

Technical evaluation criteria: Office Furniture Contract

	Factor	Weight	Sub-factor	Score
1	Number of years operating as a office furniture manufacturer/ supplier (servicing government/ corporate customers) <ul style="list-style-type: none"> Provide Company registration Certificate if dealing only with manufacturing/supply of furniture business or; Provide Company profile confirming years in operation 	30%	<3 years in operation	0.50 x W
			3 > 5 years in operation	1 x W
2	Company's capability (servicing government/ corporate customers) Ability to deliver as per customer requirements (in terms of quality and time): <ul style="list-style-type: none"> Value and timeframes of previous contracts to be provided. Maximum of 5 contracts. Ability will be evaluated based on feedback or reports from previous customers. Maximum of 5 reference letters (on client letterhead). 	30%	<3 satisfied references	0.50 x W
			3 >5 satisfied references	1 x W
3	Warranty on office furniture supplied <ul style="list-style-type: none"> Proposal should confirm availability of warranty on office furniture supplied and guarantees from the manufacturer 	10%	No warranty & guarantee provided	0 X W
			1 – 5 years warranty/guarantee provided	0.5 X W
			5 – 10 years warranty/guarantee provided	1 x W
4	Facilities and Equipment <ul style="list-style-type: none"> Proposal should confirm availability of equipped facilities (e.g. if self-manufacturing, the tenderer to provide proof of ownership/ lease. If manufactured by others, proof of SLA with the manufacturer should be provided). 	15%	Proof of equipped facilities or SLA not provided	0 X W
			Proof equipped facilities or SLA provided	1 X W
5	Transportation Proposal should confirm availability of necessary transportation for delivery (Transportation could be on hire, with proof). <ul style="list-style-type: none"> Provide valid licence disc of vehicle/s that will be used for transportation of furniture during the contract period or proof of SLA if vehicle/s are hired. 	15%	Own transport OR Hiring SLA proof not available	0 X W
			Own transport OR Hiring SLA proof available	1 X W

The threshold on the technical evaluation criteria is 70% overall. Tenders would be deemed technically unacceptable if they score less and will thus not be evaluated further.