

1. EVALUATION CRITERIA

1.1 PHASE 1

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to CEF (SOC) Ltd RFP document.

1.2 PHASE 2 Mandatory evaluation

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

The Mandatory Technical Requirements are as follows:

Mandatory requirements	Comply	Not comply
• Compliance to Occupational Health & Safety Act, 85 of 1993 • Gauteng Agriculture and Rural Development Certificate of Hazardous Waste Transporter • Proof of membership to the National Contract Cleaners Association • The bidder must have a valid Public Liability Insurance cover of R150,000.00.		
Substantiate / Comments		

Note: Failure to comply with any of the Mandatory Requirements may lead to the bidder being disqualified, and not considered for further evaluation on Other Technical Requirements.

1.3 PHASE 3 Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

1.3.1 Company Experience

The company must have delivered a minimum of three (3) supplies to companies where similar services have been rendered.

Please provide reference letters as proof for previous projects experience implemented.

5 Reference letters or more plus experience > 5 years	5	Signed reference letters on client letter heads	30%
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters	2		
1 Reference letters	1		
0 no reference letter submitted	0		

1.3.2 Projects executed by Bidder

The number of projects completed by the Bidder will be demonstrated by the bidder providing the business profile stating the number of similar projects undertaken by the company.

More than 7 projects	5	Business Profile with total number of executed projects	20%
5 to 6 projects	4		
4 to 5 projects	3		
3 to 4 projects	2		
2 to 3 projects	1		
<2 years' experience	0		

1.3.3 Resource Plan and Execution plan:

Provision of a brochure, with full colour pictures and specifications for the proposed hygiene equipment. The required outcomes are:

- The provision of a dedicated vehicle allocation for hygiene services.
- bidders must clearly indicate the rental equipment for installation and ensure compatibility with consumables (paper handtowels, toilet papers, liquid soap, seat sanitisers, etc)
- clear human resource allocation for installations, quarterly deep cleaning and equipment maintenance.
- clear execution timetable for inventory management, waste removal, quarterly lavatories and kitchen sinks deep cleaning
- indication of flexible inventory control management in line with varying quantity requirement.

a) The important issues approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of the latest methodology. Methodology details ways to improve the execution outcomes and the quality of the output.	5	The bidder must demonstrate thorough understanding of the objectives and deliverables of this request by providing a detailed Resource and Execution plan	25%
b) The special tailored approach to address the specific objectives with a methodology that is sufficiently flexible to accommodate the accelerated response and the mitigations to challenges. The quality plan and approach to managing risk responds to the critical characteristics of the hygiene services.	4		
c) The generic approach to the CEF hygiene services objectives. The approach deals with the critical characteristics of the hygiene services with no risk mitigation.	3		
d) The methodology is poor and unlikely to satisfy hygiene services objectives. The respondent misunderstood certain aspects of the scope of work thereby not addressing the critical aspects of the hygiene services.	2		
e) Respondent did not include method statement, project plan and/ or execution plan.	1		
f) No Execution Plan Provided	0		

1.3.1 Occupational Health and Safety Plan			
a) Occupation Health Plan, Risk Mitigation Plan, incident management plan, detailed PPE for staff, and deep cleaning frequency and waste removal frequency.	5	OHS Plan	25%
b) Occupation Health Plan, Risk Mitigation Plan, incident management plan and detailed PPE for staff.	4		
c) Occupation Health Plan, Risk Mitigation and incident management plan.	3		
d) Occupation Health Plan and Risk Mitigation Plan.	2		
e) Occupation Health Plan.	1		
f) No Occupational Health Plan	0		

1.3 PHASE 4

Price and BBEE scoring

Evaluation Criteria	Final Scores	Weighted
Price	80	
B-BBEE - Scorecard	20	
TOTAL SCORE:	100	