Eskom
Rotek Industries

The Provision of Stockyard management services at Various Power Stations under ERI BMS for a period of 24 months on an 'as and when required basis.

Functionality Criteria	Maximum number of points percentages
Functionality	**100%**
Overall minimum threshold for functionality to proceed to the next phase	**75%**

	TRACEABLE EVIDENCE OF EXPERIENCE IN BULK MATERIALS HANDLING	Weight
1.	**-Provide One (1) to a maximum of Three (3) references, with contact details for similar previous projects completed not older than five (5) years.** **Respondents must provide signed client reference letters, and the letters should be submitted on company letterheads (Client or Customer letterhead), with PO/Contract no. The reference letters, PO or contract must also confirm or be accompanied by confirmation of successful completion of the works.** **NB: Reference checks will be conducted.** Proof of experience attached in client letter head in the form of award letter or reference letter, or contract with the client contact details, project title and description of works. **The contractor submits proof of ownership** • One (1) or more confirmed acceptable reference of similar projects with a combined contract value of more than R30 000 000.00 **= 30 points** • One (1) or more confirmed acceptable reference of similar projects with a combined contract value of R20 000 000.00 to R30 000 000.00 **= 20 points** • One (1) or more confirmed acceptable reference of similar projects with a minimum value of R10 000 000.00 to R20 000 000.00 **= 10 points** No proof submitted/No relevant experience or proof submitted is older than 5 years with the required value **= 0 points**	**30**

	HUMAN RESOURCE MANAGEMENT SYSTEM AND POLICIES
	
	Time and attendance management system – The system should accurately record employee working times (daily start and times), including breaks and overtime, to ensure proper payroll calculation and compensation. Amongst others, the system must demonstrate the following capabilities:
	• **Integration and Data Exchange:**
	  ○ **Accurate Time tracking: Mechanism (method or process with templates) for recording working time that is reliable and traceable. (2)**
	  ○ **Payroll Integration – Synchronized time tracking data with payroll system to automate (Data handling process that facilitates ease of payroll processing) payroll processing on a monthly basis. (3)**
	
	Time and attendance management system
	
	• Information sufficient and covers all requirements **= 5 points**
	• Insufficient information provided/ information not provided **= 0 points**
	
	Leave Management Policy - Policy that includes clear definitions, guidelines and procedures to be followed. The policy must outline:
	• **The various leave types, their eligibility, as well as their accrual rates. (1)**
	• **Leave request procedures detailing, how employees should apply and the applicable timelines (Process with documentation and, or templates). (1)**
	• **Leave Tracking capabilities that includes a system to track and monitor leave usage and balances. (1)**
	• **Leave abuse - Sick leave policy outlining sick leave entitlements, procedures and consequences of abuse. (2)**
		15

	Leave Management Policy • Information sufficient and covers all requirements **= 5 points** • Insufficient information provided/ information not provided **= 0 points** **Disciplinary Code OF Conduct Policy – Policy that clearly defines what constitutes misconduct, including distinctions between minor transgressions and serious violations. The policy must also outline the types of behaviour that may lead to disciplinary action (e.g., absenteeism, poor performance or gross misconduct). Amongst others, the policy must further outline:** • **Step by Step Process, which follows a demonstrable and structured step by step process for managing disciplinary matters. (3)** • **Defined misconduct and Outcomes, i.e., categorised misconduct (e.g., minor serious and very serious), and potential outcomes for each level (e.g., verbal warning, written warning, final written warning and dismissal). (2)** **Disciplinary Code OF Conduct Policy** • Information sufficient and covers all requirements **= 5 points** • Insufficient information provided/ information not provided **= 0 points**	
3	**MANAGEMENT OF INDUSTRIAL ACTION** • Contingency Plan to ensure continuity of service (detailed contingency plan with clear timelines, resource availability and resource mobilization) **= 5 points** • Communication Plan during industrial action (detailed communication plan with emergency contact which clearly outlines steps to be taken during the industrial action) **= 5 points** • Industrial action management team structure with roles (team and structure must be aligned to the key personnel and BOQ required resources) **= 5 points** **Failure to provide sufficient information will lead to scoring zero per point.**	**15**
4	**<u>Technical Methodology and Execution plan</u>** • Work Method statement: Detailed description of how coal handling operations will be conducted, including resource deployment and shift schedules • Maintenance support plan: Strategy for allowing plant maintenance time (fixed and Mobile plant) without compromising operations • Operational Risk mitigation plan: Identification of potential operational risks and contingency measures: - Precise methodology of coal handling operations, including resource deployment and shift schedules **= 10 points** - Maintenance support plan with clear indication of maintenance schedules allowance **= 5 points** - Risk mitigation plan, indication of any operational risks and mitigations thereof **= 5 points**	**20**
5	**<u>Recruitment Plan / Retention plan</u>** Provide a detailed recruitment plan/ retention plan with timelines including induction and project implementation/rollout plan (20) • Detailed Project Implementation plan/rollout plan = **10 points** • Detailed recruitment plan/ Retention plan with timelines = **5 points** • Induction, training and resource upskilling plans = **5 points** • No plan submitted/ plan is not aligned with requirement or insufficient information provided = **0 points**	**20**
	TOTAL	**100%**

Signed by BMS technical representatives:

Name:Tshepo Nkabeni

Sign:

Date:16/01/2015

Name: Makungu Mayimele

Sign:

Date: 16/01/2026