

Title: **TECHNICAL EVALUATION
CRITERIA FOR
DISCONNECTIONS AND
RECONNECTIONS SERVICES IN
THE DISTRIBUTION FINANCE,
CAPE COASTAL CLUSTER**

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1. Introduction

This document has been developed to specify the technical evaluation criteria to be used when performing technical evaluations on the tender submissions for contractors offering the service for disconnection and reconnection of customers in Cape Coastal Cluster (Western Cape). The criteria have been developed based on the relevant Eskom procedures or standards as well as the applicable National Standards.

This document contains both the evaluation criteria used for the documentation evaluation as well as a physical verification of information submitted.

2. Supporting clauses

2.1 Scope

The document covers the criteria for the technical evaluation of contractors offering a service to disconnect and reconnect LV SPU customers in WCOU. The scope of the work shall include the following:

- Verify the meter number to be disconnected/reconnected
- The disconnection/reconnection of LV SPU customers at MCBs
- Recording of meter reading immediately after disconnection as well as reconnection
- Take digital photograph of disconnected/reconnected meter showing the date and time when the photograph is taken
- Lock meter installation with Eskom lock
- If fitted with a shroud then the MCB must be sealed in the ON position

2.1.1 Purpose

The document aims to standardise on the technical evaluation criteria to be used when evaluating the tender submissions for disconnecting and reconnecting SPU customers in Coastal Cluster (Western Cape) in line with the Eskom requirements and it is applicable to all the technical evaluations for the related tender submissions.

2.1.2 Applicability

This document shall apply throughout Eskom Distribution Coastal Cluster. This document shall also be applicable to any nominated contractors as part of possible contract award.

2.2 Definitions

2.2.1 General

Definition	Description
Eskom Evaluating Representative(s)	The person(s) appointed by Eskom to perform the evaluation of tender submission(s) in line with the Eskom requirements.
Disconnection	Physical switching Off of customer MCB in order to isolate electricity at the point of supply. On this contract a customer will be disconnected due to non-payment for electricity supplied.
Reconnection	Physical switching On of customer MCB in order to connect electricity at the point of supply after it was previously disconnected.
Low Voltage	Voltage up to and below 1000V

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2.2.2 Disclosure classification

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

2.3 Abbreviations

Abbreviation	Description
LV	Low Voltage
MCB	Miniature Circuit Breaker
LDV	Light Delivery Vehicle

2.4 Roles and responsibilities

All Eskom employees and/or appointed bodies involved in this tender shall ensure that the project deliverable meets the requirements of these technical evaluation criteria. Any deviation from these requirements shall constitute non-compliance, unless it was in advance agreed to by a delegated technical specialist and is based on sound engineering judgement.

All tenderers must be conversant with the requirements of this standard, and shall comply with the requirements. No deviations will be accepted and contractors shall ensure that they obtain clarity where required and obtain all supporting information or documents necessary to comply with this document.

2.5 Process for monitoring

Contract award shall be based on fully compliant submission of documents and where necessary the evidence verification phase.

3. Requirements

The technical evaluation methodology will include two main parts:

- a) Documentation evaluation phase
- b) Verification phase

3.1 Documentation Evaluation

The documentation evaluation exercise is performed by the Eskom evaluating representatives. This initial part of the evaluation starts when submissions are opened and assessed for the first time.

During the documentation evaluation, fully compliant submissions in accordance with this document and the listed applicable documents will be required. Failure to submit and comply with the requirements specified in these documents will lead to immediate disqualification. All tender deliverables required shall be submitted in the format given by Eskom.

The documentation evaluations are meant for establishing if all the key tender deliverables are met. The documentation evaluation will consist of two sections:

- a) Mandatory Technical Evaluation Criteria, and
- b) Qualitative Technical Evaluation Criteria

The tender submission must meet all the Mandatory Technical Evaluation Criteria in order to proceed to the Qualitative Technical Evaluation Criteria.

Qualitative Technical Evaluation Criteria consist of a scoring system. Tenderers are required to score a minimum of 40% (overall score) and meet the minimum scoring in each category in this section to proceed to the Verification Phase. Any tenderer not meeting the minimum Qualitative Technical Evaluation Criteria, will be disqualified.

Note: it is advisable that any information/ documents submitted in electronic copies shall be submitted in hard copies; in an event that the electronic copies cannot be accessed.

3.2 Verification Phase

The Verification Phase will only be performed on the submissions that have met all the Mandatory Technical Evaluation Criteria and have met the minimum Qualitative Technical Evaluation Criteria as stated in this document. Eskom Commercial shall make the arrangements for Verification visits and ensure the technical representatives are invited on time.

The following areas shall be assessed during the Verification Phase:

- a) Verification of vehicles
- b) Verification of Tools and measurement equipment,
- c) Verification of Fire extinguishers and First Aid kits
- d) Verification of LV Live PPE.

Any non-conformances on the Verification Phase ((a) to (d) above) will have to be addressed before contract award if a tenderer is successful.

3.3 Technical Evaluation Criteria for Disconnection and Reconnection contract

3.3.1 Mandatory Technical Evaluation Criteria

The list of Mandatory criteria for the Disconnection and Reconnection contract are specified in Table 1 below. Any "NO" will result in immediate disqualification.

Table 1 - Mandatory Technical Evaluation Criteria for Disconnection and Reconnection contract

Criteria	Acceptance: Yes/ No
Asset register or rental agreement submitted, indicating a minimum of two LDV's available per area?	
Register submitted for Tool and measuring equipment.	
Register submitted with all LV PPE issued	
Was a Method statement or Safe working procedure submitted for performing disconnections and reconnections?	

3.3.2 Qualitative Technical Evaluation Criteria for MV cable Joints

Qualitative Technical Evaluation Criteria listed in Table 2 below, will only be performed on submissions that were successful on the Mandatory Technical Evaluation Criteria (Table 1).

Table 2 – Qualitative Technical Evaluation Criteria

Criteria	Weight	Minimum required	Score
Number of LDVs available? (3 Points per LVD on register)	15	6	
Number of persons authorised for LV Live Operating (1 point per person)	5	N/A	
Number of persons who completed LV operating regulations training? (3 points per trained person i.e. certified training certificate submitted)	15	6	
Number of persons who completed LV Live training? (3 points per trained person i.e. certified training certificate submitted)	15	6	
Number of persons who completed First Aid training? (2 points per trained person i.e. certified training certificate submitted)	10	4	
Number of persons trained to do meter reading ((2 points per trained person i.e. certified training certificate submitted) Note: Internal training accepted	10	4	
Template for pre-trip inspection submitted?	5	N/A	
Does the method statement submitted for disconnection and reconnection of meters include the following aspects: <ul style="list-style-type: none"> a) Risk Assessment, including the risks of driving, animals, un-earthed metering kiosk, uneven terrain, (2 points) b) Identification of meter to be disconnected/reconnected, (2 points) c) Recording of meter readings, (1 point) d) Photos to be taken, (1 points) e) Reporting of any obvious defects or tampering on the meter or any part of the installation (2 points) f) Sealing of the MCBs (2 points) 	10	5	
Number of Multimeters available (One point per multimeter on Measuring equipment register)	5	2	
LV Live equipment available on tool list? <ul style="list-style-type: none"> a) LV Face Shields b) LV Live gloves c) LV Live Screwdrivers d) LV Pliers 2 x points per full sets of LV Live equipment submitted.	10	4	
Total	/100		

Tenderer will be required to achieve a minimum overall score of 40 and meet the minimum scoring in each of the categories as indicated in Table 2.

4. Authorization

This document has been seen and accepted by:

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Name and surname	Designation
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5. Revisions

Date	Rev.	Compiler	Remarks
Jul 2020	0	T de Villiers	New document.

6. Development team

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

- Jacques Paulse Senior Engineer, SI WCOU
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7. Acknowledgements

None