

TRANSNET PROPERTY

CONTRACT NUMBER: TP/2025/08/0005/102748/RFQ

DESCRIPTION OF THE WORKS: FOR THE PROVISION OF OFFICE CLEANING, GARDENING, AND HYGIENE SERVICES AT WITBANK DEPOTS AND SURROUNDING AREAS IN THE NORTHERN REGION ON "AS AND WHEN BASIS" FOR A PERIOD OF EIGHT (08) MONTHS

Gatekeepers (Mandatory)			
1. Submit valid letter of Good Standing (COID-A) from department of Employment and Labour or its agencies.			
The above requirement is mandatory. Bidders who fail to submit all documents shall be immediately disqualified.			
All certified copies must not be older than 3 months from the closing date of this tender.			
Pre-qualifying Quality criteria	Sub-Criteria	Sub-Criteria Points Allocation	Maximum number of points
<u>Organogram and CV's of key persons:</u> <i>Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel).</i>	Cleaning Supervisor		25
	No CV attached/no experience	0	
	Provision of cleaning and hygiene services experience = 0 \geq , \leq 1 year	5	
	Provision of cleaning and hygiene services experience > 1, \leq 3 years	10	
	Provision of cleaning and hygiene services experience > 3, \leq 4 years	15	
	Provision of cleaning and hygiene services experience > 4, \leq 5 years	20	
	Provision of cleaning and hygiene services experience > 5 years	25	
<u>Risk Assessment</u> <i>(Specific to the works) (Key elements of a Risk Assessment (RA) Tasks Identification, Hazards, Risks Identification, Risk Rating, Control Measures/Treatment, Risk Rating, residual risk and treatment)</i>	The Bidder failed to provide information or only provide one of the key elements	0	25
	The Bidder has submitted risk assessment, encompassing Two (2) elements with adequate detail and is relevant to the scope.	5	
	The Bidder has submitted risk assessment, encompassing Three (3) elements with adequate detail and is relevant to the scope.	10	
	The Bidder has submitted risk assessment, encompassing Four (4) elements with adequate detail and is relevant to the scope.	15	
	The Bidder has submitted risk assessment, encompassing Five (5) elements with adequate detail and is relevant to the scope.	20	
	The Bidder has submitted risk assessment, encompassing Six (6) elements with adequate detail and is relevant to the scope.	25	
	No evidence provided	0	



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<p>Company Previous Experience: Bidders experience in providing cleaning and hygiene services</p>	<p>Bidder has successfully provided 1 letter of experience which covers at least cleaning and gardening services</p> <p>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	5	25
	<p>Bidder has successfully provided 2 letters of experience which covers at least cleaning and gardening services</p> <p>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	10	
	<p>Bidder has successfully provided 3 letters of experience which covers at least cleaning and gardening services</p> <p>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	15	
	<p>Bidder has successfully provided 4 letter of experience which covers at least cleaning and gardening services</p> <p>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	20	
	<p>Bidder has successfully provided >=5 letters of experience which covers at least cleaning and gardening services</p> <p>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	25	



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Method Statement for cleaning, grass cutting and hygiene services: <i>Key elements</i> 1. Health and Safety management plan 2. Company's COVID19 responsiveness / preparedness 3. Task descriptions and how such tasks will be performed on daily basis; 4. Proposed work schedule / work plan 5. Equipment and products to be utilized. 6. Resources to be utilized including organogram	No submission or method statement does not refer to the provision of cleaning, hygiene, deep cleaning, pest control services, and gardening services	0	25
	Method statement only covers 1 of the key elements on how the contractor will execute the provision of cleaning, hygiene, deep cleaning, pest control services, and gardening services	5	
	Method statement covers >1 ≤ 2 of the key elements on how the contractor will execute the provision of cleaning, hygiene, deep cleaning, pest control services, and gardening services	10	
	Method statement covers >2 ≤ 4 of the key elements on how the contractor will execute the provision of cleaning, hygiene, deep cleaning, pest control services, and gardening services	15	
	Method statement covers >4 ≤ 5 of the key elements on how the contractor will execute the provision of cleaning, hygiene, deep cleaning, pest control services, and gardening services	20	
	Method statement covers ALL the key elements on how the contractor will execute the provision of cleaning, hygiene, deep cleaning, pest control services, and gardening services	25	
Maximum possible score			100

Maximum score for technical evaluation is 70/100