

TECHNICAL EVALUATION CRITERIA FOR FUEL, OIL AND TOLLS WITH A COMPULSORY SITE VISIT FOR VERIFICATION		
MANDATORY REQUIREMENT	TENDERER TO ANSWER YES OR NO	
The supplier must have a system that is able to generate over 40 Fleet management reports		
System functionality and compatibility to Eskom Rotek Industries IT systems for all relevant transaction being fuel, oil and tolls (Onsite evaluation)		
Disaster Management and business continuity plans		
IF ANY OF THE ANSWERS ABOVE REFLECT “NO” - THE TENDERER DOES NOT MEET THE MANDATORY REQUIREMENT AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.		
IF A TENDERER ANSWERS YES TO ALL TO ALL OF THE ABOVE QUESTIONS – THE TENDERER WILL PROCEED TO STAGE 2 FOR FUNCTIONALITY SCORING EVALUATION.		
DOCUMENTS REQUIRED FOR TECHNICAL SCORING AT TENDER CLOSING DATE	Points	Supplier Points
Valid FSCA (Financial Sector Conduct Authority certification) <ul style="list-style-type: none"> • Certificate to be Valid at Date of Tender Closing. • Certificate must be certified and not older than 3 months prior to tender closing date. 	30	
Copies of 19 sample reports <ul style="list-style-type: none"> • Any 19 sample reports in line with the reports listed under the scope of work. 	19	
Rebates agreement with oil company. <ul style="list-style-type: none"> • Copy of Rebate Agreement with Oil Company must be Valid at Tender Closing Date. 	10	
Documents to show the ability to create multiple billing accounts. <p>*Tenderers to submit a Report showing the multiple or various accounts or cost centres for a single Operating unit or Area.</p>	10	
IM/SAP integration system. Service provider to provide Data exchange software agreement or methods or licencing. <ul style="list-style-type: none"> • Valid Agreement • Or • Method to be outlined on Tendering Company Letterhead. Or • Proof of Licence Purchase 	5	
Letter to confirm that Card belongs to the tenderer or a sample card.	2	

<ul style="list-style-type: none"> • Signed Letter on Tenderer's Letterhead confirming that the Fuel/Toll Card belongs to them. <p>Or</p> <ul style="list-style-type: none"> • A sample Card attached in the Tender Submission. The physical card must be attached in the Original and Copy Technical Pack. The card needs to match the specification as indicated in the Detailed Scope of Work. 		
<p>Submit 2 References letters from other companies the Tenderer dealt with/currently doing business with. For every letter submitted a service provider will score 2.5 points</p> <ul style="list-style-type: none"> • The Reference letters need to be on the Letterhead of the company that is providing the reference. 	5	
<p>Provide a list of eight (09) support structure (people/positions) that will be engaging and supporting Eskom Rotek Industries as well as per fleet operating units including response times etc. No submission = 0 score/points</p> <ul style="list-style-type: none"> • Names of the resource should be listed together with their corresponding designations and contact details, next to each resource name, the corresponding Operating Unit should be Indicated. <p>* One resource should be allocated per Operating Unit.</p> <p>The Names of the Operating Units are as follows:</p> <ol style="list-style-type: none"> 1. Kwa-Zulu Natal 2. Gauteng 3. Mpumalanga 4. Free State 5. Eastern Cape 6. Western Cape 7. North West 8. Northern Cape 9. Limpopo 	9	
<p>Authorised sample form that shows the ability to move vehicles between billing accounts. No forms submitted = 0 score/ points</p> <ul style="list-style-type: none"> • This Sample Form is the Form that Eskom Rotek Industries will Use when requesting vehicles to be moved between billing Accounts. 	5	

<p>Authorised sample form that shows the ability to change vehicle registration numbers. No forms submitted = 0 score/ points</p> <ul style="list-style-type: none"> This Sample Form is the Form that Eskom Rotek Industries will use when requesting vehicles to change vehicle registration numbers. 	5	
THRESHOLD 70%		

TECHNICAL / FUNCTIONALITY EVALUATION CRITERIA

NB: Service providers are required to score 70% and meet the mandatory requirements to move to the next phase of the evaluation. The service provider will be disqualified if they do not meet the mandatory technical evaluation and not obtaining the threshold of 70%

TECHNICAL EVALUATION CRITERIA: FLEET CARD (ONSITE VERIFICATION)	
DESCRIPTION	EVIDENCE
<p>System functionality and compatibility to Eskom IT systems for all relevant transaction being fuel, oil and tolls (Onsite evaluation)</p>	<p>A demo on a live system on how the systems integrated with each other (site visit) the supplier to stipulate the FTTP file (screen shot to be provided and verification on site)This is required because on site the supplier should be able to show us if their system is able to integrate with other systems, or the rights to the system. For Fleet to be able to view and link the two systems must be integrated</p>

<p>System must be able to Generate Fleet Management Reports</p> <p>• Reports to be demonstrated</p>	<ol style="list-style-type: none"> 1. Individual Vehicle Analysis Report 2. Vehicle Performance 3. Transaction Report 4. Detailed Individual Vehicle Transaction Report 5. Exception Report 6. Billing Report Executive Report 7. Vendor spent report 8. Toll reporting 9. Purchase summary report 10. Fees summary report 11. Total vehicle cost report 12. Fleet cost analysis report 13. Cost centre summary report 14. Purchases and fees summary report 15. Purchase category cost report 16. Cost fees and km's report 17. Total cost and averages 18. 12 months total cost per vehicle report 19. Km's per period 20. Litters per period 21. Vehicle cost v/s vehicle consumption 22. Active vehicle report 23. Disposed vehicle report 24. Vehicle cost centre history 25. Registration number changes report 26. Fuel brand analysis 27. Toll fees analysis 28. Toll fee vehicle summary report 29. Voucher history report 30. Voucher warning report 31. Days/hours fuel fill up report 32. Fill ups exceeding tank capacity 33. Number of purchases exceeded 34. Two or more-day fill ups 35. National average exceeded 36. Service details report 37. Oil exceeding fuel transactions 38. Consumption between fill ups 39. Vehicle utilisation report 40. Top 20 expenditure report 41. Vehicle odometer / next service due report 42. Last transaction details
<p>Disaster Management and business continuity plans in place</p>	<p>Back –up system for business continuity plans (Site) Fuel card usage/above the limit authorisation</p> <ul style="list-style-type: none"> • Back up site address/ map and access availability • Turnaround time to retrieve information • Storage life cycle

TECHNICAL COMPLIANT/ TECHNICAL NOT COMPLIANT

Complied by:

Name	Designation	Signature
Solomon Mabe	Fleet Supervisor	<i>S. Mabe</i>

Supported by:

Name	Designation	Signature
Bennie Makhaga	Acting Fleet Manager	<i>B. Makhaga</i>
Unathi Dontsa	Acting Fleet Manager	<i>U. Dontsa</i>

Approved by:

Name	Designation	Signature
Nelisiwe Kubheka	HOD: Fleet Management	<i>N. Kubheka</i>