

Title: **Technical Evaluation Criteria for
Hazardous locations (Substation
Battery Rooms) Assessment,
Inspection and Testing Contract.**

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1. INTRODUCTION

NTCSA Northern Grid is in the process of establishing a contract for hazardous locations (substation Battery Rooms) assessment, inspection and testing. An invite will be issued for prospective suppliers to participate in the tendering process for the said contract.

This document sets out the method and criteria that will be used to technically evaluate the tenderers.

2. SUPPORTING CLAUSES

2.1 SCOPE

The Tender Technical Evaluation Strategy will define the following technical evaluation criteria:

- Mandatory Evaluation criteria
- Qualitative Evaluation criteria

No changes will be permitted to be made to the evaluation criteria once the Technical Evaluation Strategy is approved by the relevant Manager.

2.1.1 Purpose

The purpose of this tender technical evaluation strategy is to define the Mandatory Evaluation Criteria and the Qualitative Evaluation Criteria. The technical evaluation strategy serves as basis for the tender technical evaluation process.

2.1.2 Applicability

This document applies to the Tender Evaluation Team for NTCSA Northern Grid in accordance with the authorised procurement strategy.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- [1] Hazardous Location Scope of work
- [2] Occupational Health and Safety Act, 1993 (85 of 1993)

2.2.2 Informative

2.3 DEFINITIONS

2.3.1 Classification

Controlled Disclosure: Controlled Disclosure to external parties (either enforced by law, or discretionary).

2.4 ABBREVIATIONS

Abbreviation	Description
MIE	Master Installation Electrician
COC	Certificate of Compliance
N/A	Not Applicable
NTCSA	National Transmission Company South Africa
TET	Technical Evaluation Team
DEL	Department of Employment and Labour
OHSACT	Occupational health and safety act
SANS	South African National Standards

2.5 ROLES AND RESPONSIBILITIES

2.6 PROCESS FOR MONITORING

N/A

2.7 RELATED/SUPPORTING DOCUMENTS

As per Section 2.2

3. TENDER TECHNICAL EVALUATION STRATEGY

3.1 TECHNICAL EVALUATION METHOD

This section details the methodology to be employed by NTCSA Northern Grid in scoring the “Technical” category of the tender evaluation. This evaluation exercise is performed by the appointed NTCSA TET members.

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.

1.Mandatory Criteria Requirements

Results of mandatory evaluation will:
be “Yes” or “No.” A result of ‘No’ shall technically disqualify the tenderer and shall not be further evaluated against Qualitative Criteria

2. Qualitative Criteria Requirements

The qualitative evaluation shall apply a weighted score card approach to evaluate the tenders against the Specifications and NTCSA ’s requirements. The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%.

3.2 TECHNICAL EVALUATION THRESHOLD

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

3.3 TET MEMBERS

Table 1: TET Members

3.4 MANDATORY TECHNICAL EVALUATION CRITERIA

	Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Results	Motivation for use of Criteria
1.	Master Installation Electrician in terms of regulation 11(2) of Electrical Installation Regulations in OHS Act, with minimum of 3 years' experience.	- The tenderer shall provide a proof of a valid registration certificate as a Master Installation Electrician (MIE) issued by the Department of Employment and Labour. - Active registration with the Department of Employment and Labour as a Registered Person authorized to inspect, test, and issue Certificates of Compliance. - Valid registration of the company as an Electrical Contractor with the Department of Employment and Labour	YES/NO	All hazardous locations installations shall be issued with Certificate of Compliance by a person registered as a Master Installation Electrician in terms of regulation 11(2) of Electrical Installation Regulations in OHS Act, for the verification and certification of the construction, testing and inspection of hazardous location installation.

3.5 QUALITATIVE TECHNICAL EVALUATION CRITERIA

Table 2: Qualitative Technical Evaluation Criteria

	Qualitative Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Criteria Weighting (100%)	Criteria Sub Weighting (%)
1.	Technical competence Provide proof of past completed projects (as per SANS,10108 and 60079) that are s similar or comparable in nature to the scope of Works.	The tenderer must provide a track record of three (3) or more past completed projects (Assessment, inspections, Testing and issuing of COC's) for the Hazardous Location works. The tenderer shall submit, as a minimum, the following information with each reference project: Completion certificate or reference letter in a client's letterhead containing the information below: a) Name of Client/Project and/or Contract number. b) Description of works undertaken. c) Value for scope undertaken. d) Start date and completion date. e) Client Contact details.	40%	Score 40% Submit three (3) or more past completed projects (including assessment, inspections, Testing and issuing of COC's) for the Hazardous Location works And The required minimum information(a-e) Score 20% Submit 2(two) past completed projects (including assessment, inspections, Testing and issuing of COC's) for the Hazardous Location works And The required minimum information(a-e) Score 10% Submit 1(one) past completed projects (including assessment, inspections, Testing and issuing of COC's) for the Hazardous Location works And The required minimum information(a-e)

				Score 0% No evidence of past experience was submitted.
2.	Previous Experience	The MIE shall provide a detailed CV, registration with DEL (Department of Employment and Labour) with relevant experience in providing such services.	30%	Score 30% Electrician has relevant experience, provided detailed CV and registered with DEL (Department of Employment and Labour)
				Score 15% Electrician has 4 years relevant experience and Registered with DEL (Department of Employment and Labour)
				Score 10% Master Installation Electrician have less than 3 years' relevant experience and registered with DEL
				Score 0% Electrician has no relevant experience, and not registered with DEL (Department of Employment and Labour)
3.	Tools and Test Equipment	- The Tenderer shall submit a list of all Ex-rated tools, test instruments and equipment to be used for the inspection and testing work. And - Submit calibration certificates for all applicable instruments and relevant IECEX	30%	Score 30% The tenderer submitted a list of all possible Ex Rated tools, test instruments, and equipment to be used for the inspection and testing work And Calibration certificates and IECEX and/or Atex for Ex rated equipment.

		and/or ATEX certification for Ex-rated equipment. • Possible tools that will be required to complete the work includes but not limited to: ❖ Ex-certified multimeters, ❖ insulation resistance testers ❖ , clamp meters, ❖ earth resistance testers, ❖ continuity testers, ❖ voltage detectors, ❖ portable gas detectors suitable for hydrogen (H₂), ❖ inspection lamps/flashlights, ❖ cameras, ❖ temperature measuring instruments, portable electrical tools, ❖ non-sparking hand tools		Score 15% The Tenderer submitted a minimum of 6 of the 11 identified possible tools and equipment required to complete the work. And Calibration certificates and IECEx and/or Atex for Ex rated equipment Score 10% The Tenderer submitted a minimum of 3 of the 11 identified possible tools and equipment required to complete the work. And Calibration certificates and IECEx and/or Atex for Ex rated equipment Score 0% No equipment list and no calibration certificates submitted.
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3.6 TET MEMBER RESPONSIBILITIES

Table 3: TET Member Responsibilities

Mandatory Criteria Number	TET 1	TET 2	TET 3	TET 4
1	X	X	X	X
Qualitative Criteria Number	TET 1	TET 2	TET 3	
1	X	X	X	X
2	X	X	X	X
3	X	X	X	X

3.7 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS

3.7.1 Risks

Table 4: Acceptable Technical Risks

Risk	Description
1.	Tendering without conducting site visit/s for plant walk-down/s.

Table 5: Unacceptable Technical Risks

Risk	Description
1.	Tenderer has not demonstrated full understanding of the scope and critical aspects.
2.	Failure to meet mandatory criteria requirement

3.7.2 Exceptions / Conditions

Table 6: Acceptable Technical Exceptions / Conditions

Risk	Description
1	

Table 7: Unacceptable Technical Exceptions / Conditions

Risk	Description
1.	The Contractor has no previous track record of successfully completed Hazardous Location projects
2.	Deviation from technical criteria requirements

4. AUTHORISATION

1. This document has been seen and accepted by:

5. REVISIONS

6. DEVELOPMENT TEAM

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

- TET members

7. ACKNOWLEDGEMENTS

None

8. ANNEXURE A