

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 164 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	25
C2	Expertise + Capability	83	35
C3	Methodology	16	10
C4	Financial Viability	10	10
C5	Locally Based	25	20
GRAND TOTAL		164	100

- 3.4 Bidders that score the minimum percentage (60%) 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
3+ - 5 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"> • Legally certified Letters 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 <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
C 2.1 (Max of 40 points)	Delivery	6	<ul style="list-style-type: none"> Affidavit: Proof that the company has access to a vehicle at any given time to render services, Vehicle must have license disc as a proof of Roadworthy Name of driver Certified Valid license of driver <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 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	
	Availability of consumables	4	<ul style="list-style-type: none"> Official letter from reputable supplier, confirming that items are provided to the tenderer and that they are SABS approved <p>TAKE NOTE: Tender cannot be considered if items are not SABS approved</p>	Letter not older than 3 months	1	
				On official letterhead with contact details of supplier	1	
				Stating that items are provided to the service provider and that they are SABS approved	2	
	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	
	Time frames	4	<ul style="list-style-type: none"> Proof that services can be rendered within 1 working day if needed during normal working hours, after receipt of an official purchase order 	Certified affidavit, not older than 3 months stating that delivery can be done within 1 working day if needed during normal working hours, after receipt of an official purchase order	2	
					2	

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			4	<ul style="list-style-type: none"> Proof that technician will be available within 1 hour for emergency repairs, after receipt of an official purchase order 	Certified affidavit not older than 3 months Stating that technician can be available within 1 hour if needed during emergency, after receipt of an official purchase order	2 2
	Ownership of equipment		6	<ul style="list-style-type: none"> Proof that scaffolds belong to service provider or will be hired by the bidder and that it complies with health and safety standards <p>TAKE NOTE: THE COLLEGE CANNOT PROVIDER ANY TOOLS OR EQUIPMENT TO THE SERVICE PROVIDER</p>	Certified affidavit, not older than 3 months Stating that the service provider owns a 4 - 8m scaffold or will hire one should the need arise Stating that the scaffold complies with health and safety standards	2 2 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 18 points) PLEASE NOTE: Only experience after being certified as a qualified electrician will be considered	18	<ul style="list-style-type: none"> Curriculum vitae of team reflecting relevant experience on any of the following: <ul style="list-style-type: none"> Master Electrician Qualified electrician with wireman’s license Electrical Assistant 	Evidence			
				Experience in table format			
					Master Electrician	Qualified Electrician	Electrical Assistant
				< 5 yrs.	2	2	2
				5 – 9 yrs.	4	4	4
				10+ - 15 yrs.	6	6	6
Total							
C2.3	Relevant qualifications	6	<ul style="list-style-type: none"> Certified copy of relevant qualification 	Evidence			
				Certified copy, not older than 3 months, of RELEVANT qualification		3	
				Certified copy, not older than 3 months, of RELEVANT qualification		3	
	Registration with relevant accrediting body	11	<ul style="list-style-type: none"> Certified copy of relevant registration with any relevant accreditation bodies. E.g. ACSA 	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 registration with the department of Labour as a contractor		2	
				Certified copy, not older than 3 months, of wireman’s license		5	
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		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 16 points)	Convincingly explain a strategy with full details on how the following project will be managed: Electrical installation to install a 3 phase + neutral circuit with 5 pin 16A co plug	5	<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, Quotation method Realistic time frames and activities How the service provider will ensure uninterrupted service and timely delivery should there be any (e.g. if the students are on strike) 	Detailed procedure	5	
			11	<ul style="list-style-type: none"> Proof of Health + Safety training 	Appropriate certificates		
			Proof of compliance to Health + Safety			Master Electrician	2
						Qualified Electrician	2
					Electrical assistant	2	
				Proof of Health + Safety plan	Health + Safety plan of the company	5	
					TOTAL		

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C4 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	

C5 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 25 points)	Proof of business/office locally based	25	<ul style="list-style-type: none"> Municipal account (water and electricity) of the bidder's premises. 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	25	
					Business located within a radius of 50 km to 100 km of Sasolburg campus	5	
				TAKE NOTE: Information provided will be vetted.	Total		

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