Eskom	Report	Limlanga Cluster

Title: **TECHNICAL EVALUATION CRITERIA FOR FACILITIES MECHANICAL MAINTENANCE SERVICE PROVIDERS WITHIN ESKOM HIGHVELD AND LOWVELD ZONE LIMLANGA CLUSTER.**

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1 INTRODUCTION

Effective Mechanical maintenance is essential for the safety, reliability, and efficiency of any facility's operations. To ensure that the mechanical systems of Eskom in the Mpumalanga Operating Unit facilities are properly maintained and potential issues are promptly addressed, it is important to establish this contract.

The purpose of this contract is to appoint a suitably qualified contractor for the provision of Mechanical maintenance services to Eskom's properties located in the Mpumalanga Operating Unit within the Eskom Highveld and Lowveld Zone MOU. The area comprises multiple-story offices, Customer Network Centres, and other premises.

The work includes, among other things, the supervision, qualified labour, plant, material, equipment, and traveling necessary to carry out Building Mechanical Maintenance work on an "as and when required" basis. The contractor is required to respond within 24 hours; however, in case of an emergency, the response time should be immediate.

This document provides an overview of Eskom Eskom Highveld and Lowveld Zone technical requirements to be adopted and applied by the technical evaluation team during the tender technical evaluation of service providers wishing to offer Facilities Mechanical Maintenance services within the Eskom Highveld and Lowveld Zone as part of the process to establish the contract.

2 SUPPORTING CLAUSES

2.1 Scope

This document specifies the minimum requirements for the service providers wishing to provide Building Mechanical Maintenance services within Eskom Highveld and Lowveld Zone, Mpumalanga Operating Unit as per scope of work specified in section 3 below.

2.1.1 Purpose

The purpose of this document is to set out the minimum criteria to be used when evaluating service providers wishing to provide Building Mechanical Maintenance services within Mpumalanga Operating Unit.

2.1.2 Applicability

This document shall apply to Eskom Distribution Division, Eskom Highveld and Lowveld Zone, Mpumalanga Operating Unit.

2.2 Effective date

The document is effective from the authorisation date.

2.3 Normative/Informative References

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

2.4 Normative

ISO 9001 Quality Management Systems

QM 58 – Supplier Contract Quality Requirements Specifications

240-48929482: Tender Technical Evaluation Procedure

2.5 Informative

[1]

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2.6 Definitions

Word	Definition
Accreditation	The certification, usually for a particular period, of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system set up by the Quality Council for Trades and Occupations (QCTO).
Lead Evaluator	TET member elected by the Facilities Manager to lead the evaluation.

2.7 Abbreviations

Abbreviation	Description
PM	Property Management
SETA	Sector Education Training Authorities
EWSETA	Energy & Water Sector Education Training Authority
DoL	Department of Labour
SABS	South African Bureau of Standards
CEA (SA)	Constructional Engineering Association (South Africa)
CNC	Customer Network Centre
SI	Standards Implementation
Qty	Quantity
QCTO	Quality Council for Trades and Occupations (QCTO).
TET	Technical Evaluation Team

2.8 Roles and Responsibilities

The appointed Eskom Highveld and Lowveld Zone Technical Evaluation Team will apply this document to evaluate tenders for Facilities Mechanical Maintenance contract. The Facilities manager shall ensure full compliance to this document.

2.9 Process for Monitoring

The document shall be reviewed as and when required, to be always in line with the best technological practices and the Eskom procurement policies.

2.10 Related/Supporting Documents

Not applicable.

3 SCOPE OF WORK

The scope includes the provision of the following facilities management services: Building Mechanical Maintenance Services.

The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and material required to perform the facilities management services specified herein. The Service Information/Scope of "Works" is an extension of the drawings, specifications and detailed annexures listed. The Contractor shall notify the Employer of any discrepancies before commencement of the works. The onus is on the Contractor to obtain the latest revision of standards applicable. The Contractor is to provide summary of all costs for the execution of the works of

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the complete service. The Contractor must immediately notify the Employer in writing of scope and site variations. The Contractor will report all obstacles on site that could impact negatively on time and cost in writing to the Employer. The Contractor is to clear and de-establish site on completion of service/works. Contractor is required to clear and cart away rubble and surplus materials associated with the service.

3.1.1 The scope of mechanical services includes but is not limited to:

1. Supply, Installations, repairs and maintenance of all and any damages to Eskom properties, foreseen and unforeseen.
2. To create a safe, favourable and user friendly, environment for Eskom employees and tenants in order to maintain employee satisfaction and increased productivity.
3. On a daily basis attend to calls from Eskom employees through Eskom Facilities office instruction and attend to emergency maintenance work.
4. As and when required there will be a need to do work after hours as may be requested by the Eskom Facilities.
5. As per the size of the complex and consideration of its age, we need resources that will be on site permanently to attend to day-to-day defects at the request of Eskom Facilities.

3.2 Purchasing of Materials

Material as well as equipment (hired over and above normal equipment required rates) will be reimbursed at Actual proven cost-plus percentage. The awarded contractor shall attach quote or invoice from their suppliers. All materials to be used must be SABS approved.

3.3 Detailed description of the service

Detailed Scope for each service:

MECHANICAL MAINTENANCE SERVICES	
Mechanical Maintenance Services (Not limited to the below mentioned)	**Frequency**
1. Motors • All overload settings shall be checked, and overload setting shall be in accordance with the manufacturer's data plate on each motor. • All mechanical and electrical connections shall be checked for tightness. • All Earth Connections shall be clean and tight. Check and ensure that all pilot lights/indicator lights and ammeters are functioning correctly	Bi-annual
2. Automated/Controlled Doors, Gates, etc. Service and maintenance • Turnstiles including written report. • Metal sliding gates, motors and access control including written report. • Large metal swing gates, motors and access control including written report. • Medium - Large roller shutter doors, motors and access including written report. • metal sliding doors, motors and access control including written report. • Glass sliding, swing and revolving doors, motors and access control including written report. • Vehicle boom gates, motors, mechanical parts and access control including written report.	Quarterly
3. Diesel Generator Inspection and testing with a written report. • Check fan belt condition and tension. • Check radiator passages is clean. • Check radiator hoses and clamps. • Add water conditioner. • Drain radiator/system and refill. • Drain oil and refill. • Change fuel filters. • Change oil filters. • Change water conditioner filters. • Change air filters.	Weekly

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• Check seal faces of elements, air cleaner, hoses, and clamps for dust ingress. • Check thermos heater operation and temperature. • Check all guards in position and secure. • Check battery charger. • Check batteries, lugs, clean and tighten. • Battery test: • Check hydrometer. • Check casing condition. • Check terminals. • Note Volts and Amps • Compile battery report • Start engine. • Check for any leaks. • Check charge alternator operation. • Take oil pressure gauge reading. • Take engine temperature gauge reading. • Check low radiator level. • Check low fuel level. • When engine has stopped, top up with oil. • Check alternator coupling. • Check air vents on alternator. • Check fuel system. • Drain water trap. • Check all pipes and fittings. • Check exhaust, manifold, silencer, and pipes. • Check base and anti-vibration mounts. • Run plant on load. • Clean plant and equipment **Annual Service** The annual service includes all the items listed in above for the bi-annual inspection and service in addition to the following items: • Drain radiator. • Refill with new water conditioner • Drain oil. • Supply and fit new oil filters. • Refill with new oil • Remove and replace fuel filters. • Remove and replace air filter. • Run the set up to temperature and top up all levels afterwards. • Check entire panel operation. • Fuel system • Air intake system • DC electrical system • Engine • Lubrication service • Cooling system service • Air intake service • Servicing and testing Starting batteries. • Cleaning batteries • Checking specific gravity • Checking electrolyte level	
4. Diesel Storage **Service Diesel tank & Diesel fuel testing** • Visual inspection of the fuel system.	

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• Checking the filters, tanks, fillers, and site tubes. **Service Fuel supply** • Supply of 50ppm diesel to fill up tank. • Proof of purchase to be submitted. **Service Conidia Bioscience test** • Conidia Bioscience Fuel-stat test and written report. **Service Filtration & Additives** • The diesel in both tanks will be filtered and polished if no filtration system is installed including additives added. • The "Fuel Right" method to be utilized.	Bi-annual
5. Laboratory Testing SANAS Accredited Laboratory, Comprehensive test by submitting samples of diesel fuel to a laboratory for analysis. Laboratory to supply a comprehensive report detailing any growing organisms in tanks.	Bi-Annual
6. Pumps Service • Check Condition of Pump While Running • Check Mechanical Seal • Grease Bearings on Pump • Check Gland Drain and Clean • Check Condensate Tray and Clean • Check Bearings on Pump and Motor • Check Setting and Operation of Flow or PD Switch • Clean In-Line Strainers • Inspect Coupling Condition • Ensure Coupling Guard is Secure • Check Motor and Terminal Connections • Check that Non-Return Valves Seat and general condition. • Check Change Over Pump Duty	Bi-annual
7. Compressors • Service on compressor and related plant including written report.	Annually

4 TENDER TECHNICAL EVALUATION STRATEGY

The section details the methodology to be adopted by LimLanga Cluster Mpumalanga Operating Unit in the evaluation of the "Technical" category of the tender returnables.

4.1 Technical Evaluation Process

The process to be followed in the evaluation of service providers wishing to provide Facilities Maintenance services within Eskom Highveld and Lowveld Zone Mpumalanga Operating Unit is described in detail in this section.

In cases where the main contractor opts to subcontract some activities, the subcontractor will be evaluated for the specified activity. Only Eskom evaluated subcontractors may be used.

The evaluation shall be conducted in the following three (3) consecutive stages namely Desktop Evaluation, Site Assessment & Verification and Contractual Obligations.

4.1.1 Stage 1: Desktop Evaluation

The desktop evaluation will be carried out in two phases namely Phase 1: Mandatory Requirement and Phase 2: Functional Requirements.

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Phase 1: Mandatory Requirements - Full compliance is required, i.e., The tenderer needs to meet all the requirements to proceed to Phase 2. Should the tenderer fail to meet the requirements of this phase, the evaluation will end here, and the tenderer will be deemed unsuccessful.

Phase 2: Functional Requirements - The tenderer needs to obtain a minimum threshold score of **seventy-five (75%) percent** to proceed to the next stage, i.e., Site Assessment & Verification. Tenderers who fail to meet this minimum threshold will not be evaluated further and will be deemed unsuccessful.

4.1.2 Stage 3: Contractual Obligation

Full compliance is required before the tender can be awarded. Non-compliance at any stage shall lead to immediate disqualification.

4.2 Technical Evaluation Team Members

The evaluation exercise will be performed by the appointed Eskom Technical Evaluation Team. TET members will be formally appointed by the Property Management Department and must be available for the complete evaluation process.

4.3 The Evaluation Report

The final report detailing the entire evaluation process as well as the overall results of those who were deemed successful and unsuccessful, with the corresponding reasons, will be compiled by the Lead Evaluator and handed over to Procurement. The following should be noted about the report:

a) This report and any actions that are listed or recommended as a result of this assessment, is by no means a confirmation or guarantee that any contract will be entered into by Eskom and the Tenderer.

b) Any liability for the said actions undertaken by the Tenderer is not transferrable to Eskom in any way.

c) The evaluation team has no authority or responsibility in the decision taken by Eskom with respect to contracting for a product or service.

d) Any statements, intentions and/or actions expressed by the evaluation team during the assessment and post the assessment has no effect and does not constitute any liability to Eskom with regards to contract placement.

5 TECHNICAL REQUIREMENTS

The requirements are divided into four (4) categories namely Mandatory Requirements, Functional Requirements, Site Assessment & Verification Requirements and Contractual Obligation, and each is described below.

NB: The technical returnable must be contained in a separate technical file or as a section in a file labelled technical and indexed in a logical manner.

5.1 Mandatory Requirements

These are documents not required for functionality scoring. There will be no scoring linked to these requirements, the evaluator shall indicate with a **Yes / No** whether the requirement is met or not. Once the requirements are satisfied through an evaluation conducted by the evaluator, the technical evaluation for functionality evidence will proceed otherwise the submission will be deemed non-responsive and will not proceed to the next evaluation stage.

Table 1 below lists the mandatories that must be submitted by the tenderer. Please note that if any of the requested documentation is not submitted, the tender application shall be discarded / disqualified without requesting tenderer/s to submit outstanding documentation/s.

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Table 1: Mandatory Requirements

Item No:	Requirement/s	Evidence Required	Evidence Notes	Submitted? (Yes/No)
1.	Company Registration as Mechanical Contractor	Valid registration certificate with CEA (SA) (Certificate/proof of application)	The registration certificate must be in company name or company director's name and the registration must be valid (Not expired not forged). Registration certificate does not need to be certified.	
2.	Company Organogram	Submit organizational chart / organogram showing personnel with detailed CV's of key personnel clearly indicating the skill level and related experience.	Organogram with names/ID number • Mechanical Supervisor • Boilermaker, Fitter, Diesel mechanical (Trade test). • Semi-Skilled/ Assistant.	

5.2 Functional Requirements

This will be a desktop evaluation of the functional requirements ONLY. Contractual requirements submitted will not influence the results of Stage 2 evaluation.

The tenderer needs to obtain a minimum threshold score of **seventy-five (75%) percent** to proceed to the next stage, i.e., Site Assessment & Verification. The overall scoring system for functional requirements is stipulated in the table 2 below. The final score will be rounded to the nearest whole number.

Table 2: Scoring Summary of Functional Criteria

Item	Description	Weight
	1. Functional Requirements	
1.	Training, Accreditations & Qualifications Requirements	30%
2.	Company Relevant Experience	30%
3.	Vehicles	20%

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4.	Tools & Equipment	20%

5.2.1 Training, Accreditations & Qualifications Requirements

This section stipulates the training, qualification, and accreditation requirements for Building Maintenance services contractors. The training requirements have been listed in **Table 3** below with the corresponding scoring methodologies in **Table 4.**

Table 3: Training, Accreditations and Qualifications Requirements

No	Requirements	Evidence required	Evidence notes	Min Qty	Max Score
1.	Trade Test Certificate – Mechanical Supervisor	Submit valid trade test certificates. Certificates must be in the name of the Supervisor and / or employees of the company.	Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. Certificate must be valid at tender closing date i.e., not expired.	X2	25%
2.	Trade Test Certificate – Artisan Diesel Mechanic	Submit valid trade test certificates. Certificates must be in the name of the Diesel Mechanic and / or employees of the company.	Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. Certificate must be valid at tender closing date i.e., not expired.	X1	25%
3.	Trade Test Certificate – Artisan fitter	Submit valid trade test certificates. Certificates must be in the name of the Fitter and / or employees of the company.	Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. Certificate must be valid at tender closing date i.e., not expired.	X2	25%
4.	Trade Test Certificate – Artisan Boiler Maker/Welder	Submit valid trade test certificates. Certificates must be in the name of the Boiler maker and / or employees of the company.	Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. Certificate must be valid at tender closing date i.e., not expired.	X2	25%
TOTAL POINTS					**100%**

The final weighted score for Training will be calculated by the formula below:

$$Final\ Score = \frac{Tenderer\ Score}{Grand\ Total\ Points} \times 30\%$$

Notes: Certified copies submitted must not be older than six (6) months from the tender closing date.

Certificate must be valid at tender closing date.

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Table 4: Scoring Methodology for Training, Accreditations & Qualifications Requirements

Scoring Methodology for Training Requirements & Qualifications	**Allocated Score (%)**
Required valid and certified certificate/s submitted	100
Valid certificate/s submitted but not certified	80
Invalid certificates or nothing submitted.	0

5.2.2 Company Relevant Experience

This section evaluates the experience of the contractor to enable Eskom Highveld and Lowveld Zone to identify the risk associated with using incompetent / inexperienced contractor for a critical task such as facilities mechanical maintenance. The contractor is expected to demonstrate experience as depicted in **Table 5**.

Table 5: Company Relevant Experience

No	**Requirements**	**Evidence Required**	**Evidence Notes**	**Qty**	**Max. Score**
1.	Relevant experience in the provision of Building Mechanical Maintenance Services.	Submit proof of previous related work in a form of a completion certificate or signed letter with contract number stating the scope of work and duration of the contract. The letter must be in a formal letterhead bearing company name and / or logo.	3 or more year's Building Mechanical Maintenance contract experience and proof of service rendered. = 35% 2–3-year Building Mechanical Maintenance service experience and proof of service rendered. = 20% 0–1-year Building Mechanical Maintenance experience and proof of service rendered = 10%	x3	35
	TOTAL POINTS				**35**
	The final score for relevant work experience will be calculated by the **formula** below**:** $$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 30\%$$				

5.2.3 Vehicles

This section stipulates requirements for Vehicles for the execution of Building Mechanical Maintenance services by service providers as listed in **Table 6** below. Please submit the evidence as stipulated in the table below to score full points. Failure to submit all the evidence will result in reduced or zero score as per **Table 7**: Scoring Methodology for Vehicles.

Certified copies of the vehicle registration documents shall be submitted. Registration documents shall bare the company name or owner(s)/director's name.

There will be an option of renting / hiring Vehicles from bona fide hiring companies. In this case, an agreement / contract from rental companies shall be submitted showing the type of vehicle/s rented/hired.

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Table 6: Vehicles Requirements

Item No.	Vehicles – Owned or Hired				
	Criteria	**Evidence**	**Evidence Notes**	**Min. Qty.**	**Max. Score**
1.	4×4 or 4×2 Pick-up Bakkie (LDV / Double Cab) capable of carrying minimum four (4) workers.	Registration Certificate in the company / owner's (Shareholder in the case of Company and Managing member in the case of Close Cooperation) name.	Full Licence document showing company / owner's information. License document must be certified and not older than 3 months from the tender closing date. Proof of hiring contract / pre-approved letter from Bona Fide Vehicle Hire Companies must be submitted.	X2	40
Total score					**40**
The final score for vehicles will be calculated by the **formula** below: $$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 20\%$$					

*Equipotential footplate test certificate and crane load test certificates required for contract award

Table 7: Scoring Methodology for Vehicles

Scoring Methodology for vehicles	**Allocated Score (%)**
Vehicle owned by tenderer with all required documentation	100
Vehicle hired with documented proof from a bona fide hiring company and the vehicles to be hired are clearly specified or the vehicle is owned however the copy of registration documents is not certified	80
The hiring letter does not specify explicitly the exact name of the vehicle that is intended to be hired	40
Did not submit proof of ownership or hiring letter from bona fide hiring company	0

Table 8: Tools & Equipment Requirements

Table 9: Scoring Methodology for Tools and Equipment

Scoring Methodology for Tools and equipment	**Allocated Score (%)**
Tools List/Register (**Annexure A**) in Eskom format submitted, Tool(s) are owned by tenderer, and Submission meets the minimum number of required tools	100
Tools List/Register (**Annexure A**) in Eskom format submitted, the tool is hired with documented proof from a bona fide hiring company clearly indicating the tool(s) intended to be hired.	80

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5.3 Contractual Requirements

These requirements shall be met prior to tender award as they have been identified as important for the scope of Building Mechanical Maintenance. Although this will not form part of the desktop evaluation, these may be submitted during the tender stage. Compliance to these requirements needs to be met and verified prior to tender awarding stage (see **Table 10**).

There will be no scoring linked to these requirements. Only "Yes" or "No" answers will be allocated, and the required outcome is for the tenderer to have "Yes" for all Technical Contractual Requirements listed to achieve full compliance.

It should be noted that if any of these requirements takes significant time to achieve (if not in place) and submitted to Procurement, it will lead to unnecessary delays in a contract being awarded to those specific contractor/s.

6 ACCEPTANCE

This document has been seen and accepted by:

ANNEXURE A – TOOLS AND EQUIPMENT LIST / REGISTER

This Tools and equipment List will be evaluated Functional Requirements. Refer to Section 5.2.4 **Error! Reference source not found.** for notes relating to the Tools and Equipment List.

A	B	C	D	E
No.	**Tools & Equipment**	**Requirement (Owned/Hired)**	**Min. Qty**	**Max Score**
	Power Tools			
1.	Mechanical toolbox			
2.	Orbital sanders			
3.	Circular saws			
4.	Impact wrenches			
5.	Grinder			
6.	Power drill			
7.	Generator			
8.	Welding machine			
	TOTAL WEIGHT			
The final score for tools and equipment will be calculated by the **formula** below: $$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 20\%$$				

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