

	Tender Technical Evaluation Scoring Form	Unique Identifier	240-53716726
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		Revision	1
		Effective Date	November 2024
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Tender Number		Name of Tenderer	
Project / Package / Contract Name	Supply, delivery, installation and maintenance of Office furniture and chairs (Workstations, Filing Cabinets, Boardroom Tables and Chairs) to National Transmission Company South Africa Nationwide (NTCSA) on an 'as and when required basis 'for period of 60 months.		
Compiled:	Internally		

1. QUALITATIVE TECHNICAL EVALUATION CRITERIA: THRESHOLD 70%

KPA 1	DESCRIPTION	REQUIRED EVIDENCE	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR
Company Relevant Experience	Number of years supplying office furniture (workstations, filing cabinets and chairs).	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). <i>NB: Copies of different purchase orders issued against same contract number will not be considered/accepted.</i>	20%	1-2 project= 5%. 3-4 projects=10%. 5-6 projects = 15%. 7-10 projects = 20%.

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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

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Transportation	Proposal should confirm availability of necessary transportation suitable for delivery of office furniture (Transportation could be on hire, with proof).	Tenderer to submit: Vehicles/Trucks – Proof of Availability - Submit proof of ownership (contract document) for vehicles/trucks to be used for furniture 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	20%	Submitted proof of documents and pictures of trucks: 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 furniture & chairs 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.	15%	Submitted (5 yrs) certificate/warranty letter= 15% Not submitted= 0%
KPA 5	DESCRIPTION	REQUIRED EVIDENCE	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR

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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). <i>NB: Certified copies should not be older than 3 months of the tender closing date.</i>	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 - Furniture in transit and during delivery	15%	Submitted letter/policy document=15% No proof=0%

A technical team will conduct an on-site visit to the supplier's facilities for all bidders who have successfully passed the technical evaluation and have been recommended for negotiation. This visit will be completed prior to contract negotiations to verify the supplier's resources, confirm their technical capability, and ensure their capacity to deliver the full scope of work. Failure to demonstrate the required physical facilities and resources on site will result in supplier 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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