

Evaluation Criteria- Cleaning, Gardening and Hygiene

Signature: 

KPA	KPI		WEIGHT	ACTUAL SCORE	WHAT THE EVALUATOR TO LOOK FOR?
1 Relevant Experience	Company Profile	Relevant company profile showing Past 5 year experience. Relevance refers to Cleaning, Gardening and Hygiene.	10%		The evaluator must assess if the profile experience is relevant with regards to experience in cleaning, Gardening and Hygiene. Should a contractor not have the experience in all the categories, the score below will be halved. 5 yrs Experience for Cleaning, Gardening and Hygiene =10% Experience for 4 years = 8% , Experience for 3 years =6% Experience for 2 years =4% experience for 1 year = 2% not shown =0%
	Appointment letter with contactable details from previous / current client(s)	Five (5) Appointment letters for Cleaning, Gardening and five (5) Appointment letters for Hygiene From year 2015 to date	20%		The evaluator to confirm the previous appointment letters. For each valid letter the contractor will be awarded 2%
	Letter of good Standing from Provided fund.	Signed Letter of good Standing in a letter head from Pension fund and valid for 6 months.	20%		The evaluator to check if the letter of good standing has been provided and valid. All score = 20%. Inadequate = 0%
TOTAL FOR KPA 1			50%	0%	
2 Project execution Approach and Methodology	Details of the proposed methodology that will be followed in the effective services delivery.	The tenderer to explain how works is going to be executed That includes- Identification of hazards and control measures -Template or checklist showing pre- preparation to completion of daily cleaning.	5%		The evaluator to confirm if the method statement is feasible, identification of hazards, control measures only =2% Identification of hazards & control measures and checklist only =3% Template or checklist showing Pre-preparation to complete of daily cleaning together with identification of hazards,control measure and checklist=5% None of the above score = 0%
	Organisational Structure relevant to the project.	The structure to show the following- Project Manager, Supervisor for cleaning, Supervisor for Hygiene, safety co ordinator and a Cleaner or gardner.	5%		Relevant structure with 5 key mentioned employees score = 5% Structure with minimum of 4 key employees =4% 3 key employees =3% 2 key employees =2% 1 key employee = 1% The structure that is not listed or no submission= 0%
	CV and Certified qualification of key employees i.e Supervisors	Tenderer to demonstrate that there is competence 1. a CV of a Supervisor must show level 2 (National certificate)with 5 year experience in Cleaning and Gardening 2. a CV of a supervisor must show competence in Hygiene in terms of training.	10%		The evaluator to ensure that a CV with experience of 5 years and level 2 or higher qualification= 10% for cleaning and gardening and Hygiene. 4 years exp and qualifications =8% 3 years exp and qual =6% 2 years exp with qual =4% no qualification = 0% - Minus half % if CV is for cleaning only or hygiene only.
	Equipment / Tools etc to deliver the service.	The tenderer to provide adequate list of equipment / Tools as per the scope of work and it must be a signed copy.	5%		The evaluator to check for the list of equipment provided by the tenderer. The list needs to talk to the relevancy of the scope and list provided in the Scope 10 Or more = 5%, Less than 9 tools =4% Less than 7 tools = 3% Less than 4 tools =2% Less than 2 tools =1% Inadequate = 0%
TOTAL FOR KPA 2			25%	0%	
3 Registration with relevant regulatory/statutory bodies	The tenderer must demonstrate compliance : On Non-Technical Services				
	Hygiene	The tenderer to provide valid certificate either from - South African Institute of occupational hygiene-(SAIOH) or OCSA or IOHA for the key employees.	10%		The evaluator to check if the registration has been provided for key employees and valid. All score = 10%. Inadequate = 0%
	Cleaning and Gardening	Tenderer to submit a valid proof of certified registration -NCCA or BEECA. (not a letter)	15%		The evaluator to check if the registration has been provided and valid. All score = 15%. Inadequate = 0%the client will further confirm with the registration body.
TOTAL FOR KPA 3			25%	0%	
OVERALL WEGHT & SCORE FOR THIS TENDERER			100%	0%	

Minimim threshold is 75%