

Technical Evaluation : Cleaning Services for ERE

Supplier: _____

Date: _____

Technical Evaluators:

Name & Surname	Signature
1.	
2.	

The weight for Phase 1 technical review is 100% and the minimum threshold is 85%

CRITERIA	WEIGHT	SCORE	COMMENTS
1. Company Organogram (at regional – local – level) a) Every block on the organogram must have a job title and name assigned. b) The organogram must be dated [we must see that the organogram was reviewed and updated within the last 12 months from date of approximate tender closing]. c) The organogram must be signed off at the highest level [CEO, if national organogram; at least regional manager (if not CEO) if local organogram]. <ul style="list-style-type: none">• if all three requirements above are met - 100%• if two requirements above are met – 50%• if one requirement above are met – 25%• if no requirements above are met – 0%	10%		
2. Detailed Work Procedures / Method statement The contractor must state, per site, what innovative, current cleaning methodology they will employ to execute the work, e.g. How to clean a desk, how to clean restrooms, etc.	10%		
3. Customer Profile relevant to the scope of work / Company's experience Provide a list of all customers, number of years rendering the service, value of contracts, contract contact person and contact number for current contracts and previous contracts for at least 5 years. Detailed spreadsheet submitted: All requirements submitted – 10% Contract duration: a) <12 months - 20% b) >1 - 4 years - 40% c) >4 years - 65% Large contract value:	20%		

d) previous large contract value per contract <ul style="list-style-type: none"> if >R15 000 000 per contract - 25% if >R10 000 000 per contract - 15% if <R10 000 000 per contract - 5% 			
4. Equipment / Cleaning materials a) List all cleaning materials to be used, state if SANS-approved or not, with SDS - 30% b) List all equipment to be used, per site, with asset numbers (for asset numbers give a previous example) - 30% c) Provide an example of a Portable Electric Equipment planned maintenance schedule currently in use on an existing contract (must be signed off by both contractor and client and will be checked for authenticity) - 40%	10%		
5. Relevant Certification / Industry-specific professional registration (that ensures best practice) <ul style="list-style-type: none"> Certificate submitted – 100% Expired less than 6 months certificate submitted with proof of renewal application – 60% Expired less than 12 months certificate submitted – 30% No Certificate submitted – 0% 	15%		
6. Proof of staff's training (excl. SHE training) See appendix A in NEC for example a) Company training matrix completed for all staff - 20% b) Proof of relevant training completed – 80% <ul style="list-style-type: none"> External training should have a certificate of attendance Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter All staff on the organogram with related training – 100% At least 50% of staff on organogram with training – 50% Less than 50% of staff on organogram with training – 0% 	15%		
7. Full cost breakdown detailing all price list rates. See appendix B in NEC for example	20%		

A penalty for the technical evaluation will be conducted in the following manner:

- full points will be awarded for meeting all the requirements.
- points will be deducted for any requirement not fully met as per technical evaluation criteria

