

1. TENDER EVALUATION CRITERIA

The following criteria will be used to award the tender. Should there be a criteria over and above the listed below, that will be used, such criteria will be specifically stated.

No.	TECHNICAL DESCRIPTION (The technical evaluation will be used as a threshold. All bidders who do not meet the minimum threshold of 70 points will not proceed to the final stage of evaluation.)	Weightings
1.1	<u>Job Execution Plan</u> Defines and outlines how the contractor intends to satisfy the requirement of providing the gardening service, specified in the tender document. It typically describes the specific target goals of the project as well as how and when the contractor / team intends to accomplish them, including timelines. <u>Health, Safety and Environmental Management file</u> - Project Plan and timelines (from receipt of letter of award / purchase order to submission of health, safety and environmental management file to Risk Management Department, and approval) 0 - 4 working days 15 points - Project Plan and timelines (from receipt of letter of award / purchase order to submission of health, safety and environmental management file to Risk Management Department, and approval) more than 4 working days 0 <u>Delivery of tools/equipment and chemicals on site and commencement of gardening work</u> - Project Plan (from approval of health, safety and environmental management file to Delivery of brush cutters, rakes, weed poison, etc, on site and commencement of work) 0 - 5 working days 15 points - Project Plan (from approval of health, safety and environmental management file to Delivery of brush cutters, rakes, weed poison, etc, on site and commencement of work) 6 - 10 working days 5 points - Project Plan (from approval of health, safety and environmental management file to Delivery of brush cutters, rakes, weed poison, etc, on site and commencement of work) More than 10 working days 0 (Note: Project Plan must be submitted either in excel or MS project format).	15 points
1.2	<u>Methodology</u> - The methodology responds to the scope of work (provision of gardening services) and outline the proposed approach from commencement leading to the completion of the project. - The method statement is a set of principles and practices that will guide in organizing this project. <u>Methodology topics</u> - Methodology shall be provided with full details of items such as work time (knock on time, tea time, lunch time and knock off time), toolbox/safety talks, PPE, chemicals (weed killer), contingency plan (e.g. plan around public transport strike, sick/absent staff members), cutting grass and trees along railway lines and boundary fences, 1.5m clearance from infrastructure, cutting 20m high, 4m (horizontal length) trees to 2m height., assurance of quality of work, supervision of work, plan on working during December and January months, plan on working during raining days, submission of payment claim/invoice, dates of staff salary payments, compliance with all legislation relevant to gardening and hygiene services (e.g. National minimum wage act 9 OF 2018, Occupational Health and Safety Act 85 of 1993, etc.).	35 points

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	<table><tr><th>Criterion: Methodology, including quality control and assurance.</th><th>Scoring</th></tr><tr><td>No information provided, or submission of no substance/ irrelevant information provided. Less than 7 methodology topics covered.</td><td>0</td></tr><tr><td>The technical approach and/ or methodology is poor/ is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects. 8 methodology topics covered.</td><td>5 points</td></tr><tr><td>The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk is to be managed etc is tailored to the key aspects of the programme. 9 methodology topics covered.</td><td>10 points</td></tr><tr><td>The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk is to be managed etc is tailored to the key aspects of the programme. 10 to 12 methodology topics covered.</td><td>10 points</td></tr><tr><td>The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects. 13 to 15 methodology topics covered.</td><td>25 points</td></tr><tr><td>Over above meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches. The programme is well throughout and makes allowance for all key issues. More than 15 methodology topics covered.</td><td>35 points</td></tr></table>	Criterion: Methodology, including quality control and assurance.	Scoring	No information provided, or submission of no substance/ irrelevant information provided. Less than 7 methodology topics covered.	0	The technical approach and/ or methodology is poor/ is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects. 8 methodology topics covered.	5 points	The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk is to be managed etc is tailored to the key aspects of the programme. 9 methodology topics covered.	10 points	The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk is to be managed etc is tailored to the key aspects of the programme. 10 to 12 methodology topics covered.	10 points	The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects. 13 to 15 methodology topics covered.	25 points	Over above meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches. The programme is well throughout and makes allowance for all key issues. More than 15 methodology topics covered.	35 points			
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1.3	<u>Specific knowledge</u> Track record in provision of gardening services. Bidders to provide evidence to demonstrate work previously done and track record. This may include brochures, reports, company profile and references (with contact number(s) to indicate company's capability and previous relevant experience. <u>Brochures/ catalogues</u> <table><tr><td>Sufficient Evidence (brochures/ company profile)</td><td>10 points</td></tr><tr><td>Evidence provided (brochures/ company profile) not satisfactory</td><td>0</td></tr><tr><td>Evidence (brochures/ company profile) not provided</td><td>0</td></tr></table> <u>Reference letters / completion certificates</u> Only records for completed projects will be accepted, the projects shall have been done within the past 10 years. Reference letters or completion certificates to have contactable references are acceptable. <table><tr><td>• 4 or more submitted reference letters or completion certificates</td><td>25 points</td></tr><tr><td>• 3 submitted reference letters or completion certificates</td><td>20 points</td></tr><tr><td>• 2 submitted reference letters or completion certificates</td><td>15 points</td></tr><tr><td>• 1 submitted reference letter or completion certificate</td><td>10 points</td></tr><tr><td>• 0 submitted reference letters or completion certificates</td><td>0</td></tr></table> Each reference letter or completion certificate shall have 2 dates (date of project completion and date showing as to when the letter was signed), otherwise it will not be acceptable and zero (0) score will be allocated. Each reference letter or completion certificate shall have contactable contact person(s) and working contact numbers, otherwise it will not be acceptable and zero (0) score will be allocated. Each reference letter or completion certificate shall be in the letterhead of the previous client, otherwise it will not be acceptable and zero (0) score will be allocated.	Sufficient Evidence (brochures/ company profile)	10 points	Evidence provided (brochures/ company profile) not satisfactory	0	Evidence (brochures/ company profile) not provided	0	• 4 or more submitted reference letters or completion certificates	25 points	• 3 submitted reference letters or completion certificates	20 points	• 2 submitted reference letters or completion certificates	15 points	• 1 submitted reference letter or completion certificate	10 points	• 0 submitted reference letters or completion certificates	0	35 points
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• 1 submitted reference letter or completion certificate	10 points																	
• 0 submitted reference letters or completion certificates	0																	



No.	Criteria	Weightings	Scoring Guidelines	Evidence
			2 submitted reference letters or completion certificates. 15 points 1 submitted reference letter or completion certificate. 10 points 0 submitted reference letters or completion certificates. 0	Each reference letter or completion certificate shall have contactable contact person(s) and working contact numbers, otherwise it will not be acceptable and zero (0) score will be allocated. Each reference letter or completion certificate shall be in the letterhead of the previous client, otherwise it will not be acceptable and zero (0) score will be allocated.
1.4	Valid registration as pest control operator	15 points	- Submitted certified copy of proof of valid registration as pest control operator. 15 points - No submission of a certified copy of proof of registration as pest control operator. 0	Registration The tenderer shall submit the certified copy of proof of registration as PCO to apply herbicides for industrial weed control issued in accordance with the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No 36 of 1947).

Total Weighting:	100 points
Minimum qualifying score required:	70 points

Name: Zolani Mngqithi Designation: Engineering Technician Signature and date: [Signature] 27.08.2024

Name: Motsabi Ramothathaki Designation: Assets Manager Signature and date: [Signature] 27.08.2024

Name: Mhlonipheni Nxumalo Designation: Executive Manager Signature and date: [Signature] 27.08.2024

Reference No.: FAI_ASSET_DBN_SOW_092