

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

## EVALUATION CRITERIA FOR SERVICES

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

- 1.1 Assessment on Functionality (separate from price): 126 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	66	40
C3	Financial Viability	10	10
C4	Locally Based	20	20
GRAND TOTAL		126	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.

T02/24 Garden K

Document number	Evaluation criteria for services	Page 2 of 6	Issue
740.45.2			2

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"> <li>Proof of registration for e.g. close corporation</li> </ul>	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							
					<b>Total</b>		<b>Total</b>		<b>Total</b>	

T02/24Garden K

		740.45.3_evaluation_criteria_for_services			Page 2 of 6	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

Document number	Evaluation criteria for services	Page 3 of 6	Issue
740.45.2			2

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 SIMILAR regarding 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><b>TAKE NOTE</b> 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>						

T02/24Garden K

	740.45.3_evaluation_criteria_for_services				Page 3 of 6	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

Document number	Evaluation criteria for services	Page 4 of 6	Issue
740.45.2			2

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)	
(Maximum of 66 points)	Quantity of staff to be deployed on this contract	19	<ul style="list-style-type: none"> <li>Name list of staff to be deployed on each site (at least 2 per site)</li> <li>Salary schedule for staff members</li> </ul> <p><b>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</b></p>	<b>Evidence</b>	<b>Points</b>
				Name list of 9 employees with certified copies of ID's (not older than 3 months) Point allocated per ID that corresponds with name list	9
				Salary schedule including R value and hours	5
				Certified affidavit, not older than 3 months with a commitment that employees will not be paid less than the minimum prescribed salary for the full duration of this contract	2
					3
	Proof of possession/ownership of gardening tools	47	<ul style="list-style-type: none"> <li>List with quantity and description of the following: <ul style="list-style-type: none"> <li>Lawnmowers with big enough capacity</li> <li>Bush cutters/weed eaters</li> <li>Brooms</li> <li>Rakes</li> <li>Spades</li> <li>Wheelbarrows</li> <li>Step ladder, 3m</li> <li>Hand saw</li> </ul> </li> </ul> <p><b>TAKE NOTE: the college will not provide the service provider with any equipment</b></p>	Certified affidavit, not older than 3 months with description of the following items. Description needs to be detailed and include capacity and sizes	
				Lawnmower with big enough capacity	3
				Bush cutters / weed eaters	3
				Brooms	3
				Rakes	3
				Spades	3
				Wheelbarrows	3
				Step ladder, 3m	3
				Hand saw	3
				Other	2
				Certified affidavit, not older than 3 months,	2
				Stating that tools will be readily available	2

T02/24Garden K

740.45.3_evaluation_criteria_for_services		Page 4 of 6	
Approved by:	Council	Issue Date:	12/03/2015 Rev: 3 16/07/2020

Document number	Evaluation criteria for services	Page 5 of 6	Issue
740.45.2			2

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

C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (continued)			
	Proof of possession/ownership of gardening tools (cont)		<ul style="list-style-type: none"> <li>• Proof of address where equipment can be verified</li> </ul>	Certified affidavit, not older than 3 months	1
				Stating that the proof of address submitted is where the owner lives / where the business operates / where the equipment is kept	2
				Contingency plans	3
	Supervision	3	<ul style="list-style-type: none"> <li>• Name of supervisor as well as proposed time that he/she will be present on respective sites</li> </ul>	Certified copy, not older than 3 months, of supervisor's ID	1
				Certified affidavit, not older than 3 months, stating times when supervisor will be on respective sites	2
	Registration with relevant accrediting body	8	<ul style="list-style-type: none"> <li>• Copy of relevant CSD registration (FULL REPORT, not just a summary)</li> </ul>	Registration at <b>Central Supplier Database for Government</b> (FULL REPORT, not just a summary)	8
				<b>BONUS POINTS</b>	
				Proof of registration as Pest Control Operator, compliant with Act 36 of 1947 of Agriculture, forestry and fisheries.	10
				<b>TOTAL</b>	

T02/24Garden K

	740.45.3_evaluation_criteria_for_services				Page 5 of 6
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3
					16/07/2020

Document number	Evaluation criteria for services	Page 6 of 6	Issue
740.45.2			2

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

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

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> </ul> Or <ul style="list-style-type: none"> <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> <b>Take note: Information provided will be vetted</b>	Business located <b>within</b> a radius of 50 km of Moqhaka campuses	20
					Business located <b>beyond</b> a radius of 50 km of Moqhaka campuses	0
					<b>Total</b>	

					<b>Final total</b>	
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T02/24Garden K

	740.45.3_evaluation_criteria_for_services				Page 6 of 6
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3
					16/07/2020