

SCORING

Very good with proven ability	80 – 100
Adequate	70 – 79
Not adequate	0 - 69

Table 1: Evaluation Criteria

Prequalifying Criteria	
1	Valid COID Letter of Good Standing

TECHNICAL EVALUATION CRITERIA	Scoring
1. LEGAL COMPLIANCE (LOCAL, PROVINCIAL, NATIONAL) WITH RESPECT TO ALL ASPECTS OF THE SERVICE REQUIRED.	16
1.1 Provide a written undertaking on bidders' organization letter head - that a bidder will have a valid public liability cover for duration of the contract.	4
1.2 Provide a written confirmation from the Disposal Facility (Incinerator/Landfill site) that the bidder is allowed to dispose sanitary waste at that facility.	4
1.3 Provide a registration certificate of sanitary waste Disposal facility (Incinerator-Air Emission Licence/Landfill Site permit)	4
1.4 Provide a written undertaking on bidders' organization letter head that a bidder will have their waste handlers vaccinated against Hepatitis B	4
2. PREVIOUS EXPERIENCE IN SIMILAR WORK	25
2.1 Provide Company Profile which shows duration (number of years) in Hygiene Service with list of work done for the number of years in the business.	5
2.2. Company- Provide three (3) reference letters from current/previous clients stating the quality of Hygiene Services rendered. The following must be specified: Company contact number, physical address, be on company letter head, dated and signed by the authorized person/client.	10
2.3 Personnel- Provide CV's of the operational staff as per the proposed organizational structure. The CV's must contain employees details; name, surname, with a minimum of 3 years' experience in Hygiene Services or similar. References must be indicated for confirmation of work experience.	10
3. ADEQUANCY, AVAILABILITY OF FLEET, RESOURCES, EQUIPMENT ASSIGNED TO PORT	20
3.1 Proposed organizational structure specific for the contract in line with the scope of work and as minimum shall include Operations Manager, Supervisor, Driver and Two waste handlers. Name and Surname of staff needs to be provided.	6

TECHNICAL EVALUATION CRITERIA	Scoring
3.2 Provide list of all hygiene dispensers/units to be supplied and installed with images in line with the scope of work	4
3.3 Provide image/photo of the vehicle to be used for the services – inclusive of company logo.	6
3.4 Provide written undertaking on bidders' organization letter head that all vehicles deployed to the client site will be compliant with the National Road Traffic Act and its Regulations.	4
4. STATEMENT, PROCEDURES AND THE CONFORMANCE TO THE SCOPE OF THE SERVICE REQUIRED.	30
<p>Provide a method statement for the execution of the proposed works, this may be in the form of a process flow or procedure. The following elements must be contained in the process flow or procedure;</p> <ol style="list-style-type: none"> 1. Supply and Installation of hygiene dispenser/units 2. Replenishment/Servicing of hygiene dispensers/units 3. Collection & Disposal of sanitary waste 4. Personal Protective Equipment (PPE) Assessment in line with Hygiene Services Handling 5. Proposed Work schedule 6. Reporting – details of how you will receive, record and register complaints direct from staff and TNPA and what analysis and follow-up action you will perform. <p>**ENSURE THAT YOU TAKE THE TNPA TERMS OF REFERENCE REQUIREMENTS INTO ACCOUNT WHEN SCRIBING YOUR METHOD STATEMENT "</p>	<p>5</p> <p>6</p> <p>5</p> <p>5</p> <p>4</p> <p>5</p>
5. Compliance to Health and Safety	9
<p>Provide a Risk Assessment for the execution of the proposed works.</p> <ol style="list-style-type: none"> 1. Identify the risks and hazards to which persons may be exposed to 2. Analysis and evaluation of identified risks/hazards 3. Measures to mitigate, reduce or control the risks and hazards identified 	<p>3</p> <p>3</p> <p>3</p>
Total evaluation points	100

Note: A minimum score of 70 points is required to be considered technically compliant.

Table 2: Rating Criteria

Rating	0%	50%	80%	100%
1. LEGAL COMPLIANCE (LOCAL, PROVINCIAL, NATIONAL) WITH RESPECT TO ALL ASPECTS OF THE SERVICE REQUIRED.				
1.1 Written undertaking on bidders' organization letter head that that a bidder will have a valid Public liability cover for duration of contract.	No information provided.	Written undertaken letter but not fully compliant	N/A	Written undertaken letter and fully compliant
1.2 Provide a written confirmation from the Disposal Facility (Incinerator/Landfill site) that the bidder is allowed to dispose sanitary waste at that facility.	No information provided.	Written undertaken letter but not fully compliant	N/A	Written undertaken letter and fully compliant
1.3 Provide a registration certificate of sanitary waste Disposal facility (Incinerator- Air Emission Landfill/Landfill Site permit)	No information provided.	Written undertaken letter but not fully compliant	N/A	Written undertaken letter and fully compliant
1.4 Provide a written undertaking on bidders' organization letter head that that a bidder will have waste handlers immunize against Hepatitis B	No information provided.	Written undertaken letter but not fully compliant	N/A	Written undertaken letter and fully compliant
2. PREVIOUS EXPERIENCE IN SIMILAR WORK				
2.1 Provide Company Profile which shows duration (number of years) in Hygiene Service with list of work done for the number of years in the business.	< 1 year	1 – 2 years	3 – 5 years	5 years >

2.2 Provide CV's of the operational staff as per the proposed organizational structure. The CV's must contain employees details; name, surname, with a minimum of 1 experience in year Hygiene Services or similar. References must be indicated for confirmation of work experience.	Employees details; name, surname Provided with no experience	Employees details; name, surname, provided with 1 year experience in hygiene services or similar	Employees details; name, surname, provided with 2 year experience in hygiene services or similar	Employees details; name, surname, provided with 3 year experience in hygiene services or similar
2.3 Provide three (3) reference letters pertaining to Hygiene Services. The following must be specified: Reference contact person, contact number, e-mail address and physical address. The reference must be in company letter head with signature of the authorized person/client.	No information provided.	1 reference letter provided.	2 reference letters provided.	3 or more reference letters provided.
3. AVAILABILITY OF FLEET, RESOURCES, EQUIPMENT ASSIGNED TO PORT				
3.1 Proposed organizational structure specific for the contract in line with the scope of work and as minimum shall include Operations Manager, Supervisor, Driver and Two waste handlers. Name and Surname of staff needs to be provided.	One of key personnel indicated/no organogram	2 of key personnel indicated	3 - 4 key personnel indicated	5 or more key personnel indicated
3.2 Provide list of all hygiene dispensers/units to be supplied and installed with images	No information provided.	2 – 4 items with images provided	5 – 6 items with images provided	7 or more items with images provided

3.3 Provide image/photo of the vehicle to be used for the services – inclusive of company logo.	No information provided.	Image of vehicle provided but not fully compliant	N/A	Image of vehicle provided and fully compliant
3.4 Provide written undertaking on bidders' organization letter head that all vehicles deployed to the client site will be compliant with the National Road Traffic Act and its Regulations.	No information provided.	Written undertaken letter but not fully compliant	N/A	Written undertaken letter and fully compliant
4. STATEMENT, PROCEDURES AND THE CONFORMANCE TO THE SCOPE OF THE SERVICE REQUIRED.	No information provided.	Method Statement provided but incomplete	Method Statement Submitted but not in detail with activities	Method Statement Submitted and in detail with activities
5. COMPLIANCE TO HEALTH AND SAFETY				
Risk Assessment - submitted which conforms to: <ul style="list-style-type: none"> - Identify the risks and hazards to which persons may be exposed to - Analysis and evaluation of identified risks/hazards - Measures to mitigate, reduce or control the risks and hazards identified 	No information provided.	The risk assessment submitted covers 1 of the required items	The risk assessment submitted covers 2 of the required items	The risk assessment submitted covers 3 of the required items