

Technical Evaluation

Evaluator Nontombi Sechogela

New East London Office Supply, Deliver and Installation of Office furniture, chairs and desk screens or partitions

KPA 1	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR	SCORES	COMMENTS
Proof of semilar work done	Number of years supplying office furniture/chairs.	Tenderer to submit either copies of Task Order (TO), Purchase Order (PO), Appointment letters on company letter head for previous work completed (Three or more contracts/copies, appointment letters or completion certificates)	40%	Submitted appointment letters/ Delivery notes/TO/PO: 3 -5 years Contracts=40% 2 Contracts= 20% 1 Contract=10% No proof=0%		
Transportation	Proposal should confirm availability of necessary transportation for delivery (Transportation could be on hire, with proof).	Tenderer to submit valid licence disc of vehicle/s that will be used for transportation of furniture during the contract period or proof of SLA if vehicle/s are hired. Or letter from vehicle renting company that vehicles will be made available when tenderer gets appointed	20%	Submitted proof =20%, no proof=0%		
Warranty on office furniture supplied	Tenderer should confirm availability of warranty on furniture supplied. Letter on the company letter head from either the supplier/manufacture or the tenderer confirming replacement should the delivered item be damaged within 12 months of delivery due to poor quality.	3-5 Year warranty 15% 2 Year warranty - 10% 1 Year Warranty - 5%	15%	Not submitted= 0% Submitted (3 yrs) certificate= 15% Not submitted= 0% Submitted (2yrs) certificate= 10% Not submitted= 0% Submitted (1 yr) certificate= 5%		
Qualification and registration with the associations for trade (carpenter)	Registration with the regulatory/statutory bodies in South Africa. If a company is not yet registered a registration by the company employee with such body will be accepted.	Carpenter certificate/registration	10%	Company or Employee not registered = 0% Company or employee registered = 5%		
Rerences Letters	Ability will be evaluated based on feedback or reports from previous customers. Maximum of 3 reference letters (on client letterhead).	Tenderer to provide reference letters from previous client (on client letterhead)	15%	Submitted reference letter: 3 -5 letters=15%; 2 letters= 10%; 1 letter=10%, No letter=0%		

100%

Threshold is 70%