

Guidance Notes

The following guidelines are to be observed when putting together the bid documents .

- a) The response to the mandatory and functional criteria are to be separated and clearly marked.
- b) The bid documentation contents is to be indexed as per criteria numbering.
- c) Each entry in the contents page must include a hyperlink to its respective section.
- d) All images used must be readable and in context.
- e) When reference is made to cost of a project, indicate the total cost of project and the cost of your respective portion of said project.
- f) Where explanations are required, the explanations must be concise
- g) All references quoted must be relevant to the scope.
- h) When referring to past projects, prior to going into detail, include a table that mentions the project, date completed, cost and scope.
- i) When providing years of experience for dedicated staff, A summary table is to be included to indicate, name, position, years of experience and as total average years of experience.
- j) If there is not information provided for a given criteria then the score will be 0 for that particular criteria.
- k) In the table stated in (i)above also include professional affiliation with the relevant professional bodies.

Signed By [REDACTED]
Contracts Manager



22/09/2025

Mandatory Criteria Evaluation Scorecard - QA and QC Services Provider Contract

Number	Criteria	Source of evidence	Method of evaluation	Technologies	Evaluation results		if No, Comment
					Acceptable reference letter		
1	Must have placed skilled resources in a minimum of six of the specified technologies outlined in the scope of work. Coal fired technologies is a must.	Reference Letter on a the client's company letter head confirming: a) Contract number and completion date	The reference letter will be evaluated against criteria in the column " source of evidence".	a) Coal Fired Technologies	Yes	No	
	a) Coal Fired Technologies	b) Scope of work (High level relevant to listed technologies		b) Hydro and Pumped Storage Technology	Yes	No	
	b) Hydro and Pumped Storage Technology	c) was the scope successfully completed	Any reference concluded prior to 2019, will not be considered	c) Open or Combined Cycle Gas Turbines Technology	Yes	No	
	c) Open or Combined Cycle Gas Turbines Technology	d) work was executed in the period from 2019 to current	The references stated will be contacted to confirm the authenticity of the reference. If found to be false or unreachable, reference will be excluded	d) Heat Recovery Steam Generator Power Technology	Yes	No	
	d) Heat Recovery Steam Generator Power Technology	e) Letter to be signed and dated.	Must provide reference letters for coal fired technologies plus a minimum of 5 five other technologies	e) Renewables Technologies	Yes	No	
	e) Renewables Technologies	f) reference contact details to be on the letter.	To Pass, the bidder must have submitted 6 references of scopes concluded or currently active in the priod from 2019 to current that have been contacted and verified	f) Energy Storage Technologies	Yes	No	
	f) Energy Storage Technologies			g) Nuclear Technologies	Yes	No	
	g) Nuclear Technologies			h) Emissions Abatement Technologies	Yes	No	
	h) Emissions Abatement Technologies			i) Civil and structural design applicable to specific Technologies	Yes	No	
	i) Civil and structural design applicable to specific Technologies			j) Power Transmission and Distribution engineering, technologies for infrastructure development and execution and associated works	Yes	No	
	j) Power Transmission and Distribution engineering, technologies for infrastructure development and execution and associated works			k) Marine Environmental adherence	Yes	No	
	k) Marine Environmental adherence			l) Commercial Property	Yes	No	
	l) Commercial Property			m) Gas Power Generation Technologies	Yes	No	
	m) Gas Power Generation Technologies			n) Pipelining technologies (water, gas etc.)	Yes	No	
	n) Pipelining technologies (water, gas etc.)			o) Mining Technology and developments	Yes	No	
	o) Mining Technology and developments			p) Existing building infrastructure refurbishment enhancement and modernisation.	Yes	No	
	p) Existing building infrastructure refurbishment enhancement and modernisation.						
2	Have a local registered presence in South Africa	Provide proof of CIPC number registration such as one of the following a) CoR 14.3 b) CoR 14.1 c) Memorandum of incorporation d) CoR 9.4	Registration will be verified by using the https://wwwcipc.co.za or https://www.bizportal.gov.co.za To pass, the CIPC number must return details that match the company details on the proof provided	CIPC number successfully verified	Yes	No	
3	Have a local office in South Africa	Provide proof of physical location of office such as one of the following a) Utility bill in the company's name b) Copy of lease agreement	To pass, either a utility bill or lease agreement must be provided indicating the office location in south africa in the Company's name	Utility bill or lease provided	Yes	No	
4	Consultant Expertise in Capacity building	bidder to provide proof in the form of: training & transfer methodology Training and transfer methodology makes use of structured approaches (workshops, job shadowing etc), customisable to client context. Sample modules included	Methodology will be evaluated against criteria mentioned in "Source of evidence column)	Training and transfer methodology acceptable	Yes	No	
5	Evidence of scalable multidisciplinary resource pool and mobilisation of critical skills.	bidder to provide the following proof a) References demonstrating successful delivery of the full spectrum of project QA/QC (Min 2)	Requirements to pass a) bidder must provide minimum 2 contactable references relevant to scope of work.	bidder provided minimum 2 contactable references relevant to scope of work.	Yes	No	
		b) Documentation of scalable resource pools; examples of rapid mobilisation for large/complex projects.	b) bidder to provide workforce capacity plan/ resource pool overview including profile summary	bidder to provided workforce capacity plan/ resource pool overview including profile summary	Yes	No	
		c) Evidence of active talent sourcing, onboarding, and step by step process for mobilisation including timelines; examples of deploying both generalist and specialist talent	c) bidder must provide resource mobilisation strategy that covers all the criterias in " source of evidence" column as a minimum	bidder provided resource mobilisation strategy that covers all the criterias in " source of evidence" column as a minimum	Yes	No	

Notes:

Mandatory criteria is essential for assessing bids as they serve as non-negotiable baseline requirements that ensure all bidders meet a minimum acceptable standard before their bids are considered further.

In order for a bid to proceed to the function evaluation, the bid must obtain all "yes" for the above Mandatory criteria, should the bid obtain a "no" it will not proceed to the functional evaluation round.

Evaluation criteria		Weight %	Sub Criteria	Score %		Score					Evaluation Score	Results
STAGE 1: FUNCTIONALITY					Evidence	1	2	3	4	5		
1	Company experience and previous work on providing QA/QC services, evaluating and providing solutions in planning, developing and executing of QA/QC services.	40%	1.1 Company experience in planning, development and execution of QA/QC services in large capital projects.	20%	Contact details & Project details for verification	1 references	2 references	3 references	4 references	> 5 references		
			1.2 Demonstrate how you have managed the support to a regulated organisation and have successfully implemented the required services.	30%	Evidence of summarised Scope of Work implemented as per 1.1	Projects done = 1	Projects done = 2	Projects done = 3	Projects done > 3	Projects done > 5		
			1.3 Number of relevant references with a description of scope of work performed (evaluating and providing solutions)	30%	Evidence of recommended changes and implementation of solutions	Number of projects that meet evidence criteria = 1	Number of projects that meet evidence criteria = 2	Number of projects that meet evidence criteria = 3	Number of projects that meet evidence criteria > 3	Number of projects that meet evidence criteria > 5		
			1.4 Demonstrate capability and capacity by showing a track record in the abovementioned services for 4 years or more aligned to the technologies specified in the SoW.	20%	KPI's and/or improvement metrics that ensured successful execution of scope of work.	Evidence does not meet criteria = 1	Evidence meets criteria - only one entity = 2	Evidence meets criteria - three entities = 3	Evidence meets criteria > 3	Evidence meets criteria > 5		
2	The consultant's special area of expertise and deep understanding of large capital projects	15%	2.1 Number of relevant references with a description of scope of work (assisting companies with QA/QC planning and management of large capital projects) detail the success achieved over the last 5 years including resource timeline deployment	100%	Close out report indicating success and resource deployment	1 report	2 report	3 report	4 report	> 5 report		
3	Development in entity QA and QC management capabilities & skills	15%	3.1 Service Providers must demonstrate Quality and technical experience in the various aspects of the Electricity Sector. Provide project details as including the scope of work.	50%	Number of contactable references and summarised project scope	1 references & report	2 references & report	3 references & report	4 references & report	> 5 references & report		
			3.2 Number of organisations successfully supported with skills and knowledge development and skills and knowledge transfer in QA/QC competence.	50%	Number of contactable references and summarised skills improvement plan	1 references & plans	2 references & plans	3 references & plans	4 references & plans	> 5 references & plans		
4	Resources (indicating experience) that will be assigned to the Project	30%	4.1 Service Providers must have employees or access to employees with quality, technical, engineering, manufacturing skills in the Power/Electricity Industry.	20%	CV's indicating experience in the power/electricity industry	< 2 years	3 - 5 years	6 - 9 years	10-12 years	> 12 years		
			4.2 Mobilisation strategy: Bidder to provide resource deployment timeline and strategy to address client resource request as per task order.	30%	strategy indicating resourcing plan and timelines	Resource plan and deployment timeline greater than 8 weeks	Resource plan and deployment timeline less than 4 weeks	Resource plan and deployment timeline less than 3 week	Resource plan and deployment timeline less than 2 weeks	Resource plan and deployment timeline less than 1 week		
			4.2 Service Providers must provide a documented procedure for determining the competence criteria for all personnel who will be involved in the provision of services as per scope	30%	Plan and detail on development of procedure	Unclear plan and detail = 1	Some detail provided =2	High level outlined plan = 3	Good Indication of detailed plan = 4	Clear outline and detailed plan proposed = 5		
			4.3 Provide high level structure and relevant experience of the service providers permanent management team that will execute the contract.	20%	High level structure & proof of permanent employment with the consulting agent	< 3 management team	4 - 5 management team	6 - 8 management team	9 - 10 management team	> 10 management team		