

Technical Evaluation : Cleaning and general labour Services for Northern Cape SS in Western Grid

Supplier: _____

Date: _____

Technical Evaluators:

Name & Surname	Signature
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The weight for technical review is 100% and the minimum threshold is 80%

CRITERIA	WEIGHT	SCORE	COMMENTS
1. Company Organogram (at regional – local – level) a) Every block on the organogram must have a job title and name assigned. b) The organogram must be dated [we must see that the organogram was reviewed and updated within the last 12 months from date of approximate tender closing]. c) The organogram must be signed off at the highest level [CEO, if national organogram; at least regional manager (if not CEO) if local organogram]. <ul style="list-style-type: none">• if all three requirements above are met - 100%• if two requirements above are met – 50%• if one requirement above is met – 25%• if no requirements above are met – 0%	10%		
2. Detailed Work Procedures / Method statement Detailed (not generic) method statement / work procedure specifically aligned to the scope of work The contractor must state, per site, what innovative, current cleaning methodology they will employ to execute the work, e.g. How to clean a desk, how to clean restrooms, etc.	10%		
3. Customer Profile relevant to the scope of work / Company's experience Provide a list of all customers, number of years rendering the service, value of contracts, contract contact person and contact number for current contracts and previous contracts for at least 5 years. Detailed spreadsheet submitted: All requirements submitted – 10% Contract duration: a) <12 months - 20% b) >1 - 4 years - 40%	20%		

<p>c) >4 years - 65%</p> <p>Large contract value:</p> <p>d) previous large contract value per contract</p> <ul style="list-style-type: none"> · if >R15 000 000 per contract - 25% · if >R10 000 000 per contract - 15% · if <R10 000 000 per contract - 5% 			
<p>4. Equipment / Cleaning materials</p> <p>a) List all cleaning materials to be used with SDS, state if 30%</p> <ul style="list-style-type: none"> • SANS approved or not • environmentally friendly or not - 30% <p>b) List all equipment to be used, per site, with asset numbers (for asset numbers give a previous example) - 30%</p> <p>c) Provide an example of a Portable Electric Equipment planned maintenance schedule currently in use on an existing contract (must be signed off by both contractor and client and will be checked for authenticity) - 40%</p>	10%		
<p>5. Relevant Certification / Industry-specific professional registration (that ensures best practice) such as the National Contract Cleaners Association NCCA</p> <ul style="list-style-type: none"> · Certificate submitted – 100% · Expired less than 6 months certificate submitted with proof of renewal application – 60% · Expired less than 12 months certificate submitted – 30% · No Certificate submitted – 0% 	15%		
<p>6. Proof of staff's training (excl. SHE training)</p> <p>a) Company training matrix completed for all staff - 20%</p> <p>b) Proof of relevant training completed (certificates) – 80%</p> <p>External training should have a certificate of attendance Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter</p> <ul style="list-style-type: none"> • All staff on the organogram with related training – 100% • At least 50% of staff on organogram with training – 50% • Less than 50% of staff on organogram with training – 0% 	15%		
<p><u>General Worker Returnables</u></p> <p>a. Training Certificates (50%)</p> <p>a. Other certificates specific to the Scope of Work - should have a certificate of attendance. External training should have a certificate of attendance. Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter</p>	20%		

<p>b. Detailed (not generic) method statement / work procedure specifically aligned to the following scope of work (SOW)</p> <ul style="list-style-type: none"> a. Moving of furniture / office partitions / office equipment when cleaning and arranging boardroom lay-outs b. Pre- and post-occupation office cleaning c. Disposing large refuse bags to the waste skips d. assistance with general cleaning e. Weeding (under supervision for HV Yard) f. Cutting grass and gardening g. Cleaning workshops and moving of heavy equipment h. Assist with packing and unpacking i. Maintenance activities using of tools (Hand and power tools) j. Digging of trenches for cabling. k. Apply herbicide under supervision l. Assistant to the substation EA in his daily activities m. Assisting in all maintenance activities n. Performing corrosion treatment / painting o. Maintenance activities using of tools (Hand and power tools) <ul style="list-style-type: none"> • All method statements submitted as per above SOW – 100% • At least 50% method statements submitted as per above SOW – 50% • Less than 50% method statements submitted as per above SOW – 0% 			
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A penalty for the technical evaluation will be conducted in the following manner:

- full points will be awarded for meeting all the requirements.

- points will be deducted for any requirement not fully met as per technical evaluation criteria

Tenders need to have a weighted score of 80% or more to technical qualify for further evaluation