

	Tender Technical Evaluation Scoring Form	Unique Identifier	240-53716726
		Document Type	FORM
		Revision	1
		Effective Date	November 2024
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Tender Number:		Name of Tenderer	
Project Description:	The provision of Supply, delivery, installation, supervision and maintenance of desk office screens /partition, blinds and shopfronts on an as and when required basis to NTCSA buildings nationwide for a period of 5 years.		
Compiled:	Internally		

1. QUALITATIVE TECHNICAL EVALUATION CRITERIA: THRESHOLD 70%

KPA 1	Description	Required Evidence	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR
Company Relevant Experience	1. Number of years supplying workstations /desks partitions, installations of shopfronts and blinds).	Tenderer to submit either one of the following required copies of documents: 1) Purchase Orders with completion certificates. 2). Signed appointment letters on the company letter head of the previous work completed. 3) Reference letter on the company letter head for previous work completed with contactable details. (On all the above, maximum of 10 copies, not older than 2017 must be submitted). NB: Copies of different purchase orders issued against same	20%	1-2 project= 5%. 3-4 projects=10%. 5-6 projects = 15%. 7-10 projects = 20%.

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		<i>contract number will not be considered/accepted.</i>		
	2. Submissions of a company profile with catalogue of products & services relating to the services tendered for.	One hardcopy colour printed document with pictures relating to the service tendered for.	10%	Submitted =10%. No proof=0%.
KPA 2	Description	Required Evidence	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR
Project execution Approach and Methodology	Details of the proposed methodology that will be followed in the effective services delivery.	Detailed method statement Identification of hazards and control measures Installation process checklist or template (from preparation to completion)	20%	The evaluator to confirm if the method statement is feasible=10% Identification of hazards & control measures clearly stated =5% Attached the use of template or checklist that will be used to pre-preparation to completion of installations =5% None of the above provided score = 0%
KPA 3	Description	Required Evidence	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR
Transportation	Proposal should confirm availability of necessary transportation suitable for delivery of desk partitions	Tenderer to submit: Vehicles/Trucks – Proof of Availability	20%	Submitted proof of documents and pictures of trucks:

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	(Transportation could be on hire, with proof).	- Submit proof of ownership (contract document) for vehicles/trucks to be used for office partition delivery. - Include clear pictures of the vehicles. - Provide certified copies of valid vehicle licence discs (not older than 3 months from tender closing date). Note: Registration documents will not be accepted. Alternative (if vehicles are not owned): - Submit a valid SLA for hired vehicles; or - Provide a letter from a vehicle rental company confirming availability upon award.		1-2 trucks =10% 3-5 trucks =20% No trucks=0%.
KPA 4	Description	Required Evidence	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR
Warranty on office partitions, screens, shopfronts, blinds and related fit out items supplied	Tenderers must confirm warranty coverage for all furniture supplied	A signed warranty letter on the supplier's or manufacturer's official letterhead confirming: A minimum five (5) year warranty Replacement of defective items within twelve (12) months of delivery due to poor quality	10%	Submitted (5 yrs) certificate/warranty letter= 10% Not submitted= 0%

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KPA 5	Description	Required Evidence:	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR
Trade and Supervisor Certificates	Qualifications of personnel responsible for furniture installation and on-site supervision	Certified copy of relevant trade certificate (Carpenter) Certified copy of supervisory certificate (excluding project management certificates)	10%	No trade and supervisor certificates = 0% Submitted certified copy of trade certificate = 5% Submitted certified copy of supervisor certificate = 5%
KPA 6	Description	Required Evidence	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR
Proof of insurance	Confirmation of insurance cover for contract execution.	Valid insurance policy or letter from a reputable insurer confirming cover for: - Vehicles - Goods in transit and during delivery	10%	Submitted letter/policy document=10% No proof=0%

The technical team will conduct a site visit for suppliers who passed the technical evaluation stage and recommended for negotiation. The purpose of this visit was to verify the supplier's physical resources, confirm their operational capability, and ensure their capacity to deliver the full scope of work. Failure to provide the required physical facilities or resources during the site visit will result in disqualification.

2. Site Technical Evaluation Checklist

1. Physical Facilities Verification, availability of one of the three mentioned is mandatory.

Item to Verify	Requirement	Verified (Yes/No)	Comments
Office Space	Operational office with adequate administrative setup	☐ Yes / ☐ No	

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Warehouse	Secure and sufficient storage facility	☐ Yes / ☐ No	
Workshop	Functional workshop suitable for scope of work	☐ Yes / ☐ No	

2. Fleet and Equipment Verification

Item to Verify	Requirement	Verified (Yes/No)	Comments
Vehicles listed in the tender submission	Physically confirm presence, condition, and ownership/lease documentation	☐ Yes / ☐ No	

3. Overall Assessment of either one of the following is mandatory.

Evaluation Area	Meeting Requirements (Yes/No)	Comments
Supplier demonstrates adequate physical resources	☐ Yes / ☐ No	
Supplier demonstrates operational capability	☐ Yes / ☐ No	
Supplier can deliver full scope of work	☐ Yes / ☐ No	

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Remarks			
Technical Evaluator 1			
Name	Signature	Date	Designation
Technical Evaluator 2:			
Name	Signature	Date	Designation
Moderator:			
Name	Signature	Date	Designation

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