

Tender Technical Evaluation Scoring Form

Unique Identifier	
Document Identifier	
Document Revision	
Effective Date	
Page	

TECHNICAL EVALUATION CRITERIA FOR ENGINEERING BUILDING SPACE OPTIMIZATION

This technical evaluation will be conducted in two stages:

Stage 1: Mandatory criteria (gatekeepers) are 'must meet' criteria. These criteria are not weighted, or point scored, but are assessed on Yes/No basis as to whether or not the criteria are met. An assessment of 'No' against any criteria shall technically disqualify the tender and shall not be further evaluated against Qualitative Criteria.

Stage 2: Qualitative Evaluation Criteria are weighted evaluation criteria used to identify the highest technically ranked tender after determining that all the Mandatory Evaluation Criteria have been met. The Qualitative Evaluation Criteria are weighted to reflect the relevant importance of each criterion. **The minimum weighted final score (threshold) required for a tenderer to be considered from a technical perspective is 70%.**

STAGE 1: MANDATORY EVALUATION CRITERIA

Stage 1: Mandatory Evaluation Criteria		Meet (YES / NO)	Motivation & Comments
	Proof of company registration with relevant trade bodies - Company to be registered with the DOEL as an electrical contractor - Company to be registered with IOPSA/PIRB - Registration with NHBRC as building contractor		
	Result <i>Note: A response of "NO" to any of the Mandatory Evaluation Criteria would result in immediate disqualification of the Tender and discontinue further evaluation.</i> Where any of the scope is subcontracted, a letter of intent between the parties must be provided.		

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	Tender Technical Evaluation Scoring Form	Unique Identifier	
		Document Identifier	
		Document Revision	
		Effective Date	
		Page	

STAGE 2: QUALITATIVE TECHNICAL EVALAUTION CRITERIA

	Qualitative Technical Evaluation Criteria	Weight	Sub-factor	Score	Scoring criteria	Actual Score	Comments
1.	Company Profile: - Provide a company profile relevant to scope and complexity of work as relates to this contract. Provide the following: - Organogram - Company Profile	10%	1.1 Organizational structure indicating resources available	5	5- Fully compliant 4- relevant with minor deviations 2- Information provided but not relevant 0 - No information provided		
			1.2 Company years of related experience (provide company profile)	5	5: >10 years 4: 5-10 years 2: 2-5 years 0: < 2 years		
2.	Track Record: - Table listing similar projects/contracts completed within the last five years. - Proof to be provided	20%	Reference letter; appointment letter/ purchase/task orders with written confirmation of completion from the client.	20	5: ≥5 projects 4: 3-4 projects 2: <2 projects 0: < No information		
3.	Key personnel: Copy of CV with relevant qualifications and experience to be provided for the each of the following personnel in the various positions:	55%	No points will be awarded for the CV if proof of qualification and experience is not provided				
	3.1 Site supervisor		Related N6 qualification and/or Trade Test (in either one of the following: electrical, civil, plumbing) with a supervision certificate	15	5 - Valid certification with 5 or more years relevant experience 4 - Valid certification with less than 5 years relevant experience		

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	Tender Technical Evaluation Scoring Form	Unique Identifier	
		Document Identifier	
		Document Revision	
		Effective Date	
		Page	

	Qualitative Technical Evaluation Criteria	Weight	Sub-factor	Score	Scoring criteria	Actual Score	Comments
					2 – CV provided but experience not relevant 0 – No information provided.		
	3.2 Electrician		- Registered person must be an Installation Electrician or a Master Installation Electrician (No single-phase tester) - Key resource must be a full-time employee of the Electrical Contractor	10	5 - Valid certification with 5 or more years relevant experience 4 - Valid certification with less than 5 years relevant experience 2 – CV provided but experience not relevant 0 – No information provided. No evidence of being a full-time employee of the Electrical Contractor or incorrect registration		
	3.3 Plumber, builder, carpenter		- Related N3 qualification - Trade Test (plumbing, carpentry and building related)	30	5 - Valid certification with 5 or more years relevant experience 4 - Valid certification with less than 5 years relevant experience 2 – CV provided but experience not relevant 0 – No information provided.		

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	Tender Technical Evaluation Scoring Form	Unique Identifier	
		Document Identifier	
		Document Revision	
		Effective Date	
		Page	

	Qualitative Technical Evaluation Criteria	Weight	Sub-factor	Score	Scoring criteria	Actual Score	Comments
	Method statement	15%	Provide a detailed initial method statement with projected timelines, potential risks, and mitigation.	15	5 - detailed plan providing methodology, project timelines, resources, and hours for the project, risks 4 - project method statement, not fully articulated and missing some components. Plan providing methodology, project timelines, resources and hours for the project 2 - poorly documented method statement, missing 50% of components 0 - more than 50% of components missing or not submitted or no method statement submitted		

Remarks

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	Tender Technical Evaluation Scoring Form	Unique Identifier	
		Document Identifier	
		Document Revision	
		Effective Date	
		Page	

Evaluation Criteria Approved By:			
Name	Signature	Date	Designation

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Page	

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