

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): 114 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	67	50
C2	Qualifications	22	20
C3.	Financial Viability	10	10
C4	Locality	15	20
GRAND TOTAL		114	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.

P06/25 Legal

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)							
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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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 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 ○ time frame when project was carried out ○ value of contract ○ quality of services rendered must be clear <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 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	
				Total				

P06/25 Legal

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

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)				
C1.3	(Maximum of 40 points)	Experience of proposed team	40	<ul style="list-style-type: none"> Curriculum vitae of team reflecting relevant experience of which one member of the team must be an Advocate/Attorney 	Evidence				
					CV reflecting experience				
						Team member 1	Team member 2	Team member 3	Team member 4 (Advocate/Attorney)
					< 5 yr	1	1	1	1
					5 – 10 yr	3	3	3	3
					10+ - 15 yr	5	5	5	5
					15+ - 20 yr	8	8	8	8
					20+ yr	10	10	10	10
Total									

P06/25 Legal

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

Bidder name _____

Vendor Number _____

C2		FUNCTIONAL CATEGORY - QUALIFICATIONS				
	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 22 points)	Relevant qualifications	8	<ul style="list-style-type: none"> Certified copy of relevant qualification 	Evidence	Points	
				Certified copy, not older than 3 months, of RELEVANT qualification	2	
				Certified copy, not older than 3 months, of RELEVANT qualification	2	
				Certified copy, not older than 3 months, of RELEVANT qualification	2	
	Registration with relevant accrediting body	14	<ul style="list-style-type: none"> Certified copy of relevant registration with any law society (attorneys) OR bar (advocate) 	Certified copy, not older than 3 months, of RELEVANT registration	2	
				Certified copy, not older than 3 months, of RELEVANT registration	2	
				Certified copy, not older than 3 months, of RELEVANT registration	2	
				Registration at Central Supplier Database for Government (FULL REPORT)	8	
	TOTAL					

P06/25 Legal

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

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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 15 points)	Proof of business/office locally based	15	<ul style="list-style-type: none"> Municipal account (water and electricity) of the bidder's premises Or <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. 	Business located within a radius of 50 km of Sasolburg OR Business located within a radius of 50 km of Kroonstad	15
					Business located within a radius of 100 km of Sasolburg OR Business located within a radius of 100 km of Kroonstad	5
					Total	
				TOTAL MAXIMUM POINTS	114	

P06/25 Legal

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