

## EVALUATION CRITERIA FOR SERVICES

Bidder name: \_\_\_\_\_ Vendor Number \_\_\_\_\_

## EVALUATION CRITERIA FOR SERVICES

### 1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 129 points in total, converted to a total weight of 100
- 1.2 Assessment on price: 80 points
- 1.3 B-BBEE grading: 20 points

### 2. THE VALUE OF THIS BID IS ESTIMATED NOT TO EXCEED R50 MILLION AND THEREFORE THE 80/20 SYSTEM SHALL BE APPLICABLE.

### 3. PRE-QUALIFICATION REQUIREMENTS/FUNCTIONALITY CRITERIA

- 3.1 All bids will be subject to Pre-Qualification and will be required to achieve a minimum of 60 percent (%) for functionality to be further evaluated.
- 3.2 Bidders who score below the minimum requirement in the assessment of functionality will not be considered.
- 3.3 All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

No.	Criteria	Points	Weight
C1	Experience	30	25
C2	Expertise + Capability + Capacity	49	30
C3	Financial Viability	10	10
C4	Locally Based	40	35
GRAND TOTAL		129	100

- 3.4 Bidders that score the minimum percentage or more will qualify to be evaluated in terms of the 80/20 preference points system where 80 points must be used for price and 20 points for B-BBEE scores.

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C1		FUNCTIONAL CATEGORY - EXPERIENCE								
		Previous successfully carried out projects, supplier's history (similar projects only)								
		Criteria	Possible points	Documentary proof in order to claim points	POINTS ALLOCATED (For office use only – circle the points and fill in the total)					
					Evidence	Points	Evidence	Points	Evidence	Points
C1.1	Relevant history of company: (Maximum of 6 points)	< 3 yrs	2	• Proof of registration for e.g. close corporation	Proof of company registered less than 3 yrs	2	Proof of company registered 3 – 6 yrs	4	Proof of company registered 6+ yrs	6
		3 - 6 yrs	4							
		6+ yrs	6							
					<b>Total</b>		<b>Total</b>		<b>Total</b>	

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C.1.2	Reference letters: (Maximum of 24 points)	1 Letter	8	<ul style="list-style-type: none"> <li>Letters from referees regarding service delivered. Letters should contain/display the following:               <ul style="list-style-type: none"> <li>not be older than 3 months</li> <li>be on official letterhead of institution to whom services were rendered</li> <li>clear contact details so that the reference could be followed up</li> <li>description/details of projects/services rendered</li> <li>time frame when project was carried out</li> <li>value of contract</li> <li>quality of services rendered must be clear</li> <li>letter must be legally certified</li> </ul> </li> </ul> <p>TAKE NOTE References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED</p>	<table border="1"> <thead> <tr> <th colspan="4">Evidence</th> </tr> <tr> <th>Contents in letter to be checked:</th> <th>Letter 1</th> <th>Letter 2</th> <th>Letter 3</th> </tr> </thead> <tbody> <tr> <td>Letter not older than 3 months</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Letter on official letterhead</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Clear contact details that could be followed up</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Description/details of project/services</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Time frame of project with confirmation that project was delivered within agreed time</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Value of contract</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Quality of services rendered</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Letter legally certified</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>Total</b></td> <td></td> <td></td> </tr> </tbody> </table>	Evidence				Contents in letter to be checked:	Letter 1	Letter 2	Letter 3	Letter not older than 3 months	1	1	1	Letter on official letterhead	1	1	1	Clear contact details that could be followed up	1	1	1	Description/details of project/services	1	1	1	Time frame of project with confirmation that project was delivered within agreed time	1	1	1	Value of contract	1	1	1	Quality of services rendered	1	1	1	Letter legally certified	1	1	1	<b>Total</b>				
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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY					
		Criteria	Possible points	Documentary proof in order to claim points	POINTS ALLOCATED (For office use only – circle the points and fill in the total)		
C2.1	(Maximum of 49 points)	Proof of capability to deliver	8	<ul style="list-style-type: none"> <li>• Proof that the company has access to a vehicle to deliver</li> <li>• Name of delivery officer</li> <li>• Valid license of delivery officer</li> <li>• Proof that company will provide additional help to offload at the College</li> </ul> <b>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</b>	<b>Evidence</b>		<b>Points</b>
					Certified affidavit, not older than 3 months stating that the specific vehicle will be used to deliver and the name of driver		2
					Certified copy, not older than 3 months of registration documents of vehicle		2
					Certified copy, not older than 3 months of valid driver's license of the named driver		2
		Certified affidavit, not older than 3 months, stating that company will provide additional help to offload deliveries		2			
		Proof of reputable supplier and high quality products	14	<ul style="list-style-type: none"> <li>• List of suppliers to be used during the contract period. Take note that proof of procurement from these suppliers will be expected (in the form of a quote or invoice from your supplier) when we make use of your services.</li> <li>• Official letter from reputable supplier(s), stating that products are SABS approved</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Certified affidavit stating that products are SABS approved / of a good quality</li> </ul>	List of suppliers		6
Letter, not older than 3 months stating quality of products	<b>OR</b>				Certified Affidavit, not older than 3 months	1	
On official letterhead						1	
Contact details						1	
Stating that items are SABS approved / of a good quality					5		
5	<ul style="list-style-type: none"> <li>• Commitment to deliver in bulk quantities if required</li> </ul>	Certified affidavit, not older than 3 months, stating that quantities can be delivered in bulk sizes if required		5			
Proof of mark-up	10	<ul style="list-style-type: none"> <li>• Certified affidavit with an undertaking to cap the markup on a stated (your own discretion) percentage.</li> </ul>	Clear indication of % mark-up per supplier		10		

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C2,1 Cont	Timely delivery	4	• Proof that items can be delivered within 5 days if needed	Certified affidavit stating that delivery can be done within 5 days after receipt of official purchase order	4
	Registration with relevant accrediting body	8	• Certified copy of relevant registration	Registration at <b>Central Supplier Database for Government</b>	4
				Registration at any relevant accredited company	2
				Registration at any relevant accredited company	2
	<b>TOTAL</b>				

C3 PROOF OF FINANCIAL VIABILITY TO DELIVER THE SERVICE						
		Criteria	Possible points	Documentary proof in order to	POINTS ALLOCATED (For office use only – circle the points and fill in the total)	
	(Maximum of 10 points)	Financial analysis of business viability	10	Latest financial statements  Or Review of Financial Documents done by an accredited accountant (or relevant person) that proves all finances are in order	Latest financial statements  Or Letter from accredited accountant	10
				Total		

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C4		LOCALITY				
	Criteria	Possible points	Documentary claim points	proof in order to	POINTS ALLOCATED (For office use only – circle the points and fill in the total)	
(Maximum of 40 points)	Proof of business/office locally based	40	<ul style="list-style-type: none"> <li>Municipal account (water and electricity) of the bidder's premises</li> <li>Or</li> <li>In cases where the premises are hired an original letter/ lease agreement from the owner certifying that you are hiring the premises must be submitted with the bid document.</li> </ul>		Business located within a radius of 50 km of Sasolburg or Kroonstad	40
					Business located within a radius of 100 km of Sasolburg or Kroonstad	20
					<b>Total</b>	
<b>TOTAL MAXIMUM POINTS</b>					<u>129</u>	
						%

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