

## 1.TENDER EVALUATION CRITERIA

The following criteria will be used to award the tender. Should there be a criteria over and above the listed below, that will be used, such criteria will be specifically stated.

No.	<b><u>Pre-Qualification Criteria</u></b> <b>TECHNICAL DESCRIPTION (The technical evaluation will be used as a threshold. All bidders who do not meet the minimum threshold of 70 points will not proceed to the final stage of evaluation.)</b>	Weightings
1.1	<p><b><u>Job Execution Plan</u></b></p> <p>Defines and outlines how the contractor intends to accomplish the cleaning and hygiene work, specified in the tender document. It typically describes the specific target goals of the project as well as how and when the contractor / team intends to accomplish them.</p> <p><u>Health, Safety and Environmental Management file</u></p> <ul style="list-style-type: none"> <li>Project Plan and final Lead time (from receipt of letter of award / purchase order to submission of health, safety and environmental management file to Risk Management Department, and approval) 0 - 4 working days <b>15 points</b></li> <li>Project Plan and final Lead time (from receipt of letter of award / purchase order to submission of health, safety and environmental management file to Risk Management Department, and approval) more than 3 working days <b>0</b></li> </ul> <p><u>Delivery of tools/equipment and chemicals on site and commencement of cleaning and hygiene work</u></p> <ul style="list-style-type: none"> <li>Project Plan and final Lead time (from approval of health, safety and environmental management file to Delivery of tools/equipment and chemicals on site and commencement of work Department, and approval) 0 - 5 working days <b>15 points</b></li> <li>Project Plan and final Lead time (from approval of health, safety and environmental management file to Delivery of tools/equipment and chemicals on site and commencement of work Department, and approval) 6 - 10 working days <b>5 points</b></li> <li>Project Plan and final Lead time (from receipt of letter of award / purchase order to submission of health, safety and environmental management file to Risk Management Department, and approval) more than 10 working days <b>0</b></li> </ul> <p>(Note: Project Plan must be submitted either in excel or MS project format).</p>	<b>30 points</b>
1.2	<p><b><u>Methodology</u></b></p> <ul style="list-style-type: none"> <li>Methodology responds to the scope of work (cleaning and hygiene services ) and outline the proposed approach from commencement leading to the completion of the project.</li> <li>Methodology is a set of principles and practices that will guide in organizing this project (cleaning and hygiene services) to ensure its optimum performance.</li> </ul> <p><u>Methodology topics</u></p> <ul style="list-style-type: none"> <li>Methodology and process / project plan provided with full details of items such as work time (knock on time, tea time, lunch time and knock off time), toolbox/safety talks, cleaning (offices, toilets, urinals, passages and mass gathering areas), car wash, contingency plan (e.g. plan around public transport strike, sick/absent staff members), submission of payment claim/invoice and dates of salary payments, compliance with all legislation relevant to cleaning and hygiene services (e.g. National minimum wage act 9 OF 2018, Occupational Health and Safety Act 85 of 1993, etc.).</li> </ul>	<b>35 points</b>

No.	<u>Pre-Qualification Criteria</u> <b>TECHNICAL DESCRIPTION (The technical evaluation will be used as a threshold. All bidders who do not meet the minimum threshold of 70 points will not proceed to the final stage of evaluation.)</b>	Weightings												
	<table><tr><th>Criterion: Methodology, including quality control and assurance.</th><th>Scoring</th></tr><tr><td>No information provided, or submission of no substance/ irrelevant information provided. Less than 3 methodology topics covered.</td><td>0</td></tr><tr><td>The technical approach and/ or methodology is poor/ is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects. 3 methodology topics covered.</td><td>5 points</td></tr><tr><td>The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk is to be managed etc is tailored to the key aspects of the programme. 4 methodology topics covered.</td><td>10 points</td></tr><tr><td>The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects. 5 methodology topics covered.</td><td>25 points</td></tr><tr><td>Over above meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches. The programme is well throughout and makes allowance for all key issues. 6 or more methodology topics covered.</td><td>35 points</td></tr></table>	Criterion: Methodology, including quality control and assurance.	Scoring	No information provided, or submission of no substance/ irrelevant information provided. Less than 3 methodology topics covered.	0	The technical approach and/ or methodology is poor/ is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects. 3 methodology topics covered.	5 points	The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk is to be managed etc is tailored to the key aspects of the programme. 4 methodology topics covered.	10 points	The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects. 5 methodology topics covered.	25 points	Over above meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches. The programme is well throughout and makes allowance for all key issues. 6 or more methodology topics covered.	35 points	
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1.3	<p><b><u>Specific knowledge</u></b></p> <p>Track record in cleaning and hygiene work. Bidders to provide evidence to demonstrate capability and track record.</p> <p><b><u>Reference letters / completion certificates</u></b></p> <p>Only records for completed projects will be accepted, the projects shall have been done within the past 10 years. Reference letters or completion certificates to have contactable references are acceptable.</p> <table><tr><td>• 4 or more submitted reference letters or completion certificates</td><td><b>35 points</b></td></tr><tr><td>• 3 submitted reference letters or completion certificates</td><td><b>20 points</b></td></tr><tr><td>• 2 submitted reference letters or completion certificates</td><td><b>15 points</b></td></tr><tr><td>• 1 submitted reference letter or completion certificate</td><td><b>10 points</b></td></tr><tr><td>• 0 submitted reference letters or completion certificate</td><td><b>0</b></td></tr></table> <p>Each reference letter shall have 2 dates (date of project completion and date showing as to when the letter was signed), otherwise it will not be acceptable and zero (0) score will be allocated for such rejected letter.</p> <p>Each reference letter shall have contactable contact person(s) and working contact numbers, otherwise it will not be acceptable and zero (0) score will be allocated for such rejected letter.</p>	• 4 or more submitted reference letters or completion certificates	<b>35 points</b>	• 3 submitted reference letters or completion certificates	<b>20 points</b>	• 2 submitted reference letters or completion certificates	<b>15 points</b>	• 1 submitted reference letter or completion certificate	<b>10 points</b>	• 0 submitted reference letters or completion certificate	<b>0</b>	<b>35 points</b>		
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• 1 submitted reference letter or completion certificate	<b>10 points</b>													
• 0 submitted reference letters or completion certificate	<b>0</b>													

**Total Weighting:**

**100 points**

**Minimum qualifying score required:**

**70 points**

**Name:** Zolani Mngqithi

**Designation:** Engineering Technician

**Signature and date:** [Signature] 05.03.2025

**Name:** Motsabi Ramothathaki

**Designation:** Assets Manager

**Signature and date:** [Signature] 05/03/2025

**Name:** Makwale Letebele

**Designation:** Plant Engineer

**Signature and date:** [Signature] 05/03/2025

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