

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

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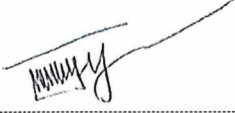
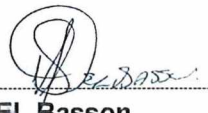
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Content

	Page
1. Introduction	3
2. Supporting Clauses	4
2.1 Scope.....	4
2.1.1 Purpose.....	4
2.1.2 Applicability	4
2.1.3 Effective date	4
2.1.4 Normative.....	5
2.1.5 Informative	5
2.2 Definitions	5
2.3 Abbreviations	5
2.4 Roles and Responsibilities	5
2.5 Related/Supporting Documents.....	6
3. Tender Technical Evaluation Strategy	6
3.1.1 Review Period	13
4. Process for Monitoring.....	13
4.1 Key Performance Areas and Indicators	13
% of Tender evaluated within policy timeline	13
6. Revisions	14
7. Development Team.....	14

Figures

Tables

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1. Introduction

Eskom seeks to appoint a suitably qualified contractor to provide professional catering and event management services to support the Medupi Power Station Project on an “as and when required” basis. All meals and refreshments are to be prepared at the contractor’s premises and transported to designated delivery points as instructed by the Employer. The arrangement is intended to provide operational flexibility for official functions, stakeholder engagements and other ad hoc requirements, ensuring prompt, efficient and high-quality service delivery.

This Technical Evaluation Strategy establishes a structured and defensible framework for assessing bids received. The evaluation will rigorously assess each bidder’s:

- Technical capability in delivering large-scale catering and event services.
- Operational readiness and contingency planning.
- Food safety and quality assurance systems, aligned to applicable legislation and recognised standards.
- Health and safety compliance and risk management controls.
- Staffing structure and competencies, including qualifications, experience and supervision arrangements.
- Proven track record in delivering comparable projects of similar size, complexity and operational environment.

The purpose of this strategy is to guide the Eskom Tender Evaluation Team (TET) in conducting a consistent, transparent and evidence-based assessment process. The evaluation methodology will ensure that submissions are technically ranked in accordance with defined scope requirements and measurable criteria.

The process will be applied uniformly to all bidders to uphold the principles of fairness, impartiality, transparency and auditability. Through this approach, Eskom aims to identify technically sound and reliable service providers capable of delivering compliant, high-quality catering and event management services that meet operational demands and stakeholder expectations at Medupi Power Station.

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2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this Technical Evaluation Strategy is to define the Mandatory Evaluation Criteria and Qualitative Evaluation Criteria applicable to the tender for the Provision of Professional Catering and Event Management Services to the Medupi Power Station Project. This Strategy constitutes the formal framework upon which the technical evaluation of tenders will be conducted.

The procedure establishes a consistent and structured approach to:

- The processes and principles to be applied when conducting the technical evaluation of bids.
- The roles and responsibilities of individuals participating in the evaluation process; and
- The reporting requirements necessary to ensure transparency, accountability and auditability.
- Through this framework, the Employer seeks to ensure that the technical evaluation is conducted in a fair, impartial and defensible manner, aligned with governance requirements and the defined technical scope.

2.1.2 Applicability

The requirements set out in this procedure represent the minimum standards to be applied in the technical evaluation of tenders. Compliance with these requirements is mandatory for all bids submitted under this process. Where applicable, additional requirements imposed by external stakeholders, including funders, regulatory authorities or strategic partners, shall be incorporated and complied with in addition to the provisions contained in this document.

This procedure applies specifically to the Medupi Power Station Project and governs the technical evaluation of tenders for the Provision of Professional Catering and Event Management Service

2.1.3 Effective date

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

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2.1.4 Normative

[1] ISO 9001 Quality Management Systems - Requirements

2.1.5 Informative

N/A

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
HACCP	Hazard Analysis and Critical Control Point

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

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2.5 Related/Supporting Documents

All related documents are listed under normative and informative documents.

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 70%.

Mandatory Technical Evaluation 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
Employer requires bidders to comply with Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food (FOODSTUFFS, COSMETICS AND DISINFECTANTS ACT, 1972 (ACT 54 OF 1972).	Operational compliant to food preparation facilities. (Main Requirements Under Regulation 638)	Valid Certificate of acceptability (COA) issued by Local authority (Municipality).	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. The Company must have a minimum of five (5) years' experience in the provision of catering services, including functions and event management.	20%	Bidder must demonstrate a minimum of five (5) years' experience in provision of catering services for functions and events. This experience must be verifiable and supported by purchase order numbers and / or written reference letters from previous or current clients.	Attach the following as proof: The bidder is required to submit clear and detailed reference letters related to catering contracts, issued on the previous/current 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.	Required evidence as stated NOT provided -0% 1+ to 2 Years experience - 2% 2+ to 3 Years experience - 5% 3+ to 4 Years experience - 10% 4+ to 5 Years Experience - 15% Above 5 Years experience - 20%
2. Supply of the proposed methodologies and applicable control.	20%	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: - Food Safety Management Plan - Cleaning and Disinfecting Programme - Batch Control System	Attach the following as proof: - Food Safety Management Plan - Cleaning and Disinfecting Programme - Batch Control System - Standard Operating Procedures (SOPs)	Required evidence as stated. Not Satisfactory - No documents submitted - 0% Satisfactory – Submitted, but do not adequately address critical elements including food safety controls, quality assurance, cleaning and sanitation processes, or batch and traceability controls. - 5%

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		Standard Operating Procedures (SOPs)		Required evidence as stated. Good – Methodologies partially address food safety and hygiene requirements and include some operational controls. However, submissions provide limited detail on monitoring, verification, and corrective actions, show weak alignment with legislation or recognised standards - 10% Very Good – Submissions clearly demonstrate alignment with applicable food safety legislation and recognised standards such as HACCP or equivalent systems. A high level of operational detail is provided, including defined monitoring frequencies, verification methods, and corrective action processes — 20%
3.	Detailed menu proposal for fourteen (14) days menu cycle with content analysis.	10%	Attach the following as proof: Tenderer must submit a complete menu cycle and food and beverage schedule, supported by a detailed content analysis, in accordance with the specification.	Required evidence as stated. Not Satisfactory - No 14 days menu cycle with content analysis submitted - 0% Satisfactory Detailed menu cycle for Seven (7) days with variety- 2% Good – Detailed menu cycle for fourteen (14) days with variety- 5%

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					Very Good – well detailed menu with variety that caters nutritional needs with menu content analysis – 10%
4.	CV of Key Personnel	10%	Head Chef Grade 12 and a National / N Diploma in Hospitality Management, supported by five (5) years' practical experience in a catering and event management field.	Attach the following as proof: Attach 1X CV (Head Chef) Submit proof of qualifications, National or N Diploma in Hospitality Management.	Required evidence as stated. Not Satisfactory - No CV or proof of Qualifications and experience submitted - 0% Satisfactory – Without Grade 12 (Matric) but with (5) five years of relevant experience - 2% Good –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' practical experience in a catering and event management field. - 10%

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5.	Food Service Assistance. (FSA)	10%	FSA Grade 12 Certificate and a qualification in Culinary Studies, with a minimum of three (3) years' catering experience.	Attach 4 X CV Proof of qualifications, Grade 12 + Certificate in culinary studies.	Required evidence as stated. Not Satisfactory - No CV's or proof of Qualifications submitted - 0% Satisfactory - Without Grade 12 (Matric) but with (3) three years of relevant experience - 2% Good - Grade 12 (Matric) plus (3) three years' experience -5% Very Good - Grade 12 (Matric) plus (3) three years' experience and a qualification in Culinary Studies -10%
6.	Proof of Laboratory Registration with accredited food auditing company.	10%	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.	Proof of laboratory registration with food audit company.	Required evidence as stated. Not Satisfactory - No registration document Submitted - 0% Satisfactory - Proof of registration in progress submitted - 2% Very Good - Proof of registration documents -10%

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7.	The supplier must be registered with FEDHASA (Federated Hospitality Association of South Africa).	20%	Supplier must maintain active and valid membership with FEDHASA and comply with its hospitality industry standards and codes of conduct for the duration of the contract.	The supplier must provide valid proof of registration or membership certificate with FEDHASA.	Required evidence as stated. Not Satisfactory – No proof submitted – 0% Satisfactory – Proof of registration in progress submitted – 5% Very Good - Valid FEDHASA membership certificate -20%.
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Score totals (1) + (2) +(3) +(4) +(5) +(6) +(7) 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	Officer Project Support Services
Salmina Mokgohloa	Officer Properties
Luyolo Mokhatla	Senior Clerk General Administration

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
- Christina Mushi
- Luyolo Mokhatla
- Salmina Mokgohloa

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