

	Strategy for Long Distance Transport	Services: Fleet Department
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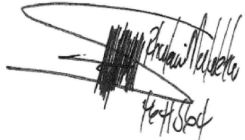
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1. INTRODUCTION

Eskom agrees that where no public transport is available employees should receive assistance in respect of home – work – home transport by means of a transport subsidy and / or the assistance by Eskom to facilitate the provision of transport by an independent service provider, this will be as per BU agreement in this case Kendal Power Station. The number of employees requiring transport in a particular area should justify the facilitation of a transport arrangement.

2. SUPPORTING CLAUSES

2.1 SCOPE

PROVISION OF TRANSPORTATION SERVICES FOR ESKOM EMPLOYEES FROM BRONKHORSTSPRUIT TO/FROM KENDAL POWER STATION FOR THE PERIOD OF 5-YEARS					
No.	Destinations	Pick & Drop off Points	No. of Combis	Vehicle Type	Weekdays & Time
1.	Bronkhorstspuit	Various points	3	14-Seater GL Quantum's	Monday to Friday excluding P/Holidays

DAY AND NIGHT SHIFT					
No.	Destinations	Pick & Drop off Points	No. of Combis	Vehicle Type	Weekdays & Time
1.	Bronkhorstspuit	Various points	1	14-Seater GL Quantum's	Monday to Friday including P/Holidays

2. Objective

The objective of this contract is to provide safe, reliable, and efficient transportation services for Eskom employees between their homes and Kendal Power Station, enhancing their commute experience and supporting operational efficiency.

3. Detailed scopes of work

The service provider will provide transportation services for Eskom employees between their homes in Bronkhorstspuit and Kendal Power Station.

3.1. Transportation routes:

The service provider will operate on designated routes, covering various suburbs in Bronkhorstspuit Gauteng Province.

3.2. Vehicle fleet:

The service provider will provide a suitable fleet of vehicles, ensuring comfort and safety As well as reliability.

3.3. Scheduling:

The service provider will adhere to agreed-upon schedules, ensuring timely pickups and drop-offs.

3.4. Employee safety:

The service provider will ensure the safety and security of Eskom employees during transportation.

3.5. Vehicle Maintenance:

The service provider will maintain vehicles in good working conditions, adhering to regulatory requirements.

3.6. Driver Management:

The service provider will employ qualified, trained, and courteous drivers.

3.7. Compliance with Eskom Policies:

The service provider will ensure that drivers comply with Eskom's policies and procedures, including fleet policies and procedures.

3.8. Life Saving Rules Compliance:

The service provider will ensure that passengers comply with Eskom's Life Saving Rules, including wearing seat belts at all times.

3.9. Driver Conduct:

- The service provider will ensure that drivers:
- Maintain a sober status and are not under the influence of alcohol while operating vehicles.
- Adhere to national speed limits on road.
- Comply with all relevant traffic laws and regulations.

3.10. Service Monitoring:

The service provider will monitor and report on service performance, addressing any issues promptly.

4. Vehicle Requirements

The service provider should provide vehicles that meet the following specifications.

4.1. Vehicle Age:

Vehicles shall not be older than 3 years.

4.2. Safety features:

- Factory-fitted Anti-lock Brake System (ABS)
- Factory-fitted front driver and passenger airbags
- Three-point safety belts for every seat

4.3. Comfort features:

- Factory-fitted power steering wheel
- Factory-fitted air conditioning
- Factory-fitting audio system (Radio/ CD player)

4.4. Safety Equipment:

- Fully equipped first aid box
- Fully equipped fire extinguisher
- Two emergency warning triangles
- PPE

4.5. Mini-bus Specific Requirements:

- Speed warning sign at the back of every minibus
 - Yellow reflective tape fitted as per National Road Traffic Act specifications
 - Adjustable driver seats
 - Partitioned driver's compartment as per National Road Traffic Act
 - Specifications
- At least two identified emergency exits for every 12 passengers.

4.6. Seats Requirements:

- No fold-up or jockey seats allowed

5. Driver Requirements:

- Drivers must be in possession of a Valid South African National Driver's license with PDP
- Drivers to have a minimum of three (3) years of driving experience
- Drivers must be in possession of a valid medical certificate

6. Service Provider Requirements:

- The contractor must produce proof of route permits from the relevant authorities for each route.
- The contractor must produce proof of insurance covering passengers' liability from an accredited insurance company

7. Pre-Trip Risk Assessment:

All minibus drivers must conduct a pre-trip risk assessment using a trip sheet checklist to identify potential risks and hazards and implement mitigation measures.

8. Safety Requirements

The Contractor undertakes to take all reasonable precautions to maintain the health and safety of persons in and about the execution of the service. Without limitation the Contractor:

- undertakes, in and about the execution of the service, to comply with the occupational health and safety act 85 of 1993 and regulations, with all applicable health & safety laws, rules, guidelines and procedures otherwise provided for under this contract and ensures that his Subcontractors, employees and others under the Contractor's direction and control, likewise observe and comply with the foregoing.
- The Contractor shall comply with the minimum requirements listed in the SHE specification and develop a health and safety plan in line with requirements of the SHE specification and the contract, which shall be subject to safety for evaluation and approved before commencement of the services.
- The Contractor shall comply with the health and safety legislation, and Eskom standards, procedures and directives which shall include minimum:
 - National Road Traffic Act No 83 Of 1996
 - COID Act no 130 of 1993
 - Eskom Contractor Health and Safety requirements standards 32-136
 - Eskom SHEQ policy 32-727
 - Eskom vehicle and driver safety procedure 240-62946386 Revision 5
 - Health and Safety Contractor Specification 1015696
 - Occupational Health and Safety incident Management Procedure 32-95
 - Occupational Health and Safety Risk Assessment Procedure 32-520
 - Smoking Policy 32-1126
 - Live Saving - Rule 240-62196227
 - GX OHS Contractor Management Model 240-56926886

- Eskom SHE requirements for the Eskom commercial process 32-726 etc.
- Annexure C 1: SHE Tender Evaluation Template (High risk).

9. Quality Requirements

The Contractor complies in full of the Eskom Supplier Quality Management Specification QM58/ 240-105658000 and complies to ISO 9001:2015 Quality Management Systems.

10. Environmental Requirements

- A detailed signed Contractor's Environmental Management Plan (EMP) pertaining to site specific activities, Identification of Environmental Aspects and Impacts, Identification, assessment and control of activities that have or may have an impact on the environment.
- Emergency Preparedness Plans (e.g. oil / chemical spill, disasters, etc.)
- Waste Management Plan
- Environmental Policy in terms of ISO14001:2015 stating commitments to protect the environment, prevent pollution, fulfil the compliance obligation, and contribute to the continual improvement of the EMS. The policy should be signed by the top manager.
- Emergency Preparedness Plans (e.g. oil / chemical spill, disasters, etc.)
- Vehicle Maintenance Records

11. Invoicing and Payments.

- Assessment: after the job is completed, an assessment is done to verify the work done and amount due.
- Payment Certificate: A payment certificate is issued based on the assessment, confirming the amount due to the service provider.
- Invoice Submission: The service provider submits an invoice to Eskom for payment, accompanied by the payment certificate.

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 the Kendal Power Station-Long Distance Transport

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] 32-1033: Eskom Procurement and Supply Chain Management Policy
- [3] 32-1034: Eskom Procurement and Supply Management Procedure

2.2.2 Informative

- [4] Scope of work – Provision of transportation services for Eskom employees

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2.3 DEFINITIONS

N/A

2.3.1 Classification

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

2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
PPE	Personal Protective Equipment
MSDS	Materials Safety Data Sheets
TET	Technical Evaluation Team

2.5 ROLES AND RESPONSIBILITIES

- Acting Support Services Manager: Kendal Acting Support Services Manager shall ensure that the respective areas understand and adhere to Tender Technical Evaluation Procedure
- Technical Evaluation Team (TET) Member: The delegated technical/management team is responsible for reviewing and evaluating technical aspects of the tender documentation.

2.6 PROCESS FOR MONITORING

N/A

2.7 RELATED/SUPPORTING DOCUMENTS

N/A

3. TENDER TECHNICAL EVALUATION STRATEGY

3.1 TECHNICAL EVALUATION METHOD

A weighted score-card approach is used to evaluate the technical compliance of the tenders against the specifications. Tenderers need to have an overall weighted score of 80% or more to technically qualify for further evaluation.

The evaluation of the tender submission will be based on the tender's ability to meet the Fleet requirements. A weighted score card approach will be used to evaluate the tender submission against the specifications and Employer's requirements.

The scoring method will be as follows:

Item	Description	Score
Gate Keepers	Affiliation of local Taxi Association: The supplier must provide proof that they are affiliated to the relevant Taxi association for the route they wish to tender for (i.e. a signed letter with a date not later than three months from the Association, letter must be in the association letter head) and/or a route permit issued by the Transport Department for the specific route that he/she wishes to tender for.	Yes/No
	Traffic Business Number Registration Certificate (BNRC) issued by the traffic department. Provide proof	Yes/No
Total Gatekeeper NB: Bidders who will fail to meet minimum gatekeeper will be disqualified from being evaluated further.		
Vehicles	- Vehicle/s must not be older than 3 years at the time of inspection (provide proof i.e. registration documents from licence department) (10%), older than 3 years (0%) - Vehicle/s must have less than 150 000km on the clock at the time of physical inspection, with full-service history (10%), more than 150 000km (0%) - Vehicle/s must not have jockey/folding seats (5%), with jockey/folding seats (0%) - Vehicles must have 3-point seat belt on each seat (5%), with no 3-point seat belts (0%) NB: Inspection of the vehicles will be done at Kendal Power Security gate with the proof of ownership	30%
Work Experience	Supplier must Provide proof of relevant Work Experience, For Example: Task Order, Purchase Order for transportation of Employees. (3 Years work experience and more) (15%) 1 to 2 Experience (10%) No Experience (5%)	15%
Driver	Driver must at least have 3 years and more driving experience (attach CV, copies of valid driver's licenses according to the number of vehicles you are tendering for) 3 years and more. (15%) Less than 3years (0)	15%
	Driver must have a valid Professional Driver Permit at the time of evaluation (attach copies of valid driver's licenses according to the number of vehicles you are tendering for) Submitted all copies (20%) Partial submission of copies (0) Non-submission (0)	20%
Contractor	Provide proof of passenger liability insurance cover Non-submission (0)	20%
Total		100%
Minimum requirement 80%		

3.2 TECHNICAL EVALUATION THRESHOLD

Mandatory Technical Evaluation Criteria (gatekeepers) are 'must meet' criteria. These criteria shall not be weighted, or point scored but shall be assessed on a Yes/No basis as to whether the criteria are met unless set otherwise. An assessment of 'No' against any criterion shall technically disqualify the tenderer and shall not be further evaluated against Qualitative Criteria.

Qualitative Technical Evaluation Criteria are weighted evaluation criteria used to identify the highest technically ranked tenderer after determining that all the Mandatory Evaluation Criteria have been met. The Qualitative Evaluation Criteria are weighed to reflect the relevant importance of each criterion. The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 80%.

3.3 TET MEMBERS

Table 1: TET Members

TET number	TET Member Name	Designation
TET 1	Rhulani Maluleka	Acting Officer: Fleet
TET	Tebogo Seroale	Administrator: Fleet
TET 2	Steven Jones	Acting Support Services Manager

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3.4 MANDATORY TECHNICAL EVALUATION CRITERIA

	Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Motivation for use of Criteria
1.	See 3.1 Gatekeepers		

3.5 QUALITATIVE TECHNICAL EVALUATION CRITERIA

Table 2: Qualitative Technical Evaluation Criteria

No.	Qualitative Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Criteria Weighting	Criteria Sub Weighting
				(%)
			(%)	<i>[intermediate % will be interpolated]</i>
1	Company profile and background	Suppliers shall provide a brief company background and brief experience that is inclusive of work done in conjunction with the SOW.	15%	• Work Experience, For Example: Task Order, Purchase Order for transportation of Employees. (3 Years work experience and more) (15%) • 1 to 2 Experience (10%) • No Experience (5%) • No submission (0%)

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2.	Assessing references for drivers for similar work done.	The contractor provides professional drivers permits or drivers licenses for all the drivers	20%	• Driver must have a valid Professional Driver Permit at the time of evaluation (attach copies of valid driver's licenses according to the number of vehicles you are tendering for) • Submitted all copies (20%) • Partial submission of copies (0) • Non-submission (0)
3	Personnel Expertise	Tenderer to provide valid certifications and CVs for drivers	15%	• Driver must at least have 3 years and more driving experience (attach CV, copies of valid driver's licenses according to the number of vehicles you are tendering for) 3 years and more. (15%) • Less than 3years (0)

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4	Vehicles	Tenderer shall submit proof of ownership for Vehicles.	30%	• Vehicles must not be older than 3 years at the time of inspection (provide proof i.e. registration documents from license department) (10%), older than 3 years (0%) • Vehicle/s must have less than 150 000km on the clock at the time of physical inspection, with full-service history (10%), more than 150 000km (0%) • Vehicle/s must not have jockey/folding seats (5%), with jockey/folding seats (0%) • Vehicles must have 3-point seat belt on each seat (5%), with no 3-point seat belts (0%) • NB: Inspection of the vehicles will be done at Kendal Power Security gate with the proof of ownership
5	Passenger Liability Insurance Cover.	The tenderer should provide passenger liability insurance cover.	20%	• Provide proof of passenger liability insurance cover (20%) • Non-submission (0)

TET MEMBER RESPONSIBILITIES**Tab: TET Member Responsibilities**

Mandatory Criteria Number	TET 1	TET 2
1.	X	X
Qualitative Criteria Number	TET 1	TET 2
1	X	X
2	X	X
3	X	X
4	X	X
5	X	X

3.6 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS**3.6.1 Risks****Table 3: Acceptable Technical Risks**

Risk	Description
1.	None

Table 4: Unacceptable Technical Risks

Risk	Description
1.	Tender proposal partly covering the SOW to be executed

3.6.2 Exceptions / Conditions**Table 5: Acceptable Technical Exceptions / Conditions**

Risk	Description
1.	None

Table 6: Unacceptable Technical Exceptions / Conditions

Risk	Description
1.	N/A

4. AUTHORISATION

This document has been seen and accepted by:

Name	Designation
Rhulani Maluleka	Acting Officer: Fleet
Steven Jones	Acting Support Services Manager
Mihloti Mhlongo	Finance Manager

5. REVISIONS

Date	Rev.	Compiler	Remarks
July 2026	00	Rhulani Maluleka	TES

6. DEVELOPMENT TEAM

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

Rhulani Maluleka & Tebogo Seroale

7. ACKNOWLEDGEMENTS

None