	Scope of work	Duvha Power Station
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Title: **For supply and delivery of dry grocery for the period of six month at Duvha Power Station**

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Functional Area: **Ecas**

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Compiled by

  
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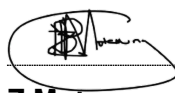
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Functional  
Responsibility

  
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Date: 2025/09/12

Authorized by

  
**Z Motaung**  
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Date: 08.10.2025

# Scope of Work

## Description of the service

### Executive overview

A Once off order is required to supply and deliver dry groceries at Duvha Power Station for a period of 6 months, this is to ensure assurance of supply to our ECAS services. Deliveries of goods will be made in accordance with the guidelines provided in this document, additional requirements will be communicated by the contract manager.

The once off purchase order should be awarded to a suitably, qualified, experienced and well-established supplier with the capacity to give an excellent service to Duvha Power Station. Deliveries will be approved and facilitated at ECAS by contract manager.

### Employer's requirements for the service

### SCOPE

A Once off purchase order is required for the supply and delivery of the following items:

ITEM	SHORT TEXT	UOM	QTY per 6month
1	Bean Btr: Tin A10;3 Kg; Grade 1; Oval;Koo	Ea	288
2	Bean: Red Kidney; Tin A10;2.5 Kg;Grade 1	Ea	288
3	Bean Bakd: Tin;3.06 Kg;Koo Tomato Sauce	Ea	576
4	Mushroom: White Fresh;Tin A10;3.05 Kg;Dry	Ea	48
5	Olive: Black;Tin;3.05 Kg;Oval;Dry	Ea	60
6	Pineapple: Tin 10;3.05 Kg;Pieces;Liberty/Koo	Ea	160
7	Fruit Cocktail:Liberty;Tin A10;3.05kg	Ea	480
8	Peach halves:Liberty;Tin A10;3.05kg	Ea	640
9	Pear: Liberty/Koo;Tin A10;3.05 Kg;Harves;Dry	Ea	60
10	Dressing Salad: French No Oil Maggi;Salad;2L	L	16
11	Dressing Salad: Greek No Oil Maggi;Salad;2L	L	16
12	Dressing Salad:Italian No Oil Maggi;2 L	L	16
13	Salt: Iodated Table Cerebos; Plastic Bag;1kg	Ea	1080
14	Spice:Aromat Knorr;Tub;10 Kg;Powder	Ea	50
15	Pepper: Black Robertson; Tub;1 Kg;Powder	Ea	48
16	Cury Pwdr Blend: Raja; Medium;Grade 1 Kg; Tub	Ea	720
17	Spice: Barbeque Robertson; Tub;1 Kg;Powder	Ea	720
18	Spice: Chicken Robertson; Tub;1 Kg; Powder	Ea	1032

19	Spice: Fish Robertson;Tub;1 Kg;Powder	Ea	50
20	Spice: Steak & Chops Robertson; Tub;1 Kg	Ea	1032
21	Spice: Tumeric Robertsons; Tub;1 Kg;Powder	Ea	50
22	Stock: Chicken Korr; Plastic Tub;1 Kg	Ea	540
23	Stock: Knorr Beef;Plastic Tub;1 Kg;Powder	Ea	540
24	Spice: Paprika Robertson; Tub;700g; Powder	Ea	72
25	Sauce: Mayonnaise; Bucket Plastic;20 Kg	Ea	50
26	Sauce: Mrs Balls;Chutney;Bucket;3 Kg	Ea	144
27	Sauce:Quinns;Hamburger;Bottle;5 L;Sauce	L	80
28	Sauce: Quinns;Tomato;Bottle;5 L;Sauce	L	1080
29	Sauce: Quinns;Worcester;Bottle;5 L;Sauce	L	96
30	Spaghetti Dry:Fattis And Monis;Bag;10 Kg	Kg	50
31	Macaroni Dry:Fattis & Monis;Bag;10 Kg	Kg	216
32	Corn Flour: Powder Maizena; Box;1 Kg	Kg	540
33	Maize Meal: Iwisa Mielie; Bag;50 Kg;White	Kg	50
34	Vinegar: Quinns White; Bottle;5 L	L	1080
35	Raisin: Seedless; Bag;5 Kg	Kg	80
36	Oil Veg: Cooking; Crispa Sunflower;20 L	L	300
37	Egg: Chicken; L;15 Dozen; Tray;Oval	Ea	8280
38	Juice Cappy: Orange;250ml;Can	Ea	10 000
39	Juice Cappy:Cranberry;330Ml;Can	Ea	10 000
40	Water: Still; Bottle 500ml	Ea	6000
41	Juice Frt: Fruit Cocktail;5 L; Bottle Plastic; Liqd	Ea	80
42	Rice Inst: Tastic White; Bag;10 Kg; Grain	Kg	500
43	Flour: Cake;Bag;12.5 Kg	Ea	80
44	Baking Powder:Moirs Bag;1 Kg	Ea	60
45	Jelly: Orange; Box;1 Kg; Powder	Ea	576
46	Jelly: Cherry; Box;1 Kg; Powder	Ea	576
47	Jelly: Pineapple; Box;1 Kg; Powder	Ea	576
48	Jelly:Strawberry;Box;1 Kg; powder	Ea	576
49	Lasagna Dry: Fattis & Monis; Beige;Box;500G	Ea	960
50	Essence: Vanilla; Bottle;1 L	Ea	30
51	Corn: Iwisa Mealie Samp; Grade 1; Round;10Kg Bag	Kg	96
52	Custard: Caterline; Box;2.5 Kg; Powder	Ea	400
53	Cream:Clover Ultra pasteurized;Box;1L	Ea	864
54	Baking soda;Bag;1KG;Bicarbonate of soda	Ea	60
55	Jam Apricot Superfine 3.75kg	Ea	60

#### **Delivery of item will be as follows:**

Monday to Thursday 07h00-15h00

Friday 7h00-10h00

- Late deliveries will not be accepted or received by the storeman.
- All items must be intact with packaging not damaged.
- Items with tamper proof seals must have those seals intact.
- All items should be of brands requested in the list above.

#### **Schedule**

Upon commencement of the order, a tailored schedule will be issued to the supplier, it is of the utmost importance that the schedule is adhered to. No adherence to the schedule will cause poor planning in the kitchen, this will result in a penalty.

The schedule will inform on specific delivery days for items as well as the frequency of delivery.

Any delays in meeting scheduled times must be communicated timeously to the service manager.

### **Packaging and Labelling Requirements**

- Barcode
- Product name
- Packaging date
- Expiry date
- Weight/Qty

### **Quality and Hygiene**

All items delivered should be acceptable for customer consumption and be only brands listed on the table above.

Any shortages on preferred brands should be communicated to the contract manager so that a decision on alternatives can be made.

Items should be free of pests and clean when delivered.

Food Safety Management will be conducted in accordance with SANS ISO 22000:2005

Suppliers' warehouses and or distributors must have a food safety management system in place as well as the necessary food safety management system certification (FSSC) 22000.

A Supplier must comply and adhere to:

- The Health Act No.61 of 2003 and the Local Municipality regulations for that area to have the certificate of acceptability.
- Occupational Health and Safety Act, 1993 (Act No.85 of 1993).
- SANS 10049:2019ED5
- Health Act, Food and Cosmetic Act, R918 facilities regulation

Eskom Holding SOC Limited reserves the right to have at any point in time during the agreement period, without any prior notice, request micro swab test (at Eskom Holding SOC Limited's discretion) done by an independent laboratory. In the event of this happening, admission to the supplier's premises should be granted. Eskom Holdings SOC Limited will provide the supplier with a copy of the test results within 10 Days after the report has been received by Eskom Holdings SOC Limited. In the event of results of any of the tests performed not conforming to the minimum requirements as specified by the independent laboratory, the total charge for the tests will be for the supplier's account.

Should the supplier not comply to the requirements as specified by the independent laboratory, the supplier should provide Eskom Holding SOC Limited with results for similar tests (for supplier's account) indicating the problem has been rectified, within 15 days of

receipt of the report. If not, Eskom Holdings SOC Limited reserves the right to terminate the contract within 24 hours.

### **Acceptance**

Deliveries will be accepted with a delivery note which should have the following details

- Delivery Date
- Quantity
- Delivery note number
- Company address
- Contact number

Items will be counted with the Storeman on duty and accepted on if the correct quantities have been delivered.

Deliveries will only be made to the Duvha Kitchen.

### **Request for Delivery**

The contract manager, or her representative, is the only person who can make a request for service. This will be formally communicated to the contractor by issuing them with a task order for the delivery of items.

Task order will be issued on a monthly basis.

Any additional request for delivery must be followed up with a formal task order for that specific request.

### **Special Deliveries - Emergency hours**

In case of emergencies the supplier will be required to be available on a 24-hour basis and be able to deliver at short notice.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Supplier to provide the name of a contact person and contact details in case of emergencies.

Yes: \_\_\_\_\_

No: \_\_\_\_\_

### **Transportation/ Delivery Vehicle Requirements**

Vehicles used for the transportation shall be clean, free from any odours, easy to clean, preferable weatherproof vehicle, and must be a covered vehicle.

No good will be accepted if delivered are in an open vehicle.

### **Compliance requirements**

1. CERTIFICATE OF ACCEPTABILITY for all the premises.
2. A Supplier must comply with the Health Act No.61 of 2003 and Regulations
3. Local Municipality Regulations for that area SANS 10049:2019ED5

#### **4. Audits**

It is expected that the supplier's distributors should conduct hygiene assessments or hygiene audits at a predestined frequency.

Reports, findings as well as ratings should be provided to the contract manager after every assessment. All findings should be closed out speedily and proof provided to the contract manager.

#### **5. Pest Control**

Supplier's warehouse and/or distributors warehouse must conduct pest control done by a registered pest control operator (PCO)