

TECHNICAL EVALUATION SCORECARD						
Occupational Hygiene Surveys and Assessments for the Port of East London						
Technical Evaluation Sheet						
Column1	Column2	Column3	Column4	Column5	Column6	Column7
Nr	Category	Total Weight	Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer
						3 = Bidder fully meets the requirements and value adding is extensive 2 = The Bidder meets the critical requirements 1 = The Bidder partially meets requirements 0 = Company cannot meet requirements, high risk.
1	Project Organogram	10		Requirements	Type of Proof / Detail to be submitted	Model Answer
	Project Organogram		10	Bidder must provide a project organogram that shows the key personnel that will be executing the services as listed below: A clear and precise indication of at least Three (3) of the Four (4) key personnel's on the organogram with FUNCTIONS that will be executing the services Key Personnels to be visible for the project are as follows: a) Occupational Hygienist b) Occupational Hygiene Technologist c) Occupational Hygiene Assistant d) Technical Report Compiler	Project Specific Organogram	3 = Bidder has submitted organogram with a clear and precise indication of all Four (4) key personnel's functions 2 = Bidder has submitted organogram with a clear and precise indication of Three (3) key personnel's functions 1 = Bidder has submitted organogram with a clear and precise indication of Two (2) key personnel's functions 0 = The bidder has not submitted an organogram.
2	Experience of Key Personnel	20		Requirements	Type of Proof / Detail to be submitted	Model Answer
2.1	Occupational Hygienist		5	Occupational Hygienist with a least two (2) years minimum relevant experience. Detailed CV's should demonstrate that Occupational Hygienist have sound knowledge and experience in Occupational Hygiene Surveys	A detailed CV	3 = Occupational Hygienist with experience of more than three (3) years 2 = Occupational Hygienist with experience of two (2) years but less than three (3) years 1 = Occupational Hygienist with experience of one (1) year but less than two (2) years 0 = No experience/ irrelevant
2.2	Occupational Hygiene Technologist		5	Occupational Hygiene Technologist with a least two (2) years minimum relevant experience. Detailed CV's should demonstrate that Technologist have sound knowledge and experience in Occupational Hygiene Surveys	A detailed CV	3 = Technologist with experience of more than three (3) years 2 = Technologist with experience of two (2) years but less than three (3) years 1 = Technologist with experience of one (1) year but less than two (2) years 0 = No experience/ irrelevant
2.3	Occupational Hygiene Assistant		5	Occupational Hygiene Assistant with a least two (2) years minimum relevant experience. Detailed CV's should demonstrate that Occupational Hygiene Assistant have sound knowledge and experience in Occupational Hygiene Surveys	A detailed CV	3 = Assistant with experience of more than three (3) years 2 = Assistant with experience of two (2) years but less than three (3) years 1 = Assistant with experience of one (1) year but less than two (2) years 0 = No experience/ irrelevant
2.4	Technical Report Compiler		5	Technical Report Compiler with a least two (2) years minimum relevant experience. Detailed CV's should demonstrate that Technical Report Compiler have sound knowledge and experience in Occupational Hygiene Surveys	A detailed CV	3 = Technical Report Compiler with experience of more than three (3) years 2 = Technical Report Compiler with experience of two (2) years but less than three (3) years 1 = Technical Report Compiler with experience of one (1) year but less than two (2) years 0 = No experience/ irrelevant
3	Key personnel qualifications	10.00		Requirements	Type of Proof / Detail to be submitted	Model Answer
	Key personnel qualifications		10	The Bidder must submit as a minimum the qualification certificate or equivalent for at least Three (3) Key Personnel a) Occupational Hygienist - Registration Certificate b) Occupational Hygiene Technologist - Registration Certificate c) Occupational Hygiene Assistant - Registration Certificate d) Technical Report Compiler - Intermediate qualification (NQF level 5)	Valid Certificates	3 = All Four (4) valid certificates required of key personnel submitted 2 = Three (3) valid certificates of key personnel submitted 1 = 2 or less valid certificates of key personnel submitted 0 = Not submitted
4	Company Experience	30		Requirements	Type of Proof / Detail to be submitted	Model Answer
	Previous Experience in similar projects (Occupational Hygiene Surveys)		10	Bidders are required to demonstrate previous experience in Occupational Hygiene Surveys within a period of 10 years and to this end shall as a minimum have completed at least Five (5) similar projects/work that involves conducting Occupational Hygiene Surveys and assessments for different environmental stressors Bidder must show a track record of previous similar work, list atleast 5 completed projects	List of completed projects	3 = Bidder has undertaken 6 or more projects of a similar nature. 2 = Bidder has 5 projects of a similar nature. 1 = Bidder has undertaken 3 or 4 project of a similar nature. 0 = Bidder has not submitted previous project experience.
	Previous Experience in similar projects (Occupational Hygiene Surveys)		20	The bidder is required to submit at least 5 contactable references to substantiate previous work undertaken of a similar nature. The reference letter must be signed by the Clients, indicating contact details and in their letterheads. The letters must confirm the work performed with specific reference to the project and clear indication of client's impression (project success). Note: Letters of appointment will not be considered	Signed reference letters	3 = Bidder has submitted 6 and more contactable references (i.e. With contact details) for previous work undertaken of a similar nature. 2 = Bidder has submitted 5 contactable references (i.e. With contact details) for previous work undertaken of a similar nature. 1 = Bidder has submitted 4 or less contactable reference (i.e. With contact details) for previous work undertaken of a similar nature. 0 = Bidder has not submitted a contactable reference for previous work undertaken of a similar nature.
5	Method Statement	15		Requirements	Type of Proof / Detail to be submitted	Model Answer

	Method Statement		15	The bidder must submit a comprehensive Method Statement detailing how the Occupational Hygiene surveys and assessments will be executed. The Method statement shall include at least Three (3) to Four (4) of the following key functions in terms of scope of work: a) Walk through survey in all the areas; b) Surveys of all the work activities c) Evaluation and interpretation of results d) Report writing e) Report printing and issuing	Detailed method statement	3 = All Five (5) key functions are included 2 = Three (3) to Four (4) of the key functions included 1 = Two (2) of the key functions included 0 = No method statement submitted / None of the key functions
6	Programme/Work Schedule	10		Requirements	Type of Proof / Detail to be submitted	Model Answer
6.1	Project plan/Work Schedule		5	Bidders must submit a detailed Project plan/Work Schedule As the minimum ,the bidder must provide 4 of the the following activities. a) Walk through survey in all the areas. b) Surveys of all the work activities c) Evaluation and interpretation of results d) Report writing e) The schedule must be presented in Gantt chart or equivalent format using a recognised project planning tool (e.g., MS Project, Primavera, or similar).	Detailed project plan/work schedule	3 = The Bidder has addressed 5 of the 5 activities 2 = The Bidder has addressed 4 of the 5 activities 1 = The Bidder has addressed 3 of the 5 activities 0 = Bidders has not submitted the required information.
6.2	Work shedule period		5	Bidders must submit a detailed Work Schedule for the Occupational Hygiene surveys and compilation of the reports, covering a duration of a minimum of 6 to 7 weeks.	Detailed project plan/work schedule	3 = Work Schedule with a duration of Five (5) weeks or less 2 = Work schedule with a duration 6 of the 7 weeks 1 = Work schedule with a duration of Eight (8) or more weeks 0 = No work schedule provided
7	Health and Safety Management	5		Requirements	Type of Proof / Detail to be submitted	Model Answer
	Health and Safety Management		5	Bidder to provide a Detailed health and safety management plan and a site risk assessment specific to the project. Bidder must submit at least two (2) of the following documents: (1) Site specific project Health & Safety Plan; (2) Site specific project risk assessment; (3) A valid Letter of of Good Standing	A detailed Health & Safety Plan, Risk Assessment and Letter of good standing	3 = Bidder has submitted all three (3) of the requirements. 2 = Bidder has submitted two (2) of the requirements 1 = Bidder has submitted one (1) of the requirements 0 = No submission.
		100.00	100.00			

Minimum Threshold is = 66,67