

Bidder name : \_\_\_\_\_ Vendor Number \_\_\_\_\_

## EVALUATION CRITERIA FOR SERVICES

**1. THE BID WILL BE EVALUATED AS FOLLOWS:**

- 1.1 Assessment on Functionality (separate from price): 136 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	76	45
C3	Financial Viability	10	10
C4	Locally Based	20	15
GRAND TOTAL		136	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								
					<b>Total</b>		<b>Total</b>		<b>Total</b>		

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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"> <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</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	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)	
					Evidence	Points
C2.1	(Maximum of 17 points)	Proof of capability to deliver	8	<ul style="list-style-type: none"> <li>Proof that the company has access to a vehicle to deliver</li> <li>Name of delivery officer</li> <li>Valid license of delivery officer</li> <li>Proof that company will provide additional help to offload at the College</li> </ul> <b>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</b>	Certified affidavit, not older than 3 months, stating that the specific vehicle will be used to deliver and the name of driver	2
					Certified copy, not older than 3 months, of registration documents of vehicle	2
			8	<ul style="list-style-type: none"> <li>Proof that items listed on the specification list will not be outsourced, but will be designed and printed by the tenderer.</li> </ul> <b>TAKE NOTE</b> that the College might visit your premises to verify that the bidder can offer the services requested	Certified affidavit not older than 3 months stating that items will be designed and printed in house	5
					The tenderer must specify which items will need to be outsourced if any.	3
		Proof of reputable supplier	6	<ul style="list-style-type: none"> <li>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.</li> </ul>	List of suppliers	6

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (CONTINUED)				
C2.1 (Cont.)	Proof of mark-up	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>	Clear indication of % mark-up per supplier	10	
	Timely delivery	3	<ul style="list-style-type: none"> <li>• Proof that items can be delivered 3 weeks after final proof have been signed off</li> </ul>	Certified Affidavit, not older than 3 months, stating that delivery can be done within a minimum of 3 weeks after final proof has been signed off (depending on the work to be done)	3	
					<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)	
C2.2	(Maximum of 10 points)	Relevant experience of proposed team	10	<ul style="list-style-type: none"> <li>Curriculum vitae of 2 team members reflecting experience in graphic design</li> </ul>	Evidence - CV reflecting experience in Graphic Design	
					Person 1	Person 2
					< 5 yrs	1
					5 – 10 yrs	3
					10+ yrs	5
					<b>Total</b>	

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)	
C2.3	(Maximum of 6 points)	Relevant qualifications of team members	6	<ul style="list-style-type: none"> <li>Certified copies of relevant qualification IN GRAPHIC DESIGN <b>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</b></li> </ul>	Evidence	Points
					Certified copy, not older than 3 months, of <b>RELEVANT</b> qualification	3
					Certified copy, not older than 3 months, of <b>RELEVANT</b> qualification	3
					<b>TOTAL</b>	

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (continue)															
		Criteria	Possible points	Documentary proof in order to claim points	POINTS ALLOCATED (For office use only – circle the points and fill in the total)												
C2.4	(Maximum of 25 points)	Examples	15	<ul style="list-style-type: none"> <li>Examples submitted</li> </ul> <p><b>TAKE NOTE – IF SAMPLES ARE NOT SUBMITTED, NO POINTS WILL BE ALLOCATED</b></p>	<table border="1"> <thead> <tr> <th>Evidence</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Letterhead (Nr 8.2 on specification list)</td> <td>3</td> </tr> <tr> <td>A5 flyers (nr 8.3 on specification list)</td> <td>3</td> </tr> <tr> <td>Business cards (nr 8.9 on the specification list)</td> <td>3</td> </tr> <tr> <td>Lanyards (nr 8.10 on the specification list)</td> <td>3</td> </tr> <tr> <td>Desk calendar (Nr 8.13 on the specification list)</td> <td>3</td> </tr> </tbody> </table>	Evidence	Points	Letterhead (Nr 8.2 on specification list)	3	A5 flyers (nr 8.3 on specification list)	3	Business cards (nr 8.9 on the specification list)	3	Lanyards (nr 8.10 on the specification list)	3	Desk calendar (Nr 8.13 on the specification list)	3
		Evidence	Points														
Letterhead (Nr 8.2 on specification list)	3																
A5 flyers (nr 8.3 on specification list)	3																
Business cards (nr 8.9 on the specification list)	3																
Lanyards (nr 8.10 on the specification list)	3																
Desk calendar (Nr 8.13 on the specification list)	3																
Guarantee on work performed	10	<ul style="list-style-type: none"> <li>Proof that re-prints will be done free of charge if the college is not satisfied with the final product</li> <li>Proof that quality of work will be consistent</li> </ul>	<table border="1"> <tbody> <tr> <td>Certified affidavit, not older than 3 months, stating that re-print (if the company deviated from the signed proof) will be done free of charge.</td> <td>5</td> </tr> <tr> <td>Certified affidavit, not older than 3 months, stating that the quality of work and items provided will remain consistent for the duration of the contract.</td> <td>5</td> </tr> </tbody> </table>	Certified affidavit, not older than 3 months, stating that re-print (if the company deviated from the signed proof) will be done free of charge.	5	Certified affidavit, not older than 3 months, stating that the quality of work and items provided will remain consistent for the duration of the contract.	5										
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C3 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	10
					Or Letter from accredited accountant	
					<b>Total</b>	

C4 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 20 points)	Proof of business/office locally based	20	<ul style="list-style-type: none"> <li>Municipal account (water and electricity) of the bidder's premises</li> <li>Or</li> <li>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.</li> </ul>	Business located within a radius of 50 km of Sasolburg	20					
					Business located within a radius of 100 km of Sasolburg	5					
					<b>TAKE NOTE: Information provided will be vetted.</b>					<b>Total</b>	
					<b>TOTAL MAXIMUM POINTS</b>					<u>136</u>	
						%					

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