

**All above requirements are mandatory. Bidders who fail to submit all documents shall be immediately disqualified.**

**All certified copies must not be older than 3 months from the closing date of this tender.**

| Pre-qualifying Quality criteria  | Sub-Criteria   | Sub-Criteria Points Allocation | Maximum number of points |
|--|--|--------------------------------|--------------------------|
| <b>Management and CVs of key persons:</b><br><i>Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel).</i>   | <b>Cleaning Supervisor</b>   |                                | 20                       |
|  | No CV attached/no experience   | 0                              |                          |
|  | Provision of cleaning and hygiene experience $\leq 1$ yr   | 5                              |                          |
|  | Provision of cleaning and hygiene experience $\geq 1, \leq 4$ yrs.   | 10                             |                          |
|  | Provision of cleaning and hygiene experience $> 5, < 8$ yrs.   | 15                             |                          |
|  | Provision of cleaning and hygiene experience $\geq 8$ yrs.   | 20                             |                          |
| <b>Quality Plan:</b><br>Key Elements:<br>1. <i>Quality Policy</i><br>2. <i>Quality Manual</i><br>3. <i>Organizational Structure &amp; Responsibility</i><br>4. <i>Internal Process</i><br>5. <i>Continuous Improvement</i><br>6. <i>Document Control</i> | No Quality Plan  | 0                              | 20                       |
|  | Document Quality Management System without six (6) mandatory procedures  | 5                              |                          |
|  | Internal Quality Management System with the six (6) mandatory procedures   | 10                             |                          |
|  | Signed Quality Management System with the six (6) mandatory procedures   | 15                             |                          |
|  | ISO 9001 Certificate Provided  | 20                             |                          |
| <b>Risk Assessment</b><br><i>(Specific to the works) (Key elements of a Risk Assessment (RA) Tasks Identification, Hazards, Risks Identification, Risk Rating, Control</i>   | The tenderer has submitted no information to determine a score (i.e., No Risk assessment provided).                            | 0                              | 20                       |
|  | The tenderer has submitted risk assessment, encompassing Three (4) elements with adequate detail and is relevant to the scope. | 5                              |                          |
|  | The tenderer has submitted risk assessment, encompassing four (5) elements with adequate detail and is relevant to the scope.  | 10                             |                          |
|  | The tenderer has submitted risk assessment, encompassing five (6) elements with adequate detail and is relevant to the scope.  | 15                             |                          |

|   |  |    |    |
|---|--|----|----|
| <b>Measures/Treatment, Risk Rating, residual risk and treatment)</b><br><b>Company Previous Experience:</b><br>Bidders experience in providing cleaning, hygiene, pest control and gardening services | The tenderer has submitted risk assessment, encompassing six (7) elements with adequate detail and is relevant to the scope.   | 20 | 20 |
|   | No evidence provided   | 0  |    |
|   | Bidder has successfully provided 1 Provision of cleaning and hygiene services<br><br>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.         | 5  |    |
|   | Bidder has successfully provided >1<3 Provision of cleaning and hygiene services<br><br>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.      | 10 |    |
|   | Bidder has successfully provided >=3 to <5 Provision of cleaning and hygiene services<br><br>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works. | 15 |    |
|   | Bidder has successfully provided >=5 Provision of cleaning and hygiene services<br><br>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.       | 20 |    |
| <b>Method Statement for a and hygiene services:</b><br><br><i>Key elements</i><br>1. Health and safety (including PPE)<br>2. maintenance approach<br>3. Quality control,                              | No submission or method statement does not refer to the provision of cleaning and hygiene services   | 0  | 20 |
|   | Method statement only covers >=1 < 3 of the key elements on how the contractor will execute the Provision of cleaning and hygiene services   | 5  |    |
|   | Method statement covers >=3 < 5 of the key elements on how the contractor will execute the provision of cleaning and hygiene services  | 10 |    |
|   | Method statement covers >=5 < 7 of the key elements on how the contractor will execute the Provision of cleaning and hygiene services  | 15 |    |

Transnet Property

**EVALUATION CRITERIA: TP/2023/08/0010/38256/RFP**

Description of Services: Provision of Cleaning, Hygiene, Pest Control, Waste removal, Gardening and Grass cutting Services for a period of 36 months.

|   |   |    |            |
|---|---|----|------------|
| <p>4. <i>Quality assurance</i></p> <p>5. <i>Applicable Standards and regulations</i></p> <p>6. <i>Compliance to maintenance schedules</i></p> <p>7. <i>Compliance to key performance indicators</i></p> | Method statement covers 7 of the key elements on how the contractor will execute the Provision of cleaning and hygiene services | 20 |            |
| <b>Maximum possible score</b>   |   |    | <b>100</b> |

Minimum score for technical evaluation is 70/100