

## 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): 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	20
C2	Expertise + Capacity	76	60
C3	Financial Viability	10	10
C4	Locally Based	10	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.

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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	<ul style="list-style-type: none"> <li>Proof of registration for e.g., close corporation</li> </ul>	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								
					<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 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> </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	
				<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 – circle the points and fill in the total)		
					Evidence	Points	
(Maximum of 76 points)	Proof of capability to deliver	18	<ul style="list-style-type: none"> <li>List of vehicles</li> </ul> <p><b><u>To earn the points – please attach registration documents per vehicle</u></b></p>	<b>10-seaters</b>			
				1 – 3 Vehicles		1	
				4 – 7 Vehicles		2	
				7 + Vehicles		3	
				<b>14-seaters</b>			
				1 – 3 Vehicles		1	
				4 – 7 Vehicles		2	
				7 + Vehicles		3	
				<b>16 seaters</b>			
				1 – 3 Vehicles		1	
				4 – 7 Vehicles		2	
				7 + Vehicles		3	
				<b>22 seaters</b>			
				1 – 3 Vehicles		1	
				4 – 7 Vehicles		2	
				7 + Vehicles		3	
				<b>60 seaters</b>			
				1 – 3 Vehicles		1	
				4 – 7 Vehicles		2	
				7 + Vehicles		3	
<b>Other</b>	1 point for each vehicle to a max of 3 points						
	1	1	1				

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	Proof of status of service providers	46	<ul style="list-style-type: none"> <li>• Roadworthy certificates</li> <li>• Valid licenses</li> <li>• PDP</li> <li>• Membership with Public Transport Association(s)</li> <li>• Passenger Liability</li> <li>• Vehicle insurance</li> </ul>	<ul style="list-style-type: none"> <li>Valid roadworthy certificates for ALL vehicles listed, not older than 3 months</li> <li>Name list of drivers with certified copies of valid driver's licenses (not older than 3 months) per driver</li> <li>Name list of drivers with certified copies of valid PDP's (not older than 3 months) per driver</li> <li>Proof of membership of public transport association (i.e., taxi, bus, etc.) with registration number (1 point per registration to a maximum of 3 points)</li> <li>Policy summary that proof vehicle insurance which includes passengers, with a minimum value of R1 million</li> </ul>	18			
	Proof of flexibility	4	<ul style="list-style-type: none"> <li>• Agreement to have random roadworthy tests performed by authorities</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Certified affidavit, not older than 3 months, stating that service provider agrees to random tests done by authorities in order to confirm road worthiness</li> <li>Certified affidavit, not older than 3 months, stating that service provider is willing to negotiate transport packages to accommodate the College</li> </ul>	2			
	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 (CSD) (FULL REPORT)</b>	8			

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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

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 10 points)	Proof of business/office locally based	10	<ul style="list-style-type: none"> <li>Municipal account (water and electricity) of the bidder's premises</li> <li>Or</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> AMENDMENT, within the province, within district, within the municipality	Business located within Moqhaka municipality, as well as Fezile Dabi district and in the Free state province	10
					Business located within Fezile Dabi district and the Free State	8
					Business located within the Free State province	5
					Business located beyond the Free State province	0
					<b>TOTAL</b>	

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