

**TECHNICAL EVALUATION CRITERIA : CONTRACT (PROVISIONING OF SPECIALISED DEEP CLEANING OF EQUIPMENT AND SERVER ROOMS IN VARIOUS SITES FOR TRANSNET NATIONAL PORTS AUTHORITY AT THE PORT OF RICHARDS BAY, FOR A 36 MONTHS CONTRACT PERIOD.)**

**TECHNICAL EVALUATION SHEET**

Pre-qualification		1.) Police clearance : certificate or proof that the service provider has applied for one (Service provider may provide verifications similar to MIE at tendering) 2.) Method Statement :Service Provider to provide a comprehensive method statement where they describe in a logical sequence exactly how the work is to be carried out in a way that secures health and safety and includes all the control measures when performing Specialized Deep Cleaning in the Equipment, Server room, Data Centre or Network Cabinets.			
Item Number	Category	Total Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer
	Scope of Work: Evaluation Criteria	100			3 - The bidder fully meets requirements and value adding is extensive 2 - Meets critical requirements 1 - Partially meets requirements 0 - Company can not meet, high risk
1	Previous Experience and Track Record		Requirements	Type of Proof / Detail to be submitted	Model Answer
1.1	Previous Experience / Similar work executed and Track Record	25	Bidder must submit Four (4) signed completion letters as reference from clients / entities where they completed similar services ( Specialized Deep Cleaning in the Equipment, Server room, Data Centre or Network Cabinets).	Submit completion letter of similar previous project. Completion letter must include: 1.) The entities' / clients' signed reference letters must be on their letterheads confirmed the work performed with specific reference to the project, company involvement, value portion of involvement and clearly indicate the client's impression.  2.) The signed reference letters shall also indicate the duration or the period which the service was rendered to that entity.  3.) The reference letters must be signed by the client whose such relevant service was rendered to. Names and COntact details of the entity's/clinet's signatory must be on the reference letters.	0 = No completion letter submitted / or letters that do not comply to the criteria.  1= One (1) to two (2) completion letter of similar previous project, and complies with the criteria.  2= Three (3) completion letters of similar previous projects, and complies with the criteria.  3 = Four (4) or more completion letters of similar previous projects, and complies with the criteria.
2	Staff Competence		Requirements	Type of Proof / Detail to be submitted	Model Answer
2.1	CV's of all staff that will be allocated to the project, and CVs of the directors of the company, accompanied by the company organogram	20	Bidder to submit CV's of all staff that will be allocated to the project, and CVs of directors of the company, with references indicating the number of years (work experience) of each personnel as per the scope of work showing their roles description in the organizational chart and their role with reference to the project.	Company Organogram CV's of all staff that will be allocated to the project (indicating Site Supervisor with relevent certificate,the SHE representative, and the Cleaners) CV's of the company directors.	0 = CV's and the company organogram not submitted  1= Submitted CV's of key personnel members with less than three (3) years' of experience and the company Organogram or Only submitted company Organogram or Only submitted CV's .  2 = Company organogram and CVs of key personnel members with three (3) years or more in experience, and complies with the criteria.  3 = Company organogram and CV's of key personnel members with five (5) or more years work experience, and complies with the criteria.
3	Scope of Work		Requirements	Type of Proof / Detail to be submitted	Model Answer
3.1	Work plan or programme as per the scope of work	20	Work plan that addresses all the aspects of the Scope of work . The methodology must include timelines and equipments that will be used in executing the works as per the specification	The contractor shall propose the main activities for the scope of work and the plan showing the duration, milestones and delivery dates of the main activities.	0 = Work plan not sbumitted  1 = Work plan does not include timelines therefore unlikely to satisfy project objectives.  2 = Work plan is relevant, does include timelines therefore likely to satisfy project objectives.  3 = Work plan is relevant, does include timelines and equipments to be used and is therefore likely to satisfy project objectives.
5	Reports and Sign Off Checklist Templates		Requirements	Type of Proof / Detail to be submitted	Model Answer
5.1	Project specific Reporting and Sign-Offs sample documents	15	Bidder to submit project specific samples of a detailed sign-off document and detailed report template to be used after finishing a each room / cabinet's cleaning .	Sample Templates for sign-off documents and Reports	0 = no sample reports and sign off not attached  1= Only generic sign off attached or Only generic Report Template attached  2 =Only project specfic signoff attached or Only project specific Report Template attached  3 = Project specific and detailed Sign-off and report templates attached
6	Safety, Health and Environmental (SHE) Plan		Requirements	Type of Proof / Detail to be submitted	Model Answer

6.1	Safety, Health and Environmental (SHE) Plan	20	<p>Bidder to submit a Safety, Health and Environmental (SHE) Plan that includes Risk Assessment (RA) that lists the potential aspects and impacts that may occur during the commencement of the project. The RA must include the following:</p> <ol style="list-style-type: none"> <li>1. Project specific Safety, Health and Environmental (SHE) aspects/hazards and impacts/risks .</li> <li>2. mitigation measures for the identified aspects/hazards and impacts/risks .</li> <li>3. Valid first aider certificate for the employee to work on the project</li> </ol>	<p>Detailed SHE Plan with detailed Risk Assessment as required Valid First Aid Certificates</p>	<p>0 = No submission or SHE plan was not submitted</p> <p>1 = SHE Plan includes RA with generic SHE aspects/hazards and impacts/risks submitted.</p> <p>2 = SHE Plan includes RA with project specific SHE aspects/hazards and impacts/risks and mitigation measures submitted.</p> <p>3 = SHE Plan RA with project specific SHE aspects/hazards and impacts/risks, mitigation measures as well as a valid first aider certificate.</p>
<b>Minimum score requirement to be as Technically Acceptable (&gt; 66.67)</b>					