



TECHNICAL EVALUATION CRITERIA : RFP (PROVISION OF WEEDSPRAYING IN THE RAILYARD AND OTHER AREAS WITHIN THE PORT OF RICHARDS BAY)

TECHNICAL EVALUATION SHEET

Pre-qualification		1.) Valid Pest control certificate to be submitted with the tender document, failure to submit the document the bidder will be disqualified. 2.)Valid letter of goods standing (Nature of business :- Pest control/Chemicals/ Horticulture/ Vegetation management and Controlling of allien plants and any other related nature of business) to be submitted with the tender documents, failure to submit the document the bidder will be disqualified.			
Item Number	Category	Total Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer
	Scope of Work: Evaluation Criteria	100			3 - The bidder fully meets requirements and value adding is extensive 2 - Meets critical requirements 1 - Partially meets requirements 0 - Company can not meet, high risk

1	Previous Experience and Track Record			Type of Proof / Detail to be submitted	Model Answer
1.1	Previous Experience / Similar work executed and Track Record	20	Bidder must submit three (3) signed reference letters from clients / entities whose such relevant / related activity / service was rendered.	<p>The tenderer must demonstrate their relevant experience regarding the weed spraying of similar works as detailed in the Works Information by submitting the reference letters and the reference letter must include:</p> <p>1.) The entities' / clients' signed reference letters must be on their letterheads confirmed the work performed with specific reference to the project, company involvement, value portion of involvement and clearly indicate the client's impression.</p> <p>2.) The signed reference letters shall also indicate the duration or the period which the service was rendered to that entity and their contact details.</p> <p>3.) The reference letters must be signed by the client whose such relevant service was rendered to.</p> <p>4.) The reference letters must not be older than 10 years.</p>	<p>0 = No reference letter submitted / or irrelevant completion letter submitted / or incomplete reference letters submitted</p> <p>1= One (1) to two (2) reference letter of similar previous project</p> <p>2= Three (3) reference letters of similar previous projects</p> <p>3 = Four (4) or more reference letters of similar previous projects</p>
2	Staff Competence	30	Requirements	Type of Proof / Detail to be submitted	Model Answer

2.1	Company organogram	5	<p>Bidder to submit Organogram, on company letter head, indicating key personnel required in terms of scopes of works.</p> <p>The key personnel required is</p> <ul style="list-style-type: none"> - Site Supervisor - Chemical Herbicide - SHE representative - Additional is a General Worker or any other employee of the company 	<p>(1) All key personnel is indicated with reporting lines clearly indicated on the Organogram.</p> <p>(2) CV's required for all key personnel indicated on the Organogram</p> <p>(3) Names and job title must appear on the organogram</p> <p>(4) CV's must align with the names of the employees on the organogram</p>	<p>0= No Response, or blank organogram submitted</p> <p>1= Two or less key personnel are indicated on the organogram</p> <p>2= All Three (3) key personnel are indicated on the organogram.</p> <p>3= All Three (3) key personnel are indicated on the organogram including the additional general worker or any employee of the company</p>
2.2	CVs of all staff	10	<p>Bidder to submit C.V's with references indicating the minimum experience of two (2) years of the key personnel together with the qualifications as per the scope of work</p>	<p>1.) CV of the Site Supervisor relevant NQF level 3 to NQF level 5</p> <p>2.) CV of the chemical herbicide operator with the certificate</p> <p>3.) CV of the SHE representative, and relevant SHE Rep training/certificate.</p> <p>4.) Additional requirement - CV of any employees from the company.</p>	<p>0 = No CVs submitted.</p> <p>1 = at least one CV submitted of a Site Supervisor or Chemical herbicide or SHE representative or any employee from the company .</p> <p>2=Site Supervisor, Chemical herbicide and SHE representative CV submitted</p> <p>3 = Site Supervisor ,Chemical herbicide and SHE representative CV and an additional employee's CV submitted.</p>
2.3	<p>Site Supervisor</p> <p>Years of Experience (3)</p>	5	<p>Bidder to submit Site supervisor C.V's with references indicating the minimum experience of three (3) years of the key personnel together with the qualifications as per the scope of work of weed spraying or similar showing their roles description in the organizational chart.</p> <p>National Qualification Framework (NQF)</p>	<p>Bidder to submit Site supervisor C.V's with references indicating the minimum experience of three (3) years of the key personnel together with the qualifications as per the scope of work of weed spraying or similar showing their roles description in the organizational chart.</p> <p>National Qualification Framework (NQF)</p>	<p>0 = Zero (0) to one (01) year relevant experience. / Unable to evaluate years of experience or nature of experience for CV submitted.</p> <p>1 = Greater than one (01) year but less than three (03) years' relevant experience.</p> <p>2= Three (03) years but less than four (04) years relevant experience.</p> <p>3 = Four (04) years or more of relevant experience.</p>

2.4	Chemical herbicide operator Years of Experience (3)	5	Bidder to submit Chemical herbicide operator C.V's with references indicating the minimum experience of three (3) years of the key personnel together with the qualifications as per the scope of work weed spraying or similar showing their roles description in the organizational chart. National Qualification Framework (NQF)	Bidder to submit Chemical herbicide operator C.V's with references indicating the minimum experience of three (3) years of the key personnel together with the qualifications as per the scope of work weed spraying or similar showing their roles description in the organizational chart. National Qualification Framework (NQF)	0 = Zero (0) to one (01) year relevant experience. / Unable to evaluate years of experience or nature of experience for CV submitted. 1 = Greater than one (01) year but less than three (03) years' relevant experience. 2= Three (03) years but less than four (04) years relevant experience. 3 = Four (04) years or more of relevant experience. .
2.5	SHE representative Years of Experience (2)	5	Bidder to submit SHE Representative C.V's with references indicating the minimum experience of two (2) years of the key personnel together with the qualifications as per the scope of work of weed spraying or similar showing their roles description in the organizational chart. National Qualification Framework (NQF)	Bidder to submit SHE Representative C.V's with references indicating the minimum experience of two (2) years of the key personnel together with the qualifications as per the scope of work of weed spraying or similar showing their roles description in the organizational chart. National Qualification Framework (NQF) . 5.) Additional requirement - Valid first aider certificate.	0 = Zero (0) to one (01) year relevant experience. / Unable to evaluate years of experience or nature of experience for CV submitted. 1 = Greater than one (01) year but less than two (02) years' relevant experience. 2= Two (02) years but less than three (03) years relevant experience. 3 = three (03) years or more of relevant experience.
3	Scope of Work		Requirements	Type of Proof / Detail to be submitted	Model Answer
3.1	Work plan or program as per scope of work	20	Work plan that addresses all the aspects of the Scope of work . The methodology must include timelines and equipment that will be used in executing the works.	The contractor shall propose the main activities for the scope of work and the plan showing the duration, milestones and delivery dates of the main activities.	0 = Methodology not submitted 1 = Work plan does not include timelines therefore unlikely to satisfy project objectives. 2 = Work plan is relevant, does include timelines therefore likely to satisfy project objectives. 3 = Work plan is relevant, does include timelines and equipment to be used and is therefore likely to satisfy project objectives.

4	Safety, Health and Environmental (SHE) Plan		Requirements	Type of Proof / Detail to be submitted	Model Answer
4.1	Safety, Health and Environmental (SHE) Plan	30	1. How SHE requirements will be met. 2. What health and safety measures are put in place for the work and personnel working onsite. 3. Implementing site safety, health and environmental regulations relevant to this contract. Emergency contact details	SHE plan indicating, but not limited to the following: SHE requirements are as follows:- 1. SHE risk assessment identifies risk and hazards associated with work to be conducted for TNPA with measures to mitigate the risks identified. 2. Emergency contact details of qualified SHE rep, first aider, etc. (with their valid certificates and appointment letters).	0 = No submission 1 = Less than two (2) criteria submitted as per SHE requirements . 2 = All criteria met, (SHE risk assessment with measures to mitigate the risks, SHE rep and first aider with their valid certificates and appointment letters) must form part of criteria including emergency contact details. 3 = More than the required criteria submitted, (SHE risk assessment with measures to mitigate the risks, SHE rep and first aider with their valid certificates and appointment letters)