

Bidder name : _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

- 1.1 Assessment on Functionality (separate from price): 113 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	23	20
C2	Expertise + Capability	50	30
C3	Methodology	15	10
C4	Financial Viability	20	10
C5	Locally Based	5	30
GRAND TOTAL		113	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 experience (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	Reference of relevant experience/ history of company: (Maximum of 5 points)	Less than 1 yr	1	<ul style="list-style-type: none"> • Proof of registration for e.g. close corporation OR <ul style="list-style-type: none"> • affidavit stating duration of existence 	Evidence	Points
		1 yr but less than 2 yrs	2		Proof of company registered for less than 1 yr	1
		2 yrs but less than 3 yrs	3		Proof of company registered for 1+ yrs but less than 2 yrs	2
		3 yrs but less than 4 yrs	4		Proof of company registered for 2+ yrs but less than 3 yrs	3
		4+ years	5		Proof of company registered for 3+ yrs but less than 4 yrs	4
						Proof of company registered for 4+ yrs
				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 18 points)	1 Letter	6	<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 Year when project was carried out 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	12		Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
		3 Letters	18		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	
				Year when project was carried out	1	1	1	
				Quality of services rendered	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				
(Maximum of 50 points)	(a) Staff Menu's for a week	10	<ul style="list-style-type: none"> 5 x daily menus FOR STAFF that includes: <ul style="list-style-type: none"> Food items acceptable to the staff Cold drinks acceptable to the staff 		Menu 1	Menu 2	Menu 3	Menu 4	Menu 5
				Food items acceptable to the staff	1	1	1	1	1
				Cold drinks acceptable to the staff	1	1	1	1	1
					Menu 1	Menu 2	Menu 3	Menu 4	Menu 5
				Food items acceptable to student community	1	1	1	1	1
				Snack items acceptable to student community	1	1	1	1	1
	(b) Student Menu's for a week	15	<ul style="list-style-type: none"> 5 x daily menus FOR STUDENTS that includes: <ul style="list-style-type: none"> Food items acceptable to student community Snacks acceptable to student community Cold drinks acceptable to student community 		Menu 1	Menu 2	Menu 3	Menu 4	Menu 5
				Food items acceptable to student community	1	1	1	1	1
				Snack items acceptable to student community	1	1	1	1	1
	(c) Timely delivery	10	<ul style="list-style-type: none"> Proof that service provider will adhere to set delivery times 	Certified affidavit, not older than 3 months, stating that items can be delivered within 3 Hrs.	10				
				Certified affidavit, not older than 3 months, stating that items can be delivered within 9 Hrs.	5				
				Certified affidavit, not older than 3 months, stating that items can be delivered within 24 Hrs.	2				
(d) 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					

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (Continued)			
Cont.	(e) Health & Safety compliance	5	<ul style="list-style-type: none"> • Proof that Health & Safety will be adhered to 	Certified affidavit, not older than 3 months, stating that:	1
				An inspection of the premises can be made by the college to confirm health and safety compliance	2
				Responsibility will be taken by the bidder should any challenges arise, e.g., food poisoning	2
				Total	

C3		PROOF OF FINANCIAL - 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)	
	(Maximum of 15 points)	Equipment available	15	<ul style="list-style-type: none"> • Provide checklist containing quantity, brand name, description and capacity regarding: <ul style="list-style-type: none"> ○ Fridge ○ Stove ○ Food warmers • Affidavit stating that the above equipment is owned by the tenderer <p style="text-align: center;">OR</p> <p>Written confirmation that the equipment will be hired, including proposed cost per month</p> <p>PLEASE NOTE: NO COOKING EQUIPMENT WILL BE PROVIDED BY THE COLLEGE</p>	Evidence	Points
					Fridge	3
					Stove	3
					Food Warmers	3
					Certified affidavit, not older than 3 months	2
					Stating that equipment is owned by the tenderer	4
					OR	
Or that equipment will be hired if not owned by the tenderer, including proposed cost per month	4					
Total						

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C4		FUNCTIONAL CATEGORY – 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"> Municipal account (water and electricity) of the bidder's premises. <p style="text-align: center;">Or</p> <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. <p>TAKE NOTE: Information provided will be vetted.</p>	Business located within a radius of 10 km of Kroonstad / Mphohadi campuses	20	
				Business located within a radius of 10 - 20 km of Kroonstad / Mphohadi campuses	10	
				Business located beyond a radius of 20 km of Kroonstad / Mphohadi campuses	5	
				Total		

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C5		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 5 points)	Financial analysis of business viability	5	Review of Financial Documents done by an accredited accountant (or relevant person) that proves all finances are in order	Letter from accredited accountant	5	
TOTAL MAXIMUM POINTS		113		TOTAL		
					%	

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