

PART 3: SCOPE OF WORK

Document reference	Title	No of pages
	This cover page	
C3.1	<i>Purchaser's Goods Information</i>	
C3.2	<i>Supplier's Goods Information</i>	
	Total number of pages	64

C3.1: PURCHASER’S GOODS INFORMATION

Contents

- Part 3: Scope of Work 1**
- C3.1: Purchaser’s Goods Information 2**
- 1 Overview and purpose of the goods and services 4**
- 2 Specification and description of the goods 4**
 - 2.1 Purchaser’s design 4
 - 2.2 Procedure for submission and acceptance of Supplier’s design 4
 - 2.3 Other requirements of the Supplier’s design 4
 - 2.4 Use of Supplier’s design 4
 - 2.5 Manufacture & fabrication 4
 - 2.6 Factory acceptance testing (FAT) 4
 - 2.7 Other tests and inspections and commissioning in place of use 4
 - 2.8 Operating manuals and maintenance schedules 4
- 3 Supply Requirements 4**
- 4 Specification of the services to be provided 4**
- 5 Constraints on how the Supplier Provides the Goods 4**
 - 5.1 Programming constraints 4
 - 5.2 Work to be done by the Delivery Date 4
 - 5.3 Marking the goods 4
 - 5.4 Constraints at the delivery place and place of use 4
 - 5.5 Cooperating with Others 4
 - 5.6 Services & other things to be provided by the Purchaser or Supplier 4
 - 5.7 Management meetings 4
 - 5.8 Documentation control 4
 - 5.9 Health and safety risk management 4
 - 5.10 Environmental constraints and management 4
 - 5.11 Quality 4
 - 5.12 Invoicing and payment 4
 - 5.13 Insurance provided by the Purchaser 4
 - 5.14 Contract change management 4
 - 5.15 Records of Defined Cost, payments & assessments of compensation events to be kept by the Supplier 4
- 6 Procurement 4**
 - 6.1 SDL&I Overall requirements 4
 - 6.1.1 SDL&I Requirements 4

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- 6.1.2 Limitations on subcontracting
- 6.1.3 Spares and consumables
- 6.1.4 Other requirements related to procurement.....
- 6.1.5 Cataloguing requirements.....
- 7 List of drawings.....**
- 7.1 Drawings issued by the *Purchaser*.....
- C3.2 Supplier's Goods Information**

Note: Use numbering on the left

1 Overview and purpose of the *goods and services*

The NTCSA Real Estate Department is responsible for providing and maintaining office spaces within the broader ESKOM NTCSA business. As part of the department's ongoing efforts to uphold a functional, modern, and efficient work environment, the need has risen to establish a new contract for the provision of office furniture and chairs. The current furniture is no longer adequate and compliant to support the business's evolving operational requirements, which now include enhanced space optimization, greater employee privacy, and stronger brand visibility.

Furthermore, recent changes in office layout, organizational structure, and departmental expansion have created an increased demand for flexible, professionally designed office environments. Updated and compliant furniture is also essential to ensure effective internal navigation, promote workplace safety, and reinforce the organization's visual identity.

Establishing a new contract will help guarantee a consistent standard of quality, timely delivery, and cost-effective solutions that align with NTCSA's operational standards and long-term strategic objectives. The supplier will be expected to deliver all required products to designated NTCSA's locations; therefore, transportation and logistics must be factored into the overall cost proposal.

Applicability

ESKOM NTCSA Nationwide:

1. Simmerpan
2. Megawatt Park
3. Central Grid: Gauteng Area
4. East Grid: Kwa-Zulu Natal
5. Northern Grid: Limpopo & Northwest
6. Northeast Grid: Mpumalanga
7. Southern Grid: Free State & Eastern Cape
8. Western Grid: Western Cape & Northern Cape
9. Transmission Telecoms sites
10. Apollo

2 Specification and description of the goods

2.1 WORKSTATIONS, BOARDROOMS, PAUSE AREA, FILING CABINETS FURNITURE:

1. L SHAPE WORKSTATION



COMPONENTS:

- The workstations consist of the following components:
- 1 x Handed corner core top (1700 x 1200 x 700mm) for the L Shape workstation,
- 1 x Extension top (1000 x 700mm).
- 1 x Undercounter drawer (770 x 600mm) with pencil drawer and two deep filer drawers.
- 3 x round desk legs (76mm Dia.)
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.
- 3x modesty panels

2. D2 PEDENZA TYPE WORKSTATION



- 1 x Handed Core Top- 1700mm x 1200mm x 700mm
- 1 x extension top- 1000 x 700

- 1 x Fixed pedestal
- 1 x roller door with one shelf
- 3 x round desk legs- 76mm diameter.

The tabletop



- Handed core top- 1700mm x 1200mm x 700mm
- The tabletop thickness of the table is 32 mm.

Pedenza



- 1000 mm x 700mm extension top
- Pedestal with pencil tray
- 2 x standard drawers
- Roller door with one shelf
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

3. D2.1 TYPE WORKSTATION



- 1 x Handed corner core top (1700 x 1200 x 700mm).
- 1 x Extension top (1000 x 700mm).
- 1. x Under-counter filing unit (400 x 600mm) with pencil drawer and two deep filer drawers.
- 3 x Round desk legs (76mm Dia.).

Extension Top



- Extension top 1000mm x 700mm
- Thickness is 32mm

The tabletop



- Handed core top- 1700mm x 1200mm x 700mm
- The tabletop thickness of the table is 32 mm

Pedestal



- 400mm x 600mm

- With pencil drawer
- 2 standard drawers
- 1 deep filler
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

4. D4.1 TYPE WORKSTATION



- 1 x Handed core top – 2050mm x 1200mm x 700mm (Thickness is 32mm)
- 1 x extension top 1000mm x 700mm (Thickness is 32mm)
- 1 x undercounter filing unit – 400mm x 600mm
- 3 x round desk legs

Under Counter Unit



- 400mm x 600mm
- With pencil drawer
- 2 standard drawers

- 1 deep filler
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

5. **D7 TYPE WORKSTATION**



- The workstation consists of the following components:
- 1 x Handed corner core top (1800 x 1200 x 700mm).
- 1 x D-End conference extension top (700 x 350mm).
- 1 x Extension top (1000 x 700mm).
- 1 x Desk high pedestal with pencil tray, 2 x standard drawers and a deep filler drawer.
- 1 x Wooden modesty panel.
- 4 x Round desk legs (76mm Dia.)
- 1 x Conference table with round pole leg and base (1200mm Dia.).
- 2 x Hinge door systems cabinets (1500 x 1200mm) each with three steel shelves.
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

WORK SURFACE EDGING

Work surfaces to have a 3mm thick extruded PVC or ABS edging with all corners profiled, leaving no sharp edges. Edging to have a wood grain surface that matches the top and be of such a nature that it will not wear or wipe off. All edging to be applied using high-grade hot-melt adhesive.

6. TYPE G RECTANGULAR WORKING DESK**COMPONENTS:**

Desk consist of:

- 1 x Handed core top – 2200mm x 700mm (Thickness is 32mm)
- 1 x undercounter filing unit – 400mm x 600mm
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.
- 2 x round desk legs

Table legs:

- 2x round desk legs
- 76mm round desk leg including adjuster
- Height: 700mm – 720mm
- 8x The mushroom screws for the desk legs
- 6 x 20 mm screws

7. TYPE H RECTANGULAR WORKING DESK

COMPONENTS:**Desks consist of:**

- 1 x Handed core top – 1650 x 700mm (Thickness is 32mm)
- 1 x undercounter filing unit – 400mm x 600mm
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

Table legs:

- 4x round desk legs
- 76mm round desk leg including adjuster
- Height: 700mm – 720mm
- 16 x The mushroom screws for the desk legs
- 6 x 20 mm screws

8. BOARDROOM/RECTANGULAR TABLE**COMPONENTS:**

Boardroom tables consist of:

- 1 x rectangular top (1500 x 750mm).
- 4 x round pole legs.

9. TOUCH DOWN DESK

- 1 x Handed top – 1400mm x 700 mm x 600mm
- Thickness is 32 mm

Table legs:

- 76mm round desk leg including adjuster
- Height: 700mm – 720mm
- 16 x The mushroom screws for the table legs
- 6 x 20 mm screw

10. OPEN DESK (WITH POP-UP)

- Handed core Top – 1450mm x 750mm x 700mm
- Built-in modesty panel
- Rectangular opening on desktop with pop-up lid for easy concealment of cabling

11. MOBILE SERVER



Cabinet

- 1600mm x 700mm x 900mm
- 4 x castor wheels
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.
- 1 x panel top

Panel top

- 300mm x 1500mm
- 34mm thickness

Legs

- 3 x top legs
- 100 mm height
- 76 diameter

12. COFFEE TABLE



- 450mm x 600mm; 450mm high



- Side table: 450mm diameter round x 470mm high
- Coffee table: 900mm diameter round x 410mm high
- Wooden top with matt black steel base
- Maple finishes wood



- Product Type - Coffee Table
- Table Shape – Rectangle
- Material Range – Wood
- Colour – Summer Oak
- Wood Type - Rubberwood

13. CONFERENCE TABLE ROUND



- 1200mm diameter Round top x 720mm (height).

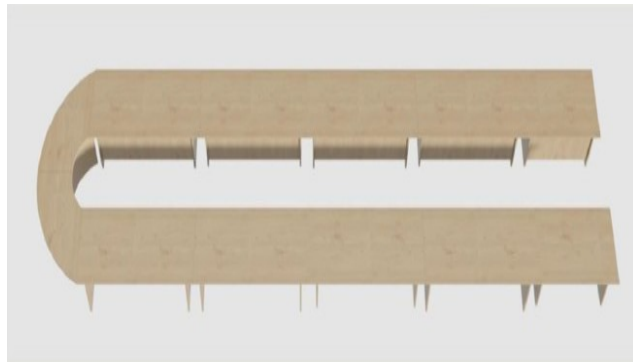
- With 1 x Round desk leg.
- Or 4x 76mm round legs (depends on the end user request).

14. BANANA SHAPE: BOARDROOM TABLE



- Boardroom Table, able to seat up to 16 individuals
- 5 x Curve modesty panels
- 7300mm x 3800mm

15. 30-SEATER: BOARDROOM TABLE



- Boardroom Table, able to seat up to 30 individuals
- 12 x modesty panels
- 2250mm x 1000mm

16. HINGE DOOR SYSTEMS CABINETS



- 2 x Hinge door system Cabinet
- 1500 x 1200 x 450mm
- 3 Steel shelves inside/or wood
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

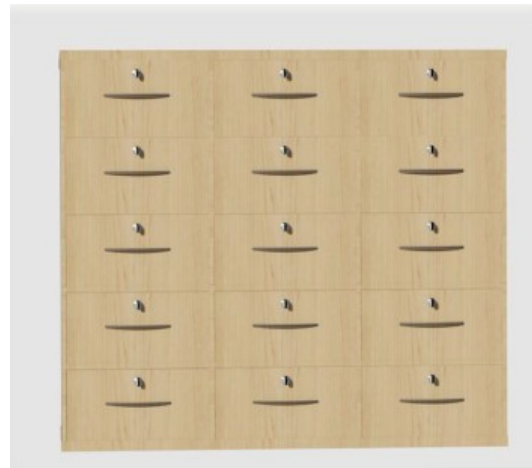
17. ROLLER DOOR SYSTEMS CABINET



- 1120mm x 1150mm
- 450mm deep
- 1 x Roller door
- 3 x Metal shelves
- Handle fitted with a multi- point locking system

18. DOUBLE ROLLER DOOR: LOW STORAGE UNIT

- 1150mm x 1120mm
- 450mm deep
- 2 x Roller doors
- 4 x Metal shelves
- 2 x Handle fitted with a multi- point locking system

19. LAPTOP DRAWER CABINET

- 1500mm x 1200mm
- 600mm deep
- 15 x drawers (477mm x 214,4 mm)
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

20. CLOTHES LOCKER

- 400w x 1500mm
- 460mm deep Melawood, vancouver maple finish.
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.
- 2 compartment 750h each with 1 shelf, door & lock each.

21. BROOM CUPBOARD

1935mm x 600mm x 600mm

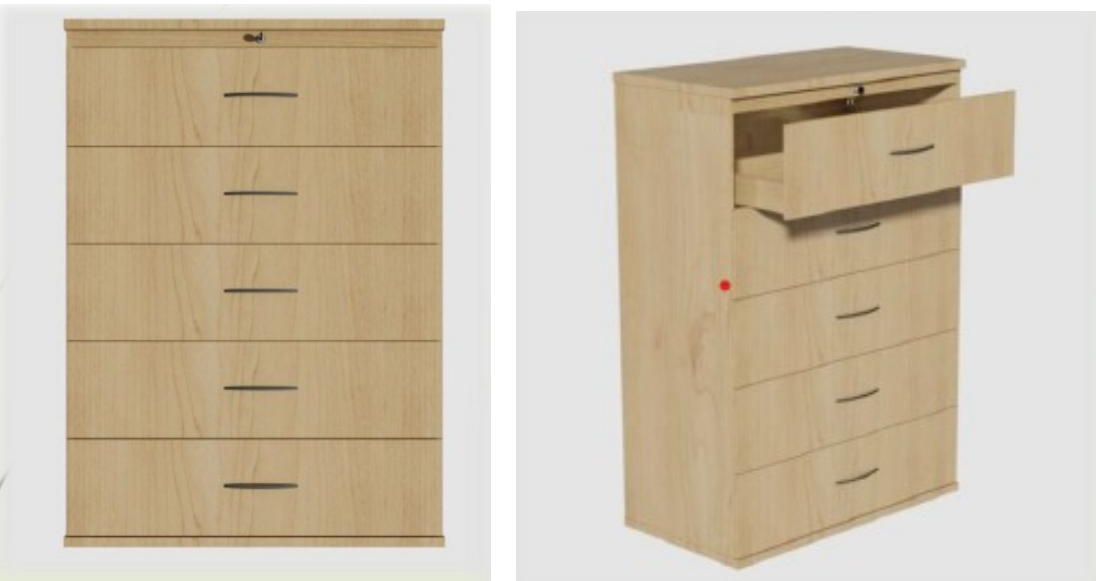
PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

22. 3-DRAWER BULK FILING CABINET



- Filing cabinet with size: (H) 1020 x (W) 1130mm x (D) 600mm
- The top must be 38mm thick, Maple finish.
- Unit must have a 1-hour resistance to fire.
- Anti-tilt mechanism, which allows only one drawer to be opened at a time.
- Central locking system, and 2 keys
- 3 x drawers. Top retrieval
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

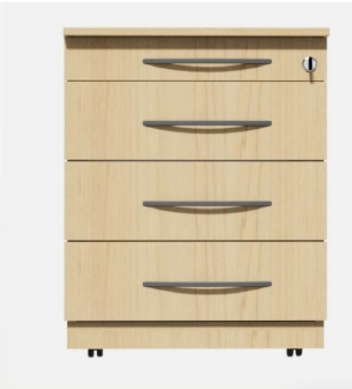
23. 5-DRAWER BULK FILING CABINET



- Filing cabinet with 5 x drawers. Top retrieval.
- Size: (H) 1630 x (W) 1120 x (D) 600mm.

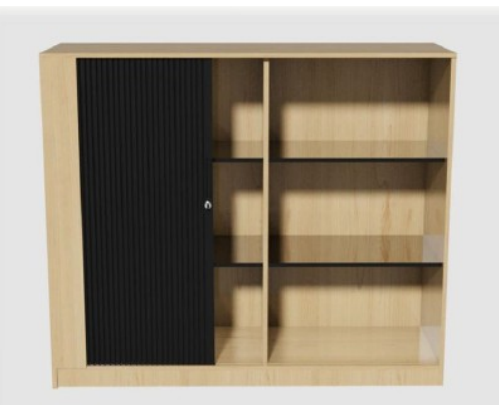
- Top must be 38mm thick, Maple finish.
- Unit must have a 1-hour resistance to fire.
- Anti-tilt mechanism, which allows only one drawer to be opened at a time.
- Central locking system, and 2 keys
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

24. PEDESTAL MOBILE



- 600 x 580 x 400mm
- 1 x Pencil tray drawer
- 3 x Standard drawers
- 4 x Castor wheels
- Central locking
- PANTONE 8004 C (metallic) door handles 128mm, total length: 154mm, height: 31mm.

25. LOWER STORAGE UNIT



- 900mm x 400mm and side 663mm
- 1x Roller door

- 4 x Metal shelf
- 1 x shelf divider

26. T5 HIGH CUPBOARD



- 900mm x 1120mm
- 450mm deep
- 1 x Roller door
- 1 x Metal shelf
- Handle fitted with a multi-point locking system.

27. RECEPTION DESK



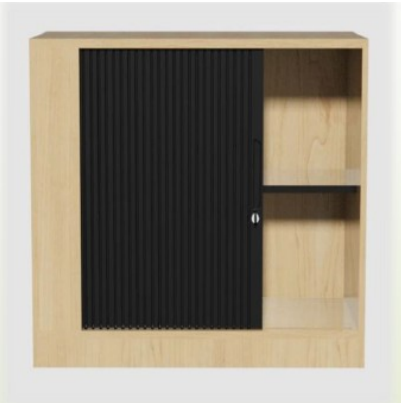
Built-in Unit

- Primary Surfaces: 22mm thick re-engineered stone in shade of white
- Secondary Surfaces: Supawood slats with maple veneer of 60mm depth x 40mm width, running

parallel to each other at 20mm spacing; from underside of counter to floor finish.

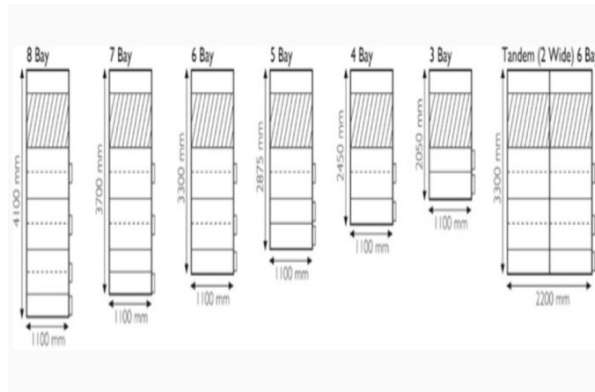
- Minimum density: 720 kilogram per cubic meter complying with SABS Standards.
- Finishes: minimum of 0.5mm low glare continuous decorative laminate in a Vancouver Maple finish (Ref ED181LML).
- Underside finish: balancing backer of 0.2mm DECCON. No paper backers allowed.

28. CREDENZA



- 900mm x 400mm and side 663mm
- 1x Roller door
- 1 x Metal shelf

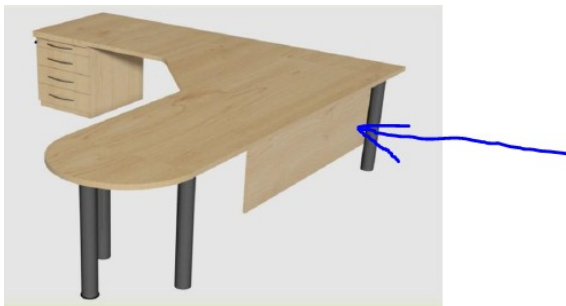
29. BULK FILERS





- Cupboards to be in steel and cream powder coated cored to perfection.
- Cupboard size to be: 4100mm (length) x 1100mm (width) x 2300mm (height)
- Cupboards' sides, back and top to be 0.8mm thick. The bottom to be 1.2mm thick. Angles to be 1.6mm and square CO2 welded.
- Cupboards to be fitted on steel base comprising: a frame of 38mm x 38mm x 1.6mm with 3mm thick heavy-duty bearings BMS flat bar; static pipe of 50mm x 38mm; and cross square tube of 19mm x 19mm x 1.6mm. Furthermore, a 16mm thick wooden floor to be fitted on the base. A Multi Floor A grade carpet to be fitted on the wooden floor.
- Shelves to be 0.7mm thick and have self-stiffeners for heavy duty loading.
- High quality rubber stoppers to be used for cupboards doors.
- For locking, 8mm round bar and T-handle lock box (1mm thick) to be fitted to on the locking side of the cupboard.
- Push handles to be 1.6mm square cubing, powder coated in Cowrie Gold finish

30. WOOD MODESTY PANEL



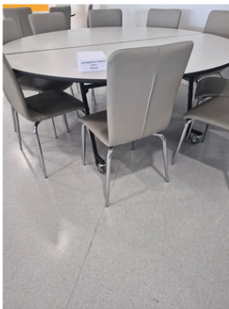
Modesty panels Including fixing brackets. Maple finish. 1000mm

Modesty panels Including fixing brackets. Maple finish. 1200mm

31. HEAVY DUTY ROUND-PLASTIC-FOLDING BANQUET TABLE

**Specification:**

- 10-Seater banqueting table.
- Heavy duty round, plastic, fold-able.
- 213cm diameter.
- It must be made of high-density polythene.
- It must be stronger, lighter, and more durable than a wood table.
- It must not crack, chip, or peel, and built for indoor and outdoor use.
- Thick waterproof, impact, and stain resistant tabletop.
- The patented steel frame must be protected with a powder coated, weather resistant finish.
- Folding table with handles for easy storage and transport. Folds away to half size.
- Non-Marring Floor and non-gliding legs.
- Gray powder coated locking legs.

32. SNAP TABLE

- Dimensions: Width 3600 X length 1600 mm
- Shape: Round
- Material: Wood
- Complete With: 75 Mm Diameter Round
- Pole Legs (Eskom color)

33. ADJUSTABLE OFFICE UNDER DESK FOOTREST



Product to be ergonomically designed to reduce pressure and improve posture, promoting calf movement and thus reducing fatigue. To be adjusted to three different height levels. Non-slip surface with a uniquely designed raised circular pebble platform ideal for foot massage. No assembly to be required; foldable and easy to use and store.

- Material: Plastic
- Weight: 2kg
- Dimensions: 46cm x 35.5cm
- Height range: 10cm / 17cm /23cm
- Package size: 46cm x 36cm x 10cm

36. ALUMINIUM & PERSEPEX PODIUM



- Aluminum Stand
- Acrylic top piece with microphone hole
- Steel base
- Height (mm): 1300
- Color: Silver
- Weight: 10 kg
- Dimensions: 115 × 50 × 50 cm

37. STAINLESSTEEL WORKTABLE



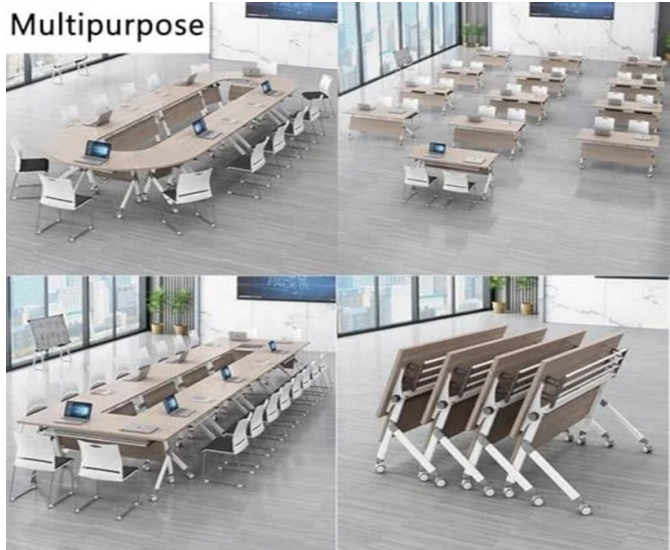
- 2400mm x 700mm x 900mm High + 150mm splash back
- The table is equipped with adjusting screws on all the legs
- The worktable is hardened and laminated chipboard
- The table is supplied with an undershelf
- 1mm Thick food grade 304 stainless work top, with reinforced lining
- 1 Hinged door
- internal shelf
- Shelve Size: 1200mm x 700mm x 900mm High

38. STEEL CABINETS



- 5 x 3 Steel Cabinet – Stationery Cupboard / 3 adjustable shelves
- Dimension: 1500 × 900 × 450 mm
- Standard Colours: Hammerstone Grey, Ivory Karoo
- x 3 Stationery Steel Cabinet / Cupboard 2 adjustable shelves

39. CONFERENCE TABLE



- 8pcs 47.2l X 23.6 W X 29.5h Inches Conference Table,
- With Wheels Modern Folding Meeting Table, Rectangle Meeting Seminar Tables Set.

2.2 SCOPE OF WORK AND SPECIFICATIONS: CHAIRS & COUCHES

A. ESKOM CORPORATE IDENTITY FABRIC SPECIFICATION

Composition	:	100% polyester
Width	:	148cm
Weight	:	290gm
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale)	:	+45 000 rubs
Slim Slippage	:	>180N in each direction
Breaking strength	:	>400N in each direction
Colour fastness		
To Light	:	6 (Blue scale)
Rubbing	:	4 (Grey scale)
Dry cleaning	:	Cold drycleaning (<60 degree C)

B. ESKOM SEATING SOFT SEATING/ COUCHES FABRICS

Composition	:	36% Polyester 64% Acrylic
Width	:	148cms
Weight	:	368gm/m2
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale)	:	+25 000 rubs
Slim Slippage	:	>180N in each direction
Breaking strength	:	>400N in each direction
Colour fastness		
To Light	:	6 (Blue scale)
Rubbing	:	4 (Grey scale)
Dry cleaning	:	Cold drycleaning (<60 degree C)
Fluorocarbon-Polymer Treated	:	Yes

C. ERGONOMIC OFFICE CHAIR SPECIFICATIONS**1. OPERATOR CHAIR**

Operator chair High back with upholstery seat and upholstery back

**MINIMUM QUALITY AND ERGONOMIC REQUIREMENTS FOR OPERATOR CHAIR:**

- Synchronic mechanism with locking facility minimum of 7 years guarantee
- Gas height adjustment with minimum of 7 year guarantee
- Backrest (where required) must have lumbar support, with adjustable backrest either in mesh or covered with Eskom Corporate ID Fabric (as specified above) with a split shell
- Backrest must have tension adjustment ensuring support of all sizes
- Height adjustable arms with option of Width adjustment as well as option of rotating and sliding arm cap
- Moulded foam seat covered with Eskom Corporate ID Fabric above
- To be rated capable of carrying chair occupant of up to 130kg mass on a daily basis
- 5 star base casters mechanism
- Locally manufactured

COMPONENTS SPECIFICATION DETAILS:**a) BASE:**

- Injection moulded glass filled nylon 5 star base conforming to SANS/SABS, fitted with 65mm twin wheel unhooded friction ring double action castors.

b) MECHANISM

- Fully 5 locking synchronized mechanism with 128deg opening angle with gas height adjustment and tension adjustment for user's body weight. Manufacturers guarantee to be specified.

c) Shell

- Recyclable seat constructed of plastic inner shell and plastic under- seat pan, with integrated waterfall. Plywood shells (from renewable sources) are acceptable as an alternative.

Backrest to be constructed of any of the following options:

- Recyclable polypropylene inner and outer frame with mesh insert offering the option of upholstery over them;
- 12/13mm 9-layer UF resin ultrasonically bonded plywood with M8 or M6 T-Nut attachments
- Power coated or galvanised steel frame

d) Foam

- All foam to be CFC free, flexible moulded foam using a cold cure process for high quality and resilience. Density 55kg per cubic meter with 140 or higher tensile strength.
- To comply with automatic self-extinguishing standards

e) Armrests

- Height adjustable arms with option of with adjustment as well as option of rotating and sliding arm cap would be preferable.
- Polyurethane arm caps for added comfort
- Armrest to be fixed onto the chair frame by means of a single piece 8mm solid steel bracket

f) Upholstery Options

- Price to be quoted based of fully upholstery chairs in the current Eskom Fabric specification above.
- Mesh/netting to be guaranteed for 7 years against sagging.

2. HIGH BACK 24/7 CHAIR



- Synchro mechanism with 5 position lock
- Gas height adjustment
- Non- woven mesh back and woven mesh seat
- Black PU spider base
- Adjustable seat back and forth
- Adjustable back up and down
- Adjustable Lumber support
- Adjustable black PU Arms
- Adjustable head rest
- Eskom fabric- specification above

3. HEAVY DUTY CHAIR



The chair must be 24/7 guaranteed to support weigh up to 150kg. The chair should have an extra wide seat and should be upholstered in material. There should be a loop between the seat and the back to give the chair extra strength.

- 14 laminated 22mm thick plywood shell
- High density foam on seat & backrest
- Frontal pivot mechanism with multiple locale reclining positions
- Slimline PU armrest
- Gas height adjustment
- Tension adjustment for back tilt
- Polished aluminum base with double heavy duty castors
- Carries 150kg for 24 hour usage
- Should be made in South Africa
- Should carries minimum of 5 Year Guarantee
- Upholstered seat and back with Eskom fabric- species pages above

4. **VISITORS, MEETING AND TRAINING CHAIRS**

Upholstery seat and back 4 legged



Upholstery seat and back sleigh base



MINIMUM QUALITY AND FUNCTIONALITY REQUIREMENTS FOR VISITORS AND TRAINING CHAIRS ABOVE:

- The 4 legged chair must be light in weight easy to move around
- Chairs should measure 81cm in height, 59cm in width and 64cm in depth
- Backrest must have lumbar support
- Able to carry a body weight of 130kg
- Locally manufactured

Components specification details

a) Frame

- 4 legged or sleigh base option are accepted
- To be constructed of around steel tubing with a minimum of 24.5mm x 2.5mm wall thickness consistent throughout the tubing
- Finishes to be in epoxy finish with option of chroming
- All arms to be layered with plastic injection molded or polypropylene arm capping

b) Shells

- Recyclable plastic seat or 12/13mm 9-layer UF resin ultrasound bonded plywood with M8 or M6 T-Nut attachment
- Backrest to be constructed of any of the following options:
 - Recyclable polypropylene shell
 - 12/13mm 9-layer UF resin ultrasonically bonded plywood with M8 or M6 T-Nut attachment
 - Powder coated or galvanized steel frame

c) Foam

- Either CFC free, flexible molded foam of high density cut foam is acceptable

d) Upholstery Options

- Specification should be fully in line with the Eskom fabric specification on pages above. If fabric is changed in future, prices can be adjusted accordingly.
- Mesh/netting to be guaranteed for 7 years against sagging with option of fabric upholstery over mesh/netting.

5. PLASTIC CHAIR



- Should be available with brushed aluminum legs
- Under seat plugs for stacking purposes
- Color coordinated leg plugs
- Chair material type- polypropylene
- Dimension as follow
 - Box dimension: 100mm x 580mm x 740mm
 - Volume dimensions box consisting of 4 x chairs weight: 14kg
 - GSI Side weight ALU/LEGS 3.461kg x 4 per box
 - GSI Side weight ALU/LEGS 4.110kg x 4 per box

6. SPECIFICATIONS FOR SOFT SEATING: COUCH**A. COUCHES COMPONENTS:**

Composition	:	36% polyester 64% Acrylic
Width	:	148cm
Weight	:	368gm
Latex backed	:	Yes
Fluorocarbon- Polymer treated	:	Yes
Resistance to Abrasion (Martindale):	:	+25 000 rubs
Slim Slippage	:	>180N in each direction
Breaking strength	:	>400N in each direction
Colour fastness		
To Light	:	6 (Blue scale)
Rubbing	:	4 (Grey scale)
Dry cleaning	:	Cold dry-cleaning (<60 degree C)





- Double seater couches as per the picture provided: 1260mm x 590mm
- Single seater couch as per the picture: 760mm x 590mm
- Upholstery fabric to be Eskom Fabric specification above

B. PERFORMANCE SPECIFICATION

- Frames of the couches to be manufactured from 50 x 50mm solid SA Pine wood,
- Double wedding to be used seats, covered with Polypropylene sheets

- Outer back and arms to be supplied with 12mm medium density foam to protect the upholstery fabric
- Couches to be fitted with 4 x mild steel tubular legs with adjustable ferrules to cater for uneven surfaces
- All legs must be coated to the specification: Akzo Noble range: Interpon 600Matt, ANP 905, Cowrie Gold. Ref: ED415

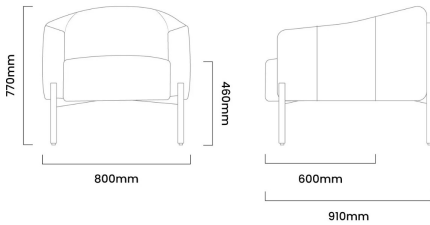
APPENDIX A

Item no.	Description	Description
1.1	Operating Chair 	Bar chair 
1.2	High back 24/7 Chair 	Stinger chair 
1.3	Heavy Duty Chair 24/7	Meeting room chairs

		
<p>1.4</p>	<p>Double couch</p> 	<p>Plastic Chair</p> 
<p>1.5</p>	<p>Single couch</p> 	<p>Collaborating setting</p> 
<p>1.6</p>	<p>Collaborating setting</p> 	<p>Executive chair</p> 

<p>1.8</p>	<p>Jukes Leather High Back Chair: Executive</p> 	<p>Bonzai Leather High Back Chair: Executive</p> 
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7. OCCASSIONAL CHAIR:



- Product Type – Armchair
- Material Range – Upholstered
- Seat Material – Polyester Boucle'
- Seat Colour – Rust
- Leg material – Solid Rubberwood
- Leg Colour – Grey Wash

8. TWO-SEATER COUCH



- Product Type – 2-seater Couch
- Material Range – Upholstered
- Seat Material – Polyester Velvet
- Seat Colour – Aged Mustard
- Leg material – Mild Steel
- Leg Colour – Metallic

9. HIGH BACK /OPERATOR CHAIR:



SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- **Backrest:** Polypropylene structure, self-supporting mesh.
- **Seat:** Multilayer wood inner seat, polypropylene outer seat.
- **Padding:** Flexible polyurethane foam (seat).
- **Lumbar support:** Height-adjustable.
- **Armrests:** Fixed or height adjustable.
- **Mechanism:** Synchronized multi-block with or without sliding seat, gas-lift.
- **Base:** Nylon or polished aluminium with castors.
- **Headrest:** Adjustable, black fabric upholstered.

10. HIGH BACK CHAIR SWIVEL:



High Back Chair: Swivel and tilt office chair on 5-star castor base; arms and base to be black nylon, upholstered in full PVC (Vinyl).

- **Weight Capacity:** 120kg
- **Material:** Faux leather
- **Base Size:** 350mm
- **Base Material:** black nylon base
- **Armrests:** PU
- **Gas Lift:** Class 2
- **Mechanism:** Butterfly mechanism
- **Castors:** Black nylon

11. KOGA CLASSIC MALIBU CHAIR:

- Upholstery Material : Protected Leather
- Width : 540 mm
- Height : 880 mm
- Depth : 580 mm
- Weight : 6 kg
- Chair Features : Armrest

12. CHROME UPHOLTERED 3-5 SEATER WAITING AREA RECEPTION OFFICE VISITOR

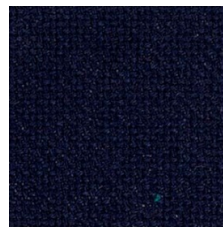
- Specifications: Material: High-quality cold rolled steel plate and High-quality chrome
- Colour: Different colours and Silver
- Thickness: arm&leg1.2mm, back&seat1.4mm, with beam1.5mm
- Unit Size: H76x W175x D65 cm Weight capacity per seat
- 150 kg Features: Chrome edging PVC blue cushion NB: Flat packed - Low maintenance and cleaning required. Designed for high volume traffic in all waiting area.

13. RICKSTACKER FOAM CHAIR:

- Width : 410 mm
- Height : 820 mm
- Depth : 410 mm
- Weight : 0.006 kg
- Upholstery Included : Yes
- Upholstery Type : Cushion

14. ECONOMY BANQUETING CHAIR

Upholstery



Eskom Blue

Specification:

- It must be upholstery.
- Eskom Blue colour.
- Stackable Heavy-duty chairs.
- Black Square Steel Tube Frame 20mm x 20mm 1.2 mm thickness (Steel Thickness)
- 1.2 mm thickness (Steel Thickness)

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- Stabilizing Cross Beam Leg Support
- Seat height: 460mm
- Seat Width: 435mm
- Eskom Blue Import Fabric
- Plastic Leg Plugs
- Stackable to 10 x Units

15. **HAT & COAT STAND**



- 6 x Chrome coat hooks
- 380mm Ø Metal disc base
- Available in Black or White painted finish
- 380 (W) x 380 (D) x 1750 (H)

2.1 **Purchaser's design**

The purchaser shall provide design for customized reception desk

2.2 **Procedure for submission and acceptance of *Supplier's* design**

Not applicable

2.3 **Other requirements of the *Supplier's* design**

Not applicable

2.4 Use of *Supplier's* design

Not applicable

2.5 Manufacture & fabrication

Not applicable

2.6 Factory acceptance testing (FAT)

Not applicable

2.7 Other tests and inspections and commissioning in place of use

All goods will undergo inspections upon delivery and all defects identified either during delivery or thereafter must be corrected within the time frame specified in the contract data

2.8 Operating manuals and maintenance schedules

To be provided on delivery of the furniture.

3 Supply Requirements

To provide master keys for all the furniture.

4 Specification of the Services to be provided

Refer to the scope of work/ specification and pictures above.

5 Constraints on how the *Supplier* Provides the Goods

5.1 Programming constraints

Not applicable

5.2 Work to be done by the Delivery Date

The contract is as and when required basis. Therefore, work is to be done by the delivery date stated on the Purchase Order.

5.3 Marking the *goods*

Not applicable

5.4 Constraints at the delivery place and place of use

- Deliveries to take place during the week and during normal working hours only.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- Transmission has buildings that are classified as National Key Points (NKP). Supplier employees must go through vetting process and submit criminal clearance certificates to ensure compliance with NKP Act.
- Security reserves the right to search every delivery vehicle coming in and out of site, all material needs to be declared before coming in on site.
- The Supplier shall provide detailed work instruction accepted by the Client for the related scope of work indicating how the work will be done safely without endangering the health and safety of employees.
- Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates.
- The national requirements regarding the use of cellular phones must be adhered to, in particular when driving through restricted areas.
- Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.
- The appointed Supplier shall ensure that all his / her employees and sub-Supplier employees undergo site specific work induction with regard to the approved Contract SHE Plan, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. Records of site-specific induction must be kept in the safety file.
- All Suppliers shall comply with NTCSA's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an NTCSA Life-saving Rule number 4: BE SOBER"), this means anyone entering the NTCSA will be subjected to ad hoc alcohol testing.
- The alcohol and drug permissible level is 0%.

5.5 Cooperating with Others

As per clause 23 of this contract

5.6 Services & other things to be provided by the *Purchaser* or *Supplier*

Water and Electricity usage

- Water and Electricity will be supplied by the *Purchaser* and must be used in accordance with the NTCSA Environmental objectives. *Supplier* to provide their own backup electricity for their tools during load shedding.
- The *Purchaser* will provide ablution facilities for use by the *Supplier's* employees on site (if work are carried out in building facilities).

REQUIREMENTS FOR VEHICLES

1. The appointed *Supplier* must have a system/ process to manage vehicle access to site.
2. The appointed Supplier must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

3. Supplier vehicles can be subject to inspections by the contract/Contract manager
4. Vehicles which are not roadworthy will not be permitted to be used on site.
5. Precautions shall be taken to secure all loads properly.
6. All vehicles must be fitted with fire extinguisher and first aid kit.

REQUIREMENTS FOR DRIVERS

1. The driver must have a valid national licence for the type of vehicle used.
2. The driver must have level 1 first aid training and basic fire extinguisher training
3. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, and direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
5. All drivers of such vehicles are to have valid medical fitness certificates.
6. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.
7. No passengers must be loaded on the back of the bakkie /LDV/ truck with no safety belts.

TOOLS AND EQUIPMENT

1. *Supplier* shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. *Supplier* shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.
3. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
4. Ensure all tools and equipment that emit noise shall be avoided, if not, necessary precautions are taken to prevent Noise Induce Hearing Loss.
5. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto site and the records shall form part of the SHE Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS (PPE)

1. The appointed Supplier must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub-Suppliers on site.
2. All Suppliers shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

4. Additional PPE shall be identified from task risk assessments for specific areas and tasks.
5. All Suppliers shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual Supplier's responsibility to provide the PPE.
7. All PPE purchased and used by all Supplier employees including visitors must comply with the relevant SANS standards.

5.7 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Supply Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	As and when required, and as per Clause 16.2 of this contract	TBC or Ms Teams	All relevant stakeholders (Purchaser and Supplier)
Overall contract progress and feedback	As and when required	TBC or Ms Teams	<i>All relevant stakeholders (Purchaser and Supplier)</i>
Ad-hoc meetings	As and when required	TBC or Ms Teams	<i>All relevant stakeholders (Purchaser and Supplier)</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Goods Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the manufacture of the *goods*. Records of these meetings shall be submitted to the *Supply Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

5.8 Documentation control

Not applicable

5.9 Health and safety risk management

Appointed Supplier shall adhere to the following:

- a. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
- b. Carry accountability and responsibility for the safety and health of their employees and their sub-contractors within their working area, as contemplated by section 37(2) of the OHS Act;
- c. Ensure that Contractor comply with all applicable legislation including Municipality By-Laws

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- d. Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the TX Real Estate Facilities Manager.
- e. Ensure that all their appointees are made aware of their accountability and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
- f. Ensure that the minimum legislative, regulatory and TX Real Estate SHE requirements are complied with on all work sites.
- g. The appointed contractor must provide the Contract manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the Contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. The nature of business reflected on the issued Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the TX Real Estate Facilities Manager with all the valid letters of good standing from their sub- contractors.
- h. Appoint competent staff to perform the work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on site
- i. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.

5.9.2. SUPPLIER HEALTH AND SAFETY OFFICER

- a. The Safety Officer must be suitably qualified with recognised safety qualification and relevant experience.
- b. The Supplier's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- c. Ensure that the SHE specification is adhered to by his/her appointed Supplier and is submitted to any sub- Suppliers.
- d. Conduct audits and inspections of all work sites for the duration of the Contract.
- e. Be involved in the organisations incident investigations when required.

5.9.3 COID

The appointed Supplier and all his/her sub- Suppliers shall be registered and in good standing with compensation fund or with a licensed compensation insurer as contemplated in the compensation for occupational injuries and diseases Act, 1993 (Act No. 130 of 1993). The obligation lies with the Suppliers to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the Supplier SHE files.

5.9.4 INCIDENT INVESTIGATION

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using NTCSA Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour. Suppliers shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports. The objective of incident investigation, not only being a legal requirement, is to establish why and how the incident occurred, but to find out the real causes of the incident and to decide on precautionary measures that are required to address the causes to prevent any further recurrences of the same or similar incidents.

A. Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Suppliers will notify their TX Real Estate Supervisor or facilities manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Employment and Labour and /or the letter of approval from the Department of Employment and Labour.

B. Overtime

When overtime is required to be performed, the sub- Suppliers shall inform the appointed Supplier of such action. The appointed Supplier shall inform the TX Real Estate facilities manager of such function. Suppliers shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

C. Work Stoppage

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment.
2. This includes any unauthorized work or service performed by, or legally or contractually non-compliant acts or omissions by, any Supplier contracted to work at that site.
3. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the Supplier's works or services shall not warrant any financial compensation claim lodged against TX Real Estate where the Supplier has not met the requirements defined legally or contractually.
4. Where stoppages are carried out, the required non-conformance report shall be raised.
5. All work stoppages ideally should be investigated and documented by contract custodians.

5.9.5 LEGAL COMPLIANCE

A. Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between TX Real Estate and the appointed Supplier at the time of awarding the contract. The appointed Supplier must ensure that a section 37(2) agreement is compiled between the appointed Supplier and all their sub-Suppliers for the contract.

The original copy of the section 37(2) Agreement must be retained by the Supplier and a copy retained by the responsible project manager.

A copy of all the agreements must form part of the respective appointed Supplier's SHE File.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

Note: The agreement must be signed by both parties i.e., Service Manager and the Appointed Supplier. The authorization shall not be issued to the appointed Supplier without the signed 37(2) document.

B. Site Access requirements

The Safety file package must be submitted to the OHS department electronically before the agreed project commencement date. Before the successful Supplier commences with any work, the TX Real Estate Facilities Manager/Contract Manager shall ensure that;

- A copy of the SHE Specification document is in the possession of the principal Supplier as well as the TX Real Estate baseline risk assessment.
- The responsible person of the contracting company and the TX Real Estate.
- Project manager/contract manager have signed the TX Real Estate section 37 (2) agreement.
- The appointment of the appointed Supplier has been concluded and signed by the Supplier and Appointed Facilities Manager.
- The SHE Plan has been discussed with the responsible person of the contracting company and approved in writing by the TX Real Estate Contract Manager.
- A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- Where a Sub-Supplier(s) is appointed by the Appointed Supplier, the Supplier supplies the applicable TX Real Estate SHE specifications to the Sub Supplier(s).
- Where a Sub-Supplier(s) is appointed by the Appointed Supplier, the safety file for the sub-Supplier must also be submitted to safety department for approval
- The OHS department shall assess and give written feedback to the contract manager.
- A form of a written letter shall approve the safety file, the letter shall authorise the appointed Supplier to commence with site establishment.

C. NTCSA Live- Saving Rules

1. Five Life-saving rules have been developed that will apply to all NTCSA Employees, agents, consultants, and Suppliers. Failure to adhere to these rules by any NTCSA employee or employee of an Appointed Supplier or sub- Supplier will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or Supplier working in any area within NTCSA.
2. If any contractual work will be performed on any NTCSA premises (including delivery of any product), then the rules shall be obeyed by any Supplier and their employees.

D. Medicals

1. Note: TX Real Estate will only accept medical surveillance conducted by an Occupational Health Practitioner who holds a qualification in occupational health.
2. Principle Suppliers must ensure that their and their appointed Suppliers have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

3. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
4. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract. The Principal Supplier must ensure that his / her employees and sub-Supplier employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal Supplier shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

5.10 Environmental constraints and management

The Supplier shall comply with the environmental criteria and constraints as stated here:

4.10.1 National Environmental Management Act 107 of 1998 (NEMA) principles

a) Duty of care and remediation of environmental damage

Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

b) Polluter Pays Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment.

4.10.2 Zero Liquid Effluent Discharge Policy (ZLED)

All Suppliers shall abide to NTCSA Zero Liquid Effluent Discharge through the process of reuse and recycling.

A. Waste Management

All waste generated during the execution of the scope of work shall be managed in accordance with TX Waste Management Work Instruction (240-98818649) and in compliance with applicable environmental legislation and bylaws.

B. Other rules

- All spills/emergency incidents should be reported to NTCSA Contract Supervisor and Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent re-occurrence.
- All Suppliers should be aware of NTCSA SHEQ Policy.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- All Suppliers must take into account environmental consideration when carrying out Risk Assessments.
- All equipment used on site must be in good working condition and no fuel and/or oil leaks on any equipment will be tolerated.
- Non-conformance, incident reporting and investigations shall be done by the Supplier, such reports must include but not limited to the following information:
 - The cause of the non-conformance/incident;
 - The proposed actions to correct and prevent recurrence.
- NTCSA TX Real Estate shall issue non-conformances where there are deviations from environmental requirements.

5.11 Quality

It is important that all the Suppliers meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to NTCSA.

It is therefore important that the Supplier demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

This type of work falls under category 4 of the quality requirements.

The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.

The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240-126469599).
- Quality policy approved by the top management.
- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015).
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

5.12 Invoicing and payment

The *Supplier* includes the following information on each tax invoice:

- Name and address of the *Supplier*

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- The contract number and title;
- *Supplier's* VAT registration number;
- The *Purchaser's* VAT registration number which is **4710303126**;

The total of:

- The Price for each lump sum item in the Price Schedule or Batch Order which the *Supplier* has completed.
- Where a quantity is stated for an item in the Price Schedule or Batch Order, an amount calculated by multiplying the quantity which the *Supplier* has completed by the rate.
- Other amounts to be paid to the *Supplier*.
- Less amounts to be paid by or retained from the *Supplier*.
- The invoiced amount - excluding VAT, the VAT and including VAT.

The Supplier includes the following information on each tax invoice:

- The words "TAX INVOICE" in a prominent place (preferably at the top of the page).
- Name, address and VAT registration number of the Supplier.
- Name, address and VAT registration number of the recipient (NTCSA Representative).
- Please note: NTCSA's name has to be reflected as NTCSA SOC Limited on all tax invoices and NTCSA's VAT number is 4710303126. The word just NTCSA is not acceptable.
- An individual serial number (tax invoice number) and date issued.
- A full and proper description of goods and/or services supplied.
- The quantity or volume of goods or services supplied.(i.e. to align with the Purchase Order detail).
- Invoice must also reflect the Purchase Order Tracking Number.
- Ensure that the Contract Number (i.e. 46000...number) and Contract Name is clearly indicated.
- Ensure that the NTCSA Purchase Order Number(i.e. 450...number) is clearly indicated on your invoice together with the line number on the order you are billing for costs on invoice should entail:
 - ✓ The total Price for Work Done to Date which the Supplier has completed;
 - ✓ Other amounts to be paid to the Supplier;
 - ✓ Less amounts to be paid by or retained from the Supplier;
 - ✓ The change in the amount due since the previous payment being the invoiced amount - excluding VAT, the VAT (15%) and including VAT

Invoices and Additional Information

- NTCSA order number must be clearly indicated on the invoice with the line number on the order for billing.
- Only PDF invoices must be submitted.
- Each PDF file should contain one invoice, one debit, and credit note only as NTCSA's SAP system does not support more than one PDF being linked into workflow at a time.
- Only one PDF file per email (one invoice or debit note or credit note).
- Send all invoices in PDF straight from your system to an NTCSA email address (see the email address below).
- When it comes to foreign invoices, suppliers will be required to physical deliver the hard copies of original documents to the respective documentation management centers – though invoices emailed. NTCSA is still seeking clarity from the South African Reserve Bank for foreign invoices and currency. Current requirements are that these manual invoices should be submitted. Invoice copy can be sent to the email address indicated below.
- All submitted invoices electronically must comply with the Tax Requirements.
- If there is a Cost Price Adjustment on the invoice, NTCSA recommends separate invoice for CPA to avoid delays on payment, if there are issues for the CPA.
- Introduction of electronic invoicing does not guarantee payment but will ensure visibility of all invoices and ensure that no invoices get lost. If the goods receipt is not done, the invoice will be parked, and the system will automatically send an email to the end user to do good receipt. This is also tracked by NTCSA through the park invoice report.
- The service provider can request a park invoice report from the Finance Shared Services (FSS) contact centre which can then be followed up and corrected.
- The service provider is welcome to forward the details of invoices corrected to the FSS contact centre.
- All invoices for payment must be submitted to invoices: Invoicesntcsalocal@ntcsa.co.za

Follow-up with Finance Shared Services (FSS):

All queries and follow-up on invoice payments should be made by contacting the FSS Contact Centre at +27 11 800 5060 or email fss@ntcsa.co.za.

Introducing electronic invoicing does not guarantee payment, but will ensure visibility of all invoices as well as ensure that no invoices are lost. If the Goods Receipt (GR) is not done, the invoice will be parked and the system will automatically send an email to the end user to do the GR. This is also tracked by NTCSA through the park invoice report.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

Your company can request a park invoice report from the Finance Shared Services (FSS) Contact Centre which can then be followed up and corrected. You are welcome to forward the details of invoices corrected to the FSS Contact Centre.

5.13 Insurance provided by the *Purchaser*

Refer to data by Employer Z13

5.14 Contract change management

Changes to the contract will be notified and addressed as per the NEC3 – SC3 and as per NTCSA's internal Governance Processes for approval. Modifications to service can only resume once NTCSA approval is obtained and as instructed by the NTCSA Representative (Supply Manager).

5.15 Records of Defined Cost, payments & assessments of compensation events to be kept by the *Supplier*

As a control measure, it is required by the Supplier to maintain record keeping of all defined cost items for the purpose of compensation event management. A schedule of these cost components may not be listed in the contract price list should be provided when required.

6 Procurement

6.1 SDL&I Overall requirements

6.1.1 SDL&I REQUIREMENTS

Objective criteria are applicable.

Please note that NTCSA may award the contract to a tenderer other than the highest scoring if objective criteria justify the award.

The following objective criteria apply to the enquiry:

The following documents are required to claim preference points,

- Valid B-BBEE certificate issued by a SANAS accredited verification agency / sworn affidavit / CIPS affidavit
- Proof of ownership / shareholding (preferably CIPC documentation) inclusive of shareholding breakdown
- Certified ID copies of shareholder(s)
- Proof of Disability (where applicable)

Tenderer failing to provide documentation for the allocation of preference points will not be disqualified, but'

- May only score point out of 90/80 for price
- Scores 0 points out of 10/20 for specific goals

A tender that fails to submit any of the above requirements to demonstrate compliance to B-BBEE Codes of Good Practice will not be justified for award.

Other SDL&I Objectives in line with Reconstruction and Development Programme (RDP) Goals:

Tenderers who complete and submit the objectives as required, but who do not meet NTCSA's targets, will not be disqualified. SDL&I objectives do not form part of scoring, but commitments will form part of contractual obligations

Transformation – BBEE Improvement or Retention Plan

Transformation remains an area of focus, where NTCSA continuously strives to align itself with national transformation imperatives to unlock growth, drive industrialization, create employment and contribute to skills development.

NTCSA encourages its suppliers to constantly strive to improve their B-BBEE rating. Whereas Tenderer/s will be allocated points in terms of a preference point system based on specific goals, NTCSA also requests that tenderer/s submits their B-BBEE improvement or retention plan within 30 days of signing the contract.

Tenderer/s are therefore requested to indicate the extent to which they will maintain (only if the respondent is a Level 1) or may improve/maintain their B-BBEE status over the contract period if their B-BBEE status is level 2 or 3. Tenderer/s with a B-BBEE status level 4 at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of B-BBEE Level 3 by the end of the first year of the contract and thereafter improve their B-BBEE status level or migrate by one level higher.

Tenderer/s with a B-BBEE recognition status of Level 5 to Level 8 or non-compliant at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of Level 4 by the end of the first year of the contract and thereafter improve at least one B-BBEE Level higher of each year from the second year of the contract.

Tenderer/s are requested to submit their B-BBEE Improvement Plan as an essential document within 30 days of signing the contract.

NB: A valid B-BBEE certificate or Sworn Affidavit is a condition for contract award, if your company's annual Total Revenue is R10 Million or less you qualify as an Exempted Micro Enterprise therefore you can submit Sworn Affidavit. If your annual Total Revenue is R50 Million or less, you qualify as Qualifying Small Enterprise and must comply with all of the elements of QSE score card relevant to your sector unless an entity is at least 51% Black owned you are required to obtain a Sworn affidavit. If your Annual Total Revenue is above R50m you need to submit a Valid B-BBEE certificate.

BBBEE requirements: All tenderers must at a minimum maintain their B-BBEE status throughout the contract period.

Skills development

Tenderers are required to propose against the following training initiatives;

Type of Skill to be created	NTCSA's target	Supplier proposal
Bursaries for woodwork,		

For every R5M spend, skills must be developed.

Job Opportunities

Tenderers are required to submit proposals for the type and number of jobs that will be created and retained in South Africa as a direct result of being awarded a contract.

Type of Jobs to be created	Number of Jobs to be created

Type of Jobs to be retained	Number of Jobs to be retained

Local Procurement Content

Local Procurement Content” refers to value added in South Africa by South African resources. Where a single contract involves a combination of local and imported goods and/or services, the tender response must be separated into its components as per the Price Schedule included with the tender documents. Local procurement content is total spending minus the imported component.

Local Procurement Content	NTCSA target	Tenderer Proposal
	100%	

Penalty and Performance Security

For the duration of the contract, NTCSA will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&I Obligations. The retained amounts shall only be released to the Contractor upon:

- NTCSA receives the SDL&I progress report/s from the contractor.
- Fulfilment of all SDL&I obligations by the contractor.
- Submission of an approved compliance report by SDL&I Department.

Reporting and Monitoring

- The suppliers shall on a quarterly basis submit a report to NTCSA in accordance with Data Collection Template on their compliance with the SDL&I obligations described above.
- NTCSA shall review the SDL&I reports submitted by the suppliers within 30 (thirty) days of receipt of the reports and notify the suppliers in writing if their SDL&I obligations have not been met.
- Upon notification by NTCSA that the suppliers have not met their SDL&I obligations, the suppliers shall be required to implement corrective measures to meet those SDL&I obligations before the commencement of the following report, failing which Retention clauses shall be invoked.

6.1.2 Limitations on subcontracting

Where feasible, subcontracting of a minimum of 30% shall be applicable as a condition for contract award

If feasible to subcontract for a contract above R30 million, NTCSA:

- a) must apply subcontracting to previously designated groups.
- b) must advertise the tender with a specific condition for contract award that the successful tenderer must subcontract a minimum of 30% of the value of the contract to:
 - i. An EME or QSE which is at least 51% owned by black people.
 - ii. An EME or QSE which is at least 51% owned by black people who are youth.
 - iii. An EME or QSE which is at least 51% owned by black people who are women.
 - iv. An EME or QSE which is at least 51% owned by black people with Disabilities.

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

- v. An EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships.
- vi. A cooperative which is at least 51% owned by black people.
- vii. An EME or QSE which is at least 51% owned by black people who are military veterans;

Tender Returnable if the above element is a requirement;
Proof of a sub-contract agreement/s must be submitted.

- CSD report of subcontractors
- Sub-contractor/s B-BBEE certificate / sworn affidavit must be submitted.

6.1.3 Spares and consumables

Supplier to make provision/supply of master key for workstations, filing cabinets, under counter drawers and laptop filing cabinets.

6.1.4 Other requirements related to procurement (SDL&I requirements)

Not applicable

6.1.5 Cataloguing requirements by the Supplier

Not applicable

7 List of drawings

7.1 Drawings issued by the Purchaser

Not applicable

ANNEXURE B**Low service damages table**

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE TO TRANSMISSION BUILDINGS NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR PERIOD OF 36 MONTHS			
		UOM	Low damage cost
ITEM	DESCRIPTION		
	<u>SECTION NO: 1 PRELIMINARY AND GENERAL</u>		
	<u>H&S:</u>		
	Safety file	Annually	R12 600.00
	Police clearance	Per/Person	R231.00
	Medical Screening	Per/Person	R455.00
	PPE	Per/Person	R798.00
	<u>SECTION NO:2 SUPPLY AND INSTALL OFFICE FURNITURE</u>		
	<u>Workstations (Refer to works information for complete details)</u>		
	<u>Type D2</u>		
1	Size: 1700 x 1200 x 700mm handed corner core top, complete with 1000 x 700mm extension top, 770 x 600mm under counter unit with pencil drawer, two deep filer drawers and 76mm Diam Round desk legs	No.	R4 522.00
	<u>Type D2.1:</u>		
2	Size 1700 x 1200 x 700mm handed corner core top, complete with 1000 x 700mm extension top, 400 x 600mm under counter unit with pencil drawer, two deep filer drawers and 76mm Diam Round desk legs	No.	R4 518.03
	<u>Type D7:</u>		
3	Size: 1800 x 1200 x 700mm Handed corner core top, complete with 700 x 350mm D-End conference extension top, 1000 x 700mm Extension top, Desk high pedestal with pencil tray, 2 x standard drawers and a deep filer drawer, Wooden modesty panel and and 76mm Diam.Round desk legs including 1200mm Diam Conference table with round pole leg and base and 1500 x 1200mm Hinge door systems cabinets each with three steel shelves	No.	R6 552.00

		<u>Type D2 Pedenza:</u>		
4		Size 1700 x 1200 x 700mm handed core top, complete with 1000 x 700mm extension top, fixed pedestal with pencil tray including 2 standard drawers and 1 deep filer drawer and a roller door, with 1 shelf and 76mm Diameter round desks legs	No.	R5 652.50
		Tables (Refer to works information for complete details)		
		<u>Boardroom:</u>		
		Size: 1500 x 750mm Rectangular top, complete with 75mm Diameter round pole legs	No.	R2 480.63
		Size: 7300 x 3800mm, complete with 4 curvy modesty panels	No.	R20 562.50
		Size: 2250 x 1000mm horse shoe	No.	R12 718.13
		10 Seater	No.	R7 392.00
		14 Seater with 2250mm top	No.	R12 718.13
		16 Seater with 14 curvy modesty panels	No.	R24 871.05
		<u>Conference:</u>		
		Size: 1200 Diameter x 720mm High, complete with 76mm Diameter round desk leg	No.	R3 164.81
		<u>Coffee:</u>		
		Size: 1200 x 600mm oval, complete with 76mm Diameter round desks legs	No.	R3 660.58
		<u>Heavy duty round-plastic folding table:</u>		
		Size: 213cm Diameter	No.	R1 620.94
		Podium (Refer to works information for complete details)		
		<u>Acrylic:</u>		

	Size: 1200mm High complete with a top dimension of 850 x 600mm	No.	R4 155.42
	Cabinets (Refer to works information for complete details)		
	<u>Hinge door systems:</u>		
	2 Hinge door system, complete with 3 steel shelves inside	No.	R3 747.74
	<u>Roller door systems:</u>		
	Size: 1120mm x 1150mm x 450mm Deep complete with 1 roller door, 3 metal shelves and handle fitted with a multi- point locking system	No.	R4 940.95
	<u>Low stoarge unit:</u>		
	Size: 1500mm wide x 1250mm high x 488mm deep	No.	R5 938.52
	<u>Clothes locker:</u>		
	Size: 400w X 1500 X 460 Deep Melawood, complete with Vancouver maple finish, 750 High compartments with a shelf, door and lock	No.	R1 983.24
	<u>Laptop drawer:</u>		
	Size: 1200mm x 1500mm x 600mm deep, complete with 15 drawers size: 477mm x 214.4mm	No.	R9 864.96
	<u>3 - Drawer for filing:</u>		
	Size: 1020 x 1130mm x 600mm complete with 38mm thick top rounded and maple finish	No.	R5 129.78
	<u>5- Drawer for filing:</u>		
	Size: 1630 x 1120mm x 600mm complete with 38mm thick top rounded and maple finish	No.	R5 915.00
	<u>5 - Bulk filer:</u>		
	Size:1630 x 1120 x 600mm, complete with 5 drawers with anti-tilt mechanism allowing only one drawer to open at a time	No.	R6 958.08
	<u>T5 High cupboard:</u>		

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

		Size 900mm x 1120mm x 450 Deep, complete with a roller door, a metal shelf and fitted with a multi point locking system	No.	R4 476.15
		<u>Reception desk</u>		
		Reception desk	No.	R16 209.38
		Steel bulk filers (Refer to works information for complete details)		
		<u>High density bulk filer with 360mm Deep cabinets including internal shelves:</u>		
		3 Bay	No.	R16 861.69
		4 Bay	No.	R20 448.75
		5 Bay	No.	R24 513.13
		6 Bay	No.	R32 179.88
		7 Bay	No.	R38 303.36
		8 Bay	No.	R39 900.00
		Tandem (2 wide) - 6 Bay	No.	R58 212.70
		<u>High density bulk filer with 400mm Deep cabinets including internal shelves:</u>		
		3 Bay	No.	R17 786.75
		4 Bay	No.	R24 359.30
		5 Bay	No.	R27 826.09
		6 Bay	No.	R36 360.10
		7 Bay	No.	R43 148.06

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

	8 Bay	No.	R46 385.54
	Tandem (2 wide) - 6 Bay	No.	R58 212.70
	Panels (Refer to works information for complete details)		
	<u>Modesty:</u>		
	Size: 1000 x 200mm with maple finish, including fixing brackets	No.	R298.68
	Size: 1200 x 200mm with maple finish, including fixing brackets	No.	R347.90
	Sundries items		
	<u>Bracketery:</u>		
	Fixing plates / brackets, complete with 6mm Allen screws	No.	R138.25
	Charis (Refer to works information for complete details)		
	High back	No.	R4 352.43
	Heavy duty	No.	R3 900.23
	Upholstery seat and back 4 legged	No.	R1 662.50
	Upholstery seat and back sleigh base	No.	R2 370.73
	Plastic chair	No.	R650.04
	Operator chair	No.	R2 652.86
	Banquet chair	No.	R487.11
	Bar/Café Chairs	No.	R747.29
	Couch (Refer to works information for complete details)		
	<u>Double seater:</u>		

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE AND CHAIRS (WORKSTATIONS, FILING CABINETS, BOARDROOM TABLE) TO NTCSA NATIONAL TRANSMISSION COMPANY SOUTH AFRICA NATIONWIDE ON AN 'AS AND WHEN REQUIRED BASIS' FOR A PERIOD OF 60 MONTHS.

		Size: 1260mm x 590mm	No.	R8 995.00
		<u>Single seater:</u>		
		Size: 760mm x 590mm	No.	R3 644.20
		<u>Collaborative seating</u>		
		Fully upholstered using contract grade fabri, cold molded polyurethane foam, accent Eskom colors can be used for upholstery (i.e green, terra, cotta, ochre, blue and turquoise)	No.	R11 449.19
		Soft seating (Ottomans) using contract grade fabri, cold molded polyurethane foam, accent Eskom colors can be used for upholstery (i.e green, terra, cotta, ochre, blue and turquoise)	No.	R11 449.19

C3.2 SUPPLIER'S GOODS INFORMATION

Not applicable.
