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Eskom	**INDEX OF PROCUREMENT QUALITY RETURNABLE DOCUMENTS (REFERENCE QM 58)**

Ref Clause	Description of Quality Document	Comments
	This document shall be read together with the QM 58 attachment.	
	The contractor shall complete and sign form A	**Please sign and return this Form with your proposal – (Ref QM-58)**
	The contractor shall complete and sign form B	**This document refers to requirements within ISO 9001 specifically referencing Quality Management Systems. Please sign and return this Form with your proposal**
	The contractor shall attach the following :	
1	The contractor shall attach a copy of the CV / Resume of the contractors Quality Management Representative responsible for the contract/service.	
2	The contractor shall attach a copy of a valid ISO 9001 2008 certification or **objective evidence of a Quality Management System that complies with ISO 9001 2008.**	**If your company is not ISO Certified it is NOT necessary to apply for certification. It is only required that your company show compliance to the ISO 9001:2008 requirements of a Quality Management System and this you can prove by means of objective evidence.**
3	The contractor shall attach a copy of the latest structure / **organogram of the quality function**. This structure shall indicate the quality reporting structure.	**This is to be the LATEST/MOST RECENT company organogram and it is to be signed. *PLEASE DO NOT SUBMIT A PROJECT TEAM ORGANOGRAM.***
4	The contractor shall attach information / historic data on similar work/contracts performed (within the last two years).	
5	The contractor shall attach a sample Contract Quality Plan (including a Quality Control Plans and Inspection Testing Plans) from a similar project carried out within the last two years.	
6	The contractor shall attach a typical sample of a completed and closed out **Non-Conformance Report.**	
7	The contractor shall attach a typical example of a completed and closed out **Corrective Action Report,** and a completed Preventative Action Report	
8	The contractor shall attach a copy of their **Supplier Audit Schedule** together with a completed **audit report** on one of their suppliers.	
9	The contractor shall attach a copy of their Supplier Control Procedures including records of evaluation, selection and control of suppliers and sub-contractors)	
10	The contractor shall attach a copy of any QMS accreditations or any information relating to specific standards within their industry.	

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11	The contractor shall submit a list of identified potential long lead times items	N/A
12	The contractor shall submit a copy of their manufacturing schedule (if applicable)	N/A
13	The contractor shall supply preliminary risk assessment data from similar projects.	N/A
14	The contractor shall supply a list of identified risk of critical characteristics	N/A
17	The contractor shall supply copies of any QMS / Technical assessment reports carried out by Eskom in the last two years. (if available)	
18	The contractor shall attach a minimum of 5 copies of typical customer satisfaction surveys / questionnaires as per the requirements of ISO 9001 2008 (Clause 8.2.1)	
Note	Access to the suppliers' and sub-contractors' site or premises for the purpose of assessments and audits of the Quality Management System will form part of quality requirements	

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TENDER & CONTRACT QUALITY REQUIREMENTS

Eskom	**APPENDIX B:** Tender & Contracts Quality Requirements	**Doc. no.**	
		Ref. no.	**Rev. 0.0**
		Doc. type: FORM	**Page 1 of 1**

Enquiry/contract no:	
Equipment/service	

Indicate **with an X** as applicable in box below or **N/A**

Section A: General Requirements	**(Clause 3.1 of QM-58)**	**X**
Section B: Tender Submission Phase	**(Clause 3.2 of QM-58)**	**X**
Section C: Tender evaluation, adjudication and negotiation phase	**(Clause 3.3 of QM-58)**	**X**
Section D: Contract Award Phase	**(Clause 3.4 of QM-58)**	**X**
Section E: Contract Execution and Quality Control Phase	**(Clause 3.5 of QM-58)**	**X**
Section F: Supplier Quality Performance Monitoring	**(Clause 3.6 of QM-58)**	**X**
Section G: e-Quality Tool	**(Clause 3.7 of QM-58)**	**X**
Section H: Payment and Delivery	**(Clause 3.8 of QM-58)**	**X**

ADDITIONAL/ALTERNATIVE QUALITY INFORMATION SUBMITTED BY CONTRACTOR

REFERENCE NUMBER	**TITLE OF STANDARD/SPECIFICATION/GUIDELINE**

Employer	Name:	Signature:	Date:
Contractor			
Employer's quality representative			

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QUALITY REQUIREMENTS FOR ISO 9001 SERIES

Eskom	APPENDIX B: QUALITY REQUIREMENTS FOR QUALITY MANAGEMENT ISO 9001 SERIES	Doc. no.:	
		Ref. no.:	Rev. 0
		Doc. type: FORM	Page 1 of 1

Enquiry/contract/order no.: ……..……Plant: ……

Equipment/service: ……

The following areas of ISO 9001 quality management systems will be mandatory as indicated:

Quality management system:	
General requirements	Yes
Document requirements	Yes
Management responsibility:	
Management commitment	Yes
Customer focus	Yes
Quality policy	Yes
Planning	Yes
Responsibility, authority, and communication	Yes
Management review	Yes
Resource management:	
Provision of resources	Yes
Human resources	Yes
Infrastructure	Yes
Work environment	Yes
Product realisation:	
Planning of product realisation	No
Customer-related processes	Yes
Design and development	No
Purchasing	Yes
Product and service provision	Yes
Control of monitoring and measuring devices	Yes
Measurement analysis and improvement:	
General planning	Yes
Monitoring and measurement	Yes
Control of non-conforming product	Yes
Analysis of data improvement	Yes

Requirements accepted by:	Name:	Signature:	Date:
Employer			
Contractor			
Employer's quality representative			

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Quality Requirements for Print Material

1. The Supplier shall demonstrate, provide and maintain a Quality Management System that is ISO 9001:2008 certified or compliant thereto. Compliance with the provisions of this clause in no way relieves the Supplier of the final responsibility to furnish an acceptable product and/or services.

2. The delivered product and /or services shall be uniform in quality and condition, consistent with good industry practice and adhere to agreed Eskom Quality Requirements, without deviation.

3. Eskom shall have the right to conduct surveys and perform surveillance of the Supplier's and/or Sub-Supplier facilities to evaluate their capability to comply with the requirements necessary to conform to contractual requirements.

4. Eskom reserves the right to inspect, at reasonable times, any or all of the work included in the purchase order at the Supplier's or Sub-Supplier's premises or elsewhere. Verification by Eskom shall not absolve the Supplier of the responsibility to provide acceptable product and / or services, nor shall it preclude subsequent rejection by Eskom

5. The product and/or services must comply with the agreed specifications set out in the contract. Defects/Deviations notified by Eskom shall be remedied by the Supplier upon demand by Eskom without undue delay. The Supplier shall continuously monitor and identify non-conformances, both internal and external, as signals of opportunities for improvements and other relevant changes to prevent recurrence.

6. The Supplier shall further endeavour to identify potential problems before they occur by identifying deviations in patterns or trends in product, service or process performance.

7. Nothing contained in the contract and/or purchase order and/or scope of work and /or works information shall relieve in any way the Supplier from the obligation of Quality control thereof.

8. The Supplier shall submit a Contract Quality Plan related to the proposed scope of work, which establishes the manner in which the Supplier intends to ensure compliance to the Contract and Eskom's Supplier Contract Quality Requirement Specification QM-58.

9. Eskom reserves the right to assess and measure, during the existence of the agreement, the qualifications, capability and competence of the key staff (assigned personnel) in relation to the scope of work and to interview any / all Suppliers to confirm the Quality evaluation.

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	Supplier Information Sheet		

Suppliers Name	
Tender Ref No.	
Tender Scope of work	
Supplier country details	
Supplier province	
Supplier Physical address	
Contact Details: Tel/Fax/E-mail	
Project Manager/Name of Tender Contact	
Supplier Quality Management Representative Name	
Supplier Quality Management Representative Contact Details	

Please complete form and return with Quality Tender documentation

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Quality Assessment Criteria

DOCUMENT REQUIREMENTS	
SECTION A : Quality Management System Requirements ISO 9001:2008 (Ref QM58 Clause 3.2) **(Option 1) Valid certification of Quality Management System by an ISO accredited body as per the scope of works**	**30 %**
	Apply Yes=1 No=0
A.1 Product / Service Scoping on ISO certificate is defined and relevant	**1**
A.2 Certificate by Approved and Authorized certification authority	**1**
A.3 Certification Authority is has Recognized International Accreditation.	**1**
A.4 Validity (expiry date) of certificate	**1**
A.5 Quality Policy signed by top management.	**1**
Sub-Section A Score	**5**
SECTION A : Quality Management System Requirements ISO 9001 2008 (Ref QM 58 Clause 3.2) **(Option 2) Objective evidence of a documented QMS that is not certified but complies with ISO 9001 2008 standards**	**30 %**
	Apply Yes=1 No=0
A.1 Quality Manual /or Method statement (including ISO 90016 mandatory procedures)	**1**
A.2 Copy of Quality Policy signed by top management.	**1**
A.3 Procedure for Control of Documents	**1**
A.4 Procedure for Control of Records	**1**
A.5 Internal Audits Procedure	**1**
A.6 Procedures for Control of Nonconforming product or services	**1**
A.7 Corrective Action Procedure	**1**
A.8 Preventive Action Procedure.	**1**
Sub-Section A Score	**8**

	Procurement Quality Assurance, Tender Evaluation, Section B
SECTION B : Evidence of QMS in operation (Tender Quality Requirements -Ref QM-58 Clause 3.2.1)	**30 %**
	Apply Yes=1 No=0
B.1 Copy of CV of Quality Representative for the project	**1**
B.2 Signed Organisational structure & Quality dept reporting structure.	**1**
B.3 Additional Quality Management Accreditations (ie. NDT/NDE/RBI/Welding)	**1**

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B.4 Copy of procedure for control of suppliers & subcontractors	1
B.5 Copy of Completed non-conformance report (NCR)	1
B.6 Copy of Completed Corrective Action report (CA)	1
B.7 Copy of Completed Preventative Action report (PA)	1
B.8 Copy of Customer satisfaction surveys	1
B.9 Copy of a Quality Plan (incl ITP's) on previous project < 2yrs	1
B.10 Historical Information (list) of similar work performed < 2yrs	1
Section B Score	**10**

	Procurement Quality Assurance, Tender Evaluation, Section C	
SECTION C :	**Contract Quality Plan Requirements (Ref QM-58 Clause 3.2.2 & Refer to QM58 Annexure C)** **Contract Quality Plan as per Scope of Works (Ref ISO 10005 / 39-59 / 39-71)**	**20 %**
NB!!!! draft Contract/Project Quality Plan has important QA deliverables		**Apply Yes=1 No=0**
C.1 Supplier identified the persons responsible for drafting the CQP/PQP		1
C.2 Scope of CQP/PQP is complete, as description in the Works Information.		1
C.3 Allow for acceptance of CQP/PQP by Employer (meeting Quality objectives)		1
C.4 Preliminary Management authority & responsibility Matrix submitted		1
C.5 Document control and Index of Documents to be loaded to QMS Databook		1
C.6 Control of Quality Records- process to complete, keep and dispose records.		1
C.7 Resources- Quality department organogram of all QA & QC resources.		1
C.8 Allow for Customer Requirement reviews / specifications adjustments		0
C.9 Setup communication channel on quality issues (fixed contract meetings)		1
C.10 Provide for Design reviews and development approval processes.		0
C.11 Purchasing- Submit a list of all suppliers and subcontractors.		1
C.12 Production- Submit a list of items to be manufactured & to be refurbished.		1
C.13 Describe Identification and traceability of items.		1
C.14 Describe Procedures in dealing with Customer property		1
C.15 Submit process & procedures for Storage and handling		1
C.16 Supply draft Concession request for Non-conforming products		1
C.17 Describe monitoring and measurement procedures		1
C.18 Identify Inspection and testing equipment and calibration certificates.		0
C.19 Submitted Audit schedule and process for audit and supplier assesments		1
Section C Score		**16**

	Procurement Quality Assurance, Tender Evaluation, Section D

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SECTION D : Quality Control Plan Requirements (Ref QM 58 Clause 3.2.2 & Refer to QM58 Annexure I) QCP / ITP (Quality Control Plans) as per Scope of Works (Ref ISO 10005 / 35-59 / 39-71)	10 %
NB!!!! draft QCP/ITP (jobcards) haves important QC deliverables	Apply Yes=1 No=0
D.1 List of items/products/processes to be excluded from QCP/ITP's	0
D.2 List products/processes that require special controls (e.g. welding, NDT,etc)	0
D.3 Inspection and test plans well structured and designed per activity	1
D.4 Index of all standards, specifications for all processes, products & materials.	1
D.5 QCP has recorded a sequence of witness/verification points	0
D.6 Proposed schedule of test and verification hold points recorded on QCP	0
D.7 Approval by Eskom required for hold points (Technical, Quality, Schedule)	0
D.8 Provide for Revisions changes of QCP/ITP document	0
Section D Score	2
Section D: Result Percentage = Score obtained over Maximum Score allocated X 100 % X Weight	0.0% 0.0 %

	Procurement Quality Assurance, Tender Evaluation, Section E
SECTION E : User defined additional Requirements & miscellaneous (Ref QM 58 Clause 3.2) Customer specific requirements & other standards and required can be listed and evaluated here	10 %
	Apply Yes=1 No=0
E.1 Annexure (A and B) is completed and signed.	1
E.2 Preliminary manufacturing schedule	0
E.3 Preliminary risk assesment report	0
E.4 Preliminary list of critical characteristics (key success factors)	0
E.5 Preliminary List of long lead items (if applicable)	0
E.6 Specify user defined criteria specific to Scope	0
E.7 Specify user defined criteria specific to Scope	0
E.8 Specify user defined criteria specific to Scope	0
Section E Score	3