

	Invitation to Tender	Template Identifier	240-114238630	Rev	23
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		Effective Date	21 February 2025		
		Review Date	February 2030		

Provision of Coal Trucks Management Services Enabling Contract for the Witbank Truck Inspection Centre, Grootvlei, Kendal, Kusile, Duvha, Hendrina, Arnot, Matla, Kriel, Camden, Majuba and Tutuka for a period of 11 months.

Functionality Criteria		Maximum number of points percentages
Functionality		100%
Overall minimum threshold for functionality to proceed to the next phase		80%

	TRACEABLE EVIDENCE OF EXPERIENCE IN BULK MATERIALS HANDLING	Weight
1.	Provide three (3) reference with contact details for previous project completed, of a similar size, value and nature that are not older than five (5) years. Previous contracts, reference letters and or PO's must be of services where not less than 40 employees were contracted, with a cost of not less than R 10 000 000.00 value for all and at industrial site environment such as a power station, construction site or mine. Respondents must provide signed client reference letters, and the letters should be submitted on company letterheads (Client or Customer letterhead), PO and or Contracts. The reference letters, PO or contract must also confirm or be accompanied by confirmation of successful completion of the works. NB: Reference checks will be conducted. Proof of experience attached in client letter head in the form of award letter or reference letter, or contract with the client contact details, project title and description of works. The contractor submits proof of ownership - Three (3) Confirmed acceptable reference of similar value, size and nature = 30 points - Two (2) Confirmed acceptable reference sites provided = 20 points - One (1) Confirmed acceptable reference site provided = 10 points - No proof submitted/No relevant experience or proof submitted is older than 5 years = 0 points Note - Any proof submitted but that does not comply to either: - similar value = 5 points deduction (minimum 10 million combined references) - size = 5 points deduction - nature = 5 points deduction	30
	HUMAN RESOURCE MANAGEMENT SYSTEM AND POLICIES Time and attendance management system – The system should accurately record employee working times (daily start and times), including breaks and overtime, to ensure proper payroll calculation and compensation. Amongst others, the system must demonstrate the following capabilities: Integration and Data Exchange: Accurate Time tracking: Mechanism (method or process with templates) for recording working time that is reliable and traceable. (2) Payroll Integration – Synchronized time tracking data with payroll system to automate (Data handling process that facilitates ease of payroll processing) payroll processing on a monthly basis. (3) Time and attendance management system - Information sufficient and covers all requirements = 5 points - Insufficient information provided/ information not provided = 0 points	15

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3	Leave Management Policy - Policy that includes clear definitions, guidelines and procedures to be followed. The policy must outline: - The various leave types, their eligibility, as well as their accrual rates. (1) - Leave request procedures detailing, how employees should apply and the applicable timelines (Process with documentation and, or templates). (1) - Leave Tracking capabilities that includes a system to track and monitor leave usage and balances. (1) - Leave abuse - Sick leave policy outlining sick leave entitlements, procedures and consequences of abuse. (2) Leave Management Policy - Information sufficient and covers all requirements = 5 points - Insufficient information provided/ information not provided = 0 points Disciplinary Code OF Conduct Policy – Policy that clearly defines what constitutes misconduct, including distinctions between minor transgressions and serious violations. The policy must also outline the types of behaviour that may lead to disciplinary action (e.g., absenteeism, poor performance or gross misconduct). Amongst others, the policy must further outline: - Step by Step Process, which follows a demonstrable and structured step by step process for managing disciplinary matters. (3) - Defined misconduct and Outcomes, i.e., categorised misconduct (e.g., minor serious and very serious), and potential outcomes for each level (e.g., verbal warning, written warning, final written warning and dismissal). (2) Disciplinary Code OF Conduct Policy - Information sufficient and covers all requirements = 5 points - Insufficient information provided/ information not provided = 0 points	
	MANAGEMENT OF INDUSTRIAL ACTION - Contingency Plan to ensure continuity of service (detailed contingency plan with clear timelines, resource availability and resource mobilization) = 5 points - Communication Plan during industrial action (detailed communication plan with emergency contact which clearly outlines steps to be taken during the industrial action) = 5 points - Industrial action management team structure with roles (team and structure must be aligned to the key personnel and BOQ required resources) = 5 points Failure to provide sufficient information will lead to scoring zero per point.	15

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4	Provide Approved work instructions/procedures that will be used to execute opening of tarpaulin and seal verification services. Work instruction for the following: • Opening of trucks. = 5 points • Working at Heights. = 5 points • Seal verification = 5 points • Time management. = 5 points	20
	<u>Recruitment Plan / Retention plan</u> Provide a detailed recruitment plan/ retention plan with timelines including induction and project implementation/rollout plan (20) • Detailed Project Implementation plan/rollout plan = 10 points • Detailed recruitment plan/ Retention plan with timelines = 5 points • Induction, training and resource upskilling plans = 5 points • No plan submitted/ plan is not aligned with requirement or insufficient information provided = 0 points	20
	TOTAL	100%

Signed by BMS technical representative

Name: Lincoln Mofokeng

Name: Celesta Malapane

Sign Lincoln Mofokeng

Sign Celesta Malapane

Date: 22/07/2026

Date: 22/07/2026

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