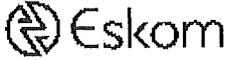




Scope of Work:
Provision of Housekeeping and Laundry services at Marapong contractors village, Ext 30 , portion 07 and Empty Houses for Medupi Power Station Project

SPO NO :
348-9959961

Rev: 0



Provision of Housekeeping and Laundry services at Marapong contractor's village, Ext 30, Portion 07 and Empty Houses for Medupi Power Station Project

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Revision

Description of Revisions

Approval

Date

1

Provision of Housekeeping and Laundry services at Marapong contractor's village, Ext 30, Portion 07 and Empty Houses for Medupi Power Station Project

05/04/2022

CONFIDENTIALITY CLASSIFICATION:

Public Domain: Confidential/Restricted

DATE OF LAST REVIEW

DESCRIPTION OF THE SERVICE

1. OVERVIEW

This is an all-inclusive General Office, Accommodation units, Storage areas, Recreation facilities, entrances and pathways and Ablution Facilities Cleaning Service that will render a service on a daily basis to Marapong Contractors Village for Medupi Power Station (Group Capital Division) and its Empty houses & Ext 30 and portion 07 Lephalale. This will include provision of labour, supervision and management, staff uniform/PPE, equipment and its maintenance, transport and services such as cleaning, sanitary waste management, deep cleaning, supply of consumables, and waste disposal area etc. The provision of Laundry services at Marapong contractor's village during the construction period of the new power station built at Lephalale, washing of overalls, linen and blankets for Medupi contractors.

2. PROVISION OF OFFICES, EQUIPMENT AND SERVICES

2.1. To be provided by Employer

- Office unit with a kitchen,
- Storeroom for consumables, spares, and equipment,
- Ablution facilities,
- Water supply,
- Furniture (only office tables and chairs), and
- Electricity

2.2. To be provided by Contractor

The provision of all necessary equipment to do the works:

2.2.1. Cleaning

For example: Mop Trolleys; Mop Trolley Ringer, Fabric coated furniture, Window cleaning kit squeegee/ washer sleeve and etc...

3. THE PROVISION OF LABOUR, SUPERVISION AND MANAGEMENT

- Supply provision of all necessary general labour, supervision and management to do all the works
- All staff will be available on fulltime basis only for purpose of this contract works
- The Contractor is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- The Contractor will be required to submit a weekly rooster for weekend or public holiday work to the Service Manager for approval.
- Working hours will be the same as Medupi Site hours, for any change prior approval must be obtained from the Service Manager.

- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

NOTE: Due to the nature of the project environment and Medupi project nearing completion, the contractor will be required to submit staff demob plan on a 6 monthly basis for the Service Manager to review number of employees required in the next quarter of the contract.

4. PROVISION OF STAFF UNIFORM/ PPE AND OTHER

The Contractor shall:

- Supply staff protective wear uniforms/ gear i.e. headgear, goggles, reflective vest safety boots and gloves, dust mask (appropriate to their tasks and functions) whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.
- Provide locker units for all staff to place their belongings.
- Provide fridge, kettle, microwave oven, coffee, tea, milk and sugar for their staff

5. PROVISION OF TRANSPORT

- Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)
- The transport is required for:
 - Staff traveling for Home-Work-Home
 - Movement of equipment and staff around site

6. STANDARD SERVICE REQUIRED AND FREQUENCY

The following table outlines the minimum requirements in terms of cleaning service and the frequency and can be adapted to accommodate changes in circumstances.

Offices, Boardrooms, empty houses and kitchen	
Activity	Frequency
Sweep	Daily and in-between use
Mop	
Wipe equipment and furniture	
Wipe doors, door frames, door handles and window sills	
Clean and disinfect surface areas (table tops)	
Remove soiled dishes and wash for boardrooms	
Wash dishes and cloths	
Empty, wash and disinfect waste bins	

Storerooms and Workshops	
Activity	Frequency



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Sweep Mop Wipe equipment and furniture Wipe doors, door frames, door handles and window sills Empty, wash and disinfect waste bins Wipe all items in storage and shelves	As and when required but the offices must be cleaned daily.
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Entertainment Area	
Activity	Frequency
Sweep Mop Clean door mats Wipe equipment and furniture Wipe doors, door frames, window sills and disinfect door handles and hand rails Empty, wash and disinfect waste bins Sweep and mop entrances Empty ash trays Dust light fixtures and shades	Daily and in-between use.

Waste removal	
Activity	Frequency
Empty, wash and disinfect waste bins Provide black plastic for waste Collection and removal of all household and other waste from all housekeeping areas to designated disposal area provided by Eskom	Daily and in-between use

Ablution Facilities	
Activity	Frequency
Sweep Mop Clean and disinfect toilet and urinal Clean and disinfect hand wash basin Empty waste bin Wash and disinfect waste bin Wipe equipment and furniture Wipe doors, door frames, door handles, window sills and mirrors Replenish toilet paper and hand towels Refill hand soap, seat sanitizer, air fresheners, urinary blocks Clean and disinfect showers Disinfect toilet brushes Replace toilet brushes on agreement with the Employer	Daily and in-between use Note: <i>Ablutions are checked frequently, at least once every two hours and any deviations addressed. A checklist is kept and signed at each facility by a cleaner and supervisor.</i>
Female ablutions In addition to the above: Empty sanitary (SHE) bins Wash and disinfect sanitary bins	Female ablutions

Provide necessary environmental compliance records such as landfill site permits, registration and transportation certificates, waste disposal records as instructed by the Environmental Manager	At least every second week or more frequently if necessary
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Spring and Deep cleaning	
Activity	Frequency
Wash walls Wash/wipe ceilings Wash chairs Strip Wash windows and external window sills	Once every week
Toilet deep cleaning services includes: <ul style="list-style-type: none"> • Urinals • Shower drains • Toilet bowls • Toilet rims, seats and covers 	Once every week
Kitchen deep cleaning services includes: <ul style="list-style-type: none"> • Kitchen drains • Kitchen sinks and worktops • Drawers and cupboards • Areas behind appliances such as fridges and stoves • The inside of stoves, fridges, microwaves and other kitchen appliance 	

General Maintenance (offices)	
Activity	Frequency
Ensure that milk, coffee, tea and sugar are replenished available Water bottles, coffee machines are always filled up and clean at all times Fridges, water coolers are kept clean at all time Office paving is kept clean all the time Daily removing of used wheelie bins bags and replacement	Daily

The cleaning frequency must be adjusted during times of high traffic or exceptional use in order to maintain a high level of service and customer satisfaction. The Contractor must establish the location of those areas and make provision for frequent and additional service in order to ensure an always neat, tidy and hygienic facility.

7. SUPPLY AND CONTROL OF MATERIALS, EQUIPMENT AND CONSUMABLES

The Contractor shall be responsible for:

- Purchasing, replenishing, safe storage, distributions and control of consumables, to agreed inventory levels, of consumables and some non-consumables (i.e. equipment's) required by the staff in the provision of the cleaning services.
- Requesting approval from Service Manager before purchasing of consumables. A copy of stock request must show stock remaining in store versus new stock required.
- Maintaining records of receipts and issues which should be reconciled, and report submitted to the Service Manager on a monthly basis;
- Ensure any non-compliant cleaning equipment is not used by any person whatsoever in the provision of the cleaning services.
- Ensure that its staff is properly trained in the use of cleaning materials and equipment; and
- Ensure that equipment used is safe and does not endanger the operator/s or member of the public in the surrounding areas where the equipment is being used.

8. RECYCLING PARTICIPATION

- Waste emptied from office bins is separated into different waste streams and refuse bags and must be emptied or disposed-off into appropriate wheelie bins.

9. RECORDS INCLUDE

- Roster for routine maintenance
- List of defects and corrections (defects notification Report)
- A stock control list of all purchased and stored goods versus usage and area of usage and consumables invoices
- Weekday and weekend attendance register
- Safety and Environmental requirements

10. SHEQ

- The contractor shall comply with all applicable requirements of SHEQ system.
- All necessary Environmental and Safety Management procedures and reports to be submitted to the Service Manager or Supervisor as agreed.
- The contractor shall comply with all requirements of Quality as per Eskom's Quality Requirements QM-58 as per ISO 9001-2008

11. LABOUR REQUIREMENTS

- Hiring of local labour takes priority, for recruitment all CV's are to be obtained from Eskom Information Centre and locality of all appointed candidates will be verified via Eskom Medupi IR office on Medupi site.
- Conduct criminal and Medupi site clearance check (before offer of employment)
- Conduct training, testing and verifying key personnel qualifications and competence.

The Laundry service includes:

- Only the following items to be included in this services:

- Window curtains
- Flat Sheet
- Fitted Sheet
- Pillow
- Pillow case
- Blanket
- Shower curtain
- Overall
- Other items will be cleaned only by prior arrangement
- Laundry will be dropped off on Mondays and Wednesdays and Friday during working hours(07:00 to 18:00)
- All Items to be inspected: overalls to be inspected for damage, labeling and other items to be inspected for damage for record. The records of inspection must be kept and presented to employer when required
- Different types of laundry to be washed separately according to appropriate washing procedure.
- Different types of laundry to be tumbled dried separately according to appropriate drying procedure.
- Only overalls/work suits will be ironed
- Laundry items will be sorted as follows:
 - Different companies(overalls/work suits)
 - Other laundry items will be sorted by type e.g. sheets together

Overalls will be collected according to the register during working hours (07:00 to 18:00) as follows:

- Employees must sign off the register on collection of overall/s.

Eskom will provide the following:

Equipment	Make	Model	Quantity	Capacity
1. Washing machines(big)	Girbau	LS355PME	12	55kg
2. Washing machines(small)	Girbau	MS623LCE	3	22.56kg
3. Tumble dryers(big)	Tullis	TIMD 120EL	12	54.4kg
4. Tumble dryers (small)	Tullis	ST050EOMM1 G2Q01	3	
5. Iron and Steamer(minivapour)	Sidi mondial S.R.L		14 +(6 extra)	
6. Ironing board			14 +(6 extra)	

- a. 1x Office
- b. 3x change room
- c. 6x ablution facilities(3/gender)
- d. Work area(floor plan attached)
- e. Defect register
- f. Collection register
- g. Electricity
- h. Water(Hot and cold)
- i. Chemical storage

Number of residents to be provided with the service (weekly)

-A programmed will be issued as to how the number will be ramped up and down over the timespan of the project

-Employer to supply the number of workers in advance on monthly basis

1. The contractor shall be responsible for providing the following:

- Supervision and management of facilities and laundry services
- Compliance to applicable legal and other requirement is mandatory
- Contractor to provide the following consumables (of the approved type to be used according to the manufacture's instruction):SABS Standards
 - Fabric softener
 - Washing powder
 - Laundry Booster

Defect and collection report

Daily diary report (summary of work done)

The contractors to provide the following for their staff, all necessary work clothes, safety wear, etc.

The Contractor shall provide the transport from home to work site and back.

Working hours is from 07:00 to 16:00(8 hours per day), Mondays to Fridays. Any overtime will be per prior arrangement.

Contractor will be held responsible for any loss or damage to the property, equipment and laundry items.

2. Items to be washed

Item	Size	Frequency
1. Window Curtains	2m x 2m	Once a month
2. Flat Sheets	1800 mm x 2650 mm	Once a Week
3. Fitted Sheets	910 mm x 1930mm	Once a week
4. Pillows	Standard	Quarterly
5. Pillowcases	480 mm x 730 mm	Once a week
6. blankets	1500mm x 2000mm	Once a month
7. Shower curtains	1,500m x 2m	Quarterly
8. Overall (1/person)	N/A	3x per Week (Mon, Wed, Fri)

Laundry floor plan





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