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NEC 3 Term Services Contract

PART THREE – TECHNICAL REQUIREMENTS

The Provision of Technical Facilities Management Services for the award of a panel contract consisting of nine (9) contractors in the Central East Cluster - KZN Operating Unit for a period of forty-one (41) months.

ENQUIRY NUMBER : KZN130

TENDERER NAME : _____

TENDER CLOSING

DATE : 3 MAY 2024

SECTION 2

TECHNICAL EVALUATION RETURNABLE

This document (template) should be returned with the tenderer's submission

- This document (template) must be read in conjunction with the technical evaluation criteria.
- The objective of this document (template) is to standardise the format of the information received from a tenderer.
- The tenderer is required to **fill in** information in the relevant section on this document (template).
- The tenderer is required to **insert evidence** in the relevant section in this document (template).
- Information and inserted evidence within this document (template) will be used to score the tenderer against the technical evaluation criteria.

TECHNICAL EVALUATION CRITERIA - TECHNICAL FMS

NOTES:

The tenderer must pass both criteria in Part 1 - Mandatory Section and,
 The tenderer to achieve a minimum threshold of 73% and not receive a 0% in any of the criteria in Part 2 - Qualitative Section and,
 The tenderer to pass all criteria in Part 3 - Onsite Section.
 The tenderer will be deemed as passed in the technical evaluation if Part 3 - Onsite Section is passed.

To be evaluated for Part 2 the tenderer will need achieve a pass in Part 1.
 To be evaluated for Part 3 the tenderer will need to be meet the threshold and requirement in Part 2.

PART 1 - Mandatory Section

KPI	Criteria	Assessment Method
	<p>The tenderer is required to pass criteria A1 and A2 to pass Part 1 - Mandatory Section of the evaluation.</p> <p>The tenderer will be deemed as failed in the technical evaluation if it fails any of the 2 criteria in Part 1.</p> <p>The tenderer will not be evaluated further if Part 1 - Mandatory Section is failed.</p>	
A1 In House Skills Required	<p>The tenderer's skills within its company is evaluated in this criterion.</p> <p>The tenderer must as a minimum have an employee with any one of the specified trade, employed within the tendering company. The specified trade is a plumber or an electrician or a building works person.</p> <p>The technical evaluation returnable template must be filled in indicating the trade of the worker employed within its company. The technical evaluation returnable template must be returned as a tender returnable. Information on this template will be used to evaluate the tenderer on this criterion.</p>	
	- The tenderer has within its employ of its company a plumber or an electrician or a building works person as indicated on the technical evaluation returnable template.	Pass
	- No information or incomplete information in the technical evaluation returnable template for the specified trade skills required in the tendering company.	Fail
A2 Tenderer's Workspace / Facility	<p>The Tenderer's workspace / facility utilised to provide the goods is evaluated in this criterion</p> <p>The tenderer to provide proof of workspace / facility that is being used when providing the service. The proof to be supplied must be municipality invoice (not older than 3 months from tender closing date) or letter from ward councillor or a current valid lease agreement or an affidavit confirming workspace / facility location. The street address or geographic co-ordinates must be clearly specified on the document. Document must be in the Tendering company's name or any of the Tendering company's owner's name. Workspace / Facility must be within a 100km radius from any of the home centres i.e.</p> <ul style="list-style-type: none"> -Mkondeni Complex - 1 Portland Road, Mkondeni, Pietermaritzburg -New Germany Area Office - 25 Valley View Road, New Germany -Empangeni Area Office - 26 Turnbull Street, Empangeni -Newcastle Area Office - 34 Voortrekker Street, Newcastle <p>Google maps will be used to verify the 100km radius based on driving distance from the home centres specified.</p>	

	- Municipality invoice or letter from ward councillor or lease agreement or an affidavit, meeting the requirements indicating the supplier's workspace / facility within the required radius.	Pass
	- No evidence supplied meeting the requirements or no existing workspace / facility within the required radius.	Fail

PART 2 - Qualitative Section

KPI	<p>Criteria</p> <p>The tenderer to achieve a minimum threshold of 73% and not receive a 0% in any of the criteria B1 - B4 to be deemed as passed in Part 2. The tenderer will be deemed as failed in the technical evaluation if it does not meet the minimum threshold and requirements in Part 2. The tenderer will not be evaluated further if Part 2 - Qualitative Section is failed.</p>	Score Allocation	Weight
<p align="center">B1</p> <p>Tenderer's Technical Facilities Management Services Experience</p>	<p>The tenderer's years of experience is evaluated in this criterion.</p> <p>The tenderer to indicate the number of years of experience in technical facilities management services e.g., plastering, plumbing, electrical, waterproofing, painting, building works etc. The years of experience will be calculated up until the tender closing date</p> <p>Tenderer to fill in information on the technical evaluation returnable template, indicating the name of the company the works was provided to, description of the works, the start date and end date of the works. The technical evaluation returnable template must be returned as a tender returnable. Information on this template will be used to evaluate the tenderer on this criterion</p>		25%
	<p>- more than 5 years' experience and meeting the requirements</p>	25%	
	<p>-3 years or more but less than or equal to 5 years' experience and meeting the requirements</p>	20%	
	<p>- less than 3 years' experience</p>	0%	
<p align="center">B2</p> <p>Project Management</p>	<p>The tenderer's ability for planning / co-ordinating works (project management) is evaluated in this criterion.</p> <p>Score points as below:</p> <p>B2.1) The tenderer has a Planning / Co-ordinating of works structure in place. The tenderer to indicate the name and surname of the employee identified to fill this role within the tendering company. (Score 1 point for meeting this requirement, score 0 point for not meeting this requirement)</p> <p>B2.2) The tenderer to indicate if the employee in the planning / co-ordinating of works role has any formal training record in business administration or project management or the built environment. (Score 1 point for Yes, or score 0 point for No or not answered)</p> <p>B2.3) The tenderer to provide a list of projects and specify the duties /role performed by the employee, demonstrating experience / competency in planning / co-ordinating works(project management) (Score 1 point for meeting this requirement, score 0 point for not meeting this requirement)</p> <p>B2.4) The tenderer to provide the names of the computer software that will used by the employee when planning / co-ordinating works (project management) e.g. MS projects, excel etc. (Score 1 point for meeting this requirement, score 0 point for not meeting this requirement)</p> <p><u>The tenderer is given a point for each of the requirement it meets above. The sum of the points is used to score the criterion. There is a maximum of 4 points.</u></p> <p>Tenderer to fill in information on the technical evaluation returnable template. The technical evaluation returnable template must be returned as a tender returnable. Information on this template will be used to evaluate the tenderer on this criterion</p>		24%
	<p>- Information supplied and meets 4 requirements, score = 4 points</p>	24%	
	<p>- Information supplied and meets 3 requirements, score = 3 points</p>	20%	
	<p>- Information supplied and meets 2 requirements, score = 2 points</p>	16%	

	- Information supplied and meets 1 requirement, score = 1 point	12%			
	- No requirement met, or no information supplied, score = 0 point	0%			
<p>B3</p> <p>Health and Safety Competence</p>	<p>The tenderer's ability to meet Health and Safety compliance requirements is evaluated in this criterion.</p> <p>IN HOUSE SECTION</p> <p>B3.1) The tenderer must have in its employ a person within the tendering company who has experience in health and safety compliance on building maintenance services or construction projects. (Score 1 point for meeting this requirement, score 0 point for not meeting this requirement)</p> <p>B3.2) The tenderer's structure for providing Health and Safety compliance is in place. The tenderer to indicate the name and surname of the employee in the tendering company to fill this role. (Score 1 point for meeting this requirement, score 0 point for not meeting this requirement)</p> <p>B3.3) The tenderer to indicate for the employee who is ensuring Health and Safety Compliance, if he/she has the relevant qualification certificates as specified on the SACPCMP.org.za website for C.CHSO or CHSO or CHSM or PrCHSA or a valid relevant SACPCMP registration certificate (Score 1 point for Yes, or score 0 point for No or not answered)</p> <p>OR</p> <p>SUB-CONTRACTED SECTION</p> <p>B3.4) The tender must indicate if it has a sub-contracting agreement with a sub-contractor who has experience in health and safety compliance on building maintenance services or construction projects, to ensure the tendering company's health and safety compliance requirements are met. (Score 1 point for meeting this requirement, score 0 point for not meeting this requirement)</p> <p>B3.5) The tenderer's sub-contractor's structure for providing Health and Safety compliance is in place. The tenderer to indicate the name and surname of the sub-contractor's employee that will fill this role to ensure the tendering company's health and safety compliance requirements are met. (Score 1 point for meeting this requirement, score 0 point for not meeting this requirement)</p> <p>B3.6) The tenderer to indicate for the sub-contractor's employee who is ensuring Health and Safety Compliance, if he/she has the relevant qualification certificates as specified on the SACPCMP.org.za website for C.CHSO or CHSO or CHSM or PrCHSA or a valid relevant SACPCMP registration certificate (Score 1 point for Yes, or score 0 points for No or not answered)</p> <p><u>The tenderer is given a point for each of the requirement it meets above. The sum of the points is used to score the criterion. There is a maximum of 3 points. The tenderer will receive points for either the in-house section or sub-contracted section</u></p> <p>Tenderer to fill in information on the technical evaluation returnable template. The technical evaluation returnable template must be returned as a tender returnable. Information on this template will be used to evaluate the tenderer on this criterion.</p>				
	- Information supplied and meets 3 requirements, score = 3 points	24%	24%		
	- Information supplied and meets 2 requirements, score = 2 points	20%			
	- Information supplied and meets 1 requirement, score = 1 point	16%			
	- No requirement met, or no information supplied, score = 0 point	0%			

B4 Tenderer's Available Skills	<p>The tenderer's available skills are evaluated in this criterion.</p> <p>Tenderer to indicate the category of skills available to provide the service, either in-house or sub-contracted, and to supply the relevant training / qualification certificates. The years of experience will be calculated up until the tender closing date.</p> <p>Category 1 - A Plumber with more than 3 years plumbing works experience and has a plumbing training certificate. Copy of plumbing training certificate / qualification to be submitted as a tender returnable.</p> <p>Category 2- An Electrician with more than 3 years electrical works experience and has an electrical trade test certificate. Copy of electrical trade test certificate to be submitted as a tender returnable.</p> <p>Category 3 - A Building works (excluding Plumber and Electrician) person with more than 3 years building works experience, and a building trade training certificate. Copy of building trade training certificate to be supplied as a tender returnable.</p> <p>Tenderer to fill in information on the technical evaluation returnable template. The technical evaluation returnable template must be returned as a tender returnable. Information on this template will be used to evaluate the tenderer on this criterion</p>		27%
	-Tenderer has in house employees for 3 categories of skills, meeting the requirements, and copies of training / qualification certificate of the workers for the 3 categories has been supplied.	27%	
	-Tenderer has in house employees for 2 categories of skills and the remaining 1 category of skill is sub-contracted, meeting the requirements, and copies of training / qualification certificate of the workers for the 3 categories has been supplied.	26%	
	-Tenderer has in house employees for 1 category of skills and the other 2 categories of skills is sub-contracted, meeting the requirements, and copies of training / qualification certificate of the workers for the 3 categories has been supplied.	25%	
	-Tenderer does not meet the requirements for the above 3 scoring methods	0%	
			100%

KPI No. A1

FILL IN TEMPLATE

Tenderer's In House Skills

UNDER THIS SECTION

IN HOUSE SKILLS REQUIRED

The tenderer must as a minimum have an employee with any one of the specified trades, employed within the tendering company. The specified trade is plumber or electrician or building works person.

Tenderer to indicate in the table below which trade person is employed within the tendering company.

Add an 'X' in the relevant rows to indicate the trade person that is employed within the tendering company.

	TRADE	Add 'X' to indicate the trade person employed within the tendering company
A.	PLUMBER	
B.	ELECTRICIAN	
C.	BUILDING WORKS	

KPI No. A2

INSERT

Municipality invoice (not older than 3 months) or letter from ward councillor or valid lease agreement or an affidavit confirming workspace / facility location. The street address or geographic co-ordinates must be clearly specified on the document

UNDER THIS SECTION

KPI No. B1

FILL IN TEMPLATE

Indicating Tenderer's Experience Based On The Years Of Technical Facilities Management Services e.g. Plastering, Plumbing, Electrical, Waterproofing, Painting, Building Works etc.

UNDER THIS SECTION

TENDERER'S EXPERIENCE

The tenderer to indicate the number of years of experience in technical facilities management services e.g., plastering, plumbing, electrical, waterproofing, painting, building works etc. The years of experience will be calculated up until the tender closing date.

Tenderer to fill in information in the table below. Fill in information in each column to indicate the tenderers' experience. Copy and add as many pages as required to indicate the relevant years of experience.

Name of Company service was provided to e.g. Eskom SOC LTD	Description of the service e.g. Painting of Office buildings at Megawatt Park	Start date of service (YYYY/MM/DD) e.g. 2023/01/31	End date of service (YYYY/MM/DD) e.g. 2023/01/31

KPI No. B2

FILL IN TEMPLATE

**Indicating Tenderer's Ability for Planning / Co-ordinating
(Project Management) of the works**

UNDER THIS SECTION

PROJECT MANAGEMENT

- Indicate the name and surname of the employee identified to fill the role within the tendering company, for planning / co-ordinating of the works.

NAME	SURNAME

- Does the employee in the planning / co-ordinating of works role as listed above have any formal training record in business administration or project management or the built environment? *(Mark the relevant box with a 'X')*

YES	NO

- Provide a list of projects and specify the duties / role performed by the employee listed above, demonstrating experience / competency in planning / co-ordinating works (project management)

PROJECT NAME / DESCRIPTION	DUTIES / ROLE PERFORMED

- The tenderer to provide the names of the computer software/s that will be used by the employee when planning / co-ordinating works (project management) e.g., MS projects, excel etc.

NAME OF COMPUTER SOFTWARE/S

KPI No. B3

FILL IN TEMPLATE

**Indicating Tenderer's Ability To Meet Health And Safety
Compliance Requirements**

UNDER THIS SECTION

HEALTH AND SAFETY COMPETENCE

Fill in the relevant section based on how the Health and Safety compliance requirements will be met by the tenderer.

Tenderer to fill in information in the IN-HOUSE section **OR** the SUB-CONTRACTED section on this template. Only information from one (1) section will be used to score this criterion. In the event information is filled in on both sections, then only the **IN-HOUSE** section will be used to score this criterion.

IN-HOUSE SECTION

- The tenderer employs a person within the tendering company, who has experience in health and safety compliance on building maintenance services or construction projects. (Mark the box with a 'X' if this statement is true. Leave blank if the statement is false)

YES

- Indicate the name and surname of the tenderer's employee identified to fill the role within the tendering company, for ensuring health and safety compliance requirements are met.

NAME	SURNAME

- Does the employee as listed above for ensuring health and safety compliance requirements are met, have the relevant qualification certificates as specified on the SACPCMP.org.za website for C.CHSO or CHSO or CHSM or PrCHSA or a valid relevant SACPCMP registration certificate? (Mark the relevant box with a 'X')

YES	NO

SUB-CONTRACTED SECTION

- The tenderer has a sub-contracting agreement with a sub-contractor who has experience in health and safety compliance on building maintenance services or construction projects, to ensure the tendering company's health and safety compliance requirements are met. (Mark the box with a 'X' if this statement is true. Leave blank if the statement is false)

YES

- Indicate the name and surname of the sub-contractor's employee identified for ensuring health and safety compliance requirements are met by the tendering company.

NAME	SURNAME

- Does the person as listed above for ensuring health and safety compliance requirements are met, have the relevant qualification certificates as specified on the SACPCMP.org.za website for C.CHSO or CHSO or CHSM or PrCHSA or a valid relevant SACPCMP registration certificate? *(Mark the relevant box with a 'X')*

YES	NO

KPI No. B4

FILL IN TEMPLATE AND INSERT

Copies Of Training / Qualification Certificates

UNDER THIS SECTION

AVAILABLE SKILLS

The tenderer to indicate the category of skills available to provide the service, either in house or sub-contracted, and to supply the relevant training / qualification certificates.

Tenderer to indicate in the table below which category of trade skills is available meeting the requirements and a copy of the training / qualification certificates is submitted.

Tenderer to ensure a copy of the training certificate is inserted as a tender returnable.

Add an 'X' in the relevant column indicating if the available skill is in-house or sub-contracted. Leave row blank if category of skill is not available. If both columns are marked evaluations will only be conducted based on the In-house skills

Cat.	TRADE	IN-HOUSE	SUB-CONTRACTED
1.	A Plumber with more than 3 years plumbing works experience and has a plumbing training certificate		
2.	An Electrician with more than 3 years electrical works experience and has an electrical trade test certificate		
3.	A Building works (excluding Plumber and Electrician) person with more than 3 years building works experience, and a building trade training certificate		



Technical criteria
FMS.pdf



Annexure A - KZN
Technical FMS BOQ.pdf