

Annexure B

Technical Evaluation Matrix

**The supply and delivery of Personal Protective Equipment (PPE)
“on an as and when required basis” to all CSIR sites for a period of Five (5) years**

RFP No. 3637/05/07/2024

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on each individual criterion on **technical evaluation** will be eliminated from further evaluation on the sample inspection.

Scoring sheet to be used to evaluate functionality.

Criteria	Score description	Weighting (%)
Bidder’s Experience in the execution of orders for PPE.	<p>Bidder must submit three (3) contactable relevant reference letters where similar PPE scope was undertaken in last five (5) years. The reference letters must meet the following:</p> <ul style="list-style-type: none"> • not be from the same client. • be signed/stamped and on the bidder’s client’s letterhead. • include contract value, • include Contract duration, • include details of services rendered and • include the client’s review of the bidder’s service delivery. <p>NB: Reference letters with no contract value will not be considered for evaluations.</p> <ul style="list-style-type: none"> • 3 reference letters submitted where similar PPE scope was undertaken in the last three years and all three reference letters meet all six requirements listed above = 10 points • 3 reference letters submitted where similar PPE scope was undertaken in the last three years and all three reference letters meet three to five of the requirements listed above = 5 points • No submission, or less than three (3) reference letter/s submitted, or reference letters submitted but are older than three years, or letters that meet less than three requirements listed above = 0 points 	20
Specification requirement for the supply of PPE	<p>Bidders to confirm compliance to specification on each item quoted for on the pricing schedule. Bidders must indicate compliance to specifications; or any equivalent alternative offered compatible to this specification shall be listed with full functional specification. Bidders must complete and return Annexure A1 – Technical Specifications</p> <p>Compliance to spec on all items quoted for =10 points Non-Compliance to one or more, or no indication of compliance status= 0 points</p>	40
Capacity to provide PPE	<p>Bidder must illustrate a methodology and approach that will be followed when supplying PPE to the CSIR. The bidder’s capability must be supported by a letter from the bidder on its letterhead containing the names and contact details of its suppliers.</p>	20

Criteria	Score description	Weighting (%)
	<p>Note all items quoted for must be supplied and listed on the letter.</p> <p>Provision of a methodology and approach, that will be followed when supplying PPE to the CSIR The bidder's capability must be supported by a letter from the bidder on its letterhead containing:</p> <ul style="list-style-type: none"> • The names • Contact details of its suppliers • The items each of these suppliers will be supplying. = 10 points <p>Provision of a methodology and approach, that will be followed when supplying PPE to the CSIR. The bidder's capability must be supported by a letter from the bidder on its letterhead containing:</p> <ul style="list-style-type: none"> • The names • The items each of these suppliers will be supplying. = 7 points <p>Provision of a methodology and approach, that will be followed when supplying PPE to the CSIR. The bidder's capability must be supported by a letter from the bidder on its letterhead containing:</p> <ul style="list-style-type: none"> • The names = 5 points • Non-submission or methodology and approach, that will be followed when supplying PPE to the CSIR not provided or letter submitted but it does not meet one (1) or more requirements listed above. = 0 points 	
<p>Risks and Mitigation for PPE</p>	<p>Bidders must indicate how it plans to manage and mitigate the following risks and specify turnaround time for each risk listed below: (refer to Annexure B1: Risk and Mitigation Plan; and complete)</p> <p>Handling and Resolution of returned goods due to:</p> <ul style="list-style-type: none"> – Incorrect sizes supplied to the CSIR. – Poor quality of products/goods supplied not complying to technical specifications / damaged (not SANS/SABS/ISO/EN/ DIN/ BS/STM and USA standards approved where required, non-compliance to branding/quality requirements). – Goods delivered not according to the specified colour specifications. – Risk of defaulting on delivery turnaround time as per specification. – Risk of goods lost/damaged in transit. – Non-availability of supplier when enquiries are made. <ul style="list-style-type: none"> • Risk and Mitigation Plan provided, and it meets all requirements with timelines for resolutions within ten (10) working days =10 points • Risk and Mitigation Plan provided, and it meets all requirements with timelines for resolutions in more than ten (10) but less than fifteen (15) working days =7 points • Risk and Mitigation Plan provided, and it meets all requirements with timelines for resolutions in more than fifteen (15) but less than twenty (20) working days =5 points • No submission of risk and mitigation plan or timelines for resolutions is more than twenty (20) working days = 0 points 	<p>10</p>

Criteria	Score description	Weighting (%)
<p>Quality Check Processes</p>	<p>Bidders must provide an illustration of its quality check processes, supported by evidence that the required PPE procured meets the following quality standards:</p> <ul style="list-style-type: none"> – Certificate of analysis to confirm compliance to SANS/SABS/ISO/EN/ DIN/ BSI and ASTM standards where required, – compliance to branding/quality requirements required by CSIR. – Provide product specification certificate from the manufacturer for each product item quoted for in Annexure D- Pricing 	<p>10</p>
	<ul style="list-style-type: none"> • Internal quality processes for ensuring that required PPE procured are of quality and specification (specification certificate from manufacturer and Certificate of analysis to confirm compliance to SANS/SABS/ISO/EN/ DIN/ BSI and ASTM standards compliance to branding/quality requirements) required by the CSIR and provided product specification certificate from the manufacturer for each product item quoted = 10 points 	
	<ul style="list-style-type: none"> • Non-submission of quality check processes, supported by required evidence for ensuring that required PPE supplied are of desired quality and specifications (SANS/SABS/ISO/EN/ DIN/ BSI/STM and USA compliance to branding/quality requirements) or did not provide product specification certificate from the manufacturer for each product item quoted. = 0 points 	
		<p>100</p>