



Tender Technical Evaluation Strategy

SUPPORT SERVICES
MATLA POWER
STATION

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CONTENTS

	Page
1. INTRODUCTION	3
2. SUPPORTING CLAUSES.....	3
2.1 SCOPE	3
2.1.1 Purpose	3
2.1.2 Applicability.....	3
2.2 NORMATIVE/INFORMATIVE REFERENCES.....	3
2.2.1 Normative	3
2.2.2 Informative.....	3
2.4 ABBREVIATIONS.....	3
2.5 ROLES AND RESPONSIBILITIES.....	3
2.6 PROCESS FOR MONITORING.....	4
2.7 RELATED/SUPPORTING DOCUMENTS.....	4
3. TENDER TECHNICAL EVALUATION STRATEGY	4
3.1 TECHNICAL EVALUATION THRESHOLD	4
3.2 TET MEMBERS.....	4
3.3 MANDATORY TECHNICAL EVALUATION CRITERIA	5
3.4 QUALITATIVE TECHNICAL EVALUATION CRITERIA.....	ERROR! BOOKMARK NOT DEFINED.
3.5 TET MEMBER RESPONSIBILITIES.....	11
3.6 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS.....	12
3.6.1 Risks.....	12
3.6.2 Exceptions / Conditions.....	12
4. AUTHORISATION.....	13
5. REVISIONS	13
6. DEVELOPMENT TEAM	13
7. ACKNOWLEDGEMENTS	13

TABLES

Table 1: TET Members	4
Table 2: Mandatory Technical Evaluation Criteria.....	5
Table 3: Qualitative Technical Evaluation Criteria.....	6
Table 4: TET Member Responsibilities.....	11
Table 5: Acceptable Technical Risks.....	12
Table 6: Unacceptable Technical Risks	12
Table 7: Acceptable Technical Exceptions / Conditions.....	12
Table 8: Unacceptable Technical Exceptions / Conditions	12

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1. INTRODUCTION

Eskom Matla Power Station intends to enter into a contract for the Provision of Laundry Services to Matla Power Station for a period of 5 years with an experienced reputable service provider.

2. SUPPORTING CLAUSES

2.1 SCOPE

This document outlines the technical criteria and the process to be followed when evaluating tender documents to ensure that the contract is concluded with a suitable contractor who will be able to Laundry Services to Matla Power Station for a period of 5 years.

2.1.1 Purpose

The purpose of this tender technical evaluation strategy is to define the Mandatory Evaluation Criteria, Qualitative Evaluation Criteria and TET member responsibilities for this tender technical evaluation. The technical evaluation strategy serves as basis for the tender technical evaluation process.

2.1.2 Applicability

Matla Power Station Support Services (Office Services Services)

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- [1] 240-168966153: Generation Tender Technical Evaluation Procedure
- [2] 240-48929482: Tender Technical Evaluation Procedure (Transmission and Distribution)
- [3] 32-1033: Eskom Procurement and Supply Chain Management Policy
- [4] 32-1034: Eskom Procurement and Supply Management Procedure

2.2.2 Informative

ISO 9001:2015 requirements

OHS Act

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

2.3 ABBREVIATIONS

Abbreviation	Description
OHS Act	Occupational Health and Safety Act
TET	Technical Evaluation Team

2.4 ROLES AND RESPONSIBILITIES

As per 240-168966153: Generation Tender Technical Evaluation Procedure for Generation

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OR

240-48929482: Tender Technical Evaluation Procedure for Transmission and Distribution

2.5 PROCESS FOR MONITORING

All Technical evaluation team members will be required to evaluate all tenders. The average score for all TET members will be used as the final score of the evaluation. Should a TET member not find some documents of the tenderers for scoring, all TET members will be required to scrutinise all the documents to ensure they did not by mistake miss the applicable document while going through the file.

3. RELATED/SUPPORTING DOCUMENTS

TET member appointment letters

4. TENDER TECHNICAL EVALUATION STRATEGY

4.1 TECHNICAL EVALUATION THRESHOLD

The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 75%.

4.2 TET MEMBERS

Table 1: TET Members

TET number	TET Member Name	Designation
TET 1	Zodwa Gumbi	Manager Support services
TET 2	Nothando Ntenga	Officer Business Support
TET 3	Phumzile Mbeje	Senior Clerk Support Services

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4.3 MANDATORY TECHNICAL EVALUATION CRITERIA

This criteria must be achieved before the supplier can be scored technically.

Table 2: Mandatory Technical Evaluation Criteria

Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Motivation for use of Criteria
<p>The supplier shall submit the following proof: The supplier shall submit the following proof: Proof of Ownership (Rates and Taxes) or Lease agreement of Laundry Premises with rates and taxes</p> <p>Or</p> <p>Letter of intent from the laundry company with their Proof of Ownership (Rates and Taxes) or Lease agreement of Laundry Premises with rates and taxes</p>	<p>Valid lease agreement (lease agreement should have initials of both parties) /Recent rates and taxes statement in the name of the business</p> <p>Or</p> <p>Letter of intent from a laundry company with their lease agreement or Rates and Taxes statement</p> <p>Note: Site Visit will be conducted on the tenders that scored a minimum of 75% on qualitative technical evaluation criteria to verify mandatory requirements supporting documents submitted</p>	<p>Confirmation of Laundry premises important for quality control and confirmation of capability of the service provider.</p>

Table 3: Qualitative Technical Evaluation Criteria

	Qualitative Technical Criteria Description		Reference to Technical Specification / Tender Returnable	Criteria Weighting (%)	Criteria Sub Weighting (%)
	Service Provider to achieve 75% score to pass the technical Evaluation				
1.	Proof of company experience in Laundry Services or Dry-cleaning Services			40%	
	1.1	Proof of above 3 year and above Experience in Laundry or Dry-cleaning Services	<ul style="list-style-type: none"> • Current or Previous client reference letter with Contract number or Order number and contactable details OR • Past 3 years Lease agreements or payroll records or Tax returns for the business 		40%
	1.2	Proof of above 2 year and above Experience in Laundry or Dry-cleaning Services	<ul style="list-style-type: none"> • Current or Previous client reference letter with Contract number or Order number and contactable details OR • Past 2 years Lease agreements or payroll records or Tax returns for the business 		20%
	1.3	Proof of above 1year and above Experience in Laundry or Dry-cleaning Services	<ul style="list-style-type: none"> • Current or Previous client reference letter with 		10%

			Contract number or Order number and contactable details OR <ul style="list-style-type: none"> Past 1 years Lease agreements or payroll records or Tax returns for the business 		
2.	Quality of Laundry Service and Detergents as per scope of work			30%	
	2.1	Comprehensive process flow for laundry to determine quality of wash cycle and eliminate rework	Relevant Process flow submitted		15%
	2.2	Indication of chemicals, detergents and softeners to be used and their SDS	Written declaration of Detergents in a company letter head and attach SDS's for the detergent		15%
3	Companies Risk Management Plan			30%	
	3.1 Bidder to provide Policies and contingency plan based on service interruptions on the following: 3.1.1 Back up plan for delivery vehicles when the vehicle is on repairs or written off 3.1.2 Absenteeism of critical employees from work due to industrial and communities protest action 3.1.3 Back up for Laundry Equipment Failure		Comprehensive Company contingency plan		15% 5% 10%

	3.1.4 Water supply Interruption contingency plan				5%																	
Total for Qualitative Criteria					100%																	
SITE VISIT TECHNICAL EVALUATION CRITERIA (The minimum threshold to pass site visit is 75% with a site)					100%																	
	<table><tr><td>No</td><td>Technical Evaluation Criteria</td><td>Weighting</td></tr><tr><td></td><td>Mandatory criteria Confirmation</td><td>Yes or NO</td></tr><tr><td>1</td><td>Sorting and segregation</td><td>50%</td></tr><tr><td>2</td><td>Laundry requirements</td><td>50%</td></tr><tr><td></td><td>Threshold</td><td>75%</td></tr><tr><td></td><td></td><td></td></tr></table>	No	Technical Evaluation Criteria	Weighting		Mandatory criteria Confirmation	Yes or NO	1	Sorting and segregation	50%	2	Laundry requirements	50%		Threshold	75%						
No	Technical Evaluation Criteria	Weighting																				
	Mandatory criteria Confirmation	Yes or NO																				
1	Sorting and segregation	50%																				
2	Laundry requirements	50%																				
	Threshold	75%																				
Mandatory Criteria Confirmation																						
(A <u>No</u> to any of the below Laundry Facility Ownership questions will automatically disqualify the Tenderer)																						
	Ownership of the Laundry Facility	Y	N	N/A	Comment																	
	Ownership Confirmation/Letter of intent Documents submitted with tender are correct																					
	Physical Address similar to the address supplied with tender																					
	Qualitative Physical Verification Questionnaire				10%																	
	Sorting (Criteria 1.1) 10%																					
					2%																	

	1. Is laundry sorted based on the level of soiling or presence of mineral oil, categorized as light, medium, or heavy duty, to determine appropriate cleaning methods			
	2. Are washing machines for processing contaminated textiles clearly marked and not used for the processing of uncontaminated textiles			2%
	3. Is laundry handled based on the type of fiber composition, such as wool, cotton, synthetics			2%
	4. Is laundry sorted and grouped according to color			2%
	5. Are washing and drying instructions on laundry items considered when doing laundry i.e., do not tumble-dry, wash in cold water, do not iron, dry clean only			2%
1.2	Segregation (Criteria 1.2)			15%
	1. Is laundry segregated and grouped separately for each customer (No mixing of customer laundry items			2%
	2. Space allocation: Is soiled and clean laundry allocated separate segregated space.			2%
	3. Is laundry stored in a safe and secured area.			2%
	4. Are laundry items counted upon receipt and release			2%
	5. Is there appropriate labeling of laundry items			2%
	6. Are surfaces frequently washed and disinfected			2%
	7. Does the supplier have laundry bags for carrying laundry			3%
	Laundry requirements (Criteria 2)			25%
	1. Is all equipment installed in accordance with the manufacturer's instructions.	Plumbing certificate of compliance required		5%

	2. Are washing machines calibrated at least twice a year for thermometers, thermostats, flow meter (when fitted), water-level control meters or dip tubes, dispensing system, drum rotation and extraction speed.	Calibration certificates or records required		5%
	3. Are the machines serviced in accordance to manufacturer's instructions.	Maintenance records required		3%
	4. Are employees trained in the hazards associated with all chemicals. Training records required	Training records required		3%
	5. Is there a "drench shower" for ready access in the areas where chemicals are stored or used	Drench Shower		3%
	6. Are there any disinfection procedures on equipment. Procedure to be presented			3%
	7. Does the supplier have laundry bags for carrying laundry			3%

4.4 TET MEMBER RESPONSIBILITIES

<In Table 4 identify the TET members allocated to review/evaluate each Qualitative criterion (minimum 2 evaluators per criteria / sub-criteria)>

Table 4: TET Member Responsibilities

Mandatory Criteria Number	TET 1	TET 2	TET3
1	X	X	X
Qualitative Criteria Number	TET 1	TET 2	TET 1
1	X	X	X
2	X	X	X
3	X	X	X
4	X	X	X

4.5 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS**4.5.1 Risks****Table 5: Acceptable Technical Risks**

Risk	Description
1.	If the Laundry company does not own the premises but have a valid lease agreement for the premises.

Table 6: Unacceptable Technical Risks

Risk	Description
1.	Submission of fraudulent documentation or documentation that is not valid
2.	Provision of uncontactable references in the referral letter.

4.5.2 Exceptions / Conditions**Table 7: Acceptable Technical Exceptions / Conditions**

Risk	Description
1.	If the service does not own Laundry company but can get the letter of intent from Laundry companies
2.	

Table 8: Unacceptable Technical Exceptions / Conditions

Risk	Description
1.	Failure to provide proof of facility where Laundry will be done.
2.	

5. AUTHORISATION

This document has been seen and accepted by:

Name	Designation	Signature
Nothando Ntenga	Officer Business Support	<i>npntenga</i>
Zodwa Gumbi	Manager Support Services	
Elias Katasa	Finance Manager	

6. REVISIONS

Date	Rev.	Compiler	Remarks
08 October 2024	01	Zodwa Gumbi	None

7. DEVELOPMENT TEAM

NA Gumbi
N Ntenga
P Mbeje

8. ACKNOWLEDGEMENTS

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