

SCOPE OF WORK AND TECHNICAL EVALUATION

A **Professional Services contract** is required. The following tasks will be done as part of the order:

1. Scope of Work

For the provision of professional services to Sustainability Department within Research Testing and Development for period of three years on an as and when required basis including

- a. Analysis of petroleum products such as transformer, lubricating, turbine, gearbox, and diesel oils.
- b. Chemical analysis of cooling, raw and potable water.
- c. Chemical analysis of coal samples from various sites.
- d. Microbiological analysis of potable, raw and cooling water.
- e. Maintenance and calibration of instrumentation for monitoring of ambient air quality and site servicing of monitoring stations.
- f. Calibration of flow meters, both on site and at the Flow Laboratory.
- g. Management of ISO 17025 quality system.
- h. Management of ISO 14001 environmental system.
- i. Professional/ advisory sustainability services.

2. The following professional services disciplines, qualifications, and experience as stipulated in table 1 will be required:

Table 1 List of required disciplines, qualifications, and experience

Item no.	Discipline	Qualification	Minimum experience	Sites	Estimated no.
1.	Analytical Chemist	National Diploma in Analytical Chemistry	Two (2) year experience	Rosherville/Rotek, Brackenfell, Bloemfontein, Witbank, Polokwane, Pietermaritzburg, Klerksdorp	5
2.	Microbiologist/Biotechnologist	National Diploma in Microbiology/Biotechnology	Two (2) year experience	Rosherville	1
3.	Electrical Engineering	National Diploma in Electrical Engineering light current	Two (2) year experience	Rosherville	2
4.	Mechanical engineering	National Diploma in Mechanical engineering	Two (2) year experience	Rosherville, verification at all power stations	1
5.	Environmental Management	National Diploma Natural Sciences	Two (2) year experience	Rosherville but with monitoring stations in Limpopo, Mpumalanga, Free State	1
6.	Quality management	B Tech Quality	Two (2) year experience	Rosherville	1

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7.	Environmental/Sustainability	MSC	5yrs	Rosherville	1
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3. Additional Information

- The supplier must have a minimum of five years' experience providing similar professional services to the market.
- The service will be contracted for a minimum period not exceeding three years.
- Supplier must ensure services are available within a period of two (2) weeks after request is issued.
- Services may be required outside normal working hours and over weekends/public holidays (standby/call out). Standby car and phone will be provided.
- The personnel must reside within a 50km radius of designated site.
- Services will be in accordance with Eskom SHEQ procedures/HR policies and in line with ISO 17025 standard requirements.

4. Responsibilities

4.1. Service provider

- Will be responsible for the personnel that will be placed at Eskom premises.
- Resources provided must be in possession of valid national driver's licence.
- Resources that will provide service must have evidence of valid qualifications as per table 2.
- Provide own transportation to and from Eskom main sites.
- Provide own accommodation and meals.
- Provide medical fitness certificate for resources that will be providing services.
- Institute disciplinary action in case of any misconduct in the workplace.
- Resources providing the service to abide by Eskom Lifesaving Rules and SHEQ policies and procedures
- Will ensure that deployed personnel are instructed to carry out responsibilities under the supervision of an Eskom Sustainability staff member.

4.2. Employer

- Provide on job training according to Eskom SHEQ procedures /policies.
- Provide supervision to ensure adherence to ISO 17025 standard requirements.
- Provide all necessary personal protective equipment/clothing (PPE/PPC).
- Responsible for safety of resources within Eskom premises during working hours.
- Manage and sign timesheets for all services provided per month.
- Issue customer feedback to supplier as and when necessary.
- Report unsatisfactory service to service provider within 24hrs.

5. Supplier to quote on additional cost for:

- Travel cost rate per km (as per Eskom rates).
- Overtime cost rate per hr.
- Standby time cost rate/hr.
- Remote site accommodation and meals as and when required.

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6. Technical Evaluation

Technical Criteria	Description	Proof	Score allocation (%)	Total Score (%)
Company Registration	The company must have been in operations for more than five years providing similar services as stipulate in the scope.	Company Registration certificate	20	20
Experience	Five years' experience or more.	Confirmation on a letterhead. >Five (5) years	15	15
		>Two < Five years	10	
		Two years	5	
Turnaround time	Provide Services within two weeks of request issued.	Confirmation in a letter if they will be able to provide service: > Two (2) weeks	20	20
		< Two (2) weeks	10	
Service provision on Eskom premises	Service provider to confirm ability to provide services on Eskom premises or sites.	Confirmation in a letterhead. • Eskom Premises	15	15
		• Service provider premises	5	
Services Provision-capability	Service provider to confirm capability to provide services as stipulated on table 1. through references.	Three references for similar requests in the past five years. • Three (3) references	30	30
		• Two (2) references	15	
		• One (1) reference	5	
Total				100%

Threshold 75%

7. EVALUATION CRITERIA FOR SHEQ

SHEQ evaluation criteria	Submitted (Yes/No)
• Baseline SHE risk assessment	
• Signed 37(2) agreement	
• Acknowledgement of Eskom's rules and requirements	
• Valid letter of good standing	
• SHE policy	

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