

Title: **Scope of work for the appointment of multidisciplinary professional service providers who will provide various services for Eskom Rotek Industries on an when and as required basis**

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CONTENTS

	Page
1. INTRODUCTION	3
2. SUPPORTING CLAUSES.....	3
2.1. SCOPE OVERVIEW	3
2.3. Applicability	3
2.4. DEFINITIONS.....	3
2.4.1. Disclosure Classification	3
2.5. ABBREVIATIONS	4
2.6. PROCESS FOR MONITORING.....	4
2.7. RELATED/SUPPORTING DOCUMENTS.....	4
3. SCOPE OF WORK.....	4
3.1 DESCRIPTION OF SERVICES.....	4
3.1.1 Project management / Controls services	5
3.1.2 Contract Management services.....	5
3.1.3 Quantity Surveying Services	5
3.1.4 Land Surveying Services.....	6
3.1.5 Project Planning Services	6
3.1.6 Architectural services	7
3.1.7 Engineering Services	7
3.1.8 Construction Supervision	7
3.1.9 Construction Safety	8
3.1.10 Construction Quality management	8
3.1.11 Architectural and Draughtsman Services.....	9
4. AUTHORIZATION	9
5. REVISIONS	9
6. DEVELOPMENT TEAM	10
7. ACKNOWLEDGEMENTS	10

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1. INTRODUCTION

Eskom Rotek Industries (ERI) is a subsidiary of Eskom Holdings SOC and consist of the various divisions among others is Construction Services. The Construction Service business unit is responsible for the construction operations for various works such as Roads, Dams, Ash dams, Buildings, Substations, Pump stations, Road construction, Building maintenance, electrical and mechanical works within Eskom sites. It is supported by portfolios and support services from an effective and efficient operational perspective to drive successful project services.

In a pursuit to mitigate the risks associated with delays on delivery of target performance and to enhance project success rating Construction Services is sourcing various services through strategic enabling contracts from external suppliers. This includes the provision of Professional services as required on as when required basis for a period of 3 years. These services will be rendered to various ERI projects within the borders of the Republic of South Africa to support the execution of various projects.

2. SUPPORTING CLAUSES

2.1. Scope Overview

The works consist of providing ERI Construction Services with Professional services as required on as when required basis for a period of 3 years.

2.2. Purposes

The purpose of this document is to describe in detail the scope of works for professional services required.

2.3. Applicability

This document shall apply to Eskom Rotek Industries SOC Ltd and within the Constructions Services business unit.

2.4. Definitions

2.4.1. Disclosure Classification

Controlled Disclosure: Controlled Disclosure to external parties (either enforced by law, or discretionary)

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2.5. Abbreviations

Abbreviation	Description
ERI	Eskom Rotek Industries SOC Limited
ESKOM	Eskom Holding SOC Limited
CPA	Contract Price Adjustment

2.6. Process For Monitoring

The primary process for monitoring will be governed by the procurement and supply chain management procedure (32-1034 Rev 4).

2.7. Related/Supporting Documents

N/A

3. SCOPE OF WORK

3.1 DESCRIPTION OF SERVICES

The extent of the service to be provided includes but is not limited to the following disciplines:

- Project Management
- Contracts Management
- Quantity Surveying
- Land Surveying
- Project Planning
- Architectural
- Geotechnical Engineering
- Civil Engineering
- Structural Engineering
- Electrical Engineering
- Mechanical Engineering
- Construction Supervision
- Project Controls
- Fire Protection Engineering
- Design Engineering

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3.1.1 Project management / Controls services

- Coordination and supervision of appointed contractors from project inception to project close out
- Analyse activity sequences and develop and maintain a project plan and schedule from initiation to completion, to manage and drive project progress
- Determine what resources and quantities of each should be used to perform project activities.
- Track and manage the actual expenditure against cost estimate (allowable) of individual work activities according to the approved budget
- Manage and control project scope, cost and time changes contractually and within governance
- Determine which risks are likely to affect the project and develop and implement mitigating measures to minimise the impact and probability of the risks
- Manage and resolve disputes between stakeholders, suppliers, etc. that may affect to the project
- Verify and report on project resources and costs on a regular basis, in accordance with the required financial standards
- Project reporting (Time and cost estimating, budget control, Risk analysis, Co-ordination of resources and progress/site meetings, Monthly Reports, managing defect liability etc.)

3.1.2 Contract Management services

- Drafting, evaluating and negotiating of contracts
- Serve as the point of contact for internal and external customers on contractual matters.
- Act as contractual 'custodian' between company employees and customers, ensuring timely review and reconciliation of variations and compensation events.
- On all standard and non-standard contracts, provide redlined recommendations and often negotiate directly with the respective Legal Departments or purchasing staff until consensus has been reached.
- Maintain contractual records and documentation, such as receipt and control of all contract's correspondence, customer contact information sheets, contractual changes and status reports.
- Provide guidance on contractual matters to projects and business

3.1.3 Quantity Surveying Services

- Control and carry out measurements of work carried out on the project in terms of work completed, work in progress, materials on site, and delay costs.
- Preparation of monthly valuations for the works executed on the projects allocated
- Preparation of monthly cost reports
- Compensation events submission and timeous approval is obtained

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- Management of sub-contractors including payment certificates for works executed by the sub-contractor

3.1.4 Land Surveying Services

- Ensuring the inclusion of line servitudes, substation sites and housing estates in plans.
- Preparing the necessary diagrams in accordance with the Land Survey Act and Regulations
- Set out main centre points of structures, buildings and the like to be built on site by using total station, Theodolite or similar type of instrument, target and survey staff.
- Put in pegs to demarcate the centre point and secure them in concrete.
- Do a Topographical Survey of the site (if required) using a total station for the calculation of earthworks quantities.
- Extracting, evaluating and processing field data.
- Calculating spatial co-ordinates for the production of Engineering Plans designing earthworks for sites.
- Manipulating and Resolving G.P.S. data.
- Keeps accurate notes, records and sketches to describe and certify work performed.
- Creating a Work Breakdown Structure (WBS) element and adding all items on calculation sheet to enable planned cost on project and project to be released on SAP.

3.1.5 Project Planning Services

- Compiling the program based on the Scope of Work including resourcing every program
- Assisting the Project Manager to develop Commercial Tender Documents such as WBS, Commercial Register etc.
- Supplying an overall network for the Project and Modular Programs to every Project Supervisor and Technician.
- Following Change Management during project to address any variation In Scope of Work.
- Supplying a progress update and SAP cost report to the Project Manager as required during the project.
- Providing-a progress update as required and based on consolidated daily reports obtained from the Morning meetings,
- Verifying that Supervisor's progress reports match actual plant progress.
- Updating and rescheduling bar charts when appropriate and/or request from the Project Manager and the client.
- Be proficient in Primavera

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3.1.6 Architectural services

- Prepare information regarding design, structure specifications, materials, color, equipment, and construction time.
- Design of conceptual and detailed plans for building structures

3.1.7 Engineering Services

Engineering services consist of the following disciplines:

- Civil Engineering
- Design Engineering
- Structural Engineering
- Electrical Engineering
- Fire Protection Engineering
- Mechanical Engineering
- Geotechnical Engineering
- Commissioning Engineering

Engineering services include but not limited to the following:

- Design of conceptual and detailed designs
- Engineering support during construction
- Coordinate, produce and approve any technical queries from clients / subcontractors / suppliers / vendors with respect to all civil / structural works
- Custodian of engineering governance in accordance with national and international engineering specification, procedures, and guidelines
- Professionally registered to approve and sign off designs

3.1.8 Construction Supervision

- Construction supervision,
- Quality management,
- Construction Execution Management through,
- Coordination and Supervision of appointed contractors, and
- Construction control and monitoring.

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3.1.9 Construction Safety

- Conduct assessment to determine applicable legal and other requirements for aspect per designated area of the business
- Identifying non-compliance and hazards in the workplace and implementing corrective action
- Ensure compliance to all SHE requirements as set out in legislation and ERI directives/policies/procedures etc
- Perform safety and health risk assessment Adhere to incident reporting procedures
- Determining Safety and Health training needs and identify interventions Managing and conducting of regular audits and inspections to ensure Safety and Health standards are met
- Interpreting and reporting the project team the audit and Inspection results as well as remedial action plans
- Developing and presenting of awareness and induction programs Develop, implement and maintain and effective safety and health documentation management system.

3.1.10 Construction Quality management

- Providing a quality consulting service by developing, implementing and maintaining a Quality and Risk program for Construction Services Eskom Rotek Industries sites that will build the required culture, developing and Implementing an effective and practical system that will ensure world class Quality practices, ensuring the compliance of Eskom to all Quality Requirements as set out by SANS standards, legislation and ERI directives, taking accountability for the achievement and retention of Quality ISO certification where applicable, advising the Management Team of potential hazards and/or conditions that may threaten Eskom's reputation, managing the continuous assessment and Improvement of Eskom's Quality, developing and maintaining Quality related awards that will create the desired culture within Eskom, liaising with internal and external bodies with respect to future Quality related developments and trends, providing a consulting service to Management. Employees and Sections on Quality related matters and networking with clients, suppliers and other organisations to ensure the implementation of the most appropriate solutions.
- Performing internal auditing by managing the conducting of regular audits and inspections to ensure that laid down Quality standards are met, maintaining an effective Internal Auditing process that will ensure that ERI will continue to comply with the Quality certification requirements, interpreting and reporting to the Eskom Management Team the Quality audit results as well as remedial action plans, facilitating regular external audits by the appointed ERI Certification Body, proactively identifying improvement opportunities and proposing solutions whilst performing audits, facilitating the internal management auditing process and analysing and trending of historic audit results to identify areas of concern.

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- Maintaining a risk program by planning and organising Quality Inspections and Risk audits, identifying non-compliances and improvement opportunities in the work environment and implementing corrective actions, scanning of legislative requirements and informing management and staff of relevant changes thereto, ensuring compliance to legislation and Eskom Directives, managing staff appointments In terms of prescribed ISO requirements, determining Quality and Risk training needs and identifying interventions to address these requirements, implementing an effective corrective action process that will address root causes and recurring incidents and liaising with the Accreditation Body in terms of matters relating to the ISO compliance of Eskom.

3.1.11 Draughtsman Services

- Concept designs
- Building models
- Sketches
- Drawings
- Proficient in 2D and 3D design software

4. AUTHORIZATION

This document has been seen and accepted by:

- Andell Kannemeyer

5. REVISIONS

Date	Rev.	Compiler	Remarks
2023/04/12	1	Gugulethu Nkosi	

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6. DEVELOPMENT TEAM

The following people were involved in the development of this document:

Name	Position
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7. ACKNOWLEDGEMENTS

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