	higher education & training	Ref No:	740.452.3_evaluation_criteria_for_services			Page 1 of 6		Flavius Mareka TVET College
	Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA	Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020
		EVALUATION CRITERIA FOR SERVICES						Embrace your Future

Bidder name: _____   Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

1.1   Assessment on Functionality (separate from price): 118 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	42	30
C2	Expertise + Capability + Capacity	66	60
C3	Financial Viability	10	10
	GRAND TOTAL	118	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-BBEEE 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							
					Total		**Total**		**Total**	

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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 36 points)	1 Letter	12	• Letters from referees regarding SIMILAR service delivered. Letters should contain/display the following:	**Evidence**			
					Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
		2 Letters	24	○ not be older than 3 months	Letter not older than 3 months	1	1	1
		3 Letters	36	○ be on official letterhead of institution to whom services were rendered	Letter on official letterhead	1	1	1
				○ clear contact details so that the reference could be followed up	Clear contact details that could be followed up	1	1	1
				○ description/details of projects/services rendered	Description/details of project/services	3	3	3
				○ time frame when project was carried out ○ value of contract ○ quality of services rendered must be clear ○ letter must be legally certified	Time frame of project with confirmation that project was delivered within agreed time	1	1	1
					Value of contract	1	1	1
				TAKE NOTE	Quality of services rendered	3	3	3
				References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED	Letter legally certified	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)**		
	(Maximum of 66 points)	Proof of capability to deliver	15	• Proof that the company has access to a vehicle to deliver • Name of delivery officer • Valid license of delivery officer • Proof that company will provide additional help to deliver at the College • Proof that company can transport hazardous goods • Proof that the driver is certified to transport hazardous goods **TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED**	**Evidence**		**Points**
					Certified affidavit, not older than 3 months stating that the specific vehicle will be used to deliver and the name of driver		1
							1
					Certified copy, not older than 3 months of registration documents of vehicle		1
					Certified copy, not older than 3 months of valid driver's license of the named driver		1
					Certified affidavit, not older than 3 months, stating that company will provide additional help to offload deliveries		1
					Certified copy, not older than 3 months, of a valid certificate that proves that the company can transport hazardous goods		5
					Certified copy, not older than 3 months, of a valid certificate that proves that the named driver is certified to transport hazardous goods		5
		Proof of originality of products	18	• Proof that products are in their original form • Proof that products are SABS approved • Proof of Safety Data Sheet of chemicals to be supplied	Certified Affidavit, not older than 3 months stating that		1
					Items are in their original form		7
					Items are SABS approved		5
					Safety Data Sheet of chemicals to be supplied		5
			3	• Commitment to deliver in bulk quantities as requested on specification list	Certified affidavit, not older than 3 months, stating that quantities can be delivered in bulk sizes as per specification list		3

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Bidder name : _____   Vendor Number _____

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)**
Cont.		Return policy	5	• Proof of return policy	Company returns policy outlining the process to handle returns	5
		Product Shelf life	5	• Proof of shelf life	Certified affidavit, not older than 3 months, stating the shelf life of products will be between 6 months (at the least) and 2 years	5
		Proof of mark-up	10	• Certified affidavit with an undertaking to cap the markup on a stated (your own discretion) percentage.	Clear indication of % mark-up per supplier	10
		Timely delivery	2	• Proof that items can be delivered within 7 working days after receipt of an official purchase order	Certified affidavit stating that delivery can be done within 7 working days after receipt of official purchase order	2
		Registration with relevant accrediting body	8	• 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				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
					Total	

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