

TECHNICAL EVALUATION CRITERIA

FOR

LANDSCAPING SERVICES TENDER:

VARIOUS PROPERTIES

1. PURPOSE

The purpose of this technical evaluation is to assess the ability to deliver comprehensive landscaping, horticultural, irrigation, environmental, safety, and reporting services across a multi-property portfolio.

Minimum Technical Threshold: 70 points out of 100 points is required to qualify for financial evaluation.

CRITERIA	REQUIREMENTS	WEIGHTING SCALE
1. RELEVANT EXPERIENCE & REFERENCES	Demonstrated experience on similar contracts within the last 5 years. Minimum of 3 reference letters from clients with similar portfolios.	10
	Provide contactable references for each contract for Landscaping Services (client work email address, and landline) not older than 5 years.	

CRITERIA	REQUIREMENTS	WEIGHTING SCALE												
2. COMPANY EXPERIENCE & TRACK RECORD	Number of years providing landscaping services particularly in commercial, retail, industrial, office parks, and property management environments.	20												
	<table><tr><th>Experience in similar landscaping contracts</th><th>Points</th></tr><tr><td>More than 10 years with extensive experience in retail, commercial, office and industrial properties</td><td>20</td></tr><tr><td>7 – 10 years relevant experience</td><td>15</td></tr><tr><td>5 – 6 years relevant experience</td><td>10</td></tr><tr><td>3 – 4 years relevant experience</td><td>5</td></tr><tr><td>Less than 3 years or insufficient evidence</td><td>0</td></tr></table>		Experience in similar landscaping contracts	Points	More than 10 years with extensive experience in retail, commercial, office and industrial properties	20	7 – 10 years relevant experience	15	5 – 6 years relevant experience	10	3 – 4 years relevant experience	5	Less than 3 years or insufficient evidence	0
	Experience in similar landscaping contracts		Points											
	More than 10 years with extensive experience in retail, commercial, office and industrial properties		20											
	7 – 10 years relevant experience		15											
	5 – 6 years relevant experience		10											
	3 – 4 years relevant experience		5											
	Less than 3 years or insufficient evidence		0											
	Evidence required: • Company profile • Company registration documents • List of current and previous contracts • Contract award letters or appointment letters													
3. EQUIPMENT AND OPERATIONAL CAPACITY	Ownership/access to required landscaping equipment and vehicles.	10												
	<table><tr><th>Equipment Availability</th><th>Points</th></tr><tr><td>All required equipment and vehicles available and owned/leased</td><td>10</td></tr><tr><td>More than 80% available</td><td>8</td></tr><tr><td>More than 60% available</td><td>5</td></tr><tr><td>Less than 60% available</td><td>2</td></tr><tr><td>No evidence provided</td><td>0</td></tr></table>		Equipment Availability	Points	All required equipment and vehicles available and owned/leased	10	More than 80% available	8	More than 60% available	5	Less than 60% available	2	No evidence provided	0
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	No evidence provided		0											
	Required Equipment: • Ride-on mowers • Lawn mowers • Brush cutters • Hedge trimmers • Chainsaws • Blowers • Irrigation maintenance tools • Transport vehicles • Watering equipment • Hand tools													

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	Evidence Required: • Equipment registers • Asset list • Proof of ownership/lease agreements • Vehicle registration documents													
4. METHODOLOGY AND SERVICE DELIVERY PLAN	Detailed approach to fulfilling the SOW and KPI requirements. <table><tr><th>Quality of submission</th><th>Points</th></tr><tr><td>Comprehensive methodology covering all SOW requirements and KPIs</td><td>20</td></tr><tr><td>Good methodology covering most requirements</td><td>15</td></tr><tr><td>Adequate methodology with some gaps</td><td>10</td></tr><tr><td>Limited methodology</td><td>5</td></tr><tr><td>Poor or no methodology submitted</td><td>0</td></tr></table> Methodology should address the following: • Lawn Maintenance (Grass cutting schedules, Edging programmes, Fertilisation plans and Rehabilitation processes) • Tree Management (Tree inspection programme, Pruning methodology and emergency response procedures) • Irrigation Management (Inspection schedules, Leak management and water conservation measures) • Pest and Weed Control (Monitoring processes, Treatment plans and chemical management) • Beautification Programmes (Seasonal planting, Indigenous planting and landscape rejuvenation) • Emergency Response (Fallen trees, Storm damage and hazardous vegetation)	Quality of submission	Points	Comprehensive methodology covering all SOW requirements and KPIs	20	Good methodology covering most requirements	15	Adequate methodology with some gaps	10	Limited methodology	5	Poor or no methodology submitted	0	20
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5. STAFFING AND TECHNICAL RESOURCES CAPACITY	Availability of qualified personnel including supervisors, horticultural specialists, irrigation technicians, and certified pesticide applicators. <table><tr><th>Personnel resource available</th><th>Points</th></tr><tr><td>Fully compliant staffing structure including Supervisor, Horticultural Specialist, Irrigation Technician and Certified Applicator</td><td>15</td></tr><tr><td>Supervisor and two specialist resources available</td><td>12</td></tr><tr><td>Supervisor and one specialist resource available</td><td>8</td></tr><tr><td>Basic landscaping team only</td><td>4</td></tr><tr><td>No evidence provided</td><td>0</td></tr></table> Evidence Required: • Organogram • CVs • Certifications • Professional memberships where applicable	Personnel resource available	Points	Fully compliant staffing structure including Supervisor, Horticultural Specialist, Irrigation Technician and Certified Applicator	15	Supervisor and two specialist resources available	12	Supervisor and one specialist resource available	8	Basic landscaping team only	4	No evidence provided	0	15
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	Minimum Requirements • Landscape Supervisor • Landscaping Personnel • Irrigation Technician • Horticultural Specialist (as required) • Certified Pesticide Applicator													
6. HEALTH, SAFETY AND ENVIROMENTAL COMPLIANCE	OHSA compliance, safety systems, risk management, and environmental controls. <table><tr><th>Compliance Level</th><th>Points</th></tr><tr><td>Fully compliant HSE system with documented policies and procedures</td><td>10</td></tr><tr><td>Comprehensive system with minor gaps</td><td>8</td></tr><tr><td>Basic HSE framework</td><td>5</td></tr><tr><td>Limited HSE documentation</td><td></td></tr><tr><td>No evidence submitted</td><td>0</td></tr></table> Evidence Required: • Health and Safety Policy • Risk Assessment Templates • Safety File Index • COIDA Registration • Letter of Good Standing • PPE Programme • Chemical Handling Procedures • Environmental Management Procedures	Compliance Level	Points	Fully compliant HSE system with documented policies and procedures	10	Comprehensive system with minor gaps	8	Basic HSE framework	5	Limited HSE documentation		No evidence submitted	0	10
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7. REPORTING AND QUALITY MANAGEMENT SYSTEMS	Ability to provide monthly, annual and performance reporting.	5												
	<table><tr><th>Reporting capability</th><th>Points</th></tr><tr><td>Comprehensive reporting system with electronic reporting and KPI tracking</td><td>5</td></tr><tr><td>Good reporting process</td><td>4</td></tr><tr><td>Basic reporting process</td><td>3</td></tr><tr><td>Limited reporting process</td><td>1</td></tr><tr><td>No reporting methodology</td><td>0</td></tr></table>		Reporting capability	Points	Comprehensive reporting system with electronic reporting and KPI tracking	5	Good reporting process	4	Basic reporting process	3	Limited reporting process	1	No reporting methodology	0
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	No reporting methodology		0											
	Evidence Required:													
	• Sample monthly report • Sample annual report • KPI monitoring template • Quality control checklist													
8. SUSTAINABILITY AND WATER CONSERVATION INITIATIVES	Water management, irrigation optimisation, indigenous planting and environmental practices.	10												
	<table><tr><th>Sustainability Programme</th><th>Points</th></tr><tr><td>Comprehensive sustainability and water conservation programme</td><td>10</td></tr><tr><td>Good programme with measurable initiatives</td><td>8</td></tr><tr><td>Adequate programme</td><td>5</td></tr><tr><td>Limited programme</td><td>2</td></tr><tr><td>No programme submitted</td><td>0</td></tr></table>		Sustainability Programme	Points	Comprehensive sustainability and water conservation programme	10	Good programme with measurable initiatives	8	Adequate programme	5	Limited programme	2	No programme submitted	0
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	Areas to be evaluated:													
	• Smart irrigation practices • Water-saving initiatives • Leak detection systems • Indigenous planting • Organic waste recycling • Mulching programmes • Drought-resistant planting recommendations • Environmental protection measures													

CRITERIA	REQUIREMENTS	WEIGHTING SCALE
		100

Mandatory Documents to be submitted:

- Company profile.
- Active membership with SALI (South African Landscaping Institute)-Proof of membership Certificate. Or
- Membership with the South African Nursery Association (SANA) or equivalent industry body.
- Valid COIDA letter of good standing issued by the Compensation Fund.
- Registration with the Department of Agriculture, Land Reform and Rural Development (for weed control and pest management)
- Valid Insurance Confirmation Letter (Policy schedule from the insurer indicating categories of cover and related amounts).