

## Tender Technical Evaluation Scoring Form

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### TECHNICAL EVALUATION CRITERIA FOR HVAC MAINTENANCE FOR NTCSA EASTERN GRID

This technical evaluation will be conducted in two stages:

Stage 1: 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.

Stage 2: 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 considered from a technical perspective is 70%.**

#### STAGE 1: MANDATORY EVALUATION CRITERIA

Stage 1: Mandatory Evaluation Criteria		Meet (YES / NO)	Motivation & Comments
1	Proof of Company registration as an HVAC-registered company with CIDB, with active and valid status and ME class Provide the following: <ul style="list-style-type: none"> <li>• CRS number</li> <li>• ME rating</li> <li>• Status</li> <li>• Expiry date</li> </ul>		
2	Provide proof that the entity has at least 2-off Authorised Refrigeration Gas Practitioners (SAQCC- category B6). These Authorised Refrigeration Gas Practitioners will be responsible to sign Certificate of Conformance (CoC) and record installation, modifications, maintenance, and operation activities in the logbook. Provide the following: <ul style="list-style-type: none"> <li>• Registration Number</li> <li>• Class (B6)</li> <li>• Expiry date</li> </ul>		
	<b>Result</b> <i>Note: A response of "NO" to any of the Mandatory Evaluation Criteria would result in immediate disqualification of the Tender and discontinue further evaluation.</i>		

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### STAGE 2: QUALITATIVE TECHNICAL EVALUATION CRITERIA

	Qualitative Technical Evaluation Criteria	Weight	Sub-factor	Score	Actual Score	Comments
1.	<b>Company Profile:</b> <ul style="list-style-type: none"> <li>Provide a company profile relevant to scope and complexity of work as relates to this contract.</li> </ul> <p>Provide the following:</p> <ul style="list-style-type: none"> <li>Organogram</li> <li>Company Profile (HVAC and refrigeration related)</li> </ul>	5%	Company profile & organogram	5 Points		
2.	<b>Track Record:</b> <ul style="list-style-type: none"> <li>Table listing similar projects/contracts completed within the last five years demonstrating HVAC and air-conditioning maintenance capability. The table should indicate project/contract name, project/contract scope, project/contract duration, and project/contract value. Proof to be provided (i.e. or appointment letter.)</li> </ul> <p>Provide the following:</p> <ul style="list-style-type: none"> <li>Reference letter</li> <li>List of completed HVAC and Refrigeration related projects</li> </ul>	30%	Points will only be awarded to projects/contracts listed that comply with parameters as stipulated in track record for HVAC and refrigeration related projects.  10 Points per project/contract listed for <b>HVAC maintenance</b> (Max of 30 points to be awarded) for 5 contracts completed. (Max of 20 points to be awarded for 4 contracts completed). (Max of 10 points to be awarded for 3 contracts completed). (Max of 5 points to be awarded for two contracts completed).			
3.	<b>Key personnel:</b> <ul style="list-style-type: none"> <li>Copy of related qualifications and proof of experience to be provided for the each of the following personnel in the various positions:</li> </ul>	30%	No points will be awarded for the CV if proof of qualification and experience is not met.			
	<ul style="list-style-type: none"> <li><u>Site supervisor:</u></li> </ul> <p>Provide the following:</p> <ul style="list-style-type: none"> <li>Related N6 qualification and/or Trade Test (HVAC related)</li> <li>CV with relevant experience of at least 5 years' experience</li> </ul>		Two Supervisors max 10 points One Supervisor max 5 points	5 Points per Supervisor (Max 2)		
	<ul style="list-style-type: none"> <li><u>Artisans</u></li> </ul> <ul style="list-style-type: none"> <li>Related N3 qualification</li> <li>Trade Test (HVAC related)</li> <li>CV with relevant experience of at least 5 years' experience</li> </ul>		Four Artisans max 20 points Three Artisans max 15 points Two Artisans max 10 points One Artisans max 5 points	5 Points per Artisan (Max 4)		

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	Qualitative Technical Evaluation Criteria	Weight	Sub-factor	Score	Actual Score	Comments
4.	<ul style="list-style-type: none"> <li>The tenderer to provide a methodology) and work plan to illustrate how they will execute the works in relation to how the HVAC and air-conditioning maintenance will be executed (Installation/maintenance of various HVAC technologies) and should include a detailed resource plan to cover the scope. New installation commissioning processes.</li> </ul>	10%	Method statement and work plan submitted in line with requirements	10 Points		
			No or inadequate methodology and/or work plan submitted	0 Points		
5.	<b>Equipment / plant etc to deliver the service:</b> <ul style="list-style-type: none"> <li>The tenderer to provide adequate list of equipment to be used during the execution of the works (including appropriate vehicles (LDV) <ul style="list-style-type: none"> <li>Basic toolbox</li> <li>Testers</li> <li>Vacuum pumps</li> <li>Ladders/Scaffolding</li> <li>Manifold gauges</li> <li>Porta pack</li> </ul> </li> </ul>	15%	The evaluator to check for the list of equipment provided by the tenderer. <b>Vehicles:</b> Vehicles to be used (Bakkies). 1x Vehicle = 2,5 points, 2 x Vehicles = 5 points. Max of 2 bakkies) Bakkie. <b>Tools:</b>  2 Points per tool as listed (Max 5 tools) = 10 points	15 Points		
6.	<b>Proof of company registration with SARACCA</b> <ul style="list-style-type: none"> <li>The tenderer (company) to provide a registration certificate with SARACCA</li> </ul>	10%	Valid certificate max 10 points	10 Points		

### Remarks

### Evaluation Criteria Approved By:

Name	Signature	Date	Designation

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