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### **CONTROLLED DISCLOSURE**

## **1. INTRODUCTION**

The scope of work covered in this contract is the Calibration and Service and Maintenance and Repair of Analytical Laboratory Instruments at Hendrina Power Station.

## **2. SUPPORTING CLAUSES**

### **2.1 SCOPE**

This document covers the technical requirements for the Calibration, Service, Maintenance and Repair of Laboratory Equipment with provision of Spares and Consumables contract.

#### **2.1.1 Purpose**

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

#### **2.1.2 Applicability**

This document is applicable to Hendrina Power Station.

### **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] 240-48929482: Tender Technical Evaluation Procedure

#### **2.2.2 Informative**

[2] NEC3 Term Service Contract

[3] ISO 9001 Quality Management Systems

[4] Hendrina Power Station Scope of Work for Calibration, Service, Maintenance and Repair of Analytical Laboratory Equipment with user Scope of Work Specification

### **2.3 DEFINITIONS**

#### **2.3.1 Classification**

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

### **CONTROLLED DISCLOSURE**

When downloaded from the EDMS, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

## 2.4 ABBREVIATIONS

Terms	Explanation
AAS	Atomic Absorption Spectrophotometer
Accuracy	The degree of correctness with which the result of a measurement represents the true value of a quantity usually expressed in terms of error.
Calibration	A comparison between a process calibration instruments item and a measuring standard of higher accuracy to detect, correlate, adjust and document the accuracy of the item being compared
Contractor	Service Provider or legal entity contracted to provides any service/s to Eskom for compensation
ISO 19001	An International Standard that specifies requirements for a quality management system (QMS). Organizations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements.
Regression Coefficient	When the regression line is linear ( $y = ax + b$ ) the regression coefficient is the constant (a) that represents the rate of change of one variable (y) as a function of changes in the other (x); it is the slope of the regression line.
Tender	An offer to do or perform an act which the party offering is bound to perform for the party to whom the offer is made.
Test Instruments	Measuring instruments and standard used to check the operation of process measuring instruments under test conditions.

## 2.5 ROLES AND RESPONSIBILITIES

Compiler	The document compiler is responsible for ensuring that this document is up-to-date and that this document is not a duplication of an existing documentation, regarding the document's objectives and content.
Functional Responsibility (Discipline Manager)	The Functional Responsible Person shall determine if the document is fit for purpose before the document is submitted for authorisation.

## 2.6 PROCESS FOR MONITORING

N/A

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## **2.7 RELATED/SUPPORTING DOCUMENTS**

## **3. TENDER TECHNICAL EVALUATION STRATEGY**

### **3.1 TECHNICAL EVALUATION THRESHOLD**

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

### **3.2 TET MEMBERS**

**Table 1: TET Members**

<b>TET number</b>	<b>TET Member Name</b>	<b>Designation</b>

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**3.3 MANADATORY TECHNICAL EVALUATION CRITERIA**

N/A

**Table 2: Technical Scoring Methodology**

<b>SCORE</b>	<b>PERCENTAGE (%)</b>	<b>DESCRIPTION</b>
5	100	<b>COMPLIANT</b> <ul style="list-style-type: none"> <li>• Meet the technical requirement(s) AND,</li> <li>• No foreseen technical risk(s) in meeting technical requirements</li> </ul>
4	80	<b>COMPLIANT WITH ASSOCIATED QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Meet the technical requirement(s) with,</li> <li>• Acceptable technical risks AND/OR;</li> <li>• Acceptable exceptions AND/OR;</li> <li>• Acceptable conditions</li> </ul>
2	40	<b>NON-COMPLIANT</b> <ul style="list-style-type: none"> <li>• Does not meet the technical requirement(s) AND/OR Unacceptable technical risk(s) AND/OR;</li> <li>• Unacceptable exceptions AND/OR;</li> <li>• Unacceptable conditions</li> </ul>
0	0	<b>TOTALLY DEFICIENT/NON-RESPONSIVE</b>

3.4 QUALITATIVE TECHNICAL EVALUATION CRITERIA

Table 4: Qualitative Technical Evaluation Criteria

All documents mentioned in the list are compulsory and must be submitted:

1	Qualitative Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Criteria Weighting (%)	Criteria Weighting (%)
1.	<b>Criteria 1: Availability of Spares and consumables</b>			<b>30</b>
	<p><b>1.1</b></p> <p><b>Company or an Organization capability and Track record in providing similar instruments spares/consumables as per the scope of work.</b>  <b>Provide evidence and documentation showing that supplier supplied spares/consumables to the client or organization.</b></p> <p><u>Scoring Criteria:</u></p> <ul style="list-style-type: none"> <li>• ≥ 4 letters and delivery note = 5 points</li> <li>• 3 letters and delivery note = 4 points</li> <li>• 1&lt;2 letters and delivery note = 2 points</li> <li>• 0 letters and delivery note = 0 points</li> </ul> <p>*Note: Referral letter not accompanied by signed delivery note is <b>0 points</b></p> <p>Delivery note without referral letter is <b>0 points</b></p>	<p>Provide four (4) signed and certified referral letters from the client, confirming the delivery of similar instrument spares /consumables in the SOW. Each letter must be accompanied by signed delivery note by the client. and include the following details: the company's name, purchase order number, description of work, contract period and contact person.</p>		

2.	<b>Criteria 2. Competency, Skill and knowledge of the Personnel</b>				<b>30</b>
	2.1	<p><b>The contractor must proof they have expertise, experience, and necessary resources to be able to provide the service for all laboratory equipment in the scope of work.</b></p> <p><u>Scoring Criteria:</u></p> <p>&gt;2 years' experience = 5 points          &gt; 1 &lt;2 years' experience = 4 points          &lt;1 year experience = 2 points          No experience = 0 points</p>	<p>The contractor must provide CV along with competency certificate including details of previous work experience and references of key personnel (e.g Service technician/Engineer/Instrument Tech etc.)</p> <p>Preference in experience in service and calibration of laboratory equipment listed in the sow.</p>		
3	<b>Criteria 3. On-site service and repairs</b>				<b>10</b>
	<p><b>3.1 Supplier must be able to perform service and repair all the equipment's in the scope of work.</b></p> <p><u>Scoring Criteria:</u></p> <p>Submitted signed letter = 5 points          No submittal = 0 points</p> <p>*Note: Submitted signed letter not printed on the company letterhead = 0 points</p>		<p>The contractor must provide a signed confirmation letter, printed on the company letterhead, stating their commitment capability to travel to site and perform service and repairs on all equipment's in the scope of work.</p> <p>Confirmation letter to be used as a legal document forming part of the NEC</p>		

4	<b>Criteria 4. Turnaround time</b>			<b>10</b>
	<p><b>4.1 The supplier must respond to request for repairs within 24 hours</b></p> <p><u>Scoring Criteria:</u></p> <p>&gt;3 letters = 5 points                  &lt;2 letter = 4 points                  1 letter = 2 points                  No submittal = 0 points</p>	<p>Attach three (3) referrals signed and certified letters from previous customer showing call out was made on power station or similar industry with comparable operating condition (the signed letter must include the following; to be printed on company letterhead not older than one year, the date of callout and turnaround time.</p>		
5	<b>Criteria 5. Company capability and Track record</b>			<b>20</b>
	<p><b>5.1 The contractor must proof of previous work done and was successful. Evidence of the organization’s history of completion of service</b></p> <p>&gt;3 Calibration certificate or service report = 5 points                  &lt;2 Calibration certificate or service report = 4 points                  1 Calibration certificate or service report = 2 points                  No submittal = 0 points</p>	<p>Submit three (3) high quality reports signed by the client (Calibration certificate or service report, it must clearly state the scope of work.</p>		
<b>Minimum Qualifying score = 70 %</b>				

### **1.5 TECHNICAL EVALUATION THRESHOLD**

The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%. However, in a case where no tenderer meets the 70% threshold, tenders who obtain 60% will qualify for further evaluation.

**3.5 TET MEMBER RESPONSIBILITIES**

**Table 2: TET Member Responsibilities**

<b>Mandatory Criteria Number</b>	<b>TET 1</b>	<b>TET 2</b>	<b>TET 3</b>
<b>Qualitative Criteria Number</b>	<b>TET 1</b>	<b>TET 2</b>	<b>TET 3</b>
1.	X	X	X
2.	X	X	X
3.	X	X	X
4.	X	X	X
5.	X	X	X

#### 4. AUTHORISATION

This document has been seen and accepted by:

Name	Designation	Signature

#### 5. REVISIONS

Date	Rev.	Compiler	Remarks
27 January 2025	0	Nontokozo Matidza	New Document
10 November 2025	0	Nontokozo Matidza	Review

#### 6. DEVELOPMENT TEAM

#### 7. ACKNOWLEDGEMENTS

N/A

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