

## Tender Technical Evaluation Scoring Form

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### TECHNICAL EVALUATION CRITERIA FOR HVAC MAINTENANCE FOR NTCSA EASTERN GRID

This technical evaluation will be conducted in two stages:

Stage 1: Mandatory criteria (gatekeepers) are ‘must meet’ criteria. These 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.

Stage 2: 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 considered from a technical perspective is 70%.**

#### STAGE 1: MANDATORY EVALUATION CRITERIA

	Stage 1: Mandatory Evaluation Criteria	Meet (YES / NO)	Motivation & Comments
1	Proof of Company registration as an HVAC-registered company. (Provide proof of registration)		
2	Provide proof that the entity has at least 2-off Authorised Refrigeration Gas Practitioners (SAQCC- category B6). These Authorised Refrigeration Gas Practitioners will be responsible to sign Certificate of Conformance (CoC) and record installation, modifications, maintenance, and operation activities in the logbook.		
	<b>Result</b> <i>Note: A response of “NO” to any of the Mandatory Evaluation Criteria would result in immediate disqualification of the Tender and discontinue further evaluation.</i>		

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### STAGE 2: QUALITATIVE TECHNICAL EVALUATION CRITERIA

No.	Qualitative Technical Evaluation Criteria	Weight	Sub-factor	Score	Actual Score	Comments
1.	<b>Company Profile:</b> <ul style="list-style-type: none"> <li>Provide a company profile relevant to scope and complexity of work as relates to this contract. The company profile should include a comprehensive organogram signed off at CEO or highest authorised level for the main elements of this contract.</li> </ul>	5%	Company profile including signed organogram	5 Points		
2.	<b>Track Record:</b> <ul style="list-style-type: none"> <li>Table listing similar projects/contracts completed within the last five years demonstrating HVAC and air-conditioning maintenance capability. The table should indicate project/contract name, project/contract scope, project/contract duration, and project/contract value. Proof to be provided (i.e. Reference letter or appointment letter.)</li> </ul>	40%	Points will only be awarded to projects/contracts listed that comply with parameters as stipulated in track record.			
10 Points per project/contract listed for <b>HVAC maintenance</b> (Max of 40 points to be awarded) for 5 contracts completed.						
(Max of 30 points to be awarded for 4 contracts completed).						
(Max of 20 points to be awarded for 3 contracts completed).						
(Max of 10 points to be awarded for two contracts completed).						
3.	<b>Key personnel:</b> <ul style="list-style-type: none"> <li>Copy of related qualifications and proof of experience to be provided for the each of the following personnel in the various positions: <ul style="list-style-type: none"> <li><u>Site supervisor:</u> <ul style="list-style-type: none"> <li>Related N6 qualification with Trade Test (HVAC related); copy to be provided.</li> </ul> </li> <li><u>Artisans</u> <ul style="list-style-type: none"> <li>Related N3 qualifications with Trade Test (HVAC related); copy to be provided.</li> </ul> </li> </ul> </li> </ul>	30%	No points will be awarded for the CV if proof of qualification and experience is not met.			
N6 with trade test with: ≥5 years' experience = 10 points ≥3 years' experience = 8 points ≥2 years' experience = 5 points ≥1 years' experience = 3 points < One year experience = 0 points			5 Points per Supervisor (Max 2)			
N3 with trade test with: ≥5 years' experience = 10 points ≥3 years' experience = 8 points ≥2 years' experience = 5 points ≥1 years' experience = 3 points < One year experience = 0 points			5 Points per Artisan (Max 4)			
4.	<ul style="list-style-type: none"> <li>The tenderer to provide a methodology) and work plan to illustrate how they will execute the works in relation</li> </ul>	10%	Method statement and work plan submitted in line with requirements	10 Points		

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	<b>Qualitative Technical Evaluation Criteria</b>	<b>Weight</b>	<b>Sub-factor</b>	<b>Score</b>	<b>Actual Score</b>	<b>Comments</b>
	to how the HVAC and air-conditioning maintenance will be executed (Installation/maintenance of various HVAC technologies) and should include a detailed resource plan to cover the scope. New installation commissioning processes.		No or inadequate methodology and/or work plan submitted	0 Points		
5.	<b>Equipment / plant etc to deliver the service:</b> <ul style="list-style-type: none"> <li>• The tenderer to provide adequate list of equipment to be used during the execution of the works (including appropriate vehicles (LDV) <ul style="list-style-type: none"> <li>- Basic toolbox</li> <li>- Testers</li> <li>- Vacuum pumps</li> <li>- Ladders/Scaffolding</li> <li>- Manifold gauges</li> <li>- Porta pack</li> </ul> </li> </ul>	15%	The evaluator to check for the list of equipment provided by the tenderer. <b>Vehicles:</b> Vehicles to be used (Bakkies). 1x Vehicle = 2,5 points, 2 x Vehicles = 5 points. Max of 2 bakkies) Bakkie. <b>Tools:</b>  2 Points per tool as listed (Max 5 tools) = 10 points	15 Points		

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