

ANNEXTURE B – TECHNICAL EVALUATION

TECHNICAL EVALUATION CRITERIA		SCORING GUIDELINE	WEIGHTING
ELIGIBILITY			
ACCREDITATION The bidder must be registered with a Regulatory Board for the Domestic Cleaning Services Industry NCCA and other approved Regulatory Boards. The bidder MUST submit valid proof of registration. Note: No expired copies will be accepted.			Yes / No
EXPERIENCE The bidder should have a of four (4) accumulative years’ of experience in Domestic and Deep cleaning services. The bidder to submit a of four (4) signed reference letters not older than seven (7) years from client’s letterhead (different clients) which shall be used to verify the bidder’s past performance. The references must specifically set out the contract period, and the value of the contract services were rendered. Transnet will conduct reference checks on the client letters <u>submitted</u> to verify the experience claimed by bidders. NOTE: No letter of awards or purchase orders will be accepted.	• 25 points = The bidder must provide four (4) or more signed letter(s) with 4 accumulative years’ of experience. The reference letters on a client’s company letterhead with years of service and value of contract where services were rendered. • 10 points = The bidder provides three (3) signed letter(s) with less than 4 years’ of experience. The reference letters on a client’s company letterhead with years of service and value of contract where services were rendered. • 5 points = The bidder provides two (2) signed letter(s) with less than 4 years’ of experience. The reference letters on a client’s company letterhead with years of service and value of contract where services were rendered. • 0 points = The bidder submitted less than two (2) reference letters submitted / No reference letters submitted.	25	

MATERIAL SAFETY DATA SHEETS (MSDS) Respondent must submit a list of all chemicals to be used for cleaning (according to the scope of work), together with the Material Safety Data Sheets (MSDS) Files. List should cover chemicals for the following areas (but not limited to): ablution facilities; glass & window cleaner; dishwashing liquid; carpet cleaner; tiles, paint & walls; microwaves; deep cleaning; furniture cleaner (wooden & metal); and general areas & mess room floors. Refer to RFP Returnable schedule 4-4 and 4-5.	• 15 points = List of chemicals mentioned on the Scope to match material safety data sheets (MSDS) of chemicals to be used. • 0 points = No copies provided of material safety data sheets (MSDS) of chemicals to be used.	15
TRANSPORTATION Two (2) Dedicated driver with a valid South African driver's license with (non-expired) Professional Driver Permits (PrDP) (Supervisor to be able to travel between sites)	• 20 points = Evidence for two (2) drivers with a valid driver's license & PDP • 0 points = No Evidence of drivers with a valid driver's license & PDP	20

SUPERVISOR EXPERIENCE The Service Provider shall have 2 qualified and experienced supervisors with a minimum of three (3) years cumulative experience in supervising domestic cleaning. All employees are to be of South African descent or valid South African work permit. Comprehensive CV of supervisors with attached certified valid Training Certificate in Hygiene and Cleaning. (Certificate to be SETA or industry associations accredited)	• 20 points = The Service Provider shall have two (2) qualified and experienced supervisors with three (3) years cumulative Training Certificate experience in supervising domestic cleaning in possession of a valid Certificate in hygiene and Cleaning. • 10 points = The Service Provider having one (1) qualified and experienced supervisors with three (3) years cumulative Training Certificate experience in supervising domestic cleaning in possession of a valid Certificate in hygiene and Cleaning • 0 points = No CV/CV submitted with not adequate experience	20
BUSINESS CONTINUITY PLAN The Respondent must submit their Business Continuity Plan or Policy that indicates how they will deal with employee absence, strikes and disruptions in accordance with sections 3.12 of the Scope of Work. The plan or policy must specifically name contingency plans for the following three (3) sections: 1) Employee absence, 2) Strikes and 3) Disruptions	• 20 Points = Technical Returnable Schedule completed with a Business Continuity Plan or Policy that covers all three (3) elements • 10 Points = Technical Returnable Schedule completed with a Business Continuity Plan or Policy that covers two (2) elements • 0 Points = Technical Returnable Schedule completed, but the provided Business Continuity Plan or Policy does not explicitly cover all three elements	20
THE MINIMUM QUALIFYING SCORE REQUIRED IS		70 OUT OF 100 POINTS 100