

Technical Evaluation Sheet - Supply and Delivery of Water						
Evaluation Criteria	Tender Returnables	Criteria Weighting	Score Rating table	Measuring scale	Evaluator's Score	Evaluator's comments
Bidder's experience	Provide 3 original, signed, and stamped reference letters from the bidder's previous or current customers (on customer letterhead with verifiable contacts) outlining the bidder's experience in rendering rental and maintenance of water dispensers and supply of bottled water, specifying order numbers, dates and value.	30%	30	Three reference letters meeting returnable criteria		
			20	Two reference letters meeting returnable criteria		
			10	One reference letter meeting returnable criteria		
			0	No letter submitted		
Delivery Lead Time Commitment	The tenderer to provide a written commitment on duration of time to deliver goods from receipt of client order.	15%	15	Delivery within 2 days		
			10	Delivery within 7 days		
			5	Delivery beyond 7 days		
			0	No evidence submitted		
Water source compliance with specifications	Provide water analysis certificates (from a SANAS accredited lab) proving conformance to the specifications SANS241-1 & SANS241-2 , for every material on the BOM, from the manufacturer(s)	30%	30	Certificate submitted, compliant to both part 1 and 2		
			10	Certificate submitted, compliant to 1 part only		
			0	No compliance certificate submitted		
Dispenser maintenance methodology	Provide an approved water dispenser maintenance methodology clearly outlining a maintenance plan of the water dispensers for every week (7 days), including process of refilling empty bottles at water source.	25%	25	Methodology submitted, adequate		
			15	Methodology submitted, but lacks activity or refilling details		
			5	Methodology submitted, but lacks activity & refilling details		
			0	Not methodology submitted		
Maximum Possible Score		100%	Total Supplier Score			
Minimum Qualifying Threshold					70.0%	
	Name of the Evaluator:					
	Signature:					
	Date of Evaluation:					