

Technical Evaluation Criteria: PROVISION OF OFFICE MOVE FOR WESTERN CAPE AREA FOR AS AND WHEN REQUIRED BASIS, FOR A PERIOD OF 36 MONTHS.

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REVIEWED: NONTOMBI SECHOGELA SIGNATURE:  DATE: 6/11/2025

	KPA	KPI	Description	WEIGHT	What the evaluator to look for
1	Relevant Experience	Company Profile	Relevant company profile showing Past 5 year experience. Relevance refers to office moves projects done by company (for government/ corporate customers only)	15%	The evaluator must assess if the profile experience is relevant. 5 yrs Experience for office moves =15% Experience of 4 years = 10% , Experience of 3 years =8% Experience of 2 years =5% Experience of 1 year = 3% Experience not shown =0%
		Appointment letter with contactable details from previous / current client(s)	Five (5) Appointment letters received for office move from year 2013 to date	20%	The evaluator to confirm the previous appointment letters. For each valid letter the contractor will be awarded 4%
		COIDA Certificate	Letter of good Standing received for confirmation.	10%	The evaluator to check if the letter of good standing has been provided and valid. All score=10%. Provided not valid= 0% Not provided= 0%
	Total for KPA1			45%	
2	Employees Experience	Capability of Key resources (e.g carpenter, Supervisor & Skilled labour) should be included in the proposal: · Resources' CVs (providing evidence of relevant years of experience) to be included in the proposal. The CV's should confirm capability on the following: -Moving safes -Dismantling and assembling workstations (screen and furniture) -Dismantling of bulk filers · Resources certified copies of qualifications including carpenter and supervisor certificate to be provided.	Tendered to demonstrate that there is competent 'resources' by providing evidence of relevant experience to be included in the proposal · Resources years of relevant experience that will be considered for evaluation is on the following: -Moving safes -Dismantling and assembling workstations (screen and furniture) -Dismantling of bulk filers · Resources certified copies of qualifications including carpenter and supervisor certificate to be provided.	20%	The evaluator to ensure that a CV with experience: 5 years and trade/ national certificates (supervisor/carpenter/bulk filer)= 20%, 4 years exp and qualifications =15% 3 years exp and qual =10% 2 years exp with qual=5% No CV & Qualification = 0%
	Total for KPI2			20%	
3	Transport and equipment	Proposal should confirm availability of necessary equipment (e.g. jack trolleys; cages to secure equipment such as computers) and transport	The tenderer to provide adequate list equipments as per the scope of work and it must be a signed copy.	10%	The evaluator to check for the list of equipment provided by the tenderer. The list needs to talk to the relevancy of the scope and list provided in the Scope. 10 or more tools =10% 9-8 tools = 9% 6-5 tools =8% 4-3 tools =5% tools=3% No tools = 0% 2-1
		Trucks could be on hire, with proof from reputable hire company.	Tenderer to submit certified copies of valid licensed discs for vehicles to be use for appropriate service or a letter from rental company showing capability/eligibility of hiring - from a Bona-Fide rental company.	15%	The evaluator to check certified copies of licence discs Valid = 15% Invalid = 0%
		Insurance Cover	Proposal should confirm availability of insurance or ability to provide; proof (letter from reputable insurance company/copy of insurance policy) required in both cases	10%	Proof of insurance=10% No proof of insurance= 0%
	Total for KPA3			35%	
	Overall weight & score for this Tenderer			100%	

Minimum threshold is 80%