

PROVISION OF CLEANING SERVICES FOR TRANSNET NATIONAL PORTS AUTHORITY BUILDINGS AND FACILITIES AT THE NELSON MANDELA BAY PORTS (NGQURA AND PORT ELIZABETH) FOR A PERIOD OF 5 YEARS.

TECHNICAL EVALUATION SHEET

Bidder Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

| No  | Category  | Total Weight | Weight | Requirements  | Type of Proof / Detail to be submitted  | Model Answer   | Score        | Weighted Average Score        | Weighted Total Score        |
|---|---|--------------|--------|---|---|--|--------------|-------------------------------|-----------------------------|
| <b>Scope of Work: Evaluation Criteria</b> |   |              |        |   |   | 0 - Company can not meet, high risk (0)<br>1 - Partially meets requirements<br>2 - Meets critical requirements<br>3 - The bidder fully meets the requirements and value adding is extensive.   |              |                               |                             |
| <b>1</b>                                  | <b>Previous Experience and Track Record</b>                                     | <b>30</b>    |        | <b>Requirements</b>   | <b>Type of Proof / Detail to be submitted</b>   | <b>Model Answer</b>  | <b>Score</b> | <b>Weighted Average Score</b> | <b>Weighted Total Score</b> |
| 1.1                                       | Previous Experience and Track Record  |              | 30.00  | Service Provider must submit signed reference letter(s) from clients / entities whose such relevant / related activity / service ( Cleaning Services).<br><br>The entities' / clients' signed reference letter(s) must on their letterheads confirm the work performed with specific reference to the project, company involvement, value portion of involvement and clearly indicate the client's impression.<br><br>The signed reference letters shall also indicate the duration or the period which the service was rendered to that entity.<br><br>The reference letters must be signed by the client whose such relevant service was rendered to.<br><br>No Appointment letter and PO will be accepted. | Signed Reference Letters primarily indicating the project or contract duration.   | Less than 1 year experience<br>Submitted reference letter(s) but not signed.<br>Project duration not indicated on the reference letter(s) = 0<br><br>Signed reference letter(s) indicate(s) less than 1- 3 years of relevant experience = 1<br><br>Signed reference letter(s) indicate(s) more than 3 to 5 years relevant experience combined = 2<br><br>Signed reference letter(s) indicate(s) more than 5-years relevant experience combined = 3 |              |                               |                             |
| <b>2</b>                                  | <b>Locality</b>   | <b>25</b>    |        | <b>Requirements</b>   | <b>Type of Proof / Detail to be submitted</b>   | <b>Model Answer</b>  | <b>Score</b> | <b>Weighted Average Score</b> | <b>Weighted Total Score</b> |
| 2.1                                       | Service Provider Offices or Locality  |              | 25     | Service Provider will be scored based on the proximity of offices to the Nelson Mandela Bay Ports.<br>Bidders must provide company's proof of address.  | Service provider to submit business proof of address.   | Office within 100 km radius of the NMB Ports = 0<br><br>Office within 80 km radius of the NMB Ports = 1<br><br>Office within 60 km radius of the NMB Ports = 2<br><br>Office within 40 km radius of the NMB Ports = 3  |              |                               |                             |
| <b>3</b>                                  | <b>Registration with cleaning association</b>                                   | <b>20</b>    |        | <b>Requirements</b>   | <b>Type of Proof / Detail to be submitted</b>   | <b>Model Answer</b>  | <b>Score</b> | <b>Weighted Average Score</b> | <b>Weighted Total Score</b> |
| 3.1                                       | Registration with cleaning association  |              | 20     | Service provider to submit proof of registration with the National Contract Cleaning Association (NCCA) or Bargaining Council for Contract Cleaning Services Industry (BCCCCI)  | Service provider to provide proof of membership ( certificate) with cleaning council.   | No proof of registration submitted. = 0<br><br>Service provider in a process of registering = 1<br><br>Service provider registration expired but in process of renewal (renewal documentation/letter submitted) = 2<br><br>Submit proof of registration with cleaning association = 3  |              |                               |                             |
| <b>4</b>                                  | <b>Methodology</b>  | <b>15</b>    |        | <b>Requirements</b>   | <b>Type of Proof / Detail to be submitted</b>   | <b>Model Answer</b>  | <b>Score</b> | <b>Weighted Average Score</b> | <b>Weighted Total Score</b> |
| 4.1                                       | Work Plan / Methodology   |              | 15     | Service Provider to submit a Work Plan/Methodology relevant to this cleaning contract and should include and address the following :<br>•Cleaning tasks broken down into activities and indicating timeframes. (Cleaning schedule).<br>•Contingency plan on staff, consumable, Equipment and Machinery.<br>•Training Plan.<br>•OHSAct plan, including PPE to be used by Cleaning Personnel.   | Service provider to produce methodology document detailing all the cleaning techniques that will be addressing the listed requirements. | No Methodology submitted = 0<br><br>Methodology provided addresses 1 to 2 items as per work plan requirements = 1<br><br>Methodology provided addresses 3 items as per work plan requirements = 2<br><br>Methodology provided addresses all items as per work plan requirements = 3  |              |                               |                             |
| <b>5</b>                                  | <b>Compliance</b>   | <b>10</b>    |        | <b>Requirements</b>   | <b>Type of Proof / Detail to be submitted</b>   | <b>Model Answer</b>  | <b>Score</b> | <b>Weighted Average Score</b> | <b>Weighted Total Score</b> |
| 5.1                                       | Material Safety Data Sheets (MSDS) for all consumables or chemicals to be used. |              | 10     | Service provider to provide MSDS for all consumables to be used.  | Provide list of the consumables and their MSDS  | No MSDS submitted = 0<br><br>MSDS submitted but do not match the listed consumables = 1<br><br>MSDS submitted and cover all consumables listed =2<br><br>Submitted all matching MSDS covering the listed consumables and more = 3  |              |                               |                             |

100.00 100.00

Minimum threshold = 60

- 0
- 1
- 2
- 3