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1. INTRODUCTION

Eskom Matla Power Station intends to enter into a 3year contract for Supply and Delivery of Stationery at Matla Power Station for a period of 3 years with an experienced reputable service provider

2. SUPPORTING CLAUSES

2.1 SCOPE

This document outlines the technical criteria and the process to be followed when evaluating tender documents to ensure that the contract is concluded with a suitable contractor who will be able to supply and Deliver Stationery at Matla Power Station for a period of 3 years

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 this tender technical evaluation. The technical evaluation strategy serves as basis for the tender technical evaluation process

2.1.2 Applicability

Matla Power Station Support Services(Office Services)

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] 240-168966153 Generation Tender Technical Evaluation Procedure
- [2] 240-48929482 Tender Technical Evaluation Procedure (Transmission and Distribution)
- [3] 32-1033 Eskom Procurement and Supply Chain Management Policy
- [4] 32-1034 Eskom Procurement and Supply Management Procedure

2.2.2 Informative

ISO 9001 2015 requirements

OHS Act

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

2.3 ABBREVIATIONS

Abbreviation	Description
OHS Act	Occupational Health and Safety Act
TET	Technical Evaluation Team

2.4 ROLES AND RESPONSIBILITIES

As per 240-168966153 Generation Tender Technical Evaluation Procedure for Generation

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OR

240-48929482 Tender Technical Evaluation Procedure for Transmission and Distribution

2.5 PROCESS FOR MONITORING

All Technical evaluation team members will be required to evaluate all tenders. The average score for all TET members will be used as the final score of the evaluation. Should a TET member not find some documents of the tenderers for scoring, all TET members will be required to scrutinise all the documents to ensure they did not by mistake miss the applicable document while going through the file.

3. RELATED/SUPPORTING DOCUMENTS

TET member appointment letters

4. TENDER TECHNICAL EVALUATION STRATEGY

4.1 TECHNICAL EVALUATION THRESHOLD

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

4.2 TET MEMBERS

Table 1: TET Members

TET number	TET Member Name	Designation
TET 1	Zodwa Gumbi	Manager Support services
TET 2	Nothando Ntenga	Officer Business Support

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4.3 MANDATORY TECHNICAL EVALUATION CRITERIA

This criteria must be achieved before the supplier can be scored technically.

Table 2: Mandatory Technical Evaluation Criteria

	Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Motivation for use of Criteria
1	The supplier shall submit the following proof • Supplier proof of capability to supply stationery	Proof of Company inhouse capability as follows - warehouse, asset List, Vehicles lists etc <u>OR</u> Letter of intent from a company where stationery will be sourced from with the following proof attached -Their warehouse details, asset list, vehicle list etc	To demonstrate company capability or ability to source stationery

4.4 QUALITATIVE TECHNICAL EVALUATION CRITERIA**Table 3: Qualitative Technical Evaluation Criteria**

	Qualitative Technical Criteria Description		Reference to Technical Specification / Tender Returnable	Criteria Weighting (%)	Criteria Sub Weighting (%)
	Service Provider to achieve 75% score to pass the technical Evaluation				
1.	The supplier must submit proof of company experience in supply and delivery contracts			35%	
	1 1	Proof of 1year and above Experience in supply and delivery contracts	Current or Previous client reference letter with Contract number or Order number and contactable details		35%
	1 2	Proof of 6 months and above Experience in supply and delivery contracts	Current or Previous client reference letter with Contract number or Order number and contactable details		20%
2.	Company's Planned Methodology to supply and deliver stationery (As per the points below)			30%	
	2 1	Company Planned Methodology (Each point equals 5%) 2 1 1 Methodology 2 1 2 Innovation or technology 2 1 3 Process for returning incorrect products 2 1 4 Safety process when delivering Stationery 2 1 5 Quality assurance systems 2 1 6 Process to ensure delivery timelines are met	Company's Operational plan		5% 5% 5% 5% 5% 5%

3	Companies Risk Management Plan			10%	
	3 1	Bidder to provide Policies and contingency plan based on service interruptions on the following	Comprehensive Company contingency plan		
		3 1 2 Replacement plan of faulty delivery vehicles			5%
		3 1 3 Absenteeism of critical employees from work due to industrial and communities protest action			5%
4	4 1 Fully completed and correctly calculated Pricing Schedule as per the Price list (BOQ) provided		Correct Price list/BOQ	25%	25%
				TOTAL: 100	

4.5 TET MEMBER RESPONSIBILITIES

<In Table 4 identify the TET members allocated to review/evaluate each Qualitative criterion (minimum 2 evaluators per criteria / sub-criteria)>

Table 4: 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

4.6 FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS**4.6.1 Risks****Table 5: Acceptable Technical Risks**

Risk	Description
1	If the supplier does not have more than one year experience in supply and delivery of goods

Table 6: Unacceptable Technical Risks

Risk	Description
1	Submission of fraudulent documentation or documentation that is not valid
2	Provision of uncontactable references
3	Supplier that fails to complete the price list (BOQ) completely and correctly

4.6.2 Exceptions / Conditions**Table 7: Acceptable Technical Exceptions / Conditions**

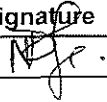
Risk	Description
1	If the supplier does not have a warehouse but is able to provide letter of intent and proof from where they will source the stationery
2	

Table 8: Unacceptable Technical Exceptions / Conditions

Risk	Description
1	
2	

5. AUTHORISATION

This document has been seen and accepted by

Name	Designation	Signature
Nothando Ntenga	Officer Business Support	
Zodwa Gumbi	Manager Support Services	
Elias Katasa	Finance Manager	

6. REVISIONS

Date	Rev.	Compiler	Remarks
26 October 2023	0	NA Gumbi	

7. DEVELOPMENT TEAM

N Ntenga

NA Gumbi

8. ACKNOWLEDGEMENTS**CONTROLLED DISCLOSURE**

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	Tender Technical Evaluation Strategy	SUPPORT SERVICES MATLA POWER STATION
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Title	Tender Strategy	Technical Evaluation	Unique Identifier	240-53716769
	Supply and Delivery of Stationery at Matla Power Station		Alternative Reference Number	N/A
			Area of Applicability	Generation Matla Power Station
			Documentation Type	Strategy
			Revision	2.0
			Total Pages	10
			Next Review Date	July 2027
			Disclosure Classification	CONTROLLED DISCLOSURE

N Ntenga
OFFICER BUSINESS SUPPORT

NA Gumbi
**MANAGER SUPPORT
SERVICES**

E Katasa
FINANCE MANAGER

Date

Date

Date

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Elias Katasa	Finance Manager	

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Date	Rev.	Compiler	Remarks
12 December 2023	0	NA Gumbi	

7. DEVELOPMENT TEAM

N Ntenga

NA Gumbi

8. ACKNOWLEDGEMENTS**CONTROLLED DISCLOSURE**

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