

## 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): 117 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	62	45
C3	Financial Viability	10	10
C4	Locally Based	15	15
GRAND TOTAL		117	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)							
			Evidence	Points	Evidence	Points	Evidence	Points		
C1.1 Relevant history of company: (Maximum of 6 points)	3 yrs	• Proof of registration for e.g. close corporation	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									
	6+ yrs									
			<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 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)		
C2.1	Max of 12 points	Reaction time	1	<ul style="list-style-type: none"> <li>Proof of reaction time after alarm went off</li> </ul>	Certified affidavit, not older than 3 months, stating reaction time after an alarm went off	1	
		Equipment to be used	11	<ul style="list-style-type: none"> <li>Certified affidavit, not older than 3 months, showing a list of equipment that the team will have with them</li> </ul>	Hand cuff / person	1	
					Baton / person	1	
					Two way radios at each campus / person	1	
					Torch – on site	1	
					Visitors and vehicle registers – on site	1	
					Occurrence book – on site	1	
					Batteries – on site	1	
					Charger – on site	1	
					Pepper spray / person	1	
					Firearm	1	
					Vehicle	1	
					<b>TOTAL</b>		

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C2		FUNCTIONAL CATEGORY – EXPERTICE, 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 24 points)	Firearm competency	6	<ul style="list-style-type: none"> <li>Certified copy of firearm competency certificate</li> </ul>	<b>Evidence</b>						
					Certified copy, not older than 3 months, firearm competency certificate						1
					Certified copy, not older than 3 months, firearm competency certificate						1
					Certified copy, not older than 3 months, firearm competency certificate						1
					Certified copy, not older than 3 months, firearm competency certificate						1
					Certified copy, not older than 3 months, firearm competency certificate						1
					Certified copy, not older than 3 months, firearm competency certificate						1
		Police clearance	6	<ul style="list-style-type: none"> <li>Proof police clearance per team member</li> </ul>	Team Member 1	Team Member 2	Team Member 3	Team Member 4	Team Member 5	Team Member 6	6
		Driver's License	6	<ul style="list-style-type: none"> <li>Proof of driver's license</li> </ul>	Certified copy, not older than 3 months of valid driver's license						1
					Certified copy, not older than 3 months of valid driver's license						1
Certified copy, not older than 3 months of valid driver's license						1					
Certified copy, not older than 3 months of valid driver's license						1					
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C2.2 (continued)	Armed response training	6	<ul style="list-style-type: none"> <li>• Certificate in armed response training</li> </ul>	Certified copy not older than 3 months, of certificate in armed response training	1
				Certified copy not older than 3 months, of certificate in armed response training	1
				Certified copy not older than 3 months, of certificate in armed response training	1
				Certified copy not older than 3 months, of certificate in armed response training	1
				Certified copy not older than 3 months, of certificate in armed response training	1
				Certified copy not older than 3 months, of certificate in armed response training	1
				<b>TOTAL</b>	

C2.3	(Maximum of 18 points)	Registration with relevant accrediting body	8	<ul style="list-style-type: none"> <li>• Copy of relevant registration</li> </ul>	Registration at <b>Central Supplier Database for Government</b>	8
			4	<ul style="list-style-type: none"> <li>• Certified copy of relevant registration with <b>SAISA</b></li> </ul>	Certified copy, not older than 3 months, of <b>RELEVANT</b> registration <b>of the company</b> with SAISA	2
				<ul style="list-style-type: none"> <li>• Certified copy of relevant registration with <b>COIDA</b></li> </ul>	Certified copy, not older than 3 months, of <b>RELEVANT</b> registration <b>of the company</b> with COIDA	2
		6	<ul style="list-style-type: none"> <li>• Certified copy of relevant registration <b>of the team members</b> with PSIRA</li> </ul>	Certified copy, not older than 3 months, of <b>RELEVANT</b> registration B-grade guard	1	
				Certified copy, not older than 3 months, of <b>RELEVANT</b> registration B-grade guard	1	
				Certified copy, not older than 3 months, of <b>RELEVANT</b> registration B-grade guard	1	
				Certified copy, not older than 3 months, of <b>RELEVANT</b> registration B-grade guard	1	
				Certified copy, not older than 3 months, of <b>RELEVANT</b> registration B-grade guard	1	
		<b>TOTAL</b>				

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY				
		Criteria	Possible points	Documentary proof in order to	POINTS ALLOCATED (For office use only )	
C2.4	Maximum of 8 points)	Control room evidence	8	<ul style="list-style-type: none"> <li>Certified affidavit, not older than 3 months, OR evidence, including photos listing items located in the control room</li> </ul>	List of all items in the control room	2
					Radios – ICASA license to be attached.	2
					MMS	2
					Firearm strong room certificate as approved by SAPS.	2
					<b>TOTAL</b>	

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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C4		LOCALITY				
	Criteria	Possible points	Documentary claim points	proof in order to	POINTS ALLOCATED (For office use only – circle the points and fill in the total)	
(Maximum of 15 points)	Proof of business/office locally based	15	<ul style="list-style-type: none"> <li>Municipal account (water and electricity) of the bidder's premises</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>	Or	Business located within Moqhaka municipality	15
					Business located beyond Moqhaka municipality but within Fezile Dabi district	10
					Business located beyond Fezile Dabi districts but within the Free State province	5
					Business located beyond the Free State province	0
					<b>Total</b>	
<b>TOTAL MAXIMUM POINTS</b>					<u>117</u>	

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