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## CONTROLLED DISCLOSURE

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## 1. Introduction

Kendal Village contractor accommodation facility host contractor employees for Kusile Power Station Project. With that in mind there is a need for laundry services to ensure wellness of these employees. An open tender invite will be released in the media calling for the Provision of Laundry Services for Kendal Village at Kusile Construction Site. This document sets out the method and criteria that will be used to evaluate the tenders that will result from this invite.

## 2. Supporting Clauses

### 2.1 Scope

This strategy is for Provision of Laundry services at Kendal Contractor Village and it outlines method to be used during technical evaluation and requirements from the bidders.

The following scoring method will be used to score against the evaluation criteria.

#### 2.1.1 Purpose

Eskom undertook that the tender will not be evaluated on price alone and that Eskom will broadly follow the evaluation process and apply the guideline evaluation criteria mentioned in the Table below for the evaluation of the tender.

The following functional analysis process will be followed.

- Evaluate submissions against functional criteria,
- Rate each submission against each criteria,
- Apply weightings and calculate total functional score,
- Eliminate tenders below minimum threshold,

The following minimum thresholds will apply when evaluating the tenderer capability to execute the work required.

Functionality Criteria	Maximum number of points percentage	Tenderers will be expected to score at least the minimum overall threshold to proceed to the next step
Technical	100%	70%

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### **Functionality:**

A weighted score-card approach is used to evaluate the technical compliance of the tenders against the specifications. Tenders need to have a weighted score of 70% or more for functionality to qualify for further evaluation. Technical has a weighting of 100%.

All of the scores will be entered on a single Excel workbook. Each evaluator will be assigned a review responsibility based on his or her area of expertise i.e. Technical, Safety, Health and Environment, and Quality. Separate reports will be compiled and signed off.

#### **2.1.2 Applicability**

This strategy document applies to the GCD Facilities team mandated to provide laundry services for semi-skilled contractor employees working on the building of Kusile Power Station.

#### **2.1.3 Effective date**

Date of approval

### **2.2 Normative/Informative References**

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

List the references under the following paragraphs

#### **2.2.1 Normative**

- [1] ISO 9001 Quality Management Systems
- [2] 240-48929482 Tender Technical Evaluation Procedure
- [3] 32-1034 Eskom Procurement Policy

#### **2.2.2 Informative**

240-132047096 Kusile Accommodation Work Instruction

### **2.3 Definitions**

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Definition	Explanation
Compiler	The person who compiled this document is responsible to ensure that this document is up-to-date and that it is not a duplication of an existing documentation, regarding the document's objectives and content.
Functional Responsibility (Middle Manager Facilities)	The Functional Responsible person shall determine if the document is fit for purpose, before the document is submitted for authorisation
Authoriser (Senior Manager)	The document authoriser is a duly dedicated person with the responsibility to review the document for alignment to business strategy, policy, objectives and requirements He / She shall authorise the release and application of the document

## 2.4 Abbreviations

Abbreviation	Explanation
TES	Technical Evaluation Strategy
PMRRM	Pre-Mobilization Readiness Review Meeting
TET	Technical Evaluation Team

## 2.5 Roles and Responsibilities

Compiler	The document compiler is responsible for ensuring that this document is up-to-date and that this document is not a duplication of an existing documentation, regarding the document's objectives and content
Functional Responsibility (Manager Facilities)	The Functional Responsible Person shall determine if the document is fit for purpose, before the document is submitted for authorisation
Authoriser (Middle Manager)	The document authoriser is a duly delegated person with the responsibility to review the document for alignment to business strategy, policy, objectives and requirements He/she shall authorise the release and application of the document

## 2.6 Process for Monitoring

N/A

## 2.7 Related/Supporting Documents

Please refer to Section 2 2

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### 3. Background

#### 3.1 TECHNICAL EVALUATION STRATEGY

The evaluation of the tenders will be based on the tenderer's ability to meet prerequisite tender qualifications and the technical requirements. A weighted score card approach will be used to evaluate the tenders against the specification and Employer's requirements. The following scoring method will be used.

The Following returnable are required in order to allow the employer to evaluate the Tender Technically

##### **Company Experience**

A list of the companies which the tenderer has been involved in during the past 5 years, e.g. Name of company, Nature of work done, Duration of the tender and contact details

##### **Management experience**

Number of companies which management has been involve in during the past 5 years, e.g Name of company, Position held, duration

##### **Method statement.**

A detailed method statement detailing on how the tenderer will be washing, ironing, marking the overalls for correct return of the same overall to the owner and the treatment of any soil linen, sorting methodology etc

Definition	Score Criteria	Percentage
100% Tender returnable with relevant information received	5	100%
80% Tender returnable with relevant information received	4	80%
60% Tender returnable with relevant information received	3	60%
40% Tender returnable with relevant information received	2	40%
20% Tender returnable with relevant information received	1	20%
0% Tender returnable with relevant information received	0	0%

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**Technical Evaluation Criteria**

	100%
Company Experience	30%
Management Experience	30%
Method Statement	40%
<b>Overall minimum threshold to qualify is (70%)</b>	

**3.2 Company Experience**

No	Description	Weighting	Sub-weighting	Tender Returnable(s)	Points
3.2	Evaluation Criteria	30%			
3.2.1	Company Experience		15%	<p>Provide</p> <p>1 Proof / Orders of similar service provided stating number of years in the industry providing a Laundry service including current contract (s)</p> <p>2 Company profile, Business site address, Business Registration, Business Organogram</p>	<p>50%</p> <p>50%</p>
3.2.2	<p><b>Mobilization Plan</b></p> <p>Indicate the proposed structure &amp; the execution of the Laundry Services and key personnel</p>		15%	<p>Provide the following:</p> <p>1 Site specific Organogram showing the tenderers proposed human resource, pre-mobilization, structure for the execution of the Laundry Services</p>	100%

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**Company EXPERIENCE (30%)****3.3. Method Statement 40 %**

No	Description	Weighting	Sub-weighting	Tender Returnable(s)	Scoring Criteria
3.3.1	<b>Laundry</b>	40%			
3.3.2	<b>Company Method Statements for the services as per the Scope of Work</b>		40%	<p><b>Provide your company Standard operating procedure and include the following in one document</b></p> <p>1. Washing 2. Ironing 3. Marking/labelling of Overalls 4. Treatment of soiled Linen 5. Sorting Methodology</p>	<p>Tender Returnable</p> <p>40% scoring for all 5 returnable which will total 100% if all items listed are returned on the method statement</p>

**3.4 MANAGEMENT Experience (30%)**

No	Description	Weighting	Sub-weighting	Tender Returnable(s)	Scoring Criteria
3.4	<b>Contract Management</b>	30%			
3.4.1	Execution of project		30%	<p><b>Provide a single method statement for the execution of the Laundry contract</b></p> <p>A completed method statement on how the service provider will execute the service in terms of the contract scores 100%</p> <p>If not included in returnable The score will be 0%</p>	<p>100%</p>

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#### 4. Acceptance

This document has been seen and accepted by

Name	Designation
Zandi Shange	GM Kusile GCD
Makwena Makgwane	Senior Manager (Acting) Kusile GCD
Awie de Jager	Middle Manager Kusile GCD
Wally Pepler	Procurement Manager Kusile GCD
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#### 5. Revisions

Note: Start with the latest Revision History in the first row and go backwards

Date	Rev.	Compiler	Remarks
1 March 2022	2	P M Mohloki	This is the latest revision
01 September 2020	1	F Gengan	First Revision

#### 6. Development Team

The following people were involved in the development of this document

- Awie de Jager
- Tshepang Mokoena
- Piet Mohloki
- Nondumiso Nepfumbada

#### 7. FORESEEN ACCEPTABLE / UNACCEPTABLE QUALIFICATIONS

##### 7.1.1 Risks

###### Acceptable Technical Risks

Risk	Description
1	Alternative solutions with the same or better performance

###### Unacceptable Technical Risks

Risk	Description
1	Exclusions of scope specified in the employer's requirements

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2	Unclear staff organogram i.e. the staffing plan is weak not showing clarity in allocation of tasks and responsibilities
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### 7.1.2 Exceptions / Conditions

#### Acceptable Technical Exceptions / Conditions

Risk	Description
1	Accept deviation with technical qualification

Table 7: Unacceptable Technical Exceptions / Conditions

Risk	Description
1	Deviation without technical qualification not accepted

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## 8 Revisions

Date	Rev.	Compiler	Remarks
01 September 2020	1	F Gengan	Final Report
27 February 2022	2	P Mohloki	Revision

## 9 Development team

All Technical Evaluation Team Members, as listed in Table 1, were involved with the development of this document

## 10 Acknowledgements

- Makwena Makgwane
- Thami Manzana

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