

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): 79 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	31	40
C2	Expertise + Capability	20	30
C3	Methodology	18	20
C4	Financial Viability	10	10
GRAND TOTAL		79	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.

P05/25 Ver

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	

P05/25 Ver

740.45.3_evaluation_criteria_for_services				Page 2 of 7		
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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)																																				
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 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		<table border="1"> <thead> <tr> <th>Contents in letter to be checked:</th> <th>Letter 1</th> <th>Letter 2</th> <th>Letter 3</th> </tr> </thead> <tbody> <tr> <td>Letter not older than 6 months</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Letter on official letterhead</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Clear contact details that could be followed up</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Description/details of project/services</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Time frame of project with confirmation that project was delivered within agreed time</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Value of contract</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Quality of services rendered</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td colspan="4" style="text-align: center;">Total</td> </tr> </tbody> </table>	Contents in letter to be checked:	Letter 1	Letter 2	Letter 3	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			
		Contents in letter to be checked:	Letter 1		Letter 2	Letter 3																																			
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																																									
3 Letters	24																																								

P05/25 Ver

740.45.3_evaluation_criteria_for_services				Page 3 of 7		
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

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 10 points)	Experience of proposed team	10	<ul style="list-style-type: none"> Curriculum vitae of service provider reflecting relevant experience 	Evidence	
					CV reflecting experience	
					Team member 1	
					< 5 yr	1
					5 – 10 yr	3
					10+ - 15 yr	5
					15+ - 20 yr	8
20+ yr	10					
					Total	

P05/25 Ver

	740.45.3_evaluation_criteria_for_services				Page 4 of 7
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3
					16/07/2020

Bidder name : _____ Vendor Number _____

C2		FUNCTIONAL CATEGORY – EXPERTISE + CAPABILITY				
	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 20 points)	Relevant qualifications	6	<ul style="list-style-type: none"> Certified copy of relevant qualification TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED	Certified copy, not older than 3 months, of RELEVANT qualification	6	
	Registration with relevant accrediting body	6	<ul style="list-style-type: none"> Copy of relevant registration 	Copy of accreditation with AFISWITCH	6	
	Registration with CSD	8		Registration at Central Supplier Database for Government (FULL REPORT)	8	
					TOTAL	

P05/25 Ver

	740.45.3_evaluation_criteria_for_services				Page 5 of 7	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020

Bidder name : _____ Vendor Number _____

C3 FUNCTIONAL CATEGORY – DELIVERY STRATEGY METHODOLOGY									
	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
(Maximum of 18 points)	No Strategy	0	Detailed delivery strategy methodology that clearly demonstrates how the following will be managed: <ul style="list-style-type: none"> Verify all qualifications, which can include: (i) Pre and Post 1992 Matric and Senior Certificate qualifications (ii) Tertiary qualifications including short courses, certificates, diplomas, degrees, honours, Doctorates and PhD's Perform criminal record checks to determine the criminal background status of a person Conduct objective competency based employment references and pre-employment background checks Perform identity checks to verify that a specified South African ID and/or passport number is valid 	No strategy	0	Indication of methods to be used	1	Full details of how cases will be managed	3
	Strategy with limited details	6				Indication of Use of Internal Audit Resources	1	Full details of Use of Internal Resources	3
	Convincing Strategy with full details	18				Indication of Control system	1	Full details of Control system	3
						Indication of Reporting and communication	1	Full details of Reporting and communication	3
						Indication of how transfer of knowledge will be done	1	Full details of how transfer of knowledge will be done	3
						Indication of Timeframes	1	Full details of Timeframes	3

P05/25 Ver

740.45.3_evaluation_criteria_for_services				Page 6 of 7	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3
					16/07/2020

Bidder name : _____ Vendor Number _____

				<ul style="list-style-type: none"> • Perform financial record checks when required for specific posts • Perform social media screening to provide insights into the public and online personality of candidates, including past and current behavior 						
							Total		Total	

C4		FINANCIAL VIABILITY								
		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 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
				TOTAL MAXIMUM POINTS				<u>88</u>		
										%

P05/25 Ver

	740.45.3_evaluation_criteria_for_services				Page 7 of 7	
Approved by:	Council	Issue Date:	12/03/2015	Rev:	3	16/07/2020