

	Instruction	Hendrina Power Station
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1. Introduction

The scope of work covered in this contract is the Calibration, Service, Maintenance and Repair of Coal Laboratory Equipment with provision of Spares and Consumables at Hendrina Power Station. The contractor shall provide service and maintenance of laboratory equipment, calibrate laboratory equipment, repair laboratory equipment and provide spares and consumables for the equipment.

2. Supporting clauses

2.1 Scope

This document covers the technical requirements for the Calibration, Service, Maintenance and Repair of Coal Laboratory Equipment with provision of Spares and Consumables contract.

2.1.1 Purpose

The purpose of this 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.

2.1.2 Applicability

This document is 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

2.2.2 Informative

- [2] NEC3 Term Service Contract
- [3] ISO 9001 Quality Management Systems
- [4] ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories.
- [5] SANS 10378 General requirements for the competence of verification laboratories
- [6] Hendrina Power Station Scope of Work for Calibration, Service, Maintenance and Repair of Coal Laboratory Equipment with provision of Spares and Consumables user Scope of Work Specification

2.3 Definitions

Not applicable.

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2.4 Abbreviations

Terms	Explanation
Accuracy	The degree of correctness with which the result of a measurement represents the true value of a quantity usually expressed in terms of error.
Calibration	A comparison between a process calibration instruments item and a measuring standard of higher accuracy to detect, correlate, adjust and document the accuracy of the item being compared
Contractor	Service Provider or legal entity contracted to provides any service/s to Eskom for compensation
ISO 17025	An International Standard (published by the International Organization for Standardization) that specifies the general requirements for the competence to carry out tests and/or calibrations
Regression Coefficient	When the regression line is linear ($y = ax + b$) the regression coefficient is the constant (a) that represents the rate of change of one variable (y) as a function of changes in the other (x); it is the slope of the regression line.
Tender	An offer to do or perform an act which the party offering is bound to perform for the party to whom the offer is made.
Test Instruments	Measuring instruments and standard used to check the operation of process measuring instruments under test conditions.

2.5 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 (Discipline Manager)	The Functional Responsible Person shall determine if the document is fit for purpose before the document is submitted for authorisation.

2.6 Process for monitoring

Not applicable.

2.7 Related/supporting documents

Not applicable.

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3. Tender Technical Evaluation Strategy

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

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3.3 Mandatory technical evaluation criteria

Table 2: Technical Scoring Methodology

SCORE	PERCENTAGE (%)	DESCRIPTION
5	100	COMPLIANT • Meet the technical requirement(s) AND, • No foreseen technical risk(s) in meeting technical requirements
4	70	COMPLIANT WITH ASSOCIATED QUALIFICATIONS • Meet the technical requirement(s) with, • Acceptable technical risks AND/OR; • Acceptable exceptions AND/OR; • Acceptable conditions
2	40	NON-COMPLIANT • Does not meet the technical requirement(s) AND/OR Unacceptable technical risk(s) AND/OR; • Unacceptable exceptions AND/OR. • Unacceptable conditions
0	0	TOTALLY DEFICIENT/NON-RESPONSIVE

3.4 Evaluation criteria

3.4 1 Mandatory evaluation criteria

Table 2 : Mandatory Criteria

CRITERIA	DESCRIPTION	YES/NO	TENDER RETURNABLES
ISO/IEC 17025 ACCEREDATION	The service provider/OEM shall be accredited in accordance with the requirements of ISO 17025 standard applicable for the following: (a) Balances (b) Mass Pieces (c) Hygrometers (d) Temperature probes (e) Furnaces The service provider shall comply or align with ISO 9001, 14001 & 18001 standard	Yes/No	Submit ISO/IEC 17025 Certification

3.4.2 Qualitative Technical Evaluation Criteria

Table 3: All documents mentioned in the list are compulsory and must be submitted:

CRITERIA	DESCRIPTION	MAXIMUM POINTS	TENDER RETURNABLES
Availability of Spares and consumables	Supplier to provide all the spares/consumables as per the scope of work	15	Quotation of spares and consumables
Competency	Supplier to prove that they can calibrate, service, maintain and repair all the equipment in the scope of work	10	- Provide CV 's, Qualifications and previous work experience of key personnel (e.g Service technician/Engineer/instrument Tech etc) - Preference in experience in service and calibration of laboratory equipment listed in the sow >2 years experience=10 >1<2 years experience=5 <1 year experience=0 No submittal=0 - The Service provider must be an authorised trainer. Proof of training certificate from an accredited training service provider - Instrument Technicians/ Service Engineers must be competent to calibrate, service, maintain and repair instruments, by providing a competency certificate.
On-site service and repairs	Supplier must be able to perform service and repair all the equipment in the scope of work	5	Confirm commitment on company letterhead
Turnaround time	The supplier must respond to request for repairs within 48 hours	5	Confirm commitment on company letterhead, attach two referral letters showing call out was made and service was rendered.

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Experience	Relevant experience of not less than three (3) years on working with Laboratory Instruments	20	Submit three (3) letter/s of reference from customers where related services were rendered.
		10	Proof of previous work done and was successful. Evidence of the organization's history of completion of service by providing high quality reports e.g., Calibration certificate. It must clearly state the type of work scope and it must be signed by the customer or client.
OEM	OEM Supplier	35	Indicate in letterhead that supplier is an OEM.
	OR If not, OEM Must provide letter from OEM that they will support your tender.	35	OR Submit a letter from OEM that they will support tender with sales of spare and consumables.
			NB: Non submittal to all the above = 0
Minimum Qualifying score		70	
Total Score		100	

Table 2: TET Member Responsibilities

[illegible]

4. Authorisation

This document has been seen and accepted by:

Name	Designation	Signature
	Senior Chemist Chemistry	
	Senior Technologist Engineer	
	Officer Environmental Management	
	Officer Safety Health and Environment	

5. Revisions

Date	Rev.	Compiler	Remarks
July 2024	0		New Document

6. Development team

7. Acknowledgements

Not applicable.

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