

	Business Management System Construction Services Quality Assurance Tender Evaluation Checklist for Supplier/ Sub-contractors	Document Identifier	FM-KS-P20-230	Rev	1
		Effective Date	26/04/2022		
		Next Review Date	30/05/2026		
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ENQUIRY NO										
NAME OF BUYER										
NAME OF PM										
PROJECT										
SCOPE										
REPORT REVISION	0	1	2	3	4	5	6	7	8	9

ORGANISATION

Name and Details	
PURPOSE	To assess whether the above-mentioned Organization submitted the required quality documentation as specified in the Enquiry referenced above, and that such quality documentation complies with the specified requirements.
REFERENCE DOCUMENTATION	PDPMAN-SP-28: Specification - Quality requirements for Organizations PDPNEG-GL-001 (Contract Quality Plan Guideline) Technical Evaluation Guideline GBEG 474-011 QM 58 Specification

2.3 EVALUATION CRITERIA

The tender submission score sheet indicating the criteria to be used, the weighting of each criterion and the weighting per discipline in multidisciplinary packages shall be authorised by the relevant senior manager. The approved tender submission score sheet shall be issued with the enquiry document to be used for technical evaluation.

QUALITATIVE EVALUATION CRITERIA

SECTION A : Quality Management System Requirements ISO 9001 : 2015 (Refer QM58 Clause 3.2)

Option 1

Objective evidence of a documented QMS that is not certified but complies with ISO9001:2015 standard

	Attached	Not attached
1. Policy Signed and Authorized		
2. Context of the Organization Clause 4		
3. Leadership Clause 5		
4. Planning Clause 6		
5. Support Clause 7		
6. Operation Clause 8		

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7. Performance Evaluation Clause 9		
8. Improvement Clause 10		
Sub Section A Score		

SECTION A : Quality Management System Requirements ISO 9001 : 2015 (Ref QM58 Clause 3.2) Option 2 Valid certification of Quality Management System by an ISO accredited body as per the scope of works (Contract Quality Plan Guideline).		
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	Attached	Not attached
1. Product/Service Scoping defined		
2. Approved and Authorized		
3. Recognized International Accredited Affiliation		
4. Validity		
Sub Section A Score		

SECTION B : Quality Planning Requirements QM58 Evidence of QMS in operation (Contract Quality Plan Guideline).		
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	Attached	Not attached
1. Current organizational structure with responsibilities and authority defined.		
2. Quality records i.e construction records, material records, hand over records, reports specific to the product to be maintained and retention periods mentioned		
3. Appointment Letter of Management representative having overall responsibility for quality		
4. . Appointment Letter for person performing full time quality control (QC) on site and at factory or a statement of commitment to appoint such person		
5. Control of Non-conformance including process showing how Customer Complaints are handled, how damaged/lost/unsuitable product will be controlled, how non-conforming products will be identified and controlled plus necessary Corrective and Preventive actions, inclusive of the person responsible for the above		
6. Document and Records Control Procedure		
7. Audit Procedure		
8. Organizational Objectives and targets		
Sub Section B Score		

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SECTION C : Quality Control Plan Requirements (Ref QM58 Clause 3.2.2 & Refer to QM58 Annexure C) Inspection and Test Plans (quality control plans) per Scope of Works Clause 4.2.5 and PDPNEG-GL-001 (Contract Quality Plan Guideline).		
	Attached	Not attached
1. QCP/ITP with all activities, inspections Hold & Witness points clearly identified		
2. Acceptance criteria for each Q.C activity ,with reference to the applicable procedures, drawings, specifications, parameter or standard etc		
3. Index of Relevant Quality Control Plans/ ITPs specific to the activities		
4. Approval by Client (ERI) – Technical/ Quality/ Project Manager)		
5. Revision control on the document		
Sub Section C Score		

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Reason for failing to attain maximum score in the evaluation criteria above		
No.	Requirement	Issue
NB: IMPORTANT INFORMATION TO SUBMIT AFTER CONTRACT AWARD		
1. Customer formal approval of all documents necessary for the project: ITP's, Contract Quality Plan		
2. Review and acceptance by Customer - Contractor/Supplier to submit site specific information and to be approved by Eskom relevant personnel before any start of work on site.		
3. Approved Method Statements		
4. Approved Site Specific Organogram		
QUALITY ASSURANCE EVALUATOR		
Name	Signature	Date