

TECHNICAL EVALUATION SCORECARD: PNEUMATIC STARTER MOTOR CONTRACT

EVALUATION CRITERIA FOR THE PROVISION OF SERVICES FOR PROPOSED PNEUMATIC STARTER MOTOR CONTRACT

Technical Evaluation Sheet

Bidder Name:

Evaluator Name:

No	Category	Total Weight	Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer
	Scope of Work, Evaluation Criteria					2 - The bidder fully meets requirements and value adding is extensive 2 - Meets critical requirements 1 - Partially meets requirements 0 - Complete technical merit, top mark
1.1	Company Experience	20	10	Bidder to submit evidence of company profile on company letter head, indicating special areas in mechanical and fitting work of pneumatic starter motors.	The bidder to submit evidence. Company profile on company letter head, indicating special areas in mechanical and fitting work of pneumatic starter motors.	Bidder submitted a Company profile specific of specified experience which includes: 1 = < 2 Years, Experience 1 = 2 Years, Experience 2 = 3 Years, Experience 3 = 4+ Years, Experience
1.2	Company Active Involvement		10	Bidder to submit signed traceable reference letters or completion certificates from the client the service was rendered to on respective company letter heads that they have rendered service for, indicating special areas in mechanical and fitting work of pneumatic starter motors.	The bidder to submit evidence: signed traceable reference letter or certificate of completion from the client the service was rendered to on company letter heads indicating the location of contract in pneumatic starter motor maintenance. (No previous or current PO's or letter of award will be accepted)	Bidder submitted relevant proof of specified involvement which includes: 0 = < 2 Years active involvement 1 = 2 Years active involvement 2 = 3 Years active involvement 3 = 4+ Years active involvement
2	Personnel Experience	20				Model Answer
2.1	Key personnel experience	20		Bidder to submit C.V.'s with traceable references indicating the experience and valid certified qualification of the key staff members as per the role description. (Academic qualifications of key skilled personnel) NB: ALL CERTIFICATION TO BE CERTIFIED BY COMMISSIONER OF O&T's	(a) Technician/Mechanical or Fitting (National Diploma or Trade test) (b) Millwright (Trade test)	CV's of key staff members, indicating at least two (2) years experience and relevant qualifications 0 = (2) personnel CV's submitted with less than one (1) year experience and relevant qualifications (Millwright trade test or Technician/Fitting) 1 = (2) personnel CV's submitted with one (1) year experience and relevant qualifications (Millwright trade test or Technician/Fitting) 2 = (2) personnel CV's submitted with two (2) years experience and relevant qualifications (Millwright trade test or Technician/Fitting) 3 = (2) personnel CV's submitted with three (3) years and more experience and relevant qualifications (Millwright trade test or Technician/Fitting)
3	Guarantees & Warranties on work performed on Pneumatic Starter Motor & Parts supplied	20				Model Answer
3.1	Guarantees (Letter of intent, highlighting Guarantees) (SUBMIT WRITTEN & SIGNED UNDERSTANDING OF ABOVE, ON LETTERHEAD)		10	Bidder to provide minimum of six (06) months written guarantee pertaining to work performed on starter motor.	Bidder to provide minimum six (06) months written guarantee on workmanship.	0 = No written guarantee submitted 1 = Bidder has submitted less than six (06) Months written guarantee on Workmanship. 2 = Bidder has submitted six (06) Months written guarantee on Workmanship. 3 = Bidder has submitted more than six (06) Months written guarantee on Workmanship.
3.2	Warranties (Letter of intent, highlighting Warranties) (SUBMIT WRITTEN & SIGNED UNDERSTANDING OF ABOVE, ON LETTERHEAD)		10	Bidder to provide minimum of twelve (12) months written warranties pertaining to parts supplied for repairing of starter motor.	Bidder to provide minimum twelve (12) months warranties on parts supplied for repairing of starter motor.	0 = No written warranties submitted 1 = Bidder has submitted less than twelve (12) Months written warranties on Spares. 2 = Bidder has submitted twelve (12) Months written warranties on Spares. 3 = Bidder has submitted more than twelve (12) Months written warranties on Spares.
4	Lead time & Supply	20				Model Answer
4.1	Lead time to attend to breakdowns		10	Bidder to provide signed written confirmation on company letterhead from previous clients pertaining to lead time to attend to breakdowns.	Bidder to provide signed written confirmation on company letterhead from previous clients pertaining to lead time to remove, service and commission a pneumatic starter motor in shortest time - 48 hrs maximum (SUBMIT WRITTEN & SIGNED CONFIRMATION ON CLIENTS COMPANY LETTERHEAD)	0 = No Letter submitted. 1 = Signed Letter submitted with confirmation of more than 48 hrs. 2 = Signed Letter submitted with confirmation of 48 hrs maximum. 3 = Signed Letter submitted with confirmation of less than 48 hrs.
4.2	Lead time of Spares		10	Bidder to provide signed written confirmation on company letterhead pertaining to the ability to supply spares, on stock and possible lead times of ordering of spares not kept in stock.	Bidder to provide written confirmation pertaining to spares availability as per BOD - Local Acquisition or Imported in shortest time: minimum 6 to 8 weeks maximum waiting period for import. (SUBMIT ORDER CONFIRMATIONS, NOTIFICATIONS OF DISPATCH AND SIGNED DELIVERY NOTE/INVOICES)	0 = No Order confirmation, notifications of dispatch or signed delivery note/invoices submitted or corresponding document omitted. 1 = Submitted order confirmation, notifications of dispatch with corresponding delivery note/invoice confirming the ability to obtain and supply spares as per BOD in more than 6 weeks. 2 = Submitted order confirmation, notifications of dispatch with corresponding delivery note/invoice confirming the ability to obtain and supply spares as per BOD in specified 6 weeks. 3 = Submitted order confirmation, notifications of dispatch with corresponding delivery note/invoice confirming the ability to obtain and supply spares as per BOD in less than 6 weeks.
4.3	Stock levels		10	Bidder to provide signed written confirmation on company letterhead pertaining to the ability to keep critical spares inventory.	Bidder to provide written confirmation pertaining to availability of stock. Stock Levels detailed inventory pertaining to pneumatic starter motor spares. (SUBMIT WRITTEN & SIGNED UNDERSTANDING ON COMPANY LETTERHEAD) (COMPLETE ANNEXURE D1) (PLEASE NOTE FAILURE TO ADHERE TO THIS POINT DURING CONTRACT EXECUTION, TPA WILL IMPOSE PENALTIES)	0 = No signed inventory list submitted. 1 = Signed inventory list submitted with confirmation of less than 75% critical spares kept in stock. 2 = Signed inventory list submitted with confirmation of 100% critical spares kept in stock. 3 = Signed inventory list submitted with confirmation of more than 100% critical spares kept in stock.

100.00 100.00

3 3
2 2
1 1
0 0

Minimum threshold for technical evaluation is 66.67%

Technical Pre-qualification Criteria:

Proof that the supply is an Original Equipment Manufacturer (OEM) approved service agent and can supply OEM's approved spares. Submit OEM's signed letter in OEM's company letterhead confirming partnership.

Substantive Checks:

Letter Of Good Standing (LOGS) with the Compensation Commissioner or a COIDA certificate if a new company

