

GENERAL CLEANING SERVICES CONTRACT TECHNICAL EVALUATION CRITERIA

Name of Company/Tenderer	
Discipline/Contract name	General Cleaning Services Contract for 60 months (5 years)
Date	

STAGE 1: MANDATORY EVALUATION CRITERIA`

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.

Mandatory Technical Evaluation Criteria				
No	Mandatory Technical Criteria Description	Tender Returnable	Meet (Yes or No)	Evidence Reference
1	<p>Tenderer to submit the "Updated Confirmation Letter" from the Provident Fund & UIF institution that states the organization is up to date for monthly contributions. The letter must not be older than a month to the tender closing date.</p> <p>NB: The document will be subject for verification before points are allocation.</p>	Certificate/Letter of confirmation		Updated confirmation letter (Indicating current status)
	<p>Note: A response of "NO" to any of the Mandatory Evaluation Criteria would result in immediate disqualification of the Tender and discontinue further evaluation.</p>			

STAGE 2: QUALITATIVE TECHNICAL EVALAUTION CRITERIA

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 consider from a technical perspective is 80%.

	Factor	Weight (W)	Sub-factor	Score	Actual Score	Comments
1.	<p>Company Profile:</p> <p>Provide a company profile for the General Cleaning Services to one of the facilities listed below:</p> <ul style="list-style-type: none"> • Malls • Hospitals • Airports • Tertiary Institutions • Casino(s) 	20%	Submission of general cleaning service's profile meeting the requirements	20%		
			Submission of general cleaning service's profile not meeting the requirements	0 Points		
2.	<p>Company Track Record:</p> <p>Provide max 3 x contracts for the general cleaning services completed for the last 5 years.</p> <ul style="list-style-type: none"> • Provide contactable references for each contract for the general service (client work email address and Landline). • Contract service must be a work for the Malls, Hospitals, Airports, Tertiary Institutions, Large Casino(s) and Large Hotels. • Contract value, name and scope of work must be submitted. • Contract value must be 3 million and above. 	30%	3 x or more contracts compliant with all stated requirements	30%		
			2 x contacts complaint with all stated requirements	20%		
			1 x contract compliant with all stated requirements	10%		
			No submission or submitted contracts not compliant with all stated requirements	0%		

3.	Key Personnel & Competency: <u>Site supervisor /Team Leader X 3:</u> Provide Supervisors for the General Cleaning Services. General Cleaning Supervisors' Requirements <ul style="list-style-type: none"> • 3 x Supervision Certificates • 3 x Matric Certificates • 3 x CVs with 3 years minimum relevant experience for general cleaning services • CVs must have contactable references (work landline and email address). • All training service provider's certificates must be accredited by Sector Education Training Authority (SETA). 	30%	3 x General cleaning Supervisors meeting all stated requirements.	30 %		
			2 x General Cleaning supervisor meeting all stated requirements	20%		
			1 x General cleaning Supervisor meeting all stated requirements	10%		
			General Supervisor not meeting all stated requirements	0%		
4.	Methodology : <ul style="list-style-type: none"> • The tenderer to provide the method statement for the provision of General Cleaning Services. 	20%	Submission of methodology relevant to the General Cleaning Services	20%		
			No submission or no methodology relevant to the General Cleaning Services	0 %		
	OVERALL WEGHT & SCORE FOR THIS TENDERER	100%				
	CONTRACTOR/TENDERER SCORE					

NB: The minimum qualifying score for functionality (threshold) is **80%**. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.