

TRANSMISSION PROJECTS DELIVERY

The provision of professional services to support the Transmission Division in the development of the tender documents, evaluation for the appointment of a panel of Transmission Substation EPC contractors

SCOPE OF *SERVICES*

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ABSTRACT

This document forms part of the New Engineering Contract, Professional Services Contract 3rd Edition.

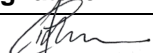
The document defines the Scope of *services* required from the *Consultant* to support the Transmission Division in the development of the tender documents for the appointment of a panel of Transmission Substation EPC contractors on an as and when required basis.

CONFIGURATION CONTROL

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CONTENTS

DEFINITIONS	4
1. ABBREVIATIONS	5
2. INTRODUCTION	6
3. SCOPE	7
4. EMPLOYER'S OBJECTIVE.....	8
4.1.1 Statement of Work	9
5. SCOPE OF SERVICES	10
6. ASSOCIATED REQUIREMENTS AND ACTIVITIES	12
PROJECT MANAGEMENT	12
6.1.1 Project Planning and Management	12
6.1.2 Progress monitoring and reporting	12
6.1.3 Execution Programme	12
7. DELIVERABLES	13
8. DOCUMENTS AND DRAWINGS.....	14
9. INVOICING AND PAYMENT	15
10. RECEIVABLES	16
11. EVALUATION CRITERIA	17

DEFINITIONS

Term	Definition
Accepted Programme Activity <i>activity schedule</i> <i>Consultant</i> Contract Data <i>Employer</i> <i>key person</i> Scope <i>services</i> Time Charge	These terms are defined in the New Engineering Contract, Professional Services Contract, 3 rd edition.

Term	Definition
Deliverable	A contractual deliverable in terms of the Scope of <i>services</i>
Milestone	A date on the Accepted Programme by which an identified group of Activities has to be completed.

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1. ABBREVIATIONS

This list contains the abbreviations used in this document.

Abbreviation	Description
EPC	Engineer Procurement Construction
NEC3 - ECC	New Engineering Contract 3 - Engineering and Construction Contract
OE	Owners Engineer
PLCM	Project Life Cycle Model
PTM&C	Protection, Telecommunications, Metering, and Commissioning
SHEQ	Health, Safety, Environmental and Quality
SLA	Service Level Agreement
TPD	Transmission Projects Delivery
Tx	Transmission

2. INTRODUCTION

This document outlines the Scope of services required from the *Consultant* for the provision of Professional Services to support the Transmission Division in the development of the tender documents, the evaluation of tenders, development of the evaluation report and the award of contracts to a panel of Transmission Substation EPC contractors.

The *Consultant's* role in administering the above scope is typically of an Owner's Engineer.

The services will include:

- The development of the Works Information, the terms and conditions of contract, SHEQ requirements, Bills of Quantities (if required), and any functional specification required to appoint a panel of EPC contractors for participating in tenders for the Transmission Development Plan which include substation engineering design, procurement, construction, commissioning and handover.
- The provision of procurement support to the Employer in the issuing of the tender for the appointment of the EPC contractor's panel, the evaluation of the tenders, the drafting and finalisation of the report to the governance committee, negotiation of terms and conditions of contract with successful tenderers and the drafting and finalisation of framework agreements to be concluded with the successful tenderers.
- Project Management services relating to the development of the tenders up to the award of the framework agreements with the successful bidders.

3. SCOPE

This document defines the scope of *services* required from the *Consultant* for the provision of Professional Services to support the Transmission Division in the development of the tender documents, the evaluation of tenders, development of the evaluation report and the award of contracts to a panel of Transmission Substation EPC contractors.

The *services* will include but not limited to the provision of:

The intent of the contract is to provide

- the full suite of services or a portion thereof to develop a Transmission Substation EPC panel of contractors (as per the Transmission PLCM)

The skills areas to be covered must include as a minimum as below to support the procurement initiative:

- Skills and work for panel placement and evaluation
 - Engineering and design skills for all Tx related infrastructure – substations, lines, PTM&C, etc.
 - Project management – manage the team to develop all deliverables as per the PLCM
 - Other development activities include stakeholder and stability plans, procurement plans, SHEQ plans, constructability analysis, etc.
- Skills and work for EPC relating to Transmission Substations by:
 - Engineering Design and Management
 - Procurement management
 - Construction Project management
 - Acceptance / assurance / verification of EPCM deliverables
 - Management of environmental requirements during construction
 - Verify SHEQ compliance / conformance

4. EMPLOYER'S OBJECTIVE

The *Employer's* objective is to appoint an engineering and construction management firm experienced in the role of an Owner's Engineer with more than 10 years' experience in Substation Design, Procurement, Construction Management, Integration and Commissioning into the Transmission network to:

- Establish an integrated project team in one centralised location during the development the tender documents for the appointment of the EPC contractors for Transmission substations
- develop the Works Information, the terms and conditions of contract, SHEQ requirements, Bills of Quantities (if required), and any functional specification required to appoint a panel of EPC contractors for participating in tenders for the Transmission Development Plan which include substation engineering design, procurement, construction, commissioning and handover.
- Evaluation criteria for the selection of the EPC suppliers in compliance with the Preferential Procurement Policy Framework Act (PPPFA) regulations of 2017.
- use common systems, processes, and procedures in the interest of overall efficiency, improved communication, and successful project execution.
- Provide procurement support to the *Employer* in the issuing of the tender for the appointment of the EPC contractor's panel, the evaluation of the tenders, the drafting and finalisation of the report to the governance committee, negotiation of terms and conditions of contract with successful tenderers and the drafting and finalisation of framework agreements to be concluded with the successful tenderers.
- Supervise services relating to the development of the tenders up to the award of the framework agreements with the successful bidders.

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4.1.1 Statement of Work

The *Consultant* will in general be required to demonstrate skill and experience at performing the prime activities stated above and in the rest of the document.

The main forms of contracts used by Eskom for the appointment of the EPC contractors will be NEC3 Suite of contracts. The *Consultant* shall provide skilled personnel experienced in the use of these forms of contracts for various project scopes, the population of sections of the contracts as part of the tender issue effort and ensuring all risks required with the contract are addressed. All policies, procedures and standards will be made available to the *Consultant* during the execution of the contract.

5. SCOPE OF SERVICES

The *Consultant* will be required to:

- Assist in the development of the Procurement and Contracting Strategy for the appointment of a panel of EPC contractors for Transmission substations.
- Develop the Works Information for the appointment of an EPC contractors panel for Transmission substations
- Develop the terms and conditions of contract using the NEC 3 suite of contract for the EPC panel
- Draft and finalise the evaluation criteria for the selection of the EPC suppliers
- Issue the tender to the open market and evaluate responses from prospective bidders. the tender will close at Megawatt Park, Eskom Offices in Sunninghill, Johannesburg.
- Make recommendations to the *Employer* on suitable suppliers. The report will be drafted in the C-Max facility, and no information will be taken out by the Consultant during the evaluation process. only the finalised signed off report to be presented to the adjudication authority will be taken out of the facility and with the approval of the Senior Manager Procurement.
- Drafting the NEC contract and consolidating tender documents for issue to the market. These documents will be drafted outside C-Max and in all probabilities at the *Consultant's* premises.
- Administering enquiries during the tender period. The consultant will be required to carry out all tender administration remotely, in consultation with the *Employer's* procurement personnel assigned to this work.
- Facilitating responses to queries from suppliers from the cross functional team and providing responses to tenderers in consultation with the *Employer's* procurement personnel.
- Carrying out commercial, technical, SHEQ and Financial evaluations at the C-Max Facility at Megawatt Park.
- Facilitating the evaluation of tenders by other members of the cross-functional team; all work shall be carried out at C-Max.
- Writing out tender evaluation reports taking into consideration the quality, detail, and integrity of the report to be presented to the adjudication committees.
- Drafting contracts and expediting their signing in terms of the Eskom Delegation of authority
- Handing over the contracts-to-contracts management for execution.
- Management of the procurement schedule and procurement activities as defined in procurement plans

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- Management of all procurement activities and resources employed to support the Transmission Project Delivery Team.

6. ASSOCIATED REQUIREMENTS AND ACTIVITIES

PROJECT MANAGEMENT

6.1.1 Project Planning and Management

The *Consultant* shall employ project planning and execution management in the performance of its duties and shall employ a *key person* who:

- Functions as single point of contact between the *Employer* and the *Consultant*.
- Plans and manages the delivery of the *services* in accordance with the work assigned to employees of the *Consultant*.

The *Employer* shall approve the *Consultant's* proposed key person.

The *Consultant* provides skilled planning personnel to prepare and report on planning and scheduling activities for the duration of the contract.

6.1.2 Progress monitoring and reporting

Consultant regularly reviews progress against the signed off schedule to assess remaining durations, expected completion dates and percentages complete. In addition, the *Consultant* provides trends on major project milestones, critical path analysis and earned values.

6.1.3 Execution Programme

The *Consultant* is expected to deliver as per the schedule below:

Panel placement timelines	
Task	Deliverable Dates
Compile requirements for tender	01 Mar 23 - 30 Apr 23
Strategy	01 Mar 23 - 30 Apr 23
Approval by Tx Board & IFC	01 May 23 - 30 May 23
Out on tender	12 June 23 - 31 July 23
Evaluation	07 Aug 23 - 18 Sept 23
Probity Checks	19 Sept 23 - 03 Oct 23
Compile Tender report	04 Oct 23 - 18 Oct 23
DTC	31-Oct-23
Tx Board	15-Nov-23
Contract Negotiations and award	15-Dec-23

7. DELIVERABLES

Appointment of the EPC panel for Transmission Substation, Design, Procurement, Construction Management, Integration and Commissioning into the Transmission network by 15 December 2023.

8. DOCUMENTS AND DRAWINGS

The *Consultant* is responsible for obtaining the relevant documents to appoint the EPC panel. The documents received from the *Employer* are for the sole use of the activities associated with this contract and shall not be transmitted or shared with others who are not part of the *Consultant's* team working under this contract.

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9. INVOICING AND PAYMENT

All invoices shall be supported, where applicable, by a detailed breakdown of the manpower hours, and rates applicable to a Task Order. The Invoice shall be addressed to the Senior Manager: Procurement responsible for the service request.

The *Consultant* shall address the tax invoice to Eskom Holdings SOC Limited and include on it the following information:

- Name and address of the Consultant and the Senior Manager: Procurement.
- The contract number and title.
- The Purchase order number
- *Contractor's* VAT registration number.
- The *Employer's* VAT registration number 4740101508.

Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT

The invoice shall be submitted with the signed off breakdown on manpower costs (Proactive Assurance work)

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10. RECEIVABLES

The *Employer* shall provide access to access to the *Employer's* premises, procurement sites and facilities for the evaluation of tenders. Everything provided by the *Employer* for the purpose of enabling the *Consultant* to carry out the *services* under this contract shall remain the property of the *Employer*.

The *Consultant* shall ensure all information stored on the laptops is not shared, removed, copied to environments external to the contract.

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11. EVALUATION CRITERIA

Description	Metric	Scoring	Weight	Weighted Score
Years Relevant experience in Design, Procurement, Contract Management (EPC/M), Construction Management, Integration and Commissioning into the Transmission network	Under 3 yrs. 3 – 5 yrs. 5 – 10 yrs. Above 10 yrs.	1 2 3 4	50%	
Value of Substation EPC/M contracts managed	R10M to R75M R75M to R100M R100M to R150M R150M to R200M Above R200M	1 2 3 4 5	15%	
Number of Substation EPC/M contracts managed	0 to 5 5 to 10 Above 10	1 2 3	15%	
Key Person/s to have: Professional Registration with SACPCMP/PMI and ECSA/Other engineering professional bodies	<ul style="list-style-type: none"> No accreditation Accreditation ECSA/ Other engineering professional bodies (Electrical, Mechanical and Civil engineers) Accreditation SACPCMP/PMI 	0 2 2	10%	
CVs of staff to be employed on the project must be provided to substantiate the years of experience and professional registration.	<ul style="list-style-type: none"> Accreditation with ECSA/ Other engineering professional bodies (Electrical, Mechanical and Civil engineers) >5yrs relevant substation engineering experience Accreditation with SACPCMP/PMI >5yrs relevant construction project management experience 	2 2	10%	

- Minimum of 65% required will be considered.