

	Eskom Holdings SOC Limited General Conditions of Purchase	Unique Identifier	240-59385009
		Revision	Rev. 0
		Revision Date	April 2018
		Group Technology & Commercial	

IF DELIVERY DATE CANNOT BE MET, PLEASE ADVISE RESPONSIBLE BUYER IN WRITING BEFORE THE DELIVERY DATE.

ESKOM HOLDINGS LIMITED - GENERAL CONDITIONS OF PURCHASE - Revision 3 (February 2004) will apply to this order. (A copy is available on request)

IMPORTANT NOTE:

All goods/items stock and non-stock must be delivered at the Stores Receiving Department, where the goods can be booked in order to avoid delays in payment.

THE SUPPLIER MUST PROVIDE THE FOLLOWING DOCUMENTS AT THE TIME OF DELIVERY:

- A delivery note if not,
- A copy of the Detailed Tax Invoice,
- A material data sheet (if required)
- Test and material certificates must be supplied upon delivery of all applicable goods.

TAX INVOICES NOT COMPLYING WITH SECTION 20(4) OF THE VAT ACT COULD BE DELAYED FOR PAYMENT.

LEGISLATION - TAX INVOICE REQUIREMENTS

Section 20(4) deals with tax invoices, and provides that a tax invoice must be issued for every taxable supply made by a vendor (except where the value of the supply is R50 or less).

An original tax invoice (unless a copy is clearly marked "copy") must contain the following information:

- The words "TAX INVOICE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- Name, address and VAT registration number of recipient*;
- Banking details of the supplier (Bank name, account holder, account number, branch name and branch code)

Please note: Eskom's name has to be reflected as Eskom Holdings Limited, then the individual power station name and the Vat number is 4740101508.

- Individual serial number (tax invoice number) and date of issue;
- Full and proper description of the goods and/or services;

Please note: Merely referring to a contract is not sufficient

- Quantity or volume of goods or services supplied**;
- Either the value of the supply, plus the vat amount and the consideration

or the total consideration for the supply with a statement that it includes vat charged and the rate at which the vat is charged (0% or 15%)

or the total consideration and the amount of vat charged.

Where the amount (including VAT) is less than R3 000, the same requirements as listed above apply, except that the following details need not be specified:

- Name, address and VAT registration number of recipient*

	Eskom Holdings SOC Limited General Conditions of Purchase	Unique Identifier	240-59385009
		Revision	Rev. 0
		Revision Date	April 2018
		Group Technology & Commercial	

- Quantity or volume of goods or services supplied**;

Scanned tax invoices sent by e-mail are not acceptable to Eskom – only original tax invoices will be considered for payment.

THE FOLLOWING DOCUMENTS SHOULD BE SENT FOR PAYMENT PURPOSE

Original Tax Invoice [Eskom Holdings Limited's VAT (4740101508) and Company Registration Number (2002/015527/06)].

Bill of Entry/Lading ***

Commercial Invoice from overseas supplier ***

Airway Bill ***

Customs Release notification***

Transportation Documents***

TO: Lethabo Power Station
Finance Building
VAT Reg No. 4740101508

*** All overseas documents must be made out in Eskom's Holdings Limited name

- Suppliers are also requested to submit an attachment to the invoice with the applicable bank details.
- Lethabo Power Station will not be responsible for invoices sent/delivered to users.
- The Supplier and all subcontractors shall comply with

Occupational Health and Safety Act (OHSACT) 85 of 1993

Compliance to Occupation, Injury & Disability (COID certificate)

Employment Equity Act of 1998 (if employing more than 50 employees)

Environmental Act 73 of 1998 (National Environmental Management Act)

Construction Industry Development Board Certification

QUALITY STANDARDS

In carrying out his/her obligation the supplier and subcontractor shall comply with the quality standards as set out in Eskom's Quality Policy ESKASAAU7 "Quality requirements for the Procurement of Assets, Goods and Services". The policy is available on request.

ENVIRONMENTAL REQUIREMENTS

Suppliers that supply hazardous chemical substances are required to ensure that a 16 point Material safety data sheet (MSDS) as stipulated in section 9A of the Hazardous Chemical Substances Regulations is delivered together with the purchased hazardous chemical substance. Further note that the MSDS must be from the supplier of the purchased chemical and not printed from the internet

ETHICS

Eskom's Business Conduct Policy – Eskom conducts business on a daily basis with its customers, suppliers and communities, as well as with the state and other authorities. Eskom and all stakeholders have to be committed to maintaining the highest level of integrity and ethical conduct in their actions and relationships.

The Supplier and subcontractor must at all times ensure compliance with the Eskom's Business Conduct Policy. The policy is available on request.

CORPORATE IDENTITY

	Eskom Holdings SOC Limited General Conditions of Purchase	Unique Identifier	240-59385009
		Revision	Rev. 0
		Revision Date	April 2018
		Group Technology & Commercial	

Suppliers should make sure that they comply with a new Eskom Logo as on www.eskom.co.za/corporateidentity/ or obtain the copy from the buyer.

DELIVERY DAYS AND TIME:

Lethabo Power Station will only accept deliveries on times stipulated below. Any other deliveries outside the stipulated times and without prior arrangements will be rejected.

Monday to Thursday: 07H00 to 16H00

All Fridays: 07H00 to 11H30

SAFETY REQUIREMENTS

In the interest of promoting a safe and healthy working environment, the Eskom executive committee has approved the implementation of cardinal rules, to improve safety in the organization. These rules will also be applicable to all contracting staff.

The business is concerned about the emotional, social as well as economic effect of all these unnecessary incidents, and would like to correct behavior pro-actively.

These rules are determined beforehand to enable the organization to clearly communicate the established cardinal rules and how to deal with non-compliance to the workforce prior to the implementation of such rules. These rules will be implemented as from 1 January 2009 and strictly enforced.

Failure by any person or Contractor engaged in doing business with Eskom to adhere to these rules, will lead to serious action being taken with serious consequences. These actions include termination of service of an individual and even blacklisting of Contractors not taking the rules seriously. It is therefore strongly advised that these rules be taken seriously, communicated to all your staff, ensure that they all understand the rules, understand the consequences of violating a rule and sign a document stating that they understand and acknowledge the implications of these rules.

5 identified cardinal rules:

RULE 1: OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH
(That is, any plant operating above 1 000 V)

No person may work on any electrical network unless:

- He/she is trained and authorized as competent for the task to be done;
- A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing;
- An equipotential zone is created for each worker on the job site by earthing, bonding, and/or insulating according to approved procedures;
- All conducting material is connected together, all staff on site wear electrical safety shoes, and insulating techniques are applied according to standards; and
- The authorized person (team leader) has certified and shown all team members that the apparatus is safe to work on.

RULE 2: HOOK UP AT HEIGHTS

Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.

No person may work at height where there is a risk of falling unless:

- A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work at height;
- He/she is appropriately trained;
- He/she is appropriately secured during ascending and descending; and

	Eskom Holdings SOC Limited General Conditions of Purchase	Unique Identifier	240-59385009
		Revision	Rev. 0
		Revision Date	April 2018
		Group Technology & Commercial	

- He/she is using an approved fall arrest system where applicable.

RULE 3: BUCKLE UP

No person may drive any vehicle on Eskom business and/or on Eskom premises:

- Unless the driver and all passengers are wearing seat belts.

RULE 4: BE SOBER

No person is allowed to work under the influence of drugs and alcohol.

"Under the influence" means the use of alcohol, drugs, and/or a controlled substance to the extent that:

- The individual's faculties are in any way impaired by the consumption or use of the substances; or;
- The individual is unable to perform in a safe, productive manner; or
- The individual has a level of any such substance in his/her body that corresponds to or exceeds accepted medical/legal standards; or
- The individual has a level of alcohol in his/her body that is greater than 0.02% blood alcohol concentration.

This includes any level of an illegal substance in the body, irrespective of when the substance was used.

RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK

Where an authorization limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by the Plant Safety Regulations, Operating Regulations for High Voltage Systems (ORHVS) etc.

- No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure.

NB: in the case of live work, a "live work declaration form" is to be completed by the authorized person who is the person responsible for the safe execution of work according to relevant standards and procedures.

Please ensure that these rules are understood and communicated with the urgency that they deserve. If any of these rules are unclear or the consequences not understood, please do not hesitate to discuss it with Eskom.

We would like to continue our current partnership and therefore urge your support in the implementation and upholding of these rules.

Date: ____ / ____ / ____

Esther Seshabela
Procurement Manager

SUPPLIER'S ACKNOWLEDGEMENT OF ORDER

Please sign below to acknowledge your Purchase Order and email back to:

Fax: MotshaTM@eskom.co.za

Attention: Tlalane Motshabaesi

	Eskom Holdings SOC Limited General Conditions of Purchase	Unique Identifier	240-59385009
		Revision	Rev. 0
		Revision Date	April 2018
		Group Technology & Commercial	

Company Name

Print Name

Date

Signature

DELIVERY DATE ACCEPTED _____ (YES / NO)

IF NOT, STATE A PROPOSED DATE _____