

Technical Evaluation sheet - Occupational Hygiene and Safety Services																			
Company																			
Evaluator																			
Date																			
														Overall Score		0.00		0.00	
No	Dimension	Weight	Performance Measure/Indicator	Metric	Measuring scale	Weight	Rating Table					Results				Comments			
							Poor	Weak	Average	Good	Excellent	Actual	Score	Actual	Score				
1	Customer Service/ Work experience	40%	The Service Provider must submit company profile including evidence in the form of customer reference letters or testimonials to prove relevant experience of the following services defined in the OHS scope of works. (E.g. conformity assessment audits, surveillances and compile audit reports, etc.) <b>Note 1:</b> The service providers must submit 2 (two) reference letters for OHS Management System (ISO 45001) <b>Note 2:</b> The reference letter must include but not be limited to: name and address of the customer, services and duration of the service provided (start and finish date) <b>Note 3:</b> The reference letter must be on a customer letterhead and signed by an authorised person	Score	1= average 3 or less years of related service 3= average 4 years of related service 5= average 5 years of related service	100%			1	3	5			0.00		0.00			
	Geographic Footprint	20%	Geographic foot print, in terms of the resources and capability across South Africa, Africa and Rest of World. (Refer to Geographic table) - Provide affidavit of geographic footprint. This will be used for Safety and Environment as well.	Score	1= presence/office in 3 cities/towns. 3= presence/office in 4 cities/towns. 5= presence/office in 5 or more cities/towns		1				5								
							100%												
2	Competencies	15%	A documented information (procedure) for selection and appointment of competent Auditors that are registered with recognised Auditor's Body (e.g. SAATCA) must be submitted.	Score	1= No documented procedure in place 5 = Approved documented procedure in place	100%	0					5		0.00		0.00			
							100%												
3	Compliance/ Conformance Certification	10%	The Certification Body must submit a minimum of five (5) issued Compliance/Conformance Certification for OHS Management System (ISO 45001). The Certificates must valid before the closing of the tender.	Score	1= 2 Compliance/Conformance Certificates 3= 3 Compliance/Conformance Certificates 5= 5 Compliance/Conformance Certificates	100%	1	2	3	4	5			0.00		0.00			
							100%												
4	Lead Auditors and Auditors Experience	10%	The Service Provider must provide a minimum of three (3) Curriculum Vitae (CV's) of current SAATCA or any recognised body registered Lead Auditors and six (6) Auditors in their workforce Proof of training: <b>Note: The CV must have the following requirements :</b> Minimum requirements: 1. Diploma in Safety management or equivalent. 2. Nebosh and other relevant OHS training will be advantageous ( i.e. Work at height, FAS & Lead auditors) 3. a Minimum of three (3) years of experience and Maximum of more than five (5) years of experience 4. a Professional /Legislative registration	Score	1= 1 Curriculum Vitae (CV's) for Lead Auditor and Auditor 3= 2 Curriculum Vitae (CV's) for Lead Auditor and Auditors 5= 3 Curriculum Vitae (CV's) for Lead Auditor and Auditors with average of 5 years experience and National Diploma	100%	1	2	3	4	5			0.00		0.00			
							100%												
5	Professional Body	5%	The Certification Body must be a registered member of the South African National Accreditation System (SANAS), or any other recognised national body	Score	1 = Not accredited 5 = Accreditedby South African National Accreditation System (SANAS), or any other recognised national body	100%	1	2	3	4	5			0.00		0.00			
							100%												

**Notes:**  
1 Refer to scoring table below  
2 The overall threshold is 70% (i.e. 3.5)

Overall Scoring table				
Poor	Weak	Average	Good	Excellent
1	2	3	4	5
20.00%	40.00%	60.00%	80.00%	100.00%

**Total Weight** 100%