

Title: **Tender Technical Evaluation for supply and delivery of Stationery items as on an “as and when” required basis for a period of 5 years to Tutuka Power Station**

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1. INTRODUCTION

An open enquiry process will be followed to source the services of supplying and Stationery items on “an as and when” required basis for a period of 5 years at Tutuka Power Station. The enquiry will be for the whole of the works resulting in a single contract. The enquiry will be advertised locally. The 80/20 preference scoring system will be applicable.

This document sets out the method and criteria that will be used to evaluate the tenders that will result from this invite.

2. SUPPORTING CLAUSES

2.1 SCOPE

The contractor is required to supply and delivery Stationery items on “an as and when” required basis for a period of 5 years. Deliveries will be once per month as per instruction on order placement. Deliveries to be done Monday to Thursday not later than 15H00 and Friday before 11H00.

It might be required occasionally to deliver more than once a month. A purchase order will be issued to the Contractor with the required items and quantities.

A purchase order will be issued to the supplier with the required items. Upon delivery, a delivery will be requested for processing of payment. No item delivered that is not on the required specification will be accepted. Quality check to be performed upon receiving of stationery items.

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

The document shall apply at Tutuka 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

N/A

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2.3 DEFINITIONS

Definition	Explanation
Supplier	a company, person that provides service or need, especially over a long period of time:
Tender Evaluation team	a group of people responsible for objectively assessing tenders and making recommendations to the procuring organisation
Evaluation criteria	The standards by which accomplishments of technical and operational effectiveness or suitability characteristics may be assessed.
Contractor	a person or company that signs a contract to supply materials or workers to perform a service.
Contract Manager	is an individual in a company responsible for the management and administration of contracts, as well as processes.

2.3.1. Classification

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

2.4 Abbreviations

Abbreviation	Description
TET	Tender evaluation team

2.5 ROLES AND RESPONSIBILITIES

N/A as per 240-48929482: Tender Technical Evaluation Procedure

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2.6 PROCESS FOR MONITORING

Eskom undertook that the tender will not be evaluated on price alone and that Eskom will broadly follow the evaluation process and apply the guideline evaluation criteria mentioned in the table below for the evaluation of the tender the following functional analysis process will be followed:

- Evaluate submissions against functional criteria.
- Rate each submission against each criterion.
- Apply weightings and calculate total functional score.
 - Eliminate tenders below minimum threshold.

1.7 RELATED/SUPPORTING DOCUMENTS

N/A

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

TET number	TET Member Name	Designation
TET 1	Gugu Zuma	Manager Support Services (A)
TET 2	Portia Digomo	Officer Business Support

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3.3. MANADATORY TECHNICAL EVALUATION CRITERIA

Table 2: Mandatory Technical Evaluation Criteria

	Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Motivation for use of Criteria
	N/A	N/A	N/A

3.4 QUALITATIVE TECHNICAL EVALUATION CRITERIA

Technical evaluation

NO	DESCRIPTION	SCORING
1.	Bidders must submit reference letter(s), on client letterheads, providing contactable references for similar Contract/s, demonstrating relevant experience in the supply of similar Stationary. Each reference letter must clearly confirm the following: • The description of the supplied Stationary. • The duration of the contract, including start and completion dates • Successful completion of the contract. Scoring Criteria: • One or more valid and detailed reference letters submitted, demonstrating cumulative relevant experience of five (5) years or more in the execution of similar works. 5 Points • One or more valid and detailed reference letters submitted, demonstrating cumulative relevant experience of four (4) years in the execution of similar works. 4 Points • One or more valid and detailed reference letters submitted, demonstrating cumulative relevant experience of one (1) to three (3) years in the execution of similar works. 2 Points • No reference letters submitted or submitted reference letters demonstrate less than one (1) year of cumulative relevant experience in the execution of similar works. 0 Points 1.	40%
2.	LETTER OF INTENT FROM SUPPLIER FOR STATIONERY Tenderer to disclose the company where it will procure Stationery items from by providing proof of the following: - Existing agreement not older than 3 Months (certified copy) OR - Signed letter of Intent from the relevant company where the stationery items will be purchased from, not older than 1 month, reflecting the name of the tendering company. SCORE:	40%

	- Existing Agreement or Letter of Intent (signed and stamped) 30% - No Existing Agreement or Letter of Intent (signed and stamped) (0%)	
3.	Bidders must provide valid proof ownership of a fully enclosed/covered (box-body) delivery vehicle in the name of the bidding company OR the director/owner of the company OR a lease OR rental agreements in the name of the bidding company or the director/owner of the company not older than 3 Months. Scoring Criteria: - No valid proof of signed ownership or a lease or rental agreements or purchase agreement submitted. 0 Points - Proof of signed ownership or a lease or rental agreements or purchase agreement submitted for only one fully enclosed/covered (box-body) delivery vehicle. 4 Points - Proof of signed ownership or a lease or rental agreements or purchase agreement submitted for two or more fully enclosed/covered (box-body) delivery vehicles. 5 Points	20%
	TOTAL	100%
	THRESHOLD	70%

3.3. TET MEMBER RESPONSIBILITIES

3: TET Member Responsibilities

Mandatory Criteria Number	TET 1	TET 2
	X	X
	X	X
	X	X
Qualitative Criteria Number	TET 1	TET 2
	X	X
	X	X
	X	X

3.4. FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS

3.4.1. Risks

Table 4: Acceptable Technical Risks

Risk	Description
1.	Pandemic

Table 5: Unacceptable Technical Risks

Risk	Description
1.	Supplier failing to meet the standard
2.	Incorrect delivery
3.	

3.4.2. Exceptions / Conditions

Table 6: Acceptable Technical Exceptions / Conditions

Risk	Description
1.	

Table 7: Unacceptable Technical Exceptions / Conditions

Risk	Description
1.	Lack of understanding the scope of work.
2.	Poor controls e.g documents records and transportation
3.	

4. AUTHORISATION

This document has been seen and accepted by:

Name	Designation
Aneske Juries	Risk and Assurance Manager
Gugu Zuma	Manager Support Services (A)
Portia Digomo	Officer Business Support

5. REVISIONS

Date	Rev.	Compiler	Remarks
February 2030	0		

6. DEVELOPMENT TEAM

The following people were involved in the development of this document:

Portia Digomo

7. ACKNOWLEDGEMENTS

None

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