

Functionality (Technical) Evaluation

Qualitative Technical Evaluation criteria

Minimum technical threshold: 80%

The Scoring criteria are as follows:

	Weight (%)	Returnables
<p>80% of analysis to be performed in-house</p> <p>Analyses required in Water samples:</p> <p>See scope of work.</p>	30	<p>1. SANAS Accreditation schedule of the laboratory</p> <p>Scoring:</p> <ul style="list-style-type: none">• If 80% or more of analyses are performed in-house, the score = 30%• If 70% to 80% analyses are performed in-house, the score = 10%• If <70% of analyses are performed in-house, the score = 0%
<p>Turnaround time, 10 working days for non-emergency samples includes reporting of results. The supplier must supply proof that they will manage the turnaround time.</p>	30	<p>2. Letter stating turnaround time of the laboratory. In addition, the supplier must also provide confirmation letters from clients stating the turn-around time for the results, on the client company letterhead & contact details.</p>

		<p>Referral should come from contactable customers.</p> <p>Scoring:</p> <ul style="list-style-type: none"> • 10 days or less = 30% • 14 days = 10% • >14 days = 0 %
<p>Percentage of work outsourced</p> <p>As per ISO 17025, accredited work should be outsourced to another ISO 17025 accredited laboratory. The supplier should declare upfront the facility/facilities they will be outsourcing work.</p>	20	<p>3. Letter of understanding/ agreement with the laboratory where analysis will be outsourced to,</p> <p>4. Accreditation schedule of the laboratory which will conduct outsourced work.</p> <p>Scoring:</p> <ul style="list-style-type: none"> • Accredited = 20% • Non-accredited =0%
<p>Company must have experience in the analyses of water samples business covering similar scope of work.</p>	20	<p>5. Letter on the company letter head stating amount of years laboratory has been operating.</p> <p>6. Referral letters from contactable customers, on the customer's company letterhead & contact details.</p>

		<p>Stating the work done by laboratory and the year the work was done.</p> <p>Scoring:</p> <ul style="list-style-type: none"> • 10 years or more = 20% • 5-9 years = 10% • 2-4 years = 5%
Total	100%	
Threshold = 80%		
Comment: A mandatory site visit will be conducted for suppliers that meet the 75% threshold		
	Weight (%)	Source of Evidence
Sample handling and storage facility	25	<p>Measures taken to ensure sample integrity is maintained:</p> <ul style="list-style-type: none"> • Procedure on the process followed upon sample receipt. • Records for monitoring of the sample storage facility
Inspection of facilities suitability for laboratory activities	25	<p>Measures in place to control and monitor laboratory conditions.</p> <ul style="list-style-type: none"> • Contamination prevention procedure • Records for monitoring of environmental conditions

Inspection of the laboratory equipment	25	Equipment well maintained and in good working condition: <ul style="list-style-type: none"> • Maintenance/Calibration schedule • Maintenance/Calibration records
Laboratory Personnel	25	Personnel trained and competent to perform tasks: <ul style="list-style-type: none"> • Witnessing of at least one laboratory activity • Personnel records • Training and competency procedure.
Total	100%	