

**ANNEXURE E**

**EVALUATION CRITERIA**

**1. Mandatory Evaluation Criteria**

At this phase bidders must submit the required supporting documents to substantiate compliance to the following requirement. It must be noted that if the Bidder does not meet any of the requirements, the bidder will be disqualified and not be evaluated.

No.	MANDATORY	Comply	Not Comply
1.1	<p>The service provider must submit a Letter of Good Standing with the Compensation for Occupational Injuries and Diseases (Act. No 130 of 1993 and Act. No 61 of 1997) (COIDA).</p> <p><b>Submit a valid copy</b></p>		
<b>Substantiate / Comments</b>			
No.	MANDATORY	Comply	Not Comply
1.2	<p>The service provider must submit proof of ownership of closed vehicle/s, copies of valid registration / license certificate/s of all vehicles suitable for the successful execution of the contract. In the event where the service provider is not the owner of the closed vehicle/s to be used for delivery, a valid agreement between the affected parties must be attached as well as copies of valid registration / license certificate/s of all vehicles</p> <p><b>Submit a valid copy</b></p>		
<b>Substantiate / Comments</b>			

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF LAUNDRY SERVICES TO THE SANPC REFINERY FOR A PERIOD OF 36 MONTHS (3 YEARS).**

**2. Technical Evaluation Criteria**

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **60%**. It must be noted that if the Bidder does not meet the **60%** minimum threshold, the bidder will be disqualified and not be evaluated further.

<b>2.1 EXPERIENCE OF BIDDER</b>			
<b>Technical Information</b>	<b>Scoring</b>	<b>Proof of documents</b>	<b>Weighting Percentage</b>
<p><b>COMPANY EXPERIENCE</b></p> <p>The company must have delivered/rendered similar services to other companies.</p> <p><b>Bidder to provide positive reference letters not older than ten (10) years as proof of previous projects implemented. Reference letters must have the following: Client's letterhead, Period of the contract, Description of services rendered, Signed by the client, Client Name, Email address &amp; contact number.</b></p>		<b>Reference Letters</b>	<b>30%</b>
5 or more relevant references	<b>5</b>		
4 relevant reference letters	<b>4</b>		
3 relevant reference letters	<b>3</b>		
2 relevant reference letters	<b>2</b>		
1 relevant transaction	<b>1</b>		
0 relevant transaction	<b>0</b>		
<b>2.2 CAPACITY (EMPLOYEES)</b>			
<b>Technical Information</b>	<b>Scoring</b>	<b>Proof of documents</b>	<b>Weighting Percentage</b>
<p><b>CAPACITY (EMPLOYEES)</b></p> <p><b>Capacity (employees and vehicles) available to service the refinery in relation to the project – Own/leased Vehicles.</b></p>		<b>POE</b>	<b>20%</b>

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<p><b>NB: Minimum 2 employees and 1 company vehicle that can- carry a minimum of 500kg of load.</b></p> <ul style="list-style-type: none"> <li>• Submit lease agreement or registration certificate under company name or owners name.</li> <li>• Submit confirmation letters of employees working for the company.</li> </ul>			
5 or more employees in the company and 2 company vehicles.	<b>5</b>		
4 employees in the company and 2 company vehicles.	<b>4</b>		
3 employees in the company and 1 company vehicle.	<b>3</b>		
2 employees in the company and 1 company vehicle.	<b>2</b>		
1 employee in the company and 1 company vehicle.	<b>1</b>		
0 relevant transaction	<b>0</b>		
<b>2.3 CAPACITY (EQUIPMENT)</b>			
<b>Technical Information</b>	<b>Scoring</b>	<b>Proof of documents</b>	<b>Weighting Percentage</b>
<p><b>CAPACITY (EQUIPMENT)</b></p> <p><b>Capacity (Equipment: tumble dryers, washing machines, roller irons).</b></p> <p><b>Scoring of the Capacity (equipment)</b></p> <p>- Company has the capacity to render service in terms of available resources.</p> <ul style="list-style-type: none"> <li>• Submit a summary of maximum service capacity processed within a 24-hour period by means of pictures as well as a list on Company letterhead of equipment that is in good working order.</li> <li>• The bidder must confirm equipment specs together with the pictures including the number of</li> </ul>		POE	30%

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equipment available to service the refinery.			
The service provider has proven to have more than 5x 20kg or 2x 50kg washer extractors; 2x 20kg dryers or 4x 10kg dryers; and 2x 3m (width) with an ironing capacity of at least 15 meters of linen per minute.	<b>5</b>		
The service provider has proven to have a minimum of 5x 20kg or 2x 50kg washer extractors; 2x 20kg dryers or 4x 10kg dryers; and 2x 3m (width) with an ironing capacity of at least 15 meters of linen per minute.	<b>3</b>		
The service provider has proven to not have the required equipment.	<b>0</b>		
<b>2.4 OPERATIONAL CONTINGENCY PLAN</b>			
<b>Technical Information</b>	<b>Scoring</b>	<b>Proof of documents</b>	<b>Weighting Percentage</b>
<p><b>OPERATIONAL CONTINGENCY PLAN</b></p> <p><b><u>Scoring of the Operational Contingency Plan</u></b></p> <p>- Company has the capacity to deliver continuous service even in the case of threatened disruptions.</p> <p><b>NB: the plan must include recovery methods of the following but are not limited to the following elements: 1. staff strike, 2. load shedding, 3. any form of electricity supply disruptions, 4. breakdown of delivery vehicles or operational equipment, 5. water supply and water filtration.</b></p>		<b>Operation Contingency Plan</b>	<b>20%</b>
The Contingency Plan is more comprehensively described and provides detailed information regarding the implementation of the Plan.	<b>5</b>		

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<b>The bidder provided all five (5) listed elements.</b>			
The Contingency Plan is satisfactorily described and provides average information regarding the implementation of the Plan.	<b>3</b>		
<b>The bidder adequately provided for some of the five listed (5) elements, but not all.</b>			
No contingency Plan submitted or The Contingency Plan submitted is poorly described and/or does not provide any information regarding the implementation of the Plan.	<b>0</b>		
<b>The bidder provided for none of the five (5) listed elements.</b>			

**3. Commercial evaluation (Price and Specific goals scoring)**

<b>Evaluation Criteria</b>	<b>Final Weighted Scores</b>
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

<b>Specific goals</b>	<b>Points</b>
<b>Historically disadvantaged individual (HDI)</b>	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3

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Enterprise with ownership of 10% or more by person/s with disability	2
<b>Total</b>	<b>20</b>

**Tenderer must submit their B-BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.**

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.