

## 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): 82 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	30
C2	Expertise + Capability	47	45
C3	Financial Viability	10	10
C4	Locally Based	15	15
<b>GRAND TOTAL</b>		<b>102</b>	<b>100</b>

- 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.

P03/24 Ink

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

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	• 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									
	6+ yrs									
			<b>Total</b>		<b>Total</b>		<b>Total</b>			

P03/24 Ink

740.452.3_evaluation_criteria_for_services					Page 2 of 6	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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

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 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 if it is a copy but not if it is original</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 if it is a copy	1	1	1		
				<b>Total</b>					

P03/24 Ink

740.452.3_evaluation_criteria_for_services				Page 3 of 6		
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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

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
(Maximum of 47 points)	Proof of capability to deliver	7	<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> <li>• Proof that the company will provide their own trolley when making deliveries</li> </ul>	Certified affidavit, not older than 3 months, stating that the specific vehicle will be used to deliver and the name of driver	1
				Certified copy, not older than 3 months, of registration documents of vehicle	1
				Certified copy, not older than 3 months, of valid driver's license of named driver	1
				Certified affidavit, not older than 3 months, stating that company will provide additional help to offload deliveries	2
				Certified affidavit, not older than 3 months, stating that company will provide their own trolley when making deliveries	2
	Proof of reputable supplier	16	<ul style="list-style-type: none"> <li>• Official letter from reputable supplier, stating that cartridges supplied are original</li> </ul> <p>TAKE NOTE – this letter will also serve as proof that your company will be able to provide the newest cartridges as technology changes and new printers enter the market.</p>	Letter not older than 3 months	1
				On official letterhead with contact details	1
				Stating that items are original, not re-manufactured	5
				Certified affidavit, not older than 3 months, stating that your company will be able to deliver cartridges for new printers that enter the market.	3
				<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> </ul>	List of suppliers
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	

P03/24 Ink

	740.452.3_evaluation_criteria_for_services				Page 4 of 6	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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

C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (continued)				
(continued)	Timely delivery during emergency	6	<ul style="list-style-type: none"> <li>Proof that cartridges can be delivered within 3 working days if needed</li> </ul>	Certified affidavit, not older than 3 months, stating that delivery can be done within 3 working days if needed	6	
	Registration with relevant accrediting body	8	<ul style="list-style-type: none"> <li>Copy of relevant registration (Full report, not just a summary)</li> </ul>	Registration at <b>Central Supplier Database for Government (Full report, not just a summary)</b>	8	
					<b>Total</b>	

P03/24 Ink

	740.452.3_evaluation_criteria_for_services				Page 5 of 6	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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

C3 PROOF OF FINANCIAL VIABILITY TO DELIVER THE SERVICE						
		Criteria	Possible points	Documentary proof in order to claim points	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 proof in order to claim points	POINTS ALLOCATED (For office use only – circle the points and fill in the total)	
	(Maximum of 15 points)	Proof that business/office is locally based	15	<ul style="list-style-type: none"> <li>Municipal account (water and electricity) of the bidder's premises.</li> </ul> Or <ul style="list-style-type: none"> <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 150 km of Sasolburg	15
					Business located within a radius of 200 km of Sasolburg	5
				<b>TAKE NOTE: Information provided will be vetted.</b>	<b>Total</b>	

P03/24 Ink

740.452.3_evaluation_criteria_for_services				Page 6 of 6		
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020