

**TECHNICAL EVALUATION -PROVISION OF OFFICE CLEANING AND COVID 19 DISINFECTION SERVICE TO THE ADMINISTRATION OFFICE BUILDINGS, PARKHOMES, TECHNICAL WORKSHOPS, YARD AREAS, CAR PARK AREAS, SHEDS AND TEA SERVICES FOR DURBAN TERMINALS DURBAN MAYDON WHARF AND AGRIBULK FOR A PERIOD OF THREE (3) MONTHS**



EVALUATION METHODOLOGY	DESCRIPTION	SCORING PRINCIPLE	WEIGHT (%)
<b>ELIGIBILITY</b>	A service provider is required to provide a valid proof registration with the Bargaining Council for the Contract Cleaning Services Industry .	Bidder must provide proof of a valid registration with Bargaining Council for the Contract Cleaning Service Industry.	Valid Certificate Submitted: YES or NO
	Valid Letter of Good Standing (COIDA) relevant to the cleaning service.	Bidder must provide a Valid Letter of Good Standing (COIDA) relevant to the cleaning service.	Valid Letter of Good Standing (COIDA) submitted: YES or NO
<b>REQUIREMENTS</b>	<b>Business Continuity Plan</b> – Bidders to submit a Business Continuity Plan including but not limited to the following criteria: Contingency labour work force per shift, Transport contingency plan 1. The strike management plan is crucial. It defines the roles and responsibilities of the strike management team. It should cover the following minimum information in the following categories: Pre-strike planning, during the strike, post-strike review. 2. List the strike management team and their contact details 3. Command centre operation and Communication protocols e.g. notifying customers and regular strike reports 4. Disciplinary process for illegally striking employees.	The bidder to submit a comprehensive Business Continuity Plan including all the requirements as per the description scores =20 Points  Bidder submit insufficient Business Continuity Plan scores = 0 points	<b>20%</b>
	Bidder must submit a minimum three (3) months bank statement to prove payment of employees in their pool and a sample of a system generated employee payslip.	A minimum three (3) months bank statement and a sample of a system generated employee payslip submitted =40 points Bidder submits a minimum three (3) months bank statement only or a sample of a system generated employee payslip only =20 points No three months bank statement and sample of a system generated employee payslip submitted = 0 points	<b>40%</b>
	The bidder to submit comprehensive method statement giving details on a day-to-day of the cleaning and disinfection process including but not limited to: 1. Colour Coding of cleaning equipment. 2. Cleaning of offices. 3. Cleaning of Ablutions 4. Cleaning of Workshops and Yard 5. Washing of windows	The bidder submit a method statement scores =10 Points  Bidder did not submit method statement not submitted scores =0 points	<b>10%</b>
	Bidder must submit a list and copies of safety data sheet for cleaning detergents for use to ensure they are environmentally friendly.	Bidder submits list and safety data sheets = 10 points. Bidder submits list only or safety data sheets only scores =5 points.	<b>10%</b>
	Bidder must submit CV of a Cleaning Supervisor with minimum of 2 years' experience within the cleaning environment with traceable reference/s and Supervisory Training Certificate of attendance.	Bidder submit CV of a Cleaning Supervisor with minimum of 2 years' experience within the cleaning environment with traceable reference/s and Supervisory Training Certificate of attendance scores = 10 points. Bidder submit CV of a Cleaning Supervisor with minimum of 2 years' experience within the cleaning environment with traceable reference/s without Supervisory training certificate scores =5 points. Bidder does not submit CV of a Cleaning Supervisor with minimum of 2 years' experience within the cleaning environment with traceable reference/s and Supervisory Training Certificate of attendance scores =0 points	<b>10%</b>
<b>TRACK RECORD</b>	<b>Proof Of Experience:</b> The Bidder must be in a business of providing cleaning services for a period of two (2) years. The trade references must illustrate evidence that the Bidder has experience in providing industrial cleaning each trade reference letter must be on the client's letterhead, which must clearly state the services rendered by the Bidder, including number of years	List of 5 traceable reference letters from companies scores =10 points List of 3 traceable reference letters companies with proof scores = 5 points List of 2 traceable reference letters companies with proof scores =2 points List of traceable reference letters with proof scores = 0 points	<b>10%</b>
<b>SUB-TOTAL</b>			<b>100%</b>
<b>TOTAL</b>			<b>100%</b>
<b>MINIMUM TECHNICAL THRESHOLD REQUIRED</b>			<b>80%</b>

The above ratings are based on the evaluation criteria per the scope of work Acceptable rating for technical viability is 80 Points