Eskom	REPORT Technical Returnables	Technology

Title:	**PROCUREMENT MOU TECHNICAL RETURNABLES FOR CONTRACT ESTABLISHMENT: THE PROVISION OF DISCONNECTION AND RECONNECTION SERVICES FOR MOU AS AND WHEN REQUIRED (EIA611)**	Unique Identifier:	**SI-MOU- 251**
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CONTENTS

1. INTRODUCTION

The distribution business services customers that in turn provide revenue for Eskom in the form of electricity sales. There is however, challenges faced by revenue collection department factors such as non-payment of Small Power Users, low percentage of reconnections after disconnection for non-payment and electricity theft by legally connected customers, bypassing or tampering meters, customers not paying their electricity bills and illegally re-connected customers. Internal resources are constrained due to their daily activities and they are also requested to disconnect and reconnect non-paying customers, however this is not effective due to priority of tasks and duties that takes precedency above the disconnections and reconnections e.g. line faults, power outages etc.

This contract seeks to address these challenges as to improve revenue collection by appointing contractors to perform disconnections for none payment accounts and reconnections thereof.

2. SUPPORTING CLAUSES

2.1 SCOPE

The document details the scope of works for the tender, the technical requirements and evaluation criteria.

2.2 NORMATIVE/INFORMATIVE REFERENCES

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 **Normative**

[1] ISO 9001 Quality Management Systems.

[2] ISO 18001 OHSAS

2.2.2 **Informative**

[3] 240-55246054 Commissioning And Maintenance Of Metering Installations (LPU LV)

[4] 240-101754967 Commissioning And Maintenance Of Small Power User (SPU) Metering

[5] 240-129252968 Installation Of Prepaid Meters

[6] 240-99015553 Changing A Non-Metallic Pillar Box Housing

[7] 240-99015573 Connecting/Disconnecting Prepaid Customers

[8] 240-99015581 Energising A Pole-Mounted Service Distribution Box

[9] 240-99015603 Installation/Removal Of A Cable In An Energised Distribution Pillar Box And Livening Up/Disconnecting Of A Customer

2.3 DEFINITIONS

N/A

2.4 DISCLOSURE CLASSIFICATION

Controlled disclosure: Information is really available to Eskom employees (internal use). Information may also be accessed by or disclosed to third parties with specific authorisation or consent.

2.5 ABBREVIATIONS

Abbreviation	Description
CNC	Customer Network Centre
DoL	Department of Labour
LV	Low Voltage
MOU	Mpumalanga Operating Unit
ORHVS	Operating Regulations for High Voltage Systems
PDE	Power Delivery Engineering (old DT- Distribution Technology)
PPE	Personal Protective Clothing
SI	Standards Implementation
CDX	Cordaptix

2.6 RELATED/SUPPORTING DOCUMENTS

As per Normative and Informative of all documents listed

3. INFORMATION TO BE SUPPLIED TO THE CONTRACTOR BY ESKOM

a) The contractor will receive a disconnection works order which originates from the relevant customer service area's credit management department.

b) The disconnection list/s that are assigned to the contractor by the Credit Management Zone/Sector CDX co-ordinator will serve as the task order.

c) The following information must be on the disconnection list (Annex E shows an example of a disconnection list)

- Name of the customer
- Stand number
- Pole number
- Meter number
- Customer collaboration
- Address
- Customer account number
- Mount owed by the customer
- Last payment date and amount

d) It is the contractors' responsibility when on site to:

- Ascertain that the information at the physical installation point corresponds with the details on the disconnection and reconnection Works order supplied by Eskom. If the information does not correspond with the above, do not disconnect but take correct details back to the CDX co-ordinator of the / in the Customer Service Area

4. DETAILED SCOPE OF WORKS

The contractor will be required to provide labour and transport necessary for the provision of disconnections and reconnections services. The contractor will be required to provide Eskom with the service as instructed within 24 hours. All information and documentation required by Eskom will be mandatory for all task performed by the service provider / contractor (Non-negotiable)

4.1 PERFORM DISCONNECTION TASKS

a) The contractor will request and receive the meter box keys from Eskom. The issuing of keys to the authorised contractor personnel will be done in-line with the ORHVS. Prior arrangement of the collection and return of the key will be communicated in writing to the contractor.

b) Complete risk assessment according to approved procedure for each task order/ work order

c) Inspect all tools and equipment for defects (All tools and equipment must comply with the minimum standards of performing specified tasks)

d) Hand the disconnections notification note supplied by Eskom to the customer, if the customer is not available, put it in such a way that it will be easily seen by the customer on return

e) LV PPE must be worn at all times when carrying out any tasks in accordance with the task manuals and standards listed in Annex A.

f) In cases where the meter box is out of reach from ground level:

- The structure to be climbed on, must be inspected thoroughly
- Place and secure the ladder or position the aerial device in the correct position on the structure - refer to the relevant tasks work instruction in accordance to Eskom standards and procedures.
- Climb ladder and secure yourself and the ladder or raise the aerial device to the correct position in accordance the approved Eskom standards and procedure.
- The contractor shall take not of the following Engineering Instruction where suspect wood poles are to be climbed (240-147749433 - Working on Suspect or Unclassified Poles)

g) When Unlocking or Opening any service distribution box / pole box the operator / or person carrying out the duties must be ware and careful of vermin, insects, animals, or any other potential dangers.

h) Switch off the circuit breaker and test for dead on all phases (3 phase) using the appropriate

- Ensure that when performing disconnections on a pole box, the circuit breaker in the pole box must be in the off position and in case of the Service Distribution Box (SDB) only the circuit breaker to the meter being disconnected must be switched off. The main supply circuit breaker of the Service Distribution Box (SDB) must remain on.
- In case of three phases ensure that phase rotation is done before disconnection and after reconnection.
- Disconnect the cable /jumpers (*will this still be performed or only c/b disconnection)*
- The order for disconnecting must be adhered to at all times, 3 wire system must be live, neutral then earth and for two wire system first live then neutral. The bare ends must be taped up with insulation tape.
- Seal the circuit breaker so that it will be noticed and confirm it in the off position.

i) Capture seal Number used to seal the Circuit Breaker after disconnection on the work order

j) Close and Lock the meter box

k) Check whether the installation has a Certificate of Compliance (COC) and note down the COC number.

l) Return meter box keys back to Eskom, as per prior arrangement, at the end of each work day.

4.2 PERFORM RECONNECTION TASKS

a) The contractor will request and receive the meter box keys from Eskom. The issuing of keys to the authorised contractor personnel will be done in-line with the ORHVS. Prior arrangement of the collection and return of the key will be communicated in writing to the contractor. Complete risk assessment according to approved procedure for each task order/ work order

b) Inspect all tools and equipment for defects (All tools and equipment must comply with the minimum standards of performing specified tasks)

c) LV PPE must be equipped at all times when carrying out any tasks.

d) In cases where the meter box is out of reach from ground level:

- The structure to be climbed on must be inspected thoroughly.
- Place and secure the ladder or position the aerial device in the correct position on the structure - refer to the relevant tasks work instruction in accordance to Eskom standards and procedures.
- Climb ladder and secure yourself and the ladder or raise the aerial device to the correct position in accordance the approved Eskom standards and procedure.

e) Unlocking or Opening any service distribution box / pole box the operator / or person carrying out the duties must be ware and careful of vermin, insects, animals, or any other potential dangers.

f) Test for dead on all phases (3 phase) using the appropriate calibrated testing equipment (Check if there is no form of back feeding from customer cables)

g) Connect the cable /jumpers (starting with earth, neutral then live)

h) Test for correct voltage on supply side and on all phases (3 phase)

i) Switch on meter box circuit breaker

- In case of three phases ensure that phase rotation is done before disconnection and after reconnection.

j) Seal circuit breaker at the meter / pillar box (seals to be obtained by CDX co-ordinator or store person of the relevant CNC where the services are going to be rendered.)

k) Close and Lock the meter box

l) Return meter box keys back to Eskom, as per prior arrangement, at the end of each work day.

4.3 AUDITING TASKS

This contract does not cater for any auditing tasks and no auditing tasks shall be issued to any service provider / contractor.

4.4 MANDATORY TESTS

a) Voltage level and Polarity test – (for new installations and replacement of existing installations)

b) Phase Rotation for three phase installations

5. RECORDS

a) Checking and noting down if the meter is still operating.

b) Check and note down whether the meter was tampered with.

c) Check and note down any relevant information concerning the information on the work order report. (Pole number, Meter number, Reading and seal number used). If any information is incorrect, the correct information must then be noted on the Task order / Works order.

d) Sign off the customer on disconnection or reconnection list if the task has been successfully completed.

e) Hand in updated disconnection list to credit management Zone/Sector CDX co-ordinator for update purposes.

f) Submit digital pictures or photograph of the meter installation

- The meter number and meter reading must be clear.
- Circuit breaker in “off” or “on” position and.
- Where available the pole number must be part of the pictures or photographs taken
- Where meter boxes were removed or cables cut, it must also be clearly visible on the photo

g) The photograph must be submitted to the relevant *ESKOM*'S office within the agreed timeline schedule.

- Note: For all photographs not received within the agreed timeline, *ESKOM* will not pay for the activity until all the documentation and photos for the disconnection / reconnection was submitted
- The photograph must have time and date stamp (Watermark). *No photographs will be accepted without a time and date stamp* NB: This time and date stamp must not be imprinted on any photo in the form of digital editing (Photoshop) and stationary or rubber stamp.
- In cases where meter boxes cannot lock, it must be reported to the Eskom department that issued the work order who in turn will escalate this to the relevant person.

h) Check whether the installation has a Certificate of Compliance (COC) and note down the COC number

6. SAFETY

a) Risk assessment to be conducted on an ongoing basis per installation

b) All personal protective equipment shall be in accordance with 240-44175132

7. TENDERER / SERVICE PROVIDER RESPONSIBILITIES

a) To attend the Tender Clarification meeting

b) Do at least two task observations per annum per authorised person

c) All authorisations are maintained

d) All log books are maintained

e) Ensure that corrective action is taken, on found and reported non-conformances

f) On request of Eskom to provide any and all relevant documentation of employees

g) No unauthorised employees shall carry out any work or perform any tasks on Eskom property or equipment.

h) Ensure that the original documentation and/or a certified copy of relevant evidence is provided to Eskom upon requested

i) Do not negotiate with the customer for payments

- In the event of a dispute on the premise, the Contractor may phone (or leave a missed call) the relevant Credit Controller for guidance

j) Do not accept money from the customer on behalf of Eskom

k) Liaise with landowner before entering their property to follow the standard (240-80605256 Rev 2, *Access to Private Property (Includes Strategy on Accessing Game Reserves / Farms / Smallholdings*)

l) Comply with the Occupational Health and Safety Act 85 of 1993.

m) Be able to provide these services during office hours only, Monday to Friday.

n) Ensure that Eskom's image is positively maintained at all times while performing any duty.

o) On completion of any duties performed, as agreed to in this agreement, the CONTRACTOR will leave all ESKOM'S Property or equipment at the installation, in an electrical safe condition. The meter box must at all times be locked with an approved ESKOM (orange) lock that will be supplied by ESKOM'S.

p) Under no circumstances may the CONTRACTOR use ESKOM'S or the customer's resources to carry out their duties.

q) All material and consumable material required to execute above activities, to be supplied by the Contractor or as otherwise stipulated in this document. (Like seals and locks)

r) The Contractor will report all factors prohibiting the CONTRACTOR from carrying out all relevant work for disconnections and reconnections i.e. Vicious dogs, access denied, gate locked etc. to ESKOM. Failing to report these factors will result in ESKOM not paying for the specific activity and/or imposing penalties as set out in this agreement.

s) Will only service the CNC's specified on the list, in Annexure E of SI-MOU-251. No payment will be processed for any services rendered to any CNC not on the list, in Annexure E

8. TECHNICAL EVALUATION

The evaluation will be conducted in three consecutive stages, i.e. Stage 1: Mandatory requirements, Stage 2: Functional requirements evaluation and Stage 3: Site Assessments (if required). The assessment will follow a documented supplier capability and capacity assessment criteria as shown in Tables 1 to 5. These criteria are intended to assess the technical capabilities of the supplier and the service offered for tender to ensure it meets the tender requirements:

8.1 TECHNICAL EVALUATION STAGE 1: MANDATORY REQUIREMENTS

Table 1 below lists the mandatory requirements that must be submitted by the tenderer: Please note that if any of the requested documentation is omitted (i.e. not submitted), the tender application shall be discarded / disqualified without requesting tenderer/s to submit outstanding documentation/s

Table 1: Mandatory Requirements

	Criteria	Evidence	Minimum Requirement	Min Quantity
1.	Letter of Registration as Electrical Contractor (Department of Labour-DoL) with an Installation Electrician (IE) or Master Installation Electrician (MIE).	Valid (at the time of submission) Department of Labour Certificate (Letter of Registration) in your Company Name.	The DoL Letter must be in company name or company director's name and the registration must be valid (Not expired not forged). **Acceptable minor deviations:** • If the letter is not yet received, then submit proof of application indicating the type of registration applied for, it will be accepted. The contractor will not be allowed to sign the contract without being registered with the DoL. If the letter has expired, then submit poof of renewal request with the expired letter, it will be accepted.	**1**
2	Operate on Low Voltage Networks Training, **Or** Low Voltage Live Work Training	Proof of Attendance/Certificate Certificate(certified and dated)	Submit a certified signed and dated training certificate of company's key electrical personnel.	**1**

	Criteria	Evidence	Minimum Requirement	Min Quantity
3	Tools and Equipment Register	Specific equipment must be listed on register .Use the Eskom provided List for this tender.	Use, complete and sign the Eskom provided List for this tender. The register must be signed by the Director/CEO/Owner and dated. (Fully completed and signed)	**1**
4	Vehicle Register	Vehicle registration documents indicating ownership of the vehicles or hiring, use the Eskom provided List for this tender.	Use, complete and sign the Eskom provided List for this tender. The register must be signed by the Director/CEO/Owner and dated.(Fully completed and signed)	**1**

8.2 TECHNICAL EVALUATION STAGE 2: FUNCTIONAL REQUIREMENTS

This will be a desktop evaluation of the functional requirements ONLY. Contractual requirements submitted will not influence the results of Stage 2 evaluation.

The table below shows the high level explanation / rational behind the technical requirements and the weightings. Suppliers need to maintain a minimum threshold of 75% to be technically recommended to execute the scope of this tender. Final score with numbers beyond the decimal point will be rounded up to 1 decimal.

Table 2: Functional Requirements

Item No.	Description	Weight	Notes on the item	Evidence
1	Training Requirements Key Person or Team Leader	40%	Certificates to be certified with dates and the certification must be valid i.e. not older than six months from tender closing date. This gives assurance to Eskom that the company has competent people it is employment. .	Certified and dated certificates
2	Tools and equipment	40%	These tools are minimum requirements and the contractor is expected to own these if they are in the LV electrical business or if the company plans to be in this business. No Hiring will be accepted.	Tools list as per Annexure B (of SI-MOU-251) and Calibration certificates
3	Vehicle (Bakkie minimum requirement, fit for purpose)	20%	This vehicle is sufficient to carry the required tools and transport personnel. Hiring with acceptable proof from a bona fide vehicle hiring company will be accepted. Must be 4x4 or capable of handling extreme off-road terrain.	Vehicle list as per Annexure C (of SI-MOU-251) and Copy of vehicle Licence information

8.2.1 **Training Requirements Key Person or Team Leader**

There are two options that the tenderer needs to comply with either of them, i.e. Option 1: Requirements of the contractor is fully authorised in any Eskom OU option 2: Requirements if the contractor is not authorized in any Eskom OU.

Table 3: Training Requirements Key Person

Item No.	Criteria	Evidence	Evidence Notes	Min. Required	Max. score
OPTION 1 (IF FULLY AUTHORISED IN ANY OPERATING UNIT)					
1	Low Voltage Operating Regulations	Proof of Attendance/Certific ate Certificate(certified) , dated and valid	Certified and dated copies submitted must not be older than six months from the tender closing date. Certificate must be valid at tender closing date.	**1**	**5**
2	Low Voltage Authorization	Authorization document (Valid)	A valid certified authorization letter, in terms of the ORHVS, from any Operating unit is acceptable. This certificate must be for the same person as above.	**1**	**5**
	TOTAL				**10**
Final score for Training requirements if authorized in any Eskom OU will be calculated by the **formula** below**:** $Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 40\%$					
OPTION 2 (IF NOT AUTHORISED IN ANY OPERATING UNIT)					
1	Pre-authorization training documents	Training certificates for key person (First Aid ,Firefighting, Supervision)	Submit a total of three training certificates for the key person. • 1 – First aid • 1 - Fire fighting • 1 - Supervision Certified and dated copies submitted must not be older than six months from the tender closing date. Certificate must be valid at tender closing date. These certificates must be for one person.	**3**	**5**

Item No.	Criteria	Evidence	Evidence Notes	Min. Required	Max. score
2	Low Voltage Operating Regulations	Proof of Attendance/Certific ate Certificate(certified) , dated and valid	Certified and dated copies submitted must not be older than six months from the tender closing date. Certificate must be valid at tender closing date. This certificate must be for the same person as above.	1	5
	TOTAL				10

Final score for Training requirements if not authorized will be calculated by the **formula** below**:**

$$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 40\%$$

Notes: Scoring methodology

Scoring Methodology for Training requirements	Allocated Score
The required minimum quantity of certified certificates were submitted	5
Less that the required minimum quantity of certified certificates were submitted	2
Certificates were not submitted or they are not certified.	0

8.2.2 **Tools and equipment**

The tenders are not expected to be hiring tools for this scope of works, all tools must be owned. The tenders shall submit completed and signed tools list/register in Eskom format provided. The calibration certificates shall also be submitted where required.

Table 4: Tools and equipment

Item	Tool	Evidence Required	To be Owned or Hired?	Min. Qty	Max. Score
1	1000V Insulated LV Tools (E.g. screwdrivers, pliers etc.)	• Tools List/Register in Eskom Format	**Owned**	1	10
2	Insulating Rubber Gloves, Class 0 , with r.m.s rating of at least 1000 V (SANS 60903)	• Tools List/Register in Eskom Format	**Owned**	1	10
3	Approved Face shield (ASTM F2178, GS-ET 29, EN 166 or ANSI Z 87.1.)	• Tools List/Register in Eskom Format	**Owned**	1	10

Item	Tool	Evidence Required	To be Owned or Hired?	Min. Qty	Max. Score
4	*Multimeter	• Tools List/Register in Eskom Format • Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required	**Owned**	**1**	**10**
5	*Earth leakage Tester	• Tools List/Register in Eskom Format Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required	**Owned**	**1**	**5**
6	*Phase rotation Tester	• Tools List/Register in Eskom Format • Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required	**Owned**	**1**	**5**
	TOTAL				**50**

The final score for tools and equipment will be calculated by the **formula** below**:**

$$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 40\%$$

Notes: Scoring methodology

Scoring Methodology for Tools and equipment	Allocated Score
Tools list signed and tools are owned by tenderer and calibration or manufacturers test certificates are attached.	5 or 10
Tools list signed and tools are owned by tenderer but No calibration certificates	2 or 4
Tools Register not Signed or not submitted, or Tools are hired or Quantities owned are not indicated.	0

8.2.3 **Vehicles**

The tenders are not expected to own the vehicle required for this scope of works, all vehicles may be owned or hired. The relevant proof (of ownership or hiring) in both cases shall be submitted together with the completed and signed vehicle list/register in Eskom format provided.

Table 5: Vehicles

Item No.	VECHICLE - OWNED OR HIRED				Max score
	Criteria	Evidence	Evidence Notes	Min Req.	
1	Double cab Bakkie or single cab Bakkie (fit for purpose).	• Signed vehicle list in Eskom format list • Proof of ownership / Hire agreement/contract/letter	In order to demonstrate ownership, license documents are to be submitted, clearly showing the type of vehicle and the owner's name. Where hired, a bona fide Must be 4x4 or capable of handling extreme off-road terrain.	1	5
	TOTAL				5

The final score for vehicles will be calculated by the **formula** below**:**

$$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 20\%$$

Notes: Scoring methodology

Scoring Methodology for vehicles	Allocated Score
Vehicle List/register is signed and vehicles are owned by tenderer	5
Vehicle List/register is signed ,vehicle is being hired with documented proof from a bona fide hiring company	4
Vehicles Register not Signed or submitted, Quantities owned or hired are not indicated or vehicles hired without proof	0

8.3 TECHNICAL EVALUATION STAGE 3: SITE ASSESSMENTS

Eskom may decide to conduct Site Assessments of Certificates, Vehicles, Tools and Equipment requirements. This verification will take place at the tenderer's premises or a suitable site. Tenderers will be contacted by Eskom officials in order to make arrangements for the site visit. The outcome of this assessment may or may not change the overall initial desktop evaluation outcome.

Eskom reserves the right to conduct site evaluations only with:

a) Contractors who do not currently have task orders with Mpumalanga Operating Unit.

b) Contractors whose desktop evidence prompted the Technical Evaluation Team to conduct a follow up verification.

c) Any contractor that has passed desktop evaluation stage.

Table 2: Site verification requirements

Item No.	Description	Evidence
1	Site verification of vehicles, tools and equipment	Tools, as per Tools and vehicles List/Register shown on tables, to be presented to Eskom at a location that will be determined and communicated to all that passed the functional evaluation.

The site verification will be to confirm resources required for this tender.

Final Tender Score = Training requirements (Desktop score) + Site verification Tools and equipment score + Site verification Vehicles score

Minimum threshold is still 75%. If no site verification was performed, then desktop scores will be used. Final score will be rounded up.

8.4 CONTRACTUAL REQUIREMEMNTS

Contractual requirement will not be evaluated during desktop evaluations but will become a requirement before contract award. These requirements have been identified as important for the scope of disconnection and reconnection services.
Contractual requirements should be submitted within the duration determined by procurement department.

Table 7: Contractual Requirements

Item No.	Description	Weight	Notes on the item
1	Letter of Registration as Electrical Contractor (Department of Labour- DoL) with an Installation Electrician (IE) or Master Installation Electrician (MIE).	N/A	A valid and up to date Department of Labour Registration as an Electrical contractor.
2	PDE Website Access (Eskom Standards)	N/A	Companies that have applied for access or have access to the Eskom standards website provide assurance that the contractors will have access to the relevant standards and task manuals to execute the scope.
3	Low Voltage Authorization in Mpumalanga OU	N/A	This is applicable to contractor who has not submitted MOU specific authorization.

9. REVISIONS

Date	Rev.	Compiler	Remarks
August 2018	1	NE Khoza	First Issue of document on a report template
August 2019	2	NE Khoza	Document was revised with inputs form end users.

Date	Rev.	Compiler	Remarks
April 2020	3	NE Khoza	Document updated after inputs from Cross-functional team meeting.

10. EVALUATION AND DEVELOPMENT TEAM

The following people were involved in the development of this document and will be the Technical Evaluation Team

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11. ACKNOWLEDGEMENTS

Decky Shabangu

Tebogo Khosana

12. ANNEXURE A: LIST OF USEFUL PDE STANDARAS

The user must always download the latest versions of the standards listed below.

[1] 240-66129387,Joining LV conductor and aerial bundle conductor (dead work)
[2] 240-66129433,Removing the meter during cut-off (dead work)
[3] 240-66129501,Replacement of circuit breaker in the mini substation (dead work)
[4] 240-66129533Replacement of circuit breaker on pole mounted service distribution box (dead work)
[5] 240-66129293,Replacement of DIN rail prepaid meter, service distribution box, surge arrestor and MCB (dead work)
[6] 240-66129573,Replacement of fuse base / holder (dead work)
[7] 240-61129617,Replacement of pole mounted service distribution box (dead work)
[8] 240-66129475,Replacement of the low voltage cables (dead work)
[9] 240-66129601,Replacement of the pillar box / stubby / meter box (dead work)
[10] DMN_34-109,Low-voltage live work: Connecting/disconnecting S1- customers
[11] DMN_34-109, Live working (Installing and connecting a new SDB on the pole)
[12] DMN_34-109, Live Working (Replacing a SDB with customer connected to it)
[13] DMN_34-109,Live working (Connecting a customer on the SDB already installed on the pole)
[14] DMN_34-109,Live working (Installing pole box and connecting the cable and jumpers)
[15] DMN_34-109,Live work (Disconnecting a customer)
[16] DMN_34-135,Installation of prepaid meters
[17] DMN_34-482,Low voltage live work street light installation
[18] DMN_34-488,Low voltage live work: installation/removal of a cable in an energised distribution pillar box and livening up/disconnecting of a customer
[19] DMN_34-493,Low voltage live work: replacement of a pole-mounted circuit-breaker
[20] DMN_34-495,Low voltage live work: replacement of a circuit breaker in an energised distribution pillar box/meter box
[21] DMN_34-496,Low-voltage live-work: changing a non-metallic pillar box housing
[22] DMN_34-497,Low voltage-live work: installing/replacing LV fuse components
[23] DMN_34-498,Low voltage live work: replacing of a fuse base and holder/carrier
[24] DMN_34-499,Low voltage live work: replacing of jumpers between conductors and pole-mounted fuses or MCB's
[25] DMN_34-500,Low voltage live work: livening up a pole-mounted service distribution box
[26] DMN_34-501,Replacing of a connector on a live bare conductor
[27] DMN_34-1106,Energy meter kwh reading and kVA reading (indigo polyphase meter CI.2)
[28] DMN_34-1929,Installing and replacing of the triple fuse unit under live condition
[29] DMN_34-2069,MCB’s and LV fuses in mini-subs/brick subs operating
[30] 240-41751000,eplacement of surge arrester, circuit breaker, measuring unit, service cable for split meters on the pole top box
[31] DPC 34-1541, Replacement of ED’s and ECU’s under live conditions.)
[32] 240-70413681,"PORTFOLIO OF EVIDENCE FOR AUTHORISATION"
[33] 32-846, OPERATING REGULATIONS FOR HIGH VOLTAGE SYSTEMS

13. ANNEXURE B: TECHNICAL EVIDENCE – TOOLS AND EQUIPMENT

Include a TOOL LIST or REGISTER with the following tools, indicating serial numbers and quantities.

*Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required.

Company Name: _____

Mandatory Tool	Min Quantity required	Serial Number	Quantity owned
1000V Insulated LV Tools (E.g. screwdrivers, pliers etc.)	1		
Insulating Rubber Gloves, Class 0 , with r.m.s rating of at least 1000 V (SANS 60903)	1		
Approved Face shield (ASTM F2178, GS-ET 29, EN 166 or ANSI Z 87.1.)	1		
*Multimeter	1		
*Earth leakage Tester	1		
*Phase rotation Tester	1		

I hereby confirm that the tools list above is a true reflection of the tools owned. I will also ensure that all tools that require calibration will be calibrated before the execution of work.

Name: _____ (Company Owner)

Signature: _____ (Company Owner)

14. ANNEXURE C: TECHNICAL EVIDENCE - VEHICLES

Include a VEHICLE LIST or REGISTER with the following vehicles, indicating if the vehicle is owned or being hired.

For proof of ownership, include a copy the vehicle license disc or license information.

For proof of hiring, include a letter or agreement from a bona fide vehicle hiring company.

Company Name: _____

		If "Owned" provide the information below		
Mandatory Vehicle	**Owned or Hired**	**Vehicle Registration Number**	**Vehicle Make**	**Vehicle Model**
Bakkie (LDV/Double Cab) Must be 4x4 or capable of handling extreme off-road terrain.				

Evidence - copy of the licence disc or license information as per list above or hiring letter or agreement from a bona fide vehicle hiring company.

I hereby confirm that the vehicle list above is a true reflection of the vehicles owned or hired by my company.

Name: _____ (Company Owner)

Signature: _____ (Company Owner)

15. ANNEXURE D- EXAMPLE OF A DISCONNECTION LIST

No.	W/O	DESCRIPTION	DATE	CNC	F/O	ACC NO	TYPE	CUSTOMER	POLE NO	METER NO	AMOUNT DUE
1	501-000000000000	Disconnect non-paying customer	9999/00/00								
1	501-000000000000	Reconnect a SPU customer	9999/00/00								

16. ANNEXURE E- LIST OF CNC'S TO BE SERVICED UNDER THIS CONTRACT

ZONE	SECTOR	CNC
Emalahleni	Witbank Sector	Delmas CNC
		Witbank North CNC
	Siyabuswa Sector	Elandsdoorn CNC
		Makometsane CNC
	Kwagga Sector	Kwamhlanga CNC
	Middelburg Sector	Hendrina CNC
Ermelo	Badplaas Sector	Eerstehoek CNC
		Mayflower CNC
	Ermelo Sector	Bethal CNC
		Ermelo CNC
		Piet Retief CNC
		Volksrust CNC
	Secunda Sector	Grootvlei CNC
		Leslie CNC
		Standerton CNC
Mbombela	Bushbuckridge Sector	Cottondale CNC
		Greenvalley CNC
	Hazyview Sector	Jerusalem CNC
		Kiepersol CNC
		Mkhuhlu CNC
	Malelane Sector	Figtree CNC
		Malelane CNC
	Nelspruit Sector	Kabokweni CNC
		Kanyamazane CNC
		Marathon West CNC