

## 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): 74 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	27	40
C2	Expertise + Capability	37	50
C3	Financial Viability	10	10
GRAND TOTAL		74	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	• 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								
						<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 21 points)	1 Letter	7	<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> <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	14		Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
		3 Letters	21		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 37 points)	Proof of capability to deliver	3	<ul style="list-style-type: none"> <li>• Proof that the company has access to a vehicle to deliver</li> <li>• Name of delivery officer</li> <li>• Valid license of delivery officer</li> </ul>	Certified Affidavit, not older than 3 months, stating that the specific vehicle will be used to deliver and the name of driver	1	
				Certified copy, not older 3 months, of registration documents of vehicle	1	
				Certified copy, not older than 3 months, of valid driver's license of named driver	1	
	Proof of reputable supplier	10	<ul style="list-style-type: none"> <li>• Official letter from reputable supplier confirming that items are provided to the tenderer.</li> </ul>	Letter not older than 3 months	1	
				On official letterhead with contact details	1	
				Stating that items are supplied to the tenderer and that they are original,	5	
				Affidavit stating that your company will be able to deliver new ICT equipment that enters the market.	3	
	Timely delivery	6	<ul style="list-style-type: none"> <li>• Proof that items can be delivered</li> </ul>	Certified affidavit not older than 3 months, stating that delivery can be done within 7 days under normal circumstances	3	
				Certified affidavit not older than 3 months, stating that delivery can be done within 24 hours during emergency	3	
	Proof of mark-up	10	<ul style="list-style-type: none"> <li>• Certified affidavit with an undertaking to cap the markup on a stated (your own discretion) percentage.</li> </ul>	Clear indication of % mark-up per supplier	10	
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 (FULL REPORT)</b>	8		
				<b>Total</b>		

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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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