

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 98 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	38	35
C3	Financial Viability	10	5
C4	Locally Based	20	30
GRAND TOTAL		98	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								
					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 SIMILAR service delivered. Letters should contain/display the following: <ul style="list-style-type: none"> ○ not be older than 6 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 if it is a copy but not if it is original <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 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	
				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
(Maximum of 38 points)	Proof of capability to deliver	6	<ul style="list-style-type: none"> • Proof that the company has access to a vehicle to deliver • Name of delivery officer • Valid license of delivery officer • Proof that company will provide additional help to offload at the College <p>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</p>	Certified affidavit, not older than 3 months stating that the specific vehicle will be used to deliver and the name of driver Certified affidavit, not older than 3 months registration documents of vehicle Certified copy, not older than 3 months of valid driver's license of the named driver Certified affidavit, not older than 3 months, stating that company will provide additional help to offload deliveries	2 1 1 2
	Proof of quality of products	5	<ul style="list-style-type: none"> • Confirmation that the quality of products will be similar to that of specified items quoted on. 	Certified affidavit and not older than 3months confirming that the quality of products will be consistent throughout the duration of the contract	5
	Proof of reputable supplier	6	<ul style="list-style-type: none"> • 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. 	List of suppliers	6
	Proof of mark-up	10	<ul style="list-style-type: none"> • Certified affidavit with an undertaking to cap the markup on a stated (your own discretion) percentage. 	Clear indication of % mark-up per supplier	10

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (CONTINUED)				
(Cont.)	Timely delivery	3	<ul style="list-style-type: none"> • Proof that items can be delivered within 3 working days, after receipt of an official purchase order • Affidavit that delivery can be done weekly 	Certified affidavit, not older than 3 months, stating that delivery can be done within 3 working days, after receipt of an official purchase order	1	
				Certified affidavit, not older than 3 months, stating that delivery can be done weekly if required	2	
	Registration with relevant accrediting body	8	<ul style="list-style-type: none"> • Copy of relevant registration (Full report, not just a summary) 	Registration at Central Supplier Database for Government , (Full report, not just a summary)	8	
					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 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 20 points)	Proof of business/office locally based	20	<ul style="list-style-type: none"> Municipal account (water and electricity) of the bidder's premises. <p>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. <p>TAKE NOTE: Information will be vetted.</p>		<table border="1"> <tr> <td>Business located within a radius of 50 km of Sasolburg</td> <td>20</td> </tr> <tr> <td>Business located within a radius of 100 km of Sasolburg</td> <td>15</td> </tr> <tr> <td>Business located within a radius of 150 km of Sasolburg</td> <td>5</td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>	Business located within a radius of 50 km of Sasolburg	20	Business located within a radius of 100 km of Sasolburg	15	Business located within a radius of 150 km of Sasolburg	5	Total	
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