	Report	Limlanga Cluster
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1. INTRODUCTION

The document is aimed at setting the standard technical evaluation criteria to be used when evaluating the tender submissions for Substation Buildings Maintenance Work contractors for Eskom Distribution, LimLanga Cluster. This document contains both the evaluation criteria used for desktop evaluation and site assessment.

2. SUPPORTING CLAUSES

2.1 Scope

This document encompasses the evaluation strategy and criteria for substation buildings maintenance work contractors within Eskom Distribution, LimLanga Cluster. It covers the technical requirements to be met by tenderers as well as the strategy to be followed by the technical evaluation team of Substation Buildings Maintenance Work contractors.

2.2 Purpose

The purpose of this document is to standardise the technical strategy and evaluation criteria for application during formal Commercial Enquiry processes for Eskom Distribution, LimLanga Cluster substation buildings maintenance work in alignment with Eskom Holdings SOC (Ltd) policies. The document will form part of the tender documents package for the substation buildings maintenance work contractors within LimLanga Cluster.

2.3 Applicability

This document shall apply throughout Eskom Limlanga Cluster when performing technical evaluations for service providers of maintenance work on substation buildings within Limlanga Cluster.

2.4 Normative / Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.4.1 Normative

- [1] ISO 9001: 2015: Quality Management Systems.
- [2] 240 – 48929482: Tender Engineering Evaluation Procedure
- [3] 32-1033: Eskom Procurement and Supply Chain Management Policy
- [4] 32-1034: Eskom Procurement and Supply Management Procedure Informative
- [5] 474-59: Internal Audit Procedure.

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2.4.2 Informative

None

2.5 Definitions

All Definitions are applicable as described in the documents listed under Normative Reference of these documents. The following definitions are also applicable:

Definition	Description
Technical Evaluation Team	The delegated engineers / technical specialists who are responsible to review and evaluate technical aspects of the tender documentation as per the Tender Technical Evaluation Strategy.
Technical Evaluator	Technical specialist who independently evaluates tenders against the functionality criteria in line with the criteria and scores.
Tender Technical Evaluation Strategy	It is the document developed by the TET and its development is led by the substation specialist. It consists of the Mandatory Evaluation Criteria, Qualitative Evaluation Criteria, TET member responsibilities and Acceptable/Unacceptable Qualifications. It is prepared before the tender document is sent out.

2.6 Disclosure Classification

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

2.7 Abbreviations

Abbreviation	Description
ISO	International Standard Organisation
SI	Standards Implementation Department
TET	Technical Evaluation Team

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3. PROCESS FOR MONITORING

This document is applicable to current initiatives related to the procurement of substation buildings maintenance work contractors for Eskom Distribution, LimLanga Cluster. The document shall be monitored to ensure alignment with the documents as stated in the Normative References.

4. RELATED / SUPPORTING DOCUMENTS

As per Normative and Informative of all documents listed

5. ROLES AND RESPONSIBILITIES

All the Eskom employees and/or appointed bodies involved in the technical tender evaluations for Eskom Distribution LimLanga Cluster contractors for substation buildings maintenance work shall make use of this document, and reference 32-1034 when preparing the technical documentation for the commercial process, as well as during the execution of technical tender evaluations for this service.

6. TENDER TECHNICAL EVALUATION STRATEGY

This section details the methodology to be employed by Eskom LimLanga Cluster in the evaluation of the "Technical" category of the tender returnables.

6.1 Technical Evaluation Process

This section describes the process to be followed in the evaluation of service providers wishing to provide maintenance work on substation buildings within Limlanga Cluster.

The evaluation shall be conducted in the following three (3) consecutive stages namely **Stage 1: Boardroom Evaluation**, **Stage 2: Site Assessment & Verification** and **Stage 3: Contractual Obligation**. The three stages are thoroughly defined below:

Stage 1: Boardroom Evaluation

This stage will be categorised into two phases namely Phase 1: Mandatory Requirement and Phase 2: Functional Requirements.

Phase 1: Mandatory Requirements - Full compliance is required, i.e., Tenderer/s needs to meet all the requirements to proceed to Phase 2.

Phase 2: Functional Requirements – Tenderer/s needs to obtain a minimum threshold score of **eighty (80%) percent** to proceed to the next stage, i.e., Site Assessment & Verification. Tenderers who fail to meet this minimum threshold will not be evaluated further.

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Stage 2: Site Verification & Assessment

Site verification will be done to all those service providers that met the minimum threshold of **eighty (80%) percent** of the boardroom evaluations. This will be done to evaluate the technical capability and capacity to render the service at hand. The verification and assessment process will involve but not limited to the verification and assessment of Vehicles, Tools & Equipment required to perform the job.

If any information provided during the desktop evaluation is found to be fraudulent and/or inaccurate during the verification process, Eskom reserves the right to disqualify the tenderer from the tender or rectify the desktop score accordingly.

Stage 3: Contractual Obligation

Full compliance is required before the tender can be awarded. Non-compliance at any stage shall lead to immediate disqualification

6.2 Subcontracting

This is a specialized task so in cases where the main contractor opts to subcontract some activities, the subcontractor will be evaluated for the specified activity. Only Eskom evaluated subcontractors may be used for this task.

6.3 TET Members

The evaluation exercise will be performed by the appointed Eskom Technical Evaluation Team (TET). TET members will be formally appointed by Standards Implementation Manager and must be available for the complete evaluation process. A minimum of three (3) TET members must be professionally registered. The Lead Evaluator will be regarded as the PREP (Professional Registered Engineering Practitioner).

No	TET Member	Designation	TET Evaluation Responsibilities	
			Desktop	Site
1	As appointed	SI Engineer/Technologist/Technician (Lead Evaluator)	X	X
2	As appointed	SI Engineer/Technologist/Technician	X	X
3	As appointed	AC Engineer/Technologist/Technician	X	X
4	As appointed	AC Engineer/Technologist/Technician	X	X
5	As appointed	M&O Engineer/Technologist/Technician	X	X
6	As appointed	M&O Engineer/Technologist/Technician	X	X

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6.4 Technical Evaluation Report

The Technical team will compile and submit the final technical evaluation report on the Tenderers that met the minimum threshold of **eighty (80%) percent** as well as those that did not meet the minimum threshold score to the Procurement Officer. The following should be noted about the report:

- a) This report and any actions that are listed or recommended as a result of this assessment, is by no means a confirmation or guarantee that any contract will be entered into by Eskom and the Tenderer.
- b) Any liability for the said actions undertaken by the Tenderer is not transferrable to Eskom in any way.
- c) The TET has no authority or responsibility in the decision taken by Eskom with respect to contracting for a product or service.
- d) Any statements, intentions and/or actions expressed by the TET during the assessment and post the assessment has no effect and does not constitute any liability to Eskom with regards to contract placement.

Any Tenderer that did not meet the minimum threshold score will be notified by the Procurement Officer and no further evaluations will be conducted by the Technical Evaluation Team for such Tenderers

7. TECHNICAL REQUIREMENTS

The requirements are divided into four (4) categories namely Mandatory Requirements, Functional Requirements, Site Assessments / Verification and Contractual Requirements and each is described in detail on the sections that follows.

NB: The technical returnable must be contained in a separate technical file or as a section in a file labelled technical and indexed in a logical manner.

7.1 Mandatory Requirements

These are documents not required for functionality scoring. There will be no scoring linked to these requirements, the evaluator shall indicate with a Yes / No whether the requirement is met or not. Once the requirements are satisfied through an evaluation conducted by the evaluator, the technical evaluation for functionality evidence will proceed otherwise the submission will be deemed non-responsive and will not proceed to the next evaluation stage.

Table 1 below lists the mandates that must be submitted by the tenderer. Please note that if any of the requested documentation is not submitted, the tender application shall be discarded / disqualified without requesting tenderer/s to submit outstanding documentation/s.

Note: Sharing of resources amongst contractor or contractor sharing resources i.e., Tools & Equipment, Vehicles and Certificates is not allowed in this contract and if a company is found to do so, it will be disqualified.

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Table 1: Mandatory Requirements

Item No:	Requirement/s	Evidence Required	Evidence Notes	Submitted? (Yes/No)
1.	NHBRC Registration.	Proof of certified registration certificate.	Certificates must be certified by the commissioner of oaths and not older than 3 months from tender closing date. Certificate must be valid at tender closing date i.e. not expired. Note: Sharing of resources amongst contractor is not allowed in this contract and if a company is found to do so, it will be disqualified.	
2.	Letter of Registration as Electrical Contractor (DoL) with an Installation Electrician (IE) or Master Installation Electrician (MIE).	Valid (at the time of submission) Department of Labour Certificate (Letter of Registration) in your Company Name. Minimum - three phase installations. Single phase will NOT be accepted.	The DoL Letter must be in company name or company director's name and the registration must be valid (Not expired not forged). The Letter does not need to be certified.	

7.2 Functional Requirements

This will be a desktop evaluation of the functional requirements ONLY. Objective or contractual requirements submitted will not influence the results of Stage 2 evaluation.

The tenderer needs to obtain a minimum threshold score of **eighty (80%) percent** to proceed to the next stage, i.e., Site Verification. The overall scoring system for functional requirements is stipulated in table 2 below. The final score will be rounded to the nearest whole number.

Table 2: Scoring Summary of Functional Criteria

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Item	Description	Weight
Functional Requirements		
1	Training Requirements & Authorisation	30%
2	Company Work Related Experience	30%
3	Vehicles	25%
4	Tool & Equipment	15%

7.2.1 Training requirements & Authorisation

This section stipulates the training and authorisation requirements. The training requirements have been listed in **Table 3** below with the corresponding scoring methodologies in **Table 4**.

Table 3: Training & Authorisation Requirements

Item No.	Criteria	Evidence Required	Evidence Notes	Min Qty.	Max. Score
1	Minimum of a N3 Civil Engineering Certificate Or N3 Building Construction Certificate Or N3 Brick Laying Certificate Or Qualified Bricklaying Artisan	Submit certificates from accredited training authorities. Note: Where working in teams, the team leader to indicate compliance with requested training certificates.	Certificates must be certified by the commissioner of oaths and not older than 3 months from tender closing date. Certificate must be valid at tender closing date i.e. not expired. Note: Sharing of resources amongst contractor is not allowed in this contract and if a company is found to do so, it will be disqualified.	X1	20

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Item No.	Criteria	Evidence Required	Evidence Notes	Min Qty.	Max. Score
2	Authorisations	<p>Valid Eskom Authorisation:</p> <p>a) Outcome 2: Low Voltage Authorisation</p> <p>Or</p> <p>Training by Accredited institution:</p> <ul style="list-style-type: none"> Supervision certificate ORLVS FAS certificate HIRA training First Aid Level 2 certificate Fire Fighting certificate <p>The tenderers are required to submit all the 6 certificates listed above to score full points</p>	<p>Certified copies of all 6 certificates to be in the same name of the employee working for the tendering company.</p> <p>Certificates must be certified by the commissioner of oaths and not older than 3 months from tender closing date.</p> <p>Certificate must be valid at tender closing date i.e. not expired.</p> <p>Note: Sharing of resources amongst contractor is not allowed in this contract and if a company is found to do so, it will be disqualified.</p>	X1	20
TOTAL					40
<p>The final score for Training Requirements & Authorisation Requirements will be calculated by the formula below:</p> $Final\ Score = \frac{Tenderer\ Score}{Total\ points} \times 30\%$					

Table 4: Scoring Methodology

Scoring Methodology	Score (%)
The required certified and valid certificate/s were submitted	100
Valid certificate/s submitted but not certified	80
Certificate/s not submitted or are already expired before tender closing date.	0

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7.2.2 Company Work Related Experience Requirements

This section evaluates the experience of the contractor to enable Eskom LimLanga Cluster to identify the risk associated with using incompetent / inexperienced contractor/s for maintenance on substation buildings within Limlanga cluster

The contractor is expected to demonstrate experience as stipulated in Table 5 below and will subsequently be allocated score as per table 6 below.

Table 5: Work Related Experience Requirements

Item No	Requirements	Evidence Required	Qty	Max. Score
1.	Contractor must have experience in the maintenance of buildings. Contractor must have completed a minimum of 1 project in any of the following fields; house building, brick laying, general building renovations.	The tenderers to attach the Completion Certificates / Completion Letter / Handover Document/s for each completed project. (The completion certificate must include minimum requirements such as project name, high level scope of work, client name, contractor name, start date, end date, task/project value and signature). It must also stipulate the completion date. 1-2 completed projects = 10 3-4 completed projects = 20		20
TOTAL				20
The final score for Related work experience will be calculated by the formula below: $Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 30\%$				

Table 6: Scoring Methodology - Work Experience

Scoring Methodology for Work experience	Score (%)
Submitted completion certificate / Handover Document/s indicates all minimum requirements	100
Submitted completion certificate / Handover Document/s does not indicate all minimum requirements	80
Completion certificate / handover document/s not submitted	0

7.2.3 Vehicles Requirements

Vehicles required to transport stuff, tools and equipment to site. Vehicle requirements are listed and stipulated in **Table 7** below and this will be scored as per **Table 8** below.

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Evidence Notes:

Certified copies of the vehicle registration document/s or equivalent document (not just the license disc) shall be submitted as proof of ownership. Registration documents shall bare the company name or owner(s) / director's name.

Where Vehicles are hired the tenderer shall in addition submit a letter from a bona- fide hiring companies. The hiring letter must indicate the specific vehicle(s) as well as the tenderer's company name.

Note: Sharing of resources amongst contractor or contractor sharing resources i.e., Tools, Vehicles and Certificates is not allowed in this contract and if a company is found to do so, it will be disqualified.

Table 7: Vehicle requirements

Item No.	Vehicles – Owned or Hired				
	Criteria	Evidence	Evidence Notes	Min. Qty.	Max. Score
1	Vehicle fit for purpose to safely carry staff, tools, equipment and material. (Utility vehicle / LDV)	Registration Certificate in the company / owner's (Shareholder in the case of Company and Managing member in the case of Close Cooperation) name.	<ul style="list-style-type: none"> Full Licence document showing company / owner's information License document must be certified and not older than 3 months from the tender closing date. 	X1	25
Total score					25
	<p>The final score for vehicles will be calculated by the formula below:</p> $Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 25\%$				

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Table 8: Scoring Methodology for Vehicles

Scoring Methodology for Vehicles	Score (%)
Vehicle owned by tenderer with all required documentation	100
Vehicle registration document/s not certified	80
Vehicle hired and valid proof of rental submitted	50
Did not submit proof of ownership or hiring letter from bona fide hiring company	0

7.2.4 Tools and Equipment Requirements

This section stipulates requirements for Tools & Equipment for maintenance on substation buildings as listed in Table 9 below and the corresponding scoring methodology in indicated on Table 10.

The evidence required on this table should be provided as per an Eskom template provided in **Annexure A**. Please complete Column C to indicate if you Own / Hire the required tools & equipment and the corresponding quantities in (Column D). The list / register must be completed in full and signed by the tenderer.

Tools and equipment will be evaluated based on the tools register submitted by the tenderers and it must be in the Eskom format provided.

The tenders shall indicate in the tools register/s if the tools are Owned/ Hired by the company. Where tools are hired the tenderer shall in addition submit an agreement / contract / letter from a bona- fide hiring company. The hiring letter must indicate the specific tools or equipment as well as the tenderer's company name indicating all the tools that are hired for points to be allocated.

Note: Sharing of resources amongst contractor or contractor sharing resources in i.e., Tools, Vehicles and Certificates is not allowed in this contract and if a company is found to do so, it will be disqualified.

Table 9: Tools & Equipment Requirements

Item	Tool	Requirement	Min. Qty	Max. Score
1	Bolster	Owned	X1	1
2	Boning rod	Owned	X3	1
3	Brick hammer	Owned	X2	1
4	Bump cutter/screed	Owned	X1	1
5	Chisel	Owned	X3	1
6	Circular saw	Owned	X1	1

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Item	Tool	Requirement	Min. Qty	Max. Score
7	Concrete mixer	Owned / Hired	X1	1
8	Cordless drill	Owned	X1	1
9	Crowbar	Owned	X1	1
10	Digging bar	Owned	X1	1
11	End frames with rope	Owned	X1	1
12	Float	Owned	X1	1
13	Gloves	Owned	X3	1
14	Hand saw	Owned	X1	1
15	Jack plane	Owned	X1	1
16	Fibre Glass Ladder	Owned	X3	1
17	Line and pins	Owned	X1	1
18	Mason's square	Owned	X1	1
19	Measuring box	Owned	X1	1
20	Measuring tape	Owned	X1	1
21	Measuring wheel	Owned	X1	1
22	Pick axe	Owned	X1	1
23	Plumb bob	Owned	X1	1
24	Plumb rule	Owned	X1	1
25	Putty knife	Owned	X1	1
26	Hand compacter	Owned	X3	1
27	Scratchers	Owned	X1	1
28	Sledge hammer	Owned	X2	1
29	Spade	Owned	X3	1
30	Spirit level	Owned	X1	1
31	Tile cutter	Owned	X1	1
32	Trowel	Owned	X1	1
33	Paint brushes various sizes	Owned	X1 Set	1

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Item	Tool	Requirement	Min. Qty	Max. Score
34	Cover sheets	Owned	X1	1
35	Scaffolding 2m high	Owned / Hired	X1 Set	1
36	Wheel barrow	Owned	X3	1
37	Vibrator for concrete	Owned / Hired	X1	1
38	Full set of spanners (Ring and flat)	Owned	X1 Set	1
39	Electrical hand drill	Owned	X1	1
40	Generator with cable (extension)accessories	Owned / Hired	X1	1
TOTAL				40
		The final score for Tools and equipment will be calculated by the formula below:		
		$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 15\%$		

Table 10: Tools & Equipment Scoring Methodology

Scoring Methodology for Tools and equipment	Score (%)
Tools List/Register (Annexure A) in Eskom format submitted, Tool(s) are owned by tenderer, and Submission meets the minimum number of required tools	100
Tools List/Register (Annexure A) in Eskom format submitted, Tool(s) are hired by tenderer, and Submission meets the minimum number of required tools	80
Tools List/Register (Annexure A) submitted with everything correct but not signed	60
Tool List/register is not submitted or not in Eskom format or Quantities owned are not indicated	0

7.3 Site Verification & Assessment

Site verification will be done to all those service providers that met the minimum threshold **of eighty (80) percent** of the boardroom evaluations. This will be done to evaluate the technical capability and capacity to render the service at hand. The verification and assessment process will involve but not limited to the following:

- Verification and assessment of Vehicles,,Tools & Equipment required to perform the job.

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If any information provided during the desktop evaluation is found to be fraudulent and/or inaccurate during the verification process, Eskom reserves the right to disqualify the tenderer from the tender or rectify the desktop score accordingly.

7.3.1 Verification & Assessment Vehicles and Tools & Equipment

This exercise will involve the verification of Vehicles, Tools and Equipment evidence submitted by the tenderer and the assessment of their conditions.

The minimum weighted final score (threshold), required for a tenderer to be considered from a technical perspective after site evaluation considerations is **eighty (80) percent**. If, for whatever reason, the site evaluation is not performed the desktop score will be used as the final tender score.

7.4 Contractual Requirements

These requirements shall be met prior to tender award as they have been identified as important for the scope of maintenance of substation buildings. Although this will not form part of the desktop evaluation, these may be submitted during the tender stage. Compliance to these requirements needs to be met and verified prior to tender awarding stage (see Table 11).

There will be no scoring linked to these requirements. Only "Yes" or "No" answers will be allocated, and the required outcome is for the tenderer to have "Yes" for all Technical Contractual Requirements listed to achieve full compliance.

It should be noted that if any of these requirements takes significant time to achieve (if not in place) and submitted to Procurement, it will lead to unnecessary delays in a contract being awarded to those specific contractor/s.

Table 11: Technical Contractual Requirements

No.	Requirements	Evidence Required	Evidence Notes	Yes / No
1.	PDE SCOT Website Access	Conformation of access letter.	Contractors need to subscribe to the PDE Website to get the latest Eskom standards and drawings. Access outside Eskom - https://scot.eskom.co.za The confirmation of access Letter should be valid at the time it gets submitted.	

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8. REVISIONS

Date	Re	Compiler	Remarks
October 2024	1	Martin Venter	First Issue

9. DEVELOPMENT TEAM

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

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ANNEXURE A– TOOLS & EQUIPMENT LIST / REGISTER

A	B	C	D
Item	Tool	Indicate If Owned / Hired	Min. Qty
1	Bolster		
2	Boning rod		
3	Brick hammer		
4	Bump cutter/screed		
5	Chisel		
6	Circular saw		
7	Concrete mixer		
8	Cordless drill		
9	Crowbar		
10	Digging bar		
11	End frames with rope		
12	Float		
13	Gloves		
14	Hand saw		
15	Jack plane		
16	Fibre Glass Ladder		
17	Line and pins		
18	Mason's square		
19	Measuring box		
20	Measuring tape		
21	Measuring wheel		
22	Pick axe		
23	Plumb bob		
24	Plumb rule		
25	Putty knife		

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A	B	C	D
Item	Tool	Indicate If Owned / Hired	Min. Qty
26	Hand compacter		
27	Scratchers		
28	Sledge hammer		
29	Spade		
30	Spirit level		
31	Tile cutter		
32	Trowel		
33	Paint brushes various sizes		
34	Cover sheets		
35	Scaffolding 2m high		
36	Wheel barrow		
37	Vibrator for concrete		
38	Full set of spanners (Ring and flat)		
39	Electrical hand drill		
40	Generator with cable (extension)accessories		

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