Eskom	**Tender Technical Evaluation Strategy**	**Group Capital**

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1. Introduction

Technical evaluation is a critical component of the tender evaluation process and shall be undertaken by appropriately authorised technical representatives, end users, engineers and/or technical specialists appointed by Eskom in accordance with the applicable Eskom Procurement and Supply Chain Management Policy and Procedure.

For Medupi Group Capital – Support Services, technical evaluations shall be conducted in a consistent, fair, transparent, impartial and auditable manner. The evaluation process shall be structured to ensure that each tenderer is assessed against the technical requirements, specifications, scope of work and mandatory technical returnable stipulated in the applicable procurement documentation.

The technical evaluation shall be undertaken strictly in accordance with the approved tender requirements. No technical criterion, requirement or assessment consideration shall be introduced after the closing of tenders unless such amendment is formally authorised in accordance with Eskom's applicable procurement governance requirements.

The purpose of the technical evaluation is to establish whether each tenderer has demonstrated the requisite technical capability, capacity, experience, resources, competence, systems and compliance to perform the services, works or supply obligations contemplated under the contract.

The evaluation shall be conducted in a manner that preserves the integrity of the procurement process and provides a clear and defensible audit trail demonstrating the basis upon which each technical determination was made.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this procedure is to establish a consistent and controlled approach to the technical evaluation of tenders within Medupi Group Capital – Support Services.

In particular, the procedure is intended to:

- Establish the principles and processes to be followed when conducting technical evaluations.
- Define the responsibilities and obligations of personnel participating in the technical evaluation.
- Ensure that tenderers are evaluated objectively against the requirements stated in the procurement documentation.
- Ensure that mandatory technical requirements and technical returnable are assessed consistently.

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- Establish appropriate requirements for the recording, substantiation and approval of technical Evaluation outcomes.
- Ensure that technical evaluation records are sufficiently detailed to support internal governance, assurance and audit requirements.
- Reduce the risk of inconsistent, subjective or discriminatory evaluation practices; and
- Provide an auditable basis for determining whether a tenderer is technically compliant and capable of performing the contractual obligations.

The technical evaluation shall not be used as a means of negotiating, materially altering or retrospectively expanding the tender requirements. Any clarification required during the evaluation shall be managed through the applicable procurement process and shall not afford an unfair advantage to any tenderer.

2.1.2 Applicability

This Tender Evaluation Strategy shall apply Specifically to the Medupi Power Station Project and shall govern the technical evaluation of tenders for Support Services Department.

2.1.3 Effective date

This document shall be effective from the latest date of authorisation.

2.1.4 Normative

[1] ISO 9001 Quality Management Systems - Requirements

2.1.5 Informative

N/A

2.2 Definitions

Term	Explanation
Enquiry	A competitive or non-competitive request for information, interest, quotations or proposals made to a supplier, a group of suppliers or the market at large.
Local	Within the borders of the Republic of South Africa
Tender	A tender refers to an open or closed competitive request for quotations / prices against a clearly defined scope / specification.

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2.3 Abbreviations

Abbreviation	Explanation
SOW	Scope of Work
TET	Technical Evaluation Team
QCP	Quality Control Plan
SHERQ	Safety, Health, Environment, Risk and Quality
ISO	International Standard of Organisation
PDP	Professional Driving Permit

2.4 Roles and Responsibilities

a) Responsible

This evaluation exercise is performed by the appointed Eskom TET.

b) Processes for Monitoring

This procedure shall be monitored by Site Services supervision and 348-80423: Internal Audit Procedure.

2.5 Related/Supporting Documents

All related documents are listed under normative and informative documents.

3. Tender Technical Evaluation Strategy

This section details the methodology to be followed by Eskom in scoring the “Technical” category of the tender evaluation. This evaluation exercise is performed by the appointed Eskom TET.

The evaluation of the tenders will be based on the tenderer’s ability to meet the technical requirements. The evaluation consists of mandatory criteria and qualitative criteria. Results of mandatory evaluation will be “Compliant” or “Non-Compliant.”

The qualitative evaluation shall apply a weighted score card approach to evaluate the tenders against the specifications and Employer’s requirements.

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Technical Evaluation Threshold

The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%.

Mandatory Technical Evaluation Criteria

Table 1: Mandatory Technical Evaluation Criteria

	Mandatory Technical Criteria Description	Reference to Technical Specification	Tender Returnable	Motivation for use of Criteria Factor, Yes = 1, No 0
	The Bidder shall demonstrate that has applicable approvals for the transportation of hazardous waste from Medupi Power Station to the treatment facility and also has access to a complying licensed treatment facility that is duly licensed/registered/permitted in terms of the National Environmental Management: Waste Act, 2008, the National Norms and Standard for the Storage Waste, GN 926, Gauteng Health Care Waste Management Regulations, 2004, the Municipal Emergency Services Bylaws and the Municipal Solid Waste Bylaws to accept and treat hazardous waste streams covered by this contract and dispose residues arising from treatment in an environmentally sound manner.	The bidder shall transport and dispose of all hazardous waste only at a licensed hazardous waste treatment and /or disposal facility	• A Copy of the valid Waste Management Licence for the treatment/ disposal facility. • Letter of consent authorisation or agreement from the proposed transport/treatment/disposal facility. NB: Bidder must submit all requirements listed above.	Factor, yes = 1, No 0 Factor, yes = 1, No 0

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Table 2: Qualitative Technical Evaluation Criteria

	Qualitative Technical Criteria Description	Weight (100%)	Reference to Technical Specification	Tender Returnable	Scoring Criteria
1.	Company Experience.	30%	The bidder shall demonstrate a minimum of five (5) years' experience in the provision of comprehensive office cleaning services of a similar nature and complexity. Evidence of such experience shall be provided by submitting contract details, including the client's name, contract or order number, contract period, and a reference letter on a client official letterhead confirming satisfactory performance. The reference letter shall include the client contact details to enable verification by the employer.	Attach the following as proof: • The bidder shall submit a current reference letter from a current or previous client, dated within the last twelve (12) months, as proof of successfully completed office cleaning work.	**Required evidence as stated.** **Not Satisfactory** - No Letter Submitted - 0% **Satisfactory** – 1 Year experience - 5% **Good** – 2 Year experience - 10% **Very Good** – 3 to 4 years' experience with reachable contact details- 20%. **Excellent** – 5 Years experience with reachable contact details- 30%.
2.	CV of Key Personnel	15%	**Site Manager:** The Site Manager shall have a minimum of five (5) years` proven experience in office administration, office management, or the management of office cleaning services. The Site Manager shall hold a bachelor's degree in a Business management, Office administration, or related field, and possess a Grade 12 (National Senior Certificate)	**Attach the following as proof:** • A comprehensive Curriculum Vitae (CV) demonstrating a minimum of five (5) years relevant experience in office administration, office management, or the management of office cleaning services. • Copy of the Grade 12 (National Senior Certificate).	**Not Satisfactory** - No CV or proof of Qualifications and experience submitted - 0% **Satisfactory** – Grade 12 without managerial experience - 2% **Good** – Grade 12 with at least three (3) years of experience in office related management - 5%

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				• Copy of relevant Bachelor`s Degree.	**Very Good** – National Diploma Business Management or Office administration plus 3+years managerial experience 10%. **Excellent** – Grade 12 coupled with bachelor's degree in a Business management, Office administration, plus a minimum of five years relevant experience. 15%.
3.	CV - Supervisor	10%	**Supervisor:** The Supervisor shall possess a Grade 12 (National Senior Certificate) and a valid SAMTRAC certificate. The incumbent shall have minimum of three (3) year`s proven experience in a cleaning services environment or in a comparable role aligned with the scope of this contract, including at least three (3) years` experience in a supervisory capacity.	**Attach the following as proof:** • A comprehensive Curriculum Vitae (CV) demonstrating a minimum of three (3) years relevant supervisory experience in a cleaning services environment or in a comparable role aligned with the scope of this contract. • Copy of the Grade 12 (National Senior Certificate). • A copy of valid SAMTRAC Certificate.	**Not Satisfactory** - No CV or proof of Qualifications and experience submitted - 0% **Good** – Grade 12 with at least one (1) year supervisory experience in a cleaning environment or in a role aligned with the scope of this contract - 2% **Very Good** – Grade 12 and SAMTRAC plus 2+years' experience in a cleaning environment or in a role aligned with the scope of this contract 5%.

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					Excellent – Grade 12 (Matric) and a SAMTRAC certificate, with a minimum of (3) years of experience in a cleaning environment or in a role aligned with the scope of work and must have held a supervisory position for at least three years. 10%.
4.	CV - Driver	5%	**Driver:** Must have a Grade 12 (National Senior Certificate) plus a valid driver's license with professional driving permit (PDP), and a minimum of five (5) years of driving experience.	**Attach the following as proof:** • A detailed CV & proof of qualifications with a minimum of three (3) years of driving experience. • Copy of the Grade 12 (National Senior Certificate). Valid driver's license with PDP.	**Not Satisfactory** - No CV and proof of Qualifications and experience submitted - 0% **Satisfactory** – Grade 10 plus 1 Year experience - 1% **Good** – Grade 10 (Matric) certificate, but with a valid driver's license with PDP, and a minimum of three (3) years of driving experience. - 2% **Very Good** – Grade 12 (Matric) certificate, a valid driver's license with PDP, and a minimum of five (5) years of driving experience. 5%

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5.	**Safety Officer**	10%	Minimum Requirements: A well experienced Safety Officer with: • Grade 12 (National Senior Certificate), and a National Diploma Safety Management or Environmental Health, together with a minimum of three (3) years, relevant Occupational Health and Safety (OHS) experience.	**Attach the following as proof:** • A comprehensive Curriculum Vitae (CV) demonstrating a minimum of three (3) years relevant OHS experience. • Copy of the Grade 12 (National Senior Certificate). • Copy of relevant National Diploma in Safety Management or Environmental Health	**Not Satisfactory** - No CV or proof of Qualifications and experience submitted - 0% **Good** - Grade 12, National Diploma in Safety Management or Environmental Health plus 1 year experience - 2% **Very Good –** Grade 12, National Diploma Safety Management or Environmental Health, plus 2 years' experience- 5%. **Excellent** – Grade 12 and a National Diploma in Safety Management or Environmental Health, plus 3 years relevant experience. - 10%.
6.	**Environmental Officer**	10%	Minimum Requirements: A well experienced Environmental Officer with: • Formal qualification of National Diploma/B Tech/Bsc. Degree in Environmental Management/Natural Sciences at NQF 6 with 240 credits. • Minimum of three (3) years, relevant Environmental Management experience.	**Attach the following as proof:** • A comprehensive Curriculum Vitae (CV) demonstrating a minimum of three (3) years relevant environmental management experience. • Copy of the National Diploma/B Tech/Bsc. Degree in Environmental Management/ Natural Sciences. • Knowledge and experience on waste management, ISO14001:2015, incident	**Not Satisfactory** - No CV or proof of Qualifications and experience submitted - 0% **Good** - Copy of the National Diploma/B Tech/Bsc. Degree in Environmental Management/ Natural Sciences, plus 1 year experience - 2% **Very Good –** Copy of the National Diploma/B Tech/Bsc. Degree in Environmental Management/ Natural Sciences, plus 2-year experience - 5%.

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			• Knowledge on waste management, ISO14001:2015 Standard, incident management and environmental legislations.	management and environmental legislations.	**Excellent** – Copy of the National Diploma/B Tech/Bsc. Degree in Environmental Management/ Natural Sciences, plus 3-year experience and - 10%.
7.	**Operations Work - Execution Plan.**	10%	A bidder is required to submit a comprehensive plan for office and toilet cleaning, including a detailed disinfection program. This must include but not limited to a cleaning schedule, procedure for different areas, types of cleaning and disinfectant products to be used, consumable stock control measures, supervision and monitoring record-keeping practices, and cleaning methodologies. The submission should clearly outline how cleaning tasks will be carried out to ensure hygiene standards are consistently maintained.	**The Tenderer shall submit:** • Comprehensive Operations Work - Execution Plan, signed by an authorised representative.	**Not Satisfactory** – Not submitted, Lacks structure, key components, or sufficient explanation. - 0% **Good** - Covers most required elements with basic structure and clarity 3%. **Very Good –** Well-organized, with clear detail on all components and realistic implementation 5%. **Excellent** – Thorough, highly structured and demonstrates best practices with a clear focus on sustainability and quality assurance and fully signed. 10%.

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8.	**Recruitment process for the required cleaning staff.**	10%	The Tenderer shall establish and implement a structured recruitment process that includes, as a minimum, local recruitment, candidate sourcing, screening and vetting, interviews, reference checks, medical fitness (where applicable) induction and mobilisation and a detailed implementation timeline identifying key recruitment milestones prior to commencement of the contract.	The Tenderer shall submit a comprehensive Recruitment Plan detailing the proposed recruitment methodology and implementation plan.	**Not Satisfactory** – Not submitted, the recruitment plan is vague or incomplete. 0% **Good** - The plan outlines the basic recruitment process and touches on most required components but lacks clarity 3%. **Very Good –** The plan is clear and well-organized. It includes all key components 5%. **Excellent** – The plan is comprehensive and strategically thought out- 10%.

Score totals (1) + (2) +(3) +(4) +(5) +(6) +(7) +(8) Final score (Score total x (1))

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Table 3: TET Member Responsibilities

Mandatory Criteria Number	TET 1	TET 2	TET 3
Has the bidder demonstrated access to a hazardous waste treatment and / or disposal facility that is duly licenced in terms of the National Environmental Management: Waste Act, 2008 (Act No 59 of 2008), by submitting a copy of the relevant or a valid agreement with a licensed disposal facility.			
Qualitative Criteria Number	**TET 1**	**TET 2**	**TET 3**
Does the bidder have at least five (5) years of experience specifically within the company, with documented involvement in general office cleaning that can be verified through order numbers linked to past contracts.			
Site Manager – Does the Site Manager have a minimum of five (5) years of experience in office-related or management roles, Does the Site Manager hold a bachelor's degree in a Business management, Office administration, or related filed, and possess a Grade 12 (National Senior Certificate).			

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Does the Supervisor have a Grade 12 (Matric) and a SAMTRAC certificate, along with a minimum of three (3) years supervisory experience in a cleaning environment or a role aligned with the scope of work, and have they held a supervisory position in cleaning services or a similar environment for at least three years.			
Does the driver have a Grade 12 (Matric) certificate, a valid driver's license with PDP, and at least five years of driving experience.			
Does the Safety Officer have a minimum of three (3) years of relevant experience aligned with the scope of this contract, along with a Grade 12 (Matric) and a National Diploma in Safety Management or Environmental Health.			
Does Environmental Officer have a minimum of three (3) years of relevant experience aligned with the scope of this contract, along with a Grade 12 (Matric) and a National Diploma in Environmental Science or management.			
Does the operational plan demonstrate a well-structured methodology, comprehensively address all requirements.			

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Does the recruitment plan show clear, realistic timelines, detailed actions for each step, assigned responsibilities, risk mitigation measures, and alignment with project goals and local engagement requirements.			

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3.1.1 Review Period

All QMS documents shall undergo a 3-yearly compulsory review.

4. Process for Monitoring

4.1 Key Performance Areas and Indicators

The following Key Performance Areas / Indicators (KPAs / KPIs) shall be measured, analysed and reported. The Process Owner shall be accountable and assign the responsibility at the frequency as indicated below, documented as part of the QMS measurement, analysis and improvement initiative.

Table 4: KPAs/KPIs

Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsible	Record
Compliance with Tender procedure	% of Tender evaluated within policy timeline	100%	Compare actual vs policy timelines.	Tender evaluation Officer	Tender evaluation reports
Fairness and Transparency	Number of Tenders contested due to bias or unfairness	0	Audit reports complaints	Service Manager	Independent reports, complaints register
Cost Competitiveness	% Percent of tenders awarded to lowest complaint bidder	80%	Tender award reports	Evaluation Committee Chair	Award Recommendation reports.

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