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



## EVALUATION CRITERIA FOR SERVICES

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

- 1.1 Assessment on Functionality (separate from price): 110 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	15
C2	Expertise + Capability	55	30
C3	Financial Viability	10	10
C4	Locally Based	15	30
GRAND TOTAL		110	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)						
C1.1		Relevant history of company: (Maximum of 6 points)		• Proof of registration for e.g. close corporation	Evidence	Points	Evidence	Points	Evidence	Points	
		< 3 yrs	2			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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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)			
C.1.2	Reference letters: (Maximum of 24 points)	1 Letter	8	<ul style="list-style-type: none"> <li>Letters from referees regarding SIMILAR service delivered. Letters should contain/display the following:               <ul style="list-style-type: none"> <li>not be older than 6 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 <b>SIMILAR projects/services rendered</b></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>	<b>Evidence</b>			
		2 Letters	16		Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
		3 Letters	24		Letter not older than 6 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	(Max of 28 points)	Delivery	6	<ul style="list-style-type: none"> <li>• Proof that the company has access to a vehicle at any given time to deliver</li> <li>• Name of delivery officer</li> <li>• Valid license of delivery officer</li> </ul> <p><b>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</b></p>	<table border="1"> <thead> <tr> <th>Evidence</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Certified affidavit, not older than 3 months, stating that the specific vehicle will be used to deliver with the name of driver</td> <td>2</td> </tr> <tr> <td>Certified copy, not older than 3 months, of registration documents of vehicle</td> <td>2</td> </tr> <tr> <td>Certified copy, not older than 3 months, of Valid driver's license of named driver</td> <td>2</td> </tr> </tbody> </table>	Evidence	Points	Certified affidavit, not older than 3 months, stating that the specific vehicle will be used to deliver with 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 named driver	2
					Evidence	Points							
					Certified affidavit, not older than 3 months, stating that the specific vehicle will be used to deliver with 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 named driver	2										
		Availability of consumables	4	<ul style="list-style-type: none"> <li>• Official letter from a supplier confirming that consumables are SABS / SANS approved SANS 1475-1:2010 SANS 1475-2: 2010</li> </ul>	Letter not older than 3 months	1							
					On official letterhead with contact details	1							
Stating that items are SABS / SANS approved	2												
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									
Time frames	4	<ul style="list-style-type: none"> <li>• Proof that items can be delivered within 3-4 working days, after receipt of an official purchase order, if needed during normal working hours</li> </ul>	Certified affidavit, not older than 3 months stating that delivery can be done within 3-4 days, , after receipt of an official purchase order, if needed during normal working hours	4									
	4		<ul style="list-style-type: none"> <li>• Proof that technician will be available within 2 WORKING DAYS after receipt of an official purchase order for emergency repairs</li> </ul>	Certified affidavit, not older than 3 months stating that technician can be available within 2 working days after an official purchase order if needed during emergency	4								
<b>Total</b>													

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C2		FUNCTIONAL CATEGORY – EXPERTICE, 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)	
C2.2	(Maximum of 5 points)	Experience of technician	5	<ul style="list-style-type: none"> <li>Curriculum vitae of technician reflecting relevant experience in servicing fire equipment</li> </ul>	<b>Evidence</b>	
					CV reflecting experience in servicing fire equipment	
					Team member 1	
					0 – 1 yr	1
					2 – 5 yrs	3
					5+ yrs	5
<b>Total</b>						
C2.3	(Maximum of 4 points)	Registration with relevant accrediting body	4	<ul style="list-style-type: none"> <li>Certified copy of relevant registration with any relevant accreditation bodies</li> <li>SAQCC accreditation AND SABS accreditation</li> </ul> <p><b>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</b></p>	<b>Evidence</b>	
					Certified copy, not older than 3 months of <b>RELEVANT</b> registration	2
					Certified copy, not older than 3 months of <b>RELEVANT</b> registration of the company	2
<b>TOTAL</b>						

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FUNCTIONAL CATEGORY – EXPERTICE, 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)	
					Evidence	Points
C 2.4	(Maximum of 18 points)	Registration with relevant accrediting body	8	<ul style="list-style-type: none"> <li>Copy of relevant CSD registration (FULL REPORT, not just a summary)</li> </ul>	Registration at <b>Central Supplier Database for Government</b> (FULL REPORT, not just a summary)	8
		Proof of compliance to Health + Safety	10	<ul style="list-style-type: none"> <li>Proof of to Health + Safety compliance</li> </ul>	Health & Safety Plan	10
					<b>TOTAL</b>	

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C3		PROOF OF FINANCIAL VIABILITY TO DELIVER THE SERVICE				
	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 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

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 15 points)	Proof of business/office locally based	15	<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 Metsimaholo municipality	15
					Business located within Fezile Dabi district	10
					Business located within the Free State province	5
					Business located beyond the Free State province	0
					<b>Total</b>	