

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): 97 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	51	50
C3	Financial Viability	16	20
GRAND TOTAL		97	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.

T03/24 Books

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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	2	<ul style="list-style-type: none"> 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	4								
	6+ yrs	6								
				Total		Total		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 24 points)	1 Letter	8	<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 the supply of text books specifically in the TVET sector time frame when project was carried out value of contract quality of services rendered must be clear Letter must be legally certified if it is a copy but not if it is original <p>TAKE NOTE References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED</p>	Evidence				
		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 the supply of text books in the TVET sector	2	2	2
						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
						Total			

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY											
	(Maximum of 51 points)	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							
		Proof of capability to deliver	9	<ul style="list-style-type: none"> Proof that the company has access to a vehicle to deliver <p style="text-align: center;">or</p> <ul style="list-style-type: none"> Proof of working arrangement / working relationship with a reputable courier company that was previously used Proof that additional help will be available to offload at the college <p>TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED</p>	Certified affidavit, not older than 3 months, stating that own vehicle will be used to deliver and the name of driver Or Any documentation that proves working arrangement / working relationship with a reputable courier company that was previously used	7							
								10	<ul style="list-style-type: none"> Proof/Commitment of minimum quantity of books before a purchase order can be delivered 	Certified affidavit, not older than 3 months, stating that: Minimum quantity of books before delivery can be made <table border="1" style="width: 100%; text-align: center;"> <tr> <td>10 Books</td> <td>20 Books</td> <td>30 Books</td> </tr> <tr> <td>10</td> <td>5</td> <td>3</td> </tr> </table>	10 Books	20 Books	30 Books
10 Books	20 Books		30 Books										
10	5		3										
		10	<ul style="list-style-type: none"> Proof/Commitment of minimum R-value before a purchase order can be delivered 	Minimum R-value before delivery can be made <table border="1" style="width: 100%; text-align: center;"> <tr> <td>R 1 000.00</td> <td>R 5 000.00</td> <td>R 10 000.00</td> </tr> <tr> <td>10</td> <td>5</td> <td>3</td> </tr> </table>	R 1 000.00	R 5 000.00	R 10 000.00	10	5	3			
R 1 000.00	R 5 000.00				R 10 000.00								
10	5	3											
		Timely delivery	10	<ul style="list-style-type: none"> Proof that items can be delivered within 14 working days after an official order was placed <p>Commitment to deliver books as soon as they are received, irrespective of whether</p>	Certified affidavit, not older than 3 months, stating that delivery can be done within: <table border="1" style="width: 100%; text-align: center;"> <tr> <td>14 working days</td> <td>6 working days</td> <td>2 hours</td> </tr> <tr> <td>2</td> <td>4</td> <td>6</td> </tr> </table>	14 working days	6 working days	2 hours	2	4	6	2	
14 working days	6 working days					2 hours							
2	4					6							
		Certified affidavit, not older than 3 months stating that books will be delivered as soon as they are received, irrespective of whether you have received all the books on											

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C2	(continued)			you have received all the books on the order issued to you	the order issued to you	
				<ul style="list-style-type: none"> • Commitment to deliver within college working hours 	Certified affidavit, not older than 3 months stating that deliveries will be made strictly during college working hours	2
		Proof of warranty / return policy	2	<ul style="list-style-type: none"> • Proof of the company policy with regard to warranty / return policy on books 	Letter on official letter head to indicate company policy with regard to warranty / return policy if the order was correct.	2
		Proof of Public Liability Insurance	2	<ul style="list-style-type: none"> • Proof of Public Liability Insurance 	Proof of Public Liability Insurance	2
		Registration with relevant accrediting body	8	Copy of relevant CSD 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 16 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
	Proof of good standing with suppliers	6	Certified letter stating: Credit terms Flexibility to increase credit limit Payment terms	Contents in letter to be checked:		
				Letter not older than 3 months	1	
				Letter on official letterhead	1	
				Clear contact details that could be followed up	1	
				Credit terms	1	
				Flexibility to increase credit limit	1	
				Payment terms	1	
				TOTAL		
TOTAL MAXIMUM POINTS				<u>97</u>		

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