

**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): 101 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	35
C2	Expertise + Capability	61	55
C3	Financial Viability	10	10
GRAND TOTAL		101	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)										
C1.1	Relevant history of company: (Maximum of 6 points)	Criteria	Possible points	Documentary proof in order to claim points	POINTS ALLOCATED (For office use only – circle the points and fill in the total)					
		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							
					<b>Total</b>		<b>Total</b>		<b>Total</b>	

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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>				

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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)		
(Maximum of 61 points)	Proof of reputable supplier and high quality products	16	<ul style="list-style-type: none"> <li>Official letter from reputable supplier, stating that products will be supplied in original packaging</li> </ul>	Letter not older than 3 months	2	
		3		<ul style="list-style-type: none"> <li>Commitment to deliver in bulk quantities</li> </ul>	On official letterhead	2
	15		<ul style="list-style-type: none"> <li>Samples of consumables on the specification list that the service provider will provide (Items 2, 5 and 6 listed on the Specification list)</li> </ul>		Contact details that can be followed up	2
		5		<ul style="list-style-type: none"> <li>Commitment to adhere to what was requested</li> </ul>	Stating that items will be supplied in original packaging	10
	8		<ul style="list-style-type: none"> <li>Copy of relevant CSD registration (Full report, not just the summary)</li> </ul>		Certified affidavit, not older than 3 months, stating that quantities can be delivered in bulk quantities	3
		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>	Samples submitted	
	4		<ul style="list-style-type: none"> <li>Proof that items can be delivered within 10 working days after receipt of official purchase order</li> </ul>		AFRO Value Pack Relaxer Kit	5
				AFRO Pre Curling Lotion	5	
				AFRO Perm Neutralizer	5	
				Certified affidavit, not older than 3 months	1	
				Indicating the bidder's commitment to adhere to what was requested on the purchase order	2	
				Stating that if the requested products are not available, alternative products will not be provided without consultation with the end-user	2	
				Registration at <b>Central Supplier Database for Government</b> (Full report, not just the summary)	8	
			Clear indication of % mark-up per supplier	10		
			Certified affidavit stating that delivery can be done within 10 working days after receipt of official purchase order	4		
				<b>TOTAL</b>		

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C3		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

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