



Annexure C1: Environmental Tender Evaluation & Scoring Card

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Enquiry No.	
Name of Project Manager	
Name of Buyer	
Project	
Scope	

CONTRACTOR/SUPPLIER

Name & Details	
Purpose	To assess whether the above-mentioned supplier/s submitted the required environmental documentation as specified in the Enquiry referenced below, and that such documentation complies with the specified requirements.
Reference Documentation	32-727 SHEQ Policy
	32-726 SHE Requirements for the Eskom Commercial Processes

ENVIRONMENTAL EVALUATION CRITERIA

The tender submission score sheet indicating the criteria to be used, the weighting of each criterion and the weighting per discipline in multidisciplinary packages shall be authorised by the relevant senior manager. The approved tender submission score sheet shall be issued with the enquiry to be used for technical evaluation.

#	REQUIREMENTS	DETAILS AND EVIDENCE TO BE PROVIDED	Track Submission	Actual Score (0/1)	Applicability (N/Y)	Comments – Requirements to be collected at Contract Award Stage
1	Environmental Policy	Document which provides intentions and a direction of an organization related to environmental performance, as formally expressed by its top management.				
		Expressed Environmental commitments (protection of environment, environmental compliance, environmental objectives, continual improvement, pollution reduction, etc).				
		Document signed by the CEO/ Director, date & version controlled.				
2	Company Organogram: showing environmental responsible persons	Contractor Environmental Officer/ Environmental Representative/ Company Director/ Herbicides Applicator, etc				
3	Environmental Aspects & Impacts Register (Activities, Products or Services) & Rating	This register outlines organizations activities, products or services which could interact with the environment, resulting in environmental aspects & impacts in-line with the scope of work				
		The methodology or criteria to determine the significance of environmental aspects & impacts (i.e. Low, Medium or High).				
		Environmental compliance obligations (laws) associated with environmental aspects & impacts are aligned accordingly.				
4	Environmental Risks & Opportunities (SWOT) Register	This register outlines organizations Strengths, Weaknesses, Opportunities, Threats/Risks (SWOT) which may prevent the organization from achieving its intended outcome (Environmental Performance, Fulfilment of compliance obligations & continual improvement).				
5	Environmental Management Programme (EMP) - Project/ Site Specific	An EMP provides action plans to address environmental objectives and issues identified in the organizations significant Environmental Aspects & Impacts. (e.g Oil spillage from pole mounted transformer leading to pollution).				
		An EMP provides action plans to address environmental objectives and issues identified in the organizations SWOT Register (e.g fire risks, risk of cutting of protected trees without tree cutting permits, minisation, management and disposal of waste streams).				
		An EMP provides action plans to address environmental objectives and issues identified in the organizations needs and expectations (Customer Needs/ Expectation - Report to the Chief upon grave disturbance).				
		Specific risks/weaknesses/threats/opportunities unique to the area must be addressed (i.e. working in protected areas; removal of indigenous trees requires permits/ licenses, working in a wetland) – how will the organizations manage this risk. Are there Operational Control procedures in place?				
6	Waste management strategy/ Plan (WMP)	A WMP provides description of the different waste streams expected on site (i.e. Batteries, wires, cables, etc.)				
		The WMP should also deal with prevention of pollution managing waste (e.g littering & separation) and waste minimization methods such as reuse, recycle and reduce and final waste disposal.				
		Records of waste quantities disposed and registered landfill sites				
		Environmental compliance obligations (law) requirements				
7	Environmental Emergency Preparedness & Response Plan	This plan lists possible environmental emergencies that could occur e.g. chemical spillages, air pollution incidents and encounters with bees and snakes.				
		This plan shall address approach on how to respond to such emergency situations. This shall include exercises or drills to prepare and test emergency response on specified timeframes.				
		This plan shall provide contact details of required stakeholders in case of an emergency.				
		This plan shall address the method of communication internal and external in relation to environmental matters including; What is going to be communicated				

8	Communication strategy or communication Plan	How							
		To whom							
		The Requency							
		The purpose of such communication							
9	Environmental incident Register	This register provides environmental incident details of the following;							
		Description of the incident (EG: hazardous / oil spills, fires)							
		Date of incident, reported to and reported by.							
		Actions taken and status of recommendations							
10	Environmental Competency Training certificate	Does the organization have an environmental training matrix and schedule?							
		Does the organization have documented proof that staff members have received environmental training?							
		To ensure that employees have sufficient skills and understanding to execute their various duties?							
11	Environmental Appointment letters	This part provides an environmental appointment letter (template) with clear roles, responsibilities & authority;							
		Environmental Officer, Environmental Representative where duties listed are aligned with environmental management (i.e. Monitor Compliance with EMP, WMP, EPRP)							
		Ensure compliance to and the knowledge of National Environmental Management Act (NEMA), management of waste, compliance to ISO 14001 requirements (where practicable).							
12	Acknowledgement & Declaration of understanding of Eskom environmental documents & specifications.	Sign & date Annexure B of the Eskom Contract Environmental Management Plan Submitted with Tender Enquiry.							
13	Additional environmental requirement	Any requirement specific to a project or activity when doing evaluations (where practicable)							
		13.1 Environmental Law awareness training (as relevant to project activities)							
NOTE: IT IS IMPORTANT THAT ALL TENDERERS READ THE ISO14001:2015 INTERNATIONAL STANDARD FOR DETAILED INFORMATION ON THE ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS AND DEFINITIONS.									
NOTE: THE PASS MARK FOR THIS CONTRACT IS 100% OF ALL THE REQUIREMENTS.									

Rating Legend	
0	Document not submitted OR submitted but does not satisfy the minimum requirements
1	Document submitted and the content satisfy the minimum requirements

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ENVIRONMENTAL EVALUATOR		
	ACCEPTABLE	UNACCEPTABLE
Name	Signature	Date

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