

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): **130** 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	20
C2	Expertise + Capability	78	60
C3	Financial Viability	10	10
C4	Locally Based	15	10
GRAND TOTAL		130	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		3 yrs	2	• Proof of registration for e.g. close corporation	Evidence	Points	Evidence	Points	Evidence	Points
Relevant history of company: (Maximum of 6 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	7	<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	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	
				Total				

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C2		FUNCTIONAL CATEGORY – EXPERTISE, CAPABILITY AND CAPACITY (continue)					
		Criteria	Possible points	Documentary proof in order to	POINTS ALLOCATED (For office use only)		
C 2.1	(Max of 25 points)	Quantity of staff to be deployed on this contract	13	• Name list of staff to be deployed on each site	Table with 10 names and contact details, including relevant experience of individuals	6	
				• Salary schedule for staff members	Salary schedule reflecting prescribed salaries as prescribed by PSIRA – As per the PSIRA Illustrative Costing Guideline 2024-2025 for Sasolburg and Kroonstad areas	2	
				• Shift schedule that will ensure compliance to stipulated working hours	Shift schedule reflecting duration and times when shifts will change, for times indicated on the specification list	2	
				• Commitment	Certified affidavit, not older than 3 months, with a commitment that employees will not be paid less than the minimum prescribed salary for the full duration of this contract	3	
		Supervision and reaction time	2	• Proof that supervisor is locally situated	Certified affidavit, not older than 3 months, stating that supervisor is locally situated	2	
		Equipment to be used	10	• Certified affidavit, not older than 3 months, showing a list of equipment that the team will have with them	Hand cuff / person	1	
					Baton / person	1	
					Two way radios at each site	1	
					Torch – on site	1	
					Visitors and vehicle registers – on site	1	
Occurrence book – on site	1						
Batteries – on site	1						
Charger – on site	1						
Pepper spray / person	1						
Patrol vehicle – certified copy, not older than 3 months, of vehicle registration documents in business' name	1						
					TOTAL		

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C2						
FUNCTIONAL CATEGORY – EXPERTICE, 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)	
C2.2	(Maximum of 16 points)	Police clearance	6	<ul style="list-style-type: none"> Proof of police clearance 	Evidence	
					Team member 1	1
					Team member 2	1
					Team member 3	1
					Team member 4	1
					Team member 5	1
					Team member 6	1
		Driver's License	2	<ul style="list-style-type: none"> Proof of driver's license 	Certified copy, not older than 3 months, of valid driver's license of the supervisor	1
					Certified copy, not older than 3 months, of valid driver's license of the manager	1
		Registration with relevant accrediting body	8	<ul style="list-style-type: none"> Copy of relevant registration 	Registration at Central Supplier Database for Government (FULL REPORT)	8
						TOTAL

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C2						
FUNCTIONAL CATEGORY – EXPERTICE, CAPABILITY AND CAPACITY (continued)						
C2.3	(Maximum of 37 points)	Relevant qualifications	11	<ul style="list-style-type: none"> Certified copy of relevant qualification <p>PLEASE TAKE NOTE that you will have to be able to provide qualifications of each guard upon appointment</p>	Evidence of qualifications	Points
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of D-grade guard	1
					Certified copy, not older than 3 months, of C-grade guard	1

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C2						
FUNCTIONAL CATEGORY – EXPERTICE, CAPABILITY AND CAPACITY (continued)						
C2.3 (continued)	Registration with relevant accrediting body	7	<ul style="list-style-type: none"> • Certified copy of relevant registration with PSIRA) 	Certified copy, not older than 3 months, of RELEVANT registration of the business	2	
				Certified copy, not older than 3 months, of RELEVANT registration D-grade guard	1	
				Certified copy, not older than 3 months, of RELEVANT registration D-grade guard	1	
				Certified copy, not older than 3 months, of RELEVANT registration D-grade guard	1	
				Certified copy, not older than 3 months, of RELEVANT registration D-grade guard	1	
				Certified copy, not older than 3 months, of RELEVANT registration D-grade guard	1	
	Liability coverage	5	<ul style="list-style-type: none"> • Proof of public liability 	Certified copy, not older than 3 months, of the policy summary indicating Public Liability coverage - R5m	5	
	COIDA	2	<ul style="list-style-type: none"> • Proof of COIDA certificate 	Certified copy, not older than 3 months, of certificate with COIDA	2	
	UIF Registration	2	<ul style="list-style-type: none"> • Proof of registration with UIF 	Certified copy, not older than 3 months, of registration with UIF	2	
	ICASA License	2	<ul style="list-style-type: none"> • Proof of ICASA License 	Certified copy, not older than 3 months, of ICASA License in the name of the company	2	
	Provident fund	2	<ul style="list-style-type: none"> • Proof of Provident fund registration 	Certified copy, not older than 3 months, of provident fund certificate	2	
	Telephone line	2	<ul style="list-style-type: none"> • Proof of telephone line 	Letter, not older than 6 months, from communication service provider confirming telephone line used	2	
	NBCPSS	2	<ul style="list-style-type: none"> • Proof of good standing 	Letter, not older than 6 months, confirming good standing with the National Bargaining Council for Private Security Services	2	
	Contingency plan	2	<ul style="list-style-type: none"> • Proof of continuation of services 	Certified affidavit, not older than 3 months, confirming that there will be a contingency plan for the continuation of security services should any disruptions arise	2	
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 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 <p style="text-align: center;">Or</p> <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 Fezile Dabi district	10
					Business located within the Free State province	5
					Business located beyond the Free State province	0
					Total	
					Total	
					TOTAL MAXIMUM POINTS	

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