

ANNEXURE C

Technical Evaluation Criteria - For the Provision of SHE Legal Register for Transnet National Port Authority (TNPA)

No.	Evaluation Criteria	Description/Required Information	Type of proof to be Submitted	Scoring Guideline	Scores	Weight
1.	Company Track Record – Reference Letters	<p>The bidder must demonstrate a strong track record of client satisfaction by submitting a minimum of three (3) client reference letters indicating client's satisfaction SHE (Safety, Health and Environmental) Legal register services rendered in the past seven (7) years (Measured from date of advertisement of this bid).</p> <p>Reference letters must meet the below criteria:</p> <ul style="list-style-type: none"> Reference letters must not be older than 7 years. Reference letters must be on client's company letterhead. Client (I.e., company name) and client key contact person must be specified on the letter along with key contact person contact details (email address and contact number). Indication of satisfactory services rendered. Must be signed and dated by referee/key contact person. 	<p>Minimum of three (3) reference letters on client company letterhead indicating client's satisfaction SHE (Safety, Health and Environmental) Legal register services rendered in the past seven (7) years (Measured from date of advertisement of this bid Reference letters must meet the below criteria:</p> <ul style="list-style-type: none"> Reference letters must not be older than 7 years. Reference letters must be on client's company letterhead. Client (I.e., company name) and client key contact person must be specified on the letter along with key contact person contact details (email address and contact number). Indication of satisfactory services rendered. Must be signed and dated by referee/key contact person. 	Four (4) or more reference letters complying with all 5 requirements (set criteria).	3	10
				Three (3) reference letters complying with all 5 requirements (set criteria).	2	
				One (1) – two (2) reference letters complying with minimum of 4 requirements (set criteria).	1	
				No reference letters provided, or reference letters provided comply with minimum of 3 requirements (set criteria).	0	

2.	Company Experience	<p>The bidder must provide a list of SHE Legal Register services rendered to corporate clients. The list must indicate:</p> <ul style="list-style-type: none"> • Company/Client Name • Duration (Start and End Date) • contact number • Contract value • Brief description of services rendered 	Technical Questionnaire	Evidence of 5 and above SHE Legal Register of services rendered submitted.	3	10
				Evidence of 3/4 SHE Legal Register of services rendered submitted.	2	
				Evidence of 1 / 2 SHE Legal Register of services rendered submitted.	1	
				No documents submitted /irrelevant SHE Legal Register of services rendered.	0	
3.	Memberships	<p>Professional Membership supported by a national or international standard, legislation or professional body. The key personnel must have a valid membership/certificate with any of the following approved authorities:</p> <ul style="list-style-type: none"> • South African Institute of Occupational Safety and Health (SAIOSH) • Environmental Law Association of South Africa • Compliance Institute South Africa 	<p>Valid Letter from Accredited Professional body confirming current membership/Valid Certificate confirming membership of the following:</p> <ul style="list-style-type: none"> • South African Institute of Occupational Safety and Health (SAIOSH) – Critical membership • Environmental Law Association of South Africa –Critical membership • Compliance Institute South Africa 	No Membership provided /membership provided	0	10
				One Membership- any of the critical membership	1	
				Two Memberships (South African Institute of Occupational Safety and Health (SAIOSH) and Environmental Law Association of South Africa)	2	
				Three Memberships (South African Institute of Occupational Safety and Health (SAIOSH), Environmental Law Association of South Africa and Compliance Institute South Africa)	3	

4.	Years of Experience and Qualification for Certified Web Professional - Web Developer	<ul style="list-style-type: none"> • Certified Web Professional - Web Developer (HTML and/or CSS and JavaScript Certified) with Product training certificate. • Professional to provide a CV with three contactable references. CV's must indicate years of work experience 	<ul style="list-style-type: none"> • Professional to provide a CV with three contactable references. CV's must indicate years of work experience. • Product training certificate. 	Certified web professional developer with product training certificate and 5 years of experience in the Web development field – with references.	3	15
				Certified web professional developer with product with training certificate and 4 years of experience in the Web development– with references.	2	
				Certified web professional developer with product training certificate and 2-3 years of experience in the Web development field– with references.	1	
				Certified web professional developer with product training certificate and < 1 year of experience in the Web development field with references/No documents provided/irrelevant documents provided	0	
5.	Years of experience and Qualification for Certified Web Designer	<ul style="list-style-type: none"> • Certified Web Designer - (HTML and/or CSS and JavaScript Certified) with Product training certificate in web design for User Experience (UX), User Interface (UI) and Graphic Visual with Product training certificate • Professional to provide a CV with three contactable references. CV's must indicate years of work experience. 	<ul style="list-style-type: none"> • Professional to provide a CV with three contactable references. CV's must indicate years of work experience. • Product training certificate 	Certified web designer developer with product training certificate and 5 years of experience in the Web design field – with references.	3	15
				Certified web designer developer with product training certificate and 4 years of experience in the Web design field– with references.	2	
				Certified web designer developer with product training certificate and 2-3 years of experience in the Web design field– with references.	1	

				Certified web designer developer with product training certificate and < 1 year of experience in the Web design field with references/No documents provided/irrelevant documents provided	0	
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6.	Years of experience and Qualification for Project Manager	<ul style="list-style-type: none"> Project Manager with Project Management Certificate Professional to provide a CV with three contactable references CV's must indicate years of work experience. 	<ul style="list-style-type: none"> Professional to provide a CV with three contactable references CV's must indicate years of work experience. Project Management Certificate. 	Project Manager with Project management certificate and 5 years of experience -with references.	3	15
				Project Manager with Project management certificate and 4 years of experience– with references.	2	
				Project Manager with Project management certificate and 2-3 years of experience– with references.	1	
				Project Manager with Project management certificate and <1 year of -with references/No documents provided/irrelevant documents provided	0	
7.	Years of Experience and Qualifications for Legal Advisor	<ul style="list-style-type: none"> Legal Advisor with LLB certificate Professional to provide a CV with Legal Advisor experience in Legal Register, Legal Compliance and SHE Legislation CV to include three contactable references 	<ul style="list-style-type: none"> Professional to provide a CV with Legal Advisor experience in Legal Register, Legal Compliance and SHE Legislation CV to include three contactable references. LLB Certificate 	Legal Advisor with LLB Certificate and 5 years of experience – with references.	3	15
				Legal Advisor with LLB Certificate and 4 years of experience– with references.	2	
				Legal Advisor with LLB Certificate and 2-3 years of experience– with references.	1	
				Legal Advisor with LLB Certificate and < 1 Year of -with references/No documents provided/irrelevant documents provided	0	

12.	Project Plan	The bidder must submit a Detailed Project Specific that addresses all the scope items linked to the detailed scope of works, showing duration, showing the sequence of events, critical paths, milestones and responsible person for the work.	A Project plan/schedule that must contain all the following items. 1. A site visit (a basic walk through for information gathering purposes) is conducted to identify all legal requirements applicable to the organization. 2. Review of latest Risk Assessment Registers, latest Impact & Aspect Registers, Audit findings on legal and other requirements. 3. Compilation of the customized register. 4. Delivery will be made by the Service Provider responsible for compiling the register. 5. Installation of the software. 6. Training of users. 7. Granting users access to the register.	Schedule received with project duration within two (2) months.	3	10
		Schedule received with project duration within three (3) months.		2		
		Schedule received exceeds four (4) months.		1		
		No document received/ Irrelevant project plan submitted.		0		
		Total Weighting Score				100
		Minimum Threshold				66.67

PREPARED BY:

Name and Surname: MPATISI PANTSIS Date: 12/10/2022

Signature:

