

1. TENDER EVALUATION CRITERIA

The following criteria will be used to award the tender. Should there be criteria over and above the listed below, that will be used, such criteria will be specifically stated.

Technical evaluation criteria

Item no.	Criteria	Weightings	Evidence
1.	Method Statement: Clearly indicate an understanding of the project as defined in the scope of work and compliance with the specification, key risk elements and how they will be managed. The method statement is a set of principles and practices that will guide in organizing this project.	35 points	Methodology topics A detailed method statement covering the entire scope of work for the proposed solution. The methodology topics are as follows : 1.Key risk elements and how they will be managed, 2. Supply and delivery of Dc Traction Motor Test Bench. 3. Calibration and calibration certificates. 4. Attached Brochure of the proposed high voltage tester. 5. Attached OEM specification of the high voltage tester, the supplier intends to supply.

Criterion: Methodology, including quality control and assurance.	Scoring
No information provided, or submission of no substance/ irrelevant information provided. No methodology topics covered.	0
The technical approach and/ or methodology is poor/ is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects. 4 methodology topics covered.	5 points
The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk is to be managed etc is tailored to the key aspects of the programme. 5 methodology topics covered.	10 points
The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects. 6 methodology topics covered.	15 points
Over above meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches. The programme is well throughout and makes allowance for all key issues. 7 methodology topics covered.	35 points

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Date: _____

Item no.	Criteria	Weightings	Evidence and scoring	
2.	Lead time must be <u>SUPPORTED</u> by project plan which consists of a list of key activities and time frames including but not limited to the following: - Ordering of items from the OEM. - Delivery on Site. - Test, calibration and submission of calibration certificates. - Hand Over - Project Plan with sequence of tasks and appropriate timelines. - Attached confirmation (email or letter) from the OEM highlighting discussion regarding the lead time.	30 points	Full Submission of Project Plan with sequence of tasks and appropriate timelines (between 0 –60 working days).	30 points
			Full Submission of Project Plan with sequence of tasks and appropriate timelines (between 61 working days – 65 working days).	20points
			Full Submission of Project Plan with sequence of tasks and appropriate timelines (between 66 working days – 70 working days).	15 points
			Full Submission of Project Plan with sequence of tasks and appropriate timelines (between 71 working days – 80 working days).	10 points
			Full Submission of Project Plan with sequence of tasks and appropriate timelines (more than 80 working days).	5 points
			No submission.	0
3.	Previous Experience of supply, delivery, calibration and testing of Dc Traction Motor Test Bench or measuring instruments. Only experience of completed jobs will be considered. The abandoned and on-going jobs are not acceptable and will not be considered. Each reference letter or completion certificate shall have completion, otherwise it will not be acceptable and zero (0) score will be allocated. Each reference letter or completion certificate shall have contactable contact person(s) and working contact numbers, otherwise it will not be acceptable and zero (0) score will be allocated. Each reference letter or completion certificate shall be in the letterhead of the previous client, otherwise it will not be acceptable and zero (0) score will be allocated. Work experience shall be for jobs done within the last 10 years	35 points	4 Reference letters/Completion certificates on a Company Letterhead signed by referring company with contactable details = 35 Points	Submit reference letters or completion certificates with contactable References, in company's (previous clients) letterheads. Contact numbers shall be verifiable, otherwise the reference letters or completion certificates will be rejected. The reference letters or completion certificates to reflect previous work experience for jobs/projects related to the scope of work. The size of work/projects to be equal or more than what it is on the scope of work. The reference letters or completion certificates shall show work/projects completed within the last 10 years.
			3 Reference letters/Completion certificates on a Company Letterhead signed by referring company with contactable details = 25 Points	
			2 Reference letters/Completion certificates on a Company Letterhead signed by referring company with contactable details = 15 Points	

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			1 Reference letters/Completion certificates on a Company Letterhead signed by referring company with contactable details = 5 Points	
			No Reference Letter/Completion certificate= 0	
Total				
		100 points		
Threshold				
		70 points		

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