Bidder name: _____ Vendor Number _____

EVALUATION CRITERIA FOR SERVICES

1. THE BID WILL BE EVALUATED AS FOLLOWS:

1.1 Assessment on Functionality (separate from price): 128 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	60	30
C2	Capability + Capacity	26	40
C3	Qualifications	12	
C4	Financial Viability	10	10
C5	Locally Based	20	20
GRAND TOTAL		128	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-BBEEE scores.

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**	

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	• Letters from referees regarding SIMILAR service delivered. Letters should contain/display the following: ○ not be older than 3 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 ○ letter must be legally certified TAKE NOTE References in table format can be submitted as supporting evidence. ONLY INFORMATION ON LETTERS WILL BE SCORED	**Evidence**
		2 Letters	16		
		3 Letters	24		

Contents in letter to be checked:	Letter 1	Letter 2	Letter 3
Letter not older than 3 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
Letter legally certified	1	1	1
Total			

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 30 points)	Experience of medical team	30	• Curriculum vitae of team reflecting experience in ANY the following: o Occupational Health Practitioner o Occupational Medical Practitioner o Registered Nurse (in Occupational Health)	**Evidence** CV reflecting experience

	Team member 1	Team member 2	Team member 3
< 5 yr	1	1	1
5 – 10 yr	3	3	3
10+ - 15 yr	5	5	5
15+ - 20 yr	8	8	8
20+ yr	10	10	10

Total

Bidder name : _____ Vendor Number _____

C2	FUNCTIONAL CATEGORY – 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)**	
	(Maximum of 26 points)	Proof of capability to deliver	10	• Proof that the company has access to mobile units and will come to the college if necessary • Confirmation of the biggest group to test/assess • Confirmation of smallest group to test/assess **TAKE NOTE – IF COPIES ARE NOT CERTIFIED, NO POINTS WILL BE ALLOCATED**	**Evidence**	**Points**
					Certified affidavit, not older than 3 months	2
					stating that the company has access to mobile units and will come to the college if necessary	2
					Certified affidavit, not older than 3 months, stating the biggest group of students that can be assessed at the same time	3
					Certified affidavit, not older than 3 months, stating the least number of students that can be assessed at a time	3
		Timely delivery	8	• Indication of how long in advance a purchase order must be issued • Issuing of certificates	Certified affidavit, not older than 3 months, indicating the acceptable amount of time before medical testing can be done after receipt of an official purchase order	4
					Certified affidavit, not older than 3 months, confirming that student certificates will be issued to the college on completion of the medical assessment	4
		Registration with relevant accrediting body	8	• Copy of relevant CSD registration (FULL REPORT, not just a summary)	Registration at **Central Supplier Database for Government** (FULL REPORT, not just a summary	8
					TOTAL	

Bidder name : _____ Vendor Number _____

C3	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 12 points)	Relevant qualifications	6	• Certified copy of relevant qualification in ANY of the following: ○ Occupational Health Practitioner ○ Occupational Medical Practitioner ○ Registered Nurse (in Occupational Health)	**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	6	• Certified copy of certification and/or relevant registration with any of the following: ○ Professional Council of South Africa (HPCSA) ○ ISO 9001	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
					TOTAL	

Bidder name : _____ Vendor Number _____

C4	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

C5	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 20 points)	Proof of business/office locally based	20	• Municipal account (water and electricity) of the bidder's premises. Information will be vetted Or • 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. **TAKE NOTE: Information provided will be vetted.**	Business located within a radius of 80 km of Sasolburg OR Kroonstad	20
					Business located within a radius of 100 km of Sasolburg OR Kroonstad	10
					Total	