

	<b>Technical Evaluation Strategy</b>	<b>Tutuka Power Station</b>
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**Title: Tender Technical Evaluation Strategy for the Provision of Canteen and Catering services at Tutuka Power Station for a period of 36 months.**

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## **1. Introduction**

An open enquiry process will be conducted to procure the services of a contractor to provide manpower for the canteen at Tutuka Power Station for a period of three (3) years. The enquiry will cover the full scope of work and will result in a single contract award. The enquiry will be advertised locally, and the 80/20 preference point scoring system will apply.

This document sets out the method and criteria that will be used to evaluate the tenders that will result from this invite.

## **2. Supporting Clauses**

### **2.1 Scope**

The contractor is required to provide manpower for the Canteen at Tutuka Power Station for a period of three (3) years.

#### **2.1.1 Purpose**

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

#### **2.1.2 Applicability**

The document shall apply at Tutuka Power Station.

#### **2.1.3 Effective Date**

When the document is authorised

### **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**

240-48929482: Tender Technical Evaluation Procedure

#### **2.2.2 Informative**

[1] Not applicable

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## 2.3 Definitions

Definition	Explanation
Supplier	A company, person that provides service or need, especially over a long period of time:
Tender Evaluation team	A group of people responsible for objectively assessing tenders and making recommendations to the procuring organisation.
Contractor	A person or company that signs a contract to supply materials or workers to perform a service.
Contract Manager	Is an individual in a company responsible for the management and administration of contracts, as well as processes.

### 2.3.1 Classification

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

## 2.4 Abbreviations

Abbreviation	Explanation
TET	Tender Evaluation Team

## 2.5 Roles and Responsibilities

N/A as per 240-48929482: Tender Technical Evaluation Procedure

## 2.6 Process for Monitoring

Eskom undertook that the tender will not be evaluated on price alone and that Eskom will broadly follow the evaluation process and apply the guideline evaluation criteria mentioned in the table below for the evaluation of the tender the following functional analysis process will be followed:

- Evaluate submissions against functional criteria.
- Rate each submission against each criterion.
- Apply weightings and calculate total functional score.
- Eliminate tenders below minimum threshold.

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## 2.7 RELATED/SUPPORTING DOCUMENTS

Not applicable

## 3. TENDER TECHNICAL EVALUATION STRATEGY

### 3.1 MANADATORY TECHNICAL EVALUATION CRITERIA

Item	Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Motivation for use of Criteria
1.	N/A	N/A	N/A

### 3.2 QUALITATIVE TECHNICAL EVALUATION CRITERIA

Item	Qualitative Criteria Description	Weight	Tender Returnable	Motivation for Use of Criteria	Scoring criteria	Score	Total (Weight x Score)
1	The tenderer must demonstrate legal existence and experience in the provision of the services.	20%	<p>Submission of at least three (3) reference letters from clients, confirming prior contractual engagement for the supply of canteen manpower or provision of catering services over a minimum cumulative period of three (3) years.</p> <p>Each reference letter must:</p> <ul style="list-style-type: none"> <li>• Be issued on the client's official letterhead</li> <li>• Be signed by an authorised representative of the client</li> <li>• Clearly indicate the client's name</li> <li>• Describe services rendered.</li> <li>• Indicate the contract period (start and end dates or confirmation that the contract is ongoing</li> <li>• Provide client contact details for verification purposes</li> </ul>	<p>This criterion ensures that the tenderer has verifiable experience of not less than three (3) years in the provision of canteen or catering manpower services.</p>	<ul style="list-style-type: none"> <li>• 0 = No reference letters are submitted, or if references are not on client letterhead, lack signatures</li> <li>• 2 = Fewer than three references are submitted, or if references do not meet the minimum 36-month duration requirement or lack sufficient detail.</li> <li>• 5 = Three or more valid references that meet the 36-month minimum duration and provide clear information on role, project value, and duration.</li> </ul>		

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2	Food Safety Management System	20%	<ul style="list-style-type: none"> <li>HACCP Certificates (Senior Chefs, SHEQ Officer and Supervisor)</li> <li>Standard Operating Procedure for hygiene, food handling, emergency recall, waste management.</li> </ul>		<ul style="list-style-type: none"> <li>0 = No records</li> <li>3 = 3 x HACCP Certificates only</li> <li>5 = 3 x HACCP Certificates + Standard Operating Procedure</li> </ul>		
3	Training and Competence	20%	<ul style="list-style-type: none"> <li>Training plan for new and existing staff.</li> <li>Training Matrix: Relevant Courses aligned to each role</li> </ul> <p><b>Contractual Roles:</b></p> <ol style="list-style-type: none"> <li>Supervisors</li> <li>Senior Chefs</li> <li>Chefs</li> <li>SHEQ Officer</li> <li>Cooks</li> <li>Storeman</li> <li>Admin Clerk / Cashier</li> <li>Cleaners</li> </ol>		<ul style="list-style-type: none"> <li>0 = No records</li> <li>2 = Training plan only submitted</li> <li>5 = Training plan + Training Matrix with relevant Courses aligned to each role submitted.</li> </ul>		
<b>4. Contractor's Key Personnel (40%)</b>							
4.1	On-Site Supervisor	15%	<p>CV, qualifications, experience records</p> <p>Grade 12 (Matric) + N6 Certificate or Diploma in Hospitality, Catering, or Food Service Management (NQF Level 5 or equivalent) or relevant.</p>	Ensures effective supervision, manpower coordination, and control of daily operations at site.	<ul style="list-style-type: none"> <li>0 = No relevant qualification or uncertified qualifications.</li> <li>1 = Relevant and Certified qualifications with less than 1 year relevant experience</li> <li>3 = Relevant qualifications + certified copies + with 1 – 3 years relevant experience</li> <li>5 = Relevant qualifications + certified copies + with more than 3 years relevant experience</li> </ul>		

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4.2	Senior Chefs	10%	<p>CV, qualifications, experience records</p> <p>Grade 12 certificate + NQF level 5 (Hospitality) or National Diploma in hospitality Services or relevant</p>	<p>Ensures leadership and technical competence in managing kitchen operations and staff.</p>	<ul style="list-style-type: none"> <li>• 0 = No relevant qualification or uncertified qualifications.</li> <li>• 1 = Relevant and Certified qualifications with less than 1 year relevant experience</li> <li>• 3 = Relevant qualifications + certified copies + with 1 – 3 years relevant experience</li> <li>• 5 = Relevant qualifications + certified copies + with more than 3 years relevant experience</li> </ul>		
4.3	SHEQ Officer	15%	<p>CVs, qualifications, experience records</p> <p>Grade 12 (Matric) + Diploma or N6 Certificate in Safety Management, Environmental Health, or Quality Management (NQF Level 5 or higher)</p>	<p>Ensures compliance with health, safety, hygiene and quality requirements at site.</p>	<ul style="list-style-type: none"> <li>• 0 = No relevant qualification or uncertified qualifications.</li> <li>• 1 = Relevant and Certified qualifications with less than 1 year relevant experience</li> <li>• 3 = Relevant qualifications + certified copies + with 1 – 3 years relevant experience</li> <li>• 5 = Relevant qualifications + certified copies + with more than 3 years relevant experience</li> </ul>		

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**TAKE NOTE: Submitted Documents (C.V, certificates & Qualifications) should specify the position (e.g. Supervisor) of the individual.**

### 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**

TET number	TET Member Name	Designation
TET 1		
TET 2		

### 3.5 TET MEMBER RESPONSIBILITIES

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

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### 3.6 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS

#### 3.6.1 Risks

Table 4: Acceptable Technical Risks

Risk	Description
1	N/A

Table 5: Unacceptable Technical Risks

Risk	Description
1	Inexperienced and unqualified employees

#### 3.6.2 Exceptions / Conditions

Table 6: Acceptable Technical Exceptions / Conditions

Risk	Description
1	N/A

Table 7: Unacceptable Technical Exceptions / Conditions

Risk	Description
1	N/A

## 4. Acceptance

This document has been seen and accepted by:

Full Name and Surname	Designation

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## **5. Revisions**

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
February 2026	0		New Document

## **6. Development Team**

The following people were involved in the development of this document:

## **7. Acknowledgements (if applicable)**

N/A

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