
	TECHNICAL EVALUATION	NORTH WEST OPERATING UNIT DISTRIBUTION
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TITLE: CNL verification, Meter Audits And Fixing Contract For North West Gemma Cluster On An “As And When Required” Basis		COMPILED BY:	
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- Contents
- Introduction
- Supporting clauses
- Normative/informative references
- Definitions
- Abbreviations
- Roles and responsibilities
- Process for monitoring
- Related/supporting documents
- Technical evaluation process
- Annexure A and annexure B

1. Introduction

This document is aimed at setting the standard technical evaluation criteria for evaluating

CNL verification, Meter Audits And Fixing Contract For North West Operating Unit On An “As And When Required” Basis It covers the technical evaluation criteria for documentation evaluation and equipment evaluations for Eskom Holdings SOC (Ltd).

2. Supporting clauses 2.1 Scope

The document contains mandatory technical requirements, functional evaluation criteria and the objective criteria for evaluating CNL verification, Meter Audits And Fixing Contract For North West Operating Unit On An “As And When Required” Basis.

2.1.1 Purpose

This document addresses the standard documented technical evaluation criteria to be used for evaluating tender submissions in line with Eskom Holdings SOC (Ltd) requirements.

2.1.2 Applicability

This document shall apply throughout Eskom Holdings Limited Divisions.

This report is applicable to all technical evaluations of the tender submissions for evaluating the CNL verification, Meter Audits And Fixing Contract For North West Operating Unit On An “As And When Required” Basis.

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

The servicing of a fire extinguisher has been regulated by the Department of Labour (DOL) under the OHAS Act (Occupational Health and Safety Act No. 85 of 1993).

Distribution Fire Risk Management 34-132

240-66129387 Joining LV conductor and aerial bundle conductor (dead work)

240-66129433 Removing the meter during cut-off (dead work)

240-66129501 Replacement of circuit breaker in the mini substation (dead work)

240-66129533 Replacement of circuit breaker on pole mounted service distribution box (dead work)

240-66129293 Replacement of DIN rail prepaid meter, service distribution box, surge arrestor and MCB (dead work)

	CNL verification, Meter Audits And Fixing Contract For North West Gemma Cluster On An "As And When Required" Basis	ESKOM DISTRIBUTION NWOU
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- 240-66129573 Replacement of fuse base / holder (dead work)
- 240-61129617 Replacement of pole mounted service distribution box (dead work)
- 240-66129475 Replacement of the low voltage cables (dead work)
- 240-66129601 Replacement of the pillar box / stubby / meter box (dead work)
- DMN_34-109 Low-voltage live work: Connecting/disconnecting S1- customers
- DMN_34-109 Live working (Installing and connecting a new SDB on the pole)
- DMN_34-109 Live Working (Replacing a SDB with customer connected to it)
- DMN_34-109 Live working (Connecting a customer on the SDB already installed on the pole)
- DMN_34-109 Live working (Installing pole box and connecting the cable and jumpers)
- DMN_34-109 Live work (Disconnecting a customer)
- DMN_34-135 Installation of prepaid meters
- DMN_34-482 Low voltage live work street light installation
- DMN_34-488 Low voltage live work: installation/removal of a cable in an energised distribution pillar box and livening up/disconnecting of a customer
- DMN_34-493 Low voltage live work: replacement of a pole-mounted circuit-breaker
- DMN_34-495 Low voltage live work: replacement of a circuit breaker in an energised distribution pillar box/meter box
- DMN_34-496 Low-voltage live-work: changing a non-metallic pillar box housing
- DMN_34-497 Low voltage-live work: installing/replacing LV fuse components
- DMN_34-498 Low voltage live work: replacing of a fuse base and holder/carrier
- DMN_34-499 Low voltage live work: replacing of jumpers between conductors and pole-mounted fuses or MCB's
- DMN_34-500 Low voltage live work: livening up a pole-mounted service distribution box
- DMN_34-501 Replacing of a connector on a live bare conductor
- DMN_34-1106 Energy meter kwh reading and kVA reading (indigo polyphase meter CI.2)
- DMN_34-1929 Installing and replacing of the strippl fuse unit under live condition
- DMN_34-2069 MCB's and LV fuses in mini-sub/brick subs operating

240-41751000 Replacement of surge arrester, circuit breaker, measuring unit, service cable for split meters on the pole top box

DPC 34-1541 Replacement of ED's and ECU's under live conditions.)

240-70413681 "PORTFOLIO OF EVIDENCE FOR AUTHORISATION"

2.3 Definitions

2.3.1 General

Definitions	Description
Submission	The tender in accordance with the requirements of the enquiry
Technical evaluator	End-users, technical experts (authorised) nominated by the end-user and technical functionaries with the necessary technical expertise.
LV	Low voltage operating

2.3.2 Disclosure classification

Controlled Disclosure: the classification given to information that may be used by malicious/opposing/hostile elements to harm the objectives and functions of Eskom Holdings Limited.

2.4 Abbreviations

Abbreviation Description

Eskom Eskom Holdings SOC (Ltd)

NEC New Engineering Contract

SC Study Committee

SCOT Steering Committee of Technology

SHEQ Safety, Health, Environment and Quality

LAP List of Approved Products

RFI Request for Information

RFQ Request for Quotation

LES Line Engineering Services

2.5 Roles and responsibilities

The Cross Functional Team members for ,

CNL verification, Meter Audits And Fixing Contract For North West Operating Unit On An “As And When Required” Basis. must ensure that this document is updated, renewed and current at all times.

2.6 Process for monitoring

Online update of this document on SharePoint.

2.7 Related/supporting documents

Not applicable

3. Technical tender evaluation procedure

The technical evaluation procedure is specific to,

CNL verification, Meter Audits And Fixing Contract For North West Operating Unit On An “As And When Required” Basis. The evaluation method has two main parts: desktop and equipment & vehicle assessment, which are related.

3.1 Desktop Evaluation

This evaluation exercise is performed by the Eskom evaluating representatives. This part of the evaluation starts when submissions are opened for the first time. The technical evaluation will be evaluated as follows: the mandatory criteria and then proceeds to functionality.

The Eskom assessment representatives will go through the details of the returnable submissions that are required and will ensure that mandatory / gatekeeper qualification criteria are met.

Only submissions that pass mandatory / gatekeeper requirements will proceed to functionality phase. Scoring/rating for functionality criteria will be assessed out of 100 points. Suppliers need to maintain a minimum threshold of 90 points to be recommended.

Gate keeper

Proof of registration as an Electrical Contractor with the Department of Labour (this is a replacement of ECB registration requirement since it has been discontinued). The wiremen’s license owner that the company is registered under should be the person who appears on the company’s organogram, that means must be fully employed in the company/Director.

3.2 Equipment Assessment

This assessment is performed on the basis of assessing the supplier’s capability to enter into a contract with Eskom with respect to the

CNL verification, Meter Audits And Fixing Contract For North West Operating Unit On An “As And When Required” Basis.

This report and any actions that are listed or recommended as a result of this assessment, is by no means a confirmation or guarantee that any contract will be entered into by Eskom and the supplier or that post contract performance has been achieved.

	CNL verification, Meter Audits And Fixing Contract For North West Gemma Cluster On An "As And When Required" Basis	ESKOM DISTRIBUTION NWOU
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Any actions undertaken by the supplier as a consequence of this report is for the suppliers account. Any liability for the said actions undertaken by the supplier is not transferrable to Eskom in any way.

The assessment team has no authority or responsibility in the decision taken by Eskom with respect to contracting for a product or service.

Any statements, intentions and/or actions expressed by the assessment team during the assessment and post the assessment has no effect, and does not constitute any liability to Eskom with regards to contract placement or post contract performance guarantees.

Suppliers need to maintain a minimum threshold of 90 points to be recommended.

3.2.1 Scope

SCOPE OF WORK KNOWLEDGE: SCOPE OF WORK Meter Audits

The provision of the meter audit service for the NWOU, on an adhoc basis, as follows:-

- Verify and Capture CNL data
- Auditing and capturing field data, using Handheld units (PPU and Conventional)
- Replacing all STS Faulty Prepaid Meters, Capture Data
- Replacing all NON STS meters and installing base, capture data
- Replacing all STS non common base meters, only if found to be faulty, capture data
- Replacing all faulty Conventional Meters if instructed to do by Project Manager
- Disconnecting all by-passed/tampered meters and issue tamper notice (PPU/Conventional meters)
- Reconnecting if instructed by Project Manager.
- Observe meter status and capture data, GPS and remarks
- Test and Seal all audited and replaced meters;
- Remove all illegal installations and capture records

The suppliers must audit all meters (PPU/Conventional) and then proceed as follows:-

- Audit and collect field data, using Data loggers
- Download Data weekly with the Project Manager.
- Updating as build drawings, as supplied by Eskom.
- Collect and submit MV Pole numbers before Audits for verification and approval by Project Manager.
- Check wiring sequence
- To record accurate units that is left in the PPU meter.
- Make sure the bridge piece is in place for old meters
- If meter not turning check if there is no load
- Collect field data as per PCS file in the data logger, supplied by Eskom;
- Place a tracking sticker on the phase of the meter
- If NAH take as much data as possible and capture co-ordinates for revisit
- Return replaced faulty and disconnected meters to project co-ordinator
- Down load Data Loggers twice a week
- Submit both electronic data to project co-ordinator every Wednesday and Monday
- Submit meter change out and tamper notice books to project co-ordinator every Monday
- All meter issuing and change outs to follow the MATS process
- All the NAH for urban customers to be clearly marked on the MAPS provided
- Contractors to audit only allocated towns as per task order provided by Project Manager
- Suppliers shall comply with The Occupation health and Safety Act 85 of 1993 (as amended),

Eskom's Safety, Health and Environmental Requirements for Contractors and Eskom's Safety Regulations.

Specifications

The scope of works for the project was compiled by Energy Losses Management Work Group, and is set out follows:

The provision of the PPU meter audit service for NWOU as follows:-

- Auditing, Testing and capturing field data, using own Handheld units
- Replacing and Testing all STS Faulty Prepaid Meters and Capture Data
- Replacing and Testing all NON STS meters and installing base and capture data
- Replacing and Testing all STS non common base meters, only if found to be faulty and capture data
- Disconnecting all by-passed/tampered meters and issue tamper notice
- Reconnecting if instructed by Project Manager
- Collect MV Pole number with supporting 2 x photographs and submitting to Project Manager for verifications and approval before Audits
- Seal all audited meters found not sealed/ tampered/replaced faulty
- If No Access at Home, take as much data as possible and capture co-ordinates for revisit
- Remove all illegal installations and capture records

The provision of the Conventional meter audit service for NWOU as follows:-

- Audit and Capture Field Data, Perform meter accuracy test, Observe and Capture Remarks using own Handheld Unit (Rural/Urban)
- Change-out/ of Single phase meter due to Faulty / Tampered. (Rural/Urban)
- Change-out up to 50kva - Polyphase meter 125amp due to Faulty / Tampered. (Rural)
- Change-out of Single Polyphase meter 160 amp due to Faulty / Tampered. (Rural)
- Change-out of 3 x Single Phase meters and convert to Polyphase meter due to Faulty / Tampered. (Rural/Urban)
- Disconnect/Reconnect All Bypassed/Tampered meters (CB & Seal) and Issue Tamper Fine & take 2 photo's (Rural/Urban)
- Replacing and Testing all faulty Conventional Meters if instructed to do so by Project Manager
- Remove all illegal installations and capture records
- Audit all LPU points on the Route but not perform tests and capture data, GPS and remarks.

SPU Scope of work back to back Audit

The following activities will be required.

- A systematic audit of all conventional electricity supply points per network breaker, per CNC, per Area in the sequence as defined by the Eskom Project team. The audits will constitute capturing of all relevant data on a Trimble handheld G.P.S. device with a uploaded data sheet. At the same time a meter audit will take place by using a metes 32 meter calibration verifier. The meter accuracy will be saved for download as part of the data download. A download from the trimble data logger will be used to create a control sheet for use by the project team to manage each and every supply point from audit to close out.
- In the event that a meter is tested and fails the prescribed limit the meter is to be replaced .new meter data to be captured on the trimble for project team to update cc & b system. Old or defective meter to be wrapped in bubble wrap and labelled and be returned to project team in order to be sent for testing.
- Capturing the correct meter ID's and matching these with the meter badge numbers in CC&B.

- These will also be matched to all installations numbers. Once clarification has been obtained ID' all meter boxes will be numbered using a permanent marker both inside the meter box and outside.
- GPS co-ordinate (Eskom format to be specified) to be recorded at every supply point making follow up easier- this is also a requirement to load onto CC&B.
- Where installations are identified that are using electricity but have no meter the contractor is to install meters and compile a list of these and submit to the revenue recovery team for their action. (Update data in CC&B).
- Where installations are identified that are using electricity but are not reflected on Eskom System the contractor is to assess meters and compile a list of these and submit to the Customer Services Department for their action. (Update data in CC&B).
- The customer must then be disconnected.
- Where installations are identified that are using electricity but are reflected on Eskom system as inactive. The contractor to assess meters seal the meter and disconnect the customer with an advice informing him to contact the relevant Customer Service Department in order to pay his outstanding fees and get reconnected.
- Identifying all distribution electrical equipment that needs to be repaired or replaced (meter boxes cables, junction boxes etc.) Exact GPS co-ordinate to be provided. Identifying all electrical equipment where the Public could come into in advertent contact with electricity, e.g. Where locks on equipment are missing or covers are not in place. This inspection would be done in compliance with the Electrical Machinery regulations of the Occupational Health and Safety Act.
- Recording full details of tampered meters as defined by Eskom
- The resealing of all meters and meter terminal covers in the format as required and directed by Eskom. Locks to be replaced by contractor. Each meter terminal meter cover will be sealed and that seal number will be recorded in CC&B with a view to prosecution. (Eskom provide seals as per LPU seals) Compiling a list of all faulty/damaged electrical meters. All dangerous installations on the house distribution boxes will also be reported on. Draw required number of meters and change out all faulty meters using applicable "CHANGE OUT" meter forms and hand these to Customer Services Department for input into CC&B.

CONTRACTOR'S RESPONSIBILITIES

- Contractor needs to utilise their own GPS and Data recording information.
- Contractor to cover all travel and accommodation expenses.
- The Eskom information forms as supplied should be delivered to Eskom as defined on a weekly basis. The contractor will contact Programme Manager should any technical or administration assistance be required.
- The Areas identified needs to be audited, including every point of supply of conventional metering, for small power users (SPU) within the North-West Operating Unit boundaries.
- Every house needs to be visited and customer data gathered per the prescribed form as drawn up by Eskom. Customers that have supply by no meter installed needs to be identified and indicated during the audit.
- Every meter needs to be recorded and data will be reconciled to that of CC&B, the debtors system. Those customers not on CC&B will be recorded and information given through to the area as far as SPU customers are concerned and LPU customers to the Pricing Department for further investigation.
- A "First Line" maintenance inspection needs to take place covering the conventional metering Infrastructure. All the faults/deviations needs to be recorded and GPS co-ordinates taken. Faulty/ tampered meters needs to be changed out by the contractor and new meters installed.

- The audit will result in the "LEGITIMISING" of the customers where there are no relationships with Eskom and recalculation of revenue where meter tampering has been identified.
- Customer supply and debt agreements will be drawn up for the Area concerned and will need to be distributed to each customer for signature. All customers, where possible, will be approached by the contractor team/area and pricing personnel and discussions/agreements finalised regarding the legalising of the supply.
- The process will be monitored by the dedicated Eskom personnel who in turn will work with the Eskom Project Manager to handle queries regarding applications etc.
- Any breakdown in communication between Eskom and the customer regarding the signing of the Agreement will result in "HARD DISCONNECTIONS".
There will be customers that will try and avoid the contractor/Eskom personnel but they will be Identified and disconnected where necessary.

All the above interventions need to be recorded by the contractor and two weekly reports needs to be given to Eskom detailing the progress. At the end of the project a full status report needs to be given to Eskom.

SPU / Conventional audits: Residential and Non Residential

Attributes to be captured:

Supplier Details

- Audit date
- Company
- Auditor

Customer Details

- Account number
- Business / Customer name
- Business / Customer Telephone number
- Postal/ Physical Address
- Customer ID Number
- Area
- CNC
- Type of supply i.e. Pump, house etc.

Technical Data

- Installation number/ Pole number
 - Meter serial number / Badge number
 - Class of meter (Number of revs/ Kwh)
 - Meter makes (type of meter)
 - Meter constant (K value)
 - CT and VT ratio
 - Pole number
 - Circuit Breaker size
 - Transformer size
 - Sub 3-5 meter accurate GPS co-ordinate
 - Single or three phase supply
 - Poly or single phase meters.
 - Number of dials.
 - Current Meter reading/ s
 - MB sealed on sealed at departure
 - Any visible signs of tamper
 - Capture Existing seal number on arrival if not seal and capture new seal number –
- Meter cover sealed

- Terminal cover sealed
- CB on & sealed (As not all CB can be sealed, it is imperative to concentrate on ensuring the meter boxes are locked.)
- CB off & sealed

Meter Test Equipment (SPU)

Use electronic energy measurement test equipment as prescribed by client:

- Tong tester (include volts & current)
- Appropriate tool kits up to 1000 volts
- Load Box
- Meter calibration tool (Kocos - Metes 32)
- Bolt cutters

Meter Test Process (SPU)

All meters should be approached with safety as the ultimate priority

- Open the meter box and investigate wire configuration to ensure safe of leakage
- Check for movement of meter dial and meter disc for rotation
- Connect tong tester to a phase and register the amp reading
- If load insufficient (low), load injection must be carried out to improve the results
- Request customer to "switch on" appliances, alternatively connect a hairdryer
- At all times check load to ensure that the load is consistent. Variable load will distort result.
- Once the load is sufficient, perform a 1 revolution or a 5 revolution test.
- Ensure that a stop watch is used to collect timing & ensure all times are recorded in seconds.

Installation Condition

- Check and report on Circuit Breaker (CB) size i.e. 40Amp, 80Amp etc. If CB is inoperative, damaged or incorrect size (table to be supplied), Check if all mcbs are set (i.e. Not tripped).
- Where applicable check and report on Current Transformers (cts). CT ratio, CT polarities, damaged or incorrect size (table to be supplied)
- Record instances of blown fuses and if red lights are not working
- Check and record all phase voltages on the meter. Check the polarity of the voltages
- Check and record all phase currents on the meter
- Check Cable size (Eskom and Customer) i.e. 2.5 mm, 16mm. Is the Customer cable connected to the load?
- Perform safety checks. Check for exposed wiring and terminals. Check for appropriate danger signage
- Earthing to be checked. Pay particular attention to the metal frame of the box and ensure that this is well earthed. Check the integrity of all incoming cables and repair any damage thereto
- Replace and record all nonstandard seals using ESKOM numbered sealing pliers or tool-less seals.
- Does the Installation need maintenance i.e. Hinges, door, locking mechanism
- All unsafe conditions to be reported to ESKOM within 48 hours using process specified
- Where POD is in such a bad state it requires complete refurbishment, this must be recorded so that Eskom can take photographs of the POD

Data submission and data format

All the above mentioned information should be captured electronically by means of a hand held device, to eliminate all fraudulent data capturing and must be submitted every Monday of the working week for verification on the Eskom system.

The data should be downloaded into a database. Data to be provided in a format containing all the attributes captured in the format provided by the client. The data base should be user friendly; in order to find meter installations with ease, viewing any and all data should also be a seamless process. Lastly, any alteration to the database should be possible at any point to satisfy the need of the client (Eskom).

PPU audits: Residential and Non - Residential

Attributes to be captured:

Supplier Details

	CNL verification, Meter Audits And Fixing Contract For North West Gemma Cluster On An "As And When Required" Basis	ESKOM DISTRIBUTION NWOU
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Audit date, Company, Auditor

Customer Details

- Account number
- Business / Customer name
- Business / Customer Telephone number
- Postal/ Physical Address
- Customer ID Number
- Area
- CNC
- Type of supply i.e. Pump, house etc.

Technical Data

- Installation number/ Pole number
- Meter serial number / Badge number
- Class of meter (Number of revs/ Kwh)
- Meter makes (type of meter)
- Transformer size
- Sub 3-5 meter accurate GPS co-ordinate
- Any visible signs of tamper
- Capture Existing seal number on arrival if not seal and capture new seal number

Meter Test Equipment (PPU)

Use test card or trip test number supplied to test meters as prescribed by client:

Meter Test Process (PPU)

All meters should be approached with safety as the ultimate priority

- Perform visual inspection
- Request customer to "switch on" appliances

Installation Condition

- Check and report on Circuit Breaker (CB) condition.
- Perform safety checks. Check for exposed wiring and terminals. Check for appropriate danger signage
- Earthing to be checked. Pay particular attention to the metal frame of the box and ensure that this is well earthed. Check the integrity of all incoming cables and repair any damage thereto
- Replace and record all nonstandard seals using ESKOM numbered sealing pliers or tool-less seals.
- All unsafe conditions to be reported to ESKOM within 48 hours using process specified
- Where POD is in such a bad state it requires complete refurbishment, this must be recorded so that Eskom can take photographs of the POD

Data submission and data format

All the above mentioned information should be captured electronically by means of a recommended hand held device, to eliminate all fraudulent data capturing and must be submitted every Monday of the working week for verification on the Eskom system.

The data should be downloaded into a database. Data to be provided in a format containing all the attributes captured in the format provided by the client. The data base should be user friendly; in order to find meter installations with ease, viewing any and all data should also be a seamless process. Lastly, any alteration to the database should be possible at any point to satisfy the need of the client (Eskom).

3.2.2 Purpose

To propose and approve a Contracting Strategy for: METER AUDITS AND FIXING FOR NORTH WEST OPERATING UNIT ON AN “AS AND WHEN REQUIRED” BASIS

An outline agreement needs to be negotiated with various contractors to meet the meter Audits and Fixing needs of NW OU.

This strategy supports the overall Purchasing and Supply Chain Management Procedure (32-1034) within Eskom Holdings SOC Limited (Eskom) and that of its wholly-owned subsidiaries

3.2.4 Assessment Methodology

The assessment will follow a documented supplier capability and capacity assessment criteria as shown in Annexure A. These criteria are intended to assess the technical capabilities of the supplier and the service offered for tender to ensure it meets the tender requirements:

Points will be allocated per submission with regards to annexure A and annexure B .

4. Authorisation

Document has been seen and accepted by:

Moopelo Kungwane - plant engineer

Rodney Pretorius - Manager Technical Support

5. Revisions

COMPILED BY:

E.Lizemore - O.T.S TECHNICAL SUPPORT NWOU

Revision 01

	CNL verification, Meter Audits And Fixing Contract For North West Gemma Cluster On An “As And When Required” Basis	ESKOM DISTRIBUTION NWOU
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Annexure A

Suppliers need to maintain a minimum threshold of 90 points to be recommended.

Tender Returnables CNL verification, Meter Audits and Fixing Contract For North West Operating Unit On An “As And When Required” Basic.			
Minimum Qualification Requirements			
Activity	Submission	Weighting	Score
Proof of registration as an Electrical Contractor with the Department of Labour.	DoL registration.	Yes/No	Mandatory.
Company organogram.	Organogram and attach all the ID copies of the personnel appearing on the Organogram.	10	10
Pre-requisites for authorisation x 6	<ul style="list-style-type: none"> • ORLVS. • First Aid Level 2. • Supervision. • Basic Fire Fighting • Basic electricity. • Test instruments. • Low Voltage Operating and Fault Finding. • Low Voltage live work Procedures. • Hazard Identification (Risk Assessment) • FAS and Rescue • Pre-paid meter certificate. • Medical fitness. • OHS ACT. 	20	20

ORHVS HV02 x 6	Certificates	10	10
	Total:	40	40
Tender Returnables for Project Equipment			
Minimum Qualification Requirements			
Activity	Submission	Weighting	Score
6 x Fibreglass Ladders	Load certificate and Asset register with List of tools and equipment – Indicate the number owned by the company	5	5
Multimeter x 6	Calibration certificate with company	10	10
Link stick x 6	Calibration certificate with company.	10	10
4 x Data Loggers	Calibration certificate with company /Proof of intention to purchase (Quotation)	10	10
2 x Conventional Meter accuracy verifier / Conventional meter test equipment and Load box	Calibration certificate with company	10	10
	Total	45	45
Vehicles:			
2 x Bakkie (LDV/Double Cab)	Proof of owner ship/or rental from a registered rental company.	10	10
Other vehicle for transporting staff, minimum of 10 seater	Proof of owner ship/ or rental from a registered rental company.	5	5
	Total:	15	15
	Grand Total:	100	100

NB: There will be a second technical evaluation on site; the threshold will be 100% as per the technical requirements above