

GARDENING SERVICES CONTRACT TECHNICAL EVALUATION CRITERIA

Name of Company/Tenderer	
Discipline/Contract name	Gardening Services Contract for 60 months (5 years)
Date	

STAGE 1: MANDATORY EVALUATION CRITERIA`

Mandatory criteria (gatekeepers) are 'must meet' criteria. There criteria are not weighted, or point scored, but are assessed on Yes/No basis as to whether or not the criteria are met. An assessment of 'No' against any criteria shall technically disqualify the tender and shall not be further evaluated against Qualitative Criteria.

Mandatory Technical Evaluation Criteria				
No	Mandatory Technical Criteria Description	Tender Returnable	Meet (Yes or No)	Evidence Reference
1	Tenderer to submit the "Updated Confirmation Letter" from the Provident Fund & updated account statement for UIF Payment that states the organization is up to date for monthly contributions. The letter and updated account statement must not be older than a month to the tender closing date. NB: The document will be subject for verification.	Certificate/Letter of confirmation and updated account statement.		Updated confirmation letter for provident fund (Indicating current status); and updated account statement for UIF (Indicating current status).
	Note: A response of " NO " to any of the Mandatory Evaluation Criteria would result in immediate disqualification of the Tender and discontinue further evaluation.			

STAGE 2: QUALITATIVE TECHNICAL EVALAUTION CRITERIA

Qualitative Evaluation Criteria are weighted evaluation criteria used to identify the highest technically ranked tender after determining that all the Mandatory Evaluation Criteria have been met. The Qualitative Evaluation Criteria are weighted to reflect the relevant importance of each criterion. The minimum weighted final score (threshold) required for a tenderer to be consider from a technical perspective is 80%.

	Factor	Weight (W)	Sub-factor	Score	Actual Score	Comments
1.	Company Profile: Provide a company profile relevant to the Garden Services.	20%	Submission of garden service's profile	20%		
			No submission of garden service's profile	0 %		
2.	Company Track Record: Provide 3 garden services projects completed for the last 5 years. <ul style="list-style-type: none"> • Provide contactable references for each project (client work email address and Landline). • Projects must be a work for a golf club, tertiary institution, Office Complex, Corporate and government clients • Signed-off completion certificates must be submitted. • Projects value, name and scope of work must be submitted. 	30%	3 x or more contracts compliant with all stated requirements	30%		
			2 x contacts complaint with all stated requirements	20%		
			1 x contract compliant with all stated requirements	10%		
			No submission or submitted contracts not compliant with all stated requirements	0%		
3.	Provide garden supervisors as per the requirements below: Garden supervisors requirements <ul style="list-style-type: none"> • 2 x garden supervisors with any of the following certificates: Horticulture, Agriculture (Plant Protection) and Botany Plant Biotechnology. 		2 x Garden Supervisors meeting all stated requirements	30 %		
			1 x Garden Supervisor meeting all stated requirements	15%		

	<ul style="list-style-type: none"> • 2 x matric certificates • 2 x CVs with 3 years relevant experience for garden services. • 2 CVs must have contactable references (landline and work email address) • Training service provider for the certificate must be accredited by Sector Education Training Authority (SETA). 	30%				
			Garden Supervisor not meeting all stated requirements	0%		
4.	Methodology : <ul style="list-style-type: none"> • The tenderer to provide a method statement for the provision garden services. 	20%	Submission of methodology relevant to the garden services	20%		
			No submission or no methodology relevant to the garden services = 0%	0 %		
	OVERALL WEGHT & SCORE FOR THIS TENDERER	100%				
	CONTRACTOR/TENDERER SCORE					

NB: The minimum qualifying score for functionality (threshold) is **80%**. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.