

	TECHNICAL EVALUATION	GEMMA CLUSTER NORTH WEST DISTRIBUTION
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1. Introduction

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

The Provision of SPU Disconnections and Reconnection services in the North West Operating Unit for a three year period.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 The Provision of SPU Disconnections and reconnections services in the North West Operating Unit for a three year period..

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 Provision of SPU Disconnections and Reconnections services in the North West Operating Unit for a three year period.

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 Provision of SPU Disconnections and Reconnections services in the North West province for a three year period.

Distribution Fire Risk Management 34-132

240-70413681"PORTFOLIO OF EVIDENCE FOR AUTHORISATION"

240-61523882 LV OPERATING REGULATIONS

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 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 ,

The Provision of SPU Disconnections and Reconnections services in the North West Operating Unit for a three year period. 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.

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2.7 Related/supporting documents

Not applicable

3. Technical tender evaluation procedure

The technical evaluation procedure is specific to,

The Provision of SPU Disconnections and Reconnections services in the North West Operating Unit for a three year period. 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 80 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)

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

The Provision of SPU Disconnections and Reconnections services in the North West Operating Unit for a three year period..

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.

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.

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Suppliers need to maintain a minimum threshold of 80 points to be recommended.

SCOPE OF WORK FOR SPU DISCONNECTIONS AND RECONNECTIONS : NW OU

1. Disconnection and reconnection

Small Power User (SPU) - North West Operating Unit.

The schedule and/or number of customers will be determined age analysis that determines debtor's status daily. All Small Power User SPU meters referred to in this contract can be identified, disconnected and reconnected by means of the information and equipment that will be provided by the relevant Eskom office:

- the physical address
- the premise number
- a meter identification number visible on or in the meter kiosk
- single line diagrams to find installations where necessary Electrical Network Schematic (ENS)
- All documentation/equipment to perform the required disconnection and reconnection must be collected from the relevant Eskom office.
- Note: Eskom pays contractor per Premise, three phases with three meters is regarded as one premise.
- In addition to the above the contractor must have:
 - Knowledge of the geographical area to easily locate the premises without delay and timeously disconnect and reconnect the customer within that date. Eskom will in addition provide contractor with network information and /or assist contractor with line owner who knows the area and Eskom network.
 - technical and geographical aspects of Eskom's networks
- If access cannot be gained to the customer reason must be reported on the Eskom and be recorded on CC & B system. Eskom will audit the remarks and take action accordingly
- On completion of each disconnection and reconnection, the data must be provide to the Works Coordinator as per daily activity to update them on Maximo & CC & B systems

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- Terminated points of delivery must also be reported and if any meter advance or tampering is identified contractor must immediately report this to the works coordinator
- If the contractor fails to complete a disconnection and reconnection activity given, proper reason has to be given to the Assistant Officer Revenue and Credit Management.
- Timelines for disconnection and reconnection is daily as the situation of customer payment trend can change at any given time
- All access to rural properties will be done as described in the Eskom procedure - "Access to Farms". A copy of this procedure is attached as appendix B and must be adhered to at all times.
- Any incident that may occur between the contractor and any Eskom customer must be reported immediately to the relevant Eskom Officer, for disconnection and reconnection contract.
- All work requested by Eskom will be dispatched via the contractor.
- The contractor must update / correct applicable data on site in the case where data is different between the what they have been provided with and in the meter box, pole number etc
- Any tampering on meters must be reported to Eskom
- Eskom reserves the right to change the disconnection and disconnection instruction as deemed necessary.

2. Contractor's responsibilities:

- Disconnect and reconnect Small Power User (SPU), by means of pulling and replacing the links respectively.
- Check that all meter seals are intact
- Check for meter tampering
- Check for any sign of oil leakage at transformer
- To see if meter is still operating
- Serial number of the meter, if no number it must be noted
- Provide meter read at time of disconnection.
- Disconnection must be accompanied by a photo.

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Audit or investigate a service point.

Output:

- Check that all meter seals are intact
- Check for any meter tampering
- Check for any sign of oil leakage at transformer
- Check to see if meter is still operating
- Check for any other abnormalities on installation
- Data collection for Customer network link (CNL) every quarter
- Provide photos on special occasion e.g. illegal tampering etc.

Move in / Move out of customers

- Move out

Final meter reading to be taken

- Move in

Opening reading to be taken

- The contractor will report all factors prohibiting them from carrying out all relevant work to do disconnections and reconnections, i.e. bad roads, vicious dogs, access denied, gate locked etc. to Eskom. Failing to report these factors can result in Eskom not paying for the specific activity and/or imposing penalties as set out in this agreement.
- Under no circumstances may the contractor use Eskom or the customers' resources to carry out their duties.
- While carrying out the duties as agreed to in this agreement, the contractor will report to Eskom any faulty equipment identified on the Eskom network which is damaged, broken and / or a safety risk, i.e. low hanging conductor, damaged meter kiosks, etc.
- On completion of any duties performed as agreed, to in this agreement, the contractor will leave all Eskom equipment at the installation in an electrical safe condition and the meter box must be locked with an Eskom lock that will be supplied by Eskom.

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- The contractor's employees should attend all relevant courses, at his own expense, to be accredited by Eskom, to carry out the activities they are appointed for.
- Eskom customers will be treated courteously and with respect at all times.
- All vehicles must be suitable for the area of operations.
- Contractor vehicles will be visibly marked with an Eskom logo on the side of the vehicle. A maximum of 2 personnel per vehicle when accessing a customer's premise.

3. Eskom 's responsibilities

- Eskom will accredit the contractor's employees for the relevant activity/s they have to execute at the sole cost of the contractor.

4. Work Process

- When a Work Order is issued by Eskom the contractor must sign receipt thereof or as agreed.
- No task will be considered as completed until Eskom has received all the required feedback. The scheduled timelines will apply.
- The contractor is expected to do daily reports and provide feedback to Eskom. Work reconciliation and invoicing process will be used as prescribed by Eskom.
- Under no circumstances may the contractor give the customer access to the meter box or a key unless instructed by Eskom in writing.

5. Timelines

Disconnection and reconnection

- The Eskom Works Coordinators responsible for the co-ordination of the disconnection and reconnection with the contractor.
- Contractor has 1 day to disconnect and reconnect the customer as per data provided by Eskom.

3.2.2 Purpose

To propose and approve a Contracting Strategy for: The Provision of SPU Disconnections and Reconnections services in the North West Operating Unit for a three year period..

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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 and Annexure B. 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 .

Annexure A

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

Mandatory Experience				
Section	Criteria	Evidence	Points	Max
Disconn & Reconn Experience	Demonstrate Disconn & Recon experience in terms of years.	Demonstrate the number of years of experience by providing proof of disconnection and reconnection contract information (Municipal contract will also be considered) showing the period of the contract (start and end date) and the scope of work of the contract.		10
	<2years		5	
	2 to 3 years		10	
Section	Criteria	Evidence	Points	Max
	ORLVS	4 x ORLVS training certificate - (details of course modules, accepted service providers, minimum level etc) Certificates are to be valid at the date of tender close (i.e. must not be expired before tender close). Valid LV authorizations will be accepted as proof of valid ORLVS training.	5 points each	20
	LV Authorizations	4 x NW OU LV Authorization, Other OU LV Authorization, Municipality LV Authorization or the certificates for the following - OHS Act Overview - First Aid Level 2 - Basic Fire Fighting - Supervision - Medical Certificate - HIRA - Induction - Environmental Law - LV regulations - Operate on Low Voltage Network Authorizations and certificates are to be valid at the date of tender close (i.e. must not be expired before tender close).	3 points each	30
Mandatory Tools and Equipment				
Section	Criteria	Evidence	Points	Max
Tools and Equipment	Digital GPS (4)	Proof of ownership to be provided as evidence Serial Number/Make and Model or Proof of purchase e.g. receipt or Intend to Buy (Quotation)	2	8
	Digital Camera (4)	Proof of ownership to be provided as evidence Serial Number/Make and Model or Proof of purchase e.g. receipt or Intend to Buy (Quotation)	1	4
	Dog Repelling Teasers (4)	Proof of ownership to be provided as evidence Serial Number/Make and Model or Proof of purchase e.g. receipt or Intend to Buy (Quotation)	2	8
Mandatory Vehicles				
Section	Criteria	Evidence	Points	Max
Vehicles	4 LDV Bakkies	Vehicle can be owned or hired. Evidence for vehicle ownership: Certificate of registration The vehicle can be owned by the Tendering Company, in the company name, or by the Company owner. The vehicle can also be owned by the disconnection and reconnections employee. If the vehicle is in not in the company name then an affidavit must be included to explain the ownership of the vehicle i.e. if the vehicle is in the Company owner name or employee's name, clarify the ownership with an affidavit for each vehicle. Evidence for vehicle hiring: Letter from Bona Fide vehicle leasing/hiring agency, indicating the intention to hire for the duration of the contract. The letter must be issued from a Bona Fide agency. Letters from other contractors will not be considered as valid evidence.	5 each	20
				100

Annexure B(training)

	Required formal training.	
1.	OHS Act Overview	EAL
2.	First Aid Level 2	Outsourced
3.	Basic Fire Fighting	Outsourced
4.	Supervision	EAL
5.	Medical Certificate	Outsourced
6.	HIRA	Outsourced
7.	Induction	HR
8.	Environmental Awareness	Outsourced
9.	LV regulations	EAL
10.	Operate on Low Voltage Network	EAL

Table:2

	On Job training requirements.
1.	Electrical Awareness
2.	Pre-Planning
3.	On site risk assessment
4.	Understanding the application of Prohibitory signs
5.	Line Construction Experience
6.	Use and care of Hand tools

Compiled by

Functional Responsibility

Authorised by

Manager Revenue and Credit

**Middle Manager Revenue
Management**

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Senior Manager Finance