

EVALUATION CRITERIA

1.1 PHASE 1

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to CEF (SOC) Ltd RFP document.

1.2 PHASE 2 Mandatory evaluation

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

The Mandatory Technical Requirements are as follows:

Mandatory requirements	Comply	Not comply
Proof of membership to the National Contract Cleaners Association		

Note: Failure to comply with any of the Mandatory Requirements may lead to the bidder being disqualified, and not considered for further evaluation on Other Technical Requirements.

1.3 PHASE 3 Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

1.3.1 Company Experience

The company must have delivered a minimum of three (3) supplies to companies where similar services have been rendered.

Please provide reference letters as proof of previous projects experience implemented. Letters are to be signed and on the company's letterhead.

5 or more Reference letters.	5	Signed reference letters on client letter heads	35%
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters	2		
1 Reference letters	1		
0 no reference letter submitted	0		

1.3.2 Resource Plan and Execution plan:

Provision of a brochure, with full colour pictures and specifications for the proposed hygiene equipment. The required outcomes are:

- The provision of a dedicated vehicle allocation for hygiene services.
- bidders must clearly indicate the rental equipment for installation and ensure compatibility with consumables (paper handtowels, toilet papers, liquid soap, seat sanitisers, etc).
- clear human resource allocation for installations, quarterly deep cleaning, and equipment maintenance.
- clear execution timetable for inventory management, waste removal, quarterly lavatories and kitchen sinks deep cleaning.
- indication of flexible inventory control management in line with varying quantity requirement.

a) The important issues approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest methodology. Methodology details ways to improve the execution outcomes and the quality of the output.	5	The bidder must demonstrate thorough understanding of the objectives and deliverables of this request by providing a detailed Resource and Execution plan	35%
b) Incomplete Execution Plan Provided.	0		

1.3.1 Occupational Health and Safety Plan

Occupational Health and Safety Plan should include Occupation Health Plan, Risk Mitigation Plan, incident management plan, detailed PPE for staff, and deep cleaning frequency and waste removal frequency.		OHS Plan, Risk Mitigation Plan, incident management plan, detailed PPE for staff, deep cleaning frequency, and waste removal frequency	30%
a) Occupation Health Plan, Risk Mitigation Plan, incident management plan, detailed PPE for staff, and deep cleaning frequency and waste removal	5		
b) Occupation Health Plan, Risk Mitigation Plan, incident management plan and detailed PPE for staff.	4		
c) Occupation Health Plan, Risk Mitigation Plan incident management plan.	3		
d) Occupation Health Plan and Risk Mitigation Plan.	2		
e) Occupation Health Plan.	1		
f) No Occupational Health Plan	0		