

Technical Evaluation

Evaluator

Nontombi Sechogela

Provision of service to move office furniture, boxes and all items listed on the NEC issued with tender documents

Office Move Contract

KPA 1	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR/COMMENTS
Proof of similar work done	Number of office moves projects done by company (for government/ corporate customers only)	Tenderer to submit either copies of Task Order, Purchase Order, Appointment letters on company letter head for previous work completed (three or more contracts, appointment letters or reference letter)	40%	Submitted appointment letters/PO/TO Letter of references (three or more contracts=40%; Two contracts= 30%; One contract=10%; no proof=0%		
KPA 2	KPI					
Competency of key resource	Capability of key resources (carpenter) should be included with returnable documents	Tenderer to submit copies of Resources' CVs (providing evidence of relevant experience) to be included in the proposal • Resources years of relevant experience will be considered for evaluation. CV's should confirm capability on the following: - Moving sales - Dismantling and assembling workstations (screen and furniture) - Dismantling of bulk files	30%	Three or more years of experience=30%; Two years of experience= 20%; One year of experience=10%; no proof=0%		
KPA 3	KPI					
Transport & Equipment	Tenderer should confirm availability of necessary equipment (e.g. jack trolleys, ropes to secure equipment such as computers) and transport. Trucks could be on hire, with proof from reputable hire company.	List of equipments provided (Minimum of 5 items)	10%	Not submitted= 0% Submitted list of equipments= 10%		
		Copies of vehicle licence discs/ copy of lease agreement if trucks will be hired	10%	Not submitted= 0% Submitted copies of vehicles licence discs= 10%		
KPA 4	KPI					
Insurance	Tenderer should confirm availability of insurance or ability to provide insurance if successful. Proof (letter from reputable insurance company) required in both cases.	Copy of insurance should be submitted with the returnables or letter from insurance company stating that cover can be made available if successful tenderer.	10%	Proof of team structure not submitted = 0% submitted 10%		

100%

Threshold is 70%