

RFP UJ 74/2024: APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING OF HIGH RISE WINDOWS ON ALL UJ CAMPUSES FOR THREE YEARS WITH AN OPTION TO EXTEND WITH FURTHER 2 YEARS DEPENDENT ON THE ANNUAL PERFORMANCE REVIEW OF SERVICE PROVIDER TO MAKE 5 YEARS.

FUNCTIONALITY EVALUATION CRITERIA

The submitted tenders will be evaluated against the listed criteria defined below and in a specific sequence. A tenderer who fails to meet any criteria will not be considered in the subsequent evaluations.

The tender evaluation criteria are listed in the sequence below:

- Compliance with prescribed tender returnable documents.
- Compliance with the scope of work specifications.
- Technical competence to execute the work (Functionality Criteria).

| Hygiene Area | Functionality Criteria | Max Scoring Points |
|------------------|---|--------------------|
| Reference Letter | <p>The number of similar projects completed for the past three (3) years. Provide three (3) references with appointment letter + Reference Letter OR completion certificate + Purchase order as proof of track record in High-Rise Window Cleaning</p> <p>3 references with appointment letter + Reference Letter OR completion certificate + Purchase order = 30 points</p> <p>2 references with appointment letter + Reference Letter OR completion certificate + Purchase order = 20 Points</p> <p>1 reference with appointment letter + Reference Letter OR completion certificate + Purchase order = 10 points.</p> <p>No references with appointment letter + Reference Letter OR completion certificate + Purchase order = 0 Points.</p> | 30 |

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|----------------------|--|----|
| Experience | <p>Experience in High-Rise Window Cleaning (Attach company profile and indicate when company started providing the services)</p> <p>Below three years = 0 points</p> <p>Three (3) years = 4 points</p> <p>Four (4) years = 6 points</p> <p>Five (5) years = 10 points</p> <p>Six (6) years and above = 20 points</p> | 20 |
| Cleaning Methodology | <p>Provide cleaning methodology and standard operating procedures = 5 points</p> <p>Methodology that is not in line with High Rise window cleaning project = 0 points</p> | 5 |
| OHS | <p>OHS and Emergency Procedures</p> <p>Proof of compliance to OHS related to the project = 5 points</p> <p>A generic OHS compliance = 0 point</p> <p>Safe Systems of Access (emergency response and evacuation plan) = 5 points</p> <p>Failure to submit Proof of OHS compliance and/or Safe Systems of Access = 0 points</p> | 10 |
| Capacity & Resources | <p>Proof of capacity and resources to ensure deployment of service at UJ. (Attach number of resources i.e. minimum of 7 staff with diploma certification/NQF6 in working at heights and at least minimum of 2 staff having advanced certification and 1 staff with level 3 certificate working on heights)</p> <p>Project Manager = 20 points</p> <p>2 x Project Managers with Project Management certificate and a minimum of 3 years work related experience, Safety</p> | 30 |

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|-------|---|-----|
| | <p>Management Certificate. 10 x points each PM. Less than 3 years' work experience = 5 points each.</p> <p>Team Leaders = 8 points.</p> <p>4 x Team leaders with 3 years of experience and certificate in working on heights = 8 points (2 points per team leader). Less than 3 years' work experience = 0 point.</p> <p>Minimum of 3 vehicles and certified equipment that will be deployed to render the service, bearing in mind the scale of operations and geographical layout related to the service, where applicable attached the certificates = 2 points</p> <p>No points will be allocated for incomplete information = 0 point</p> | |
| Risk | <p>Provide a detailed resource plan for backup, contingencies</p> <p>Plan for unforeseen circumstances = 5 points</p> | 5 |
| Total | Minimum criteria of 70 points | 100 |