

**Tender Technical Evaluation Strategy for
Catering Services at Kusile Site and Kendal Village.**

Unique Identifier: 366-477681

Revision: **1**

Page: **1 of 19**

	Strategy	Kusile Power Station Project
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CONTENTS

	Page
1 INTRODUCTION	3
2 SUPPORTING CLAUSES.....	3
2.1 SCOPE	3
2.1.1 Purpose	3
2.1.2 Applicability	3
2.2 NORMATIVE/INFORMATIVE REFERENCES.....	3
2.2.1 Normative	3
2.2.2 Informative	3
2.3 DEFINITIONS.....	4
2.3.1 Classification	4
2.4 ABBREVIATIONS.....	4
2.5 ROLES AND RESPONSIBILITIES.....	4
2.6 PROCESS FOR MONITORING	5
2.7 RELATED/SUPPORTING DOCUMENTS.....	5
3 TENDER TECHNICAL EVALUATION STRATEGY	5
3.1 TECHNICAL EVALUATION THRESHOLD	5
3.2 TET MEMBERS.....	7
3.3 MANDATORY TECHNICAL EVALUATION CRITERIA	8
3.4 QUALITATIVE TECHNICAL EVALUATION CRITERIA.....	9
4 TET MEMBER RESPONSIBILITIES	12
4.1 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS	14
4.1.1 Risks	14
4.1.2 Exceptions / Conditions	14
5 AUTHORISATION.....	16
6 REVISIONS	16
7 DEVELOPMENT TEAM	16
8 ACKNOWLEDGEMENTS	16
9 APPENDIX A: VENDOR DOCUMENT SUBMITTAL SCHEDULE	17
10 APPENDIX B: TENDER EVALUATION SCORECARD.....	18

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1 INTRODUCTION

An invitation will be issued to the Market for interested parties to participate in the tender process for the provision of Catering Services at Kusile Site and Kendal Village.

2 SUPPORTING CLAUSES

2.1 SCOPE

This strategy defines the Technical Evaluation Team (TET), their responsibilities and the criteria to be used to evaluate the Catering Services at Kusile Site and Kendal Village tender.

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 strategy document applies to the Site Services team working on the Catering Services at Kusile Site and Kendal Village scope of work.

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, Rev 1
- [2] 32-1034: Eskom Procurement and Supply Chain Management Procedure, Rev. 4

2.2.2 Informative

- [3] 240-161442138 Kusile Power Station Scope of Work for Catering Services at Kusile Site and Kendal Village

2.3 DEFINITIONS

2.3.1 Classification

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

2.4 ABBREVIATIONS

Abbreviation	Description
ASGISA	Accelerated Skills Growth Initiative South Africa
COVID-19	The coronavirus disease 2019 (COVID-19)
HACCP	Hazard Analysis and Critical Control Points
IT	Information Technology
LDV	Light Delivery Vehicle
OHS Act	Occupational Health and Safety Act
POS	Point of Sale
PPE	Personal Protective Equipment
SANS	South African National Standard
SDL&I	Supplier Development , Localisation and Industrialisation
SHEQ	Safety Health Environment and Quality
SSA	Site Specific Agreement

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	The Functional Responsible Person shall determine if the document is fit for purpose before the document is submitted for authorisation.

Authoriser	The document authoriser is a duly delegated person with the responsibility to review the document for alignment to business strategy, policy, objectives, and requirements. He/she shall authorise the release and application of the document.
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2.6 PROCESS FOR MONITORING

The primary process for monitoring will be governed by Kusile Power Station Scope of Work for Catering Services at Kusile Site and Kendal Village, Document Number: 240-161442138

2.7 RELATED/SUPPORTING DOCUMENTS

Please refer to Section 2.2.

3 TENDER TECHNICAL EVALUATION STRATEGY

3.1 TECHNICAL EVALUATION THRESHOLD

To be eligible for evaluation, The Contractor shall be Registered with a recognised Food Association Regulatory Body like FEDHASA (Federated Hospitality Association of South Africa), CATRA (Cutlery and Allied Trades Research Association) or SA Chefs Association etc.

The evaluation of tenders will be based on the contractor's ability to meet the requirements specified the Kusile Power Station Scope of Work for Catering Services at Kusile Site and Kendal Village, Document Number: 240-161442138.

The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 75% as required by Contract Management.

Individual discipline specific criteria weighting is as follows:

Table 1: Evaluation Scores

Discipline	Weighting (%)
Have experience under Catering Contracts in the role of main contractor serving more than 1000 meals per day for at least the last 3 years prior to the tender submission deadline. Verifiable Proof must be attached in a form of Contracts or Orders.	40 %
Integrated HR Plan with Organogram indicating the tenderers proposed structure for the execution of the Catering Services.	5%
Using Supplied Organogram see CV's of: ((Project(i), Production(ii) & Finance/Admin(iii)) Managers have a minimum of 5 years' experience in the Catering Industry)	10%
Mobilisation Plan (taking over and serving meals from day 1)	10%
Operations Continuity & Emergency Planning Processes	10%
Have a full Maintenance plan of all equipment and furniture	5%
Cooking/Production & Distribution processes;	10%
Cleaning and Hygiene	10%

3.2 TET MEMBERS

N/A

3.3 MANDATORY TECHNICAL EVALUATION CRITERIA

In order to be eligible for further evaluation the Contractor shall meet the mandatory gatekeepers specified in the table below. Non-compliance with the mandatory gatekeepers will result in automatic disqualification:

Table 2: Mandatory Evaluation Criteria

Ref No.	Mandatory Technical Criteria Description	Reference to Technical Specification/Tender Returnable	Motivation for use of Criteria
MR1	The Contractor shall be Registered with a recognised Food Association Regulatory Body like FEDHASA (Federated Hospitality Association of South Africa), CATRA (Cutlery and Allied Trades Research Association) or SA Chefs Association etc.	Valid Membership Certificate	To ensure we have a Service Provider registered with appropriate body in line with Food Safety regulations.

3.4 QUALITATIVE TECHNICAL EVALUATION CRITERIA

	Description	Tender Returnable	Weight (%)	Employers Reference
1.	Have experience under Catering Contracts in the role of main contractor serving more than 1000 meals per day:	References Confirming the number of years.	40%	Score 5 = 3yrs since last Catering Contract Score 4 = 4 -5 years last since Catering Contract Score 3 = 5 – 6 years last since Catering Contract Score 0=more than 6 years since last Catering Contract Score 5 = 40% (Score4 =32%) Score 3 = 24%
2.	Integrated HR Plan with Organogram indicating the tenderers proposed structure for the execution of the Catering Services. (130 +staff members= Score 5) (120 + staff members = Score 4) (110+ staff members = Score3) (100+ staff members = Score 2) (90+ staff members = Score1) (Less than 90 staff members = Score 0)	Organogram indicating structure	5%	Integrated HR Plan with Organogram indicating the tenderers proposed structure for the execution of the Catering Services. Score 5 = (130+) Score 4 = (120+) Score 3 = (110+) Score 2 = (100+) Score 1 = (90+) (Less than 90 =0)
3	Using Supplied Organogram see CV's of: (Project, Production & Finance/Admin Manager must preferably have 5 years' experience in the Catering Industry)	CVs of Project, Production & Finance/Admin Manager	10%	(5+ yrs.=5) (4+ yrs.=4) (3+ yrs.=3) (2+ yrs.=2) (1+ yrs.=1) (No experience or No CV = 0)
3a	Project Manager (i), of operations staff member have 5 years' experience in the Catering Industry	CV and the 5years experience	34% of 10%	Score 5 =CV with 5 years' experience Score 4 = CV with 4 years' experience Score 3 = CV with 3 years' experience Score 2 = CV with 2 years' experience Score 1= CV with 1 year experience Score 0 = CV with No experience or No CV

Tender Technical Evaluation Strategy for

Catering Services at Kusile Site and Kendal Village.

Unique Identifier:366-477681

Revision: **1**

Page: **10 of 19**

3b	Production Manager (ii), of operations staff member have 5 years' experience in the Catering Industry	CV and the 5years experience	33% of 10%	Score 5 =CV with 5 years' experience Score 4 =CV with 4 years' experience Score 3 = CV with 3 years' experience Score 2 = CV with 2 years' experience Score 1= CV with 1 year experience Score 0 = CV with No experience or No CV
3c	Finance /Admin Manager (iii), of operations staff member have 5 years' relevant experience	CV and the 5years experience	33% of 10%	Score 5 =CV with 5 years' experience Score 4 = CV with 4 years' experience Score 3 = CV with 3 years' experience Score 2 =CV with 2 years' experience Score 1= CV with 1 year experience Score 0 = CV with No experience or No CV
4	Mobilisation Plan	Mobilisation Plan for taking over and serving meals from day 1, indicating the steps that will take place and duration of each step in the plan. The criteria will be as follows: Staff recruitment, Transition Timeline, Stock on site, day one service plan	10%	Score 5 = Plan includes Staff recruitment, Transition timeline, Plan to have stock on site, Day One Service Score 3 = Plan does not in include all areas Staff, Transition timeline, Plan to have stock on site, Day One Service Score 0 = No Plan
5	Have a full Maintenance plan of all equipment and furniture	Maintenance Plan. Plan indicating the intervals of service and plan in case of breakdown (turnaround time of 4 hours) for Capdam Pots, Tilting Pans, Prenox Ovens, Bain-maries, Blast Chillers, Fridges and Freezers	5%	Score 5 = Capdam Pots, Tilting Pans, Prenox Ovens, Bain-maries, Blast Chillers, Fridges and Freezers and turnaround time less than 4 hours all included Score 3 = Capdam Pots, Tilting Pans, Prenox Ovens, Bain-maries, Blast Chillers, Fridges and Freezers and turnaround time less than 4 hours all not included Score 0 = No Plan
6	Operations Continuity & Emergency Planning	Planning for community unrest, labour unrest and industrial action.	10%	Score 5 = community unrest, labour unrest and industrial action all 3 scenarios has a plan Score 3 = community unrest, labour unrest and industrial action all 3 scenarios does not have a plan Score 0 = No Plan
7	Cooking/Production & Distribution process;	Method descriptions with check sheets where required	10%	

Tender Technical Evaluation Strategy for

Catering Services at Kusile Site and Kendal Village.

Unique Identifier:366-477681

Revision: **1**

Page: **11 of 19**

7a	Cooking/Production & Distribution process;	Transportation and Distribution. You will need One 3 ton refrigerated truck. You will need two enclosed delivery vehicles as a minimum.	30% of 10%	Score 5 = 3 (one 3-ton truck and two vehicles) Score 3 = 2 (one 3-ton truck and one vehicles) Score 1 = 1 (one vehicle or one 3 Ton truck) Score 0 = 0 No vehicles at all
7b	Cooking/Production & Distribution process;	Holding & Serving of Prepared Meals method description with check sheets	30% of 10%	Score 5 = Holding & Serving of Prepared Meals method/with check sheets Score 3 = Partial Holding & Serving of Prepared Meals method /with check sheets Score 0 = No Holding & Serving of Prepared Meals method /with no check sheets
7c	Cooking/Production & Distribution process;	Packaging method description with check sheets	20% of 10%	Score 5 = Packaging method description method in place Score 3 = Partial Packaging method description Score 0 = No Packaging method description method
7d	Cooking/Production & Distribution process;	Proposed: Wet/dry storage method description with check sheets. Stock Receiving, Stock Keeping, Stock Rotation (FIFO).	10% of 10%	Score 5 = Stock Receiving, Stock Keeping, Stock Rotation (FIFO) all areas covered. Score 3 = Stock Receiving, Stock Keeping, Stock Rotation (FIFO) all areas not covered. Score 0 = No Wet/dry storage method
7e	Cooking/Production & Distribution process;	Food preparation method description with check sheets for Cook-Chill process and Cook-Serve Process.	10% of 10%	Score 5 = Food preparation method description with check sheets for both Cook-Chill process and Cook-Serve Process. Score 3 = Food preparation method description with check sheets for one of the processes Cook-Chill process or Cook-Serve Process Score 0 = No Food preparation method
8	Cleaning and Hygiene	Method descriptions with check sheets where required	10%	
8a	Cleaning and Hygiene	Have total Cleaning and Hygiene plan for all areas (Offices, Inside Ablutions, Change Rooms, Kitchens, Dining rooms, Waste Areas, Fat Traps and Outside of Facilities) with check sheets	40% of 10	Score 5 = Cleaning and Hygiene plan for all areas / with check sheets Score 3 = Partial Cleaning and Hygiene plan for all areas / with check sheets Score 0 = No Cleaning and Hygiene plan for all areas / check sheets

Catering Services at Kusile Site and Kendal Village.

Unique Identifier:366-477681

Revision: **1**

Page: 12 of 19

8b	Cleaning and Hygiene	Have cleaning and sanitizing plan for all equipment and utensils with check sheets	40% of 10	Score 5 = Have cleaning and sanitizing plan for all equipment and utensils / with check sheets Score 3 = Partial Have cleaning and sanitizing plan for all equipment and utensils / with check sheets Score 0 = No cleaning and sanitizing plan for all equipment and utensils / check sheets
8c	Cleaning and Hygiene	Pest Control plan with check sheet	20% of 10	Score 5 = Pest Control plan / with check sheets Score 3 = Partial Pest Control plan / with check sheets Score 0 = No Pest Control plan / check sheets

4 TET MEMBER RESPONSIBILITIES

Table 3: TET Member Responsibilities

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Catering Services at Kusile Site and Kendal Village.

Unique Identifier:366-477681

Revision: 1

Page: 13 of 19

[illegible]

4.1 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS

4.1.1 Risks

Table 4: Acceptable Technical Risks

Risk	Description
1.	N/A
2.	
3.	

Table 5: Unacceptable Technical Risks

Risk	Description
1.	
2.	
3.	
4.	
5.	

4.1.2 Exceptions / Conditions

Table 6: Acceptable Technical Exceptions / Conditions

Risk	Description
1.	All key activities are included in the activity schedule but are not detailed.

**Tender Technical Evaluation Strategy for
Catering Services at Kusile Site and Kendal Village.**

Unique Identifier:366-477681

Revision: **1**

Page: **15 of 19**

2.	Scoring is detailed on the scoresheet.
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Table 7: Unacceptable Technical Exceptions / Conditions

Risk	Description
1.	Submission does not meet requirements or Minimum score.
2.	Scoring is detailed on the scoresheet.

5 AUTHORISATION

This document has been seen and accepted.

6 REVISIONS

Date	Rev.	Compiler	Remarks
June 2022	0.1		Rev 01

7 DEVELOPMENT TEAM

All Technical Evaluation Team Members were involved with the development of this document.

8 ACKNOWLEDGEMENTS

N/A

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9 APPENDIX A: VENDOR DOCUMENT SUBMITTAL SCHEDULE

1	Have experience under Catering Contracts in the role of main contractor serving more than 1000 meals per day for at least the last 3 years prior to the tender submission deadline.	References Confirming the number of years.
2	Integrated HR Plan with Organogram indicating the tenderers proposed structure for the execution of the Catering Services.	Organogram indicating structure with number of personnel in each division.
3	Using Supplied Organogram see CV's of: (Project, Production & Finance/Admin Manager have a minimum of 5 years' experience in the Catering Industry)	CVs of Project, Production & Finance/Admin Manager confirming the number of years' experience.
4	Mobilisation Plan (taking over and serving meals from day 1)	Plan/Method Statement for mobilising staff and serving meals from day one.
5	Have a full Maintenance plan of all equipment and furniture	Have a full Maintenance plan or agreements in place for all equipment and furniture
6	Operations Continuity & Emergency Planning Processes (planning for community unrest, labour unrest and industrial action).	Emergency Plan adequately covering scenarios and showing commitment for ensuring continuity of service.
7	Cooking/Production & Distribution process;	
7a	Transportation and Distribution number of vehicles and method description	Proof of Registration and or Letter of intent if you plan to rent for all vehicles.
7b	Holding & Serving of Prepared Meals method description	Method statement and Check Sheets (temperature and Quality check sheet)
7c	Packaging method description	Method statement and Check Sheets (Spec sheets confirming menu compliance)
7d	Proposed: Wet/dry storage method description	Method statement and Check Sheets (temperature control and FIFO method)
7e	Food preparation method description	Method statement and Check Sheets (Temperature control sheet and food samples)
8	Cleaning and Hygiene	
8a	Have total Cleaning and Hygiene plan for all areas (Offices, Inside Ablutions, Change Rooms, Kitchens, Dining rooms, Waste Areas, Fat Traps and Outside of Facilities)	Method statement and (8 Check Sheets (Offices, Inside Ablutions, Change Rooms, Kitchens, Dining rooms, Waste Areas, Fat Traps and Outside of Facilities))
8b	Have cleaning and sanitizing plan for all equipment and utensils	Method statement and Check Sheets
8c	Pest Control plan	Method statement and Check Sheets

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10 APPENDIX B: TENDER EVALUATION SCORECARD

1	Have experience under Catering Contracts in the role of main contractor serving more than 1000 meals per day: (If you have had a Catering Contract in the past 3 years you will score a 5) ,(4 -5 years since you last had a Catering Contract you will score a 4), (5 – 6 years since you last had a Catering Contract you will score a 3), (more than 6 years since you last had a Catering Contract – or you never had a Catering Contract you will score a 0.)	40%
2	Integrated HR Plan with Organogram indicating the tenderers proposed structure for the execution of the Catering Services. (130+=5) (120+=4) (110+=3) (100+=2) (90+=1) (Less than 90 =0)	5%
3	Using Supplied Organogram see CV's of: ((Project(i), Production(ii) & Finance/Admin(iii) Manager have at least 5 years' experience in the Catering Industry))	10%
3a	Project Manager (i), of operations staff member have at least 5 years' experience in the Catering Industry (5+ yrs.=5) (4+ yrs.=4) (3+ yrs.=3) (2+ yrs.=2) (1+ yrs.=1) (No experience or No CV = 0)	34% of 10%
3b	Production Manager (ii), of operations staff member have at least 5 years' experience in the Catering Industry (5+ yrs.=5) (4+ yrs.=4) (3+ yrs.=3) (2+ yrs.=2) (1+ yrs.=1) (No experience or No CV = 0)	33% of 10%
3c	Finance Manager (iii), of operations staff member have at least 5 years relevant experience (5+ yrs.=5) (4+ yrs.=4) (3+ yrs.=3) (2+ yrs.=2) (1+ yrs.=1) (No experience or No CV = 0))	33% of 10%
4	Mobilisation Plan (yes & comprehensive=5) (yes & not comprehensive enough =3) (no=0)	10%
5	Have a full Maintenance plan of all equipment and furniture (yes & comprehensive=5) (yes & not comprehensive enough =3) (no=0)	5%
6	Operations Continuity & Emergency Planning Processes (planning for community unrest, labour unrest and industrial action). (yes & comprehensive=5) (yes & not comprehensive enough =3) (no=0)	10%
7	Cooking/Production & Distribution process;	10%
7a	Transportation and Distribution number of vehicles and method description Score 5 = 3 (one 3-ton truck and two vehicles) Score 3 = 2 (one 3-ton truck and one vehicles) Score 1 = 1 (one vehicle or one 3 Ton truck) Score 0 = 0 No vehicles at all	30% of 10%
7b	Holding & Serving of Prepared Meals method description with check sheets Score 5 = Holding & Serving of Prepared Meals method with check sheets Score 3 = Partial Holding & Serving of Prepared Meals method with check sheets Score 0 = No Partial Holding & Serving of Prepared Meals method and check sheets	30% of 10%

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7c	Packaging method description with check sheets Score 5 = Packaging method description method in place Score 3 = Partial Packaging method description /work instruction in place Score 0 = No Packaging method description method	20% of 10%
7d	Proposed: Wet/dry storage method description with check sheets (Score 5 = Wet/dry storage method/work instruction in place Score 3 = Partial Wet/dry storage method /work instruction in place Score 0 = No Wet/dry storage method /work instruction in place	10% of 10%
7e	Food preparation method description with check sheets (Score 5 = Food preparation method/work instruction in place Score 3 = Partial Food preparation method /work instruction in place Score 0 = No Food preparation method /work instruction in place	10% of 10%
8	Cleaning and Hygiene	10%
8a	Have total Cleaning and Hygiene plan for all areas (Offices, Inside Ablutions, Change Rooms, Kitchens, Dining rooms, Waste Areas, Fat Traps and Outside of Facilities) with check sheets Score 5 =Cleaning and Hygiene plan for all areas / with check sheets Score 3 = Partial Cleaning and Hygiene plan for all areas / with check sheets Score 0 = No Cleaning and Hygiene plan for all areas / check sheets	40% of 10%
8b	Have cleaning and sanitizing plan for all equipment and utensils with check sheets (Score 5 = Have cleaning and sanitizing plan for all equipment and utensils / with check sheets Score 3 = Partial Have cleaning and sanitizing plan for all equipment and utensils / with check sheets Score 0 = No Have cleaning and sanitizing plan for all equipment and utensils / check sheets	40% of 10%
8c	Pest Control plan with check sheet Score 5 = Pest Control plan / with check sheet Score 3 = Partial Pest Control plan / with check sheet Score 0 = No Pest Control plan / check sheet	20% of 10%

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