

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 182 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	15
C2	Expertise + Capability	91	45
C3	Methodology	21	10
C4	Financial Viability	10	5
C5	Locally Based	30	25
GRAND TOTAL		182	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.

P10/24 Elec K

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	2	<ul style="list-style-type: none"> 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	

P10/24 Elec K

	740.452.3_evaluation_criteria_for_services				Page 2 of 8	
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"> 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				

P10/24 Elec K

	740.452.3_evaluation_criteria_for_services				Page 3 of 8	
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
C 2.1	(Max of 39 points)	Delivery	6	<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 TO PROVIDE ADDITIONAL HELP TO OFFLOAD IF REQUIRED 	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
					Letter not older than 3 months	1
		Availability of high quality consumables	3	<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 	On official letterhead with contact details of supplier	1
					Stating that items are provided to the service provider and that they are SABS approved	1
					List of suppliers	6
		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. 		
		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 items can be delivered within 24 hours if needed during normal working hours 	Certified affidavit, not older than 3 months stating that delivery can be done within 24 hours if needed during normal working hours	2
Certified affidavit not older than 3 months	2					
4	<ul style="list-style-type: none"> • Proof that technician will be available within 2 hours for emergency repairs 		Certified affidavit not older than 3 months	2		
			Stating that technician can be available within 1 hour if needed during emergency	2		

P10/24 Elec K

740.452.3_evaluation_criteria_for_services				Page 4 of 8		
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)				
C2.1 (Cont.)	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 	Certified affidavit, not older than 3 months	2	
				Stating that the service provider owns a 4 - 8m scaffold or will hire one should the need arise	2	
				Stating that the scaffold complies with health and safety standards	2	
					Total	

P10/24 Elec K

	740.452.3_evaluation_criteria_for_services				Page 5 of 8
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3
					16/07/2020

Bidder name : _____ Vendor Number _____

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 30 points)	Experience of proposed team	30	Experience in table format of the following: <ul style="list-style-type: none"> ○ Master Electrician ○ Qualified electrician ○ Electrical Assistant 	Evidence			
					Experience in table format			
						Master Electrician	Qualified Electrician	Electrical Assistant
					>5 yr	1	1	1
					5 – 10 yr	3	3	3
					10+ - 15 yr	5	5	5
					15+ - 20 yr	8	8	8
					20+ yr	10	10	10
			Total					
C2.3	(Maximum of 22 points)	Relevant qualifications	6	<ul style="list-style-type: none"> • Certified copy of relevant qualification 	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		
		Registration with relevant accrediting body	8	<ul style="list-style-type: none"> • Certified copy of relevant registration with any relevant accreditation bodies 	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	
					Certified copy, not older than 3 months, of registration with the Department of Labour as a contractor		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					

P10/24 Elec K

740.452.3_evaluation_criteria_for_services				Page 6 of 8		
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

Bidder name : _____ Vendor Number _____

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 21 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	10	<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 	Detailed Procedure	10
			11	<ul style="list-style-type: none"> Proof of Health + Safety training 	Appropriate certificates	
		Master Electrician			2	
		Qualified Electrician			2	
		Electrical assistant	2			
		Proof of Health + Safety plan	Health + Safety plan	5		
					TOTAL	

P10/24 Elec K

	740.452.3_evaluation_criteria_for_services				Page 7 of 8
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3
					16/07/2020

Bidder name : _____ Vendor Number _____

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 30 points)	Proof of business/office locally based	30	<ul style="list-style-type: none"> Municipal account (water and electricity) of the bidder's premises. Or <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. 	Business located within a radius of 50 km of Kroonstad campus	30
					Business located within a radius of 100 km of Kroonstad campus	5
				TAKE NOTE: Information provided will be vetted.	Total	

P10/24 Elec K

	740.452.3_evaluation_criteria_for_services				Page 8 of 8	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020