Eskom	Scope of Work	Majuba Power Station

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1. Introduction

This document provides an overview of the proposed Supply, Delivery, Assembly and Installation of Office and Boardroom Furniture Desk to Majuba Power Station. The purpose of the project is to provide high-quality, functional and durable office and boardroom furniture that meets the operational, ergonomic, aesthetic and safety requirements of Majuba Power Station.

The scope of work will include the sourcing and supply of the specified furniture, transportation and delivery to Majuba Power Station, offloading, assembly, positioning and installation at the designated areas. All furniture supplied will be fit for purpose, manufactured to an appropriate standard, and selected to support a professional and productive working environment.

The service provider will be responsible for coordinating all activities associated with the delivery and installation process, including ensuring that furniture is delivered in good condition and installed correctly according to the approved specifications and site requirements. Particular attention will be given to quality, workmanship, safety, minimal disruption to station operations and compliance with all applicable site rules and procedures.

The project will be executed in consultation with the relevant Majuba Power Station representatives to ensure that the required furniture is supplied according to the approved specifications, quantities, layouts and delivery schedule. The overall objective is to provide a reliable and professional furniture solution that enhances the functionality and appearance of the designated office and boardroom facilities.

2. Supporting Clauses

2.1 Scope

The scope of work covers the supply, delivery, assembly and installation of office and boardroom furniture at Majuba Power Station. The service provider shall be responsible for the complete and successful execution of the works, from procurement and transportation through to final installation and handover.

The scope shall include, but shall not be limited to, the following activities:

- Supply of office and boardroom furniture desks in accordance with the approved specifications, quantities and quality requirements.
- Verification of furniture specifications, dimensions, finishes and quantities prior to procurement and delivery.
- Safe transportation and delivery of all furniture to the designated location at Majuba Power Station.
- Offloading, handling and movement of furniture to the designated offices, boardrooms or other approved areas.

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- Assembly and installation of desks, tables, Boardroom Server units and other associated furniture items as specified.
- Positioning and alignment of furniture in accordance with approved layouts and instructions from the Majuba Power Station representative.
- Ensuring that all furniture is stable, level, secure, functional and free from manufacturing or installation defects.
- Removal of packaging materials, waste and debris generated during delivery and installation, leaving the work areas clean and orderly.
- Rectification or replacement of any furniture damaged during transportation, assembly or installation.
- Compliance with all applicable Majuba Power Station site requirements, health and safety procedures, access controls and environmental requirements.
- Coordination with the designated Majuba Power Station representative to minimise disruption to normal operations.
- Final inspection, snagging and correction of any identified defects prior to completion and handover.

Executive Boardroom Audio Requirements:

The Executive Boardroom, Verkykkop, Inkanyiso and Amajuba boardrooms shall be equipped with suitable, high-quality sound and microphone systems to support clear and effective meetings and presentations.

The scope shall include:

- Supply and installation of suitable conference microphones for each designated boardroom.
- Provision of microphones with clear audio pickup and reliable sound transmission.
- Supply and installation of the required microphone connection points/plugs at appropriate positions around the boardroom tables.
- Provision of all necessary cables, connectors, power supplies and associated accessories required for a complete and functional system.
- Integration of the microphone system with the existing or proposed boardroom audio system, where applicable.
- Testing and commissioning of all microphones and audio equipment to ensure clear sound quality and reliable operation.
- Proper routing and management of cables to ensure a neat, safe and professional installation.
- Demonstration of the installed system to the designated Majuba Power Station representative upon completion.

The final installation shall provide reliable and clear audio communication for meetings, presentations and other boardroom activities, while maintaining a professional appearance and minimising visible cabling.

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2.1.1 Purpose

The purpose of this document is to define the user requirement specification for Supply and delivery of office furniture Desk at Majuba Power Station.

2.1.2 Applicability

This document is applicable to Majuba Power Station.

2.1.3 Effective date

The document will be effective after the day of approval.

2.2 Normative/Informative References

2.2.1 Normative

[1] ISO 9001 Quality Management Systems

[2] Eskom Workspace Standard document - 240-52599753

[3] OHSAS 18001:2007/ ISO 45001:2018, Occupational Health and Safety Management systems

[4] Corporate Identity Manual - ESKAM AAA 1 Rev 2

[5] Act No 85: Occupational Health and Safety Act & Regulations.

2.2.2 Informative

[1] Occupational Health and Safety Act 85 of 1993

2.2.3 Document:

2.3 Abbreviations

Abbreviation	Explanation
Admin	Administration
CI	Corporate Identity

2.4 Roles and Responsibilities

The following sections contain specific functions within each of the following roles and responsibilities related to the execution of the works, but is not limited to below:

2.5 The Supplier

- Ensure compliance to all requirements within this document.

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2.5.1 Provision of Staff Uniform/PPE and Other

The Supplier shall:

- Supply staff protective wear uniforms/gear that is SABS approved i.e., headgear, goggles, reflective vest safety boots and gloves, dust mask (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.
- Ensure PPE are of good quality.

2.5.2 Provision of Transport

The Contractor shall provide transport services for the supply, delivery, installation, and unbundling of furniture at the Majuba site.

The scope of work includes, but is not limited to, the following:

a) Supply suitable transport to collect and deliver furniture to the Majuba site.
b) Transport the Contractor's employees who will be responsible for the delivery, installation, and unbundling of the furniture.
c) Ensure that all vehicles used for the contract comply with Eskom Vehicle Safety Specifications (32-345).
d) Provide and maintain all transport required for the movement of equipment, materials, and personnel between and around the various work sites.
e) The Contractor shall be solely responsible for providing transport for its employees throughout the duration of the contract.
f) Ensure that all vehicles are roadworthy, licensed, insured, and operated by appropriately licensed and competent drivers.
g) Comply with all applicable road traffic legislation, occupational health and safety requirements, and Eskom's site access and transport regulations.

The Contractor shall ensure that transport services are available as required to support the timely and safe execution of furniture delivery, installation, and associated activities.

2.6 The Employer

The Employer shall be responsible for the following:

a) Providing the applicable Eskom standards, specifications, procedures, and site requirements relevant to the execution of the contract.

b) Communicating the furniture specifications, quantities, delivery requirements, and designated delivery locations for Majuba Power Station.

c) Inspecting and verifying that all furniture and appliances supplied and delivered comply with the approved specifications, quality standards, and contractual requirements.

d) Coordinating access to the site and facilitating communication between the Contractor and the Employer's appointed representatives to ensure the successful execution of the work.

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e) Monitoring the Contractor's performance to ensure compliance with Eskom standards, health and safety requirements, and the conditions of the contract.

2.7 Process for Monitoring

This document will be monitored and updated as and when required.

Once all furniture has been delivered, a verification check will be done to verify if correct furniture has been delivered and is in place.

3. Document Content

3.1 Requirements

The Contractor shall comply with the following requirements when executing the transport, delivery, installation, and unbundling of furniture at Majuba Power Station:

a) Provide suitable, roadworthy, licensed, and insured vehicles for the transportation of furniture, equipment, materials, and personnel.
b) Ensure that all vehicles comply with Eskom Vehicle Safety Specification (32-345) and all applicable road traffic legislation.
c) Provide competent, licensed, and medically fit drivers and personnel to perform the required services.
d) Transport furniture safely to the designated delivery points without damage or loss and ensure secure loading, transportation, and offloading.
e) Provide sufficient labour to offload, unbundle, assemble (where applicable), position, and install the furniture at the locations specified by the Employer.
f) Remove and dispose of all packaging materials and debris generated during the installation process in accordance with Eskom's environmental and waste management requirements.
g) Ensure that all personnel comply with Eskom's health, safety, environmental, and security requirements while on site, including the use of the prescribed personal protective equipment (PPE).
h) Coordinate delivery and installation activities with the Employer's appointed representative to minimize disruption to station operations.
i) Provide transport for the movement of employees, tools, equipment, and materials between work areas within Majuba Power Station as required.
j) Ensure that all furniture is delivered, installed, and handed over in good condition, complete, and in accordance with the approved specifications and quantities.
k) Immediately report any damaged, missing, or defective furniture to the Employer's representative and replace or rectify such items where the Contractor is responsible.
l) Complete all deliveries and installations within the agreed contract schedule and in accordance with the Employer's work programme and instructions.

3.2 Provision of Manpower

The Contractor shall provide sufficient competent and qualified personnel to execute the scope of work associated with the supply, delivery, installation, assembly, and unbundling of furniture at Majuba Power Station.

The Contractor shall provide, as a minimum, the following personnel:

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- One (1) qualified Supervisor/Team Leader.
- One (1) qualified Carpenter with proven experience in the assembly, installation, adjustment, and repair of office furniture Desk.
- Sufficient General Workers/Installers to safely load, offload, transport, assemble, position, and install furniture.
- Licensed Drivers appropriate for the class of vehicle used to transport furniture, equipment, and personnel.

The Contractor shall:

a) Ensure that all personnel are suitably trained, experienced, and competent to perform their assigned duties.
b) Ensure that the qualified Carpenter is responsible for the correct assembly, installation, adjustment, alignment, and minor repairs of furniture during installation.
c) Provide appropriate supervision to coordinate all work activities and ensure compliance with the contract requirements.
d) Ensure that all personnel comply with Eskom's health, safety, environmental, and security requirements, including site induction and the use of the prescribed personal protective equipment (PPE).
e) Ensure that sufficient manpower is available throughout the contract period to complete the work within the agreed schedule without compromising quality or safety.
f) Be responsible for the recruitment, remuneration, transport, accommodation (where applicable), and welfare of all personnel engaged for the duration of the contract.
g) Ensure that all personnel are medically fit for duty and possess the required licences, certifications, and competencies relevant to their duties.
h) Replace any personnel who are found to be unsuitable due to misconduct, poor performance, or non-compliance with the Employer's requirements, subject to the conditions of the contract.

3.3 Labour Requirements

- Conduct criminal and site clearance check of its employees (before offer of employment).
- Conduct training, testing and verifying key personnel qualifications and competence.

3.4 Equipment

The Contractor shall provide, at its own cost, all tools, equipment, machinery, lifting aids, vehicles, and consumables required to execute the scope of work for the delivery, installation, assembly, and unbundling of furniture at Majuba Power Station.

The Contractor shall ensure that all equipment is suitable for its intended purpose, maintained in good working condition, and complies with all applicable statutory requirements and Eskom standards.

3.5 Contractor Responsibilities

The Contractor shall be responsible for the following:

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- Providing all tools, equipment, spare parts, consumables, and materials necessary to complete the work and to repair, maintain, replace, or install furniture as required.
- Ensuring that all equipment used on site complies with the applicable South African National Standards (SANS) and all relevant legislative and Eskom requirements.
- Ensuring that defective, damaged, or non-compliant equipment is immediately removed from service and is not used under any circumstances.
- Ensuring that all equipment is safe to operate and does not pose a risk to employees, Eskom personnel, contractors, visitors, or members of the public.
- Repairing, replacing, or making good, at the Contractor's own cost, any damage caused to Eskom property, facilities, or equipment during the execution of the work before final handover.
- Immediately reporting all incidents, injuries, near misses, unsafe conditions, and any threats to health or safety to the Employer's Representative or Site Supervisor in accordance with Eskom SHEQ requirements.
- Submitting a written work programme, including realistic and achievable timelines, to the Site Supervisor before the commencement of the work, where required by the Employer.

- Providing daily progress reports to the Site Supervisor, detailing work completed against the approved work programme. Any delays, deviations, or challenges shall be explained together with the proposed corrective actions.
- Submitting SHEQ performance reports, including manpower statistics, safety performance, incidents, and compliance status, to the Eskom Project Manager, Site Supervisor, and SHEQ Department as required.
- Ensuring that all tools and equipment are stored securely and that work areas are kept clean and free from hazards throughout the execution of the contract.
- Removing all Contractor-owned equipment, surplus materials, waste, and packaging from the site upon completion of the work and restoring the work area to a clean and safe condition.

4. Scope of Work, Quantities and Specification

The scope of work includes, but is not limited to, the following: PR 1076316243			
1	20 - Seater Round -Shape Open Squar Executive Boardroom Table – with Maple Veneer finish Verkykkop and x20 Wireless Microphones (Bosch)	Each	1
2	16 Seater Executive Boardroom Table - with Maple Veneer finish Wynberg	Each	1
3	10 Seater Executive Boardroom Table Oval Racetrack Shape - with Maple Veneer finish, GM Boardroom, Spitskkop, Technical Boardroom	Each	3
4	40 U-Shape Seater Boardroom Veneer Table Nkanyiso & X40 Microphones	Each	1
5	Table:4-Seater Round Conference; Round	Each	27
6	Table OffIce: Conference; Round; Dia 1.38 M	Each	10
7	Table: Restaurant;Sqaure; Fibreglass	Each	11
8	L Shape Desk:3 Drawer; Wd 1 X Lg 1.5 M;Steel	Each	185
9	Table: Workstation; Rectangular	Each	25
10	Desk Attachment, L-Unit:Corner Cluster;2	Each	169
11	Table: Dining; Dia 1500 Mm; Round	Each	6
12	Table: Sangría Canteen Table	Each	74
13	Desk: Corner, Cluster; Melawood	Each	5
14	Executive Office Desk 2000 Mm To 2400 Mm (L) × 900 Mm To 1000 Mm (D)	EACH	1
15	Executive 6 Seater Round Meeting Table (1200-1400 Mm)	EACH	1
16	Executive Coffee Table	EACH	1

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17	Six Door Boardroom Server Units	EACH	4
18	Executive Wall Filling Unit, veneer finish	EACH	1
19	Executive Credenza Unit Lockable, veneer finish	EACH	1

Executive Boardroom Tables Specification and Power Connectivity

Boardroom Table – Integrated Technology Requirements

5. Eskom Corporate Boardroom Appearance

✅ Oak veneer tabletop
✅ Integrated Wireless Bosch microphone units (Applicable to Verkykkop, Amajuba and Inkanyiso Boardroom only)



- Power Below the table - Power outlets and permanent cabling are routed underneath the boardroom table. This reduces visible leads and trip hazards

Figure 1: 20-Seater U-Shape Executive Boardroom Table& 20 Wareless Microphones (Verkykkop)



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Figure 2: 16-Seater Executive Boardroom Table (Wynberg VC) Boardroom

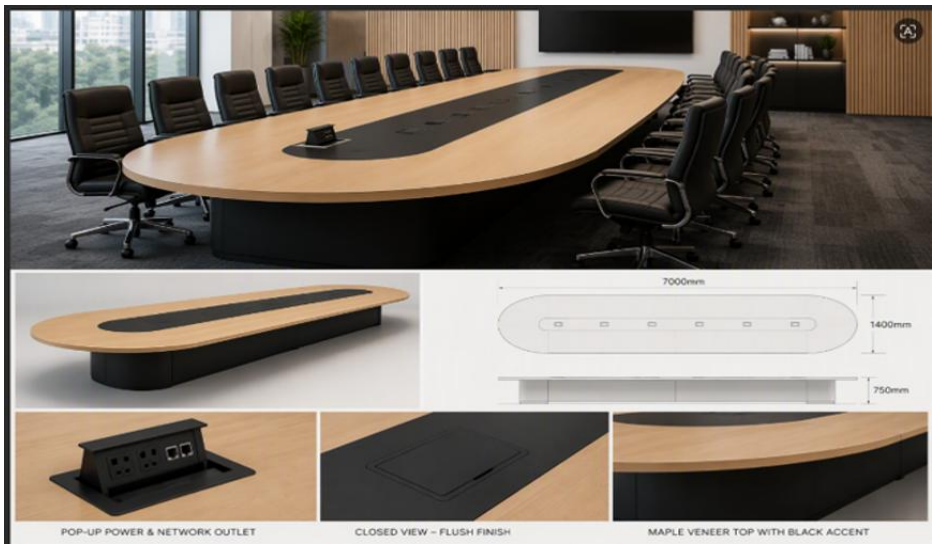
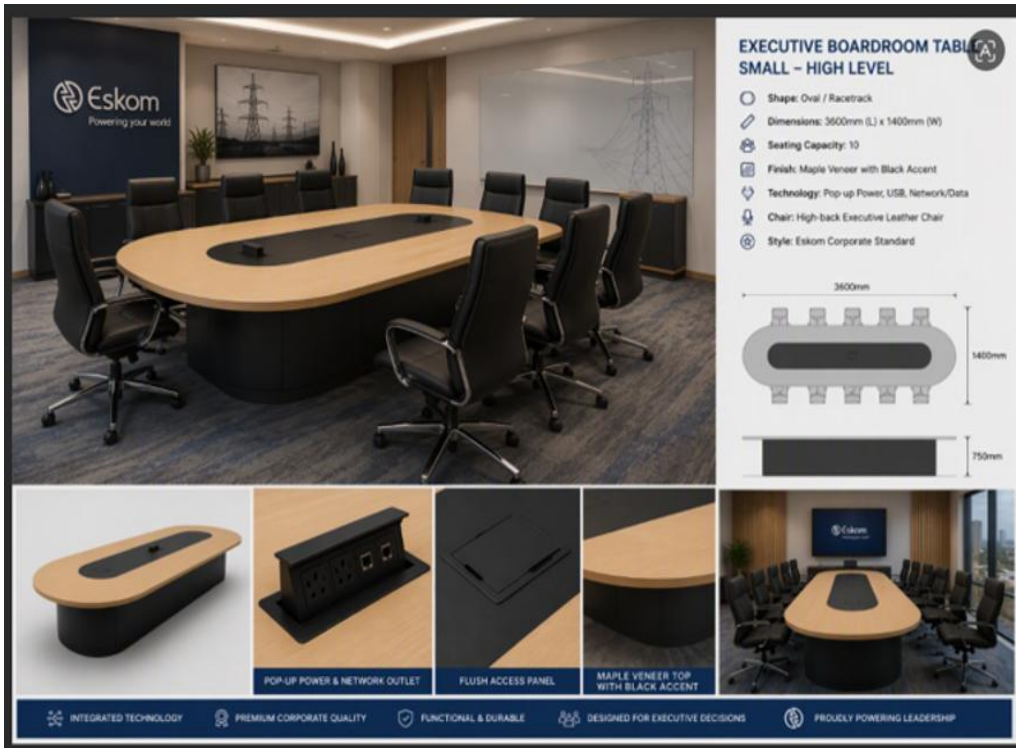


Figure 3: X 3 10-Seater Executive Boardroom Table (Amajuba, Spitskkop and Technical Boardroom)



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Figure 4: 40-Seater Executive Boardroom x40 Wireless Microphones - Inkanyiso

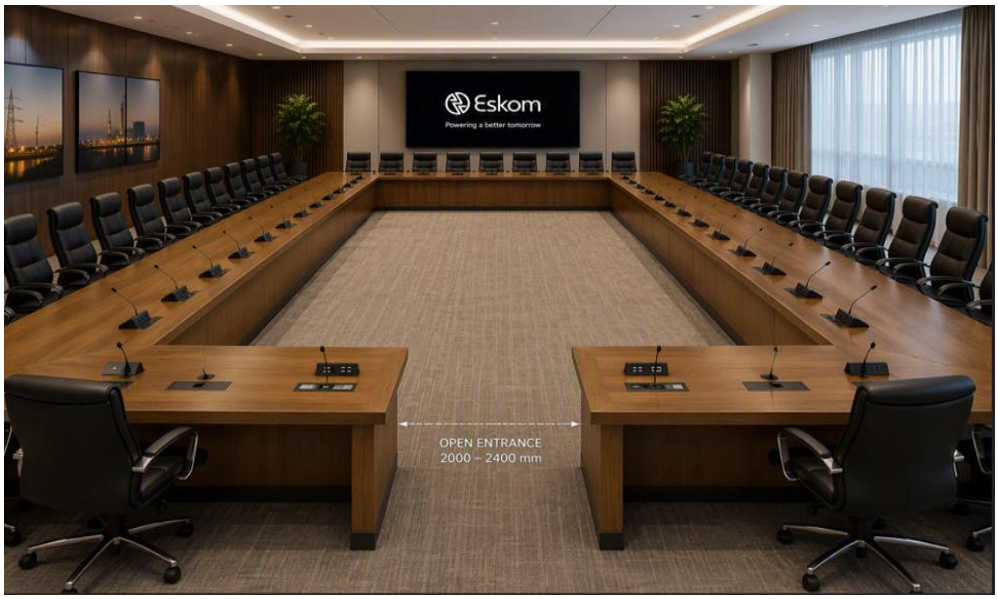


Figure 5: Round Conference Table



Figure 6: Table office Conference, Round DIA 1.38



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Figure 7: x 85 Canteen Restaurant Square, Fibre Glass Table



Figure 8: L Shape Desk/ Desk Corner Cluster



1) 1 x Handed Core Top- 1700mm x 1200mm x 700mm
2) 1 x extension top- 1000 x 700
3) 1 x Fixed pedestal
4) 1 x roller door with one shelf

Figure 9: Table: Workstation; Rectangular



Standard sizes range from compact 1200 x 600 mm units up to spacious 1400 x 700 mm or 1800 x 900 mm configurations.

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Figure 10: **L Shape Desk Table: workstation; Rectangular**



Figure 11: **Table: Dining; Dia 1500 Mm; Round**



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Figure 12: Table: Sangría Canteen Table



Figure 13: Desk: Corner, Cluster;



Figure 14: Executive Table (GM)



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Figure 15: Executive Round 6 Seater Table Meeting Table (1200-1400 mm)



Figure 16: Executive Coffee Table



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Figure 17: Executive 6 Door Boardroom Server Units



2400mm Oak, 6 door lockable boardroom server

Figure 18: Executive Wall Storage Unit (GM)



Wide double-bay Mahogany Veneer Wall Storage cabinet

Upper glass doors with adjustable shelves

Lower solid doors with concealed storage

Secure metal locks

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Figure 19: **Executive Credenza Unit Lockable Mahogany Veneer**



2200 X 1200
EXECUTIVE
DOUBLE
PEDESTAL DESK

Mahogany Veneer

6. Acceptance

This document has been seen and accepted by:

Note: Initials not acceptable

Full Name and Surname	Designation
Kevin Ntuli	Officer Business Administration
Fannie Mhlanga	Quantity Survey
Zibonele Shabangu	Manager Quantity Survey

7. Revisions

Date	Rev.	Compiler	Remarks
August 2026	1	Z Tshabalala	First issue

8. Development Team

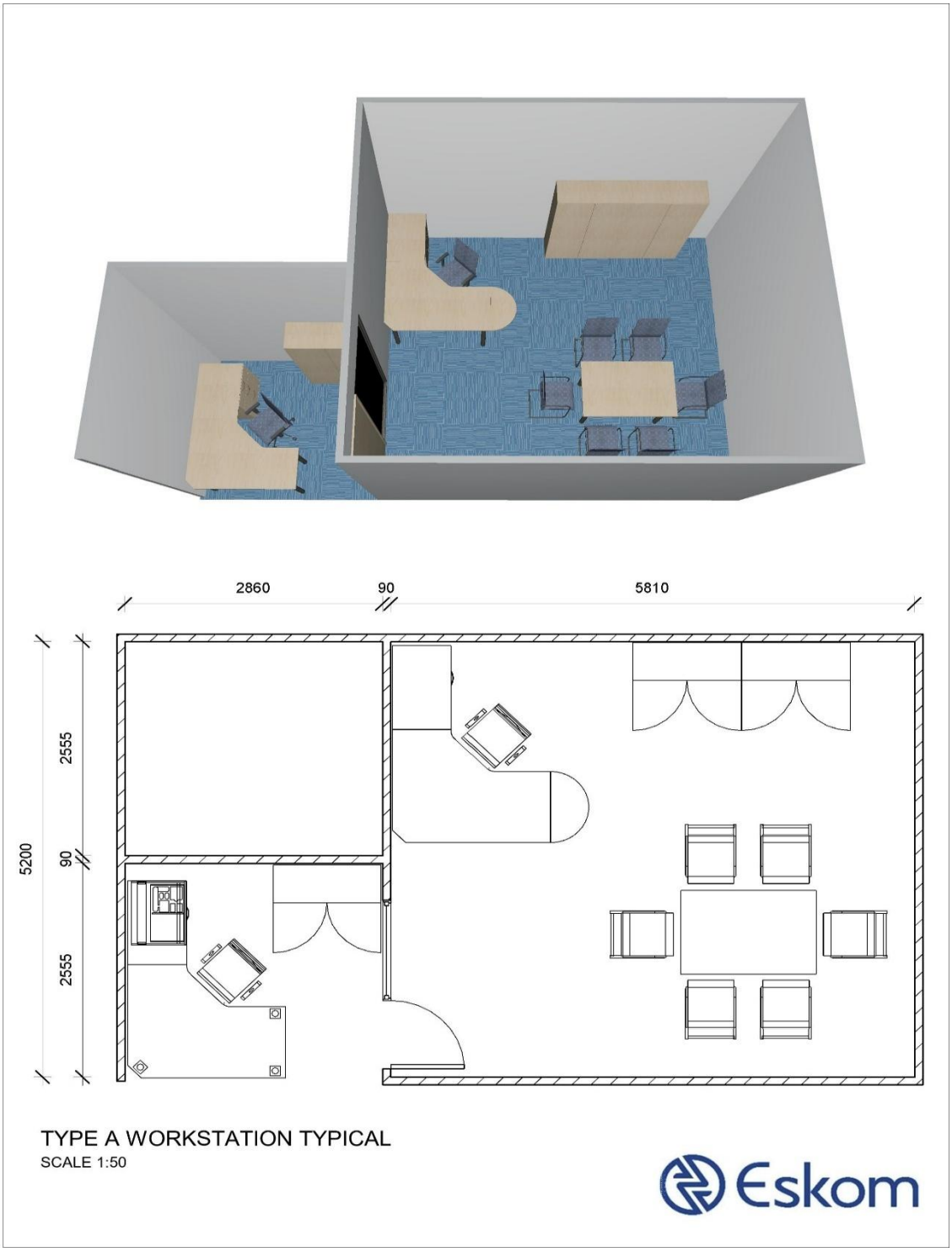
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9. Acknowledgements

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Figure 20: Appendix C2 Type A Workstation typical

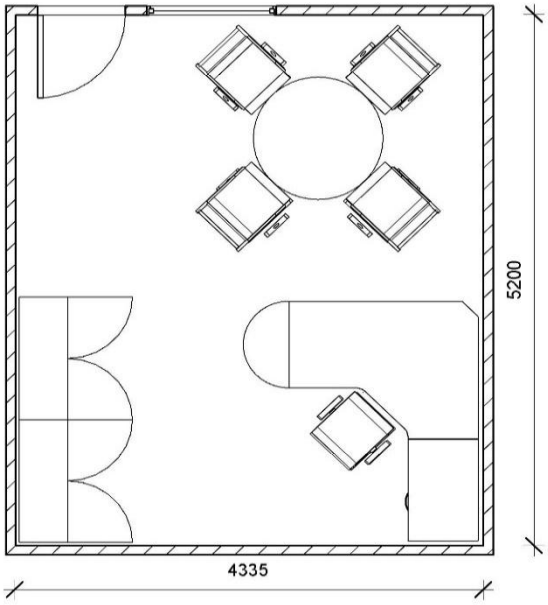


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Figure 2: Appendix C2 Type B Workstation typical





TYPE B WORKSTATION TYPICAL

SCALE 1:50

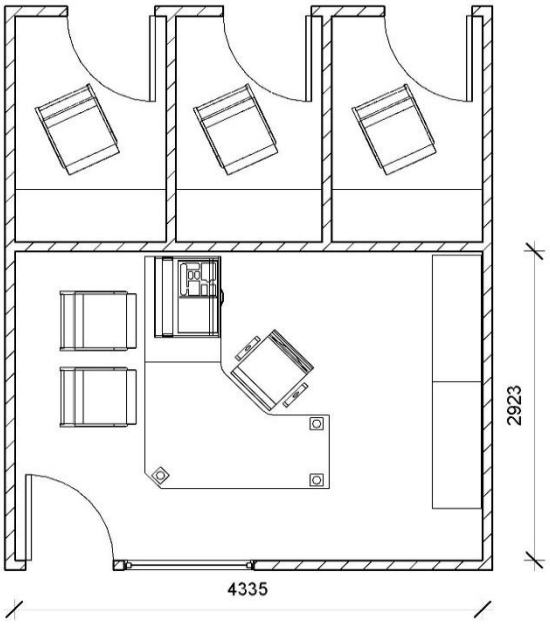
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Figure 21: Appendix C3 Type C Workstation typical





TYPE C WORKSTATION TYPICAL
SCALE 1:50

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