

Technical Evaluation Criteria (Annexure D)

Annexure D - Technical Questionnaire (Phase 1 _Technical Desktop Evaluation)

Area	Category	Reference Page	Category Score	Score Required	Score achieved	Score %
1	Organizational structure and capacity		32			
2	Uniform and Safety equipment		8			
3	Basic Condition of Employment Act (BCEA) – Sectoral Determination		16			
4	Human Resources Policies and Procedures		20			
5	Human Resources		12			
6	Health and Safety		12			
	TOTAL		100	80		

The Desktop and Technical evaluation criteria are as follows:

No	Requirement	Description	Evidence Acceptable	Yes / No	Evidence (Indicate applicable page /annexure in your submission)	Scoring Guideline	Weighting
1	Organizational structure and capacity	Company has organizational structure and capacity to service Transnet	Company Profile and Management structure of Company / Organogram (National and Regional)		Company profile with a Complete Management Structure / Organogram Failure to submit documents will result in Zero (0) being allocated	4	32 points
			Company profile – 2 points Management Structure of Company / Organogram – 2 points				
			Total number of employees nationally and/or in selected Corridor / Depot - Letter of confirmation from PSIRA Letter of confirmation from PSIRA – 4 points		Letter of Confirmation from PSIRA Failure to submit documents will result in Zero (0) being allocated	4	
			Total number of clients (provide at least 4) 4 or more clients – 8 points 3 clients – 6 points 2 clients – 4 points 1 client – 2 points		Four reference letters from Clients specifying nature of services rendered Failure to submit documents will result in Zero (0) being allocated	8	
			Total number of vehicle owned / leased by the company (provide at least 4 vehicles) 4 or more vehicles – 8 points 3 vehicles – 6 points 2 vehicles – 4 points 1 vehicle – 2 points		Copies of eNATIS documents confirming ownership or copy of Lease agreement Failure to submit documents will result in Zero (0) being allocated	8	
			Total number of Supervisors – two (2) with Grade A and two (2) with Grade B 4 or more Supervisors – 8 points 3 Supervisors – 6 points 2 Supervisors – 4 points 1 Supervisor – 2 points		Proof of employment in a form of copies of pay slips not older than three (3) months Failure to submit documents will result in Zero (0) being allocated	8	
				SUB TOTAL (POINTS)			
2	Uniform and Safety equipment	Uniform and safety equipment	Uniform presentation Picture of a uniformed Security Officer		Recent pictures of Security Officers wearing both summer and winter uniform in full	4	8 points

No	Requirement	Description	Evidence Acceptable	Yes / No	Evidence (Indicate applicable page /annexure in your submission)	Scoring Guideline	Weighting
		provided by the bidder, which represent the organization	– 4 points		Failure to submit documents will result in Zero (0) being allocated		
			Current Uniform Suppliers provide purchase order/Invoice – 4 points		Copy of a supply agreement with a uniform supplier confirming guarantee of supply Failure to submit documents will result in Zero (0) being allocated	4	
				SUB TOTAL (POINTS)			
3	Basic Condition of Employment Act (BCEA) – Sectoral Determination	Compliance to legislation (Copies of Policies and procedures to be submitted with Bid)	2 points are allocated to each item below		Copies of:		16 points
			Company policies (which contain listed below)		Company policies (which contain listed below)	2	
			Sick leave		Sick leave policy	2	
			Annual leave		Annual leave policy	2	
			Family Responsibility leave		Family Responsibility leave policy	2	
			Maternity leave		Maternity leave policy	2	
			Study leave		Study leave policy	2	
			Unemployment Insurance Fund (UIF) – latest proof of payment		Unemployment Insurance Fund (UIF) – latest proof of payment	2	
			Provident Fund – latest proof of payment		Provident Fund – latest proof of payment Failure to submit documents will result in Zero (0) being allocated	2	
				SUB TOTAL (POINTS)			
4	Human Resources Policies and Procedures	Capability to act within legislation The bidder must protect	2 points are allocated to each item below		Copies of:		20 points
			HR Policies and Procedures		HR Policies and Procedures	2	
			Recruitment and Selection Policy		Recruitment and Selection Policy	2	
			Terms and Conditions of employment		Terms and Conditions of employment	2	

No	Requirement	Description	Evidence Acceptable	Yes / No	Evidence (Indicate applicable page /annexure in your submission)	Scoring Guideline	Weighting
		Transnet in terms of the acts: (Copies of Policies and Procedures to be submitted with Bid)	Policy address employment of RSA Citizen		Policy address employment of RSA Citizen (s)	2	
			Policy address educational level		Policy address educational level	2	
			Policy address medical examination		Policy address medical examination	2	
			Policy address Criminal record verification		Policy address Criminal record verification	2	
			Policy address Qualification (s) Verification		Policy address Qualification (s) Verification	2	
			Grievance Procedures		Grievance Procedures	2	
			Disciplinary Procedure		Disciplinary Procedure	2	
					Failure to submit documents will result in Zero (0) being allocated		
				SUB TOTAL (POINTS)			
5	Human Resources	Capacity to provide a service to Transnet (Submit copies of contracts per level as well as provide 3 x pay slips showing the required information)	Employment contracts - 3 contracts (Grade A, B and C) Contracts for all 3 grades – 2 points Contracts for 1 or 2 grades – 1 point		Employment contracts Failure to submit documents will result in Zero (0) being allocated	2	12 points
			Pay slips of the three (3) employees above not older than 3 months Pay slips for 3 employees grades – 3 points Pay slips for 2 employees grades – 2 points Pay slips for 1 employee grades – 1 point		Pay slips not older than 3 months Failure to submit documents will result in Zero (0) being allocated	3	
			Pay slips to indicate Normal working hours – 1 point Overtime – 1 point Sunday Time - 1 point Public holiday time - 1 point Statutory deductions – 1 point No unlawful deductions – 1 point		Pay slips not older than 3 months. Failure to submit documents will result in Zero (0) being allocated	6	
			Time and attendance register – 1 point		Time and attendance Register Failure to submit documents will result in Zero (0) being allocated	1	
				SUB TOTAL (POINTS)			

No	Requirement	Description	Evidence Acceptable	Yes / No	Evidence (Indicate applicable page /annexure in your submission)	Scoring Guideline	Weighting
6	Health and Safety	Compliance to Occupational Health and Safety Act, 1993 (Act No 85 of 1993) (Provide copies of training plan, training register and letters of appointment)	OHS Act Training		Copy of OHS Act training Certificate Failure to submit documents will result in Zero (0) being allocated	8	12 points
			OHS Act Training Plan – 4 points OHS Act Training Register – 4 points				
			Health and Safety representatives 4 or more representatives – 4 points 3 representatives – 3 points 2 representatives – 2 points 1 representative - 1 point		Copies of Health and Safety representative's appointment letters Failure to submit documents will result in Zero (0) being allocated	4	
				SUB TOTAL (POINTS)			
				Total points scored			100
				Percentage Scored			100%

Respondents are to take note that Transnet will round off final technical scores to the nearest two decimal points for the purposes of determining whether the technical threshold has been met. Respondents to submit supporting documentation to assist the evaluators in scoring. Failure to provide adequate and relevant supporting document will result in a low score, or a zero score, due to lack of evidence or supporting documents. ***The minimum threshold for the desktop technical evaluation [Phase 1] must be met or exceeded for a Respondent's Proposal to progress to the technical site visits [Phase 2]***