

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 197 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	20
C2	Expertise + Capability	89	40
C3	Methodology	53	20
C4	Financial Viability	10	10
C5	Locally Based	15	10
GRAND TOTAL		197	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)	3 yrs	2	• Proof of registration for e.g. close corporation	Evidence	Points	Evidence	Points	Evidence	Points
		3 - 6 yrs	4			Proof of company registered less than 3 yrs	2	Proof of company registered 3 – 6 yrs	4	Proof of company registered 6+ yrs	6
		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
C2.1	(Max of 27 points)	Delivery	8	<ul style="list-style-type: none"> • Proof that the company has access to a vehicle at any given time to render services • Name of driver • Valid license of driver • Proof that company will provide additional help to offload at the College • TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED 	Certified affidavit, not older than 3 months, stating that the specific vehicle will be used to render services 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
					Certified affidavit, not older than 3 months, stating that company will provide additional help to offload deliveries	2
		Proof of high quality products and reputable supplier	5	<ul style="list-style-type: none"> • Official letter from reputable supplier, confirming that items are provided to the bidder AND that the items are SABS approved 	Letter not older than 3 months	1
					On official letterhead with contact details of supplier	2
					Stating that items are provided AND that the items are SABS approved	2
	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		

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY				
	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	
	Time frames	4	<ul style="list-style-type: none"> Proof that service can be delivered within 2 working days if needed AFTER RECEIPT OF AN OFFICIAL PURCHASE ORDER during normal working hours 	Marks to be allocated for:		
Certified affidavit not older than 3 months				2		
Affidavit stating that service can be delivered within 2 working days after receipt of an official purchase order if needed during normal working hours		2				
	Time frames	4	<ul style="list-style-type: none"> Proof that technician will be available within 2 hours AFTER RECEIPT OF AN OFFICIAL PURCHASE ORDER for emergency repairs 	Marks to be allocated for:		
Certified affidavit not older than 3 months				2		
Affidavit stating that technician can be available within 2 hours after receipt of an official purchase order if needed during emergency		2				
Total						

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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 40 points)	Experience of proposed team	40	<ul style="list-style-type: none"> • Curriculum vitae of team reflecting relevant experience on any of the following: <ul style="list-style-type: none"> ○ Qualified, licensed plumber ○ Assistant plumber ○ Other ○ Other 	Evidence				
					CV reflecting experience				
						Team member 1	Team member 2	Team member 3	Team member 4
					>5 yr	1	1	1	1
					5 – 10 yr	3	3	3	3
					10+ - 15 yr	5	5	5	5
					15+ - 20 yr	8	8	8	8
20+ yr	10	10	10	10					
Total									
C2.3	(Maximum of 22 points)	Relevant qualifications	8	<ul style="list-style-type: none"> • Certified copy of relevant qualification – Valid Red Seal <p>TAKE NOTE: Documents to be vetted with IOPSA</p>	Evidence				Points
					Certified copy, not older than 3 months, of RELEVANT qualification				2
					Certified copy, not older than 3 months, of RELEVANT qualification				2
					Certified copy, not older than 3 months, of RELEVANT qualification				2
					Certified copy, not older than 3 months, of RELEVANT qualification				2

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C2		FUNCTIONAL CATEGORY – EXPERTICE, CAPABILITY AND CAPACITY (CONTINUED)				
C2.3 (Cont.)	Registration with relevant accrediting body	6	<ul style="list-style-type: none"> • Certified copy of relevant registration with any relevant accreditation bodies like PIRB (Plumbing Industry Registration Board) • Valid PIRB license 	Certified copy, not older than 3 months, of RELEVANT registration	2	
				Certified copy, not older than 3 months, of RELEVANT registration	2	
				Certified copy, not older than 3 months, of RELEVANT registration	2	
	Registration with relevant accrediting body	8	<ul style="list-style-type: none"> • 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	
				TOTAL		

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C3		FUNCTIONAL CATEGORY – DELIVERY STRATEGY METHODOLOGY				
	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 53 points)	<p>Convincingly explain a strategy with full details on how the following project will be managed:</p> <p>Install a 150L geyser inside the Hair Care lecturing venue</p>	35	<ul style="list-style-type: none"> Detailed delivery strategy methodology that clearly demonstrates: <ul style="list-style-type: none"> How the project will be managed, Realistic time frames and activities How the service provider will ensure uninterrupted service and timely delivery Include a quote that indicates hardware as well as labour rates 	Step 1	3	
				Step 2	2	
				Step 3	2	
				Step 4	2	
				Step 5	2	
				Step 6	2	
				Step 7	2	
				Step 8	2	
				Step 9	2	
				Step 10	2	
				Step 11	2	
				Step 12	2	
				Step 13	2	
				Step 14	3	
				Step 15	5	
	Proof of compliance to Health + Safety	11	<ul style="list-style-type: none"> Proof of Health + Safety training 	Appropriate certificates		
				Qualified Plumber	2	
				Assistant plumber	2	
				Assistant	2	
			Proof of Health + Safety plan	Health + Safety plan	5	
	Guarantee on work performed	7	Commitment to give guarantee against all work performed	Certified affidavit	1	
				Not older than 3 months	1	
				With duration of guarantee clearly indicated	5	
				TOTAL		

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C4 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

C5 LOCALITY						
		Criteria	Possible points	Documentary 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 Or 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. 	Business located within a radius of 50 km of Sasolburg campus	15
					Business located within a radius of 100 km of Sasolburg campus	5
				TAKE NOTE: Information provided to be vetted.	Total	

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