

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
<p>1. Company Organogram (at regional – local – level)</p> <p>a) Every block on the organogram must have a job title and name assigned.</p> <p>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].</p> <p>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].</p> <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%		
<p>2. Detailed Work Procedures / Method statement</p> <p>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.</p>	10%		
<p>3. Customer Profile relevant to the scope of work / Company’s experience</p> <p>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.</p> <p>Detailed spreadsheet submitted: All requirements submitted – 10%</p> <p>Contract duration:</p> <p>a) <12 months - 20%</p> <p>b) >1 - 4 years - 40%</p> <p>c) >4 years - 65%</p> <p>Large contract value:</p>	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 <p>a) List all cleaning materials to be used, state if SANS-approved or not, with SDS - 30%</p> <p>b) List all equipment to be used, per site, with asset numbers (for asset numbers give a previous example) - 30%</p> <p>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%</p>	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 <p>a) Company training matrix completed for all staff - 20%</p> <p>b) Proof of relevant training completed – 80%</p> <ol style="list-style-type: none"> a. External training should have a certificate of attendance b. Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter c. All staff on the organogram with related training – 100% d. At least 50% of staff on organogram with training – 50% e. 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

