	Tender Technical Evaluation Strategy	Group Capital
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Title: Tender Technical Evaluation Strategy for Provision of Professional Catering and Event Management Services to Medupi Power Station Project

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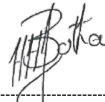

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1. Introduction

The Employer seeks the provision of professional catering and event management services to support the Medupi Power Station Project. These services shall be rendered on an ad-hoc basis, with the understanding that all meals and refreshments shall be prepared at the contractor's premises and transported to designated delivery points as specified by the Employer. Providing a variety of first-class catering experiences across a range of events is a huge part of creating memorable moments. This arrangement is being put in place on an "as and when required" basis to support operational flexibility for special events and other ad hoc needs. The intent is to ensure that service can be promptly and efficiently rendered.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this tender technical evaluation strategy/criteria is to define the Mandatory Evaluation Criteria, Qualitative Evaluation Criteria for the Provision of Professional Catering and Event Management Services to Medupi Power Station Project. The Strategy serves as the basis for the tender technical evaluation process.

2.1.2 Applicability

This document shall apply to Medupi Power Station Project for the provision of catering and event management.

2.1.3 Effective date

This document shall be effective from the latest date of authorisation.

2.1.4 Normative

- [1] 32-1033: Eskom Procurement and Supply Chain Management Policy
- [2] 32-1034: Eskom Procurement and Supply Management Procedure

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2.1.5 Informative

ISO 9001 Quality Management Systems.

2.2 Definitions

Term	Explanation
Enquiry	A competitive or non-competitive request for information, interest, quotations or proposals made to a supplier, a group of suppliers or the market at large.
Local	Within the borders of the Republic of South Africa
Tender	A tender refers to an open or closed competitive request for quotations / prices against a clearly defined scope / specification.

2.3 Abbreviations

Abbreviation	Explanation
SOW	Scope of Work
TET	Technical Evaluation team
QCP	Quality Control Plan
SHEQ	Safety, Health, Environment and Quality
ISO	International Standard of Organisation

2.4 Roles and Responsibilities

a) Responsible

This evaluation exercise is performed by the appointed Eskom TET.

b) Processes for Monitoring

This procedure shall be monitored by 348-80423: Internal Audit Procedure

2.5 Related/Supporting Documents

All related documents are listed under normative and informative documents.

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3. Tender Technical Evaluation Strategy

This section outlines the methodology to be followed by Eskom in evaluating the Technical Category of the tender submissions. The evaluation will be conducted by the appointed Eskom Tender Evaluation Team (TET).

The technical evaluation will assess each tenderer's ability to meet the specified technical requirements and will consist of two components:

- **Mandatory Criteria**

- These are minimum requirements that must be met for the tender to be considered further.
- The outcome of this evaluation will be recorded as either "Compliant" or "Non-Compliant."
- Any supplier who fails to submit the required mandatory documentation or does not meet the mandatory criteria will be deemed Non-Compliant and will not proceed to the next stage of evaluation.

- **Qualitative Criteria**

- This stage involves a weighted scorecard approach to evaluate the extent to which the tenderer meets the specifications and Employer's requirements.
- Scores will be allocated based on the quality, completeness, and relevance of the information provided in the submission.

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Technical Evaluation Threshold

The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 75%.

Mandatory Technical Evaluation Criteria

Mandatory 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 or not the criteria are met. An assessment of ‘No’ against any criterion shall technically disqualify the tenderer and shall not be further evaluated against Qualitative Criteria.

Table 1: Mandatory Technical Evaluation Criteria

	Mandatory Technical Criteria Description	Reference to Technical Specification	Tender Returnable	Motivation for use of Criteria Factor, Yes = 1, No 0
	Compliance with Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food (FOODSTUFS, COSMETICS AND DISINFECTANTS ACT, 1972 (ACT 54 OF 1972). (Certificate of acceptability to be submitted by the supplier) - Proof of previous R638 certificate		Certificate of acceptability to be submitted by the supplier) - Proof of previous R638 certificate.	Factor, Yes = 1, No 0
	Proof of registration with FEDHASA (Federated Hospitality Association of South Africa)		Proof of registration with FEDHASA. (certificate)	Factor, Yes = 1, No 0

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Table 2: Qualitative Technical Evaluation Criteria

	Qualitative Technical Criteria Description	Weight (100%)	Reference to Technical Specification	Tender Returnable	Scoring Criteria
1.	Three (3) Years Company Experience in office cleaning.	30%	Bidder must have three (3) years' experience specifically within the company. Documented involvement in general office cleaning which can be verified through orders numbers linked to past contracts.	<p>Attach the following as proof:</p> <ul style="list-style-type: none"> The bidder is required to submit clear and detailed reference letters related to catering contracts, issued on the previous clients' official company letterheads. Each reference letter must include the contact person's name and telephone number, serving as evidence of the successful completion of similar projects. 	<p>Required evidence as stated.</p> <p>Not Satisfactory - No Letter Submitted - 0%</p> <p>Satisfactory – 1 Year experience - 5%</p> <p>Good – 2 Year experience - 15%</p> <p>Very Good – 3 to 4 years' experience with reachable contact details- 30%.</p>
2.	Supply of the proposed methodologies and applicable control.	20%	<p>The bidder is required to provide a comprehensive description of all methodologies used to manage catering operations. The submission must outline the planning and preparation processes leading up to service delivery and must include, but not be limited to, the following:</p> <ul style="list-style-type: none"> Food Safety Management Plan Cleaning and Disinfecting Programme Batch Control System 	<p>Attach the following as proof:</p> <ul style="list-style-type: none"> Food Safety Management Plan Cleaning and Disinfecting Programme Batch Control System Standard Operating Procedures (SOPs) 	<p>Not Satisfactory - No evidence submitted - 0%</p> <p>Satisfactory – Submitted, but not sufficiently detailed, and some required documents were not provided. - 5%</p> <p>Very Good – Submitted and conveys the need for both the methodologies but not all submitted – 20%</p>

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			<ul style="list-style-type: none"> Standard Operating Procedures (SOPs) 		
3.	Detailed menu proposal for 21-days menu cycle with content analysis	10%	The bidder must provide a 14-day nutritionally balanced menu cycle for employees dining on-site. The menu shall be designed to meet the nutritional needs of the workforce and must be implemented on an “as and when required” basis.	Attach the following as proof: Attach copies of: <ul style="list-style-type: none"> Submit a balanced cycle menu (Food and beverage) with content analysis. Submit a detailed description of the proposed maintenance plan that’s includes the schedule, procedure, and methodologies. 	Not Satisfactory - No menu submitted - 0% Good – Detailed menu cycle for three weeks with variety- 5% Very Good – well detailed menu with variety that caters nutritional needs with menu content analysis – 10%
4.	CV of Key Personnel/ Detailed quantity & skills list of technical staff provided	10%	Chef Minimum -Grade 12, National or in Hospitality Management plus 5 years’ experience	Attach the following as proof: Attach 1X CV (Head Chef) <ul style="list-style-type: none"> Submit proof of qualifications, National or N Diploma in Hospitality Management. 	Not Satisfactory - No CV or proof of Qualifications and experience submitted - 0% Good – Without Grade 12 (Matric) National N Diploma in Hospitality Management and a minimum of three (3) years’ experience - 5% Very Good – Grade 12 (Matric) National Diploma in Hospitality Management. Plus, five years’ experience in a catering environment. 10%

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5.	FSA (Food Service Assistance).	10%	FSA Grade 12 Certificate and a qualification in Culinary Studies, with a minimum of three (3) years' catering experience.	Attach 1X CV 1X CV Submit proof of qualifications, Grade 12 + Certificate in culinary studies.	Not Satisfactory - No Submission 0% Proof – Without Grade 12 (Matric) plus (3) three years' experience - 5% Very Good – Proof of certificate 20%
6.	Proof of Laboratory Registration and Accreditation of Food Audit Company	20%	All laboratories and food audit companies providing services under this contract must be registered, accredited, and compliant with national and international standards for food testing and auditing. And accredited by SANAS or an equivalent ILAC-recognized accreditation body.	<ul style="list-style-type: none"> • Proof of laboratory registration with food audit company. 	Not Satisfactory – Not submitted - 0% Very Good - Valid Proof of registration certificate 20%. Proof of registration in progress 10%

Score totals (1) + (2) +(3) +(4) +(5) +(6)

Final score (Score total x (1))

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3.1.1 Review Period

All QMS documents shall undergo a 3-yearly compulsory review.

4. Process for Monitoring

4.1 Key Performance Areas and Indicators

The following Key Performance Areas / Indicators (KPA's / KPI's) shall be measured, analysed and reported. The Process Owner shall be accountable and assign the responsibility at the frequency as indicated below, documented as part of the QMS measurement, analysis and improvement initiative.

Table 4: KPA's/KPI's

Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsible	Record
Compliance with Tender procedure	% of Tender evaluated within policy timeline	100%	Compare actual vs policy timelines.	Tender evaluation Officer	Tender evaluation reports
Fairness and Transparency	Number of Tenders contested due to bias or unfairness	0	Audit reports complaints	Service Manager	Independent reports, complaints register
Cost Competitiveness	% Percent of tenders awarded to lowest complaint bidder	80%	Tender award reports	Evaluation Committee Chair	Award Recommendation reports.

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5. Acceptance

This document has been seen and accepted by:

Name	Designation
Julius Manyathela	Project Officer Support
Salmina Mokgohloa	Officer Properties
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6. Revisions

Date	Rev.	Compiler	Remarks
April 2025	0	MJ Manyathela	Specify reasons for compiling of document.

7. Development Team

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

- Julius Manyathela
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