

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): 104 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	35
C2	Expertise + Capability + Capacity	49	40
C3	Financial Viability	10	10
C4	Locally Based	15	15
GRAND TOTAL		104	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	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									
				Total		Total		Total			

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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"> Letters from referees regarding service delivered. Letters should contain/display the following: <ul style="list-style-type: none"> not be older than 3 months be on official letterhead of institution to whom services were rendered clear contact details so that the reference could be followed up description/details of projects/services rendered time frame when project was carried out value of contract quality of services rendered must be clear letter must be legally certified <p>TAKE NOTE References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED</p>	Evidence			
		2 Letters	16		Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
		3 Letters	24		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	
				Total				

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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)		
					Evidence	Points	
C2.1	(Maximum of 49 points)	Registration of supplier with relevant accrediting body	10	Certified copy of relevant registration: <ul style="list-style-type: none"> • Proof of compliance to FAIS (Financial Advisory + Intermediary Service Act) • Proof of registration with FSCA (Financial Sector Conduct Authority) 	Certified copy, not older than 3 months - FAIS	5	
					Certified copy, not older than 3 months - FSCA	5	
		Proof of reputable supplier	6	<ul style="list-style-type: none"> • Proof of registered Insurer • Proof of underwriter 	Proof of registration – certified copy, , not older than 3 months of registration as registered insurer	3	
					Proof of registration - certified copy, not older than 3 months of registration as underwriter	3	
					10	<ul style="list-style-type: none"> • Proof of the company's registration with the South African Insurance Association Certified copy, not older than 3 months, of membership with SAIA (South African Insurance Association)	10
		Registration with relevant accrediting body	8	Copy of relevant CSD registration (FULL REPORT, not just a summary)	Registration at Central Supplier Database for Government (FULL REPORT, not just a summary)	8	
		Turnaround time on handling of claims	10	<ul style="list-style-type: none"> • Proof of turnaround time on claims 	Certified affidavit, not older than 3 months,	2	
					stating how soon claims will be registered and the expected time to get an assessor on site	2	
					feedback on the claim	2	
					acceptance of loss to be sent to the College	2	
					payment into the College account	2	
Process to be followed for the College to submit a claim and then the process/way forward	5	<ul style="list-style-type: none"> • Full description of process 	Policy summary	5			
			TOTAL				

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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 <u>Or</u> 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"> Municipal account (water and electricity) of the bidder's premises <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> 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. 		<table border="1"> <tr> <td>Business located within Metsimaholo/Moqhaka municipality</td> <td>15</td> </tr> <tr> <td>Business located within Fezile Dabi district</td> <td>10</td> </tr> <tr> <td>Business located within the Free State province</td> <td>5</td> </tr> <tr> <td>Business located beyond the Free State province</td> <td>0</td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>	Business located within Metsimaholo/Moqhaka 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	Total	
Business located within Metsimaholo/Moqhaka 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															
Total																
				TOTAL MAXIMUM POINTS												

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