 Eskom	TECHNICAL EVALUATION CRITERIA	Technology
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Title: **TECHNICAL EVALUATION CRITERIA FOR SMALL POWER DISTRIBUTION UNITS (READYBOARDS) AND BASES FOR CENTRAL EAST CLUSTER**

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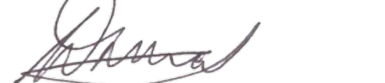


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## **1. Introduction**

This document provides an overview of CentralEast Cluster technical requirements for an enquiry for the supply of small power distribution units (readyboards) and bases for indoor use. This document provides an overview of the requirements for small power distribution units (readyboards) and bases and acts as an index to supplement the detailed design drawings and Eskom standard requirements.

This document defines the technical evaluation criteria that will be used in the Central East Cluster technical enquiry for small power distribution units (readyboards) and bases.

## **2. Supporting clauses**

### **2.1 Scope**

#### **2.1.1 Purpose**

This document provides information relating to an enquiry for the technical evaluation, acceptance, and supply of small power distribution units (readyboards) and bases for use in Eskom.

##### **2.1.1.1 Small power distribution units (readyboards) and bases**

This enquiry includes the requirements for the small power distribution units (readyboards) and bases as indicated in Table 1.

Suppliers may tender for any single item, multiple items or all the items in Table 1. However, Suppliers will only be considered for those items included in their tender.

**Table 1: Small power distribution units (readyboards) and bases Options**

<b>Item no</b>	<b>Eskom SAP #</b>	<b>Product Description</b>	<b>Eskom D-DT</b>
1	229831	READYBOARD, SPLIT METER, 2X16A SOCKETS, 20A	D-DT-3176
2	171647	BASE, STANDARD PASSIVE UNIT, ED	D-DT-3171 & D-DT-1017
3	575056	COVER, ACCESS PROTECTIVE	D-DT-3171 & D-DT-1017

#### **2.1.2 Applicability**

This document shall apply to CentralEast Cluster

## **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] ISO 9001 Quality Management Systems.
- [2] 32-1034: Eskom Procurement and Supply Chain Management Procedure
- [3] 240-75659896 Specification for small power distribution unit (readyboard) for split prepayment metering for single phase 230V service connections standard
- [4] 240-75660815 Common base and standard passive units for single phase 230V service connections
- [5] D-DT-3176 Buyers guide for small power distribution unit (readyboard)
- [6] D-DT-3171 Buyers guide for base and supporting cover
- [7] D-DT-0358 Manufacturing drawings for mounting dimensions of readyboard and base
- [8] D-DT-0359 Manufacturing drawings of template for mounting of readyboard and base
- [9] D-DT-1017 Manufacturing drawings for base and supporting cover
- [10] SANS 1619: Small power distribution units (readyboards) for single phase 230V service connections.

### **2.2.2 Informative**

None

## **2.3 Definitions**

### **2.3.1 General**

Definition	Description
<b>Duly Authorised</b>	A person who is given the authority to stand in the place of another.
<b>Eskom Technical Evaluating Representative(s)</b>	The person(s) appointed by Eskom to perform evaluation of tender submission(s) in line with Eskom requirements.
<b>Stage</b>	A point, period, or step in a process of evaluation
<b>Technical Gatekeepers</b>	These are documents that must be provided in the format prescribed at tender closing stage; failing which the tenderers will be deemed non- responsive and be disqualified without proceeding to the next stage of the technical evaluation.

### **2.3.2 Disclosure classification**

Controlled disclosure: Controlled disclosure to external parties (either enforced by law or discretionary).

## **2.4 Abbreviations**

Abbreviation	Description
OEM	Original Equipment Manufacturer

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## **2.5 Roles and Responsibilities**

This document defines the technical evaluation criteria that will be used by the Central East Cluster Eskom technical evaluation team for the evaluation of small power distribution units (readyboards) and bases.

## **2.6 Process for monitoring**

Not applicable.

## **2.7 Related/supporting documents**

Not applicable.

## **3. Technical tender methodology and criteria**

This document sets out the standardised Central East Cluster technical evaluation criteria and evaluation methodology for small power distribution units (readyboards) and bases for indoor application and includes supporting annexures.

The technical evaluation methodology has two main parts, namely a paper evaluation (stages 1 and 2) and a factory sample evaluation (stage 3). The requirements of each stage must be met, as stipulated, for a tenderer to proceed to the next stage. A stage 3 (factory sample evaluation) will not be undertaken if a tenderer has not met the mandatory requirements or threshold for stages 1 and 2. These stages are provided in more detail in the annexures of this document.

### **3.1 Stage 1 and Stage 2 Paper evaluation**

The paper evaluation exercise is performed by technical evaluators. The technical evaluation is a sequential process and begins with assessing the mandatory (gatekeeper) requirements of stage 1, and proceeds to the functional (scoring) requirements of stage 2 and then stage 3 (factory sample evaluation). Tenderer(s) shall only progress to the next stage if all the stipulated requirements, submitted in the prescribed form, are met before the submission deadline.

During stage 1, the required mandatory (gatekeeper) tender returnables are verified. If a tender fails to submit any of the mandatory tender returnables Eskom may terminate the technical evaluations without concluding a review of all the mandatory requirements, any further review will be at the discretion of Eskom.

Tenders that did not fully comply with the stage 1 requirements will be regarded as non-responsive and will be disqualified immediately. A tender only fully complies with the stage 1 requirements if all the stipulated mandatory documents in the prescribed format are met, tenders that fully comply with the stage 1 requirements will proceed to stage 2 for further technical evaluation.

During stage 2, the clause-by-clause requirements are evaluated, and a score is allocated per requirement that has been met. All applicable formal test reports submitted must not be older than the periods specified in the annexures. Should there be any deviations from the functional/technical requirements these should be stated on the product technical deviation sheet clearly indicating the proposed deviation and the reason for Eskom technical consideration and potential scoring. For example: clause 3.1.1 from Eskom technical standard 240-75659896 has 9 requirements with a weighting of 18%. If only 2 requirements are met, a score of 4% will be allocated ( $2/9 \times 18\% = 4\%$ ).

Tenderers need to score a minimum of 80% for stage 2 to be considered for a factory sample evaluation. Tenderers that do not meet the 80% threshold will be disqualified and will not be evaluated further. Stage 3 (factory sample evaluation) will only be undertaken if the tenderer meets the minimum threshold of 80% for stage 2.

### **3.2 Stage 3 Factory Sample Evaluation**

This evaluation is performed at the Original Equipment Manufacturers' (OEM) premises to assess the manufacturing capability of a prospective tenderer to supply the required product. Samples of the products tendered must be made available for assessment by Eskom's evaluation team or technical representative. The factory sample evaluation is not confirmation or a guarantee that any contract will be entered into by Eskom and the supplier or that post contract performance has been achieved.

The evaluation team has no authority or responsibility in the decision taken by Eskom with respect to contracting for a product or a service. Any statements, intentions and/or actions expressed by the evaluation team during and after the evaluation has no effect and does not constitute any liability to Eskom with regards to contract placement or post contract performance guarantees.

#### **3.2.1 Evaluation of Resellers, Distributors, Agents or Third Parties (not OEM)**

Those tenderers that attained a minimum score of 80% in Stage 2 and who are not the Original Equipment Manufacturer (OEM) (i.e., a reseller, redistributor, agents or third parties) of the tendered product must attend a virtual meeting with Eskom, either via Microsoft Teams or alternative, to gauge the compliance of the products tendered as well as the tenderers involvement in the supply of these products to Eskom.

Following the meeting, an assessment at the tenderer's premises may be performed at Eskom's discretion to corroborate information.

#### **3.2.2 Scope**

The Eskom commercial representative(s) will coordinate and arrange for the above evaluations at the OEMs premises or with tenderers whose submissions have met the 80% minimum threshold in Stage 2, however, should qualifying tenderers be non-responsive or if the factory is not available repeatedly over 2 calendar weeks, then those tenderers will be regarded as non-responsive and will be disqualified.

At the factory, the Eskom technical evaluation representative(s) conducts the evaluation by using the checklists and the evaluation documents. The checklists are used to verify compliance to the equipment specification and the tender submission documents. At the end of this exercise, the Eskom technical evaluation representative(s) lists all the deviations or findings, if any, on the evaluation checklist or report.

All parties' representatives conduct a formal discussion of the deviations or findings in line with Eskom's requirements. Thereafter, Eskom, the tenderer/supplier and/or the OEM representatives sign the evaluation checklist/report which shall be used for concluding the technical evaluation report, where the tenderer and/or the OEM agree to meet the Eskom requirements to provide a fully compliant product. All of this forms part of the contract and verification thereafter to corroborate information at Eskom's discretion.

### **3.2.3 Resolution of Findings**

Technical deviations or findings identified during the tender technical evaluations must be addressed prior to contracting. These technical deviations or findings will be provided to the tenderer and the tenderer will be required to respond to the findings in writing with supporting samples, technical drawings, test reports and/or other related evidence.

The time allowed for resolving the technical findings will be 2 calendar weeks from the date of communication of the requirements from Eskom's representative. A response is to be received no later than the deadline stipulated.

Eskom's technical representative may provide related recommendations and clarify the details of the technical evidence and/or response required. The tenderer may request further interim engagements with Eskom where further clarity is required, however if the requirements are not satisfied at the time of the deadline stipulated, the supplier will be disqualified.

### **3.2.4 Post Contract – First Batch Assessment and Release**

After a contract has been entered into with Eskom CentralEast Cluster, an assessment of the first batch shall be performed by Eskom's technical representative at the OEM or supplier's premises prior to dispatch to Eskom. This is to confirm compliance to the requirements and release of goods to Eskom, however, should any deviations or findings be identified this may be suspended pending resolution of any non-conformance(s).

### **3.2.5 Confidentiality**

All information reviewed, observed, recorded during, and reported on because of this evaluation will be treated as and remains confidential. The procurement team and the supplier's team will be the only parties included in communication pertaining to such information i.e., it will not be released to external parties.

### **3.2.6 Evaluation methodology**

The evaluation will follow a documented supplier capability and capacity assessment of criteria as shown in the annexure C. The factory sample evaluation criteria are intended to assess the technical capabilities of the supplier and the product offered to ensure it meets the technical tender requirements. During the evaluation the following areas are evaluated:

- a) Confirm information submitted in technical schedules
- b) Manufacturing Methods
- c) Work practices
- d) Design practices and application
- e) Testing facility and practices
- f) Raw material procurement, storage, and sub-contractor practices
- g) Site and other services

Annexure C consists of two sections.

#### **Section 1:**

A minimum threshold of 80% is required to pass the factory and practical assessment of section 1. There is a total of 33 points in section 1. These points are indicated as “Yes” and “No” questions. Each “Yes” or “N/A” (if not applicable) counts 1 point and indicates that the factory conforms with the requirement. A “No” counts as 0 and indicates that the factory does not comply with the requirement.

The evaluation representative(s) will mark the “Yes” or “No” blocks during the evaluation to indicate compliance, or non-compliance. At the end of the assessment, all the points will be tallied and converted to a percentage. For example, if 28 out of the 33 applicable requirements were met, it will result in a percentage score of 84.85% (i.e.,  $28/33 \times 100 = 84.85\%$ ).

#### **Section 2:**

The minimum threshold for compliance to Eskom standard 240-75659896, 240-75660815 and assembly drawings (D-DT-0358, D-DT-0359 and D-DT-1017) is 100% and must be satisfied at the factory. The factory must also have the capability to do all the routine tests and the tested sample/specimen must pass all routine tests. All applicable formal product type test reports must be valid, pass and be tested by an independent test authority within the period specified before it will be accepted. If there are technical deviations from the requirements these should be stated on the product technical deviation sheet clearly indicating the proposed deviation and the reason for Eskom technical consideration and potential scoring.

Points will be allocated per requirement met in section 2 and converted to a percentage. For example, if there are 9 technical requirements and only 3 of these requirements were met the allocated score will be 33% (i.e.,  $3/9 \times 100 = 33\%$ ).



## **4. Requirements for the technical tender submission**

### **4.1 General**

The technical submission/technical file must be submitted as an original hard copy document and a complete copy of the original hard copy. The technical submission or technical file must be clearly marked "Technical – Original" and "Technical – Copy". The technical submission/technical file (including drawing, test reports etc.) will only be accepted in the English language.

Any additional soft electronic copies that are submitted for the technical tender submission will only be considered in the following formats: MS Word, MS Excel and/or Adobe Acrobat PDF. The soft electronic copies must be submitted on a USB stick. The electronic/soft copy submission must be clearly labelled as "Technical". It must be a complete copy of the original and must include the following minimum information on the external cover".

- a) The applicable Eskom enquiry number
- b) The tenderer's organization name
- c) The words: "Technical file – electronic/soft copy"

### **4.2 Format**

The submission must be structured in a logical, user-friendly format. Folders must be labelled with descriptive titles and grouped together to form a logical hierarchy. Please see below an example of how folders can be labelled:

- [1] Complete A&B schedules
- [2] Product Deviation Schedules
- [3] Test reports and Certificates
- [4] Product Technical Drawings
- [5] Product Brochures
- [6] Additional product information

Please take the following points into consideration:

- a) Ensure (especially for the electronic submission) that submissions are submitted as separate files and not as one PDF document. Files should be saved under appropriate names.
- b) Avoid duplication of documentation that has been submitted in the technical file for evaluation.

### **4.3 Documentation**

The technical submission should contain the following documentation as a minimum for the items tendered:

- 1) Cover letter – Containing a list of items offered and a summary of each item (e.g., product name, indelible markings, trademark, product code, ratings etc.)
- 2) Completed Technical A&B schedule(s) – As per requirements of 240-75659896 or 240-75660815.
- 3) Completed Technical Deviation Sheet(s) – As per requirements of 240-75659896 or 240-75660815.
- 4) Completed Test report summary sheet(s) – As per requirements of 240-75659896 or 240-75660815.
- 5) Copies of test reports; clearly labelled and arranged as per the type test report summary sheet.
- 6) Training (only for information) – indicate if there is any training provided with the products tendered.
- 7) Cost of training (only for information) – indicate if there are any costs associated with the provision of training for the products tendered.
- 8) Technical manuals, product brochures, product datasheet, product installation procedure or product technical drawings and/or any additional related product information.

**Note:** a) Item 2 (base) and Item 3 (cover) are compatible items and shall be evaluated collectively during the Stages 1-3, whereas Item 1 (readyboard, SPDU) shall be evaluated separately during the Stages 1-3.

b) If the tenderer is not the OEM, a signed letter of the agreement between the OEM and the tenderer must be submitted.

### **AUTHORISATION**

This document has been seen and accepted by:

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### **REVISION HISTORY**

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
July '22	1	Shalen Goonoa	Original document

### **DEVELOPMENT TEAM**

Shalen Goonoa

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**ANNEXURE A1 – GATEKEEPERS (ITEM 1: SAP 229831)**

<b>Stage 1: GATEKEEPERS</b> (paper evaluation only)			
<p>The tender submission that does not meet all the stage 1 gatekeepers for the item(s) tendered will be <i>disqualified</i>.</p> <p><b>Note:</b> *No other version of the schedules or summary sheet will be accepted as evidence for technical evaluation of this tender except the schedules and summary sheet provided with this tender.</p>			
Task / Measure			
<b>Activity</b>	<b>Clause</b>	<b>Acceptance</b>	<b>Comments</b>
1. Completed A&B schedule submitted for <b>each</b> of the items tendered? *	KZN22SGTC22-AB1	Yes/No	
2. Completed test report summary sheet submitted for <b>each</b> of the items tendered? *	KZN22SGTC22-C1	Yes/No	
3. Completed deviation schedule submitted for <b>each</b> of the items tendered? *	KZN22SGTC22-D1	Yes/No	
4. Product technical drawings (with dimensions) submitted for <b>each</b> of the items tendered?	N/A	Yes/No	
5. If the prospective tenderer is not the OEM, did the tenderer submit a signed letter of the agreement between the OEM & the tenderer?	N/A	Yes/No Or N/A	

**ANNEXURE A2 – GATEKEEPERS (ITEM 2: SAP 171647 & ITEM 3: SAP 575056)**

<b>Stage 1: GATEKEEPERS</b> (paper evaluation only)			
<p>The tender submission that does not meet all the stage 1 gatekeepers for the item(s) tendered will be <i>disqualified</i>.</p> <p><b>Note:</b> *No other version of the schedules or summary sheet will be accepted as evidence for technical evaluation of this tender except the schedules and summary sheet provided with this tender.</p>			
Task / Measure			
<b>Activity</b>	<b>Clause</b>	<b>Acceptance</b>	<b>Comments</b>
1. Completed A&B schedule submitted for <b>each</b> of the items tendered? *	KZN22SGTC22-AB23	Yes/No	
2. Completed test report summary sheet submitted for <b>each</b> of the items tendered? *	KZN22SGTC22-C23	Yes/No	
3. Completed deviation schedule submitted for <b>each</b> of the items tendered? *	KZN22SGTC22-D23	Yes/No	
4. Product technical drawings (with dimensions) submitted for <b>each</b> of the items tendered?	N/A	Yes/No	
5. If the prospective tenderer is not the OEM, did the tenderer submit a signed letter of the agreement between the OEM & the tenderer?	N/A	Yes/No Or N/A	

**ANNEXURE B1 – SCORING (ITEM 1: SAP 229831)**

<b>Stage 2: SCORING</b> (paper evaluation only)			
<b>Activity</b>	<b>Clause reference: 240-75659896</b>	<b>Weighting</b>	<b>Score</b>
<b>Technical requirements</b>			
1. Does the small power distribution units (readyboards) comply with the general requirements?	3.1.1	18%	
2. Does the small power distribution units (readyboards) miniature circuit breaker comply with the requirements?	3.1.2	3%	
3. Does the small power distribution units (readyboards) earth leakage unit comply with the requirements?	3.1.3	3%	
4. Does the small power distribution unit (readyboard) comply with the requirements?	3.1.4	3%	
5. Does the small power distribution unit (readyboard) layout comply with the requirements?	3.4	3%	
6. Do the items comply with the marking, labelling & packaging requirements	3.3	10%	
Total technical requirements score to the requirements of standard 240-75659896:		<b>40%</b>	

**ANNEXURE B1 – SCORING (ITEM 1: SAP 229831)**

<b>Stage 2: SCORING</b> (paper evaluation only)			
<b>Activity</b>	<b>Clause reference: 240-75659896</b>	<b>Weighting</b>	<b>Score</b>
<b>Technical requirements</b>			
Tests not older than 10 years			
7. Fire resistance type test	3.2 (SANS 1619)	7%	
8. Impact type test	3.2 (SANS 1619)	7%	
9. Resistance to solvents type test	3.2 (SANS 1619)	7%	
10. Compliance to SANS 556	3.2 (SANS 1619)	7%	
11. Degree of protection test	3.2 (SANS 1619)	7%	
12. Temperature rise type test	3.2 (SANS 1619)	7%	
13. Tests for earth and neutral bars type test	3.2 (SANS 1619)	7%	
14. Plug extraction type test	3.2 (SANS 1619)	7%	
15. Routine tests completed	3.2 (SANS 1619)	4%	
Total testing score to the requirements of standard 240-75659896		60%	
Final score to the standard of 240-75659896: Technical requirements + Test requirements score (40% + 60%):		<b>100%</b>	

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**ANNEXURE B2 – SCORING (ITEM 2: SAP 171647 & ITEM 3: SAP 575056)**

<b>Stage 2: SCORING</b> (paper evaluation only)			
<b>Activity</b>	<b>Clause reference: 240-75660815 or SANS 1619</b>	<b>Weighting</b>	<b>Score</b>
<b>Technical requirements</b>			
1. Does the base or cover comply with the general requirements?	3.1.1 a)	4%	
2. Does the base or cover comply with the standard configuration requirements?	3.1.2.1	4%	
3. Does the base or cover comply with construction requirements in SANS 1619?	4.1.1.7 & 4.1.1.9 (SANS 1619)	4%	
4. Do the items comply with fire resistance (650°C) requirement in SANS 1619?	4.2 (SANS 1619)	4%	
5. Do the items comply with the resistance to impact requirements in SANS 1619?	4.3 (SANS 1619)	2%	
6. Do the items comply with the resistance to solvents requirements in SANS 1619?	4.4 (SANS 1619)	2%	
7. Do the items comply with the marking, labelling and packing requirements?	6.1 (a, b, c), 6.2, 6.3 & 6.6 (SANS 1619)	12%	
8. Do the items comply with the requirements and D-DT-1017 (sheet 3 & sheet 4)?	3.1.3 j) & D-DT-1017 (sheet 3 & sheet 4)	2%	
9. Do the items comply with the connector rating requirements?	3.1.3 k)	2%	
10. Does the base comply with the common base requirements?	3.1.3 l) to w)	12%	
11. Has the cover been UV stabilized?	N/A	2%	
Total technical requirements score to the requirements of standard 240-75660815:		<b>50%</b>	

**ANNEXURE B2 – SCORING (ITEM 2: SAP 171647 & ITEM 3: SAP 575056)**

<b>Stage 2: SCORING</b> (paper evaluation only)			
<b>Activity</b>	<b>Clause reference: 240-75660815 or SANS 1619</b>	<b>Weighting</b>	<b>Score</b>
<b>Technical requirements</b>			
Tests must not be older than 25 years			
12. Fire resistance type test	5.1.3 (SANS 1619)	10%	
13. Impact type test	5.1.4 (SANS 1619)	10%	
14. Resistance to solvents type test	5.1.5 (SANS 1619)	10%	
15. Degree of protection test	3.2.2	4%	
16. Heating test	3.2.3	4%	
17. Short time overcurrent test	3.2.4	4%	
18. Dielectric strength test	3.2.5	4%	
19. Routine tests completed	3.2.6 or SANS 1619	4%	
Total type test score to the requirements of standard 240-75660815:		50%	
Final score to the standard of 240-75660815: Technical requirements + Test requirements score (50% + 50%):		<b>100%</b>	



**ANNEXURE C – STAGE 3 FACTORY SAMPLE EVALUATION CRITERIA**

Section 1		
GENERAL INFORMATION		
Name of Supplier:		
Name of Manufacturer:		
Registered name and full street address of the factory at which the audit and inspection is done:		
Factory representatives:		
Name:	Position:	
Name:	Position:	
Name:	Position:	
Name:	Position:	
RECEIVING/GOODS INWARDS INSPECTION AND STORAGE		
Are materials, components and sub-assemblies verified by the factory as complying with the applicable requirements?	Yes	No
Comments:		
If the factory relies on certificates of conformity of test results from suppliers, do these clearly identify the products, specifications, quantity of items, dated and signed?	Yes	No
Comments:		
Are non-conforming products/components/materials clearly identified and segregated to prevent their use?	Yes	No
Comments:		

**TECHNICAL EVALUATION CRITERIA FOR SMALL  
POWER DISTRIBUTION UNITS (READYBOARDS)  
AND BASES FOR CENTRALEAST CLUSTER**

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Are records of raw material received, kept/stored? In what format and for how long?	Yes	No
Comments:		
Is there a system in place to manage reception and allocation of raw materials?	Yes	No
Comments:		
<b>PRODUCTION LINE INSPECTION AND ROUTINE TESTS</b>		
Comments:		
ASSEMBLY: Do personnel have readily available up to date procedures, assembly instructions, photographs, drawings, or reference samples?	Yes	No
Comments:		
PRODUCTION LINE TEST: Do personnel have readily available up to date procedures, work instructions and drawings related to the required testing to be carried out on the intermediate stage and the final product, related to conformance of the finished product?	Yes	No
Comments:		
Are the test results monitored for trends or recurrences and reported to production/quality management?	Yes	No
Comments:		
Are repaired and reworked products re-inspected in accordance with documented procedures?	Yes	No
Comments:		

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Does the "Production line inspection" and the "Routine Tests" performed by the factory sufficiently cover all the applicable requirements?	Yes	No
Comments:		
Are personnel involved in the assembly and quality control, adequately briefed on their duties and competent to perform them?	Yes	No
Comments:		
<b>CALIBRATION OF TEST EQUIPMENT AND TESTING FACILITY</b>		
Is all equipment used for testing calibrated?	Yes	No
Comments:		
Is the equipment provided with a label, or similar method, indicating the date of the last calibration and the due date for the next calibration?	Yes	No
Comments:		
Are records from equipment calibrations appropriate and kept by the factory?	Yes	No
Comments:		
Do the records indicate that the calibration is traceable to National/International metrology standards?	Yes	No
Comments:		
Does the factory have the capability to carry out all the routine tests?	Yes	No
Comments:		
Do test reports identify the test specimen and are they properly signed and stored?	Yes	No
Comments:		

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<b>FACTORY CAPABILITY AND QUALITY MANAGEMENT SYSTEM</b>		
Does the factory have a documented Quality Management System?	Yes	No
Comments:		
Does the factory regularly perform internal audits of its Quality Management System, and periodically check that all documented procedures, including those required for certification, are followed?	Yes	No
Comments:		
Are the records from internal audits and the corrective actions, where applicable, available and are they sufficiently detailed to demonstrate that the Quality Management System is effective?	Yes	No
Comments:		
<b>COMPLAINTS/NON-CONFORMANCES</b>		
Does the factory have a documented system for handling complaints?	Yes	No
Comments:		
Does the factory review complaints from customers or other stakeholders and take appropriate action?	Yes	No
Comments:		
Are records of the complaints and of the corrective actions taken kept?	Yes	No
Comments:		
<b>CHANGE CONTROL</b>		
Is there a documented procedure that covers control of products and production process changes?	Yes	No
Comments:		

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Does the procedure cover the review and approval of product or production process changes by the responsible personnel/management?	Yes	No
Comments:		
Are there provisions to ensure that changes to the product construction are accepted by competent/authorized personnel?	Yes	No
Comments:		
Is there an up-to-date parts list or similar evidence available, specifying the components/parts to be used during production of the products?	Yes	No
Comments:		
<b>DESIGN PRACTICES</b>		
Are designs done in-house?	Yes	No
Comments:		
Does the company have design tools and guidelines?	Yes	No
Comments:		
Is there a design process workflow system?	Yes	No
Comments:		
Is there a documented process for verification and validation of designs?	Yes	No
Comments:		
Are new designs approved and verified by competent personnel?	Yes	No
Comments:		

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Following final design approval, is there a process in place to link the new design to the manufacturing process?	Yes	No
Comments:		
<b>Section 2</b>		
COMPLIANCE TO STANDARD 240-75659896 (Only applicable if tendered for Item 1: Readyboard)		
Requirements		
Compliance to the general technical requirements (3.1.1)?	Yes	No
Comments:		
Compliance to the miniature circuit breaker requirements (3.1.2)?	Yes	No
Comments:		
Compliance to the earth leakage unit requirements (3.1.3)?	Yes	No
Comments:		
Compliance to the fire-resistance/flammability requirements (3.1.4)?	Yes	No
Comments:		
Compliance to the SPD layout (3.4)?	Yes	No
Comments:		

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Compliance to the marking requirements (3.3)?	Yes	No
Comments:		
Compliance to the labelling requirements (3.3)?	Yes	No
Comments:		
Compliance to the packaging requirements (3.3)?	Yes	No
Comments:		
Tests		
Fire Resistance (3.2 & SANS 1619)	Yes	No
Comments:		
Impact (3.2 & SANS 1619)	Yes	No
Comments:		
Resistance to solvents (3.2 & SANS 1619)	Yes	No
Comments:		

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Compliance to SANS 556 (3.2 & SANS 1619)	Yes	No
Comments:		
Degree of Protection (3.2 & SANS 1619)	Yes	No
Comments:		
Temperature Rise (3.2 & SANS 1619)	Yes	No
Comments:		
Test for earth and neutral bars (3.2 & SANS 1619)	Yes	No
Comments:		
Plug extraction (3.2 & SANS 1619)	Yes	No
Comments:		
Routine tests (3.2 & SANS 1619)	Yes	No
Comments:		

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COMPLIANCE TO STANDARD 240-75660815 (Only applicable if tendered for Item 2: Base & Item 3: Cover)		
Requirements		
Compliance to the general technical requirements (3.1.1 a))?	Yes	No
Comments:		
Compliance to the standard configuration requirements (3.1.2.1)?	Yes	No
Comments:		
Compliance to the common base requirements (3.1.3)?	Yes	No
Comments:		
Compliance to the marking requirements (Clause 6 SANS 1619)?	Yes	No
Comments:		

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Compliance to the labelling requirements (Clause 6 SANS 1619)?	Yes	No
Comments:		
Compliance to the packaging requirements (Clause 6 SANS 1619)?	Yes	No
Comments:		
Tests		
Fire Resistance (5.1.3 SANS 1619)	Yes	No
Comments:		
Impact (5.1.4 SANS 1619)	Yes	No
Comments:		
Resistance to solvents (5.1.5 SANS 1619)	Yes	No
Comments:		

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Degree of Protection (3.2.2)	Yes	No
Comments:		
Heating Test (3.2.3)	Yes	No
Comments:		
Short time overcurrent test (3.2.4)	Yes	No
Comments:		
Dielectric strength test (3.2.5)	Yes	No
Comments:		
Routine tests	Yes	No
Comments:		

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FINDINGS
CONCLUSION
RECOMMENDATION(S)
A copy of this report is provided to the undersigned contact person in the factory, who confirms to be aware of the contents by signing below:
<b>Eskom:</b>
Technical Evaluator: _____ Date: _____
Signature: _____
<b>Tenderer:</b>
Technical Representative: _____ Date: _____
Signature: _____

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