Eskom	Strategy	Majuba Power Station

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Supply, Delivery, Installation and Assembly Office Furniture for Majuba Power Station

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1. Introduction

An open enquiry invitation shall be issued to invite suitably qualified and experienced Tenderers to participate in the procurement process for the Supply, Delivery, Installation and Assembly of Office furniture at Majuba Power Station.

This Tender Technical Evaluation Strategy (TTES) document defines the methodology, technical evaluation criteria, scoring system and evaluation requirements that shall be applied in assessing tenders received in response to the enquiry invitation.

The technical evaluation shall assess the Tenderer's demonstrated capability and capacity to supply furniture that complies with the specified technical requirements, as well as the Tenderer's experience, product quality, supply capacity, delivery arrangements, installation and assembly methodology, quality assurance, warranty and after-sales support.

The evaluation shall be conducted in accordance with the approved Scope of Work, technical specifications, Employer's requirements and applicable Eskom procurement requirements. Only Tenderers that achieve the prescribed minimum technical evaluation threshold shall be considered technically acceptable and proceed to the subsequent stages of the procurement process.

2. Supporting Clauses

2.1 Scope

This document defines the Tender Technical Evaluation Strategy for the Supply, Delivery, Installation and Assembly of Office Furniture at Majuba Power Station**.** The scope covers the supply, delivery, installation and assembly of office furniture required for various offices, boardrooms, Canteen and other designated areas at Majuba Power Station.

The technical evaluation shall assess the Tenderer's capability, experience, resources, proposed furniture products and methodology to successfully execute the Works in accordance with the approved Scope of Work, technical specifications, Employer's requirements and applicable Eskom requirements.

The scope of supply and services shall include, but shall not be limited to, the following:

- Supply of office furniture in accordance with the specified technical requirements and quantities.
- Supply of office and boardroom chairs, desks, tables, cabinets and other furniture items specified in the Scope of Work.
- Transportation and delivery of furniture to the designated location(s) at Majuba Power Station.
- Off-loading, handling and movement of furniture to the designated areas.
- Assembly and installation of furniture in accordance with the manufacturer's requirements and the Employer's instructions.
- Protection of furniture, existing buildings, finishes and other property during transportation, delivery, handling, assembly and installation.
- Inspection and quality verification of furniture prior to and upon delivery.

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- Identification, removal and replacement of damaged, defective or non-conforming furniture.
- Removal of packaging materials and waste generated during delivery and assembly.
- Rectification of defects identified during inspection or within the applicable warranty period.
- Provision of warranty documentation and after-sales support.
- Final inspection, completion of outstanding defects and handover to the Employer.

The Tenderer shall ensure that all furniture supplied is new, fit for purpose, of acceptable quality, durable and compliant with the minimum technical requirements specified in the Scope of Work. Where alternative or equivalent products are proposed, the Tenderer shall provide sufficient technical information and supporting evidence to demonstrate that the proposed products meet or exceed the employer's specified functional, performance, quality, ergonomic, durability and aesthetic requirements. Acceptance of any alternative shall be subject to the Employer's approval.

The Tenderer shall ensure that the proposed delivery, assembly and installation activities are undertaken in a safe and controlled manner and do not adversely affect personnel, existing facilities, equipment or operations at Majuba Power Station.

The technical evaluation shall therefore consider the Tenderer's demonstrated understanding of the scope, product compliance, relevant experience, supply capacity, delivery capability, installation and assembly arrangements, quality assurance, warranty and after-sales support**.**

2.1.1 Purpose

The purpose of this Tender Technical Evaluation Strategy is to define the Mandatory Evaluation Criteria, Qualitative Evaluation Criteria, and the roles and responsibilities of the Technical Evaluation Team (TET) members for the technical evaluation of tenders. This strategy shall serve as the basis for the execution of the tender technical evaluation process.

2.1.2 Applicability

This strategy shall apply to the Majuba Power Station procurement process for the appointment of a suitably qualified Tenderer for the Supply, Delivery, Installation and Assembly of Office Furniture.

The strategy shall be applied to all Tenderers participating in the enquiry and shall be used by the appointed TET members when conducting the technical evaluation.

2.1.3 Effective date

The document is effective from the authorisation date.

2.2 Normative/Informative References

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

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2.2.1 Normative

[1] Eskom Corporate Manual
[2] 240-62196227 Eskom Life saving Rule Standard
[3] ISO 9001 Quality Management Systems
[4] 240-1689966153 Generation Tender evaluation procedure
[5] 240-26946386 Eskom Vehicle and driver safety management procedure
[6] 240-48929482: Tender Technical Evaluation Procedure
[7] 32-1033: Eskom Procurement and Supply Chain Management Policy
[8] 32-1034: Eskom Procurement and Supply Management Procedure.
[9] 559-1946930948 Scope of Work for the Provision of Professional Services and Structures Statutory Inspections at Majuba Power Station

2.2.2 Informative

[10] 474-59: Internal Audit Procedure
[11] ISO 9001 Quality Management Systems.
[12] OHS ACT
[13] SNAS 10142

2.3 Definitions

Definition	Description
Competent Person	A person who is qualified by virtue of his education, training, experience and contextual knowledge to decide regarding the performance of a building or part thereof in relation to a functional regulation or to undertake such duties as may be assigned to him in terms of these regulations.
Contractor	The person(s) named as *Contractor* in the Letter of Tender accepted by the *Employer* and the legal successors in title to this person(s).
Employer	The person named the *Employer* in the Appendix to Tender and the legal successors in title to this person.
Project Manager	The person appointed by the *Employer* to act as the *Project Manager* for the purposes of the Contract and named in the Appendix to Tender, or other person appointed from time to time by the *Employer* and notified to the *Contractor* as per NEC procedures.
Tender	A tender refers to an open or closed competitive request for quotations / prices against a clearly defined scope / specification
Works Information	The documents form part of the contract in which are described the methods of executing the various items of work to be done, and the nature and quality of the materials to be supplied and include technical schedules and drawings attached thereto as well as all samples and patterns.

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2.3.1 Document:

N/A

2.4 Abbreviations.

TET	Technical Evaluation Team
SOW	Scope of Work
TTES	Tender Technical Evaluation Strategy
PS	Power Station
OHS Act	Occupational Health and Safety
SANS	South African National Standard
QA	Quality Assurance
PO	Purchase Order

2.5 Roles and Responsibilities

As per 240-48929482: Tender Technical Evaluation Procedure

2.6 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 folder Related/Supporting Documents

3. Tender Technical Evaluations Strategy

3.1 Technical Evaluation Methodology

The technical evaluation shall be conducted in two stages:

3.1.1 Stage 1: Mandatory Technical Compliance – Pass/Fail

Tenderers shall first be evaluated against the mandatory technical and other requirements identified in this TTES and the tender documentation.

A Tenderer that fails to satisfy a mandatory requirement shall be treated in accordance with the applicable Eskom procurement procedure and shall not proceed to the weighted technical evaluation where the requirement is expressly stated as a pass/fail requirement.

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3.1.2 Stage 2: Weighted Technical Evaluation

Tenderers that satisfy the applicable mandatory requirements shall be evaluated against the weighted technical criteria set out in Section 5.

The maximum technical score shall be **100 points**.

A minimum weighted technical score of **70 points (70%)** shall be required for a Tenderer to be considered technically responsive.

Tenderers scoring below 70 points shall be regarded as technically non-responsive and shall not proceed to the subsequent procurement stage, subject to the applicable Eskom procurement procedure.

4. MANDATORY TECHNICAL REQUIREMENTS

The following requirements shall be assessed on a pass/fail basis, as identified in the enquiry documentation.

4.1 Supplier's Written Undertaking – Replacement of Damaged or Defective Furniture

The Tenderer shall submit a signed letter on the supplier's official letterhead confirming that it accepts responsibility for any loss, damage or defects to furniture arising during delivery, offloading, handling, assembly or installation.

The written undertaking shall confirm that the supplier shall, at its own cost and without any additional charges to Eskom, repair or replace any furniture that is damaged, defective or compromised during transportation, delivery, offloading, handling, assembly or installation.

Any identified defects shall be rectified within the following timeframes:

Minor defects shall be repaired within five (5) working days from the date of notification by Eskom.

Damaged or defective furniture requiring replacement shall be replaced within ten (10) working days from the date of notification by Eskom.

Defects that render furniture unsafe, unusable or unfit for its intended purpose shall be attended to within three (3) working days, with an appropriate interim arrangement implemented where necessary.

Any extension to the above timeframes shall be subject to prior written approval by Eskom.

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All repairs and replacements shall be undertaken at no additional cost to Eskom and shall comply with the approved technical specifications and quality requirements. The letter must further confirm that the supplier accepts full responsibility for ensuring that all furniture is delivered and, where applicable, assembled or installed in good condition and in accordance with the required specifications.

4.2 Mandatory Outcome: Pass/Fail

Failure to submit the signed written undertaking meeting the above requirements shall result in a Fail.

4.3 MOTIVATION

The purpose of this requirement is to protect Eskom against financial losses, additional costs and operational disruptions arising from furniture that is damaged or defective during delivery, offloading, handling, assembly or installation. The written undertaking ensures that the supplier accepts responsibility for repairing or replacing, at its own cost, any furniture damaged or found to be defective during these activities. This provides assurance that Eskom will receive furniture in good condition and in accordance with the specified requirements.

This approach also promotes supplier participation by not making public liability insurance a mandatory requirement, while ensuring that the supplier remains accountable for the quality and condition of the furniture supplied.

5. Technical Evaluation Criteria Summary

Item	Technical Criteria	Weight
1	Relevant Experience in Supply, Delivery and Installation of Equipment	**40%**
2	Delivery, Assembly and Installation Capability and Lead Time	**20%**
3	Proof of Delivery Transport Availability	**20%**
4	Warranty, Quality Assurance and Defect Rectification	**20%**
Total		**100%**

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5.1 Detailed Technical Evaluation Criteria

Item No:	Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Criteria Weighting	Criteria Sub-Weighting
1	**Relevant Experience in Supply, Delivery and Installation of Equipment**	The Tenderer must demonstrate relevant, completed experience in supplying and delivering equipment for public- or private-sector clients. For evaluation, each project should be supported by: Purchase Order and/or Contract, Completion Certificate or other proof of successful completion, Signed Appointment Letter, where applicable, Client name and contact details for verification, Description of furniture supplied and services performed, Contract/project value, where available Completion date Evaluation limit: A maximum of six (6) completed relevant projects will be assessed. If more than six are submitted, only the six most relevant and verifiable projects will be considered.	40%	
1.1	2-3 completed relevant projects	Minimum 1 appointment		20%
1.2	4-5 Project completed relevant projects	Minimum 4 appointments		30%
1.3	6 Project completed relevant projects	Minimum 5 appointments		40%
Note: Only completed and verifiable projects involving the supply and delivery of office furniture shall be considered for scoring. Each project submitted shall be supported by acceptable documentary evidence, including a Purchase Order/Contract and Completion Certificate and/or signed Appointment Letter. A maximum of six (6) relevant completed projects shall be considered for evaluation. Where more than six projects are submitted, only the six most relevant projects shall be evaluated.				

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Item No:	Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Criteria Weighting	Criteria Sub-Weighting
2	**Delivery, Assembly and Installation Capability and Lead Time**	Ability to meet the required delivery/implementation timelines and proposed work programme. Tenderer's ability to complete the full delivery and implementation of the office furniture within the required timeframe, including delivery, off-loading, handling, movement, assembly and installation.	**20%**	
2.1	**100% Compliance**	60 days or Less Meets the required delivery period		**20%**
2.2	**75% Compliance**	61 – 70 days Substantially meets the required delivery		**15%**
2.3	**50% Compliance**	71 – 80 days Partially meets the required delivery period.		**10%**
	Delivery exceeding 80 days will receive 0% for this criterion. **Note:** The required completion period is **60 calendar days**, which shall include the complete delivery, off-loading, handling and movement of the furniture to the designated areas, as well as the assembly and installation of all furniture items specified in the Scope of Work. The Tenderer shall provide a detailed delivery and implementation programme demonstrating its ability to complete all activities within the proposed period. The proposed period shall be measured from the commencement date specified in the Order/Contract or as otherwise stipulated by the Employer.			

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Item No:	Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Criteria Weighting	Criteria Sub-Weighting
3.	**Proof of Delivery Transport Availability**	Bidders shall provide verifiable proof of suitable vehicle availability for the transportation and delivery of office furniture. Vehicles may be owned, hired or leased. ▪ Required evidence: ▪ Vehicle registration documentation. ▪ Valid vehicle licence documentation. ▪ Proof of ownership, or valid hire/lease agreement. ▪ Signed transport/service agreement where a third-party transporter is used. Details of the vehicle(s) intended for delivery.	**20%**	
3.1	100% Compliance – Fully Compliant	All required documentation submitted and clear, verifiable proof of suitable transport availability demonstrated.		**20 Points**
3.2	75% Compliance – Substantially Compliant	Substantial proof of transport availability submitted, with only minor documentation gaps that do not materially affect delivery capability.		**15 Points**
3.3	50% Compliance – Partially Compliant	Partial proof of transport availability submitted, but significant information/documentation is outstanding.		**10 Points**
	Failure to provide the required vehicle documentation and proof of transport availability will result in a score of 0 for this criterion.			

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Item No:	Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Criteria Weighting	Criteria Sub-Weighting
4.	**Warranty, Quality Assurance and Defect Rectification**	The bidder must demonstrate an effective quality assurance process and provide a warranty covering manufacturing defects, materials and workmanship. The bidder must also demonstrate its ability to promptly repair or replace defective furniture at no additional cost to Eskom.		
4.1	Warranty	Provide a warranty covering defects, materials and workmanship.	**20%**	**5 Points**
4.2	Quality Assurance	Demonstrate an effective quality assurance process to ensure furniture meets the required specifications and quality standards.		**5 Points**
4.3	Defect Rectification	Demonstrate the ability to promptly repair or replace defective furniture at no additional cost to Eskom**.**		**10 Points**
	Failure to provide the required evidence for Warranty, Quality Assurance and Defect Rectification will result in 0 points being awarded for the applicable sub-criterion.			

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6. TECHNICAL EVALUATION METHOD

A minimum technical score of **70%** is recommended for bidders to be considered technically responsive. Bidders scoring below the prescribed minimum technical threshold will not proceed to the financial evaluation.

All scores awarded by the evaluation committee shall be supported by the evidence submitted by the bidder and recorded in the technical evaluation report.

6.1 Acceptable Technical Risks

- Minor adjustments to the proposed delivery programme may be considered and accommodated, provided they do not compromise the specified contractual delivery period. Use of owned, hired, leased or third-party transportation is acceptable, provided that valid supporting documentation and proof of availability are submitted.

- Use of owned, hired, leased or third-party transportation is acceptable, provided valid supporting documentation and proof of availability are submitted.

- Minor logistical adjustments that do not compromise the required delivery dates, quality or condition of the furniture may be accommodated.
- Alternative transport arrangements may be used in the event of vehicle breakdown or other unforeseen logistical challenges, provided that delivery timelines are maintained.
- Minor changes in delivery sequencing may be accommodated where they do not affect the overall completion/delivery requirements.

6.1.1 Unacceptable Technical Risks

- Fraudulent, falsified, altered or misleading supporting documentation.
- References or previous experience that cannot be reasonably verified.
- Any proposed methodology or logistical arrangement that creates a material risk of non-performance, delayed delivery or incomplete installation**.**

- No contingency plan where furniture is damaged during transportation or installation**.**
- No alternative arrangement where a specified furniture item becomes unavailable or out of stock**.**
- Failure to demonstrate a realistic ability to meet the specified delivery period.
- Failure to provide mandatory supporting documentation required for technical evaluation.
- Proposed delivery, unloading, assembly or installation arrangements that may compromise the quality, safety or condition of the furniture**.**

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- Materials or furniture that do not comply with the specified technical requirements or applicable standards.

7. TET Members

Table 1: Core TET Members

TET number: Section to be evaluated	TET Member Name	Designation
TET 1: Business Services	Kevin Ntuli	Officer Business Administration
TET 2: Quality Management	Allen Magabani	Officer Quality Assurance
TET 3: Environmental MNG	Sandile Sithole	Officer Environment
TET4: Property Management	Zandile Tshabalala	Manager Property Portfolio
TET5: Safety Management	Amanda Thwala	Safety Officer

8. TET Member responsibilities

Table 2: TET Member Responsibilities

Criteria / Evaluation Area	TET 1	TET 2	TET 3	TET 4	TET 5
Mandatory Compliance	X	X	X	X	X
Comprehension of Scope / Delivery Approach	X	X	X	X	X
Relevant Experience	X	X	X	X	X
Transportation & Delivery Capacity	X	X	X	X	X
Technical/Product Compliance	X	X	X	X	X
Warranty & After-Sales Support	X	X	X	X	X
Consolidation & Technical Evaluation Report	X	X	X	X	X

9. Acceptance

This document has been seen and accepted by:

Full Name and Surname	Designation
Kevin Ntuli	Officer Business Administration
Allen Magabani	Officer Quality Assurance
Sandile Sithole	Officer Environment
Zandile Tshabalala	Manager Property Portfolio
Amanda Thwala	Safety Officer

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10. Revisions

Date	Rev.	Compiler	Remarks
August 2026	1	Zandile Tshabalala	First issue

11. Development Team

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

- Zandile Tshabalala

12. Acknowledgement

None.

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