



Tender Technical Evaluation Strategy

SUPPORT SERVICES
MATLA POWER
STATION

Title:	Tender Technical Evaluation Strategy:	Unique Identifier:	240-53716769
	Provision of Catering and Cleaning Services to Matla Power Station	Alternative Reference Number:	N/A
		Area of Applicability:	Generation Matla Power Station
		Documentation Type:	Strategy
		Revision:	2.0
		Total Pages:	11
		Next Review Date:	July 2027
		Disclosure Classification:	CONTROLLED DISCLOSURE

.....
Katlego Modisakeng
Assistant Officer Catering

.....
NA Gumbi
MANAGER SUPPORT SERVICES

.....
E Katasa
FINANCE MANAGER

Date:

Date:

Date:

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
2.4 ABBREVIATIONS	3
2.5 ROLES AND RESPONSIBILITIES	3
2.6 PROCESS FOR MONITORING	4
2.7 RELATED/SUPPORTING DOCUMENTS	4
3. TENDER TECHNICAL EVALUATION STRATEGY	4
3.1 TECHNICAL EVALUATION THRESHOLD	4
3.2 TET MEMBERS	4
3.3 MANDATORY TECHNICAL EVALUATION CRITERIA	5
3.4 QUALITATIVE TECHNICAL EVALUATION CRITERIA	ERROR! BOOKMARK NOT DEFINED.
3.5 TET MEMBER RESPONSIBILITIES	9
3.6 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS	10
3.6.1 Risks	10
3.6.2 Exceptions / Conditions	10
4. AUTHORISATION	11
5. REVISIONS	11
6. DEVELOPMENT TEAM	11
7. ACKNOWLEDGEMENTS	11

TABLES

Table 1: TET Members	4
Table 2: Mandatory Technical Evaluation Criteria	5
Table 3: Qualitative Technical Evaluation Criteria	5
Table 4: TET Member Responsibilities	9
Table 5: Acceptable Technical Risks	10
Table 6: Unacceptable Technical Risks	10
Table 7: Acceptable Technical Exceptions / Conditions	10
Table 8: Unacceptable Technical Exceptions / Conditions	10

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.

1. INTRODUCTION

Eskom Matla Power Station intends to enter into a contract for the Provision of Catering and Cleaning services to Matla Power Station for a period of 2 years with an experienced reputable service provider.

2. SUPPORTING CLAUSES

2.1 SCOPE

This document outlines the technical criteria and the process to be followed when evaluating tender documents to ensure that the contract is concluded with a suitable contractor who will be able to provide Catering and Cleaning Services to Matla Power Station for a period of 2 years.

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 this tender technical evaluation. The technical evaluation strategy serves as basis for the tender technical evaluation process.

2.1.2 Applicability

Matla Power Station Support Services (Catering Services)

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] 240-168966153: Generation Tender Technical Evaluation Procedure
- [2] 240-48929482: Tender Technical Evaluation Procedure (Transmission and Distribution)
- [3] 32-1033: Eskom Procurement and Supply Chain Management Policy
- [4] 32-1034: Eskom Procurement and Supply Management Procedure

2.2.2 Informative

ISO 9001:2015 requirements

OHS Act

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

2.3 ABBREVIATIONS

Abbreviation	Description
OHS Act	Occupational Health and Safety Act
TET	Technical Evaluation Team

2.4 ROLES AND RESPONSIBILITIES

As per 240-168966153: Generation Tender Technical Evaluation Procedure for Generation

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.

OR

240-48929482: Tender Technical Evaluation Procedure for Transmission and Distribution

2.5 PROCESS FOR MONITORING

All Technical evaluation team members will be required to evaluate all tenders. The average score for all TET members will be used as the final score of the evaluation. Should a TET member not find some documents of the tenderers for scoring, all TET members will be required to scrutinise all the documents to ensure they did not by mistake miss the applicable document while going through the file.

3. RELATED/SUPPORTING DOCUMENTS

TET member appointment letters

4. TENDER TECHNICAL EVALUATION STRATEGY

4.1 TECHNICAL EVALUATION THRESHOLD

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

4.2 TET MEMBERS

Table 1: TET Members

TET number	TET Member Name	Designation
TET 1	Zodwa Gumbi	Manager Support services
TET 2	Katlego Modisakeng	Assistant Officer Catering
TET 3	Tshepo Ntema	Caterer Catering

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.

4.3 MANDATORY TECHNICAL EVALUATION CRITERIA

This criteria must be achieved before the supplier can be scored technically.

Table 2: Mandatory Technical Evaluation Criteria

Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Motivation for use of Criteria
The supplier shall submit the following proof: - Registration with FEDESA (Federated Hospitality Association of South Africa) Or - Attach proof of your current accreditation/ affiliation to recognized hospitality association i.e. South African Chefs Association (SACA) And - Certificate of Acceptability for their Premises	FEDESA Certificate SACA Certificate or any other recognised Chefs association certificate Certificate of Acceptability	FEDESA is a catering business Association that keep businesses informed about trends in local and global industries and offers access to exclusive industry content, e.g., surveys, trends insights, research, reports. It also offers relevant food industry trainings to its members Certificate of Acceptability or COA (also sometimes referred to as a R638 certificate), is a vital document that signifies compliance with Regulation 638. Which is legal compliance for food premises

Table 3: Qualitative Technical Evaluation Criteria

	Qualitative Technical Criteria Description		Reference to Technical Specification / Tender Returnable	Criteria Weighting (%)	Criteria Sub Weighting (%)
	Service Provider to achieve 75% score to pass the technical Evaluation				
1.	Proof of company experience in Catering Services			40%	
	1.1	Proof of above 3 year and above Experience in Catering Services	Current or Previous client reference letter (must have 3 years experience) with Contract number or Order number and contactable details		40%
	1.2	Proof of above 2 year and above Experience in Laundry or Dry cleaning Services	Current or Previous client reference letter with Contract number or Order number and contactable details (must have 2years experience)		20%
	1.3	Proof of above 1year and above Experience in Laundry or Dry cleaning Services	Current or Previous client reference letter with Contract number or Order number and contactable details (must have 2 years experience)		10%
2.	Business Proposal. Must include but not limited to the below:			20%	

	2.1	- Operating procedures for kitchen staff - Staff training plan - Emergency preparedness plan, disaster plan and any Preventative measures to be implemented in case of emergency in the work-place Cleaning schedule plan - Kitchen Hygiene Inspection plan and inspection checklist	Valid Drivers Licence		5%
3	Qualification and experience of Key Personel			40%	
	Supervisor (1)				20%
	Qualification - Matric + NQF 4 Certificate in culinary studies or related qualification Experience: 3-years working experience. OR - Grade 10 + 8 years working experience in the industrial kitchen.		Matric Certificate NQF 4 Certificate in Culinary studies CV with contactable references (3 years experience)		
4	Senior cooks (3)				20%
	Matric + Certificate in culinary studies OR				

	Grade 10 + 6 years working experience in the industrial kitchen			
Total for Qualitative Criteria				100%

4.4 TET MEMBER RESPONSIBILITIES

<In Table 4 identify the TET members allocated to review/evaluate each Qualitative criterion (minimum 2 evaluators per criteria / sub-criteria)>

Table 4: TET Member Responsibilities

Mandatory Criteria Number	TET 1	TET 2	TET3
1	X	X	X
Qualitative Criteria Number	TET 1	TET 2	TET 3
1	X	X	X
2	X	X	X
3	X	X	X
4	X	X	X

4.5 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS**4.5.1 Risks****Table 5: Acceptable Technical Risks**

Risk	Description
1.	If the service provider has less than 3 years experience but has minimum

Table 6: Unacceptable Technical Risks

Risk	Description
1.	Submission of fraudulent documentation or documentation that is not valid
2.	Provision of uncontactable references in the referral letter.
3.	Failing to meet the mandatory criteria or minimum threshold of 75% in the qualitative evaluations

4.5.2 Exceptions / Conditions**Table 7: Acceptable Technical Exceptions / Conditions**

Risk	Description
1.	If the Key personnel does not have required qualification but has sufficient experience as stipulated in number 3 and 4 of qualitative criteria
2.	

Table 8: Unacceptable Technical Exceptions / Conditions

Risk	Description
1.	Failure to provide certification of Acceptability of affiliation with relevant association
2.	

5. AUTHORISATION

This document has been seen and accepted by:

Name	Designation	Signature
Katlego Modisakeng	Assistant Officer Catering	
Zodwa Gumbi	Manager Support Services	

6. REVISIONS

Date	Rev.	Compiler	Remarks
18 November 2024	01	Katlego Modisakeng	None

7. DEVELOPMENT TEAM

KC Modisakeng

NA Gumbi

8. ACKNOWLEDGEMENTS

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.