

Title: **Tender Technical Evaluation Strategy for Public Address System Installation - Phase 2**

Unique Identifier: **CGHE0754**

Alternative Reference Number: **N/A**

Area of Applicability: **Engineering**

Documentation Type: **Strategy**

Revision: **0**

Total Pages: **15**

Next Review Date: **N/A**

Disclosure Classification: **CONTROLLED DISCLOSURE**

---

**Compiled by**

**Functional Responsibility**

**Authorised by**

.....

.....

.....

Date: .....

Date: .....

Date: .....

---

## CONTENTS

	<b>Page</b>
<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. SUPPORTING CLAUSES.....</b>	<b>3</b>
2.1 SCOPE .....	3
2.1.1 Purpose .....	3
2.1.2 Applicability.....	3
2.2 NORMATIVE/INFORMATIVE REFERENCES.....	4
2.2.1 Normative .....	4
2.2.2 Informative.....	4
2.3 DEFINITIONS.....	4
2.3.1 Classification .....	4
2.3.2 Tender .....	4
2.4 ABBREVIATIONS.....	5
2.5 ROLES AND RESPONSIBILITIES.....	5
2.6 PROCESS FOR MONITORING.....	6
2.7 RELATED/SUPPORTING DOCUMENTS.....	6
<b>3. TENDER TECHNICAL EVALUATION STRATEGY.....</b>	<b>6</b>
3.1 TECHNICAL EVALUATION THRESHOLD .....	6
3.2 TET MEMBERS.....	7
<b>4. TECHNICAL EVALUATION CRITERIA .....</b>	<b>8</b>
4.1 MANDATORY TECHNICAL EVALUATION CRITERIA .....	8
4.2 QUALITATIVE TECHNICAL EVALUATION CRITERIA.....	8
4.3 TET MEMBER RESPONSIBILITIES.....	12
4.4 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS.....	13
4.4.1 Risks.....	13
4.4.2 Exceptions / Conditions.....	14
<b>5. AUTHORISATION.....</b>	<b>15</b>
<b>6. REVISIONS .....</b>	<b>15</b>
<b>7. DEVELOPMENT TEAM .....</b>	<b>15</b>
<b>8. ACKNOWLEDGEMENTS .....</b>	<b>15</b>

## TABLES

Table 1: Defined Roles and Responsibilities .....	5
Table 2: Technical Evaluation Score Card .....	6
Table 3: TET Members .....	7
Table 5: Qualitative Technical Evaluation Criteria.....	8
Table 6: TET Member Responsibilities.....	12
Table 7: Acceptable Technical Risks.....	13
Table 8: Unacceptable Technical Risks .....	13
Table 9: Acceptable Technical Exceptions / Conditions.....	14
Table 10: Unacceptable Technical Exceptions / Conditions .....	14

### **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**

This report describes strategy and the technical evaluation criteria designed and created to evaluate the Design and Installation of the Public Address System – Phase 2 at Hendrina Power Station.

The tender process will be an open tender to the market to ensure transparency and competitiveness.

This evaluation strategy has been developed and will be used for evaluation of the submitted tenders to gauge accuracy and compliance with the set evaluation criteria to ensure for the successful execution of this project.

The technical evaluation will be completed by a technical team that understands the scope and the goal of the project.

## **2. SUPPORTING CLAUSES**

### **2.1 SCOPE**

This document outlines the Technical Evaluation criteria for the design, installation, and commissioning of the PA System- Phase 2 project and covers the different aspects that will be evaluated and scored by the multi-disciplinary Technical Evaluation Team (TET) to complete the technical evaluation of the enquiry. The team members are listed and appointed in this document along with their responsibilities. The document also describes the acceptable and unacceptable risks and qualifications and/or conditions.

The Technical Evaluation Strategy will define the following technical evaluation criteria:

- Mandatory Evaluation Criteria
- Qualitative Evaluation Criteria
- TET Member Responsibilities
- Acceptable / Unacceptable Qualifications.

Once the Technical Evaluation Strategy is authorised no changes will be made to the evaluation criteria.

#### **2.1.1 Purpose**

The purpose of a 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.

### **CONTROLLED DISCLOSURE**

The purpose of this tender technical evaluation Strategy is to summarise the technical evaluation criteria and capture all outcomes, documentation / information associated with the technical evaluation process of this project.

### **2.1.2 Applicability**

This document is intended for, and shall be 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] 32-1034: Eskom Procurement Policy

### **2.2.2 Informative**

The *Contractor* will refer to the latest documents that describe the plant operation and control philosophies:

[1] ISO 9001: Quality Management Systems

## **2.3 DEFINITIONS**

### **2.3.1 Classification**

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

### **2.3.2 Tender**

A tender refers to a written competitive offer, quotation or proposal made by the supplier in a prescribed or stipulated form in response to an invitation to tender/competitive enquire for provision of assets, goods or services and/or the disposal thereof.

## **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

Abbreviation	Description
C & I	Control and Instrumentation
EMP	Environmental Management Program
EMS	Environmental Management System
HMI	Human Machine Interface
OEM	Original Equipment Manufacturer
PA	Public Address
QA	Quality assurance
QC	Quality control
QCP	Quality Control Plan
QMS	Quality Management System
TES	Technical Evaluation Strategy
TET	Technical Evaluation Team
UPS	Uninterruptible Power Supply

## 2.5 ROLES AND RESPONSIBILITIES

As per 240-48929482: Tender Technical Evaluation Procedure in addition to the table below

**Table 1: Defined 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 (Middle Manager Facilities)	The Functional Responsible Person shall determine if the document is fit for purpose before the document is submitted for authorisation.
Authoriser (Senior Manager)	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.

### 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.

## **2.6 PROCESS FOR MONITORING**

240-48929482: Tender Technical Evaluation Procedure Related/Supporting Documents

## **2.7 RELATED/SUPPORTING DOCUMENTS**

- [1] 240-53716746: Tender Technical Evaluation Report Template
- [2] 240-53716712: Tender Technical Evaluation Results Form Template
- [3] 240-53716726: Tender Technical Evaluation Scoring Form Template

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

### **3.1 TECHNICAL EVALUATION THRESHOLD**

To ensure that the tenders are eligible for evaluation, the tenderer shall meet all the mandatory requirements as indicated in Table 4 and the strict adherence to the notes that have been detailed in section 4.1.

The evaluation of tenders will be based on the tenderer's ability to meet the requirements specified in the projects scope of work. A weighted score card approach will be used to evaluate the tenders against the Employer's requirements. Final Scores will be calculated and processed to produce a final score out of 5, as seen in Technical Evaluation Score Card.

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

**Table 2: Technical Evaluation Score Card**

<b>SCORE</b>	<b>PERCENTAGE</b>	<b>DESCRIPTION</b>
5	100	<b>COMPLIANT</b> <ul style="list-style-type: none"><li>• Tender meets mandatory criteria.</li><li>• Tender meets technical requirement(s)</li></ul>
4	80	<b>COMPLIANT WITH ASSOCIATED QUALIFICATIONS</b> <ul style="list-style-type: none"><li>• Tender meets mandatory criteria.</li><li>• Meet technical requirement(s)</li></ul>
2	40	<b>NON-COMPLIANT</b> <ul style="list-style-type: none"><li>• Tender meets mandatory criteria.</li></ul>

### **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.

		<ul style="list-style-type: none"><li>• Does not meet technical requirement(s) AND/OR Unacceptable technical risk(s) AND/OR;</li><li>• Unacceptable exceptions AND/OR.</li><li>• Unacceptable conditions.</li></ul>
--	--	---

### 3.2 TET MEMBERS

**Table 3: TET Members**

<b>TET number</b>	<b>TET Member Name</b>	<b>Designation</b>
TET 1		C&I Engineering Manager (Acting)
TET 2		Snr Engineer Prof Engineer
TET 3		Snr Technician Maintenance
TET 4		

**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. TECHNICAL EVALUATION CRITERIA

##### 4.1 MANDATORY TECHNICAL EVALUATION CRITERIA

N/A

##### 4.2 QUALITATIVE TECHNICAL EVALUATION CRITERIA

**Notes to tenderer:**

- An undertaking is required that resources identified would not be changed on award of the Contract.
- The CVs of Key Personnel should have experience which is comparable in nature to the Scope of the specified in this tender.
- Where no information is offered by the Tenderer, no points shall be scored.
- The Tender Returnable should be numbered and in the correct order as defined in sections in Table 5 that is, 1.,1. a etc. Failure to do this will result in the tender to be excluded from the evaluations.

**Table 4: Qualitative Technical Evaluation Criteria**

	<b>Qualitative Technical Criteria Description</b>		<b>Reference to Technical Specification / Tender Returnable</b>	<b>Criteria Weighting (%)</b>	<b>Criteria Sub Weighting (%)</b>
<b>1.</b>	<b>General Evaluation Criteria</b>			<b>20</b>	
	1.1	Company structure, Project planning, Background and Experience of similar project completed as detailed in the scope of work for the installation of PA system	a) Provide your Company's organogram and reporting structure. b) Provide proof of similar services rendered. c) Provide a plan of execution for implementing the required PA installation as outlined in the scope of work.		20  Company provides relevant and accurate documents detailing points (a) to (d) in the correct order (4 x 5% per point)

			d) Provide evidence of 2 references of similar service provided and focus on duration.		Company documents are not in order, unclear or irrelevant, and have omissions.  (0% per point)
	1.2	CVs of key personnel	Provide CV's including training/experience qualifications and portfolio of evidence of key personnel overseeing the project as specified below:  a) Project leader with experience and training in PA system installation.  b) Safety Officer.  c) Quality Control Officer.  d) Technician qualified in PA system installations.	<b>16</b>	16  Company provides relevant and accurate documents detailing points (a) –(d) in the correct order (4 x 4% per point)  Company documents are not in order, unclear or irrelevant.  (0% per point)
	<b>2.</b>	<b>Public Address System Integration and Project Management</b>		<b>18</b>	
	2.1	Provide a proposed business mobilisation plan for the following services as per the Scope of Work	<b>Method statement for the following:</b>  a) Project implementation planning and Design.  b) Provide an organogram of responsible persons for site operations.  c) Plan of approach on checking and ensuring compatibility between the existing Public	18	18  Company provides relevant and accurate documents detailing points (a) to (c) in the correct order (3 x 6% per point)  Company documents are not in order, unclear or irrelevant and have omissions.

			Address (PA) components and the newly installed system PA system.		(0% per point)
<b>3.</b>	<b>Quality, planning and Implementation</b>			<b>36</b>	
	3.1	System overview and interpretation of the Works and returnable	<ul style="list-style-type: none"> <li>a) List the proposed PA system components and outputs – (What each new proposed component is and what will it be used for and what is its output).</li> <li>b) A proposed network layout and system integration showing the old system and the new system.</li> <li>c) Highlight the critical functions and displays (amplifiers, etc) based on the application and scope.</li> <li>d) List the fail safes (redundancies built in the system), e.g., power supplies, amplifier, and microphone systems.</li> </ul>	36	<p style="text-align: center;">36</p> <p>Company provides relevant and accurate documents detailing points (a) to (d) in the correct order (4 x 9% per point)</p> <p>Company documents are not in order, unclear or irrelevant.</p> <p style="text-align: center;">(0% per point)</p>
	3.2	Installation and Quality Control	<ul style="list-style-type: none"> <li>a) List Critical Hold points in the installation phases installation.</li> </ul> <p>Provide evidence of the following Quality Management System:</p> <ul style="list-style-type: none"> <li>b) Quality Management Policy.</li> <li>c) Copy of ISO 9001:2015 certification; and</li> <li>d) Copy of Quality Manual that complies with ISO 9001:2015, including compliance audit report;</li> </ul>	<b>10</b>	<p style="text-align: center;">10</p> <p>Company provides relevant and accurate documents detailing points (a) – (e) in the correct order (5 x 2% per point)</p>

**Public Address System Installation – Phase 2 Contract  
Tender Technical Evaluation Strategy**

Unique Identifier: **CGHE0754**  
Revision: **0**  
Page: **11 of 15**

			e) Copies of the 6 mandatory ISO 9001 procedures (control of records, control of documents, control of non-conformances, corrective action, preventive action, and audits);		Company documents are not in order, unclear or irrelevant.  (0% per point)
				<b>TOTAL:</b> <b>100</b>	



---

#### **4.4 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS**

##### **4.4.1 Risks**

**Table 6: Acceptable Technical Risks**

<b>Risk</b>	<b>Description</b>
1.	None.
2.	
3.	
4.	
5.	

**Table 7: Unacceptable Technical Risks**

<b>Risk</b>	<b>Description</b>
1.	The newly installed power amplifiers do not interface with the existing Bosch system.
2.	The sound from the newly installed amplifiers is not loud enough.
3.	
4.	
5.	
6.	

**4.4.2 Exceptions / Conditions**

**Table 8: Acceptable Technical Exceptions / Conditions**

<b>Risk</b>	<b>Description</b>
1.	<b>N/A</b>
1.	
2.	
3.	

**Table 9: Unacceptable Technical Exceptions / Conditions**

<b>Risk</b>	<b>Description</b>
1.	<b>N/A</b>
2.	
3.	
4.	
5.	

## 5. AUTHORISATION

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>	<b>Signature</b>
	C&I Engineering Manager - Acting	
	Snr Engineer Prof Engineer	
	Snr Technician Maintenance	
	C&I Maintenance Manager	

## 6. REVISIONS

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
January 2024	0		Original compilation

## 7. DEVELOPMENT TEAM

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

## 8. ACKNOWLEDGEMENTS

- N/A

### **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.