

SITE VISIT TECHNICAL EVALUATION CRITERIA

PROJECT NAME – LAUNDRY AND DRY CLEANING

No	Technical Evaluation Criteria	Weighting
1	Sorting and segregation	30%
2	Laundry requirements	50%
3	Transport system/standard/records	20%
	TOTAL	100.00%
	Threshold	70%

Sorting and segregation (Criteria 1)	Comments / observations	Score	Supplier's score
Sorting (Criteria 1.1) 1. Is laundry sorted based on the level of soiling or presence of mineral oil, categorized as light, medium, or heavy duty, to determine appropriate cleaning methods		3%	
2. . Are washing machines for processing contaminated textiles clearly marked and not used for the processing of uncontaminated textiles		3%	
3. Is laundry handled based on the type of fiber composition, such as wool, cotton, synthetics		3%	
4. Is laundry sorted and grouped according to color		3%	
5. Are washing and drying instructions on laundry items considered when doing laundry i.e., do not tumble-dry, wash in cold water, do not iron, dry clean only		3%	

Segregation (Criteria 1.2)	Comments / observations	Score	Supplier's score
1. Is laundry segregated and grouped separately for each customer (No mixing of customer laundry items		3%	
2. Space allocation: Is soiled and clean laundry allocated separate segregated space.		2%	

3. Is laundry stored in a safe and secured are.		2%	
4. Are there security measures for staff and visitors.		2%	
5. Are laundry items counted upon receipt and release		2%	
6. Is there appropriate labeling of laundry items		2%	
7. Are surfaces frequently washed and disinfected		2%	

Laundry requirements (Criteria 2)	Comments / observations	Score	
1. Are chemicals, conditioners, detergent, disinfectants and equipment fit for purpose		5%	
2. Is all equipment installed in accordance with the manufacture's instructions. Plumbing certificate of compliance required		5%	
3. Are washing machines calibrated at least twice a year for thermometers, thermostats, flow meter (when fitted), water-level control meters or dip tubes, dispensing system, drum rotation and extraction speed. Calibration certificates or records required		10%	
4. Are the machines serviced in accordance to manufacture's instructions. Maintenance records required		10%	
5. Are employees trained in the hazards associated with all chemicals. Training records required		10%	
6. Is there a "drench shower" for ready access in the areas where chemicals are stored or used		5%	
7. Are there any disinfection procedures on equipment. Procedure to be presented		5%	

Driver's licenses and maintenance records and other items for the delivery vehicles (Criteria 3)	Comments / observations	Score	Supplier's score
1. Do the driver's have valid driver's licenses		3%	
2. Are there maintenance records for the vehicles		3%	
3. Proof of vehicle a tracking device's		3%	
4. Proof of cleaning records for the delivery vehicles		3%	
5. Does the supplier have laundry bags for carrying laundry		2%	
6. Do delivery vehicles have fire extinguishers		3%	
7. Records of vehicle licenses (Disk)		3%	