

No	Criteria	Weight	Scoring		
1	<u>Experience:</u> 1. Years of related experience in a SAP planning environment. (Include proof such as Ref no; order no; contract no; etc) 2. Years of related experience in a Power Station environment. (Include proof such as Ref no; order no; contract no; etc)	5  5	Less than 1 Year = 0  Less than 1 Year = 0	1 to 3 years = 2.5  1 to 3 years = 2.5	More than 3 years = 5  More than 3 years = 5
2	<u>Qualifications:</u> 1. Matric 2. N3 plus Admin Certificate	5 10	No Diploma = 0 No Degree = 0	Matric only = 5 Admin Certificate = 10	Both qualifications = 15
3	<u>Specific experience to Admin:</u> 1. CVs with traceable references to work in coal fired power plants. 2. Previous experience providing admin services within maintenance	10 15	Less than 1 Year = 0  Less than 1 Year = 0	1 to 3 years = 5  1 to 3 years = 7.5	More than 3 years = 10  More than 3 years = 15
4	<u>Specific skills:</u> 1. Filing & record keeping 2. Excellent communication skills 3. Organising 4. Data Capturing using CMMS	20 10 10 10	Scoring based on CV details, proof and references supplied regarding required skills. Proof of training records contribute 25% of scores.		
	<b>Total Scores</b>	<b>100</b>			

Score to be achieved for a company's proposed candidate for an interview is **70** points.

#### PLEASE NOTE THE EVALUATION PROCESS TO BE FOLLOWED

- PPPFA scoring to be done on proposed mark-up or margin that will be charged by the company to Eskom. Employees' salaries are predetermined.
- There will be three shortlisted companies, the highest scoring supplier in terms of PPPFA scoring will be informed by Eskom to send the three (3) required candidates for a face-to-face interview with Eskom panel. Should the candidate not successful, Eskom will contact the second supplier and candidates are not successful. The third supplier will be contacted.

