

	Annexure C1: Environmental Tender Evaluation & Scoring Card		Template Identifier	240-43921899	Rev.	5	
			Document Identifier	240-167528519	Rev.	1	
			Effective Date	Dec-21			
			Review Date	Dec-25			
Enquiry No.							
Name of Project Manager							
Name of Buyer							
Project							
Scope							
CONTRACTOR/SUPPLIER							
Name & Details							
Purpose	To assess whether the above-mentioned supplier/s submitted the required environmental documentation as specified in the Enquiry referenced below, and that such documentation complies with the specified requirements.						
Reference Documentation	32-727	SHEQ Policy					
	32-726	SHE Requirements for the Eskom Commercial Processes					
ENVIRONMENTAL EVALUATION CRITERIA							
The tender submission score sheet indicating the criteria to be used, the weighting of each criterion and the weighting per discipline in multidisciplinary packages shall be authorised by the relevant senior manager. The approved tender submission score sheet shall be issued with the enquiry to be used for technical evaluation.							
#	REQUIREMENTS	DETAILS AND EVIDENCE TO BE PROVIDED	SUBMITTED (Y/N)	Comments – Requirements to be collected at Contract Award Stage			
1	Environmental Policy	Document which provides an intentions and a direction of an organization related to environmental performance, as formally expressed by its top management Expressed Environmental commitments (protection of environment, compliance to legal requirements, environmental objectives, continual improvement and pollution reduction, etc.) Document signed by the CEO/ Director, Date & version controlled					
2	Company Organogram: Detailing Environmental Resources	Contractor Environmental Officer/ Environmental Representative/ Company Director/ Herbicides Applicator/Consultants. PROVIDE A DETAILED RESOURCE LIST OR ORGANOGRAM FOR THE CONTRACT / PROJECT BASED ON CURRENT HUMAN RESOURCES.					
3	Environmental Appointment Letters/ Template:	Provides an environmental appointment letter /template with clear Roles, Responsibilities & Authority;					
	THE APPOINTMENT OF A SPECIFIC ENVIRONMENTAL MANAGEMENT REPRESENTATIVE/S FOR THIS CONTRACT.	THE ORGANISATION'S TOP MANAGEMENT SHALL FORMALLY APPOINT A SPECIFIC MANAGEMENT REPRESENTATIVE/S WITH DEFINED ROLES, RESPONSIBILITIES AND AUTHORITY FOR THE ENVIRONMENTAL MANAGEMENT SYSTEM AND LEGAL COMPLIANCE SPECIFICALLY FOR THIS CONTRACT. E.G. CONTRACTS MANAGER, CONSTRUCTION MANAGER.					
	APPOINTMENT OF SITE ENVIRONMENTAL REPRESENTATIVES	IDENTIFY CANDIDATES THAT WILL BE APPOINTED AS ENVIRONMENTAL SITE REPRESENTATIVES WHILST PERFORMING WORK ON SITE E.G SITE SUPERVISOR, TEAM LEADER. THE MINIMUM ENVIRONMENTAL TRAINING REQUIREMENTS FOR THE SITE ENVIRONMENTAL REPRESENTATIVE/S ARE: > BASIC ENVIRONMENTAL AWARENESS > EA-EMP TRAINING PROVIDE PROOF OF ATTENDANCE OR CERTIFICATES PER CANDIDATE. IN THE CASE WHERE EMPLOYEES HAVE NOT BEEN TRAINED - PROVIDE BOOKING CONFIRMATION FROM THE SETA TRAINING INSTITUTION OR ESKOM ACADEMY OF LEARNING ((Pumeza Diko (+27 21 980 3467 and DikoP@eskom.co.za) OR wctraining@eskom.co.za). The organization shall provide a training needs analysis and plan (who will do what training by when).					

4	TRAINING NEEDS ANALYSIS AND PLAN (MATRIX)	A DOCUMENT NEEDS TO BE DEVELOPED WHICH INDICATES ALL JOB PROFILES / DESCRIPTIONS AND THEIR ENVIRONMENTAL TRAINING NEEDS BASED ON THAT JOB / TASK'S ENVIRONMENTAL ASPECTS AND IMPACTS. E.G. SITE SUPERVISOR TO ATTEND GENERAL ENVIRONMENTAL AWARENESS COURSE, OIL SPILL CLEAN-UP COURSE, WASTE MANAGEMENT COURSE, ENVIRONMENTAL LEGISLATION COURSE.		
	TRAINING RECORDS	The organization must provide documented proof/ record that staff members have received environmental competence training?		
5	Environmental Aspects & Impacts Register (incl. Activities, Products or Services) and Rating:	This register is usually in tabular form which outlines organizations activities, products or services which could interact with the environment, result to environmental aspects & Impacts in-line with the scope of work.		
		THE ASPECT OF THAT ACTIVITY/PRODUCT/SERVICE THAT INTERACTS WITH THE ENVIRONMENT E.G. WASTE DISPOSAL TO LAND, CUTTING/ REMOVING VEGETATION, OIL SPILLS/ LEAKS, CEMENT SPILLAGES, SEWERAGE SPILLS, SITE SELECTION, REMOVAL OF TOPSOIL.		
		THE IMPACT THAT ASPECT HAS ON THE ENVIRONMENT E.G. GROUNDWATER CONTAMINATION, DAMAGE/ DESTRUCTION TO VEGETATION, DESTROYING PROTECTED TREES, AIR POLLUTION, WATER POLLUTION, SOIL		
		The methodology or criteria to determine the significance of environmental aspects & Impacts (i.e., Low, Medium, or High).		
		ALL IMPACTS NEED TO HAVE A SIGNIFICANCE RATING.		
LEGAL REQUIREMENTS		A DOCUMENT (E.G. LEGAL REGISTER) NEEDS TO BE DEVELOPED FOR THE IDENTIFICATION OF ALL THE APPLICABLE SOUTH AFRICAN LEGISLATION REQUIREMENTS RELATED TO EACH ASPECT AND IMPACT E.G. WATER POLLUTION IS COVERED IN THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT, NATIONAL WATER ACT, NATIONAL ENVIRONMENTAL MANAGEMENT INTEGRATED COASTAL MANAGEMENT ACT, NATIONAL ENVIRONMENTAL MANAGEMENT WASTE ACT, WATER BY-LAWS, ETC.		
	COMPANY ENVIRONMENTAL MANAGEMENT PROGRAMME (EMPr)	CONSULT THE FOLLOWING RESOURCES FOR INFORMATION ON LEGISLATION: UNIVERSITY OF PRETORIA LAWS OF SA (http://www.lawsouthafrica.up.ac.za/index.php/current-legislation), SABINET LEGAL, SA DEPARTMENT OF ENVIRONMENTAL AFFAIRS IT IS REQUIRED TO LIST RELEVANT RISKS AND OPPORTUNITIES. RISKS AND OPPORTUNITIES ARE POTENTIAL ADVERSE EFFECTS (THREATS) AND POTENTIAL BENEFICIAL EFFECTS (OPPORTUNITIES). E.G NON-PHYSICAL EFFECT ON THE ENVIRONMENT. TRAINING OF LOCAL LABOUR AS AN OPPORTUNITY, LACK OF TOOL BOX TALK AS A RISK ETC. AS A MINIMUM EACH SIGNIFICANT ASPECT AND IMPACT AS WELL AS RISK AND OPPORTUNITIES NEED TO HAVE AN ENVIRONMENTAL MANAGEMENT PROGRAMME DETAILING: - OBJECTIVE/S - ACTIONS / CONTROLS/ MITIGATION MEASURES - MEASURABLE TARGET/S - TIMEFRAMES		
		THE ABOVE CAN BE AT DIFFERENT FUNCTIONS AND LEVELS OF THE ORGANISATION E.G. DIFFERENT OBJECTIVES AND TARGETS FOR MIDDLE MANAGEMENT, FINANCE DEPARTMENT, CONSTRUCTION DEPARTMENT, ETC. DEPENDING ON THEIR FUNCTION AND OUTPUTS.		
6	Environmental Emergency Preparedness & Response Plan:	This plan lists possible environmental emergencies that could occur (e.g., Oil spillage, chemical spillages, air pollution incidents, water pollution, etc.).		
		This plan shall address the approach on how to respond to such emergency situations (gases leaking, fires, etc).		
		This shall include exercises or drills to prepare and test emergency response on specified timeframes.		
		This plan shall provide contact details of required stakeholders in case of an emergency		
13	Additional environmental requirement	Any requirement specific to a project or activity when doing evaluations (where practicable)		
		Company Registration with appropriate competent authorities (i.e., National, Provincial, CCT, etc) & driver as Hazardous Chemical transporter & Vehicle's registration & placards.		
14	Declaration: Environmental and Social (ES) past performance	Signed and dated declaration form.		

NOTE: IT IS IMPORTANT THAT ALL TENDERERS READ THE ISO14001:2015 INTERNATIONAL STANDARD FOR DETAILED INFORMATION ON THE ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS AND DEFINITIONS.

NOTE: THE PASS MARK FOR THIS CONTRACT IS 100% OF ALL THE REQUIREMENTS.

Rating Legend	
0	Document not submitted OR submitted but does not satisfy the minimum requirements
1	Document submitted and the content satisfy the minimum requirements

FOR ESKOM OFFICE USE ONLY	ENVIRONMENTAL EVALUATOR	
	ACCEPTABLE	UNACCEPTABLE
Name	Signature	Date

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