
	Strip down wall paint	m2	32.40		
	Paint one coat primer and finish with two coats wall paint	m2	32.40		
	SUB-TOTAL				
	Bathroom for males				
	Strip down wall paint	m2	30.00		

	Paint one coat primer and finish with two coats wall paint	m2	30.00		
	Sand down cornice	m	16.00		
	Sand down ceiling paint	m2	4.00		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	4.00		
	SUB-TOTAL				
	Passage 1 Size (13m x 1,5m)				
	Stop, fill, sand down and prepare wooden skirting surfaces and apply one undercoat and two coats polyurethane enamel pain	m	26		
	Strip down wall paint	m2	78.30		
	Paint one coat primer and finish with two coats wall paint	m2	78.30		
	Supply and install Vertical fabric blinds, 50% polyester (core), 50% acrylic surface combined with an equal weight of polymer. Colour: Classic blue to match the Eskom blue)according to Eskom Specifications 2,5m x 2m	each	0.00		
	Supply and install ceiling	m2	19.50		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	19.50		
	Supply and install Cornice	m	26.00		
	SUB-TOTAL				

	Passage 2 Size (11,5m x 2m)				
	Stop, fill, sand down and prepare wooden skirting surfaces and apply one undercoat and two coats polyurethane enamel pain	m	23		
	Strip down wall paint	m2	72.90		
	Paint one coat primer and finish with two coats wall paint	m2	72.90		
	Supply and install ceiling	m2	25.00		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	25.00		
	Supply and install Cornice	m	23.00		
	SUB-TOTAL				
	Passage 3 Size (2m x 2m)				
	Strip down wall paint	m2	21.60		
	Paint one coat primer and finish with two coats wall paint	m2	21.60		
	Supply and install ceiling	m2	4.00		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	4.00		
	Supply and install Cornice	m	8.00		
	SUB-TOTAL				
	Mini Kitchen Size (7m x 3,5m)				
	Strip down wall paint	m2	56.70		

	Paint one coat primer and finish with two coats wall paint	m2	56.70		
	Supply and install ceiling	m2	24.50		
	Paint one coat primer and finish with two coats ceiling and cornice paint	m2	24.50		
	Supply and install Cornice	m	21.00		
	SUB-TOTAL				
	External Walls				
	Strip down wall paint and plaster	m2	480.60		
	Plaster on external walls (Cracks)	m2	240.30		
	Paint one coat primer and finish with two coats wall paint	m2	480.60		
	SUB-TOTAL				
	SUNDRY ITEMS				
	Electrical				
	Take out all the old lights and replace with 1200mm ballast light	each	10		
	Supply and replace all CBI 1Lever 2Way Switch - White	each	10		
	Allow a budgetary allowance for electrical configurations to be expended / not expended as directed by the Project Manager including the COC certificate	sum	1		
	Plumbing				

	Allow a budgetary allowance for Plumbing to be expended / not expended as directed by the Project Manager	sum	1		
	SUB-TOTAL				
	TOTAL				

SUMMARY OF BILL OF QUANTITIES

	DESCRIPTION	Amount
1	Minor repairs of the existing Step-Down CNC area.	R
1.1	Preliminaries & General	
1.2	Building works	
1.3	External works	
	TOTAL	
2	Minor repairs of the existing Winterveld and Mothutlung office area to accommodate Garankuwa and Mabopane employees.	R
2.1	Preliminaries & General	
2.2	Main office	
2.3	Park home	
2.4	Sundries	
2.5	Plumbing	
	TOTAL	
3	MATHIBESTAD CNC HAMMANSKRAAL	R
3.1	Preliminaries & General	
3.2	Temporary barriers, screens, etc	
3.3	Office 1 (size 6,5m x 7m)	
3.4	Office 2 (size 12m x 8m)	
3.5	Office 3 (size 13m x 7,5m)	
3.6	Office 4 (size 6,5m x 4m)	
3.7	Office 5 (size 6,5m x 4m)	
3.8	Server Room Size (6,5 x 4)	

3.9	Office 6 (size 6,5m x 5m)	
3.10	Office 7 (size 6m x 5m)	
3.11	Office 8 (size 8m x 8m) stores	
3.12	Office 9 (size 7m x 4m) stores	
3.13	Store room (size 6m x 3m)	
3.14	Bathroom 1 & 2 size (1,5m x 3,5m)	
3.15	Bathroom 3 size (2m x 3m)	
3.16	Paraplegic bathroom size (3m x 3m)	
3.17	Bathroom for males	
3.18	Passage 1 size (13m x 1,5m)	
3.19	Passage 2 size (11,5m x 2m)	
3.20	Passage 3 size (2m x 2m)	
3.21	Mini kitchen size (7m x 3,5m)	
3.22	External walls	
3.33.	Sundry items	
	TOTAL	

SUMMARY OF BILL OF QUANTITIES		
	DESCRIPTION	Amount
		R
1	Minor repairs of the existing Step-Down CNC area.	-
3	Minor repairs of the existing Winterveld and Mothutlung office area to accommodate Garankuwa and Mabopane employees.	-
4	Mathibestad CNC Hammanskraal	-
	TOTAL	-
ADD	VAT @ 15%	-
	TOTAL CARRIED TO FORM OF OFFER	-

.....
SIGNATURE OF TENDERER

.....
DATE

.....
NAME OF TENDERER

.....
DESIGNATION

C3: Scope of Work

C3.1 Service Information

1. Description of the service

Minor repairs at Step-down CNC

The purpose of the document is to record the user requirements for the Minor renovations/repairs at Stepdown CNC. The scope of work for this project will include:

Minor repairs /Upgrade
Renovations Supervision
Renovations, commissioning, and handover of the works
Certificate of compliance/ where required.

The scope of work includes the followings:

A. OUTSIDE AREA

- Make good on the pavement finish that going to the back office 78m.
- Repair the back gate and paint both the front and back gate (9.20 m x 2.34 m).
- Dismantle and remove the thatch Lapa roof 9.1m X 5.6m.
- Paint all 3 external table with it 7 concrete sits/bench.
- Make good the pause area roof with thatch or metal sheet less costly solution to be applied (radius 1.4m)
- Supply 5 external double light to be approved by Eskom.
- paving the round floor of the pause area (radius 1.5m)
- Fix the roof sheeting at the garage.
- Fixing the drainage to prevent water from stopping near the garage in front of the garage.

B. FRONT OFFICE AREA

- Repair the roof where it is leaking on the showers 4.2m X 5.4m and inspect other leaks and fix other leaks.
- Cut and join a damaged 3m fascial board.
- Paint the fascial board.
- Clean and prime steel gutters.
- Replace the ceiling at the showers 4.2m X 5.4m
- Paint the internal walls 196 meter squared.
- repairing the wooden uneven floor at the admin office 5.4m X 3.6m.
- treat the whole building for mold.
- Painting the roof as per Eskom approved spec.
- Supply and install new blind to replace the broken one at the server room for 2.1m X 1.2m window.
- Clean the holes and replace 7 ventilators with new ones.
- Close up the 800mm long small crack on a brick wall at the passage.
- Remove the dry wall at the server and replace it with a new one to be moved at the back to allow more space at front 3.6m X 2.64m.
- Supply and install 3 floor strips for the passage doors near admin office.
- Supply and install carpets floor tiles to the office near the admin office.

C. BACK OFFICE

- Find and close the leaks at the roof.
- Apply bitumen on the 7m roof valley/roof edge.
- Replace the 2.65m rotten wooden column with a new one/ better economical alternative at the back veranda.

- Paint the column wooden poles at the Veranda.
- Close the patches and paint the back veranda floor.
- Paint Fascial boards.
- Treating the whole building of mold problem.
- Plaster the small patches on the internal wall and paint the spots.
- Paint the external walls of the building including the external male toilet interior wall.
- Paint the roof with the approved spec PVA.
- repairing the uneven wooden floor at the open area 7.9m X 3.9m.
- install a new strip at the normal door to open area.
- supply and install new blinds for 780x 1800mm window.

D. GUARD HOUSE

- Paint Eskom approved spec PVA on internal walls.
- Remove the existing, supply and install a new toilet.
- Tint the windows.
- supply and install new p trap and joining pipes for the single bowl sink.

E. WAREHOUSE

- Sand down and paint the steel for the veranda.
- prime the roller doors.
- apply plaster/screed on the steep floor.
- Paint Eskom approved spec PVA at the kitchen.

F. TREAT MOLD/WALL PROOFING TREATMENT (front office, back office, and warehouse)

- Removed all loose paint and cement participles (Square metres on the scope)
- Sand all affected areas
- use steel brush/Sandpaper to clear all particles
- Clean the wall with clean cloth
- Use waterproofing chemical (Approved by Eskom)
- Apply two coats of waterproofing chemical
- Dry for 4 to Six Hours
- Apply Texture coat (Approved by Eskom)
- Make good finishing
- Dry well for day
- sand gain all wall to be clean free from dust.
- Apply paint using roller 2 coats of paint Plascon (Eskom approved)
- Dry for 4 to Six Hours

Minor repairs at Garankuwa HUB to accommodate Mabopane HUB employees.

The scope of work for this project will include:

- Renovations of the existing Garankuwa HUB office area to accommodate Mabopane employees' office area to expand it for extra customers since two Hubs will use same office to serve customers.
- Renovations of a parkhome to be moved to Winterveld site to accommodate Mabopane employees' office area.
- Extending the parking area including re-drawing some parking lines

Deliverables shall include.

- Renovations Supervision
- Renovations, commissioning and handover of the works
- Certificate of compliance

The scope of work includes the followings:

A. OUTSIDE AREA

- Remove and replace a diamond mesh fence (20m)
- Re-mark parking lines (18 cars)
- Re-paint 8 covered carports steel structure
- Refurbish guard house (2x1.5m)
- Remove palisade steel fence from Mabopane rented site and replace in Garankuwa HUB (30m)

B. OFFICE AREA

- Supply and install 18 000 BTU air conditioner.
- Remove glass door (2m) and make good.
- Add a glass sliding door (2.5m)

C. PARKHOME

- Take out wall damaged kitchen wall and enclose bathroom cubicle.
- Take out old air conditioners and use the additional wall that was taken out to repair the holes in the walls of 500mm by 400mm.
- Take out all old showers.
- Remove an existing toilet and install in the place of a shower area.
- Replace toilet seats and flushing mechanisms.
- Supply and replace existing 12000btu (9) aircon.
- Supply and replace existing window blinds 650mm x 650mm.
- Replace light fittings and install LED fluorescent lights, test plugs, switches and electrical DB and repair where necessary.
- Replace all door mechanisms and supply keys.
- Replace indicator bolts in bathroom doors.
- Remove and replace broken windows, match existing.
- Remove damaged window handles and replace.

D. SUNDRY ITEMS

Electrical

- Supply and install extractor fans.
- COC certificate
- Supply and install 5-liter Hydro boil.
- Emergency lights
- Supply and install 100W heavy duty flood lights.

Plumbing

- Supply and install new pipeline (waste)
- Supply and install new gully for kitchen.
- Digging and recovering of all trenches
- Supply and install Double sink and sink mixer incl. all fittings.




Minor and minor repairs at Matibestad CNC

Paint Boardroom 1
Paint Boardroom 2
Paint Passage
Paint Technical office
Paint Works coordinators office
Paint Storeroom


Paint Open plan before storeroom
 Paint Garage
 Paint Office next to the kitchen
 Paint Security office
 Paint Admin office
 Paint Supervisor's office
 Paint Kitchen
 Paint Dry/ partition wall
 Paint Saver room
 Paint all Toilets.
 Repair or close-up Internal wall cracks
 Replace carpets, ceiling, cornice and blinds.
 Plumbing and electrical












2. Specifications

Minor repairs at Step-down CNC









No.	Unique Identifier	Revision	Document Title
1	240-73419711	1	SHE SPECIFICATION General Service Contracts  240-73419711 SHE Specification Minor re
2	240-77471969	1	Annexure C 2: SHE Tender Evaluation and Scoring Card  240-77471969 Low Medium Risk Categor
3	240-70044602	0	Occupational Health and Safety Baseline risk assessment  Baseline Risk Assessment Master.pc














Minor repairs at Garankuwa HUB to accommodate Mabopane HUB employees.

No	Unique Identifier	Revisio	Document Title
1	32 - 94	0	Safety Health and Environment Policy 32-94  1_Safety Health & Environment (SHE) Pc

2	32 - 136	0	Construction Safety Health and Environmental Management  2_Construction Safety Health and En
3	32-524	0	Developing a Safety, Health and Environmental Specification  3_Developing a Safety, Health and En
4	34 - 333	1	Health and Safety Requirements to be met by Principal Contractors employed by Eskom Distribution 34-333  4_Health and Safety Requirements to be n
5	32 - 421	1	Eskom Cardinal Rules 32-421  5_Eskom Cardinal Rules (32-421).pdf
6	Construction Reg 3		Notification of Construction Work to Department of Labour  6_Notification of Construction Work to
7	Construction Reg 4 & 5		Appointment letters for Client representative, Principal Contractor & Contractor  7_Appointment letters for Client repr
8	OHS Act		Written agreement on OHS Act Section 37(2)  8 Written agreement on OHS A
9 & 10	34 - 1063	0	Expanded Public Works Report 34-1063.  9_Expanded Public Works Report (34-10
			 10_EPWP Report to be inserted in docum
11	<u>DST 34-961</u>	0	Legal appointments and authorizations  11_Legal appointments and au
12	SRTI03/2006		Transporting persons on back of vehicles  12_Safety Instr Transport Contractor

Minor and minor repairs at Matibestad CNC

<u>No</u>	<u>UNIQUE IDENTIFIER</u>	<u>REVISIO</u>	<u>DOCUMENT TITLE</u>
1	32 - 727	0	SAFETY, HEALTH, ENVIRONMENT AND QUALITY (SHEQ) POLICY 32-727  32-727 Feb 2014.pdf
2	32 - 136	0	CONSTRUCTION SAFETY HEALTH AND ENVIRONMENTAL MANAGEMENT  2_Construction Safety Health and En
3	32-524	0	DEVELOPING A SAFETY, HEALTH AND ENVIRONMENTAL SPECIFICATION  3_Developing a Safety, Health and En
4	34 - 333	1	HEALTH AND SAFETY REQUIREMENTS TO BE MET BY PRINCIPAL CONTRACTORS EMPLOYED BY ESKOM DISTRIBUTION 34-333  4_Health and Safety Requirements to be n
5	32 - 421	1	ESKOM CARDINAL RULES 32-421  5_Eskom Cardinal Rules (32-421).pdf
6	CONSTRUCTION REG 3		NOTIFICATION OF CONSTRUCTION WORK TO DEPARTMENT OF LABOUR  6_Notification of Construction Work to
7	CONSTRUCTION REG 4 & 5		APPOINTMENT LETTERS FOR CLIENT REPRESENTATIVE, PRINCIPAL CONTRACTOR & CONTRACTOR  7_Appointment letters for Client repr
8 & 9	OHS ACT	1	WRITTEN AGREEMENT ON OHS ACT SECTION 37(2) & STANDARD CLAUSE  37 2 Jan 2014.doc
10, 11 & 12	34 - 1063	0	EXPANDED PUBLIC WORKS REPORT 34-1063.

			 10_34-1063 EPWP Works Instruction.pdf  11_EPWP Guidelines Second edition 2005.  Eskom EPWP report template rev 7.xlsx
13	DST 34-961	0	LEGAL APPOINTMENTS AND AUTHORIZATIONS  13_Legal Appointments and Au
14	TPC 41-55		TRANSPORTING PERSONS ON BACK OF VEHICLES  14_Transporting of Passengers on the ba
15	LTIR	MASTE R	LOST TIME INJURY REPORT  LTIR Master.xls
16	Contractor Performance Evaluation	MASTE R	 Single Evaluator Template for Contrac
17	Supplier Contract Quality Requirements	MASTE R	 QM-58 Supplier Contract Quality Req
18	Hard Hat Specifications OHS 01/12/	MASTE R	 OHS 01 12 Hard Hat Specifications.pdf
19	Identifying, Analysing, Documenting and Observing Tasks according to Criticality.	REV 1	 DPC_34-380.pdf
20	Health & Safety Representatives inspection reports and guidelines	REV 1	 DPC_34-228Health_Safety_REp.pdf
21	Work at Heights Procedure	REV 1	 32-418 Work at Height Procedure.pdf
22	SHE Requirements for the Eskom Commercial Process	REV 1	 32-726 SHE Requirements for the

Acknowledgement by Contractor

I/WE, DO HEREBY ACKNOWLEDGE HAVING READ AND UNDERSTOOD THE ABOVE ANNEXED DOCUMENTS IN PART **C3** OF THIS CONTRACT.

I/WE UNDERTAKE TO STUDY AND ABIDE BY THESE REQUIREMENTS AT ALL TIME.

SIGNED AT: ON THE DAY OF20.....

3. Constraints on how the *Contractor* Provides the Service

3.1 Meetings

Bi-Weekly progress meeting will be held by the contractor and the employer represented by the Supervisor or Senior Supervisor or delegation from the employer. The meeting shall focus on a punch list which is derived from the project scope of works as per the project schedule with an objective of tracking contractor's progress which should be driven by the following items:

1. Past week achieved progress activities.
2. Current week activities.
3. Next two-weeks target activities.
4. Commitment to project schedule.
5. Deviation and corrections to the project schedule.
6. Issues and activities adjustment.
7. Risk identification and mitigations.

3.2 Use of standard forms

Documents shall be recorded in correct templates and in a chronological order.

3.3 Invoicing and payment

In terms of core clause 50 the *Contractor* assesses the amount due and applies to the *Employer* for payment. The *Contractor* applies for payment with a tax invoice addressed to the *Employer* as follows:

The *Contractor* includes the following information on each tax invoice:

- Name and address of the *Contractor*
- The contract number and title;
- *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*;
- The change in the amount due since the previous payment being the invoiced amount - excluding VAT, the VAT and including VAT;
- (add other as required)

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.

Add procedures for invoice submission and payment (e. g. electronic payment instructions)

General Information	X
- No Pro-forma Invoice	
- Check Vendor number against the Address and name on Tax invoice	
- Insert the Vendor number on Tax invoice (Top right-hand corner)	
- Bank details must be on the invoice or on a attach sheet, but it does not require a bank stamp just a letter)	
- Check banking details on invoice against SAP system. If more than one banking account check bank account against banking details on invoice. If banking details not on invoice, write the bank code next to the vendor account (bank code 0002)	
- Check Vendor VAT number against the vendor master. (FK03) If VAT number not on master records, prepare a list and forward to Vendor Management to check and update the vendor master records	
- No fax copies of Tax invoices allowed	
- No copies of Tax invoices allowed unless originally printed by the Vendor if a photocopy tax invoice, it must be an original "certified copy" (i.e. not a copy of a "certified copy" invoice) from the vendor and check in system if not previously be paid. Put stamp "not previously paid" on invoice and sign.	
- Ensure that date received stamp is clear on invoice	
- Stamp all Invoices with the Vat stamp, complete and sign (only when VAT is applicable)	
- The stamp should not be stamped over any written information	
- When scanning invoice, check the quality before linking in SAP (inboxes)	
With Reference Invoices	X
- Goods receipt must be done (payment with reference)	
- Ensure that the SAP purchase order number is clear and correct on the invoice	
- GR number to be written on the Invoices	
- If multiple lines on invoice write the line number of the order against the line to ensure that the processors match the correct lines (to ensure that 191100 is matched correctly)	

3.4 Records of Defined Cost

The Contractor must keep records of support document of compensation event. These records must be made available to the Employer for Contract purpose.

3.5 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 *Employer* 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.

3.6 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.

3.7 Cataloguing requirements by the *Contractor*

Not applicable

4. Requirements for the plan

The Contractor must submit a detailed works programme within one (1) week of Contract award date. The Primavera or MS Project version/ format must be used to submit the programme.

5. Services and other things provided by the *Employer*

Item	Date by which it will be provided
Access to the areas that will be serviced	Commencement of service
Supervisor will escort personnel around premises	Commencement of service
Water and electricity	Commencement of service

6. Property affected by the *service*

All work must take place during Eskom working hours at Eskom properties, contractor to obtain permits and submit all necessary documents in terms of security, site access and SHEQ for approval. Contractor to familiarize themselves with the site and affected properties and ensure that work can be carried out.

Task Order

Task Order form for use when work within the *service* is instructed to be carried out within a stated period of time on a Task by Task basis

Task Order No. [•] service [•]

To: [•].....
..... (Contractor)

I propose to instruct you to carry out the following task:

Description [•]

Starting date [•]

Completion Date [•]

Delay damages per week [•]

Please submit your price and programme proposals below.

Signed: Date

(for Employer)

Total of Prices for items of work on the Price List
(details attached)

R. _____

Total of Prices for items of work not on the Price List
(details attached).

R. _____

Total of the Prices for this Task Order R _____

The programme for the Task is [ref] (attached)

Signed: Date

(for Contractor)

I accept the above price and programme and instruct you to carry out the Task

Signed: Date:

(for Employer)