

Technical Evaluation Criteria for Executive Furniture Contract.

Technical Evaluation – Supplier to return copies of documents and/or records on below table under criteria column for assessment and scoring.

Desktop evaluation

No	Description	Weight	What is the evaluator looking for?
1	<p>Relevant experience of having done similar work, (Manufacturing, designing, supply and installation of Executive Furniture with minimum of five years' experience.</p> <ul style="list-style-type: none"> - Company profile with executive furniture Catalogue 	20%	<p>Contactable reference letters: More than 5 years = 20% 5 years = 15% score 3 and less than 5 years = 10% score Less than 3 years = 5% None = 0% score</p>
2	<p>Evidence of relevant experience in carrying out similar projects:</p> <ul style="list-style-type: none"> -references letters feedback/ reports from customers confirming the capability of supplying high-end Executive furniture. -Contact numbers of at least 3 references should also be provided to enable verification. -Confirmation of the registration with furniture manufacturers and suppliers 	40%	<p>The tenderer to supply reference letters, Contactable references and Certification of registration:</p> <ol style="list-style-type: none"> 1. Reference letters or completion cert: <ul style="list-style-type: none"> - all 3 letters – 15% (5% per letter) 2. Successfully contacted numbers provided: <ul style="list-style-type: none"> -3 successfully contacted– 15% (5% per successful contacted) 3. Confirmation letters: <ul style="list-style-type: none"> - Manufacturing – 5% -Supplying – 5%
3	<p>The structure /Organogram to match the method statement for execution of services: Capability of resources included in the proposal:</p> <ul style="list-style-type: none"> -Resources CVs (providing evidence of relevant experience- Project Manager, Electrician and Carpenter) to be included in the resource to be considered for evaluation. 	20%	<p>The evaluator to confirms if the Structure and the method statement is relevant.</p> <ol style="list-style-type: none"> 1. Clear and detailed structure for execution of the service = 20%. Minimum of resources 5 % per resource 2. Partially detailed structure for execution of the service = 10%. 3. None: 0%.

4	<p>Provide previous valid work warranty/manufacturing documentation</p> <p>-Tenderer should confirm availability of warranty of all deliverables. -Letter on the company letterhead from other the supplier / manufacturer or the tenderer confirming replacement should the delivered item be damaged within 12 months of delivery due to poor quality.</p>	10%	<p>Datasheet:</p> <p>1.Datasheets for external and internal signage materials used = 5%</p> <p>No Datasheet = 0%</p>
5	<p>Transportation and Delivery Lead Time. (Minimum of 20 items on the catalogue):</p> <p>Submit list of vehicles (LDV, Truck 5-8 ton and Truck 9 -14-ton, equipment and plant to deliver the service (Proof of ownership for vehicles, proof of ownership or rental agreement for plant and equipment). For delivery transportation owned by external party, a valid agreement between the parties involved must be affixed in conjunction with certified valid registration certificates of all vehicles to all vehicles to be used for execution of the project</p> <p>Submit detailed delivery plan with lead time for 50 items.</p>	10%	<p>Detailed delivery schedule and commitment plan.</p> <ol style="list-style-type: none"> 1. List of all vehicles and equipment (owned) = 5 % 2. . Fully detailed delivery schedule and commitment plan = 5% <p>2. List of either leased vehicle and equipment = 2.5%</p> <p>2. None = 0%</p>
Sub-total		100%	

NOTE:

The technical evaluation process will have two stages i.e. Desktop evaluation and Site Inspection:

Stage 1: Desktop evaluation

- The tenderer must meet the minimum score of **70%** to proceed to the next stage of technical evaluation, which is the Site visit.

Stage 2: Site Inspection

- Verification process will be conducted at the tenderer's premises and at the referral sites where the similar scope was or is performed.
- The tenderer must meet the minimum score of **70%** of this stage of the technical evaluation, which is Site visit.

Site inspection.

Eskom representatives will visit the shortlisted tenderers at their premises and or referral sites for further site inspection evaluations, the team will be looking to confirm the information below:

No	Description	Weight	What the evaluator is looking for?
1	Physical Samples. Operators chairs x 2 and 1 Desk.	50%	Physical samples: 1. Complete samples = 50% per Category 2. Incomplete sample = 0%
2	Facility & Resources on site.	50%	Operational facility and resources: Operational Facility = 25% 1. Fully functional and well-maintained operational facility = 25% 2. Functional but with minor issues = 15% 3. Non-functional or unsuitable = 0% Resources = 25% 1. Resources fully meet or exceed requirements (equipment, staff, logistics) = 25% 2. Resources meet minimum requirements = 15% 3. None = 0%
	Sub-total	100%	

NOTE:

Tenderer to achieve minimum threshold of 70% to advance for further evaluation.

- **The threshold of 70% will be made up of adding the desktop evaluation score and Site visit score.**