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**EVALUATION CRITERIA**

The tender submission score sheet indicating the criteria to be used, the weighting of each criterion and the weighting per discipline in multidisciplinary packages shall be authorised by the relevant senior manager. The approved tender submission score sheet shall be issued with the enquiry document to be used for technical evaluation.

**Technical Evaluations**

Note: Technical Evaluation will be conducted based on the following items:

**List of Returnables – Checklist:**

<b>List of Activities:</b>	<b>Yes</b>	<b>No</b>
1. Technical Schedule (A programme with the order in which work will be done including time durations of activities from the start to the end)		
2. Detailed Method Statements (These activities shall include but not limited to this: maintenance and repairs, electrical work on airconditioner), i.e maintenance of split units and replacement of compressors		
3. List of Subcontractors. Please give all information regarding the Sub Contractors (previous projects etc.)		
4. Proof of Competency: HVAC and Electrical Proof of registration with statutory and/or professional bodies. HVAC: SARACCA Electrical: ECBSA (optional)		
5. List of plant & Machinery.		
6. Material suppliers: 6.1 All other relevant materials.		
7. Relevant company experience (List of relevant previous projects and maintenance services with references (profile) and performance for the past 5 years.		
8. Qualifications and experience of Key Personnel.( Contracts Manager, Manager, Supervisor )		

**Note: This tender evaluation report covers various activities that can be done as part of one project, independently or a combination thereof. Therefore weight allocations will dependent on the project scope of work and will be done at the tendering stage. Max score of 5 indicates the range of 0 to 5**

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QUALITATIVE EVALUATION CRITERIA					
DOCUMENT REQUIREMENTS			WEIGHT AND SCORE % RESULT		
1. Maintenance					
Item No.	Item	Weighted = 60%			
		Weight (W)	Actual (A)	Max (M)	Result(R) (A / M) X W
1.1	Skills and Relevant experience (minimum of 5 years' experience in the maintenance environment plus SARACCA accreditation)	35		5	
1.2	Past Performance	20		5	
1.3	Method Statement	35		5	
1.4	Technical Schedule	10		5	
<b>Result (R) = (A / M) X W</b>					
<b>Subsection = sum of Result (R)</b>					%
Comments					
1.1	1= Three or less years experience, 2= Four or less years experience, 3= Five years experience and at least one HVAC personell, 4= Five years experience and two or more HVAC personell, 5=more than 5 years experience and more than 3 HVAC personel				
1.2	1=Generic past project, 2= minimum of 1 airconditioner project, 3= Two or more airconditioner projects, 4= Three or more airconditioner projects at an industrial level, 5= Three or more project on aircon projects at an industrial level and maintenance related				
1.3	1=Generic Method statement, 2=High level of maintenance or repairs , 3= High level of both maintenance and repairs to be done, 4= Steps of maintenance or repairs, 5= Steps of both maintenance and repairs				
1.4	1= High level schedule, 2 = Schedule that include less than 50 % of the activities, 3= Schedule that include more than 50 % of the activities, 4= Schedule that include more than 70 % of the activities , 5= In depth schedule that lists all the activities involved				

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<b>2. Mechanical: Repairs and supply and fit of the Air conditioners components</b>					
Item No.	Item	<b>Weighted =40%</b>			
		Weight (W)	Actual (A)	Max (M)	Result(R) (A / M) X W
2.1	Skills and Relevant experience (minimum of 5 years' experience in the repairs and supply and fit of Air conditioners components plus SARACCA accreditation)	35		5	
2.2	Past Performance on the repairs and supply and fit of the air conditioners components	20		5	
2.3	Method Statement	25		5	
2.4	Technical Schedule	10		5	
2.5	Air Conditioner components supplier and reliability of Air conditioner components	10		5	
<b>Result (R) = (A / M) X W</b>					
<b>Subsection = sum of Result (R)</b>		%			
<b>Comments</b>					
2.1	1= Three or less years' experience, 2= Four or less years' experience, 3= Five years' experience and at least one HVAC personnel, 4= Five years' experience and two or more HVAC personnel, 5=more than 5 years' experience and more than 3 HVAC personnel				
2.2	1=Generic past project, 2= minimum of 1 air conditioner project, 3= Two or more air conditioner projects, 4= Three or more air conditioner projects at an industrial level, 5= Three or more project on aircon projects at an industrial level and maintenance related				
2.3	1=Generic Method statement, 2=High level of maintenance or repairs , 3= High level of both maintenance and repairs to be done, 4= Steps of maintenance or repairs, 5= Steps of both maintenance and repairs				
2.4	1= High level schedule, 2 = Schedule that include less than 50 % of the activities, 3= Schedule that include more than 50 % of the activities, 4= Schedule that include more than 70 % of the activities , 5= In depth schedule that lists all the activities involved				

<b>FINAL TOTAL SCORE EQUALS SUM OF SUBSECTIONS 1 and 2 AS A PERCENTAGE</b>	
	%

The overall score is a sum total of the individual scores allocated for each criterion. For an offer to be technically acceptable the overall percentage scoring shall be 70% and above.

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### TECHNICAL THRESHOLD

The score that each tenderer receives will provide a numeric basis for tender comparison. The minimum weighted average score required for a tender to be considered must be defined in the relevant contract strategy or if not defined a default of 70% will be used. The recommendation on the preferred tender will be based on scoring comparisons and the tenderer with the highest score will be recommended from a technical perspective.

Score	Percentage	Description
5	100%	<b>Meets Employer's Requirements:</b> no errors, risks, weaknesses or omissions.
4	80%	<b>Meets Employer's Requirements with qualifications.</b> Some qualifications required from tenderer to eliminate the errors, risks, weaknesses and omissions.
3	60%	<b>Marginally does not meet Employer's Requirements:</b> some minor errors, risks, weaknesses or omissions which can be corrected or overcome with negotiation and minor cost impact.
2	40%	<b>Substantially does not meet Employer's Requirements:</b> many errors, risks, weaknesses which may be difficult to be correct or overcome and make acceptable.
1	20%	<b>No achievement of Employer's Requirements:</b> existence of numerous errors, risks, weaknesses or omissions which cannot be corrected.
0	0%	<b>Totally deficient / non-responsive*</b>

COMPILED BY:



.....  
L. Matake  
Employer's Representative

APPROVED BY



.....  
T. Ramagofu  
Functional Responsible Manager