

TECHNICAL EVALUATION CRITERIA FOR THE MAINTENANCE OF BATTERIES

SUPPLIER : Template

EVALUATOR : Template

DATE : Template

Item	Requirement	Evidence	Description	Weight	Total Score	WHAT THE EVALUATOR SHOULD LOOK FOR?
1	Company Relevant Experience	Reference Letters of work completed in the last five (5) years including contactable references must be furnished.	Tenderers to provide three (3) reference letters of where similar work was performed in the past 5 years.	20%	0%	No submission will equal to 0%
						One (1) reference letter will equal to 10 %
						Two (2) reference letters will equal to 15 %
						Three (3) reference letters will equal to 20 %
2	Staff Competency Certification	Tenderer must provide a detailed training program on how staff will be certified competent	The tenderers to provide training material and/or a method statement on how staff will be certified competent in using a multimeter.	10%	0%	No submission will equal to 0%
						Provide a method statement only will equal to 5%
			The tenderers to provide training material and/or a method statement on how staff will be certified competent in safety precautions to be adhered to in a battery room.	15%	0%	No submission will equal to 0%
						Provide a method statement only will equal to 5%
			The tenderers to provide training material and a method statement on how staff will be certified competent to perform general maintenance activities on a battery.	15%	0%	No submission will equal to 0%
						Provide a method statement and appropriate training material will equal to 10 %
3	Method Statement	Tenderers must provide a detailed method statement demonstrating how the required services will be executed.	<p>Method statement should provide a logical approach and should include:</p> <ul style="list-style-type: none"> • Methodology of how the staff will be managed - Establish open lines of communication with staff members to address any performance issues or concerns - Clearly define roles, responsibilities, and goals for each staff member to ensure they understand their deliverables - Provide ongoing training and development opportunities for staff members to enhance their skills and performance - Provide a clear discipline policy outlining the consequences for any misconduct or poor performance issues. Consistently enforce the policy to maintain a professional work environment. - Implement a system for staff to request and track their leave, whilst ensuring that staffing levels are adequate to meet the needs of the organization - Time sheets must be accurately completed by all staff members recording normal and any overtime hours worked. This information will be used for payroll purposes and tracking of staff attendance • Show that travel arrangements for staff (Home-Work-Home) can be efficiently managed and provide details of Transport options that will be utilised • Driver licence (copy to be in safety file) • Medical clearance (copy to be in safety file) 	40%	0%	No submission will equal to 0%
						Staff management will equal to 10%
						Leave, overtime, call outs and timesheet management will equal to 10 %
						Travel management will equal to 5%
						Transportation management will equal to 5%
						Drivers licence management will equal to 5%
						Medical surveillance management will equal to 5%
				100%	0%	

THE TENDERER MUST ATTAIN THRESHOLD OF 70% TO BE CONSIDERED FOR FURTHER EVALUATION. ANY TENDERER WHO DOES NOT MEET THE 70 % THRESHOLD WILL BE DISQUALIFIED.

Technical Evaluator



Supervising Manager
