	Invitation to Tender	Template Identifier	240-114238630	Rev	23
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		Effective Date	21 February 2025		
		Review Date	February 2030		

HIGH VOLATILE COAL MANAGEMENT SERVICES FOR ARNOT POWER STATION FOR A PERIOD OF 36 MONTHS ON AN “AS AND WHEN REQUIRED” BASIS


Functionality Criteria		Maximum number of points percentages
Functionality		100%
Overall minimum threshold for functionality to proceed to the next phase		80%

	TRACEABLE EVIDENCE OF EXPERIENCE IN BULK MATERIALS HANDLING	Weight
1.	<p>Provide three (3) reference with contact details for previous project completed, of a similar size, value and nature that are not older than five (5) years. Previous contracts and or PO's must be of services where not less than 40 employees were contracted, with a cost of not less than R 20 000 000.00, and at industrial site environment such as a power station, construction site or mine. Respondents must provide signed client reference letters, and the letters should be submitted on company letterheads (Client or Customer letterhead), PO and or Contracts. The reference letters, PO or contract must also confirm or be accompanied by confirmation of successful completion of the works.</p> <p>NB: Reference checks will be conducted.</p> <p>Proof of experience attached in client letter head in the form of award letter or reference letter, or contract with the client contact details, project title and description of works.</p> <p>The contractor submits proof of ownership</p> <ul style="list-style-type: none"> Three (3) Confirmed acceptable reference of similar value, size and nature = 30 points Two (2) Confirmed acceptable reference sites provided = 20 points One (1) Confirmed acceptable reference site provided = 10 points No proof submitted/No relevant experience or proof submitted is older than 5 years = 0 points <p>Note - Any proof submitted but that does not comply to either:</p> <ul style="list-style-type: none"> similar value = 5 points deduction size = 5 points deduction nature = 5 points deduction 	30
2.	<p>HUMAN RESOURCE MANAGEMENT SYSTEM AND POLICIES</p> <p>Time and attendance management system – The system should accurately record employee working times (daily start and times), including breaks and overtime, to ensure proper payroll calculation and compensation. Amongst others, the system must demonstrate the following capabilities:</p> <ul style="list-style-type: none"> Integration and Data Exchange: <ul style="list-style-type: none"> Accurate Time tracking: Mechanism (method or process with templates) for recording working time that is reliable and traceable. (2) Payroll Integration – Synchronized time tracking data with payroll system to automate (Data handling process that facilitates ease of payroll processing) payroll processing on a monthly basis. (3) <p>Time and attendance management system</p> <ul style="list-style-type: none"> Information sufficient and covers all requirements = 5 points Insufficient information provided/ information not provided = 0 points <p>Leave Management Policy - Policy that includes clear definitions, guidelines and procedures to be followed. The policy must outline:</p>	15

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	<ul style="list-style-type: none"> The various leave types, their eligibility, as well as their accrual rates. (1) Leave request procedures detailing, how employees should apply and the applicable timelines (Process with documentation and, or templates). (1) Leave Tracking capabilities that includes a system to track and monitor leave usage and balances. (1) Leave abuse - Sick leave policy outlining sick leave entitlements, procedures and consequences of abuse. (2) <p>Leave Management Policy</p> <ul style="list-style-type: none"> Information sufficient and covers all requirements = 5 points Insufficient information provided/ information not provided = 0 points <p>Disciplinary Code OF Conduct Policy – Policy that clearly defines what constitutes misconduct, including distinctions between minor transgressions and serious violations. The policy must also outline the types of behaviour that may lead to disciplinary action (e.g., absenteeism, poor performance or gross misconduct). Amongst others, the policy must further outline:</p> <ul style="list-style-type: none"> Step by Step Process, which follows a demonstrable and structured step by step process for managing disciplinary matters. (3) Defined misconduct and Outcomes, i.e., categorised misconduct (e.g., minor serious and very serious), and potential outcomes for each level (e.g., verbal warning, written warning, final written warning and dismissal). (2) <p>Disciplinary Code OF Conduct Policy</p> <ul style="list-style-type: none"> Information sufficient and covers all requirements = 5 points Insufficient information provided/ information not provided = 0 points 	
3.	<p>MANAGEMENT OF INDUSTRIAL ACTION</p> <ul style="list-style-type: none"> Contingency Plan to ensure continuity of service (detailed contingency plan with clear timelines, resource availability and resource mobilization) = 5 points Communication Plan during industrial action (detailed communication plan with emergency contact which clearly outlines steps to be taken during the industrial action) = 5 points Industrial action management team structure with roles (team and structure must be aligned to the key personnel and BOQ required resources) = 5 points <p>Failure to provide sufficient information will lead to scoring zero per point.</p>	15

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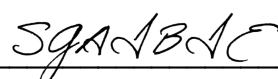
4.	<u>Management/ key personnel and Community liaison officer CV and qualification</u> Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel). Management /Key Personnel <ul style="list-style-type: none"> Manager-Submit CV with contactable references and relevant experience in managing projects of similar size and value = 10 points <ul style="list-style-type: none"> Qualification B-Degree in Law, or HR Management, or Contract Management. (5) Experience - with over five (5) years Management experience. (5) CVs are submitted but are not related nor meet the above criteria = 0 No CV attached/CV without qualifications or no similar project management experience (related to the works, size and value) or experience less than 5 years = 0 Community liaison officer <ul style="list-style-type: none"> Submit CV with contactable references and relevant experience in similar role = 10 points <ul style="list-style-type: none"> Qualification B-Degree or National Diploma in Industrial Relations Management, Labour Law, or Labour Relations Management or HR Management. (5) Experience - with over five (5) years Management experience. CVs are submitted but are not related nor meet the above criteria = 0 No CV attached/CV without qualifications or no similar project management experience (related to the works, size and value) or experience less than 5 years = 0 	20
	<u>Recruitment Plan / Retention plan</u> Provide a detailed recruitment plan/ retention plan with timelines including induction and project implementation/rollout plan (20) <ul style="list-style-type: none"> Detailed Project Implementation plan/rollout plan (from receiving the contract to full establishment) = 10 points Detailed recruitment process with timelines = 5 points Induction, training and resource upskilling plans = 5 points No plan submitted = 0 points 	
TOTAL		100%

Signed by BMS Technical representative

Compiler: Mandla Mthembu

Approver: Shuaib Gaibie

Sign 

Sign 

Date: 04/02/2026

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