

TECHNICAL EVALUATION CRITERIA FOR FACILITY MANAGEMENT SERVICES CONTRACT**EVALUATION CRITERIA**

Enquiry No:

NON-NEGOTIABLE GATE KEEPERS

No	Requirement	Description	Validity of Submission
1	Proof of company registration with South African Facilities Management Association registration	Valid SAFMA company registration certificate.	
2	Proof of company registration with Electrical Contractors Association of South Africa (ECASA) and also registration as Electrical Contractor with the Department of Labour by the Principal contractor OR Joint Venture (JV)	Electrical/Generators/Transformer LV & HV Services: Valid Company registration/accreditation with ECASA and Department of Labour	
3	Proof of company registration with The South African Institute of Refrigeration and Air Conditioning (SAIRAC) or South African Refrigeration and Air-Condition Contractors Association (SARACCA) by the Principal contractor OR Joint Venture (JV)	Valid Mechanical/Air-condition/HVAC services: SARACCA Accredited	
4	Proof of company registration with Institute of Plumbing South Africa (can also be registration of the Sub-contractor)	Valid company registration with Institute of Plumbing South Africa (IOPSA)	

5	Proof of company registration with South Africa Qualification and Certification Committee (can also be registration of the Sub-contractor)	Valid company registration with South African Qualification & Certification Committee for the Fire Industry (SAQCC)	
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DESKTOP EVALUATION

ITEM	KPA	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR SHOULD LOOK FOR?
	Company experience	2x verifiable reference letters demonstrating Facilities Maintenance Services undertaken for an Office Park of minimum size of 25 000m2 for a single tendering company OR 20 000m2 each tendering companies in a JV	<p>All completion certificates/reference letters to include scope, duration and value of the contracts.</p> <p>The information must also contain the size of the Office Park in m2 (square metres)</p>	25%	<p>1. Facilities Maintenance Services for Office Park size above 25 000m2 for a single tendering company OR 20 000m2 for each tendering company in a JV = 25%</p> <p>2. Facilities Maintenance Services for Office Park size between 20 000m2 – 25 000m2 for a single tendering company OR 15 000m2 - 20 000m2 for each tendering company in a JV = 20%</p> <p>3. Facilities Maintenance Services for Office Park size less 25 000m2 for a single tendering company OR 20 000m2 for each tendering company in a JV = 0%</p>
		2x verifiable reference letters of maintenance services completed in the last three years including contactable references, including e-mails addresses must be furnished.	<p>All completion certificates/reference letters to include scope, duration and value of the contracts</p> <p>Building maintenance works covering the following disciplines plumbing, carpentry, painting and flooring)</p>	5%	<p>Two verifiable reference letters with maintenance of plumbing, carpentry, painting and flooring = 5%</p> <p>Missing one or more disciplines - 0%</p>

2x verifiable reference letters for maintenance services completed in the last three years including contactable references, including e-mail addresses must be furnished.	Generator maintenance	5%	Two verifiable reference letters with maintenance of power standby generators = 5% Less than two verifiable maintenance related reference letters = 0%
2x verifiable reference letters for maintenance services completed in the last three years including contactable references, including e-mail addresses must be furnished.	Uninterrupted Power Supplies (UPS) including battery maintenance	5%	Two verifiable reference letters with maintenance of Uninterrupted Power Supplies (UPS) = 5% Less than two verifiable maintenance related reference letters = 0%
2x verifiable reference letters for maintenance services completed in the last three years including contactable references, including e-mail addresses must be furnished.	Fire Protection, Detection and sprinkler system maintenance	10%	Two verifiable reference letters with maintenance of Fire Protection and Sprinkler system = 10% Less than two verifiable maintenance related reference letters = 0%
2x verifiable reference letters maintenance services completed in the last three years including contactable references, including e-mail addresses must be furnished.	Building Management System (BMS) and automated lighting systems maintenance	5%	Two verifiable reference letters with maintenance of Building Management System (BMS) = 10% Less than two verifiable maintenance related reference letters = 0%
Sub-total		55%	

2	Qualifications of core individuals within the company	1. Curriculum Vitae & Qualification of key employees that will be involved in the project with a minimum of NQF5.	Curriculum Vitae of candidate under Built Environment with minimum of 5yrs experience Project Management with NQF6 qualification for the project leader/operations/site manager.	5%	Compliant Curriculum Vitae and the qualification = 5% Non-Compliant CV will score 0%
			Curriculum Vitae of candidate(s) with a Plumbing Trade certificate with minimum of 3yrs experience. Plumber must also be registered with PIRB as a licenced plumber	5%	Compliant Curriculum Vitae and the qualification = 5% Non-Compliant CV will score 0%
			Curriculum Vitae of candidate(s) with a Electrical trade test, Wireman License certificate & Switching LV & MV certificate (HV Regulations) both with minimum of 3yrs experience.	10%	Compliant Curriculum Vitae and the qualification = 10% Non-Compliant CV will score 0%
			CV of candidate(s) with a trade test & Air Conditioning & Refrigeration Practitioner: Category B certificates with SARACCA with minimum of 3yrs experience.	10%	Compliant Curriculum Vitae and the qualification = 10% Non-Compliant CV will score 0%
			CV of candidate(s) for fire protection and detection with a SAQCC registration with minimum of 3yrs experience.	5%	Compliant Curriculum Vitae and the qualification = 5% Non-Compliant CV will score 0%
			Sub-total		
4	Method Statement	Tenderers must provide a detailed method	Method statement that includes: • Methodology of how the work will be	10%	1.Organogram/Structure = 5% (must include project leader, supervisors for main disciplines)

		statement on the execution of the work	<p>executed</p> <ul style="list-style-type: none"> • Organisational Structure • Detailed resource plan to cover the scope. • Equipment / plant to deliver the service. • Applicable tools of the trade. <p>Method statement should cover how all the required disciplines will be integrated, coordinated, and executed.</p>		<p>2. Methodology of how the work will be executed including a list of subcontractors to be utilized for various disciplines and how the work will be dispatched. = 5% (Tenderer to explain how the Organogram fit to the different trades and also a detail explanation of the process to be followed from a defect being logged to closing the defect. including planned maintenance and applicable tools of the trade</p>
	Total for KPA			100%	

THE TENDERER MUST MEET ALL NON-NEGOTIABLE GATE KEEPS AND ATTAIN THRESHOLD OF 70% TO BE CONSIDERED FOR FURTHER EVALUATION. ANY TENDERER WHO DOES NOT MEET THIS CRITERIA WILL BE DISQUALIFIED FROM FURTHER EVALUATION.