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|  | Report | Limlanga Cluster |
|---|---------------|-------------------------|

Title: **TECHNICAL EVALUATION CRITERIA FOR INSTITUTIONALISED ELECTRICAL TRAINING FOR THE LEARNER ARTISANS AND TECHNICIANS IN TRAINING WITHIN LIMLANGA CLUSTER.**

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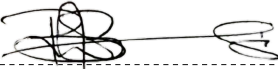
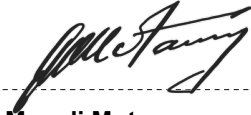
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1. INTRODUCTION

There is a mandate from the stakeholder to train and equip the South African youth with skills that will make them employable, to alleviate unemployment and contribute to the economy of the country. A contract is requested for Institutionalised Training for Electrical training for the Learner Artisans and Technicians in Training for LimLanga Cluster for 2023 to 2028.

This document thus provides an overview of Eskom LimLanga Cluster technical requirements to be adopted and applied by the technical evaluation team during the tender technical evaluations of Institutionalised Electrical Training for the Learner Artisans and Technicians in Training.

2. SUPPORTING CLAUSES

2.1 Scope

The document covers the requirements for both the desktop and site technical evaluations. The desktop evaluation will assess elements such as Training, Accreditation and Qualifications, Workshop and Trade Test Centre requirements, Company related experience as well as Tools and Equipment requirements.

Evidence submitted by the tenderers for Workshop and Trade Test Centre requirements, and Tools and Equipment will be further be verified during site visit.

2.2 Purpose

The purpose of this document is to set out the minimum criteria to be used when evaluating service providers for Electrical Training of the Learner Artisans and Technicians in Training within LimLanga Cluster.

2.3 Applicability

This document shall apply to Eskom Distribution Limlanga Cluster.

2.4 Effective date

The document is effective from the authorisation date.

2.5 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.6 Normative

- [1] ISO 9001 Quality Management Systems
- [2] Eskom Guideline 240: 70413681 (Portfolio of Evidence for Authorisation).
- [3] QM 58 – Supplier Contract Quality Requirements Specifications
- [4] 240-128559117 Method Statements for Eskom Substations
- [5] 240-48929482: Tender Technical Evaluation Procedure

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2.7 Informative

- [1] QCTO_Assessment Quality Partners (AQPs) Criteria and Guidelines
- [2] Assessment Policy for Qualifications and Part Qualifications on the Occupational Qualifications Sub-Framework (OQSF)

2.8 Definitions

| Word | Definition |
|----------------------------|---|
| Accreditation | The certification, usually for a particular period, of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system set up by the Quality Council for Trades and Occupations (QCTO). |
| Moderator | A person who has been appointed by the relevant AQP in accordance with established criteria to ensure that the assessment process and procedure is fair, valid, reliable and unbiased. |
| Assessment Quality Partner | A body delegated by the QCTO to develop assessment instruments and manage the external integrated summative assessments of specific NQF registered occupational qualifications and part qualifications. |
| Learner | A person undergoing education and training at an accredited Skills Development Provider (SDP) |

2.9 Abbreviations

| Abbreviation | Description |
|---------------------|--|
| QCTO | Quality Council for Trades and Occupations |
| SETA | Sector Education and Training Authorities |
| ISO | International Standard Organization |
| PDE | Power Delivery Engineering |
| SCOT | Steering Committee of Technology |
| SI | Standards Implementation |
| TET | Technical Evaluation Team |
| AQP | Assessment Quality Partners |
| CV | Curriculum Vitae |

2.10 Roles and Responsibilities

The appointed Limlanga Technical Evaluation Team will use this document to evaluate tenders. The Standards Implementation manager will ensure that this document is implemented accordingly.

2.11 Process for Monitoring

The document shall be reviewed as and when required to be always in line with the best technological practices and the Eskom procurement policies.

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2.12 Related/Supporting Documents

Not applicable.

3. TENDER TECHNICAL EVALUATION STRATEGY

This section details the methodology to be employed by Eskom LimLanga Cluster in the evaluation of the "Technical" category of the tender returnables.

3.1 Technical Evaluation Process

This section describes the process to be followed in the evaluation of service providers of Electrical Training of the Learner Artisans and Technicians in Training.

In cases where the main contractor opts to subcontract some activities, the subcontractor will be evaluated for the specified activity. Only Eskom evaluated subcontractors may be used.

The evaluation shall be conducted in the following three (3) consecutive stages:

Stage 1: Boardroom Evaluation

This stage will be categorised into two phases namely Phase 1: Mandatory Requirement and Phase 2: Functional Requirements.

Phase 1: Mandatory Requirements - Full compliance is required, i.e., The tenderer needs to meet all the requirements to proceed to Phase 2.

Phase 2: Functional Requirements - The tenderer needs to obtain a minimum threshold score of seventy **(70%) percent** to proceed to the next stage, i.e., Site Assessment & Verification. Tenderers who fail to meet this minimum threshold will not be evaluated further.

Stage 2: Site Assessment & Verification

The tenderer to obtain a minimum of **seventy (70%) percent** (including test and calibration certificates where applicable) to proceed to the next stage.

Tenderers that meet the minimum threshold of Stage 1 will undergo an on-site verification/evaluation before the final Technical Evaluation report is submitted to Procurement. Workshop and Trade Test Facility and Tools & Equipment will be verified during this stage.

If any information provided during the desktop evaluation is found to be fraudulent and/or inaccurate during the verification process, Eskom reserves the right to disqualify the tenderer from the tender or rectify the desktop score accordingly.

Stage 3: Contractual Obligation

Full compliance is required before the tender can be awarded. Non-compliance at any stage shall lead to immediate disqualification.

3.2 TET Members

The evaluation exercise will be performed by the appointed Eskom Technical Evaluation Team (TET). TET members will be formally appointed and must be available for the complete evaluation process.

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3.3 Technical Evaluation Report

The final report detailing the entire evaluation process as well as the overall results of those who passed and failed with the corresponding reasons will be compiled and handed over to Procurement. The following should be noted about the report:

- a) 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 Tenderer.
- b) Any liability for the said actions undertaken by the Tenderer is not transferrable to Eskom in any way.
- c) The TET has no authority or responsibility in the decision taken by Eskom with respect to contracting for a product or service.
- d) Any statements, intentions and/or actions expressed by the TET during the assessment and post the assessment has no effect and does not constitute any liability to Eskom with regards to contract placement.

4. TECHNICAL REQUIREMENTS

The requirements are divided into four (4) categories namely Mandatory Requirements, Functional Requirements, Site Assessments / Verification and Contractual Requirements and each is described on the sections below.

NB: The technical returnable must be contained in a separate technical file or as a section in a file labelled technical and indexed in a logical manner.

4.1 Mandatory Requirements

These are documents not required for functionality scoring. There will be no scoring linked to these requirements, the evaluator shall indicate with a **Yes / No** whether the requirement is met or not. Once the requirements are satisfied through an evaluation conducted by the evaluator, the technical evaluation for functionality evidence will proceed otherwise the submission will be deemed non-responsive and will not proceed to the next evaluation stage.

Table 1 below lists the mandatories that must be submitted by the tenderer. Please note that if any of the requested documentation is not submitted, the tender application shall be discarded / disqualified without requesting tenderer/s to submit outstanding documentation/s.

Note: Sharing of resources amongst contractor or contractor sharing resources i.e., Tools, Vehicles and Certificates is not allowed in this contract and if a company is found to do so, it will be disqualified.

Table 1: Mandatory Requirements

| Item No: | Requirement/s | Evidence Required | Evidence Notes | Submitted? (Yes/No) |
|----------|---|---|---|---------------------|
| 1. | Company certification and accreditation with SETA (Sector Education and Training Authorities) | Submit valid (at the time of submission) SETA Accreditation Certificate in your Company Name. | Certificate must be in company name or company director's name and the registration must be valid (Not expired and not forged). | |

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| Item No: | Requirement/s | Evidence Required | Evidence Notes | Submitted? (Yes/No) |
|--|--|---|---|---------------------|
| 2. | QCTO Trade Test Centre Accreditation Certificate | Submit valid (at the time of submission) QCTO Trade Test Centre Accreditation Certificate | Certificate must be in company name or company director's name and the registration must be valid (Not expired and not forged). | |
| 3. | QCTO Accreditation of Skills Development Providers | Submit valid (at the time of submission) QCTO Accreditation of Skills Development Providers | Certificate must be in company name or company director's name and the registration must be valid (Not expired and not forged). | |
| <p>Acceptable minor deviations for the above-mentioned accreditations:</p> <ul style="list-style-type: none"> • If the letter / certificate is not yet received, then submit proof of application, it will be accepted. • If the letter / certificate has expired, then submit proof of renewal request as well as the expired letter, it will be accepted. | | | | |

4.2 Functional Requirements

This will be a desktop evaluation of the functional requirements ONLY. Contractual requirements submitted will not influence the results of Stage 2 evaluation.

The tenderer needs to obtain a minimum threshold score of **seventy (70%) percent** to proceed to the next stage, i.e., Site Verification. The overall scoring system for functional requirements is stipulated in the table 2 below. The final score will be rounded to the nearest whole number.

Table 2: Scoring Summary of Functional Criteria (Control Plant)

| Item | Description | Weight |
|--------------------------------|---|--------|
| Functional Requirements | | |
| 1. | Training Requirements, Accreditation & Qualifications | 30% |
| 2 | Company Work Related Experience and Profile | 25% |
| 3 | Training workshops and Trade Test Centre | 35% |
| 4 | Tools & Equipment | 10% |

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4.2.1 Training Requirements, Accreditations & Qualifications

This section stipulates the training, qualification and accreditation requirements for Substation Control Plant contractors. The training requirements have been listed in **Table 3** below with the corresponding scoring methodologies in **Table 4**

Table 3: Training & Accreditations Requirements

| No | Requirements | Evidence required | Evidence notes | Min Qty | Max Score |
|----|--|---|--|---------|-----------|
| 1. | Company organogram and employees CVs with certificates | Submit an approved company organogram and employees CVs with certificates. | Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. Certificate must be valid at tender closing date i.e., not expired. | x1 | 20 |
| 2. | ETDP Registration Certificates as Facilitator, Assessor and Moderator with relevant SETA | Submit valid SETA ETDP Registration Certificates as a training Facilitator, Assessor and Moderator. This can be from person or different people per certificate (Facilitator / Assessor / Moderator) | Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. Certificate must be valid at tender closing date i.e., not expired. Valid certificate accredited by training authorities e.g., EWSETA, SETA. Will be accepted. | x1 | 30 |
| 3. | Facilitator, Assessor and Moderator Qualification Certificates | Submit valid National Diploma (N3) for Facilitator, Assessor and Moderator This can be from person or different people per certificate (Facilitator / Assessor / Moderator) | Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. Certificate must be valid at tender closing date i.e., not expired. Valid certificate accredited by training authorities e.g., EWSETA, SETA. Will be accepted. | x1 | 30 |
| 4. | Subject Matter Expert in Institutionalised Training as per the Learners Artisan Curriculum as per the specific trade – 5 | Submit letter of recommendation of work-related experience as per the trade. / CV of the SME | Letter must be certified by the commissioner of oaths and not older than six (6) months from tender closing date. | x1 | 15 |

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| No | Requirements | Evidence required | Evidence notes | Min Qty | Max Score |
|---|---|---|---|---------|------------|
| | years related experience. | | | | |
| 5. | Trade Test Centre Accreditation Certificate | Submit valid Trade Test Centre Accreditation Certificate. | <p>Certificates must be certified by the commissioner of oaths and not older than six (6) months from tender closing date.</p> <p>Certificate must be valid at tender closing date i.e., not expired.</p> <p>Valid certificate accredited by training authorities e.g., EWSETA, SETA. Will be accepted.</p> | x1 | 15 |
| TOTAL POINTS | | | | | 110 |
| <p>The final weighted score for Training will be calculated by the formula below:</p> $Final\ Score = \frac{Tenderer\ Score}{Grand\ Total\ Points} \times 30\%$ <p>Notes: Certified copies submitted must not be older than six (6) months from the tender closing date. Certificate must be valid at tender closing date.</p> | | | | | |

Table 4: Scoring Methodology for Training & Qualifications Requirements

| Scoring Methodology for Training Requirements & Qualifications | Allocated Score (%) |
|--|---------------------|
| Required valid and certified certificate/s submitted | 100 |
| Valid certificate/s submitted but not certified | 80 |
| Invalid certificates or nothing submitted. | 0 |

4.2.2 Company Work Related Experience and Profile Requirements

This section evaluates the experience of the contractor to enable Eskom LimLanga Cluster to identify the risk associated with using incompetent / inexperienced contractor for a critical task such as Substation Control Plant Construction. The contractor is expected to demonstrate experience as depicted in **Table 5** below and will subsequently be allocated score as per **tables 6 and 7** below.

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Table 5: Work Related Experience and Profile Requirements

| Item No | Requirements | Evidence | Qty | Max. Score |
|---|--|---|-----|------------|
| 1 | Company organogram reflecting staff complement and employees CVs | Submit an approved company organogram reflecting staff complement. | x1 | 10 |
| | CVs of employees reflected on the organogram | CV must include references with contact details. | x1 | 10 |
| 2 | Previous Related Institutionalised Electrical Training Offered / Presented for Learner Artisans and Technician in Training | <p>The tenderers to attach the Completion Certificates / Proof of Training. (The completion certificate / proof of training must include minimum requirements such as training name, high level scope of work, client name, service provider name, start date, end date, number of candidates, task/project value and signature). It must also stipulate the completion date.</p> <p>The experience may be as a subcontractor or main service provider.</p> <p>With Job Completion Certificates / Proof of Training and the memorandum of understanding between the main service provider and the subcontractor.</p> <p>15% Score per each completed related Substation Metering Panel Wiring and Installation Project.</p> | x2 | 30 |
| TOTAL POINTS | | | | 50 |
| <p>The final score for Related work experience will be calculated by the formula below:</p> $Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 25\%$ | | | | |

Table 6: Scoring Methodology - Work Experience

| Scoring Methodology for Work experience | Score (%) |
|---|-----------|
| 2 or more training workshops completed with detailed related SoW | 100 |
| 2 or more training workshops completed without detailed related SoW | 80 |
| 1 x training workshops completed with detailed related SoW | 50 |
| 1 x training workshops completed without detailed related SoW | 40 |
| No project submitted | 0 |

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Table 7: Scoring Methodology - CV

| Scoring Methodology for CV | Score (%) |
|--|------------------|
| Years experience 4- 5 and more (Track record) | 100 |
| Years experience 3 - 4 and more (Track record) | 70 |
| Years experience 2 - 3 and more (Track record) | 50 |
| Years experience 1 - 2 and more (Track record) | 30 |
| Years experience 0 - 1 and more (Track record) | 0 |

4.2.3 Training Workshop and Trade Test Centre Requirements

Requirements for the Training Workshop and Trade Test Centre are listed and stipulated in **Table 8** below. Evidence submitted at this stage will further be verified during site visit.

Table 8: Training Workshop and Trade Test Centre Requirements

| Item No. | Requirement/s | Evidence Required | Evidence Notes | Max. Score |
|---------------------|--|--|---|-------------------|
| 1. | Training workshops and Trade Test Centre | An approved or signed plan or layout of the Workshops and Trade Test Centre. | The Plan / Layout must be approved by the company owner / director | 30 |
| 2 | Electrical Equipment availability for Training | Submit a copy the High-Level Training Manual indicating modules to be covered. | The manual must the following topic: <ul style="list-style-type: none"> • Testing: Motor Testing & Installation • Installation Work: Installation and wiring of electrical wire. • Wiring & Fault Finding: Circuit Designing/Wiring & Fault-Finding tracing on Electrical Circuits • Motors & Starters: Wiring of Motor & Starter (Testing & Wiring of Pre-manufactured) • Panel Wiring: Circuit Designing & Wiring of Electrical Circuits | 30 |
| 3 | Accommodation | Submit an approved Building plan and pictures of residence | Fully furnished room must be as per Tourism Grading Council of South Africa Standards | 20 |
| 4 | Dining facilities | Submit an approved Dining Facilities Layout and / or Pictures of Dining Facilities and Menus | Fully furnished dining facility must be as per Tourism Grading Council of South Africa standards. Submit copies of meals and menus served. | 20 |
| TOTAL POINTS | | | | 100 |

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The final score for Related work experience will be calculated by the **formula** below:

$$Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 35\%$$

4.2.4 Tools and Equipment Requirements

This section stipulates requirements for Tools & Equipment for service providers as listed in **Table 9** below.

The evidence required on this table should be provided as per an Eskom template provided in **Annexure A: Tools & Equipment List / Register**.

Please complete Annexures A to indicate whether you Own / Hire (Column D) tools & equipment and the corresponding quantities (Column E). The list / register must be completed in full and signed by the tenderer.

- a) Tools and equipment will be evaluated based on the tools register (Annexure A) submitted by the tenderers and it must be in the Eskom format provided (Annexure A).
- b) The tenders shall indicate in the tools register/s if the tools are Owned/ Hired by the company. Where tools are hired the tenderer shall in addition submit an agreement / contract / letter from a bona- fide hiring company. The hiring letter must indicate the specific tools or equipment as well as the tenderer's company name indicating all the tools that are hired for points to be allocated.
- c) Calibration and test certificates (where required / necessary) for tools and equipment are NOT required at tendering stage but shall be required at Tender award stage.

Note: Sharing of resources amongst contractor or contractor sharing resources in i.e., Tools, Vehicles and Certificates is not allowed in this contract and if a company is found to do so, it will be disqualified.

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Table 9: Tools & Equipment Requirements

| Item | Tool | Evidence Required | Requirement (Owned/Hired) | Min. Qty | Max Score |
|--|--|---|---------------------------|----------|-----------|
| 1. | Electrical Toolbox | To be verified during site assessments | Owned | x1 | 10 |
| 2. | Mechanical Toolbox | To be verified during site assessments | Owned | x1 | 10 |
| 3. | 1000V Insulated LV Tools (E.g., screwdrivers, pliers etc.) | To be verified during site assessments | Owned | x1 | 10 |
| 4. | Multimeter or Tong tester (include volts & current) | Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required. To be verified during site assessments | Owned | x1 | 10 |
| 5. | Earth leakage Tester | Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required. To be verified during site assessments. | Owned/Hired | x1 | 10 |
| 6. | Phase rotation Tester | Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required. To be verified during site assessments | Owned/Hired | x1 | 10 |
| TOTAL WEIGHT | | | | | 60 |
| <p>The final score for tools and equipment will be calculated by the formula below:</p> $Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 10\%$ <p>Note: where more than one tool was required, the pro-rata which will be as follows:</p> $Item\ score = \frac{Indicated\ Quantity\ by\ Tenderer}{Required\ Quantity} \times maximum\ score$ | | | | | |

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4.2.5 Stage 3: Site Assessment & Verification

Contractors who pass the desktop evaluation stage will undergo an on- site verification/evaluation. The decision to undertake the site verification/evaluation lies with Eskom's TET. This will be a verification of the Workshop and Trade Test Centre (including its equipment), Accommodation and Dining Facility, Tools and Equipment and Resources reflected on the organigram.

If any information provided during the desktop evaluation is found to be fraudulent and/or inaccurate during the verification process, Eskom reserves the right to disqualify the company from the tender.

The minimum weighted final score (threshold), required for a tenderer to be considered from a technical perspective after site evaluation considerations is **seventy (70%) percent** If no site evaluation is performed the desktop score will be used as the final tender score.

4.2.6 Stage 4: Contractual Requirements

These requirements shall be met prior to tender award as they have been identified as important for the scope of Substation Control Plant Construction. Although this will not form part of the desktop evaluation, these may be submitted during the tender stage. Compliance to these requirements needs to be met and verified prior to tender awarding stage (see **Table 10**).

There will be no scoring linked to these requirements. Only "Yes" or "No" answers will be allocated, and the required outcome is for the tenderer to have "Yes" for all Technical Contractual Requirements listed to achieve full compliance.

It should be noted that if any of these requirements takes significant time to achieve (if not in place) and submitted to Procurement, it will lead to unnecessary delays in a contract being awarded to those specific contractor/s.

Table 10: Technical Contractual Requirements

| No. | Requirements | Evidence Required | Evidence Notes | Yes / No |
|------------|-------------------------|--------------------------------------|--|-----------------|
| 1 | PDE SCOT Website Access | Letter showing username and password | Contractors need to subscribe to the PDE Website to get the latest Eskom standards and drawings. Access outside Eskom - https://scot.eskom.co.za The confirmation of access Letter should be valid at the time it gets submitted. | |

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5. ACCEPTANCE

This document has been seen and accepted by:

| Name | Designation |
|-------------------|---|
| Sonia Malaza | Middle Manager Human Resources Operations |
| Madimetja Phalane | Procurement Manager |
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6. REVISIONS

| Date | Rev. | Compiler | Remarks |
|----------------|-------------|--------------------|----------------|
| September 2023 | 1 | Mary-Jane Makeketa | First Revision |

7. DEVELOPMENT TEAM

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

- Mmedi Motaung
- Bernett Buthelezi
- Mary-Jane Makeketa
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- Karabo Kgatla

8. ACKNOWLEDGEMENTS

None

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ANNEXURE A – TOOLS AND EQUIPMENT LIST / REGISTER

This Tools and equipment List will be evaluated Functional Requirements. Refer to Section **Error! Reference source not found.. Error! Reference source not found.** for notes relating to the Tools and Equipment List.

| A | B | C | D | E | F |
|---|--|---|--------------------|-----------------|------------------|
| Item | Tool | Evidence Required | Requirement | Min. Qty | Max Score |
| 7. | Electrical Toolbox | To be verified during site assessments | | | |
| 8. | Mechanical Toolbox | To be verified during site assessments | | | |
| 9. | 1000V Insulated LV Tools (E.g., screwdrivers, pliers etc.) | To be verified during site assessments | | | |
| 10. | Multimeter or Tong tester (include volts & current) | Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required. To be verified during site assessments | | | |
| 11. | Earth leakage Tester | Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required. To be verified during site assessments. | | | |
| 12. | Phase rotation Tester | Copy of calibration certificate is required. In case of new tool or equipment, then copy of manufacturers test report is required. To be verified during site assessments | | | |
| TOTAL SCORE | | | | | |
| <p>The final score for tools and equipment will be calculated by the formula below:</p> $Final\ Score = \frac{Tenderer\ Score}{Total\ Points} \times 10\%$ <p>Note: where more than one tool was required, the pro-rata which will be as follows:</p> | | | | | |

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**TECHNICAL EVALUATION CRITERIA FOR
SUBSTATION CONTROL PLANT CONSTRUCTION
(CONTROL PLANT) CONTRACTORS IN LIMLANGA
CLUSTER**

Unique Identifier: **SILC-685**

Revision: **2**

Page: **17 of 18**

| A | B | C | D | E | F |
|--|------|-------------------|-------------|----------|-----------|
| Item | Tool | Evidence Required | Requirement | Min. Qty | Max Score |
| $Item\ score = \frac{Indicated\ Quantity\ by\ Tenderer}{Required\ Quantity} \times maximum\ score$ | | | | | |
| | | | | | |
| <p>I hereby confirm that the list above, as per Annexure C, is a true reflection of the Tools and Equipment owned or hired by my company.</p> <p>Name: _____ (Company Owner)</p> <p>Signature: _____ (Company Owner)</p> <p>Date : _____</p> | | | | | |

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