

1. Introduction

This document establishes the standard technical evaluation criteria to be used when evaluating the submissions by prospective suppliers in response to formal Commercial Enquiries issued for Master Locks (Padlocks) and Master Keys for use on electrical and related equipment within Eskom KZN Operating Unit (Distribution) only.

This document details the technical strategy, method of evaluation and the evaluation criteria, which includes the enquiry returnable necessary to conduct the desktop evaluation and the product sample evaluation.

2. Scope

This document states the technical (functional) evaluation strategy and criteria for the commercial tendering process for KZN OU Master Locks and Master Keys used within Eskom KZN OU (Distribution). It does not specify the technical requirements (specification) of each item. See Annexure A for the range of SAP numbers included in this scope.

3. Applicability

This document shall apply within KwaZulu Natal Operating Unit (Distribution) when formal Commercial processes are undertaken for Master Locks and Master Keys.

4. Technical Tender Strategy

The evaluation will be conducted per SAP number stated on the Commercial Enquiry i.e. each product must achieve all the requirements as stated in the criteria, and scores or evidence cannot be shared across bids or products.

The technical tender evaluation will be conducted in the following sequence:

1. Level 1: Evaluation of Technical Mandatory (Gatekeeper) Returnable
2. Level 2: Evaluation of Technical Functional (Scoring) Returnable
 - a. Allocation of scores and assessment against the threshold is included in level 2
3. Level 3: Evaluation of Product Samples
 - a. Allocation of scores and assessment against the threshold is included in level 3
 - b. Compatibility with existing KZN OU keys against the threshold is included in level 3

Submissions meeting all the Level 1 requirements will proceed to the Level 2 of the technical evaluation. Submissions failing to meet 100% of the Level 1 requirements will be deemed non-responsive; the submission will be disqualified and not evaluated further.

Submissions meeting the stipulated threshold stated in the Level 2 requirements will proceed to Level 3 of the technical evaluation. Submissions failing to meet the stipulated threshold stated in the Level 2 requirements will be deemed non-compliant; the submission will be disqualified and not evaluated further.

Submissions meeting the stipulated thresholds stated in the Level 3 requirements shall be deemed technically compliant and will proceed further in the commercial evaluation. Submissions failing to meet the Level 3 requirements shall be deemed non-compliant; the submission shall be disqualified and will not proceed further.

5. Technical Requirements

- 5.1. Products offered during the commercial tender process and supplied to Eskom after the contract awarding process must comply with the latest revision of the following standards:
- 5.1.1. Eskom 240-70500896: Standard for Master Locks and Master Keys for Electrical and Related Equipment
 - 5.1.2. Eskom DDT 6050: Buyer's Guide for Padlock & Padlock Keys
 - 5.1.3. SANS 1533: Padlocks
 - 5.1.4. SANS 9227: Corrosion tests in artificial atmospheres — Salt spray tests
- 5.2. It is a requirement that the keyways supplied in the locks are currently in use in KZN OU or are compatible with keys currently used in KZN OU, therefore not requiring the introduction of a different range of keys.

6. Level 1 Technical Mandatory (Gatekeeper) Criteria and Returnable

The evaluation will be conducted per SAP number. Therefore, evidence must be supplied per SAP number in the tender submission (unless the requirements specifically state that individual evidence can be applied across a range).

All evidence must be clearly marked or labeled for it to be associated with the correct SAP number.

No scores will be allocated during the evaluation of the technical mandatory returnable. Mandatory criteria are must-meet criteria and therefore if the returnable is not contained within the submission or is non-compliant to the stipulated criteria then a result of "Not Met" will be allocated. In the case of one or more mandatory criteria being allocated a result of "Not Met", the submission will be deemed non-responsive; the submission will be disqualified and not evaluated further.

Submissions meeting all the Level 1 requirements will proceed to the Level 2 of the technical evaluation.

The mandatory criteria and associated returnable per SAP number (unless otherwise indicated) are as follows:

Item	Criteria	Returnable (Evidence)	Mandatory
1	<p>It is a requirement that keyway designs supplied in the padlocks:</p> <ul style="list-style-type: none"> are currently in use in KZN OU, or, are compatible with keys currently used in KZN OU, <p>therefore, not requiring the introduction of a different range of keys.</p>	<p>If the bid offers padlocks that will contain keyways currently in use in KZN OU, then the following returnable is applicable:</p> <p>For Tendering Manufacturers: Letter from the Keyway manufacturer/IP holder confirming that the keyway designs are in currently in widescale use in KZN OU, specifically stating the lock brands that have utilized the keyway for KZN OU padlocks. The letter must also confirm that the tendering manufacturer may source the keyways from the Keyway manufacturer/IP holder to fulfil the technical requirements of this order. Note: this returnable is still required if the Keyway manufacturer and padlock manufacturer are the same. If the bid proceeds to Level 3, the bidder will demonstrate the compatibility.</p> <p>For Tendering Suppliers: The supplier is to submit the same letter as stated above (to be sourced by the Supplier) ensuring that the details of the padlock Manufacturer contained in the letter are the same as the products offered by the tendering Supplier. Note: If the bid proceeds to Level 3, the bidder will demonstrate the compatibility.</p> <p>If the bid offers padlocks that will contain alternate keyways that are compatible with keys currently used in KZN OU, then the following returnable is applicable:</p> <p>For Tendering Manufacturers: Letter from the Padlock manufacturer and Keyway manufacturer (if different from the Padlock manufacturer) confirming that the keyway designs will be compatible with keys currently use in KZN OU. Note: this returnable is still required if the Keyway manufacturer and padlock manufacturer are the same. If the bid proceeds to Level 3, the bidder will demonstrate the compatibility.</p> <p>For Tendering Suppliers: The supplier is to submit the same letter as stated above (to be sourced by the Supplier) ensuring that the details of the OEM</p>	Y

		<p>contained in the letter are the same as the products offered by the tendering Supplier. Note: If the bid proceeds to Level 3, the bidder will demonstrate the compatibility.</p> <p>Key and keyway compatibility will be tested in Level 3, and if found to deviate from the requirements stated in this mandatory criterion, the submission will be deemed non-compliant; the submission will be disqualified and will not proceed further.</p>	
2	<p>Completed and signed Technical A B Schedule.</p> <p>Schedules will be considered incomplete if any criteria in Column B is returned blank or with non-technical responses such as "N/A", "TBD", "Will be submitted later" etc.</p>	Fully completed Technical A B Schedule, required per SAP number	Y
3	<p>Completed and signed Deviation Schedule.</p> <p>If no deviations exist then none need to be listed, however the evidence of the Deviation Schedule must still be signed and submitted with a "nil" record.</p>	Fully completed Deviation Schedule, required per SAP number	Y
4	Approved Manufacturer (OEM) Drawings, completed and signed, showing product codes, dimensions and markings.	Manufacturer (OEM) Drawings, required per SAP number	Y
5	<p>Copies of the following type test reports, clearly showing the test facility, the standard against which the product was tested, and the product tested (i.e. OEM and product code):</p> <ol style="list-style-type: none"> 1. Tension test 2. Locking test 3. Thickness test for plating (for steel laminate options only) 4. Adhesion test for plating (for steel laminate options only) 5. Test for corrosion resistance (16h exposure) 	<p>Copy of each stated test, for any SAP number item in the following range:</p> <p>40 MM Padlock, Steel Laminate 40 MM Padlock, Nylon Laminate</p> <p>See Annexure A for SAP number groupings in the range stated above.</p> <p>Range acceptance - A range is considered as follows: Locks of the same size (i.e. 40mm) and of the same material (i.e. Steel or Nylon) are in the same range, therefore tests from the range may be submitted where appropriate for the SAP numbers on tender.</p>	Y
5	Type tests were performed at a SANAS accredited facility.	Copy of type test report	Y

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6	<p>Letter of guarantee, signed by the manufacturer (and bidder if different entities) as per 3.1.1.2.5 b of 240-70500896 that the registered keyways shall remain unique for not less than 25 years from the date of final delivery AND that KZN OU will have a unique keyway 3.1.1.2.5 d of 240-70500896.</p>	<p>Letter of guarantee (a single letter per bid, not required per SAP number)</p>	Y
7	<p>Letter of undertaking, signed by the manufacturer (and bidder if different entities) as per 3.1.1.3 e of 240-70500896:</p> <p><i>The manufacturer shall undertake that key blanks for this profile will be distributed only with Eskom's written permission on a restricted and confidential basis to no person other than professional locksmiths who are members of the Locksmith Association of South Africa and whose credentials have been checked and found to be impeccable.</i></p>	<p>Letter of undertaking (a single letter per bid, not required per SAP number)</p>	Y

7. Level 2 Evaluation of Technical Functional (Scoring) Returnable

The evaluation will be conducted per SAP number. Therefore, evidence must be supplied per SAP number in the tender submission (unless the requirements specifically state that individual evidence can be applied across a range). All evidence must be clearly marked or labeled for it to be associated with the correct SAP number.

Scores will be awarded where the evidence returned demonstrates compliance to the criteria. If the evidence demonstrates non-compliance, concessions will be considered at Eskom's discretion. If the non-compliance is not accepted, no scores will be awarded.

Each submission will start the evaluation with a score of 0 (zero) and scores will be accumulated during the evaluation.

The threshold is 80.00%.

Submissions failing to meet the threshold of 80.00% will be deemed non-compliant; the submission will be disqualified and not evaluated further.

Submissions meeting the threshold of 80.00% will proceed to Level 3 of the technical evaluation.

Item	Criteria	Returnable (Evidence)	Score
1	<p>Compliance to Eskom specific requirements as stated in 240-70500896.</p> <p>Where a deviation from the Eskom specification is offered in the B column of the Technical Schedule, the bidder is required to provide reasons for the deviation and a motivation for Eskom to accept the deviation in the Deviation Schedule.</p> <p>Concessions to allow deviations will be considered at Eskom's discretion.</p> <p>Deviations that are deemed to potentially expose Eskom and Eskom personnel to any risk will not be accepted.</p>	Technical A B Schedule per SAP number	<p>25% – fully compliant</p> <p>20% – partially compliant, with concessions allowed</p> <p>0% - non-compliant</p>
2	Product dimensions are compliant with Eskom specific requirements as stated in 240-70500896.	Manufacturer (OEM) Drawings per SAP number	25% – fully compliant

	<p>Deviations from the dimension requirements must also be reflected on the Technical A B Schedule. Therefore deviations will be considered as per the rules of criteria 1:</p> <p>Where a deviation from the Eskom specification is offered, it must be stated in the B column of the Technical Schedule, the bidder is required to provide reasons for the deviation and a motivation for Eskom to accept the deviation in the Deviation Schedule.</p> <p>Concessions to allow deviations will be considered at Eskom's discretion.</p> <p>Deviations that are deemed to potentially expose Eskom and Eskom personnel to any risk will not be accepted.</p>		<p>20% – partially compliant, with concessions allowed</p> <p>0% - non-compliant</p>
3	<p>ALL Type Tests have been conducted in accordance with SANS 1533 (and other normative references stated in SANS 1533).</p> <p>The following tests are required:</p> <ol style="list-style-type: none"> 1. Tension test 2. Locking test 3. Thickness test for plating (for steel laminate options only) 4. Adhesion test for plating (for steel laminate options only) 5. Test for corrosion resistance (16h exposure – SANS 9227) 	<p>Copy of each stated test, for any SAP number item in the following range:</p> <p>40 MM Padlock, Steel Laminate 40 MM Padlock, Nylon Laminate</p> <p>See Annexure A for SAP number groupings in the range stated above.</p> <p>Range acceptance - A range is considered as follows: Locks of the same size (i.e. 40mm) and of the same material (i.e. Steel or Nylon) are in the same range, therefore tests from the range may be submitted where appropriate for the SAP numbers on tender.</p>	<p>25% - fully compliant</p> <p>0% - non-compliant</p>
4	<p>ALL Type Tests demonstrate the product offered has complied with all requirements of SANS 1533 (and other normative references stated in SANS 1533).</p> <p>The following tests are required:</p> <ol style="list-style-type: none"> 1. Tension test 2. Locking test 3. Thickness test for plating (for steel laminate options only) 	<p>Copy of each stated test, for any SAP number item in the following range:</p> <p>40 MM Padlock, Steel Laminate 40 MM Padlock, Nylon Laminate</p> <p>See Annexure A for SAP number groupings in the range stated above.</p>	<p>25% - fully compliant</p> <p>0% - non-compliant</p>

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	4. Adhesion test for plating (for steel laminate options only) 5. Test for corrosion resistance (16h exposure – SANS 9227)	Range acceptance - A range is considered as follows: Locks of the same size (i.e. 40mm) and of the same material (i.e. Steel or Nylon) are in the same range, therefore tests from the range may be submitted where appropriate for the SAP numbers on tender.	
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8. Level 3 Evaluation of Product Samples

The evaluation will be conducted per SAP number included in the scope of the tender. The samples will be requested by the responsible Buyer for bids meeting the Level 2 requirements. Samples are not to be submitted with the tender submission files at the tender closing date.

All samples are to be delivered to Eskom at the specified address no later than 14 working days from the date of the request issued by the Buyer.

Tenderers offering padlocks that will contain alternate keyways that are expected to be compatible with keys currently used in KZN OU (see Criterion 1 in Level 1 Technical Mandatory) will be allowed time to develop keyways and keys to meet the requirements of the Level 3 evaluation. The process will include an engagement with the tenderer, an allowance of no more than 21 calendar days for the tenderer to develop the required keyway solution and a notice of the deadline to submit the sample to Eskom.

The sample will be evaluated as follows:

The threshold for the sample evaluation is 100%.

Submissions failing to meet the threshold of 100% will be deemed non-compliant; the submission will be disqualified and will not proceed further.

Submissions meeting the threshold of 100.00% will proceed further in the commercial evaluation.

Item	Criteria	Returnable (Evidence)	Score
1	Compliance of the sample to the measurable standards included in the Technical A&B Schedules and the manufacturer's drawings included in the submission. Deviations accepted in Level 2 will be accepted at the sample evaluation stage as well.	Product sample per SAP number (upon request by the Buyer)	50% – fully compliant 0% - non-compliant
2	Compatibility of keyway with keys currently in use in KZN OU, including cascading requirements where applicable.	Product sample per SAP number (upon request by the Buyer)	50% – fully compliant 0% - non-compliant

Samples will be requested by the Buyer, and the sample return date will be communicated at that time.

ANNEXURE A: SAP NUMBERS GROUPINGS IN A RANGE OF PADLOCKS
40 MM PADLOCK, STEEL LAMINATE GROUP

SAP No.	SHORT DESCRIPTION	QUICK DESCRIPTION	COLOUR	TYPE
187152	PADLOCK, ST LV MASTER KZN OU D6050	40mm lock	ORANGE	STEEL
187159	PADLOCK, ST PROH MASTER KZN OU D6050	40mm lock	GREEN	STEEL
187166	PADLOCK, ST OPER MASTER KZN OU D6050	40mm lock	YELLOW	STEEL
187173	PADLOCK, ST LIVE MASTER KZN OU D6050	40mm lock	BLACK	STEEL
187180	PADLOCK, ST TSO MASTER KZN OU D6050	40mm lock	BLUE	STEEL
573533	PADLOCK:ST GENERAL MASTER; WHT; KZN OU	40mm lock	WHITE	STEEL

40 MM PADLOCK, NYLON LAMINATE GROUP

SAP No.	SHORT DESCRIPTION	QUICK DESCRIPTION	COLOUR	TYPE
187237	PADLOCK, NYLON LV MASTER KZN OU D6050	40mm lock	ORANGE	NYLON
187244	PADLOCK, NYLON PROH MASTER KZN OU D6050	40mm lock	GREEN	NYLON
187251	PADLOCK, NYLON OPER MASTER KZN OU D6050	40mm lock	YELLOW	NYLON
187258	PADLOCK, NYLON LIVE MASTER KZN OU D6050	40mm lock	BLACK	NYLON
187265	PADLOCK, NYLON TSO MASTER KZN OU D6050	40mm lock	BLUE	NYLON
665631	PADLOCK:MASTER NYLON GENERAL WHITE KZNOU	40mm lock	WHITE	NYLON